

# EÖTVÖS LORÁND UNIVERSITY ORGANISATIONAL AND OPERATIONAL REGULATIONS

## VOLUME 2

### ACADEMIC REGULATIONS FOR STUDENTS



*Amended version<sup>1</sup>*  
**[1 February 2020]**

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<sup>1</sup> CCLXII/2007 (XII. 17). Senate Rule XXXVI/2008 (III. 31). Senate Rule CCII/2008 (VI. 30). Senate Rule CCXXVIII/2008 (X. 6). Senate Rule CCLXXXIV/2008 (XII. 15). Senate Rule XXXV/2008 (III. 23). Senate Rule LXXIII/2009 (IV. 27). Senate Rule XCV/2009 (V. 25). Senate Rule CXCI/2009 (VI. 29). Senate Rule CXCV/2009 (VI. 29). Senate Rule CCXXXI/2009 (IX. 28). Senate Rule CCXXXII/2009 (IX. 28). Senate Rule CCLVIII/2009 (XI. 2). Senate Rule CCLXIII/2009 (XI. 2). Senate Rule CCLXIV/2009 (XI. 2). Senate Rule CCLXV/2009 (XI. 2). Senate Rule CCCXXXII/2009 (XII. 7). Senate Rule CCCXXXIII/2009 (XII. 7). Senate Rule XVIII/2010 (III. 1). Senate Rule LIII/2008 (III. 29). Senate Rule LIV/2010 (III. 29). Senate Rule LV/2010 (III. 29). Senate Rule LXXIV/2010 (IV. 26). Senate Rule LXXV/2010 (IV. 26). Senate Rule CVII/2010 (V. 31). Senate Rule CVIII/2010 (V. 31). Senate Rule CCXXIX/2010 (VI. 28). Senate Rule CCXXX/2010 (VI. 28). Senate Rule CCXXXI/2010 (VI. 28). Senate Rule CCXXXII/2010 (VI. 28). Senate Rule CCXXXIII/2010 (VI. 28). Senate Rule CCLXIV/2010 (XI. 8). Senate Rule CCLXXV/2010 (XI. 8). Senate Rule CCC/2010 (XII. 6). Senate Rule CCCII-CCCVI/2010 (XII. 6). Senate Rule CCCIX/2010 (XII. 6). Senate Rule XLI/2011 (II. 14). Senate Rule XLII/2011 (II. 14). Senate Rule LXII/2011 (IV. 11). Senate Rule LXXXVII/2011 (V. 23). Senate Rule LXXXVIII/2011 (V. 23). Senate Rule LXXXIX/2011 (V. 23). Senate Rule CLXXXIII/2011 (VI. 27). Senate Rule CCXXIV/2011 (VI. 27). Senate Rule CLXXV/2011 (VI. 27). Senate Rule CCIV/2011 (IX. 26). Senate Rule CCXXI/2011 (XI. 7). Senate Rule CCXXII/2011 (XI. 7). Senate Rule CCXLV/2011 (XII. 12). Senate Rule CCXLVI/2011 (XII. 12). Senate Rule XXXII/2012 (II. 13). Senate Rule XLIX/2012 (IV. 2). Senate Rule L/2012 (IV. 2). Senate Rule XCV/2012 (V. 21). Senate Rule XCIX/2012 (V. 21). Senate Rule CLXVIII/2012 (VI. 25). Senate Rule CLXIX/2012 (VI. 25). Senate Rule CLXX/2012 (VI. 25). Senate Rule CLXXI/2012 (VI. 25). Senate Rule CLXXII/2012 (VI. 25). Senate Rule CLXXIII/2012 (VI. 25). Senate Rule CCVII/2012 (XI. 5). Senate Rule CCXLVIII/2012 (XII. 17). Senate Rule CCLIII/2012 (XII. 17). Senate Rule LV/2013 (II. 4). Senate Rule ,LVI/2013 (II. 4). Senate Rule CII/2013 (III. 18). Senate Rule CLXXXI/2013 (V. 27). Senate Rule CLXXXII/2013 (V. 27). Senate Rule CLXXXIII/2013 (V. 27). Senate Rule CCXLV/2013 (VII. 1). Senate Rule CCXLVIII/2013 (VII. 1). Senate Rule CCXLIX/2013 (VII. 1). Senate Rule CCL/2013 (VII. 1). Senate Rule CCLVI/2013 (VII. 1). Senate Rule CCXCVIII/2013 (XI. 11). Senate Rule CCCXXXIII/2013 (XII. 9). Senate Rule CCCXXXIV/2013 (XII. 9). Senate Rule XXXIII/2014 (III. 31). Senate Rule XXXIV/2014 (III. 31). Senate Rule XLVII/2014 (IV. 28). Senate Rule LXIII/2014 (V. 26). Senate Rule LXIV/2014 (V. 26). Senate Rule LXV/2014 (V. 26). Senate Rule CXLII/2014 (VI. 30). Senate Rule CXLIII/2014 (VI. 30). Senate Rule CXLIV/2014 (VI. 30). Senate Rule CXLV/2014 (VI. 30). Senate Rule CLXXVII/2014 (VII. 21). Senate Rule CLXXXVIII/2014 (IX. 22). Senate Rule CLXXXIX/2014 (IX. 22). Senate Rule CXCVI/2014 (XI. 3). Senate Rule XL/2015. (III. 23.) Senate Rule XLII/2015. (III. 23.) Senate Rule CXX-CXXII/2015. (VI. 29.) Senate Rule CLXVIII/2015. (X. 5.), Senate Rule CXCVIII-CCVIII/2015. (XII. 14.), Senate Rule XXXIX/2016. (III. 21.), Senate Rule LX/2016. (IV. 25.), Senate Rule LXIX/2016. (V. 23.), Senate Rule CLXXI/2016. (VI. 27.), Senate Rule CLXXV-CLXXVII/2016. (VI. 27.), Senate Rule CCXXXIX/2016. (X. 24.), Senate Rule VII/2017. (I. 16.), Senate Rule XCVI/2017. (V. 29.), Senate Rule XCVII/2017. (V. 29.), Senate Rule CXCI/2017. (VI. 26.), Senate Rule CXCVII/2017. (VI. 26.), Senate Rule CCLII/2017. (X. 2.), Senate Rule IX/2018. (I. 22.), Senate Rule CVI/2018. (V. 28.), Senate Rule CVII/2018. (V. 28.), Senate Rule CVIII/2018. (V. 28.), Senate Rule CXIII/2018. (V. 28.), Senate Rule CXXVII/2018. (VI. 25.), Senate Rule CXXVIII/2018. (VI. 25.), Senate Rule CXXIX/2018. (VI. 25.), Senate Rule CXXX/2018. (VI. 25.), Senate Rule CXXXI/2018. (VI. 25.), CCXXII/2018. (VII. 2.), CCXXVI/2018. (VIII. 31.), CCXXXV/2018. (X. 8.), CCXXXVI/2018. (X. 8.), CCLXIV/2018. (XI. 12.), CCXCV/2018. (XII. 17.), XVIII/2019. (III. 4.), LXIX/2019. (V. 27.), CLXXII/2019. (VI. 24.), CCLXV/2019 (XII.16.), CCLXVI/2019 (XII.16.) and Article 20(3) of the Academic Regulations.

<b>GENERAL PROVISIONS.....</b>	<b>7</b>
<b>INTRODUCTORY REGULATIONS.....</b>	<b>7</b>
<b>THE SCOPE OF THE ACADEMIC REGULATIONS FOR STUDENTS.....</b>	<b>7</b>
<b>CHAPTER I.....</b>	<b>23</b>
<b>ADMISSION TO THE UNIVERSITY.....</b>	<b>23</b>
<b>CHAPTER II.....</b>	<b>24</b>
<b>ORGANISATIONAL AND CONTENT UNITS OF THE TRAINING .....</b>	<b>24</b>
<i>Educational programme.....</i>	<i>24</i>
<i>Curricular unit .....</i>	<i>24</i>
<i>Study unit.....</i>	<i>24</i>
<i>Module.....</i>	<i>25</i>
<i>Programme.....</i>	<i>26</i>
<i>Tracks and specialisations .....</i>	<i>27</i>
<i>Subject .....</i>	<i>28</i>
<i>Course .....</i>	<i>28</i>
<i>Curriculum .....</i>	<i>29</i>
<i>Prerequisite .....</i>	<i>30</i>
<i>Training programme .....</i>	<i>31</i>
<i>Ideal curriculum.....</i>	<i>33</i>
<i>Nurturing talent.....</i>	<i>33</i>
<i>Tutorial.....</i>	<i>33</i>
<i>Honorator students and college for advanced studies training .....</i>	<i>34</i>
<i>Honorator status .....</i>	<i>35</i>
<i>Electives .....</i>	<i>37</i>
<i>Types of training, length of programme .....</i>	<i>37</i>
<b>CHAPTER III.....</b>	<b>39</b>
<b>LEGAL FRAMEWORK OF THE STUDIES .....</b>	<b>39</b>
<i>Student status.....</i>	<i>39</i>
<i>Establishment of student status .....</i>	<i>39</i>
<i>Admission .....</i>	<i>40</i>
<i>Transfer .....</i>	<i>40</i>
<i>Enrolment.....</i>	<i>43</i>
<i>Registration .....</i>	<i>45</i>
<i>Home faculty .....</i>	<i>45</i>
<i>Interruption of student status .....</i>	<i>46</i>
<i>Visiting student status .....</i>	<i>48</i>
<i>Partial studies in another higher education institution .....</i>	<i>49</i>
<i>Simultaneously pursued studies at another higher education institution .....</i>	<i>50</i>
<i>Adult and other student status.....</i>	<i>50</i>
<i>Selecting tracks .....</i>	<i>51</i>
<i>Termination of student status .....</i>	<i>53</i>
<b>CHAPTER IV.....</b>	<b>56</b>
<b>ACADEMIC OBLIGATIONS .....</b>	<b>56</b>
<i>Registration and the academic calendar.....</i>	<i>56</i>
<i>Publishing courses .....</i>	<i>57</i>
<i>Preregistering for courses.....</i>	<i>59</i>
<i>Course registration .....</i>	<i>59</i>
<i>Class.....</i>	<i>64</i>
<i>Academic Assessment.....</i>	<i>64</i>
<i>Seminar, practice, practical grade.....</i>	<i>66</i>
<i>Exams and comprehensive exams .....</i>	<i>67</i>
<i>Rules regulating the organisation of examinations.....</i>	<i>69</i>

<i>Retakes and remedial exams</i> .....	71
<i>Uniquely tailored study arrangement</i> .....	72
<i>Plagiarism</i> .....	74
<b>CHAPTER V</b> .....	<b>76</b>
<b>COMPLETION OF STUDIES</b> .....	<b>76</b>
<i>Pre-degree certificate (absolutorium)</i> .....	76
<i>Thesis</i> .....	76
<i>Final examination</i> .....	79
<i>Retaking the final exam</i> .....	80
<i>The final exam committee</i> .....	81
<i>The diploma</i> .....	81
<i>Diploma supplement</i> .....	83
<i>The Registry Sheet</i> .....	83
<i>Commemorative (jubilee) diploma</i> .....	84
<b>CHAPTER VI</b> .....	<b>85</b>
<b>STUDENT BURSARIES AND SERVICES</b> .....	<b>85</b>
<i>State support, grants and allocation forms</i> .....	85
<i>Distribution of normatives</i> .....	88
<i>Entitlement for grants</i> .....	91
<i>Payment of grants/scholarships</i> .....	92
<i>Erroneous payment</i> .....	93
<i>University social and scholarship student committee</i> .....	94
<i>Direct payments to students</i> .....	94
<i>Performance-based grants</i> .....	94
<i>Academic scholarship</i> .....	94
<i>Research scholarship</i> .....	95
<i>Public service scholarship</i> .....	96
<i>Sports scholarship</i> .....	97
<i>Culture scholarship</i> .....	97
<i>Professional scholarship</i> .....	98
<i>Compensation for simultaneously pursued studies</i> .....	98
<i>Erasmus+ Start</i> .....	99
<i>Good student, good athlete scholarship</i> .....	99
<i>Arts Scholarship</i> .....	99
<i>National Higher Education Scholarship</i> .....	100
<i>Grants based on social criteria</i> .....	101
<i>Basic support (First registration support)</i> .....	101
<i>Regular social grant</i> .....	101
<i>Irregular social grant</i> .....	102
<i>Bursa Hungarica Higher Education Local Government Scholarship, institutional share</i> .....	103
<i>Normative grants for foreign students</i> .....	103
<i>Financial support for the completion of internships</i> .....	104
<i>Scholarships for PhD students</i> .....	104
<i>Other grants</i> .....	104
<i>Indirect payments for students</i> .....	105
<i>Subsidy for note preparation, and the purchase of electronic textbooks, study materials and electronic equipment necessary for preparation as well the purchase of equipment facilitating the studies of disabled students</i> .....	105
<i>Sports and cultural support</i> .....	105
<i>Dormitory placement</i> .....	106
<i>Admission to the Dormitory Centre</i> .....	106

<i>Termination of dormitory membership .....</i>	<i>108</i>
<i>Record of payments .....</i>	<i>109</i>
<b>CHAPTER VII .....</b>	<b>110</b>
<b>FEES AND CONTRIBUTIONS TO BE PAID BY STUDENTS .....</b>	<b>110</b>
<i>Tuition fee.....</i>	<i>111</i>
<i>Rules of paying the tuition fee .....</i>	<i>112</i>
<i>Reallocation .....</i>	<i>113</i>
<i>Performance-based reallocation.....</i>	<i>113</i>
<i>Reallocation based on the number of semesters .....</i>	<i>116</i>
<i>Reallocation upon request.....</i>	<i>117</i>
<i>Training Contributions.....</i>	<i>117</i>
<i>Administrative service fees.....</i>	<i>118</i>
<i>Dormitory fees.....</i>	<i>118</i>
<i>Rules of the payment and the use of the dormitory fee.....</i>	<i>121</i>
<i>Library fine.....</i>	<i>121</i>
<b>CHAPTER VIII.....</b>	<b>122</b>
<b>RULES OF FIRST INSTANCE PROCEEDINGS IN STUDENT ISSUES.....</b>	<b>122</b>
<i>Authority.....</i>	<i>122</i>
<i>Jurisdiction.....</i>	<i>122</i>
<i>The inspection of the authority and jurisdiction .....</i>	<i>122</i>
<i>Appointment of the acting body.....</i>	<i>123</i>
<i>The use of equity by the Dean .....</i>	<i>123</i>
<i>Instigation of the proceeding.....</i>	<i>123</i>
<i>Schedule of the proceeding .....</i>	<i>124</i>
<i>Submission of the request.....</i>	<i>125</i>
<i>Participation in the proceeding.....</i>	<i>125</i>
<i>Authorisation.....</i>	<i>125</i>
<i>Delivery .....</i>	<i>126</i>
<i>Summons.....</i>	<i>126</i>
<i>Calculation of deadlines, due dates .....</i>	<i>127</i>
<i>Omission.....</i>	<i>127</i>
<i>Excuses .....</i>	<i>127</i>
<i>Providing corrections.....</i>	<i>128</i>
<i>Minutes .....</i>	<i>128</i>
<i>Submission of the request.....</i>	<i>128</i>
<i>First instance decision .....</i>	<i>129</i>
<b>CHAPTER IX.....</b>	<b>131</b>
<b>RULES OF APPEAL (SECOND INSTANCE) PROCEEDINGS IN STUDENT ISSUES .....</b>	<b>131</b>
<i>Authority.....</i>	<i>131</i>
<i>Jurisdiction.....</i>	<i>131</i>
<i>Student Appeals Board.....</i>	<i>131</i>
<i>Grounds for exclusion .....</i>	<i>132</i>
<i>Submission of the appeal claim.....</i>	<i>132</i>
<i>The procedure of the Board .....</i>	<i>133</i>
<i>Calculating the deadlines of the appeal proceedings .....</i>	<i>135</i>
<i>The rules of verification in the appeal proceedings .....</i>	<i>135</i>
<i>The second-instance decision.....</i>	<i>136</i>
<i>Correction, replacement, complementation, amendment and withdrawal of the decision .....</i>	<i>138</i>
<b>CHAPTER X .....</b>	<b>139</b>
<b>THE STUDENT'S DISCIPLINARY LIABILITY AND LIABILITY FOR DAMAGES.....</b>	<b>139</b>
<i>Disciplinary liability .....</i>	<i>139</i>
<i>Liability for damages .....</i>	<i>139</i>

<b>CHAPTER XI.....</b>	<b>140</b>
<b>THE RULES OF THE DISCIPLINARY PROCEEDINGS AND THE ACTION FOR DAMAGES ..</b>	<b>140</b>
<i>Persons or entities involved in the proceedings .....</i>	<i>140</i>
<i>Grounds for dismissal .....</i>	<i>141</i>
<i>Initiation of the disciplinary proceedings .....</i>	<i>142</i>
<i>Execution of the disciplinary proceedings .....</i>	<i>142</i>
<i>Time frame for completion of the proceedings.....</i>	<i>142</i>
<i>Summons.....</i>	<i>142</i>
<i>The hearing and the demonstration of evidence .....</i>	<i>143</i>
<i>Providing defence.....</i>	<i>144</i>
<i>The publicity of the disciplinary proceedings .....</i>	<i>144</i>
<i>Suspension of the disciplinary proceedings .....</i>	<i>145</i>
<i>Decisions that may be made during the disciplinary proceedings.....</i>	<i>145</i>
<i>Ending the disciplinary proceedings.....</i>	<i>146</i>
<i>Execution of the decision.....</i>	<i>146</i>
<i>Exemption from the punishment.....</i>	<i>146</i>
<i>Exemption from disadvantageous circumstances in connection with the punishment..</i>	<i>147</i>
<i>Second-instance proceedings .....</i>	<i>147</i>
<b>CHAPTER XII .....</b>	<b>149</b>
<b>TRANSITIONAL PROVISIONS .....</b>	<b>149</b>
<i>Special rules of teacher training (of the previous system).....</i>	<i>149</i>
<i>School practices .....</i>	<i>149</i>
<b>CHAPTER XII/A .....</b>	<b>153</b>
<b>SPECIAL PROVISIONS PERTAINING TO THE SZOMBATHELY TRAINING VENUE .....</b>	<b>153</b>
<b>CHAPTER XIII.....</b>	<b>154</b>
<b>SPECIAL PROVISIONS REGARDING THE ACADEMIC ALLOWANCES AND ACADEMIC SUPPORT PROVIDED BY THE UNIVERSITY TO SPECIAL NEEDS STUDENTS .....</b>	<b>154</b>
<i>Registering special needs.....</i>	<i>155</i>
<i>Support and exemptions granted to special needs students .....</i>	<i>155</i>
 <b>SPECIAL PROVISIONS.....</b>	 <b>160</b>
 <b>PROVISIONS PERTAINING TO THE CERTAIN FACULTIES.....</b>	 <b>160</b>
  <b>CHAPTER XIV .....</b>	  <b>160</b>
<b>PROVISIONS PERTAINING TO THE FACULTY OF LAW .....</b>	<b>160</b>
<b>CHAPTER XV .....</b>	<b>179</b>
<b>PROVISIONS PERTAINING TO THE BÁRCZI GUSZTÁV FACULTY OF SPECIAL EDUCATION .....</b>	<b>179</b>
<b>CHAPTER XVI.....</b>	<b>192</b>
<b>PROVISIONS PERTAINING TO THE FACULTY OF HUMANITIES .....</b>	<b>192</b>
<b>CHAPTER XVI/A .....</b>	<b>208</b>
<b>PROVISIONS PERTAINING TO THE INSTITUTE OF BUSINESS ECONOMICS .....</b>	<b>208</b>
<b>CHAPTER XVII .....</b>	<b>217</b>
<b>REGULATIONS ON THE FACULTY OF INFORMATICS.....</b>	<b>217</b>
<b>CHAPTER XVIII.....</b>	<b>227</b>
<b>REGULATIONS ON THE FACULTY OF EDUCATION AND PSYCHOLOGY .....</b>	<b>227</b>
<b>CHAPTER XIX.....</b>	<b>241</b>
<b>REGULATIONS ON THE FACULTY OF SOCIAL SCIENCES .....</b>	<b>241</b>
<b>CHAPTER XX .....</b>	<b>261</b>
<b>PROVISIONS CONCERNING THE FACULTY OF PRIMARY AND PRE-SCHOOL EDUCATION .....</b>	<b>261</b>
<b>CHAPTER XXI.....</b>	<b>273</b>
<b>PROVISIONS PERTAINING TO THE FACULTY OF SCIENCE .....</b>	<b>273</b>

<b>CHAPTER XXII .....</b>	<b>292</b>
<b>CLOSING AND ENACTING PROVISIONS.....</b>	<b>292</b>

## **GENERAL PROVISIONS INTRODUCTORY REGULATIONS**

### **THE SCOPE OF THE ACADEMIC REGULATIONS FOR STUDENTS**

#### **Section 1**

<sup>2</sup>(1) The scope of the Academic Regulations for Students (henceforth: Regulations) extends to all persons who have a student status, visiting student status, adult student status or other forms of training status at the University, and during the time of arranging the final examination, to the person who registers for a final examination after the termination/expiration of his/her student status. Only the provisions regulating the final examination apply to students who register for the final exam after the termination/expiration of their student status.

(2) <sup>3</sup>

(3) <sup>4</sup>Regarding students who started their studies at the University of Sopron or its predecessors (hereinafter: SoE), and whose student status was established via the legal succession between SoE and ELTE, the Regulations apply as per the specifications of chapter XII/A concerning studies started before 1 February 2017.

#### **Section 2**

(1) <sup>5</sup>Beyond the rules laid out in Section 1 (1), the effect of the Regulations extends to all to all organisational units and all employees involved in instruction or educational organisation irrespective of the nature of their legal relationship with the University.

(2) The effect of the Regulations extends to all organisational units, all instructors and all employees involved in educational organisation irrespective of the nature of their legal relationship with the University.

(3) <sup>6</sup>If a training programme shall also be organised as a dual training programme, the regulations applying to the programme that differ from the present Regulations are contained in Annex 7 of the present Regulations.

(4) <sup>7</sup>In provisions of the present Regulations referring to the faculty, the faculty body, the Dean, the Vice-Dean or the Faculty Office of Educational Affairs, references to the Institute of Business Economics and its programmes shall apply to the institute, the institutional body in question, the director of the institute, the deputy director of the institute and the organisational unit responsible for carrying out the duties of the office of educational affairs.

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<sup>2</sup> Established by Volume II of ELTE's Organisational and Operational Procedures, Senate Rule CXX/2015. (29 June), regarding the amendment of the General Provisions of the Academic Regulations. Effective date: 15 August 2015.

<sup>3</sup> Repealed by Senate Rule CCLXV/2019 (XII.16.). amending the Academic Regulations for Students Effective date: 17 December 2019.

<sup>4</sup> Enacted by Senate Rule VII/2017. (I. 16.) amending the Academic Regulations for Students on the Szombathely integration. Effective date: 17 January 2017

<sup>5</sup> Established by Senate Rule CCXLVIII/2013 (VII. 1) on the Doctoral Regulations of Eötvös Loránd University. Effective date: 2 July 2013.

<sup>6</sup> Enacted by Senate Rule VII/2017. (I. 16.). Effective date: 17 January 2017

<sup>7</sup> Enacted by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018

### Section 3

(1) <sup>8</sup>The Regulations control the rights and obligations emerging from the (regular, visiting, adult, or other) student status established between the University and the Student.

(2) Specific provisions concerning the faculties of the University are included under the Special Provisions. The regulations under the Special Provisions section are different from those under General Provisions on account of the particularities of the faculties.

(3) <sup>9</sup> The General Provisions of the Regulations apply to the Master's programme in education currently being phased out established by the repealed Act CXXXIX of 2005 on Higher Education (hereinafter: Ftv.) as well as studies pursued in the single-cycle programme in education regulated by Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.) mutadis mutandis the Special Provisions concerning the given module and the faculty in charge of teacher training. The Special Provisions cannot deviate from any regulations under General Provisions specifically concerning the Master's programme in education currently being phased out established by the repealed Ftv. and the single-cycle programme in education regulated by Nftv. (hereinafter jointly referred to as teacher training).

### Section 4

(1) <sup>10</sup>Paragraph 2 of this section explains the terminology used throughout the General Provisions and the Special Provisions of the Regulations, including basic terminology as well as specific terminology related to specific faculties and programmes.

(2) <sup>11</sup>The terminology used throughout the Regulations is explained below:

1. Absolutorium: cf. Pre-degree (final) certificate:
  2. Active semester: the semester in which the Student registers to start or continue his/her studies and does not cancel it over the course of the semester;
  3. Bachelor's programme: the first phase of the multi-tier higher education training, which provides the Student with a Bachelor's degree and qualifies him/her for applying for a Master's programme;
  4. Foundation exam: a mandatory exam course with no contact hours announced each Semester, the completion of which is a prerequisite for further studies, and whose content requirements and credit value are determined by the curriculum; In language faculties and foreign language education faculties, a specific type of foundation exam is used, called the language proficiency exam.
- 4/A<sup>12</sup>State-funded training:
- a) state-financed or state-funded training started before September 2012 that has not been recategorized as tuition-paying training;
  - b) training started before September 2012 that has been recategorized as state-funded training;

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<sup>8</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018

<sup>9</sup> Established by Senate Rule CCXLV/2013 (VII. 1) on the amendment of the ELTE Organisational and Operational Regulations with view to the establishment of a Teacher Training Centre. Effective date: 15 July 2013.

<sup>10</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>11</sup> Introductory text established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>12</sup> Endorsed by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

5. <sup>13</sup>Revision of funding: decision to change funding category; the revision has three types:  
a) Performance-based revision: decision made at the end of each academic year (June) based on the student's performance during his/her last two active semesters;  
b) Quota-based revision: decision based on the exhaustion of the number of state-funded semesters provided by law;  
c) Request-based revision: decision following the Student's revision request;
6. <sup>14</sup>Enrolment: after the Student's admission, transfer or admission to part-time training in a programme of the University, he/she needs to enrol, which is the administrative act of establishing student status and entering into a contractual relationship with the University. The enrolment statement is given in part electronically through the Electronic Registration System, and in part in person with the assistance of the Office of Educational Affairs (Registrar). Students may have to sign a contract prior to the enrolment depending on the provisions of the relevant legislation;
7. <sup>15</sup>Registration: the act through which the Student states whether he/she wishes to have an active or a passive semester in the given semester. Registration for an active semester is a request for the commencement or continuation of one's studies, while registration for a passive semester is a request for an interruption of student status, during which no academic performance can be requested of the Student.
- 7/A. <sup>16</sup>Demo lesson/demo seminar: A lesson/seminar prepared and conducted independently by the student taking part in a professional pedagogical training module in the teacher training programme falling under the scope of Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.) to demonstrate their progress on their path to becoming a teacher.
8. <sup>17</sup>Thesis: the paper written at the end of the degree programme, whose content requirements are determined by the qualification requirements and the programme and outcome requirements, and whose length and format is determined by the Council for Teacher Training and Continuing Professional Development;
- 8/A <sup>18</sup> Nftv. defines *dual training* as: a form of training organised in the fields of technology, information technology, agriculture studies, sciences or economics in practice-oriented undergraduate programmes, social work undergraduate programmes as well as the graduate programmes of the fields listed above in which practical training takes place at a qualified organisation in line with the given programme's curriculum – compiled in line with the training and graduation requirements and containing unique provisions on the duration of the training, training methods, classes and testing – within a framework determined by the Dual Training Council
- The regulations applying to the dual training programme in question that differ from the present Regulations are contained in Annex 7 of the present Regulations.

8/B19 Other training status: a status established between the University and in individual who does not have a student status with the University within the framework of which the University offers one or more study unit or module as a service that does not fall under the scope of Act LXXVII of 2013 on Adult education. The other training status does not

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<sup>13</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17) on the amendment of 3 volumes of the ELTE Organisational and Operational Regulations in view of Act CCIV of 2011 on National Higher Education and other legislation. Effective date: 18 December 2012.

<sup>14</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018

<sup>15</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017

<sup>16</sup> Enacted by Senate Rule CLXXII/2019. (VI. 24.) on amendments to the Academic Regulations for Students and certain annexes. Effective date: 25 June 2019.

<sup>17</sup> Established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 1 August 2019.

<sup>18</sup> Enacted by Senate Rule VII/2017. (I. 16.). Effective date: 17 January 2017

<sup>19</sup> Enacted by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018

- grant student status, ensure student rights or provide a higher education degree or vocational training qualification.
9. <sup>20</sup>Independent professional training: part of the practical module of the Master's programme in education currently being phased out established by Ftv.; a several-week-long, uninterrupted professional training carried out in a school with the aid of a mentor teacher during the last semester of the teaching programme. The Student completes teaching tasks related to his/her major, educational tasks not related to his/her major as well as other tasks requested by the school;
  10. Uniquely tailored study arrangement: the Student may decide to choose courses from the list of courses offered in a given semester other than those recommended in the ideal curriculum, in accordance with the corresponding regulations and curricula. Not to be confused with the uniquely tailored study arrangement;
  11. <sup>21</sup>
  12. Expulsion: the termination of the Student's studies at a given faculty, which results in the termination of his/her student status unless he/she is enrolled at another faculty;
  - 12/A <sup>22</sup>Electronic Registration System: platform used for the registration of the Student's personal, academic and exam data and for the formal and informal communication among the University's official bodies, instructors, and Students; provided for the University by the Neptun education management system;
  - 12/B <sup>23</sup>Electronically archived invoice: invoice with timestamp and electronic signature, whose first printed copy is given to the customer, after which it is stored in an electronic format;
  13. Foundation course: a study unit of the curriculum; the Student may be exempted from attending a course by testing out in accordance with the conditions specified in the Regulations;
  14. Lecture: contact hour based primarily on the instructor's oral explanations, where the Student's achievement is typically assessed by an exam;
  15. Prerequisite: the precondition of taking or completing a given curricular unit; cannot exceed 3 completed curricular units (see also strong ~, weak ~);
  16. <sup>24</sup>Unsuccessful exam/No show: if the Student fails to appear at the exam without a justifiable excuse and he/she fails to postpone the exam before the given deadline, the exam is considered unsuccessful. The Student gets no grade for such an exam. Strong prerequisite: a prerequisite which needs to be completed in a Semester prior to the completion of the given Study Unit;
  17. <sup>25</sup>Invalid exam: if the Student fails to pass the exam that was the weak prerequisite of the given course, the exam results of the given course are invalid.
  18. <sup>26</sup>Electronic invoice: invoice with electronic signature and timestamp that is valid in a purely electronic format;
  - 19/A Proof of completion of the semester: a certified document detailing the student's grades obtained in the latest semester completed, of which the student may request to be printed a copy from the Electronic Registration System.

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<sup>20</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>21</sup> Repealed by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>22</sup> Endorsed by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>23</sup> Endorsed by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>24</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>25</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>26</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

- 19/B <sup>27</sup>*Adult student status*: Status sanctioned by Act LXXVII of 2013 on Adult education established with an individual pursuing a training programme that falls outside the education system, by entering into a contractual relationship with the University. The adult student status does not grant student status, ensure student rights or provide a higher education degree or vocational training qualification.
19. <sup>28</sup>Advanced level vocational training: vocational training within the framework of a single-cycle programme (discontinued by Act CXXXIX of 2005 on Higher Education) or in the case of vocational school students, within the framework of an agreement with a higher education institution, which is incorporated in the Bachelor's programme of higher education institutions, and provides a higher vocational qualification listed in the National Training Register;
- 20/A <sup>29</sup>Higher education vocational training:  
**NftvSection 15(2): A higher education degree may be obtained in higher education vocational training, which is certified by a diploma. The diploma awarded for completing higher education vocational training shall not be considered an independent degree.**
20. Convergence criterion subject: any no-credit study unit required or offered by training programmes, whose aim is to ensure that all Students have mastered secondary education curricula;
21. Semester: the academic training period consisting of a 14-week study period and a 7-week exam period;
22. <sup>30</sup>Practice: contact lesson based primarily on active and independent student participation; includes seminars, laboratory projects and laboratory practice courses, among other formats;
23. Practical grade: the grade given at the completion of a practice;
24. <sup>31</sup>Practical module: a curricular unit of the Master's programme in education currently being phased out established by the repealed Ftv., which includes the teacher professional training, seminars accompanying the training, and the portfolio;
25. <sup>32</sup>Training schools, public education training institutions: The University's public education institutions involved in, beyond public education, the practical module of teacher training, i.e. preparing teacher candidates for the teaching profession;
26. Weak prerequisite: a prerequisite which can be completed in the same semester with the given study unit;
- 27/A <sup>33</sup>Collective account: the University's sub-account at the Hungarian State Treasury, to which Students can transfer money, thus creating a personal balance that may be used for fulfilling the Student's financial obligations towards the University;
27. Student status: the student status established between the University and the Student upon his/her enrolment, which entails rights and obligations. The student status terminates at the end of the exam period following the Student's last study period or when the Student is admitted to another higher education institution. The student status can also be terminated unilaterally by the Student or – in cases determined by the law – by the University;

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<sup>27</sup> Enacted by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>28</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>29</sup> Endorsed by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>30</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>31</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>32</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>33</sup> Endorsed by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

28. Interruption of student status:  
**Nftv Section 45(1): The student's status shall be interrupted if the student declares that he/she does not intend to fulfil student obligations during the next semester, or fails to register for the next semester. The total combined duration over which the student may interrupt his/her studies may not exceed two semesters. Students may suspend their status several times, in accordance with specifications stipulated in the Academic and Examination Regulations.**
29. Classroom observation: an element of teacher training during which groups of Students or individual Students observe, analyse and assess classes and activities that may or may not correspond to their academic major;
30. <sup>34</sup>
31. Professional pedagogical training: a teacher training module, where Students acquire practical skills through observing or teaching (guided or independent teaching) classes in a school or other educational institution; i.e.:  
a) <sup>35</sup>  
b) <sup>36</sup>in the Master's programme in education currently being phased out established by the repealed Ftv.: group or individual pedagogy-psychology training in a school, specialised pedagogical training, individual pedagogical training;  
c) <sup>37</sup>In the teacher training programme falling under the scope of Nftv.: group pedagogical and individual teaching practice at a school overseen by a head teacher running parallel to the programme; group pedagogical practice, the related individual teaching practice running parallel to the programme;
- 32/A<sup>38</sup>Remedial exam: the Student can retake an examination in order to attempt to pass a previously failed exam or to improve a passed exam within the same exam period;
- 32/B<sup>39</sup>
32. Programme and outcome requirements:  
**Nftv Section 108: Programme and outcome requirements mean the knowledge, skills, proficiency and abilities (competencies) whose acquisition is a precondition for acquiring a diploma in the given programme.**
33. Length of programme:  
**Nftv Section 108: Length of programme means the duration required for obtaining the necessary credits, degree, and professional qualification, as defined in the corresponding legislation;**
34. <sup>41</sup>Training programme: the detailed requirement system of a given programme, which describes the study units and the contents of the curriculum and determines the conditions for the completion of a given work schedule. The training programme includes the conditions for the selection of a given track, minor track, specialisation, academic field or programme pursuant to Sections 47-48. The training programme must be approved by the respective Faculty Council;
35. Uniquely tailored study arrangement: an individual requirement system containing exceptional requirements in terms of the time frame and content of academic requirements. An uniquely tailored study arrangement may be granted upon request;

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<sup>34</sup> Repealed by Senate Rule CLXXII/2019. (VI. 24.). Effective date 25 June 2019.

<sup>35</sup> Repealed by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>36</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>37</sup> Enacted by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>38</sup> Endorsed by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>39</sup> Repealed by Senate Rule CLXXI/2016. (VI. 27.) on amendments to the General Provisions of the Academic Regulations for Students, Vol. 2 of Eötvös Loránd University's Organisational and Operational Regulations. Effective date: 28 June 2016.

<sup>41</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

36. Examination: assessment at the end of a lecture;

37. Contact hour (Lesson):

**Nftv Section 108: Contact hour means a class requiring the personal cooperation of the lecturer 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.**

38. Consultation:

Consultation means an opportunity for personal discussion provided by the lecturer of the higher education institution to a student, including communication via electronic messaging.

39. Corrected credit index:

$$CCI = \frac{\sum (credits\_obtained * grade)}{30} * \frac{credits\_obtained}{credits\_registered}$$

**Government Decree 79/2006 (IV. 5) on the execution of some of the provisions of Act CXXXIX of 2005 on higher education (Hungarian abbreviation: 'Vhr1.') Article 24(3): The corrected credit index can be calculated with a multiplicator corresponding to the ratio of credits taken and accrued by the student in his/her uniquely tailored study arrangement.**

40/A<sup>42</sup>Tuition-paying training:

- a) tuition-paying training started before September 2012 that has not been recategorized state-funded training;
- b) training started before September 2012 that has been recategorized as tuition-paying training;

40. Mandatory double major: in single-cycle training started before 1 September 2006, Students must complete two majors simultaneously;

41. Recommended double major: two majors that can be simultaneously completed as their compatibility is provided for by the ideal curriculum and the course list;

42. <sup>43</sup>Public education training: professional training that must be completed in a public education institution, during which the Student is supervised by the institution's teachers as well as other instructors in the given subject field;

43. Credit:

**Nftv Section 108(24): Credit means a unit of students' work which represents, in relation to the subject or curricular unit, the estimated time necessary for the acquisition of a specific body of knowledge and the fulfilment of requirements; one credit equals 30 study hours on average, and the value of a credit – supposing that the student's performance was accepted – does not depend on the grade the student's knowledge was awarded.**

**44/A. Credit verification form: Vhr. Section 43 (1) The credit verification form is a certified document issued by the higher education institution which contains descriptions of the subjects completed by the student which allows the examination and assessment of how the knowledge and other competences acquired and verified by the student coincide with the competences of the subject substituted for the purpose of determining for the purpose of decision making based on Nftv. Section 49 (5).**

44. Credit index: the indicator of academic achievement in a given semester

$$CI = \frac{\sum (credits\_obtained * grade)}{30}$$

**Vhr1 Section 24(3): The credit index is calculated as follows: the sum of the multiplication of the credit value of the subjects completed during the semester and the grades earned, divided by 30, which is the average number of credits accrued by a student in one semester.**

<sup>42</sup> Endorsed by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>43</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

45. Criterion condition: any condition determined by the curricula that is a prerequisite for a specific part of one's studies or for obtaining a degree, the completion of which is independent of the studies at the University and whose completion is required by the University, but the means of its completion are chosen by the Student;
46. Course: opportunity offered in a given semester to complete a study unit, including contact hours and activities as well as exams and other grading procedures. The course, depending on its type, is usually held at a specific place and time by a specific instructor. The type and features of the course are identical to those of the study unit for whose completion it serves (time frame, number of contact hours, types of activities, form of assessment). The course's content may be derived or free;
47. <sup>44</sup>Course registration: at the beginning of each semester, the student must register in the Electronic Registration System for the courses and exam courses he/she wishes to take in that semester;
48. <sup>45</sup>Course registration (subject registration) period: A period arranged in each semester, divided into three segments during which the Student shall register for the courses and exam courses they plan on completing in the semester. The segments of the course registration period – not applying to doctoral programmes – are as follows:  
Preliminary course registration period: the period extending from the release of the preliminary course list (middle of the preceding exam period) to no later than the Friday of the second week preceding the study period of the given semester. The preliminary course registration period may vary by faculty within those boundaries;  
<sup>46</sup>Ranking course registration period: the period extending from the last day of the preliminary course registration period to the Thursday of the week preceding the study period on the last day of which the Electronic Registration System allocates the ranking points referred to in Section 60 to the Students' course registration;  
First-come-first-served course registration period: the period extending from the Friday following the ranking course registration period to the following week, the Friday of the first week of the study period, when admittance to the course is no longer based on ranking, but on the "first come, first served" principle;
49. <sup>47</sup>
50. Dropping a course: if the student has not attempted to complete a course despite having registered for it.  
a) in the case of a seminar or internship, the student did not participate in the classes or their performance could not be evaluated for other reasons,  
b) in the case of an examination, the student did not attempt to pass the examination, including failure to fulfil the prerequisite of the course;
51. Laboratory practice: a practice during which Students use special tools and instruments;
52. <sup>48</sup>
- 52/A <sup>49</sup>
- 52/B <sup>50</sup>Training with (Partial) Hungarian state scholarship:

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<sup>44</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>45</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>46</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>47</sup> Repealed by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>48</sup> Repealed by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>49</sup> Repealed by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>50</sup> Numerical order established by Senate Rule CLXXXII/2013 (V. 27). Effective date: 1 September 2013.

- a) (partially) state-funded training started in or after September 2012 that has not been recategorized as tuition-paying training;
  - b) training started before September 2012 that has been recategorized as (partially) state-funded training;
- 52/C <sup>51</sup>Offered grade: the instructor may offer the student a grade (offered grade) to the Student based on their performance over the course of the semester. Should the Student reject that grade, they shall be required to sit for a written or oral exam during the exam period.
53. Interruption of Studies: the interruption of the student status;
54. <sup>52</sup>Mentor (mentor teacher, mentor instructor, mentor kindergarten teacher): instructor charged with the task of assisting and evaluating the Student's work during his/her individual external pedagogical training, who is appointed and prepared for said task by the University;
55. Master's programme: the second phase of the multi-tier higher education training, built on the Bachelor's programme, which provides the student with a Master's degree and qualification;
56. <sup>53</sup>Ideal (Model) curriculum: the recommended curriculum described in Nftv Section 49; if the Student adds and completes courses each semester according to the ideal curriculum, he/she will be able to complete the prerequisites of all of his/her courses on time and to finish his/her studies within the time frame defined in the programme and outcome requirements;
57. Module: several curricular units grouped together for professional reasons or reasons pertaining to educational organisation;
58. <sup>54</sup>Module closing exam: a mandatory exam closing a professional module of the Master's programme in education currently being phased out established by Ftv. The conditions for passing and retaking the examination are determined by Regulations. The content of the module closing exam is determined and announced by the instructor responsible for the given professional module;
59. Language proficiency exam: an exam course specific to language majors that usually has several prerequisites, and which serves to check the Student's proficiency in the language of his/her major. Also known as language screening;
60. Basic language exam: an exam course specific to non-language majors, which serves to check the Student's basic knowledge of a given language (or in the case of language majors, the basic knowledge of another language);
61. Diploma/Degree: official document, issued by the University in Hungarian and English, certifying the higher education degree and qualifications of the student;
62. Diploma supplement: official document with specific format and contents, issued by the University in Hungarian and English, certifying and specifying the particular knowledge, skills, and competences the Student acquired with the diploma and providing information on the degree of the Student's qualifications and his/her exam results;
- 62/A <sup>55</sup>Single-cycle programme: combined Bachelor's and Master's programme, which provides the student with a Master's degree and qualification;
63. <sup>56</sup>Independent portfolio: a type of thesis in certain programmes;

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<sup>51</sup> Enacted by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>52</sup> Clarified by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>53</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>54</sup> Enacted by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>55</sup> Endorsed by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>56</sup> Enacted by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

64. Independent programme: a professional module composed of interrelated curricular units, which does not constitute a part of a major, but which is regularly or occasionally offered by the institutional unit responsible for the programme. A certificate may be issued attesting the completion of the programme;

65. <sup>57</sup>

65/A<sup>58</sup>Self-financed training:

a) self-financed training started before September 2012 that has not been recategorized (partially) state-funded training;

b) training started before September 2012 that has been recategorized as self-financed training;

c) under the legislation, programmes that may only be completed in a self-financed arrangement (including programmes available to recipients of the Stipendium Hungaricum and Christian Young People scholarship programmes);

65/B<sup>59</sup> Cohesive independent pedagogical training module: A form of internship included in the curriculum of the teacher training programme falling under the scope of Nftv. done by the candidate teacher at a partner school in the last year or semester of his/her studies or under the guidance of a mentor teacher. Over the course of the internship, the candidate shall carry out educational tasks relating to the specialised subjects of his/her track(s) as well as tasks not associated with the subjects. During the internship, the candidate shall conduct a demo lesson/seminar for both of his/her tracks.<sup>65</sup>

66. Totalized corrected credit index:

$$TCCI = \frac{\sum (credits\_obtained * grade)}{number\_of\_active\_semesters * 30} * \frac{credits\_obtained}{credits\_registered}$$

The totalized corrected credit index serves to assess the quality and quantity of the performance of the student over several semesters. The totalized corrected credit index is calculated in the same way as the corrected credit index: 30 credits per semester and all the credits accrued during the whole period must be taken into consideration.

67. <sup>60</sup>Passive semester: the semester in which the Student announces that he/she wishes to interrupt his/her studies, or he/she cancels his/her active registration, or fails to register until the given deadline (in accordance with the Nftv, the student status is terminated if the Student fails to register for the next semester following two consecutive semesters of interruption);

68. <sup>61</sup>Pedagogy-psychology module: a curricular unit of the Master's programme in education currently being phased out established by the now repealed Ftv. containing all pedagogy-psychology courses, the pedagogy-psychology comprehensive exam and the thesis, in accordance with legal requirements;

68/A<sup>62</sup>Plagiarism: any use of a work by another author (as defined by 74/A (2) of the Regulations) in violation of 74/B (1) of the Regulations;

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<sup>57</sup> Repealed by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>58</sup> Endorsed by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>59</sup> Enacted by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>60</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>61</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>62</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

69. <sup>63</sup>Portfolio: a collection of documents that forms part of the thesis written at the end the teacher training programme, which must be put together by the Student over the course of the programme. It should include all documents created by the teacher candidate during his/her pedagogical training and all evaluations by supervisors and mentors as well as the Student's self-reflection reports;
70. <sup>64</sup>Registration: the act through which the Student states via the Electronic Registration System at the beginning of each semester – including the semester of his/her enrolment – his/her intention to have an active semester in the given semester;
71. <sup>65</sup> Registration period: the period designated for the Student's registration or announcement of their interruption of their student status via the Electronic Registration System extending from the day preceding the first day of the exam period of the semester preceding the one in question to the day preceding the study period of the semester in question. This interval can only be used for the purposes of course registration and consultations for finalizing the timetables concerning the semester in question.
72. Part-time programmes:  
**Nftv Section 17(3): Part-time programmes may be organised in accordance with the evening or correspondence education work schedule. With the exception of specialist postgraduate programmes, the duration of a part-time course may be the equivalent of a minimum 20% and maximum 50% of the classes offered in full-time programmes. The duration of specialist postgraduate programmes may be the equivalent of a minimum 30% and maximum 50% of the classes offered in full-time programmes.**
73. Partial studies in another higher education institution  
**Nftv Section 42(2): The higher education institution may accept individuals with higher education qualifications who have not entered into a student status with the given higher education institution within the framework of a student status in any given course or module offered at the institution without having to make this individual go through the entrance procedure, in which case the student shall pay the full tuition fee. The higher education institution shall be obliged to issue a certificate attesting course performance. The course or module completed shall be accredited in accordance with rules governing credit transfer.**
74. Failed exam: if the Student tries to pass the exam but cannot meet the requirements, the exam is considered a fail. All failed exams count in the overall number of exam attempts allowed for the course, which is faculty-specific, and determined under the Special Provisions;
- 74/A <sup>66</sup>Special needs student: a student requiring permanent medical care or living with a disability;
- 74/B <sup>67</sup>Specialisation:  
**Nftv Section 108(31): Specialisation means studies aimed at the acquisition of specialised knowledge which forms part of the faculty and does not result in the acquisition of a separate professional qualification.**
75. <sup>68</sup>Weighted (cumulative) academic average:
- $$WA = \frac{\sum (credits\_obtained * grade)}{\sum credits\_obtained}$$
- Vhr1 Section 57(3): The weighted (cumulative) academic average is used in a credit-based training system for monitoring a Student's academic achievements in a given programme over a period longer**

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<sup>63</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>64</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>65</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>66</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>67</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>68</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

- than a single semester or over the total duration of the Student's studies. The weighted academic average is calculated as follows: the credit value of the subjects completed during the given period multiplied by the grades and divided by the overall number of completed credits.
76. Free-content course: a course that derives only its purpose from the study unit for whose completion it serves, but its content can be chosen freely as long as it is in line with said purpose;
77. Major:  
**Nftv Section 108: Programme means studies towards a professional qualification, which comprises the pertaining content requirements (knowledge, proficiency, skills) in a uniform system.**
78. Thesis: See 8.
79. Track:  
**Nftv Section 108: Track means studies aimed at the acquisition of specialised knowledge which forms part of the faculty and results in the acquisition of a separate professional qualification.**
80. Specialist postgraduate programme means training following a Bachelor's or Master's degree for acquiring further specialised qualification;
81. (Specialized) Qualification:  
**Nftv Section 108: Qualification means specialised knowledge preparing the student to practice a profession, acquired during a Bachelor's or Master's programme or in a specialist postgraduate programme or higher education vocational training, attested by the Bachelor's or Master's diploma certificate or by the higher-level vocational diploma. The knowledge required for the qualification is determined by the content of the programme and the specialisation or track.**
82. Attestation of competence:  
**Nftv Section 108: Attestation of competence means an examination determined by the higher education institution which measures the abilities required for the selected professional or specialised qualification and examines whether the student possesses the abilities whose optimal development ensures completion of the preparatory phase.**
83. <sup>69</sup>Professional training:  
For Students who started their studies in a Bachelor's or Master's programme under Act CXXXIX of 2005 on Higher Education.  
**Government Decree 230/2012 (VIII. 28) on certain aspects of higher education vocational training and professional training within the framework of higher education article 20(3) Students who started their studies in a Bachelor's or Master's programme under Act CXXXIX of 2005 on Higher Education must complete their professional training in accordance with the applicable provisions of Act CXXXIX of 2005 on Higher Education.**  
**Act CXXXIX of 2005 on Higher Education 147(36/A): Professional training means a traineeship conducted during a Bachelor's or Master's programme at an external training institution or another suitable institution or organisation or at a higher education training institution.**  
Students starting their studies under the Nftv.  
**Nftv Section 108: Practice means partially independent student activity carried out in an external practical training location or a practical training location belonging to the higher education institution as part of higher education vocational training, Bachelor's, Master's or single cycle long programme.**
84. <sup>70</sup>Methodology: a component of teacher training in the teacher training programme and other programmes, whose aim is to acquire knowledge about the development, learning, education methodological, theoretical, practical and education technology-related competencies (i.e.: subject pedagogy, specialised education);
85. <sup>71</sup>

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<sup>69</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>70</sup> Established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>71</sup> Repealed by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

86. <sup>72</sup>Disciplinary pedagogical training: a type of pedagogical training used in the teacher training module/programme, during which the teacher candidate, with the aid of a supervisor, prepares his/her own syllabus, participates in individual classroom observation, independently plans, prepares and holds at least 15 lessons/seminars (including a demo lesson/demo seminar in all of the candidate's tracks), and assesses his/her own performance at the training school or public school of the University's choice;
87. <sup>73</sup>Disciplinary module: a curricular unit of the Master's programme in education currently being phased out established by Ftv. that includes disciplinary and methodological contents and the disciplinary pedagogical training component of the programme. The disciplinary qualification provided by the programme is based on, in line with the programme and outcome requirements, the disciplinary modules;
- 87/A. <sup>74</sup> Disciplinary training programme: a curricular unit of the Master's programme in education currently being phased out established by Ftv. containing the disciplinary and special methodological contents as well as the practice of teaching the subject in question. The disciplinary training programme shall be managed and overseen independently.
88. Derived content course: a course that derives its content and purpose from the study unit for whose completion it serves;
89. Seminar: practice based primarily on the oral communication between the instructor and the Student. The Student's achievement is assessed continuously throughout the semester by tasks accomplished outside of the classroom, and/or other requirements laid down in the training programme;
90. Comprehensive exam: an exam course that checks and assesses the acquisition of a broad and analytical knowledge in a given field. The requirements of the comprehensive exam must be announced by the end of the course registration period;
91. Study period: the first 14 weeks of the semester when contact hours are held;
92. <sup>75</sup>Attestation of teaching competence: pre-degree (final) examination at the end of the Master's programme in education currently being phased out established by Ftv., which assesses whether or not the teacher candidate has acquired and is able to apply the required knowledge and skills;
93. Teacher training: in the single-cycle teacher training programme (started before 1 September 2006), a programme organised within the faculty of the Student's disciplinary major, whose requirements are laid down in Government Decree 111/1997 (VI. 7) on teaching qualification requirements;
94. Master's programme in education: Master's programme providing a teaching degree falling under the scope of Nftv. and according to Ftv.;
95. <sup>76</sup>
96. <sup>77</sup>Teaching qualification: dual qualification based on teacher training component and the disciplinary component of the teacher training programme. In the Master's programme in education currently being phased out established by Ftv. it is divided into disciplinary modules and in the teacher training programme sanctioned by Nftv. into disciplinary training programmes;

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<sup>72</sup> Established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>73</sup> Established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>74</sup> Established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>75</sup> Enacted by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>76</sup> Repealed by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>77</sup> Established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

97. Candidate teacher: Student participating in a teacher training programme as well as pedagogical training;
98. <sup>78</sup>
99. <sup>79</sup>
100. Study unit: the minimal structural-logical unit of the training, the requirements of which the Student can accomplish with a semester-long study (for example, by completing a course), and/or with a single academic achievement (e.g. by taking an exam);
101. <sup>80</sup>Professional training seminar: a component of the professional training module of the teacher training programme conducted simultaneously (in the same semester) with the individual professional training. I.e. disciplinary pedagogy-psychology professional training seminar; the seminars are offered by the faculty of the given disciplinary major;
102. Lesson: see Contact hour;
103. Subject: a component of the curriculum comprised of interrelated study units that may be completed over the course of one or more semesters;
104. <sup>81</sup>Curriculum:  
**Nftv Section 108: Curriculum means a training programme based on the programme and outcome requirements, made up of: the class and examination plan according to study units broken down by programme, the evaluation system of the completion of requirements and the specific programmes of study units.**
105. curricular unit: a module, the subject, a study unit;
106. Academic average: cf. weighted/cumulative academic average
107. Course registration: See 48
108. Course registration period: See 49
109. Co-registration: special requirement laid down in the training programme for two or more study units which must be completed simultaneously (in the same semester) unless the Student has previously completed one of them;
110. Full-time programme:  
**Nftv Section 17: In accordance with the work schedule of daytime programmes, full-time programmes shall be organised during weekdays within the framework of a 5-day instruction week. Alternative regulation is subject to the consent of the student union of the higher education institution.**  
**110/A. <sup>82</sup>Proof of completion: a certified document detailing the student's grades obtained in the semesters completed along with the student's courses in the current semester with the grades for the courses completed in each programme. The student may request to be printed a copy from the Electronic Registration System.**
111. Field practice: practice during which a group of Students acquire and practice professional skills in a natural environment or real working conditions under the supervision of an instructor;
- 111/A. <sup>83</sup>Registry sheet: a certified document compiling all data concerning the student's studies within the framework of the student status stored in the Electronic Registration System. The student is given an electronic copy of the registry sheet upon the expiration/termination of the student status.

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<sup>78</sup> Repealed by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>79</sup> Repealed by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>80</sup> Established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>81</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>82</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>83</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

111/B. <sup>84</sup>Registry sheet extract: a certified document printed from the Electronic Registration System containing all the information from the registry sheet with the exception of information concerning the pre-degree certificate, final exam, diploma, diploma supplement, foreign language proficiency requirements, disciplinary and compensation proceedings, special needs and student accidents.

112. <sup>85</sup>Retake examination: the Student can retake an examination in order to attempt to pass a previously failed exam or to improve a passed exam within the same exam period;

113. <sup>86</sup>Visiting student status: legal relationship allowing the Student to study in another higher education institution;

114. Supervisor: an accredited teacher appointed by the University for assisting, guiding and assessing the work of the teacher candidate during his/her pedagogical training;

115. Pre-Degree (Final) Certificate (Absolutorium):

**Nftv Section 108: Pre-degree certificate means a certificate that states without qualifications and evaluations that the student has passed the curricular examinations and – except for passing the language examination and writing the degree thesis – satisfied all academic requirements and has earned the number of credits prescribed in the programme and outcome requirements – except for the credit points rendered to the degree thesis.**

115/A <sup>87</sup>Examination:

**Nftv Section 108: Examination means a form of assessment to verify and evaluate the acquisition of knowledge, skills and abilities.**

The Student can retake an examination in order to

a) attempt to pass a previously failed exam or to

b) attempt to improve the result of a passed exam;

116. Postponed examination: if the Student cancels his/her exam registration before the given deadline, or he/she stays away from the exam for a justifiable reason;

117. Exam Period: the last 7 weeks of the semester when the exams are held;

118. <sup>88</sup>Exam course: the opportunity to complete the study units of the comprehensive exam, the foundation exam, the language proficiency exam, the basic language exam and the thesis compiled individually. Furthermore, an exam course may be offered as an alternative to completing a convergence criterion subject. In certain cases, a course with regular weekly contact hours may have an exam course in the following semester for Students who attended the class in the previous semester but did not take the exam;

119. <sup>89</sup>Exam sheet: a document printed from the Electronic Registration System certified with the name of the examiner containing the following details of an exam course: the course's name, code, exam date, name of the examiner, names and NEPTUN codes of the students registered for it and a description of the method of evaluation.

120. Final exam:

a) <sup>90</sup> an exam completing a study unit in the Bachelor's, Master's or single-cycle programme;

b) in advanced level vocational training, exam written at the end of the studies;

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<sup>84</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>85</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>86</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>87</sup> Endorsed by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>88</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>89</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>90</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

121. Final session: an independently planned, conducted and analysed kindergarten activity in the last semester of the studies, whose aim is to assess the practical preparedness of teaching candidates;
122. Final lesson: an independently planned, conducted and analysed school lesson in the last semester of the studies, whose aim is to assess the practical preparedness of teaching candidates;

123. Pre-degree (final) exam:

**Nftv Section 50(3) The student may take the pre-degree (final) exam after obtaining his/her final certificate. (...)**

**(4) The pre-degree (final) exam shall serve to verify and evaluate the knowledge, skills and abilities required for obtaining the diploma, during the course of which the student shall also attest that he/she is capable of applying the knowledge acquired. The pre-degree (final) exam may consist of several sections – the defence of the thesis or diploma, as well as oral, written and practical tests – in accordance with criteria set out in the curriculum.**

## **CHAPTER I**

### **ADMISSION TO THE UNIVERSITY**

#### **Section 5**

The conditions for admission to the University are explained in the Annex.

## CHAPTER II

### ORGANISATIONAL AND CONTENT UNITS OF THE TRAINING

Nftv Section 12(3): The Senate shall approve the educational programme (...).

Nftv Section 15: (1) Education in higher education institutions shall operate on the grounds of an educational programme. Forming a part of the educational programme, the higher education institution shall prepare the curriculum for higher education vocational training, Bachelor's programmes and Master's programmes by following the programme and outcome requirements issued by the Minister, or freely in the case of specialist postgraduate programmes.

Nftv Section 16(1): The PhD course is also a part of the education programme, which prepares candidates for obtaining a PhD during the PhD programme pursued after completing the Master's programme. (...)

#### EDUCATIONAL PROGRAMME

##### Section 6 <sup>91</sup>

The educational programme encompasses all Bachelor's and Master's programmes, single-cycle PhD programmes, advanced level vocational training and specialist postgraduate programmes.

#### CURRICULAR UNIT

##### Section 7

(1) The content of studies is comprised of modules and study units (collectively: curricular units).

(2) Curricular units establish a system of professional requirements. The same curricular unit may appear in the curricula of different faculties and modules, but curricular units may also exist independently.

(3) The definitions of all curricular units must include the curricular unit's

- a) name,
- b) identification and version number,
- c) credit value,
- d) training purpose,
- e) <sup>92</sup>structural components, possible deviations from the names of the different modules listed in Section 9(2) of the Regulations,
- f) content summary,
- g) requirements for registering and completion (including prerequisites, course work, assessment),
- h) if applicable, a description of the certificate it provides,
- i) list of modules it form a part of,

(4) Curricular units may have further features listed in the curriculum or in the training programme in addition to the ones listed above.

#### STUDY UNIT

##### Section 8

(1) A study unit is the minimal structural-logical unit of the training, the requirements of which the Student can accomplish with a semester-long study (for example, by completing a course), and/or with a single academic achievement (for example, by taking an exam).

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<sup>91</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>92</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

- (2) The study unit may be
- a) based on the type of activities required for its completion
    - a course with regular, weekly contact hours and activities or a given number of total contract hours per semester demanding the personal participation of the instructor (such as a lecture, a practice, a seminar, a laboratory practice or a combination of these);
    - a course without regular, weekly contact hours but with a given number of total activities and meetings determined for the length of a semester (thesis consultation, internship, pedagogical training, etc.);
    - an exam course with no contact hours, which can be accomplished by a single academic achievement (such as a comprehensive exam, a basic language exam, a language proficiency exam, the pre-degree (final) exam, a final exam etc.);
  - b) based on whether it forms part of a programme, the study unit may be a
    - disciplinary study unit, which is a curricular requirement for one or more programmes (or other modules),
    - independent study unit, which is offered by the University independently of any programme (or other modules).

## **MODULE**

### **Section 9**

(1) A Module is a system composed of several curricular units grouped together for professional reasons or reasons pertaining to educational organisation. Modules may include study units as well other modules.

(2) Types of modules include:

- a) <sup>93</sup>disciplinary modules: programme, track, specialisation, area of expertise, disciplinary module or programme in the teacher training programme,
- b) independent programme,
- c) subject.

(3) Specific modules may be given different names based on the traditions, the programme and outcome requirements and the curricula of certain faculties and fields of studies. These differences are identified in the educational programme of the University.

(4) <sup>94</sup>The educational units and instructors responsible for specific modules (except for programmes and subjects) are appointed by the Faculty Council or, in the case of the Master's programme in education currently being phased out established by Ftv., by the Senate based on the recommendation of Council for Teacher Training and Continuing Professional Development.

(5) <sup>95</sup>The following organizational units shall be responsible for the general education teacher training programmes sanctioned by Nftv.:

a) The faculty in charge of the given academic field in the cases of the programme of the given field, the methodological subjects, the seminars accompanying the teacher training in the given field, the academic content of the teacher practice in the given field as well as the thesis;

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<sup>93</sup> Established by Senate Rule CLXXII/2019. (VI. 24.) Effective date: 25 June 2019.

<sup>94</sup> Established by Senate Rule CLXXII/2019. (VI. 24.) Effective date: 25 June 2019.

<sup>95</sup> Established by Senate Rule CLXXII/2019. (VI. 24.) Effective date: 25 June 2019.

b) The Faculty of Pedagogy and Psychology in the case of the pedagogy and psychology module – including the social pedagogical field practice and portfolio to be compiled as a thesis for the various specialisations;

c) The Teacher Training Centre in the cases of the related individual teaching practice at a school, the organisation of the final examination and the teaching practice in the given field. The coordination among the various partial responsibilities shall be handled by the Teacher Training Centre.

## PROGRAMME

**Nftv Section 108: For the purposes of this Act:**

***Programme*** means studies towards a professional qualification, which comprises the pertaining content requirements (knowledge, proficiency, skills) in a uniform system.

***Track*** means studies aimed at the acquisition of specialised knowledge which forms part of the faculty and results in the acquisition of a separate professional qualification.

**Nftv Section 15(3):** A Bachelor's degree and qualification may be awarded for completing a Bachelor's programme. The Bachelor's degree is an undergraduate degree enabling its holder to commence a Master's programme. Programme and outcome requirements determine the education degree which may be obtained by completing Bachelor's programmes. A minimum 6-month long professional training (hereinafter professional training) must be organised in the case of Bachelor's programmes with training requisites. Completing professional training constitutes a precondition for taking the pre-degree (final) exam. A minimum 180 credits, or a minimum 210 in the case of professional training, and a maximum 240 credits must be completed in Bachelor's programmes. The minimum education period is 6 semesters and the maximum is 8 semesters.

(4) A Master's degree and qualification may be obtained by completing a Master's programme. The Master's degree is a graduate level degree. The programme and outcome requirements of the Master's programme determine the type of qualification which may be obtained by completing the Master's programme. Taking paragraph (5) into account, a minimum 60 and maximum 120 credits must be completed during the Master's programme. The minimum education period is 2 semesters and the maximum is 4 semesters.

(5) A minimum 300 and maximum 360 credits may be obtained in single cycle long programmes. The minimum education period is 10 semesters and the maximum is 12 semesters.

(6) Further qualifications may be obtained in educational programmes completed after Bachelor's and Master's programme. A minimum 60 and maximum 120 credits must be completed during the specialist postgraduate programme. The minimum education period is 2 semesters and the maximum is 4 semesters.

**Nftv Section 110(1):** The Government shall be empowered to regulate by decree:

4.a) the fields of study, branches of study, and programmes with reference to Bachelor's and Master's programmes, the number of corresponding credits, and the rules of procedure concerning the launching of courses, as well as the programmes in the case of which off-site practice outside the campus of the higher education institution shall be organised.

## Section 10

(1) A programme is a system of training content organized in accordance with the qualification requirements and the programme and outcome requirements, the completion of which is attested by diploma certificate.

(2) Types of programmes offered by the University:

- a) Bachelor's programmes,
- b) Master's programmes,
- c) <sup>96</sup>Single-cycle (combined Bachelor's and Master's) programme,
- d) specialist postgraduate programmes.

(3) The programme forms part of the University's educational programme. The Senate endorses the proposal for establishing a new programme, as well as its curriculum and

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<sup>96</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

the educational unit responsible for the programme on the recommendation of the faculty in charge of the given programme, while the Faculty Council appoints the instructor responsible for the programme.

(4) All changes in the curriculum of the programme, the educational unit responsible for the programme or the instructor responsible for the programme, must be submitted to the Senate for approval by the educational unit responsible for the programme. The Senate will consider the opinions of all faculties involved.

(5) <sup>97</sup>

## Section 11

(1) The educational unit responsible for the programme may be the

- a) department,
- b) institution,
- c) faculty.

(2) <sup>98</sup>The instructor responsible for the programme (Head of the programme, programme director, the instructor responsible for disciplinary training in the bi-disciplinary teacher training programme falling under the scope of Nftv., hereinafter: Head of the programme) must be a full-time employee of the University, in possession of an academic degree, who fulfils all accreditation requirements.

(3) <sup>99</sup>The educational unit responsible for the Master's programme in education currently being phased out established by Ftv. is the Faculty of Pedagogy and Psychology, which fulfils its organisational obligations in cooperation with the faculties responsible for the disciplinary modules required for the given teaching qualification.

(4) <sup>100</sup>Changes concerning the disciplinary programmes (such as replacing the instructor responsible for the programme, changes in the curriculum), must be submitted to the Senate by the Council for Teacher Training and Continuing Professional Development at the recommendation of the respective faculty. Coordinational tasks related to teacher training (such as the admission procedure, the organisation of professional trainings, final exams, attestation of teaching competence, quality management) are carried out by the Council for Teacher Training and Continuing Professional Development.

## TRACKS AND SPECIALISATIONS

### Section 12

(1) The track is a curricular unit (module) that provides the Student with special qualifications, which may be attested by the diploma certificate.

(2) <sup>101</sup>The track generally means the expansion of one of the content components of a programme.

### Section 13

The specialisation focuses on a specific field of the major, offering a deeper understanding of a given area.

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<sup>97</sup> Repealed by Senate Rule CLXXII/2019. (VI. 24.) Effective date: 25 June 2019.

<sup>98</sup> Established by Senate Rule CLXXII/2019. (VI. 24.) Effective date: 25 June 2019.

<sup>99</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>100</sup> Established by Senate Rule CLXXII/2019. (VI. 24.) Effective date: 1 August 2019.

<sup>101</sup> Last Sentence repealed by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

## Section 14

The names given to tracks and specialisations depend on the particularities of the specific faculties.

### SUBJECT

## Section 15

(1) Subject means a component of the curriculum comprised of interrelated study units that may be completed over the course of one or more semesters. A single study unit may constitute a subject, provided its content is independent of other study units.

(2) <sup>102</sup>The educational unit responsible for the subject is appointed by the dean after consulting with the instructor responsible for the programme, or, in the case of an institution with a unique legal standing, by the director of the institution in accordance with the Organisational and Operational Regulations. The instructor responsible for the subject is appointed by the educational unit responsible for the subject.

(3) <sup>103</sup>The educational unit responsible for a given subject of the teacher training programme is appointed by the dean after consulting with the instructor responsible for the programme, or, in the case of an institution with a unique legal standing, by the director of the institution.

### COURSE

## Section 16

(1) Courses and exam courses are academic acts allowing the completion of a study unit; courses and exam courses are usually offered each semester.

(2) Courses are academic activities held regularly during the study term requiring the presence of both Students and the instructor (lecture, seminar, practice, etc.). A course may be assessed separately (by a written or practical exam etc.).

(3) <sup>104</sup>Exam courses have two types:

a) An academic action, which is aimed at the completion of the comprehensive exam, the foundation exam, the language proficiency exam, the basic language exam and the individually compiled thesis,

b) <sup>105</sup>An exam course, which may be offered as an alternative to completing a convergence criterion subject. In certain cases, a course with regular weekly contact hours, ending in an exam, may have an exam course in the following semester for Students who attended the class in the previous semester but did not take the exam.

(4) On the basis of its content, it may be a

a) free-content course: a course that derives only its purpose from the study unit for whose completion it serves, but whose content can be chosen freely as long as it is in line with said purpose,

b) derived content course: a course that derives its content and purpose from the study unit for whose completion it serves.

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<sup>102</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date 27 June 2017.

<sup>103</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date 27 June 2017.

<sup>104</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date 27 June 2017.

<sup>105</sup> Established by Senate Rule CCXLIX/2013 (VII. 1). Effective date: 2 July 2013.

(5) The type and features of the course are identical to those of the study unit, for whose completion of it serves (time frame, number of contact hours, types of activities, forms of assessment). Courses are typically assigned a specific place, time, educational unit, instructor, activities and assessment opportunities.

### Section 17

(1) <sup>106</sup>Courses are developed by the educational unit in charge of the course or by the course instructor and the instructor responsible for the study unit (should they be two different people) in line with the curriculum of the programme and the training programme.

(2) All course descriptions must clearly indicate the course's

- a) title,
- b) identification code,
- c) course type,
- d) training purpose,
- e) content,
- f) specific requirements,
- g) method of assessment, in the case of practices, possibilities for making up for missed attendance,
- h) number of contact hours (if applicable),
- i) place, time, syllabus,
- j) responsible instructor and institutional unit,
- k) the study units that can be completed via the course.

(3) <sup>107</sup>Courses are entered into the Electronic Registration System by the ELTE Academic Board based on the information provided by the educational unit responsible for the course and/or the instructor of the course.

### CURRICULUM

**Nftv Section 15: Education in higher education institutions shall operate on the grounds of an educational programme. Forming a part of the educational programme, the higher education institution shall prepare the curriculum for higher education vocational training, Bachelor's programmes and Master's programmes by following the programme and outcome requirements issued by the Minister, or freely in the case of specialist postgraduate programmes. New or modified course and examination criteria may be introduced by following a phasing-in system.**

**Nftv Section 108: *Educational programme* means the complex education document of the institution, which contains**

- a) a detailed programme and academic requirements of the Bachelor's, Master's and single-cycle long programmes, higher education vocational training and specialist postgraduate programmes,
  - b) the programme of the doctoral studies,
- together with detailed rules of studies, thus the curriculum, the programme of studies and subjects, and the evaluation and assessment methods together with the pertaining procedures and rules.

**Nftv Section 108: *Curriculum* means a training programme based on the programme and outcome requirements, made up of: the class and examination plan according to study units broken down by programme, the evaluation system of the completion of requirements and the specific programmes of study units,**

### Section 18

(1) <sup>108</sup>The Curriculum, approved by the University's Senate, is the requirement system of a given major (including higher education vocational training), which contains the

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<sup>106</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>107</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>108</sup> Introductory text endorsed by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

basic academic requirements for completing the given programme. The Curriculum, thus, provides

- a) the study and exam requirements (as per the programme and outcome requirements),
- b) a list of all modules (including courses),
- c) the conditions for taking the pre-degree (final) exam and the conditions for issuing a degree.

(2) Changes in the curricula cannot come into force before the following academic year. Changes in the curricula for the following academic year must be made until 31 May of the current academic year. Any changes made after this date can only come into effect in the academic year beginning in the following calendar year.

(3) <sup>109</sup>The faculty curricula are entered into the Electronic Registration System by the Academic Board.

(4) All changes made to the curricula are reviewed by the Quality Management Committee.

## **PREREQUISITE**

### **Section 19**

(1) <sup>110</sup>The conditions of proceeding in a programme (including higher education vocational training) are determined by the prerequisite regulations of the curriculum. The prerequisite for completing a curricular unit may be the completion of another curricular unit. One study unit may have several prerequisites.

(2) The types of prerequisites are

- a) based on the curricular unit they are a prerequisite of:
  - Study unit prerequisite: the completion of the study unit is the prerequisite for the completion of a given curricular unit;
  - Module-prerequisite: the completion of the module is the prerequisite of the completion of a given curricular unit;
- b) according to the time of their compulsory completion:
  - Strong prerequisite: a prerequisite which needs to be completed in a semester prior to the completion of the given study unit,
  - Weak prerequisite: a prerequisite which can be completed in the same semester with the given study unit.

(3) The prerequisites for a study unit that is part of a specific major must be completed by all Students wishing to take the study unit, irrespective of whether they follow said major. They may be exempted from completing the prerequisite by obtaining permission from the instructor responsible for the study unit.

(4) <sup>111</sup>The results of a study unit are considered invalid if the prerequisite was not completed. In such cases, the grades will be cancelled in the electronic system by the Office of Educational Affairs.

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<sup>109</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>110</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>111</sup> Established by Senate Rule CLXXXII/2013 (V. 27). Effective date: 1 September 2012, to be applied to all students obtaining their pre-degree (final) certificate (absolutorium) in or after the academic year of 2013–2014.

## Section 20

(1) <sup>112</sup>The educational unit in charge of the programme (including higher education vocational training) develops the curriculum of the programme in accordance with the programme and outcome requirements.

(2) The course list groups the courses required for obtaining a diploma according to their module (or, if prescribed by law, according to the training cycle), irrespective of the semester in which they are completed.

(3) <sup>113</sup>The curriculum of the programme (including higher education vocational training) is a hierarchically composed system of modules and study units.

(4) <sup>114</sup>The curriculum of the programme (including higher education vocational training) includes, in addition to or differently from Section 7(3) of the Regulations:

- a) the effective date of the curriculum,
- b) The system of modules and subjects to complete as well as the rules related to their completion,
- c) the number of contact hours and the number of individual academic working hours,
- d) other conditions for obtaining a pre-degree (final) certificate, criterion conditions,
- e) <sup>115</sup>the formula used for the calculation of the diploma certificate grade.

## TRAINING PROGRAMME

### Section 21

(1) <sup>116</sup>The training programme is the detailed requirement system of a given programme, which describes the curriculum, specifies the study units, and determines the conditions of completing the programme.

(2) <sup>117</sup>The training programme is approved by the Faculty Council of the faculty that encompasses the educational unit responsible for the programme based on the recommendation of the educational unit responsible for the programme. The training programme must be sent to the Academic Board for remarks immediately after its approval. The training plan of teacher training programmes falling under the scope of Nftv., as well as any changes to the training plan (provided they affect only one faculty), must be submitted to the Director-General of the Teacher Training Centre for approval by the council of the faculty responsible for the programme. Prior to approving the training plan or any changes to it, the director-general may consult the Council for Teacher Training and Continuing Professional Development. Any change concerning more than one faculty must be approved by the Director-General of the Teacher Training Centre based on the opinion of the Council for Teacher Training and Continuing Professional Development.

(3) <sup>118</sup>Changes in the training programme cannot come into force until the following academic year. All changes in the training programme must be decided in advance, on the basis of the following:

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<sup>112</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>113</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>114</sup> Introductory text established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>115</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>116</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>117</sup> Established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 1 August 2019.

<sup>118</sup> Established by Volume 1 of the ELTE Organizational and Operational Regulations, Annex X of the Organizational and Operational Regulations, Section 20(3) of the Academic Regulations. Effective date: 1 April 2010.

- a) any changes in the training programme made after the beginning of the academic year that concern students who have already started their training can only come into effect in the academic year beginning in the following calendar year;
- b) <sup>119</sup>a) any changes in the training programme concerning students who have not yet started their training must be decided by the deadline determined in the Special Provisions, or at the latest until the semester preceding the start of the training.
- (4) <sup>120</sup>The training programmes are entered into the Electronic Registration System by the Academic Board based on the information provided by the faculties.
- (5) <sup>121</sup>Changes made in the training programme are evaluated annually by the Quality Management Committee and the Academic Board, based on the information provided by the faculties.

## Section 22

- (1) <sup>122</sup>The training programme is developed by the educational unit in charge of the given programme (including higher education vocational training) in line with the programme's curriculum.
- (2) <sup>123</sup>The training programme includes, in addition to or differently from Section 7(3) of the Regulations:
  - a) <sup>124</sup>type of work schedule,
  - b) subjects broken down to study units,
  - c) type of study units, number of contact hours,
  - d) in case of a part-time programme: number of contact hours, syllabus, number of individual academic working hours,
  - e) a brief summary of the content of the courses,
  - f) the description of the content of study units,
  - g) weak and strong prerequisites for study units,
  - h) method of assessment, in the case of practical courses, possibilities for making up for missed attendance.

**Vhr1 Section 23(8): The curriculum must determine which courses constitute the prerequisites of a given course (standard study order). A course cannot have more prerequisites than three courses, or one module incorporating several interrelated courses, whose overall credit value cannot exceed 15 credits. The curriculum may also require that a given course be taken not prior to, but simultaneously with another course.**

## Section 23

- (1) The training programme cannot list more than three study units as prerequisites for a study unit.
- (2) Study units that are strong prerequisites must be completed prior to registering for a given course.

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<sup>119</sup> Established by Senate Rule CLXXXII/2013 (V. 27). Effective date: 28 May 2013.

<sup>120</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>121</sup> Established by the ELTE Organisational and Operational Regulations (especially Annex V), the Management Regulations, Volume 2 of the ELTE Organisational and Operational Regulations, amendments to the Academic Regulations for Students and Senate Rule CCLVIII/2009 (XI. 2) on the number of executive order terms. Effective date: 3 January 2009.

<sup>122</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>123</sup> Introductory text established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>124</sup> Established by Senate Rule CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.

(3) <sup>125</sup>A study unit that is a weak prerequisite must be completed in the same semester as the study unit of which it is a prerequisite. In the case of the study unit that is a prerequisite, the preliminary completion of the prerequisite may be mandated in the curriculum or when the course is announced.

(4) The training programme may prescribe co-registration for two (or more) study units. If co-registration is required for two or more study units, they must be completed simultaneously (in the same semester). Students may be exempted from this requirement if they have previously completed one of the courses in question.

### **IDEAL CURRICULUM**

**Nftv Section 42(4): The higher education institution shall publish a recommended curriculum for putting the student's study schedule together.**

**Government Decree 248/2012 (VIII. 31) on measures required for the implementation of Act CCIV of 2011 on Higher Education (Hungarian abbreviation: Vhr2) (...) The Student may complete the credits required for obtaining a diploma before or after the recommended length of programme expires.**

### **Section 24**

(1) <sup>126</sup>The ideal curriculum is the recommended schedule for completing study units, which indicates the ideal semester and order for adding and completing study units.

(2) If the Student adds and completes courses each semester according to the ideal curriculum, he/she will be able to complete the prerequisites of all of his/her courses on time and to finish his/her studies within the time frame defined in the programme and outcome requirements.

(3) Students may deviate from the ideal curriculum within the boundaries of the training programme (uniquely tailored study arrangement).

### **NURTURING TALENT**

### **Section 25 <sup>127</sup>**

The University nurtures the talent of Students with outstanding academic performance within an organized framework through tutorials, the honorator status, college for advanced studies training, and academic student associations.

### **TUTORIAL**

### **Section 26**

(1) <sup>128</sup>Tutoring is a type of training aimed at nurturing the talent of Students with outstanding academic performance in order to widen their knowledge in their chosen academic field and to develop their skills needed for scientific research, during which Students fulfil individual academic requirements based on an individual syllabus or research project with the

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<sup>125</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>126</sup> Established by Volume 2 of the ELTE Organisational and Operational Regulations, Senate Rule LXIII/2014 (V. 26) on the amendment of the General Provisions of the Academic Regulations for Students. Effective date: 27 May 2014.

<sup>127</sup> Established by Volume 2 of the ELTE Organizational and Operational Regulations, Senate Rule CCXXX/2010 (VI. 28) on the amendment of the General Provisions of the Academic Regulations for Students concerning honorator training. Effective date: 29 June 2010.

<sup>128</sup> Established by Volume 2 of the ELTE Organisational and Operational Regulations, Senate Rule CXCV/2009 (VI. 29) I/9 on the amendment of the Academic Regulations for Students. Effective date: 30 June 2009.

assistance of a tutor, i.e. and instructor who is charged with personally helping, motivating and evaluating the Student.

(2) During the activities carried out in the framework of the tutorial, the Student fulfils the curricular requirements of his/her programme or other study units by following an individual course offered only to him/her, which also serves to complete the given study unit, but whose content requirements and/or number of contact hours greatly surpass those of the standard course. The Student is exempted from completing the prerequisites of the study unit.

(3) <sup>129</sup>Study units completed within the framework of the tutorial can be accorded a credit value of the Student's choice, provided that they do not constitute a requirement of the programme's curriculum. Thus, if the Student prefers, credits completed within the framework of the tutorial will not be deducted from the extra 10% of tuition-free credits that may be taken on top of completing the mandatory number of credits within a programme, as defined in Nftv Section 49(2).

(4) <sup>130</sup>Each faculty establishes a committee that evaluates tutorial applications, and accord tutorials for a maximum of two consecutive semesters per application. The application must include an individual syllabus or research project developed by the Student and his/or her Tutor, and an attestation or the approval of instructors responsible for all study units mentioned in the individual syllabus or research project.

(5) <sup>131</sup>The Student must submit a report to the committee in charge of the tutorial during the exam period at the end of each semester.

(6) <sup>132</sup>During the exam period at the end of the semester, the tutor must evaluate the Student's performance in writing, containing, beyond the assessment of his/her academic achievements, the study units completed within the framework of the tutorial, and the grades awarded. The evaluation of the tutorial must be submitted, with the signature of the instructor responsible for the respective programme, to the Office of Educational Affairs and the committee in charge of the tutorial by the end of the exam period.

(7) <sup>133</sup>The committee may withdraw its permission for the Tutorial on the recommendation of the Tutor, or if the Student fails to submit a research paper by the given deadline, or if he/she violated any other condition for the tutorial.

## **HONORATION STUDENTS AND COLLEGE FOR ADVANCED STUDIES TRAINING**

### **Section 27** <sup>134</sup>

(1) Students admitted into the college for advanced studies training (hereinafter: professional hall students) may complete a portion of their studies by following courses offered exclusively for the students of a given college for advanced studies.

(2) The professional hall student status is awarded in an application process, which is regulated by the Rules of Admission of the given college for advanced studies.

(3) Only professional hall students can register for the courses provided by the college for advanced studies, however, instructors may exceptionally allow other student's to register on a case by case basis.

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<sup>129</sup> Last sentence established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>130</sup> Established by Senate Rule CXCV/2009 (VI. 29) I/9. Effective date: 30 June 2009.

<sup>131</sup> Established by Senate Rule CXCV/2009 (VI. 29) I/9. Effective date: 30 June 2009.

<sup>132</sup> Established by Senate Rule CXCV/2009 (VI. 29) I/9. Effective date: 30 June 2009.

<sup>133</sup> Established by Senate Rule CXCV/2009 (VI. 29) I/9. Effective date: 30 June 2009.

<sup>134</sup> Established by Senate Rule CCXXX/2010 (VI. 28). Effective date: 29 June 2010.

(4) The position and credit value of the courses provided by the college for advanced studies are identical to those of the standard courses.

(5) The college for advanced studies may provide courses in disciplinary as well as non-disciplinary fields (such as general liberal arts courses).

(6) The rector must approve all courses provided by the college for advanced studies.

### **HONORATOR STATUS**

#### **Section 27/A<sup>135</sup>**

(1) <sup>136</sup>Honorator status may be obtained only once during a cycle, for the duration of the programme that the Student follows at the faculty where the Students wishes to obtain honorator status (henceforth referred to as Faculty throughout 27/A–27/E of the Regulations). Anyone with a student status at the University may apply for the honorator status, who

- a)<sup>137</sup>has completed at least one semester of the Bachelor's programme or the single cycle programme,
- b) is enrolled in a Master's programme,
- c) has an academic record and academic achievements that make him/her a worthy candidate.

(2) The Student should submit his/her application at the faculty of his/her major. The honorator status is awarded on the basis of the Student's application by the respective committee of the faculty. The committee may determine further application requirements beyond those established by paragraph 1.

(3) The Student's application must include

- a) his/her curriculum vitae
- b) academic achievements
- c) a certificate of his/her academic results from the previous (completed) semester,
- d) an individual syllabus made by the Student, which includes his/her goals and motivations relative to the honorator status,
- e) a list of courses the Student intends to complete within the first semester of his/her honorator status,
- f) the approval of the instructors in charge of the courses the Student intends to take as well as the recommendation of the instructor responsible for the Student's major,
- g) all other documentation requested for the application by the committee.

(4) The honorator student must submit a report on the completion of his/her individual syllabus by a given deadline, as well as a list containing the courses he/she wishes to complete in the following semester within the framework of the honorator status, with the prior approval of the heads of the educational units responsible for the course.

(5) When granting honorator status to the Student and approving the list of courses the Student wishes to complete in the following semester, the Committee may also allow the Student to fulfil the requirements of the curriculum or the training programme at a different time or with different content.

#### **Section 27/B<sup>138</sup>**

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<sup>135</sup> Paragraph and previous title endorsed by Senate Rule CCXXX/2010 (VI. 28). Effective date: 29 June 2010.

<sup>136</sup> Introductory text established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>137</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>138</sup> Endorsed by Senate Rule CCXXX/2010 (VI. 28). Effective date: 29 June 2010.

The honorator status is interrupted if the Student fails to register for the semester at the faculty. Upon the Student's request, the committee may, at any point in time during the semester, permit the interruption of the honorator status.

**Section 27/C<sup>139</sup>**

The committee may suspend the honorator status by

- a) rejecting the Student's progress report,
- b) rejecting the list of courses the Student wishes to follow within the framework of the honorator status.

**Section 27/D<sup>140</sup>**

(1) The honorator status is terminated if

- a) the Student fails to turn in his/her report,
- b) the Student fails to provide a list of courses he/she wishes to follow within the framework of the honorator status,
- c) the Student is expelled from the Faculty,
- d) if Student registered for an active semester at his faculty, but has no permission to interrupt his/her honorator status and failed to provide a list of courses he/she wishes to follow within the framework of the honorator status,
- e) the Student has obtained his/her pre-degree (final) certificate (absolutorium),
- f) the Student exceeds the maximum number of semesters available for completing the programme,

(2) The committee immediately terminates the honorator status upon establishing any of the facts in paragraph 1 (a–f).

(3) The committee may, in special cases, allow the continuation of the honorator status after the Student exceeds the maximum number of semesters available for completing his/her programme,

**Section 27/E<sup>141</sup>**

(1) The Student with honorator status may complete requirements in the curriculum of his/her programme, as well as of any other programme, including programmes from a different training cycle (with the exception of PhD programmes).

(2) Within the framework of the honorator status, the Student may partially complete the requirements of another programme, or fully complete the requirements of a track or minor, which must be properly attested.

(3) Courses completed within the framework of the honorator status cannot be accepted as electives.

(4) Special, so-called honorator courses may be available for honorator students, which

- a) are intended for honorator students, but the course instructor may accept students without honorator status on a case-by-case basis;
- b) may be offered in disciplinary or independent fields;
- c) must receive the approval of the head of the educational unit responsible for the course, after consultation with the instructor responsible for the course and student union. The Dean of the respective faculty determines the number and the minimal headcount of the groups to be launched, and oversees the course.

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<sup>139</sup> Endorsed by Senate Rule CCXXX/2010 (VI. 28). Effective date: 29 June 2010.

<sup>140</sup> Endorsed by Senate Rule CCXXX/2010 (VI. 28). Effective date: 29 June 2010.

<sup>141</sup> Endorsed by Senate Rule CCXXX/2010 (VI. 28). Effective date: 29 June 2010.

## **ELECTIVES**

### **Section 28<sup>142</sup>**

(1) The Student can add and complete any course offered by the University, up to the amount of credits available for electives as determined by his/her specific programme.

(2) <sup>143</sup> The Student whose programme (including higher education vocational training) does not include physical education courses – irrespective of the work schedule or form of financing – is free to complete one sports course per semester, which is worth 1 credit.

(3) The credits earned for general sports courses are added to the Student's pre-degree (final) certificate (including higher education vocational training), totalling a maximum of 4 credits.

(4) <sup>144</sup> The volunteer work provided for by Nftv Section 49 may be completed in the form of a University course.

(5) <sup>145</sup> Any course followed by a student studying in a foreign higher education institution with a scholarship for at least 3 months must be accepted (provided it cannot be recognized as one of the courses offered in the curriculum) as an elective worth at least two credit points.

(6) Internships completed abroad that last at least two months shall be recognised as an internship meeting the curricular as well as the programme and graduation requirements or as subjects worth at least 15 credits.<sup>146</sup>

### **TYPES OF TRAINING, LENGTH OF PROGRAMME**

**Nftv Section 17(1): Full-time, part-time and distant education programmes may be organised in higher education, in accordance with the programme and outcome requirements. A full-time program consists of a minimum 200, or in the case of doctoral programmes, at least 40 classes per semester.**

**(2) In accordance with the work schedule of daytime programmes, full-time programmes shall be organised during weekdays within the framework of a 5-day instruction week. A full-time program may be organised within the framework of a double degree program. Alternative regulation is subject to the consent of the student union of the higher education institution.**

**(3) Part-time programmes may be organised in accordance with the evening or correspondence education work schedule. With the exception of specialist postgraduate programmes, the duration of a part-time course may be the equivalent of a minimum 20% and maximum 50% of the classes offered in full-time programmes. The duration of specialist postgraduate programmes may be the equivalent of a minimum 30% and maximum 50% of the classes offered in full-time programmes.**

### **Section 29**

(1) <sup>147</sup> Depending on their admission decision, students may follow

- a) full-time programmes,
- b) part-time evening programmes or correspondence programmes or
- c) distance education work schedules.

(2) <sup>148</sup> In part-time evening programmes, courses may be held on workdays after 6pm or on Saturdays in correspondence programmes, courses may be held on workdays or Saturdays, no more frequently than every two weeks.

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<sup>142</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>143</sup> Established by Senate Rule CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.

<sup>144</sup> Endorsed by Senate Rule LXIII/2014 (V. 26). Effective date: 27 May 2014.

<sup>145</sup> Endorsed by Senate Rule LXIII/2014 (V. 26). Effective date: 27 May 2014.

<sup>146</sup> Provision to be applied beginning with the 2019-2020 academic year.

<sup>147</sup> Established by Senate Rule CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.

<sup>148</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17) on the amendment of the Academic Regulations for Students. Effective date: 1 January 2008.

(3) <sup>149</sup>The rules to pertaining to a student transfer shall apply to a change in the work schedule with the exception of the required documents.

### **Section 30<sup>150</sup>**

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<sup>149</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>150</sup> Repealed by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

## CHAPTER III

### LEGAL FRAMEWORK OF THE STUDIES

#### Section 31<sup>151</sup>

The University offers four types of legal relationship for students: student status, visiting student status, adult education student status and other student status.

#### STUDENT STATUS

#### Section 32

(1) <sup>152</sup>Student status means the legal relationship between the University and the Student pursuing studies in a programme of the University (hereinafter including higher education vocational training and part-time studies), where both the University and the Student must fulfil their rights and obligations in accordance with the regulations of the University and applicable legislation..

(2) <sup>153</sup>The legal relation of the student status allows the Student to pursue a study at a faculty in accordance with the law, with University regulations and the present Regulations in particular, and with the curricular requirements of the faculty.

(3) <sup>154</sup>The legal relation of the student status obliges the Student to comply with the law, the University's regulations and in particular the present Regulations, and to meet the academic requirements of the faculty. As long as the Student status is valid, be it active or passive, the Student is obliged to use the Electronic Registration System and to read all information published therein, whether it is of general or personal concern.

(4) <sup>155</sup>In accordance with the law and University regulations, the University manages the Student's personal and academic data, oversees and evaluates his/her work, and in special cases and in line with the corresponding legislation, may check if the medical fitness of the Student allows for the completion of the programme's requirements.

(5) <sup>156</sup>The University must ensure, within the framework of the law, the University regulations, especially the present Regulations, and the curriculum of the programme, that all personal and material requirements necessary for the completion of the programme (including higher education vocational training), as well as all information necessary for the continuation of the studies are at the Student's disposal.

#### ESTABLISHMENT OF STUDENT STATUS

**Nftv Section 39(3): The student shall acquire a student status through enrolment on the grounds of the decision made in respect of his/her acceptance or transfer. A Student who is financed through (partial) Hungarian state scholarship, as described in section 15 (2) (6), must meet specified requirements provided for by present Act. In addition to paying the amount of tuition described in section 15 (2) (6), a study contract shall be concluded. (...)**

**Nftv Section 39(7) Students accepted shall enter into a legal relationship in the semester they were accepted in within the framework of the admission procedure.**

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<sup>151</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>152</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>153</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>154</sup> First sentence established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>155</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>156</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

## ADMISSION

### Section 33

(1) Admission criteria are regulated by Chapter I of the Regulations, in accordance with the applicable legislation.

(2) <sup>157</sup>The University must ensure that successful applicants can enrol, thereby establishing their student status. If the Student is already enrolled at the University, the tasks related to his/her registration at the given faculty at must be carried out in accordance with the regulations concerning the establishment of student status.

(3) The admission decision allows for the establishment of the student status in the given semester.

## TRANSFER

### **Nftv Section 42(1): The student**

**(...)(...)**

**b) may request transfer to an identical or another faculty or department of another higher education institution in the same educational cycle and field of study.**

**(...)(...)**

**(3) The recipient higher education institution shall define conditions for satisfying requests made in accordance with paragraphs (1) to (2).**

**Nftv Section 39(3) The student shall acquire a student status through enrolment on the grounds of the decision made in respect of his/her acceptance or transfer. A Student who is financed through (partial) Hungarian state scholarship, as described in section 15 (2) (6), must meet specified requirements provided for by present Act. In addition to paying the amount of tuition described in section 15 (2) (6), a study contract shall be concluded. (...)**

### Section 34<sup>158</sup>

(1) A Student already enrolled in another higher education institution may request his/her transfer to the University. The Student must submit a written request addressed to the Dean of the faculty fulfilling the function of the home faculty handling the given major(s).

(2) <sup>159</sup>The applicant's transfer request (taking into account the capacity of the programme) may be granted

- a) after the completion of a semester, provided the application fulfils the transfer requirements of the given faculty, as laid down in the Special Provisions.
- b) in the semester of the enrolment, provided the Student, based on his/her admission results, would also have met the admission requirements of the University in the year of his/her application, and if the Special Provisions concerning the faculty responsible for the given programme allow for such a transfer.
- c) if the Student's student status has not been terminated as a result of expulsion or disciplinary exclusion nor are there grounds for his/her expulsion or disciplinary exclusion.
- d) if the duration of the Student's studies has not exceeded the duration of their given programme specified in the programme and graduation requirements.

The Student requesting a transfer may be obligated to sit for an admission, aptitude and/or equivalency exam. The Student shall be required to pass the exam prior to the deadline for the decision on their transfer referred to in paragraph (4).

(3) The first instance decision regarding transfer requests is made by the Dean or the Vice-Dean for Education. The Faculty Educational Committee and/or other faculty forums –

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<sup>157</sup> Last sentence endorsed by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>158</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>159</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

particularly the Credit Transfer Committee or the entity responsible for the programme in question – may give their opinion on Student's transfer request as a way of assisting the Dean in the decision. .<sup>160</sup>

(4) The limitation period for the submission of the transfer request shall be 1 July and 20 January in the case of paragraph (2) point a) and the end of the given semester's registration period in the case of for the respective semesters. The request shall be submitted to the Office of Educational Affairs of the faculty in question in the place of study. The Student may make up for an incomplete request within the deadline specified by the faculty in question, taking into account that the decision on the request shall be made by the end of the registration period in the case of paragraph (2) point a) and by no later than September 14 and February 14 in the case of paragraph (2) point b).

(5) The Student must submit the following documents with his/her application:

- a) <sup>161</sup>an attestation of a valid student status,
- b) a verification of his/her completed credits or completed subjects with descriptions of said subjects,
- c) <sup>162</sup> the copies of all documents required for admission (school leaving certificate, diploma, language certificate)..

(6) When a Student transfers to the University, his/her student status at the previous higher education institution is terminated. The transfer decision must specify the programme the Student will pursue on which track/specialisation/field of study, the Student's work schedule and how the studies will be funded. The decision on the transfer shall be sent to the Student either personally or via mail or via e-mail

(7) <sup>163</sup>The overall credit value of credits recognized in the credit transfer process – unless otherwise specified in Section 51 (6) of the Regulations – cannot be higher than 50% of the total number of credits required for obtaining a diploma, which is defined in the curriculum requirements of a given major. In case of identical disciplinary requirements, the Dean may approve the transfer with the condition that the Student must complete at least one third of the credits required for obtaining a diploma.

(8) <sup>164</sup>The Student whose transfer request has been granted may initiate a credit transfer procedure by no later than the third day of the study period to have their previously obtained credits recognised. Should the Student miss this deadline, they will be ineligible to submit a verification request but shall have the option of submitting a regular credit transfer request at a later date.

(9) The credit transfer committee may prescribe, taking into account the opinion of the instructor responsible for the programme, requirements (such as criterion conditions) for attesting skills and expertise acquired through work experience.

(10) The credit transfer request shall be submitted by the end of the course registration period – with the exception of Students who are re-admitted under Section 51 (6) – complete with an authenticated verification of completed credits for the subject the Student wishes to

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<sup>160</sup> In accordance with Senate Rule CCC/2010 (XII. 6) Paragraph 19 on the amendment of 3 volumes and the annexes of the ELTE Organisational and Operational Regulations, the "Director-General" or "Deputy Director-General", mentioned in the Academic regulations for Students is henceforth to be understood as the Dean or Vice-dean (except in the case of the Director-General of a college for advanced studies). Effective date: 7 September 2010.

<sup>161</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>162</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>163</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>164</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

have recognised or another type of equivalent verification document (e.g. gradebook or an authenticated description of the subjects in question).

(11) If necessary for the decision, the Credit Transfer Committee may ask for the opinion of those handling the academic branch in question. The Office of Educational Affairs shall enter the committee's decision on the certification of the Student's completion of the subjects in question in the Electronic Registration System.

(12) If the Student registers for the subject whose completion he/she wishes to have recognised in the course registration period, and the University accepts their completion, the Office of Educational Affairs shall cancel the Student's registration.

### **Section 34/A<sup>165</sup>**

(1) If general education teacher candidates in the single-cycle double degree teacher training programme can choose between an elementary school teaching track and a high school teaching track, they must decide which qualification they wish to pursue ahead of their enrollment. Choosing a teacher qualification ahead of enrollment shall not count as a change of programme referenced in Section 34/B. After this, the student may still change his/her decision once. Students shall have until the end of the second week of the exam period in their sixth active semester to change their selected track over the course of their studies. This shall be considered a change of track as referenced in Section 34/B.<sup>166</sup>

(2) A Student enrolled in the single-cycle double degree teacher training programme may request his/her transfer to the University's equivalent single-cycle teacher training programme in the following circumstances beyond the provisions laid out in Section 34:

- a) the Student has completed at least two semesters in the single-cycle teacher training programme,
- b) has obtained at least 15 credits per semester over the course of his/her studies,
- c) is requesting the change on the grounds of academic and personal circumstances.

### **Section 34/B<sup>167</sup>**

(1) The following circumstances shall fall under the category of a change of programme:

- a change in majors
- a change in the doctoral programme in doctoral studies
- a changing of one of the majors to another teacher training programme in the single-cycle double degree teacher training programme
- a changing of the major in a primary school and secondary school education programme in the teacher training programme over the course of the student's studies<sup>168</sup>
- a transfer to a Bachelor's teacher training programme from a single-cycle teacher training programme
- a transfer from a Bachelor's teacher training programme to the single-cycle double degree teacher training programme

(2) The Student shall only be entitled to one change in majors under a single student status.

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<sup>165</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>166</sup> The provision shall be applied beginning with the 2019-2020 academic year.

<sup>167</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>168</sup> The provision shall be applied beginning with the 2019-2020 academic year.

(3) The rules pertaining to a student transfer shall apply to a change in majors or place of study pursuant to the present Regulations with the exception of the required documents.

(4) A Student enrolled in the single-cycle double degree teacher training programme may change one of his/her majors on one occasion if:

- a) the Student has completed 30 credits,
- b) fulfils the requirements for the transfer to the single-cycle teacher training programme for the following semester (not including the requirements for minimum score),
- c) is requesting the change on the grounds of academic and personal circumstances.

(5) If the Student has completed at least 60 credits of a disciplinary training programme of the single-cycle teacher training programme falling under the scope of Nftv., he/she may request his/her transfer to a Bachelor's programme if he/she meets the admission criteria for the programme prescribed by law and the provisions laid out in the Special Provisions of the present Regulations for the given major.

(6) A student pursuing studies in a Bachelor's programme may request to be transferred to the single-cycle double degree teacher training programme, provided that following conditions are fulfilled:

- a) as a result of the transfer, one of the Student's majors in the single-cycle double degree teacher training programme will be his/her major in the Bachelor's programme, and the other will be a major of his/her choice within the rules of the pairing of majors,
- b) has completed at least 30 credits in the Bachelor's programme,
- c) fulfils the admission requirements for the single-cycle double degree teacher training programme for the following semester (not including the requirements for minimum score),
- d) passes the teaching aptitude test organised upon his/her request,

(7) The Student shall submit the requests regulated by paragraphs (4) and (6) to the Office of Educational Affairs to the home faculty no earlier than the end of the first week of the examination period of his/her second active semester for his/her third semester. The request shall be assessed by the educational committee of the home faculty.

(8) In the case of a student transferring to a programme that is the same as their original but taught in another language or the in case of a student transferring from another institution to the same programme taught in a different language, a maximum of 10% of the credits obtained in a language other than the requested language may be recognised under the rules of credit transfer for compulsory and compulsory elective subjects listed in the curriculum of the programme. The Credit Transfer Committee may grant a waiver of performance in the language requested in addition to the 10% of credits, but only up to an additional 10% of credits at the student's reasoned written request. This paragraph shall apply to doctoral training if so stated in the Doctoral Regulations.

## ENROLMENT

**Nftv Section 39(3): The student shall acquire a student status through enrolment on the grounds of the decision made in respect of his/her admission or transfer. A Student who is financed through (partial) Hungarian state scholarship, as described in section 15 (2) (6), must meet specified requirements provided for by present Act. In addition to paying the amount of tuition described in section 15 (2) (6), a study contract shall be concluded. (...)**

**Section 81 (2) Within the framework of the training supported by the Hungarian state (partial) scholarship - unless otherwise provided by law - the higher education institution may not request an administrative service fee (e.g. enrollment fee).**

**Section 83 (1) If the student participates in a self-financed programme, he / she shall pay a tuition fee for the services specified in Section 81 (1) - (2) and a reimbursement fee for the services specified in Section 82 (1) - (2).**

**Government decree 51/2007 (III. 26.) on grants available for and fees payable by higher education students (henceforth: the Decree) Section 27(1): The Minister for Education may grant a scholarship to foreign nationals pursuing self-financed studies in Hungary, with the exception of Students listed in Section 26(1). In accordance with intergovernmental agreements, third-country nationals receiving a scholarship from the Ministry of Education are not required to comply with the obligations for the Hungarian state scholarship laid down in the Nftv.**

**Government Decree 248/2012 (31 August) on measures required for the implementation of Act CCIV of 2011 on Higher Education Section 2(1): in the case of student enrolling in (partially) state-funded studies , the enrolment sheet must include (in addition to the requirements listed in the corresponding legislation) the Student's declaration stating that they understand and accept the conditions of the (partial) Hungarian state scholarship, as laid down in the Nftv.**

**(3) The student enrolling in a (partially) state-funded programme submits the above mentioned declaration in two copies signed by the Student or his/her representative, who must be authorized by an official document in accordance with the provisions of the Act on Civil Procedure.**

**(4) Both the Student and the higher education institution keep a signed copy.**

**(5) The higher education institution will register the Student in the higher education information system as a Student receiving (partial) Hungarian state-scholarship, if the student has submitted his/her declaration in line with paragraph 3.**

**(6) If the Student declines the conditions of the (partial) Hungarian state fund, the higher education institution is obliged to invite the Student to participate in the given programme on a self-financed basis.**

### **Section 35**

(1) The student status is established, after the student's admission or transfer to the University, upon enrolment.

(2) In order to enrol, the Student must supply his/her personal information required for registering him/her in the Electronic Registration System of the University.

(3) <sup>169</sup> The deadline for registering in the Electronic Registration System shall be the last day of the registration period. The time and date for registering in person shall be determined by the faculties, but shall be no later than the last business day of the course registration period. The faculties may deviate from these deadlines in the following cases:

- a) if the faculty responsible for the programme in question sets a different date in view of special characteristics of the programme (e.g. if the programme is financed from grant money, if it is a vocational training programme or a programme organised for foreign nationals).
- b) If the Student who has been admitted or transferred to the University fail to enrol by the specified deadline due to external circumstances (such as a prolonged admission procedure) and can verify as such, the Student shall be granted permission to enrol without having to pay a separate fee. If the Student then enrolls by no later than the last day of the course registration period, he/she shall be allowed to register for an active semester. From then on, the Student may only change his/her status – unless the Dean rules otherwise – if he/she wishes to suspend his/her student status.

(4) <sup>170</sup> If the Student fails to enrol in person by the last workday of the course registration period, his/her enrolment for the semester in the Electronic Registration System shall cease to be valid on the day following the end of the course registration period – except in the cases specified in paragraph (3) points a)-b).

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<sup>169</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>170</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

## REGISTRATION

**Nftv Section 42(5): Further enrolment shall not be required throughout the duration of the student status. The student shall be required to register for the given educational period in accordance with specifications set out in the institution's regulations prior to the start of the educational period.**

**Vhr1 Section 24(1): In cases specified in the regulations of the higher education institution and in accordance with paragraph 40(3) of the Higher Education Act, the Student may cancel his/her registration for the semester within one month after the start of the semester. If the Student fails to request the cancellation of his/her registration or suspend their student status by the given deadline, he/she will be registered for an active semester irrespective of whether or not the Student participates in the activities or completes any of the academic requirements. If the Student decides to interrupt their studies or fails to register for a semester, this shall not result in a termination of the student status, but instead the student shall be registered for a passive semester.**

### Section 36

(1) <sup>171</sup>At the beginning of each semester, the Student has to register in the Electronic Registration System of the University to confirm whether he/she wishes to pursue or suspend his/her studies along with his/her student status in the given semester. The Student can suspend his/her student status as early as the first semester, immediately after the enrolment. The student can register in the registration period. After this, the Student shall only be allowed to register for the given semester in the cases specified in points a) and b) of Section 35 (3).

(2) <sup>172</sup>The Student must indicate any changes in his/her personal information. In case of changes that need to be attested by an official document, the Student must present said document to the Office of Educational Affairs of the home faculty or the Quaestura Office of Student Services in person by presenting the original document, or electronically via the Quaestura Office's administrative interface.

(3) <sup>173</sup>In special cases, like serious illnesses, accidents, or extraordinary, unexpected circumstances, the Student or his/her representative can request the cancellation of his/her previous registration for the semester within 8 days of the emergence or abatement of the problem by presenting the original documents attesting the unexpected event. The request will be considered by the Board of Studies of the Faculty.

(4) <sup>174</sup>The resolution on the cancellation of the student's registration shall rule on the amount of tuition reimbursement the student is entitled to.

(5) <sup>175</sup>

## HOME FACULTY

### Section 37

(1) <sup>176</sup>The Student's home faculty is the faculty which hosts the program (including higher education vocational training) to which the Student was first admitted or transferred. If the Student, at the time of his/her admission or transfer, already has a student status at the University, his/her home faculty will not change, unless otherwise specified in the present section.

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<sup>171</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>172</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>173</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>174</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>175</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>176</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

(2) The home faculty is responsible for the administration of the Student's academic issues.

(3) When the student's studies at his/her home faculty are finished, but the Student remains at another faculty of the University, his/her new home faculty is determined by the Academic Board in accordance with the rules of procedure of the Study Charter.

(4) <sup>177</sup>The home faculty of a student gaining admission or transfer into the Master's programme of education being phased out established by Ftv. is the faculty she selects from the faculties responsible for the required modules and submits by the deadline indicated on the admission or transfer notice. If the Student does not communicate her choice within the given deadline, and at least two of the required modules belong to the same faculty, then this faculty will automatically become his/her home faculty. A justifiable excuse for missing the deadline may be presented within 8 days, beyond which no justification, including unawareness of the deadline or any circumstance beyond the student's control, may be accepted.

(4a) <sup>178</sup>In the cases of the given teacher training programmes regulated by Nftv., Annex 5 of the present Regulations stipulates the faculty that shall count as the Student's home faculty.

(5) <sup>179</sup>

(6) <sup>183</sup>The rules of procedure and the deadlines in question, in the case of the Master's programme in education being phased out established by Ftv. and teacher training programmes regulated by Nftv., -- with the exception of the points cited in paragraph (8) -- shall be established by the Council for Teacher Training and Continuing Professional Development, who must notify the faculties concerned and publish the information in the Electronic Registration System:

- a) admission,
- b) selecting or changing the Student's home faculty,
- c) tasks in connection with closing the semester,
- d) <sup>185</sup>submitting a thesis, thesis evaluation,
- e) <sup>186</sup>attestation of competence, organisation of the final examination.

(7) Any changes in the deadlines determined by paragraph 6 must be announced in the semester prior their entry into force.

(8) <sup>187</sup> Paragraph 6 b) shall not apply to the teacher training programmes regulated by Nftv and paragraph 6 c) shall not apply to the Master's teacher training programmes currently being phased out established by Ftv.

## **INTERRUPTION OF STUDENT STATUS**

### **Section 38**

(1) <sup>188</sup>The Student announces his/her intention to suspend his/her student status and studies during the electronic registration via the Electronic Registration System.

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<sup>177</sup> First sentence established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>178</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>179</sup> Repealed by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>183</sup> Introductory text established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 1 August 2019.

<sup>185</sup> Notation established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>186</sup> Notation established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>187</sup> Established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>188</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

(2) During the interruption of student status, no academic performance can be requested of the Student.

(3) <sup>189</sup>During the interruption of the student status, the Student is not allowed access to any of the free services and benefits granted to the Student, with the exception of the library and, during the preliminary course registration period, the computer room.

**Nftv Section 45(1): The student's status shall be interrupted if the student declares that he/she does not intend to fulfil student obligations during the next semester, or fails to register for the next semester. The total combined duration over which the student may interrupt his/her studies may not exceed two semesters. Students may suspend their status several times, in accordance with specifications stipulated in the Academic and Examination Regulations.**

**(2) Pursuant to the request of the student, the higher education institution may equally authorise the suspension of student enrolment**

**a) for a combined period exceeding the duration laid down in Paragraph (1)**

**b) prior to the completion of the first semester if relevant provisions have not been defined in this regard in the institution's regulations, or**

**c) up until the end of the Student's ongoing studies on condition that the Student is unable to fulfil obligations ensuing from his/her student status for reasons beyond their control, because of child-birth, an accident or illness, or other unforeseen reason(2a) If the higher education institution allows the Student to suspend their student status pursuant to paragraph (2) point c), the institution shall consider the Student's registration for the given programme withdrawn. The Student cannot be sanctioned in connection with their suspended studies they have already begun.**

**(...)**

**(4) The student status is interrupted for volunteers in the military reserve force during their service period, during which the Student is exempted from the requirements imposed by the Academic and Examination Regulations of the higher education institution.**

### **Section 39**

(1) The consecutive interruption of the student status cannot last longer than two semesters, but it may be repeated.

(2) <sup>190</sup>If a Student interrupts his/her studies for two consecutive semesters, the Office of Academic Affairs must send the Student a notice through the Electronic Registration System [point d) of Section 150(1) of the present Regulations] following the fourth week of the study period of the second semester in order to warn the Student of the consequences of failing to register for the next semester.

(3) If the Student fails to register to start or continue his/her studies after two consecutive semesters of interruption, his/her student status will be terminated.

(4) The student status is not terminated if the Student fails to register, after two consecutive semesters of interruption, due to unexpected events such as accident, illness, childbirth, etc., which he/she announces and produces proof of until the start of the third semester. At the same time, the Student needs to submit a statement to the Office of Educational Affairs, expressing his/her intent to maintain his/her student status, with an indication of the estimated duration of the interruption.

**Nftv. Section 45 (3) The student's status shall be suspended if the student has been barred from continuing his/her studies after a disciplinary penalty was imposed against the student.**

### **Section 40**

If the Student is suspended for disciplinary reasons, he/she must register after the suspension without further notice.

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<sup>189</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>190</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

## Section 41

(1) <sup>191</sup>Following the interruption of student status, the Student may request to continue his/her studies according to the curricular changes that may have been introduced in the programme (including higher education vocational training) during the interruption.

(2) The validity of previously completed credits, based on the advice of the instructor responsible for the programme, shall be recognised by the credit transfer committee in accordance with the rules on credit transfers.

(3) <sup>192</sup>If the Student suspends his/her student status for at least two semesters following enrolment, and if the curriculum is changed during that time, the Office of Educational Affairs shall amend the Student's curriculum at the beginning of the Student's first active semester upon their continuation of their studies.

## VISITING STUDENT STATUS

**Nftv Section 42(1): The student**

**a) shall be entitled to enter into a visiting student status to pursue partial studies related to his/her studies, (...).(....).**

**Nftv Section 82(4): Students with (partial) Hungarian state scholarship may participate in the studies under Section 81 (1) to (3), even in a visiting student status.**

**Nftv Section 108: *Study in another higher education institution* means the period when a student obtains credit in another higher education institution while enjoying a visiting student status.**

## Section 42

(1) <sup>193</sup>The University allows its Students to follow partial studies at another (Hungarian or foreign) higher education institution with a visiting student status, provided that the host institution accepts the Student.

(2) The University does not cover tuition for partial studies at another higher education institution, unless otherwise specified in an interinstitutional agreement.

(3) <sup>194</sup>The Student's credits obtained at and attested by the host institution – in line with Section 34 (10) – with a visiting student status may be recognised in accordance with credit transfer regulations.

(4) In the case of Students pursuing partial studies in a foreign higher education institution – in accordance with the respective interinstitutional agreement and programme – the credits obtained at the foreign higher education institution will be fully recognized by the University, as long as they were included in the study contract signed prior to the start of the partial studies. In such cases, credit-equivalence must be established prior to the start of the partial studies and the finalization of the respective study contract.

## Section 43<sup>195</sup>

(1) The University shall approve that Students of another (Hungarian or foreign) higher education institution pursue studies at the University as visiting students.

(2) The visiting student is entered into the Electronic Registration System, and is subject to all applicable regulations of the University during his/her studies at the University.

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<sup>191</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>192</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>193</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>194</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>195</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

(3) <sup>197</sup>The visiting student shall finance the completion of the credits allocated to the subjects he/she registers for, which his/her sending institution may take over under a contract signed with the University or a declaration of liability.

#### **Section 44<sup>198</sup>**

(1) Requests for pursuing partial studies at the University must be submitted to the Teacher Training Centre in the cases of the relevant courses or the Office of Educational Affairs of the Faculty where he/she wishes to follow partial studies until the end of the ranking course registration period. Foreign students may submit their request until the end of the fourth week of the study term. The student shall attach to the request a statement from the sending institution on its recognition of the credits obtained by the student while visiting at the University and – in case the institution chooses to finance the student's studies – a statement on the financing of the student's completed credits.

(2) The request for pursuing partial studies at the University must contain the approval of the individual authorised to handle the given course (e.g. the instructor(s) or head(s) of the educational unit(s) responsible for the credit(s) in question.

(3) <sup>199</sup> The permission to pursue partial studies at the University is issued by the Vice-Dean for Education or the head of the Office of Educational Affairs of the Faculty, which also lays down the amount of tuition to be paid as well as the payment method and payment deadline. In the cases of visiting students admitted within the framework of an agreement signed between the University and the sending institution, the reimbursement of the tuition shall be covered by the interinstitutional agreement.

(4) <sup>200</sup> The Office of Educational Affairs of the Teacher Training Centre will register the Student for all courses included in his/her permission to pursue partial studies, irrespective of his/her ranking in the course registration.

(5) <sup>201</sup> The Office of Educational Affairs (Registrar) or the Teacher Training Centre provides the visiting student with a proof of completion of the semester.

(6) The provisions laid out in Sections 42-44 shall not apply in the case of training cooperation with other – foreign or domestic – higher education institutions if the rules laid out in the cooperation agreement or the special provisions concerning the faculty in question deviate from them.

#### **PARTIAL STUDIES IN ANOTHER HIGHER EDUCATION INSTITUTION**

**Nftv Section 42(2): The higher education institution may accept individuals with higher education qualifications who have not entered into a student status with the given higher education institution within the framework of a student status in any given course or module offered at the institution without having to make this individual go through the entrance procedure, in which case the student shall pay the full tuition fee. The higher education institution shall be obliged to issue a certificate attesting course performance. The course or module completed shall be accredited in accordance with rules governing credit transfer.**

**(3) The recipient higher education institution shall define conditions for satisfying requests made in accordance with Paragraphs (1) to (2).**

#### **Section 44/A<sup>202</sup>**

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<sup>197</sup> Enacted by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>198</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>199</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>200</sup> Established by Senate Rule CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

<sup>201</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>202</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

- (1) Partial studies within the framework of the student status may be organised:
  - a) as part of a module announced as such by the Faculty, a defined group of subjects, or
  - b) on the basis of the individual study plan of the Student applying for partial studies
- (2) The contents and announcement of the partial study programme referred to in point a) of paragraph (1) shall be decided on by the Faculty Council based on the recommendation of the competent organisational unit of education. The decision must also take into account the conditions for the financing of the programme.
- (3) No more than 70 credits can be obtained over four consecutive semesters within the framework of a partial study programme.
- (4) A student may apply for a partial study programme at the competent Office of Educational Affairs. An application for an autumn semester must be submitted by 1 July whereas an application for a spring semester must be submitted by 20 January. The student shall attach to the application form copies of his/her higher education degree certificate, and in cases determined by the Faculty, a copy of his/her language certificate, CV and a motivation letter detailing why he/she wishes to pursue the programme. The applicant for the programme pursuant to point b) of paragraph (1) shall attach to the application form an individual study plan approved by the head of the educational unit(s) in question or other competent individuals. The study plan must include a list of the subjects the student wishes to complete as part of the programme.
- (5) The Office of Educational Affairs may give its opinion on the application for the partial study programme referred to in point a) of paragraph (1) along with the head(s) of the relevant educational unit(s) or other organisations (e.g. the credit transfer body). The admission decision shall be made by the Dean based on the recommendation of the Vice-Dean for Education by the time of the regular admission decisions.
- (6) The Student admitted to a partial study programme shall establish a student status with the University in line with the general rules for registering. The Student shall pursue his/her studies in line with the provisions laid out in the present Regulations.
- (7) At the Student's request, the Office of Educational Affairs of the Faculty shall issue a credit verification form for the programme upon its completion.

## **SIMULTANEOUSLY PURSUED STUDIES AT ANOTHER HIGHER EDUCATION INSTITUTION**

### **Section 45**

(1) <sup>203</sup> The Student may acquire an additional student status at another higher education institution (simultaneously pursued studies), provided that he/she informs the Office of Educational Affairs (Registrar) within 15 days of the effective date of the second student status.

(2) A Student of another higher education institution may acquire an additional student status at the University in accordance with the Admission Regulations.

## **ADULT AND OTHER STUDENT STATUS**

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<sup>203</sup> Established by Senate Rule LXIII/2014 (V. 26). Effective date: 27 May 2014.

## **Section 46<sup>204</sup>**

- (1) <sup>205</sup>An individual who does not have a student status with the University
  - a) shall pursue studies in an adult student status in the cases of programmes subject to Act LXXVII of 2013 on Adult education;
  - b) may pursue studies in an 'other student status' if they are completing programmes or availing of education services not subject to the provisions of Act LXXVII of 2013 on Adult education, within the framework of which the University ensures the completion of one or more study units or modules;
- (2) Students pursuing studies in an 'other student status' may not register for modules that cover the first semester curriculum of a given major. Furthermore, Students completing studies in an 'other student status' may not pursue a major, nor shall this student status award a degree certificate.
- (3) With the exception of foreign students, Section 44 regulates the relevant requests and procedures pertaining to approvals and excuse requests initiated by students completing studies in an 'other student status' taking advantage of training opportunities.
- (3a) Certificates, verification forms or other documents verifying the completion of an exam in another training status shall be signed by the Dean or an appointee. In the event that the programme and exam completed under the other training status cannot be assigned to a faculty, the document verifying the completion of the exam shall be signed by the Vice Rector in charge of education or an appointee.
- (4) The provisional laid out in the present segment also regulate training course type programmes. Participation in such programmes is registered in the Electronic Registration System.

## **SELECTING TRACKS**

### **Section 47**

- (1) <sup>210</sup>Students may select one from several tracks which form part of their major. These independent modules may be referred to as tracks, specialisations, areas of expertise or programmes, henceforth tracks.
- (2) <sup>211</sup> There are three possible ways students can apply and be admitted to a track:
  - a) by applying to one at the time of the university admission procedure;
  - b) by applying a semester in advance during already commenced studies;
  - c) by completing the required study units in the chosen track.The rules applying to a joint training programme may deviate from the provisions laid out in Sections 48-49 in line with the provisions referenced in the Special Provisions of the present Regulations or the agreement concerning the given programme.

### **Section 48<sup>212</sup>**

- (1) Students who apply to a track as part of their general application process (BA or MA) will automatically be admitted to the track of their choice in case of a successful application.
- (2) <sup>213</sup>Students who apply to a track during already commenced studies must do so in the Electronic Registration System (student administration) a semester in advance, until last

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<sup>204</sup> Paragraph and preceding title established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>205</sup>Introduction composed by Senate Rule LXIII/2014. (V. 26.). In force: 27. V. 2014.

<sup>210</sup> Enacted by Sen. Decision CVI/2018. (V. 28.). In force: 1 August 2018.

<sup>211</sup> Established by Senate Decision CVI/2018. (V. 28.). In force: 1 August 2018.

<sup>212</sup> Last sentence enacted by Senate Decision CVI/2018. (V. 28.). In force: 1 August 2018.

<sup>213</sup> Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

working day of the current semester. If classes in the chosen track could start in the semester of enrolment, the application should be made right after the admission decision is received.

(3) The selection of a track shall be organised separately for each place of study. Entry requirements for each track – including the evaluation criteria – can be found in the educational plan, which shall be published on the website of the relevant faculty by the Office of Educational Affairs by the start of the registration period of the semester preceding the one in which the Student is due to begin their studies in the given track. Requirements may include:

- a) completion of a set number of study units or pre-specified courses,
- b) completion of study units with a specific grade,
- c) language requirements,
- d) aptitude test,
- e) other requirements specified by the Head of the programme.

(4) The Dean together with the heads of programmes and/or the head of the educational unit in charge of the major determine a preliminary target for student intake until the beginning of the registration period, which will be published by the Office of Educational Affairs.

(5) <sup>214</sup>In case the number of students applying to a track exceeds the target student intake, qualifying candidates will be chosen by a ranking process based on the requirements stipulated in the training plan.

(6) Affiliate applicants without student status who wish to complete a track in the form of a specialist postgraduate programme or a partial training programme, based on the decision of the parent department, taking into account the programme's structure and schedule, may gain admission

- a) on equal grounds with enrolled students,
- b) irrespective of the number of enrolled students.

(7) The Student's track selection shall be assessed by the given field based on the preliminarily announced criteria. Should the Student's selection not meet the announced conditions, the decision shall be left up to the Dean or the Vice-Dean for Education.

(8) If the rules so stipulate, the Student who fails to select a track shall be allocated to one by the Office of Educational Affairs based on the decision of the individual responsible for the given major and a designated decision maker at the Faculty and the approval of the Dean or the Vice-Dean for Education. The Office of Educational Affairs shall notify the Student of the decision and their allocation. The Student's allocation to the given track can only be changed by changing the track. If the conditions for selecting a track do not stipulate a mandatory allocation to a track, the Student may request an ex-post track selection through a written request submitted to the Office of Educational Affairs. The request shall be assessed by the Vice-Dean for Education following a review of the opinions generally required by the Faculty.

(9) The rules applying to an ex-post track selection laid out in paragraph (8) shall also apply to the changing of the track. The Student shall have one opportunity change their tracks within a single programme.

## Section 49

(1) Tracks that students complete as part of their studies in a specific programme do not require prior application. In this case a student applies to and completes a track by registering for and completing its study units, thereby the choice of track only becomes apparent after completion.

(2) Applicants wishing to complete a track that does not require prior application as a specialist postgraduate programme, must undergo an application process.

### **Termination of student status**

**Nftv. Section 59 (1)** The student status shall be terminated

- a) if the student has been transferred to another higher education institution, on the day of such transfer,
- b) if the student announces the termination of his/her student status, on the day such announcement is made,
- c) if the student may not continue his/her studies supported by (partial) state scholarship, and does not wish to transfer to self-financed training,
- d) on the last day of the semester in which the student obtained the pre-degree certificate (absolutorium),
- e) as regards higher-education vocational training, in the event the student becomes medically unfit to continue his/her studies, and the higher education institution cannot offer any other suitable higher education vocational training programme, or the student does not wish to continue his/her studies, or the conditions necessary for the pursuance of further studies cannot be met, on the day the decision on termination becomes final,
- f) in the event the rector terminates his/her student status – after giving warning to no avail and after reviewing the social condition of the student – because the student is in arrears with payment, on the day the decision on termination becomes final,
- g) on the day the disciplinary decision on expulsion becomes final,
- h) a condition stipulated in this Act required to establish a student status is no longer met, on the day the corresponding decision on termination becomes final.
- i) if a student on a (partial) Hungarian state scholarship cancels her/his contract, pursuant to Section 48/D. (2) and does not wish to study on a self-financing basis,
- j) if the doctoral student fails to pass the comprehensive exam, on the day of their failure to fulfil their obligation or pass the exam,
- k)
- l) at the end of the eighth semester of the doctoral programme that the Student has registered for.

**(2)**  
**Nftv. Section 59 (5)** If a student with student status is enrolled on several programmes at the same institution, stipulations in this section are to be understood as to result not in the termination of the student status, but in not allowing the students to continue their studies in the particular programme.

### **Section 50**

(1) Student status can be terminated

- a) at the request of the student,
- b) by having completed a training programme,
- c) at the request of the university.

(2) Every student will be informed about the termination of their student status by the Office of Educational Affairs.

### **Section 51**

(1) <sup>215</sup>If a student does not wish to continue his/her studies on a state-financed/self-financed basis, meaning he or she does not sign the university training contract by the deadline set by the Office of Educational Affairs, the Office will terminate her/his student status. When setting the deadline for signing the contract, the Office is obligated to draw attention to the legal consequences of failure to sign the contract. Failure to do this on the Office's part will invalidate the termination of the student status.

(2) <sup>216</sup>Pursuant to Section 59 (1), (2) of Nftv. a student's student status will be terminated if the student is not currently enrolled on any other training programme at the university.

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<sup>215</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>216</sup> Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

(3) <sup>217</sup>The Office of Educational Affairs can establish the termination of student status in the following cases

a) as regards higher education vocational training and the phased out advanced level vocational training, in the event the student becomes medically unfit as regulated by Section 59 (1) point e) of Nftv.,

b) <sup>218</sup>

c) in the event of expulsion by disciplinary penalty,

d) in the event of dismissal from the programme (including higher education vocational training), if the student is undertaking any studies in another programme or higher education vocational training.

(4) The Office of Educational Affairs terminates the student status, if

a) the student does not commence her/his studies after the time available for student status suspension has passed,

b) <sup>219</sup>exercising the assigned scope of authority assigned by the Rector if no payment is made by the deadline of the payment notification.

(5) <sup>220</sup>The Office of Educational Affairs exercising its scope of authority defined in paragraph (4), point b) – under the provisions of point f) of the Section 59 (1) of Nftv. – examines the amount and title of debt by launching an inquiry as stipulated therein.

(6) <sup>221</sup> Students dismissed from their programme on academic grounds and later admitted at the same institution in the same programme (hereinafter: re-admitted students), as a result of a successful application process, study units previously completed will be recognised by way of credit transfer. This shall not require the submission of a credit verification form if descriptions of the subjects concerned can be found in the Electronic Registration System.

**Nftv. Section 59 (3) By means of a unilateral declaration, the higher education institution may terminate the student status of the student, who**

**a) does not fulfil his/her academic obligations stipulated in the academic and examination regulations or the curriculum,**

**b) has not registered for the subsequent semester on the third consecutive occasion,**

**c) does not commence his/her studies after the interruption of student status,**

**provided, in each case specified above, that the student has been reminded in writing to fulfil his/her obligations within the specified deadline, and has been informed of the consequences of default.**

**(4) By means of a unilateral declaration, the higher education institution may terminate the student status of the student, of whom the number of unsuccessful retake examinations and repeated retake examinations for the same unit reaches five.**

**Nftv. Section 59 (5) If a student with student status is enrolled on several programmes at the same institution, stipulations in this section are to be understood as to result not in the termination of the student status, but in not allowing the students to continue their studies in the particular programme.**

## Section 52

(1) <sup>222</sup>In addition to criteria defined in Section 59 (3) points b), c) and paragraph (4) of Nftv. – based on authorisation in Section 59 (3) point a) – a student must be dismissed from a programme if

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217 Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

218 Repealed by Sen. Decision LXIII/2014. (V. 26.). Repealed: 27. V. 2014.

219 Enacted by Sen. Decision LXIII/2014. (V. 26.). In force: 27. V. 2014.

220 Enacted by Sen. Decision LXIII/2014. (V. 26.). In force: 27. V. 2014.

221 Enacted by Sen. Decision CVI/2018. (V. 28.). In force: 1. VIII. 2018.

222 Enacted by Sen. Decision CVI/2018. (V. 28.). In force: 1. VIII. 2018.

- a) the student has not completed a study unit, which forms part of a programme's curriculum, after three course registrations, or in the case of Language Proficiency Exams, after four unsuccessful attempts;
  - b) <sup>223</sup>a study unit, which forms part of a programme's curriculum, has not been completed after six attempts, excluding failed attempts and exams due to uncompleted weak prerequisites;
  - c) <sup>224</sup> in infant and early childhood teacher, kindergarten teacher, primary school teacher, secondary school teacher, special education teacher training the student has failed her/his practice twice;
- (2) <sup>225</sup> *The provisions laid out in paragraph (1) shall not be applied to courses offered solely as electives.*
- (3) <sup>227</sup> The Special Provisions pertaining to the faculty regulate
- a) the student's responsibilities regarding the advancement of his/her studies
  - b) the minimum number of credits a student must obtain per training programme
  - c) the implementation of the rules described in point b) pertaining to students whose student status was previously terminated but later gained admission to a given training programme.

### Section 53<sup>228</sup>

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223 Enacted by Sen. Decision LXIII/2014. (V. 26.). In force: 27. V. 2014.  
224 Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.  
225 Established by Senate Rule CCLXV/2019. (XII.16). Effective date: 17 December 2019.  
227 Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.  
228 Repealed by Sen. Decision CCXLVIII/2012. (XII. 17.). Repealed: 18. XII. 2012.

## CHAPTER IV

### ACADEMIC OBLIGATIONS

**Nftv. Section 112 (1) Courses started under the LXXX Act of 1993 on Higher Education shall be completed – in a continuous manner – without modification of the programme requirements, the examination rules or the diplomas issued.**

**(2) Courses launched under the 2005 Act on National Higher Education shall be completed – in a continuous manner – without modification of the programme requirements, the examination rules or the diplomas or certificates issued.**

### REGISTRATION AND THE ACADEMIC CALENDAR

**Nftv. 108 (5) Semester means an instruction provision period of five months**

**108 (16) Term of study means the division of the length of the programme into a study period and the pertaining examination period**

**Vhr2. Section 7 (2) An academic year is divided into two terms of study, that is two semesters.**

**(3) Term of study consists of a study period and examination period. The performance of students can be evaluated for the duration of the whole term of study.**

**Section 10 (2) The higher education institution determines in its Academic and examination regulations**

**a) the terms of study and their schedules (...)**

### Section 54

(1) <sup>229</sup> Registration or the interruption of studies set out in Section 36 of present Regulations takes place in the registration period before the beginning of the study term (semester). This period is exclusively dedicated – with the exception being the subject matter of paragraph (6a) – to academic obligations pertaining to registering for courses and negotiating a workable timetable for the semester in question. For this reason lecturers must keep consultation hours at least twice on the week before the start of the study term to discuss such matters.

(2) <sup>230</sup> The academic year comprises two semesters. The semesters are called:

– first (Autumn) semester of the .../... academic year;

– second (Spring) semester of the .../... academic year.

(3) <sup>231</sup> A semester is a 21-week term of study which divides into a 14-week study period and a 7-week examination period.

(4) <sup>232</sup> The Rector specifies the term dates, including the registration period, the academic year, which is composed of the semesters and the term of study (study period and examination period).

(5) <sup>233</sup> The registration period and the first week of the study period is the course registration period, when students register online on Neptun for courses and exams they plan to complete in a semester.

(6) The Rector may grant a maximum of 12 days off in total. The Head of faculty may grant 2 additional days off, and on good grounds can allow cancelling classes for some departments or the entire Faculty.

(6a) <sup>234</sup> The Faculty Council – with the approval of the Student Union (HÖK) – may set aside study breaks, days off or the registration period for activities organised for specific student circles with a view to promoting students' successful academic advancement.

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229 Established by Sen. Decision CVI/2018. (V. 28.). In force: 1. VIII. 2018.

230 Enacted by Sen. Decision XXXV/2009. (III. 23.) section II.2.1. In force: 1. IV. 2009.

231 Enacted by Sen. Decision XXXV/2009. (III. 23.) section II.2.1. In force: 1. IV. 2009.

232 Enacted by Sen. Decision CVI/2018. (V. 28.). In force: 1. VIII. 2018.

233 Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

234 Enacted by Sen. Decision LXIX/2016. (V. 23.). In force: 24 May 2016.

(7) In addition to the days off in the paragraph above Péter Pázmány Day, which commemorates the university's foundation, constitutes a day off, as well.

## Publishing Courses

### Section 55

(1) <sup>235</sup> The Vice-Dean for Education shall oversee the publishing of courses for each faculty. In the case of the cohesive independent pedagogical training module, it shall be overseen by the Director-General of the Teacher Training Centre.

(2) The organisational unit responsible for delivering the course publishes it for registration, with the permission of those responsible for the study unit a specific course satisfies.

(3) <sup>236</sup> Publishing courses that satisfy a programme's (including higher education vocational training) compulsory study units is within the responsibility of the Head of the organisational unit which is responsible for the study unit.

(4) <sup>237</sup> College for advanced studies courses – if these are suitable for completing (i.e. rewarded with credits) curricular study units – are published by the college's leader with the Dean's permission.

(5) <sup>238</sup> Depending on the specifics a course is published with, students who are not members of the college for advanced studies can register for them, provided that the number of members taking it has not exhausted the course's capacity number. Study units completed by college members with college for advanced studies courses do not factor into the 10% credit overflow, set out under Section 49 (2) ANHE, that students can take free of charge. The same rule applies to students with honoraria status.

(6) Courses that satisfy compulsory study units must be published for the semester the programme's curriculum scheduled it for, by the organisational unit responsible.

(7) Exam courses for foundation exams, language proficiency exams, comprehensive exams, language proficiency final exams must be published every semester.

(8) <sup>239</sup> Courses for retake exams specified under Section 16 (3) point b) of present Regulations are published by the Head of the organisational unit responsible for the course, at the initiative of the student and the course lecturer.

(9) The organisational unit offering a course may set minimum and maximum capacity numbers for the course. The capacity number must be included in the course description.

(10) To assure the completion of compulsory study units, at least so many courses must be published that their aggregate number of participation yields 115% that of the curricular headcount. Regarding courses published to ensure the completion of compulsory study units scheduled in the curriculum for the first semester, the upper limit for capacity numbers must be at least 115% of the student intake number and the number of students preregistered combined together.

(11) Curricular headcount denotes the student intake number for the year in which students can complete the study unit, provided they progress in their studies according to the curriculum.

**Vhr2. Section 10 (1) Upon commencement of the study period, the higher education institution shall be required to publish in the Academic Guide, in the manner customary, the methods of student performance assessment and the related dates of such assessment during the given term (...)**

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235 Established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

236 Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

237 Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

238 Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

239 Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

## Section 56

- (1)<sup>240</sup>The Head of the organisational unit responsible for publishing courses records them (including exam courses) on Neptun until the end of the 8<sup>th</sup> week of the previous semester. The courses' description must be attached (see under Section 17 (2) of the present Regulations), and whether students in another programme can register for them without fulfilling the course prerequisites.
- (2)<sup>241</sup> The preliminary course listing must indicate the lecturer, the time and the location of the course (except for special courses and exam courses), and the preliminary minimum and maximum *capacity number* for participation. If the person of the lecturer is not settled, the name of the study unit organiser must be displayed.
- (3) Regarding compulsory study units, courses satisfying them must be specified with capacity numbers in accordance with the number of students who have preregistered for them. If this is not possible at the time, then in the next semester, or at the very latest, within a year, opportunity must be given to those students who could not register to complete the course.
- (4)<sup>242</sup>Course organisers check on Neptun whether the courses do in fact satisfy the study units they are published for, and whether enough courses were published with adequate capacity numbers. Should corrections be made, the organisers are responsible for implementing them.
- (5)<sup>243</sup>The Vice-Dean for Education, taking into account the course organisers' modifications, makes sure that the preliminary course listing is published by beginning of the fourth week of the previous semester's examination period on Neptun.
- (6) The Head of the organisational unit responsible for the course can request the person responsible for scheduling at a department to modify, supplement and subtract from the preliminary course listing. The department course scheduler cooperating with the course organiser (especially in terms of reducing capacity numbers and changing the study unit), can modify the course listing, but cannot delete exam courses.
- (7) All courses satisfying the same study unit can only be deleted, if the total number of students registering to these does not reach the minimum capacity number for any. Following the course organiser's decision, the Office of Educational Affairs deletes the course and informs the students concerned.
- (8)<sup>244</sup> The Vice-Dean for Education shall be responsible for publishing the final course listing by the first day of the ranking course registration period. If the time and location of a course has not previously been made public, then the course listing must contain a time and place for the students and the lecturer to negotiate a schedule, which can only take place during the week preceding the study period.
- (9)<sup>245</sup> Courses that have not been published in the course listing cannot be offered. In exceptional cases (publishing exam courses, modifying capacity numbers for already published courses, courses taught by visiting lecturers who have arrived unexpectedly) with the Dean's permission, courses can be published correctively, at the latest by the end of the first week following the course registration period. With a good reason, the Dean can give permission to publish condensed courses for a later date by the end of the third week preceding the start of the course. In this case the organisational unit offering the course makes sure to duly inform the students in an announcement or in the manner that is customary at the faculty, and the Office

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<sup>240</sup> Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

<sup>241</sup> Last sentence established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>242</sup> Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

<sup>243</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>244</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>245</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

of Educational Affairs, at the individual requests of the students, shall allocate the students to the course free of charge.

(10) Organisational units can cancel courses already published by Thursday of the second week of the semester.

(11) The Dean of the faculty can decide to publish only the final course listing. In which case courses can't be preregistered for.

## PREREGISTERING FOR COURSES

### Section 57

(1) <sup>246</sup>If the faculty publishes a preliminary course listing for the given location of study, students can register for them before the course registration period.

(2) <sup>247</sup>The course preregistration period starts when the preliminary course listing is published and ends two days before the course registration period starts. During this period students can preregister for the courses for the next semester on Neptun, in accordance with the regular rules of course registration.

(3) During the preregistration period students can register for courses in the value of 45 credits in total.

(4) Preregistration is not compulsory, students can register for courses during final course registration they have not preregistered for.

(5) <sup>248</sup>In the first semester of the year of enrolment there is no preregistration period for freshmen for their programme (including higher education vocational training) or track. If at the department freshmen are organised into study groups, the rules of course registration for designated courses can be found under the Special Provisions.

(6) <sup>249</sup>The list of teams for the study groups is assembled by the Office of Educational Affairs by the last working day before the registration period, at the latest, and recorded on Neptun.

(7) The process of building teams cannot interfere with the student's rights to register for courses.

(8) Courses for teams must have a maximum <sup>capacity number</sup> that is 15% higher than the team headcount.

(9) Students who have not registered cannot preregister for courses.

(10) Based on preregistration, the Head of the organisational unit responsible for the course can decide to cancel it, and, if needed, to offer other courses.

### Course registration

**ANHE Section 43 (1) The student shall have the right to receive full, accurate and accessible information for commencing and continuing their studies, defining their study schedule and using educational opportunities and capacities available in the higher education institution...**

**Section 49 (2) Students shall be granted the opportunity to enrol for optional course units specified in the operation and organisational manual of the institution up to five percent of the credits required for the award of the diploma (or have the alternative option of engaging in volunteer work), and shall be offered a range of credit-earning course-units to select from at least twenty percent in excess of the total number of credits required. It is necessary to ensure that the student has the option of taking 10% more credits in relation to the total number of prescribed credits without having to pay extra tuition fee for these.**

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<sup>246</sup> Established by Sen. Decision VII/2017. (I. 16.). In force: 17 I 2017.

<sup>247</sup> Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

<sup>248</sup> Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

<sup>249</sup> Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

### Section 58<sup>250</sup>

(1) <sup>251</sup>Students – with the limitation set out under (1a) – are entitled to register for any course and exam course offered by organisational unit of the University on Neptun (course registration).

(1a) <sup>252</sup>If the student is enrolled on multiple programmes, he/she cannot register for courses that form part of his/her other programme's ideal curriculum.

(2) <sup>253</sup>The Student may register for courses included in the curriculum of the given major that are held in the location to which the Student has gained admission or has transferred with a change in location.

(3) <sup>255</sup>

(4) Students pay a fee for registering for courses (including retaking failed courses) above the allocated limit of total credits detailed under Section 49 (2) of ANHE, according to regulations set out in Chapter VII of the present Regulations.

(5) <sup>256</sup>

### Section 59

(1) <sup>257</sup>

(2) <sup>258</sup>Students can't retake a course with derived content that belongs to a study unit they have already completed. A course with free content, belonging to an already completed study unit can only be retaken out of non-programme (including higher education vocational training) credit allowance. Courses cannot be retaken to improve grades.

(3) In the course registration period computer labs need to keep open 11 hours a day on an even weekly basis.

(4) <sup>259</sup>

### Section 60

(1) <sup>260</sup> Should students who have registered for courses in Neptun undergo ranking for available places at the given Faculty in the given location of study, points will be rewarded based on the following criteria:

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250 Established by Sen. Decision CLXXXII/2013. (V. 27.). In force: 1. IX. 2013 with the limitation that it only applies to students who earn their pre-degree certificate in the 2013/2014 academic year.

251 Established by Sen. Decision LXIII/2014. (V. 26.). In force: 27. V. 2014.

252 Enacted by Sen. Decision LXIII/2014. (V. 26.). In force: 27. V. 2014.

253 Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

255 Repealed by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

256 Repealed by Sen. Decision LXIII/2014. (V. 26.). Repealed: 27. V. 2014.

257 Repealed by Sen. Decision CLXXXII/2013. (V. 27.). Repealed: 1. IX. 2013.

258 Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

259 Repealed by Sen. Decision CCXLVIII/2012. (XII. 17.). Repealed: 18. XII. 2012.

260 Introduction set out by Sen. Decision VII/2017. (I. 16.). In force: 17 January 2017.

- a) <sup>261</sup><sup>262</sup> students beginning their studies in a programme (including higher education vocational training), and students who preregistered for the course must be rewarded, provided that preliminary course registration was required at the Faculty: 100
- b) students must be rewarded the most points from the following options that applies to them:
  - for students for whom the study unit that the course satisfies is compulsory: 80
  - for students for whom the study unit that the course satisfies is a compulsory elective: 70
  - for students for whom the study unit that the course satisfies is not compulsory, but in one of their major's tracks it is compulsory or a compulsory elective: 60
- c) for students who register for the course in accordance with the ideal curriculum: 10
- d) <sup>263</sup>for part-time and distant education students (including higher education vocational training) studying multiple programmes at the same time regardless of which of their active programmes the course belongs to: 20
- e) <sup>264</sup>every student must be rewarded points ten times the number of programmes they are studying (including higher education vocational training) at the university (for the purpose of this paragraph, fixed programme pairs, the programme pairs of single-cycle long teacher training programmes and the modules of teacher training programmes count as separate programmes, even if the student is pursuing one of the programmes within the framework of a joint training programme at another institution),
- f) <sup>265</sup>students must be rewarded points five times the semester they are in: maximum 60
- g) <sup>266</sup>students who have exceeded the time of the education period registering for a course in the programme's ideal study unit: 65
- h) <sup>267</sup>students who have exceeded the time of the education period registering for a course not part of the programme's ideal study unit: 60
- i) <sup>268</sup>students with active honoraria status registering for programme courses detailed under Section 27/A of this Regulations: 50
- j) <sup>269</sup>students who fill out all OMHV surveys within the allotted time8 frame
- k) <sup>270</sup>special needs students with active registration status 1000

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<sup>261</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>262</sup> Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

<sup>263</sup> Established by Sen. Decision CLXXI/2016. (VI. 27.). In force: 28 June 2016.

<sup>264</sup> Enacted by Sen. Decision CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>265</sup> Enacted by Sen. Decision LXIII/2014. (V. 26.). Enacted: 27. V. 2014.

<sup>266</sup> Enacted by Sen. Decision LXIII/2014. (V. 26.). Enacted: 27. V. 2014.

<sup>267</sup> Enacted by Sen. Decision LXIII/2014. (V. 26.). Enacted: 27. V. 2014.

<sup>268</sup> Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

<sup>269</sup> Enacted Sen. Decision XCIX/2012. (V. 21.) on modifying the Quality Improvement Regulations. In force: 22. V. 2012.

<sup>270</sup> Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

(1a) <sup>271</sup>Special needs students with active registration status can be rewarded the points under paragraph (1) point k), if previously required during their registration with the special needs coordinator.

(2) <sup>272</sup>If multiple students with the same points get into the course, and this way the number of students in the course exceeds the capacity number, Neptun will “randomly” assign the students partaking a number on the basis of the following criteria:

a) <sup>273</sup>the rank number can only depend on the student’s code generated by Neptun, on the term of study and the course’s unique identification number,

b) if a student drops a course but later re-registers for it, he/she will be awarded the same amount of points,

c) all students should have the same mathematical chance in the ranking process.

(3) If it is possible, the course publisher can increase the capacity number in the course registration period.

(4) <sup>274</sup> If the course publisher specifies academic requirements for taking the course, cooperating with the Office of Academic Affairs they must let the students know whether they got in until the 3rd day of the semester. The number of students taking the course cannot exceed the capacity number.

(5) A student, having preregistered for the course published for his/her study group, will be able to take it regardless of ranking.

## Section 61

(1) <sup>275</sup>During the course registration period, until the first day in the second week of the study period, some course registrations can be cancelled in the Electronic Registration System based on the following:

a) <sup>276</sup>course registration must be cancelled if the student has not completed the course’s strong requirements, and has not registered for courses satisfying the weak prerequisites, except if this course is not part of any of the student’s programme’s (including retaking failed courses) curriculum;

b) in case co-registration is required (for co-requisite courses), the course registration must be cancelled if the student has not registered for the other course, except if it has been completed in a previous semester;

c) so many registrations should be cancelled from the end of the ranking list that the number of students does not exceed the capacity number for the course.

(2) <sup>277</sup>The Directory of Educational Affairs will inform the students about the cancellations through Neptun or by email without delay.

(3) Vacancies resulting from cancellations can be applied to from the time specified under paragraph (1), until the end of the study period’s second week. During this period course registrations are approved in the order of registration, independent of ranking (speed course registration).

(3a) <sup>278</sup>Unnecessary course registration occurs if the number of courses a student has registered for within the last 72-hour period of the speed course registration phase exceeds by more than five courses the final number of courses registered for at the end of the registration period. Unnecessary course registrations are subject to a fee in the cases of courses where the number

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<sup>271</sup> Enacted by Sen. Decision LXIII/2014. (V. 26.). Enacted: 27. V. 2014.

<sup>272</sup> Introduction set out by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

<sup>273</sup> Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

<sup>274</sup> Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

<sup>275</sup> Introduction set out by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

<sup>276</sup> Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

<sup>277</sup> Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

<sup>278</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

of places available have been filled. The fee payable is calculated for the courses registered for that exceed the limit of five courses.

(4)<sup>279</sup>

(5)<sup>280</sup> If a student withdraws his/her registration for studies, courses registered for that semester must be deleted, including those marked as completed.

(6)<sup>281</sup> Students must be deregistered in the Electronic Registration System from courses they have properly registered for if

a) their participation in the course is made impossible due to illness,

b) the organisation of the course is made impossible through the fault of the institution (instructor),

c) the course has less students than the preliminary smallest possible headcount and for this reason, pursuant to Section 62, the course is not organised, or

d) the Student has already registered for the subject he/she had been given to complete via credit transfer in the course registration period.

(7)<sup>282</sup> In cases referred to in points a)-b) of paragraph (6) the Student shall submit his/her request to be deregistered from the course complete with a proof of their specified reasoning within fifteen days of its occurrence. In the case of the verified circumstances described in the Special Provisions of the present Regulations different from those listed in points a) and b), the Student may submit their request to be deregistered from a course by the end of the first week following the course registration period. The deadline in all cases is a limitation period. The request shall be assessed by the Faculty Education Committee, but it may designate this responsibility to another entity, even for specific types of cases.

(8)<sup>283</sup> The Office of Educational Affairs shall handle the deregistration of students from courses in the cases specified in points c)-d) of paragraph (6) based on instructions from the head of the relevant educational unit and the decision of the Faculty Credit Transfer Committee.

## Section 62

(1) If fewer students register for a course than the minimum capacity number of the course, the course organisers may decide not to offer it.

(2) 284The Head of the organisational unit responsible for the course informs the Head of the Office for Educational Affairs and the students via Neptun about the cancellation of the course.

## Section 62/A<sup>285</sup>

Upon request by the student submitted by the end of the first week following the end of the course registration period – taking into consideration paragraph (4) of Section 60 – the Office of Educational Affairs shall register the student for the course in question taking into account the student limit. If their registration exceeds the student limit, the student may only register for the course at the approval of the instructor. The student shall not be given the chance to modify an incomplete request. The student may not submit a request for ex-post registration in the course registration period.

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279 Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

280 Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

281 Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

282 Enacted by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

283 Enacted by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

284 Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

285 Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

## **Class**

**ANHE Section 108 (37) class:** means a class requiring the personal cooperation of the lecturer 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.

### **Section 63**

(1) Attendance can only be made compulsory if it is specified by the curriculum. If attendance is compulsory, it is the lecturer's responsibility monitor it (attendance sheet) and hold on to it until the end of the following a semester.

(2) Attendance, participation and fulfilling practical requirements are compulsory in the case of practices and seminars. The lecturer monitors and keeps a record of attendance.

(3) Practice and seminar fulfilment requirements could be:

a) report on tasks performed during practice or seminar and/or,

b) assignment done outside practice and/or,

c) in-class test and/or,

d) other requirements specified in the training programme's curriculum.

(4) Practical requirements are specified in the training programme's curriculum. In the first class, students must be informed about the fulfilment of these requirements, academic assessment, course topics and outlines, compulsory or recommended literature, opportunities to catch up with late and missed assignments. Attendance alone is not enough to complete the course and gain credits.

(5) Students can be excused from compulsory attendance of essential courses specified in curriculum – if the training programme's curriculum permits it – by the lecturer if the student can prove their knowledge of the course's material, in way the lecturer determined. The student is not excused from completing the rest of the requirements, and the course's completion must be recorded in the regular way. An excuse must be given in a written form.

(6) Audio or video footage in class can only be recorded with the prior permission of the lecturer and – in case of seminars and practices – the other students. Students with special needs can record footage without prior permission, according to their needs.

(7) Classes are 45 minutes long, unless the training programme's curriculum states otherwise.

(8)<sup>286</sup> In line with the requirements and procedures set by the Council for Teacher Training and Continuing Professional Development, the Faculty of Education and Psychology shall be responsible for organising and coordinating practices in the case of the Master's programme in education being phased out established by Ftv.. In the case of the teaching of disciplinary subjects and the cohesive independent pedagogical training module of the teacher training programmes subject to the provisions of Nftv., this responsibility shall fall on the Teacher Training Centre. It shall be handled by the Faculty of Education and Psychology in the case of the social pedagogical practice. The regulations laid out in Sections 197-198 and Sections 200-201 shall be applied to the practical aspects of the Master's programme in education being phased out established by Ftv..

### **Academic assessment**

**ANHE Section 49 (1) (1)** During the period of education in the higher education institution, the fulfilment of academic requirements related to specific modules and syllabus units shall be expressed in points (hereinafter credit) and by awarding grades. The number of credits obtained shall express the progress made by the student during their studies, whilst the grades shall express quality.

**ANHE Section 108 (48)** Examination means a form of assessment to verify and evaluate the acquisition of knowledge, skills and abilities.

**Vhr2. Section 7 (4)** Assessment of student performance can be carried out according to:

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

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<sup>286</sup>

Established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 1 August 2019.

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

Vhr2. Section 8 (2) The value of the credit is not affected by the rating of the student's knowledge, provided that the student's performance has been accepted by the lecturer.

Vhr2. Section 9 (3) In the event the student has not attended the examination, his/her knowledge cannot be assessed.

Vhr2. Section 10 (1) Upon commencement of the study period, the higher education institution shall be required to publish in the Academic Guide, in the manner customary (...) the schedule of the examination period, in particular the first and the last day thereof. (...)

(2) The higher education institution shall determine in its academic and examination regulations

a) (...) the terms and their schedules, the rules pertaining to fulfilling academic requirements, and the manner of testing and assessing knowledge,

b) the rules regarding registration for, organisation and administration of examinations (...)

## Section 64

(1) A study unit can be completed

a) by completing a course or exam course

b) by accepting earned credits.

(2) <sup>287</sup>A course or exam course is completed if the student achieves a grade, on a two-grade scale, a five-grade scale or a three-grade scale, other than "fail" or "not completed". Exam courses specified under Section 16 (3) b) can only complete courses, if the student has already taken the course.

(3) The student didn't complete the course,

a) if the student achieved a failing grade,

b) if due to not completing a weak prerequisite in the same semester, the completion of a study unit with the prerequisite will be invalidated,

c) if the student omits a course, that is the student did not attempt to complete the course despite having registered for it: in case of seminars or practices the student did not participate in the classes, or for other reasons his/her performance cannot be evaluated, in case of exams, the student did not attempt to pass the exam.

(4) <sup>288</sup>

## Section 65<sup>289</sup>

(1) <sup>290</sup>The lecturer shall enter the grade (evaluation) of the course or the exam course into the Electronic Registration System, print out the exam sheet, sign it and submit it to the Faculty Office of Educational Affairs.

(2) In the case of oral exams, in addition to provisions under (1), the lecturer records the grade on the sheet for validating oral exams (henceforth: validating sheet), printed out from Neptun, written out in numbers and letters, his/her signature and the date to validate it. The lecturer is only required to do this if student presents a validating sheet at the exam.

(3) The lecturer of the organisational unit responsible for the course publishes the grade, at the latest on the next working day after the evaluation is completed – in the case of independent evaluation, for example school practice, after receiving the evaluation report – it is to be recorded on Neptun.

(4) <sup>291</sup>

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<sup>287</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>288</sup> Repealed by Senate Rule CCLXV/2019 (XII.16.). Effective date: 17 December 2019.

<sup>289</sup> Established by Sen. Decision CLXXXII/2013. (27. V.). In force: 1. IX. 2013. with the specification that this regulation is applied to students acquiring a pre-degree certificate in the 2013/2014 academic year or after.

<sup>290</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>291</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

(5) <sup>292</sup>Messages sent via Neptun and the validating sheet serve as notifications of grades achieved by passing verbal exams, regarding grades achieved by other form of academic assessment Neptun messages serve as notifications.

(6) <sup>293</sup>In the case of the grade recorded on Neptun and the grade achieved with an exam do not match, and despite the student having sat for an exam, a grade does not appear in Neptun or an inexcused absence is entered into the system, the student and/or the lecturer can lodge a complaint within 14 days following the examination period. In the case of missing this deadline, a complaint can only be lodged if for at least half the 14-day period available to lodge the complaint, the student was not able to act due to health problems that he/she can prove with a doctor's note. The doctor's note can be submitted within 3 days after the problem causing the absence is resolved. The evaluation process for the complaint is prepared by the Office for Educational Affairs, and if deemed justified, it will act accordingly within its scope of authority. If it is deemed unjustified, it will forward it to faculty Educational Committee for a first instance decision.

## **SEMINAR, PRACTICE, PRACTICAL GRADE**

### **Section 66**

(1) <sup>294</sup>If the student has not received an excuse note specified under Section 63 (5), and the lecturer monitors attendance, due to the student's absence

a) the lecturer cannot withhold a practical grade from the student, if the student was absent from a quarter of the classes at the most;

b) if the student is absent from between a quarter or third of the classes, the lecturer is entitled to give extra assignments to the student or withhold giving a practical grade, however, the lecturer must let the students know in the first class which option he/she chooses;

c) if the student is absent from a third of the classes, the student cannot be awarded a practical grade.

(2) The limit for tolerable absence from laboratory practice is set by the Head of the organisational unit responsible for the study unit. Students will be informed of this in the first class.

(3) <sup>295</sup>

(4) <sup>296</sup>The practical grade must be awarded until the end of the first week in the examination period. Exemptions from this provision include field practice, school practice and practice at public education institutions.

(5) <sup>297</sup>Requirements of the practical grade – with the exception of field practice, professional training, school practice and practice at public education institutions – must be completed during the study period, however, at the request of the students after having consulted with the lecturer, the Head of the organisational unit responsible for the course may allow for extra assignments (e.g. retakes for in-class tests) that students perform before the end of the study period but not later than during the first week in the examination period, in order to achieve a grade. In this case, the deadline under paragraph (4) must be extended by a week.

(6) <sup>298</sup>Students must be given an opportunity to improve a failing practical grade – if the programme's (including higher education vocational training) curriculum permits, or the course

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<sup>292</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>293</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>294</sup> Enacted by Sen. Decision CCXLVIII/2012. (17. XII.). In force: 18. XII. 2012.

<sup>295</sup> Repealed by Sen. Decision CCXLIX/2013. (1. VII.). Out of force: 2. VII. 2013.

<sup>296</sup> Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

<sup>297</sup> Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

<sup>298</sup> Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

listing should the curriculum has no relevant specification – in the first two weeks of the examination period. This must be entered into the course listing.

(7) If at least 67% of all students did not achieve a pass grade on an in-class test (not including re-takes), at the request of the student union, the organisational unit responsible for the course must launch an investigation.

(8)<sup>299</sup>

## EXAMS AND COMPREHENSIVE EXAMS

### Section 67

(1) Exams can be

a) oral exam;

b) written exam;

c) type “A” combined exam: the exam consists of a written and a oral component, the final result will be the average of the two, as stipulated in the training programme, a pass grade requires passing both parts;

d) type “B” combined exam: the exam consists of a written and an oral component, sitting for the oral exam requires having passed the written exam, the final result is the oral exam’s grade, a fail grade in the written component however, concludes a fail grade altogether;

e) continuous assessment (type “C”): students sit for 3-4 in-class tests or submit course work essays during the semester, thus giving evidence of their knowledge, the lecturer awards a grade based on these;

f) 300 type “D” combined exam: based on the result of an in-class test at the end of the study period, the lecturer offers the student a preliminary grade, which will be published at latest by the last day of the first week in the exam period. If the student does not accept the grade offered (or the lecturer has not offered a grade based on the result of the in-class test), the student sits for a oral or written exam during the exam period.

(2) 301 The type of the exam must be indicated in the training programme and the course listing (complete with the exam requirements in the case of the latter), and lecturer must inform the students in the first class with any clarifications that may be required. The type of the remedial exams (for a fail grade, or a grade the student wishes to improve on) – except for foundation exams and comprehensive exams – may differ from the original exam’s type, which students should be notified of, together with the type of the retake or remedial exam. The type of regular exams can only be modified for the benefit of special needs students.

(3) In the case of type “A” combined exam, the course organiser, with the consent of the student can exempt the student from sitting the oral exam based on the written exam’s results, and take the grade of the written component as the final result for combined examination.

(4) In the case of type “B” exams, the written component precedes the oral component. In case of the written exam being a fail, the student cannot sit for the verbal exam. The failed written exam can be resat once. If the oral exam is a fail, this component needs to be retaken.

(5) The written component of combined exams, by the decision of the lecturer, can be completed by an in-class test during the study period or course work. If the combined exam’s written component is completed by in-class test during the study period, a maximum four of these tests can be sat for and the test dates must be discussed with the students in the first class.

(6) Students can sit for in-class tests during the time of the seminars or lectures. On the request or with the consent of the students other dates can be negotiated.

(7) Both components of combined exams must be completed during the same semester.

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299 Repealed by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

300 Last sentence established by Sen. Decision LXIII/2014. (26. V.). In force: 27. V. 2014.

301 The second sentence is established by Sen. Decision (17. XII.) CCLXII/2007. In force: 1. I. 2008.

(8) <sup>302</sup>Results of the written component of type “A”, “B” and “D” combined exams, completed in study period, must be published within two weeks of sitting for them. The results of written components completed during the exam period must be published at latest by noon on the day before the oral exam, and recorded on Neptun.

(9) Results of an exams, comprising a written component as well, completed during the exam period must be published within 8 days. If this deadline falls on a date that is later than the second business day following the examination period, the result must be published by this day.

### **Section 68**

(1) A comprehensive exam (foundation exam in legal studies) is an exam verifying the extensive knowledge acquired in the relevant professional fields, rewarded with one grade, published as an exam course and graded on a 5-grade scale.

(2) Comprehensive exams are exclusively oral exams, or type “A” or “B” combined exams. oral comprehensive exams – except at the Faculty of Law – must be held on one day. In the case of combined exams the written and oral components must be conducted in the same exam period.

(3) <sup>303</sup>Comprehensive exam requirements will be published when the given course is first announced and cannot be modified in the education period already in session.

(4) The oral component of a comprehensive exam is conducted in the presence of a two-member committee. Unless otherwise specified by the Dean, at least one committee member must be a university/college lecturer.

(5) If the committee has two members and one member is temporarily absent, the exam must be suspended. If a comprehensive exam committee member is absent, a comprehensive exam cannot proceed.

(6) The type of retake exams for comprehensive exams is specified in the training programme.

### **Section 68/A<sup>304</sup>**

In the case that a course includes both a lecture and a seminar, the provisions of Section 66-67 shall apply with the difference that the Student shall be awarded a single grade for their performance.

### **Section 68/B<sup>305</sup>**

(1) <sup>306</sup>Based on their performance throughout the semester, the instructor may offer the Student a grade (offered grade). The offered grade can be recorded in the Electronic Registration System from from 1 November and 1 April to the first day of the second week of the exam period.

(2) The Student has until the end of the second week of the exam period to accept or reject the offered grade in the Electronic Registration System. The Student can only accept an offered grade if they have not registered for an exam.

(3) Offered grades that are not accepted by the deadline specified above will be marked in the Electronic Registration System as rejected.

(4) After the offered grade is recorded in the system, the Student may not register for an exam in the given subject without first rejecting the offered grade. If the Student accepts

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<sup>302</sup> Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

<sup>303</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>304</sup> Enacted by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>305</sup> Enacted by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>306</sup> Established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

the offered grade, they will not be allowed to register for an exam in the subject in question. An offered grade that has been accepted by the Student cannot be improved on by sitting for an exam in the subject in question.

- (5) If the Student obtains a valid exam grade for the subject in question prior to accepting the offered grade, the offered grade will be considered rejected.
- (6) The Student shall be notified of the entry of their offered grade into their gradebook via Neptun message.

## Section 69

- (1) <sup>307</sup> When publishing the results of written exams and the written component of comprehensive exams, the laws governing the protection of personal information must be carefully followed. Without the prior consent of the students, exam results matched with either names, or Neptun codes cannot be divulged in public.
- (2) Students must be allowed an opportunity to inspect their graded written exams and the written component of comprehensive exams within one week of publishing the results.
- (3) Having inspected the exam, the student can request the re-grading of the exam based on the answer sheet containing the correct answer or model answers and relevant literature from the grading.

**Vhr2. Section 9 (1) Examinations shall be organised so that each student concerned can enrol for, and take, the examination. (...)**

**Vhr2. Section 10 (1) (...) The higher education institution shall publish in the manner customary, no later than three weeks before the end of the study period the dates set for the individual examinations, the name of the examiners, the date and manner of registration for the examinations, the date of publishing examination results, and the possibilities for retake examinations.**

## RULES REGULATING THE ORGANISATION OF EXAMINATIONS

### Section 70

- (1) <sup>308</sup> A maximum number of participants must be set for each examination opportunity which must be recorded together with exam dates by the course organiser on Neptun. At the same time, the exam topics and syllabus must be published. Only such literature can be included as an exam requirement that, at the latest, at the time of publishing the exam dates, has been available in print or is accessible in an electronic format.
- (1a) The comprehensive exam course referenced in point b) of Section 16 (3) must be made available for registration to at least 20% of the students who registered for the course in an earlier semester.
- (2) <sup>309</sup> The date of written exams is set by the course organiser, the date of the written component of comprehensive exams is set by the person professionally responsible for the programme, taking into account the opinion of the faculty Student Union. Written exams in the exam period must be scheduled with three dates, each, at least two weeks apart. The exam dates must be published by the end of the third week before the exam period.
- (3) Oral exams can only be scheduled for the exam period.
- (4) <sup>310</sup> The dates of Oral exams are set by the course organiser and published by the end of the third week before the exam period. The number of exam dates (not including retakes) and the

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307 Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

308 Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

<sup>309</sup> Last sentence established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>310</sup> First sentence established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

maximum number of students participating must be set so that it amounts to 120% of the number of students taking the course. An equal number of exam dates must be set for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> week of the exam period. With the consent of the Student Union this schedule can be deviated from. If the course organiser sets only two exam dates, they must be at least two weeks apart. This cannot be deviated from, not even with the consent of the students.

(5) <sup>311</sup>Disputes between the students and the course organiser relating to the exam dates are settled with the help of the Head of the organisational unit responsible for the programme (including higher education vocational training), whose decision is binding to both the students and the course organiser.

(6) The organisational unit responsible or the lecturer can set the exact time for the exam for a group of students or individuals. Unless an exact time is specified, the exam starts for all students at 9 am, registered for the day. In the event of the lecturer's absence, the Head of the responsible organisational unit sees to the rescheduling of the exam, which cannot effect the students negatively.

(7) The Head of the relevant department is responsible for holding scheduled exams and rescheduling exams cancelled due to absence of the lecturer, in the case of committee exams the person responsible is the Head of the organisational unit responsible for the course.

(8) <sup>312</sup>If on written exams (not including retakes or grade improving retakes), on comprehensive or foundation exams on a given exam date, at least 67% of students achieved a failing grade, and at the request of the Student Union, the organisational unit responsible for the programme (including higher education vocational training) must launch an inquiry.

(9) <sup>313</sup>Exams retrospectively declared invalid are not included in the number of exams specified under Section 52 (1) of the present regulations.

## Section 71

(1) Registering for an exam is the prerequisite of sitting for it. Students who registered for the relevant course can register for the exam.

(2) Students can register no more than three times for an exam of the same course (not including postponing exams) in the same exam period.

(3) The course organiser can preliminarily designate some exam dates as retakes or grade improving retakes.

(4) Only students who are instructed to sit for a retake or wish to improve the grade received can register for exams preliminarily designated as retakes or grade improving retakes.

(5) <sup>314</sup>The student can register for an exam at the latest, 24 hours before the exam starts, which applies to exam cancellations and signing up for another date (postponing exams) that has the capacity, as well.

(6) <sup>315</sup>It is not compulsory to provide students other exam dates who have postponed, however, in the case of postponing an exam with a justifiable excuse up until the end of the second-to-last week of the exam period, the student must be provided with the opportunity to take the exam.

(7) <sup>316</sup>If the student is absent from an exam without a justifiable excuse and has not postponed, the exam is regarded unsuccessful and is included in the number of exam registrations for the

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311 Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

312 Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

313 Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18/XII/2012.

314 Enacted by Sen. Decision CLXXXII/2013 (V. 27.). In force: 28/V/2013.

<sup>315</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

316 First sentence established by Sen. Decision LIII/2010 (III. 29.). In force: 30. III. 2010 with the provision that it shall be in force from 1/IX/2010.

semester, but is not included in the number of possible attempts to achieve a grade. An absence is only justifiable if it occurs due to reasons beyond the student's control or attributed to external circumstances. A justified absence is seen as postponing the exam.

## Section 72

- (1) <sup>317</sup>The lecturer checks the identity of students at the exam.
- (2) The exam begins when the exam question is posed (a syllabus item is yielded to the student to be expounded upon). The student's performance after this point must be rewarded with a grade.
- (3) The lecturer may interrupt the exam and give the student a fail grade, if the lecturer discovers that the student has used unauthorised aid material, or the help of another student.
- (4) At oral exams, students must be given the opportunity to adequately prepare for the examination. Only at the student's request may the preparation be dispensed with.
- (5) Exams are conducted in the University's premises, however, with the Dean's permission exams may be held outside the University's premises.
- (6) Oral exams are publicly accessible to the students and the lectures of the University, taking into consideration the confinements of the place of the examination. Access can be restricted at the behest of the student.
- (7) In the case of committee exams, the student's evaluation is carried out by the Head of the committee, considering the opinion of the other committee members.

**ANHE Section 49 (4) (...) The higher education institution shall ensure that each student is tested and that both successful and unsuccessful examinations may be repeated by ensuring that the repeated exam is arranged and evaluated in an unbiased manner.**

**Vhr2. Section 9 (1) (...) The higher education institution shall allow the student to retake a previously unsuccessfully taken examination (hereinafter 'remedial exam') during the same term.**

**(2) In case the student fails the remedial exam, and has been tested by the same examiner both on the examination and the retake examination, the student can request to sit the repeated retake examination before another lecturer or another examination board.**

## RETAKES AND REMEDIAL EXAMS

### Section 73

- (1) <sup>318</sup>The course organiser – taking into consideration paragraph (5) of this Section – must provide an opportunity for students who failed their exam, by the end of the last week before the end of the exam period, to retake the exam, taking into consideration the number of these students. Retake exams may be provided at an earlier date based on an agreement between the students and the instructor in charge of the course.
- (2) <sup>319</sup>
- (3) <sup>320</sup> If the conditions under Section 58 (2) of Vhr1. are present, the students can request in writing to take their exam in front of a committee from the Head of the organisational unit responsible for the course, at the latest by the day following the exam or within 7 seven working days from the publication of the exam results (but no later than the end of the fifth week of the exam period). The Head of the organisational unit must grant this opportunity in the same exam period unless the Student has registered for the maximum number of exams allowed per

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317 Enacted by Sen. Decision CLXXXII/2013. (V. 27.). In force: 1. IX. 2013 with the provision that it shall be applied to students gaining a pre-degree certificate in or after the academic year of 2013/2014.

<sup>318</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

319 Repealed by Sen. Decision CLXXXII/2013. (V. 27.). Out of force: 1/IX/2013.

320 Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

semester. In the cases of requests submitted after the expiration of the deadline, the exam in front of an exam board may be organised in the following exam period for the given course.

(4)<sup>321</sup> The date of the exam specified under paragraph (3) is set by the committee. The student must be informed about the date of the exam within 3 working days of the receipt of their request (but not later than the fourth working day before the exam) in a notice by the Head of the organisational responsible for the course sent via the Electronic Registration System.

(5) Retakes or grade improving retakes (including retakes of the separate components of comprehensive exams) may take place three days after the date of the retaken exam, and five days after the date of the retaken exam in the case of comprehensive exams. At the request of a student, who gives a justifiable reason for the request, the Head of the organisational unit responsible for the course may set different dates.

(6) Retakes and grade improving retakes can only take place in the same semester.

(7)<sup>322</sup> Retaking an unsuccessful Language Proficiency Exam or language comprehensive exam may be banned by the training programme. This must be indicated with the following discretion: “cannot be retaken in the same semester”.

(8)<sup>323</sup> The student must be provided the opportunity to improve the grade of two exams per semester (including higher education vocational training) by retaking it. Retaking the exam renders the result of the previous one null and void. Unless specific dates for it are announced, remedial exams may be taken on any other announced exam date, even on re-take exam dates, provided that the Student indicates their intention to take such an exam at the latest three workdays prior to the exam at the Office of Educational Affairs. The Student’s registration must fit within the student limit for the exam in question. The head of the course shall have no obligation to announce a separate exam date for the purpose of remedial exams.

(9)<sup>324</sup> Fees for retakes and unsuccessful exams and procedure pertaining to these matters are regulated by Chapters VI—VII of this Regulations.

## UNIQUELY TAILORED STUDY ARRANGEMENT

### Section 74<sup>325</sup>

(1)<sup>326</sup> At the request of the student, the Faculty Educational Committee, considering the opinion of the organisational units responsible for the programme and subject specified in the request may grant students permission to continue their studies in a uniquely tailored study arrangement.

(2) Reasons for granting a uniquely tailored study arrangement may include:

- a) exceptionally good academic performance;
- b) persistently good academic and professional work, including at academic student workshops, study circle membership, tutoring and honorator status;
- c) persistently good academic performance and active involvement in the University’s public life;
- d) academic scholarship abroad or work abroad (for a duration that does not exceed the duration of the semester) that can be recognised as internship credit on the basis of a preliminary credit review,
- e) reasons related to childbirth and child care,

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<sup>321</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>322</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>323</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>324</sup> Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

<sup>325</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>326</sup> Enacted by Sen. Decision CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

- f) the continuous, severe illness of the student or their direct family member, treatment for which must be verified,
  - g) sporting activity in a major league, membership in a national team
  - h) participation in an outside internship under the curriculum.
- (3) Students shall not be granted a uniquely tailored study arrangement for working while pursuing their studies, or for completing a language course abroad.
- (4) Requesting a uniquely tailored study arrangement is possible on the basis of paragraph (2) a-c), if 50 credits are completed, and two successfully completed semesters with the exception of study circle members, who can request a uniquely tailored study arrangement, independent of the criteria above, after having gained a study circle membership. The Faculty may set and publish the uniform evaluation criteria for academic performance in advance.
- (5) The request for the uniquely tailored study arrangement must include the student's plan of the study schedule for each subject and the special permission the student requests, furthermore, the request verifying documents and other documents must be attached.
- (6) The preliminary support of the lecturer overseeing the uniquely tailored study arrangement must be attached to the Student's request for each subject, complete with the specific preference ensured for the Student's completion of the various subjects.
- (7) The student studying in a uniquely tailored study arrangement is entitled to the following special permission:
- a) permission to be absent from all or some classes;
  - b) permission to take exams outside the exam period;
  - c) permission to complete the requirements of the training programme in a different time frame or with different specifics,
  - d) other preferences recommended by the person responsible for the subject or the Faculty Credit Transfer Committee (e.g. concurrent completion of subjects built on one another, completion of a complementary subject or research).
- (8) A uniquely tailored study arrangement can be permitted for no more than one semester, but may be repeated an unlimited number of times.
- (9) The deadline for submitting the request for a uniquely tailored study arrangement is the end of the course registration period. The request must be submitted to the home faculty, irrespective of whether it pertains to the subject of another faculty. Incomplete requests will be rejected without being reviewed, unless they are received before the start of the ranking course registration period of the semester in question. A student can only complete/amend requests that are submitted prior to the course registration period of the semester in question.
- (10) Requests submitted in connection with an academic scholarship for studies abroad (e.g. Erasmus) may be exempted from the deadlines specified in paragraph (9) if the Student can verify that the reason for the delay in their submission was caused by a delay in the application process.
- (11) The Faculty Education Committee shall decide on the request for a uniquely tailored study arrangement by the last day of the third week of the study period. Requests related to academic scholarships for studies abroad (e.g. Erasmus) that have been submitted in their complete form in accordance with the rules may not be rejected.

## **PLAGIARISM**

### **Section 74/A<sup>327</sup>**

(1) <sup>328</sup>The student must only use the work of others in his/her work aimed at completing programme requirements, such as coursework essays, essays for the academic year, and theses (hereinafter referred to as student coursework), if he/she complies with copyright laws, according to Section 74/B paragraph (1) of the present Regulations. Written or oral exams, laboratory reports, or in-class tests are not regarded as student coursework.

(2) <sup>329</sup>Section 74/A—74/C of the present Regulations understands all literary, scientific, artistic or other intellectual materials to be under the protection of copyright that do not constitute the intellectual property of the student, independent of

- a) the person of author (e.g. well-regarded author on the subject or another student);
- b) the type of publication (e.g. printed or electronic work on the Internet in Hungarian or any other language, or a talk given at a conference);
- c) the extent of accessibility (widely known and accessible material, or only accessible with restriction),
- d) whether the intellectual property of others is under the protection granted by the copyright laws or similar regulations in force.

### **Section 74/B<sup>330</sup>**

(1) The following rules apply to use the intellectual property of others:

- a) when using a part or the whole of the intellectual property of others (e.g. copying a passage, quoting, translating, or introducing) the source, the name of the author must be indicated, if the name is clearly stated in the source, or, in the case of oral works, can be clearly attributed to a person;
- b) when using a part or the whole of the intellectual property of others, depending on the nature and aim of the student coursework, to the appropriate extent and faith to the source, the source must be indicated as a reference.

(2) The lecturer may check the student coursework for plagiarism, specified in the present Section, with specialised software.

(3) Reference rules of a specific scientific field apply to all other use and indicating use of the intellectual property of others.

### **Section 74/C<sup>331</sup>**

(1) In the case of a student who does not comply with the provisions regulating the use of the intellectual property of others [Section 74/B (1) of the present Regulations], the student coursework must be deemed unfit for evaluation, and the relevant course or thesis must not be rewarded with a grade.

(2) In the case of a student purporting the intellectual property of others as their own, violating the rules of fair use [Section 74/B (1) of the present Regulations], either word by word or in content, as part of their student coursework or constituting their entire coursework, or submits coursework edited together from parts of intellectual property of others, is committing a disciplinary offence.

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327 The section and its title enacted by Sen. Decision CCXXI/2011. (XI. 7.). In force: 8. XI. 2011 with the provision that it must be applied to student coursework first submitted after the regulation enters into force.

328 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

329 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

330 Enacted by Sen. Decision CCXXI/2011 (XI. 7.). In force: 8. XI. 2011 with the provision that it must be applied to student coursework first submitted after the regulation enters into force.

331 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

(3) Actions detailed under paragraphs (1) and (2) must not be taken, if the student generally adhered to the rules pertaining to the use of the intellectual property of others [Section 74/B (1) of the present Regulations], and it can be concurred that partial violation of such rules is due to negligence.

## CHAPTER V

### COMPLETION OF STUDIES

#### PRE-DEGREE CERTIFICATE (ABSOLUTORIUM)

**Nftv. Article 50 (1)** The higher education institution shall issue a pre-degree certificate to students that have completed the course and examination requirements prescribed in the curriculum – with the exception of passing the language exam and compiling their thesis and diploma work – and obtained the credits prescribed, with the exception of the final thesis credit.

**Vhr1. Article 44 (1)** If the Student has fulfilled the criteria for the issuance of the pre-degree certificate, the higher education institution shall issue the certificate with the date of the Student's completion of their studies within twenty days of said date.

**(2)** The Student shall be notified of the issuance of the pre-degree certificate at the time of its issuance.

**(3)** The pre-degree certificate shall be issued as a certified document.

#### Section 75

**(1)** <sup>332</sup>The pre-degree certificate (absolutorium) confirms that the student has completed (including higher education vocational training) the training programme's academic and exam requirements (except for the thesis, state accredited language examination, and final exam), and – in the cases of students who started their studies before 1 September 2015 – all the credits required for the completion of studies, specified in the training programme, with the exception of the credits of the thesis. The pre-degree certificate must be issued in the semester in which the student completed the requirements pertaining to it.

**(2)** <sup>333</sup>In the case of students enrolled on multiple programmes (including higher education vocational training), a separate pre-degree certificate must be issued for each programme.

**(3)** Programmes with set programme pairs constitute an exception under paragraph (2). In this case, a pre-degree certificate can only be issued if both programmes' requirements have been completed.

**(2)** <sup>334</sup>The pre-degree certificate is registered by the Office of Educational Affairs on Neptun.

### THESIS

#### Section 76

**(1)** The thesis is an academic paper written for the completion of studies, with its content in accordance with the training programme's requirements.

**(2)** <sup>335</sup>All students, on BA, MA, and single-cycle long programmes, have to prepare a thesis to complete their studies, in accordance with the training programme's requirements.

**(3)** Students compose a separate thesis for each of their programmes.

**(4)** <sup>336</sup>Content and formatting requirements are specified in the specific training programme and curriculum. The Faculty Council, the Faculty Educational Committee, and the Faculty Scientific Council – regarding teacher training programmes the Council for Teacher Training and Continuing Professional Development – may issue optional or compulsory recommendations about content and formatting requirements. The optional or compulsory recommendations must be published on the Faculty's website in the registration period of every semester.

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332 Enacted by Sen. Decision CXCI/2017. (VI. 26.). In force: 27 VI. 2017.

333 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

334 Enacted by Sen. Decision CLXXXII/2013 (V. 27.). In force: 1. IX. 2013, with the provision that it is to be applied to students receiving their final certificate in the academic year of 2013/2014 or after.

335 Established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

336 Established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 1 August 2019.

(5) The thesis topic must be chosen by the student in accordance with the training programme's requirements.

(6)<sup>337</sup> The thesis is the student's independent work which complies with the provision under Section 74/A—74/C. A declaration of copyright must be attached to thesis, signed by the student, in which the student declares the thesis to be his/her own work and it complies with the provisions of Section 74/A—74/C and paragraph (3).

## Section 77

(1) Organisational units responsible for the programmes (institutes, departments) must offer students thesis topics by the beginning of every semester.

(2) The student can consult with one or more supervisors on their thesis. The supervisors can be lecturers and researchers of the University, or scholars not employed by the University.

(2a)<sup>338</sup> In the cases of teacher training programmes subject to the provisions of Nftv., topic supervisors may be:

- a) Full or part-time employees of the University, including head teachers of practising schools, or
- b) other professionals with a degree in teaching or psychology working in a field related to public education.

(3) The students choose the thesis topic from the options offered by the organisational unit referred to under paragraph (1), or with the approval of their supervisor(s), or if the students have no supervisor(s) yet, with the approval of the Head of the organisational unit responsible for the programme.

(4)<sup>339</sup> Between choosing the thesis topic and final exam period

- a) in undergraduate and graduate programmes at least 6 months,
- b)<sup>340</sup> in single-cycle long programmes at least 12 months must pass.

(5) The relevant organisational unit can stipulate a longer time frame to accommodate the thesis' topic choice. The students must be notified of this in time.

(6)<sup>341</sup> The topic and supervisor of the thesis is approved by the Head or the Appointee of the organisational unit responsible for the programme (Head of the institute, Department Head or Head of the programme), or in the case of the teacher training programme subject to the provisions of Nftv., the Head of the programme or someone designated by them within one month, considering approving potential non-disclosure arrangements.

(7) Individual departments can appoint thesis referents whose job is to answer the students' questions about writing their thesis.

(8)<sup>342</sup> The student can change the topic of the thesis, but between changing the topic and the beginning of the final exam period

- a) in undergraduate and graduate programmes at least 4 months,
- b)<sup>343</sup> in single-cycle long programmes at least 8 months must pass. The Head of the programme can extend this period to period defined under paragraph (4).

(9) The University is not obliged to provide a supervisor after the second change of topic, or any after that, or in the case of the termination of the student's student status.

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337 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

338 Established by Senate Decision CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

339 Enacted by Sen. Decision CVII/2010 (V. 31.). In force: 1. VI. 2010.

340 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

341 Established by Senate Decision CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

342 Enacted by Sen. Decision CVII/2010 (V. 31.). In force: 1. VI. 2010.

343 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

(10) The Office of Educational Affairs must be informed about the approved topic and the supervisor.

### **Section 78<sup>344</sup>**

The student submits the thesis by the deadline in the number of copies specified by the Faculty, in a bound form or with its pages properly joined together, to the Office of Educational Affairs that after registration, forwards it to the Head of the organisational unit responsible for the programme.

### **Section 79**

(1) <sup>345</sup>The thesis is evaluated by the expert(s) appointed by the Head of the organisational unit responsible for the programme, or in the case of the teacher training programme subject to the provisions of Nftv., the Head of the programme.

(2) The thesis is defended by the student in front of a committee. The committee's report must be attached to the thesis.

(3) <sup>346</sup>The committee – according to the specifications in the training programme – can be the final exam committee or a special committee appointed to evaluate the thesis. In the case of the student defending the thesis in front of the final exam committee, the committee is appointed by the Head of the programme, the Faculty's Office of Educational Affairs is responsible for organisation. In the case of the general education teacher training programme regulated by the provisions of Nftv., the establishment of the committee and the organisation of the defence of the thesis shall be coordinated by the Teacher Training Centre. The special committee, appointed to evaluate the thesis, is asked to perform its duties directly by the Head of the programme, or the Head of the organisational unit (institute, department) where the thesis was submitted to, at the Head of the programme's request. In this case, the Head of the relevant organisational unit is responsible for organising the committee work.

(4) <sup>347</sup>After the student defends the thesis, the committee, specified under paragraph (2), evaluates the student's performance on a five-grade scale.

(5) If the training programme requires the thesis and its oral defence to be evaluated separately, the committee's opinion on the thesis must be forwarded to the student at least five days before the thesis' defence is scheduled. The preliminary opinion and the committee's evaluation of the thesis after the defence must be attached to the thesis.

(6) The thesis defence is public. Restrictions are only possible in the case of the protection of information classified as a state secret, professional secret trade secret. (7) A thesis that wins top or first prize at the National Conference of Scientific Students' Associations ("OTDK") or other professional conferences may be rewarded with an excellent grade without further investigation, if the paper complies with the content and formatting requirements.

### **Section 80**

(1) In the case of the thesis being made confidential for containing state secrets, professional secrets, and/or trade secrets

a) – only authorised personnel can inspect the thesis or a member of the final exam committee or employed by the University;

-- signs an NDA, stating that the secret he/she has been privy to

b) only the evaluating committee, the supervisor and the student can be present at the thesis defence;

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344 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

345 Established by Senate Decision CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

346 Second sentence established by Senate Decision CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

347 Enacted by Sen. Decision LXIII/2014 (V. 26.). In force: 27. V. 2014.

c) the Faculty's Office of Educational Affairs is responsible for maintaining the secrecy of the thesis

## FINAL EXAMINATION

**ANHE Section 50. (2) The student shall finish his/her studies in higher education vocational training, Bachelor and Master programmes as well as specialist postgraduate programmes by taking a final exam.**

**(3) The student may take the final exam after obtaining the final certificate. The final exam may be taken in the exam period after the final certificate was obtained both within the framework of the student status and after its expiry within a period of two years in any given exam period in accordance with valid academic requirements. The course and examination regulation shall make taking the final exam subject to conditions after a period of two years following the issuing of the final certificate. Final exams may not be as of the fifth year following the termination of the student's status.**

**(4) The final exam shall serve to verify and evaluate the knowledge, skills and abilities required for obtaining the diploma, during the course of which the student shall also attest that they are capable of applying the knowledge acquired. The final exam may consist of several sections – the defence of the thesis or diploma, as well as oral, written and practical tests – in accordance with criteria set out in the curriculum.**

**(5) Students that have not settled payment obligations with the higher education institution shall not be allowed to take the final exam.**

**Vhr2. Article 11(2) The academic and examination regulations of the higher education institution shall specify the manner of registration for the final examination, the rules pertaining to the organisation and administration of the final examination, and the method for calculating the results. Higher education institutions may decide to arrange the final examination jointly.**

## Section 81

(1) The components of the final exam are specified by the training programme's requirements.

(2) <sup>348</sup>The student sits for separate final exams for each of his/her programmes (including higher education vocational training), unless otherwise specified.

(3) The final exam is sat for in the final exam period. The final exam period is the same as the exam period, unless the Faculty's Dean specifies otherwise.

(4) <sup>349</sup>Students shall register for the final exam in writing at the Faculty's Office or via the Electronic Registration System, at the latest three months before the beginning of the final exam period.

(5) Students can register for a final exam if they have received their final certificate, or in all likelihood, will receive it at the latest by the beginning of the final exam.

(6) <sup>350</sup> Students who

a) started their studies in accordance with Act LXXX of 1993 on National Higher Education (old Ftv.) may take their final exams under the old assessment criteria and exam arrangement until 1 September, 2018;

b) started their studies in accordance with Act CXXXIX of 2005 on higher education (Hungarian abbreviation: 'Ftv.') will have to meet certain conditions established by the University if they wish to take the final exam more than 7 years after the issuance of their pre-degree certificate;

c) started their studies in accordance with Act CCIV of 2011 on National Higher Education (Hungarian abbreviation: 'Nftv.') may take their final exam during any exam period within 2 years of the expiry of their student status, in line with the valid training requirements. Taking the final exam more than 2 years after the issuance of their pre-degree certificate, however, may be subject to certain conditions established by the University. Students who started their studies in accordance with Nftv. shall not be granted permission to take the final exam more than 5 years after the expiry of their student status.

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<sup>348</sup> Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

<sup>349</sup> Established by Senate Decision CLXXII/2019. (VI. 24.) with the stipulation that its provisions shall be applied starting from the 2019/2020 academic year.. Effective date: 25 June 2019.

<sup>350</sup> Established by Sen. Decision CXCI/2017. (VI. 26.). In force: 27 VI. 2017.

- (7) <sup>351</sup> Students can sit for a final exam if they  
a) have received their final certificate (absolutorium),  
<sup>352</sup>b) do not have any outstanding debt towards the University in terms of tuition fees, damages,  
and other payments, have returned items of the University's property, c) and submitted their  
thesis on time.
- (8) <sup>353</sup> Students can only sit for the oral component of the final exam, and for written and/or  
practical components other than the thesis, if their thesis was rewarded with a satisfactory grade  
or better.
- (9) <sup>354</sup> The oral or practical component (if required), must be sat for in front of a committee.
- (10) <sup>355</sup> The oral component of the final exam, and the written and/or practical components other  
than the thesis, are rewarded with a grade on a five-grade scale by the committee at a closed  
meeting .
- (11) <sup>356</sup> The guiding principles for calculating the final exam's results are specified in the Special  
Provisions. In the teacher training programme subject to the provisions of Nftv., the final exam  
score shall be the equal-weighted average of the grades received for the various parts of the  
exam.
- (12) <sup>357</sup> The student or former student may withdraw his/her registration for the final exam up  
until the date prescribed in the Special Provisions. Students who fail to withdraw their  
registration in accordance with the regulations or fail to show up at the final exam without  
having withdrawn the registration will have to pay for the cost of organising his/her next final  
exam. The cost/fee for organising the final exam shall be published by the start of each final  
exam period.

## **RETAKING THE FINAL EXAM<sup>358</sup>**

### **Section 82**

- (1) <sup>359</sup> If the thesis receives a fail grade, the student must write a new thesis, pursuant to the  
approval procedure detailed in the provisions of Section 77 of the present Regulations. In this  
case, the time limits specified therein cannot be applied. If the thesis is rewritten, the student  
may register for the next final exam period, at the soonest. Theses rewarded with a grade better  
than fail cannot be retaken to improve the received grade.
- (2) The previous thesis topic can be chosen for the new thesis as well, based on the decision of  
the Head of the organisational unit responsible for the programme.
- (3) If the student receives a fail grade for the oral (including the thesis defence in front of a  
separate committee), written, and/or practical component of the final exam, the failed  
component must be retaken. This is possible in the next final exam period, at the soonest.
- (4) If the final exam has various oral components held on different dates, the student can sit for  
all of them, even if he/she has failed one of them. Improving on the fail grade can be attempted  
once in the same semester, for one component, if the student has completed his/her other final  
exams held at different dates.
- (5) A failed final exam or – in exams consisting of several components – the failed component  
of a final exam can be retaken twice per exam.

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351 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

352 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

353 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

354 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

355 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

356 Second sentence enacted by Senate Decision CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>357</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

358 Title set by Sen. Decision LXIII/2014. (V. 26.). In force: 27. V. 2014.

359 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

## **Section 82/A<sup>360</sup>**

A thesis given a passing grade cannot be remedied and a successful final exam cannot be retaken.

### **The Final Exam Committee**

**Vhr2. Article 11 (1) The final examination shall be taken before the final examination board, which shall have a Chair and at least two other members. At least one member of the final examination board shall be a university or college professor, or university or college associate professor, and at least one of its members shall have no employment relationship with the higher education institution. Final examinations shall be documented in the form of records.**

### **Section 83**

(1) <sup>361</sup>The Chair of the final exam committee can be a university lecturer, professor emeritus, professor, college lecturer or an associate professor of the University or another higher education institution, unless otherwise stated in the Special Provisions.

(2) <sup>362</sup> The persons suitable to chair the final exam committee, based on the recommendation of the Head of the organisational unit responsible for the programme (including higher education vocational training), are appointed by Rector, at the latest three months before the start of the final exam period, for three years, committee members are appointed the Dean.

(3) Only those can participate in conducting a final exam who have been invited to do so by the Rector or the Dean. Invitations must be accepted in writing, in the case of the persons invited, who are not employed by the University.

(4) <sup>363</sup>The makeup of final exam committees is specified by the faculties in compliance with the Special Provisions. At least one member of the committee must be an instructor in another training programme at the University or a person not be employed by the University (including teachers at schools for teaching practice).

(5) If the thesis is defended before a final exam committee, the supervisor and – if he/she is not the same person as the supervisor – the evaluating expert must be invited with the right to discuss matters.

(6) If the final exam comprises of more than one oral exams, the present Section must be applied to all committees formed.

### **The Diploma**

**ANHE Section 51 (1) Passing the final exam shall constitute a precondition for issuing the diploma attesting to the completion of higher education, as well as – if otherwise not stipulated within the scope of the present Act – passing the prescribed language exam. Unless otherwise regulated more rigorously by the programme and outcome requirements, the student shall present the certificate attesting to the following:**

**a) Type “C” general language exam or a general (level B2) intermediate language exam in Bachelor programmes;**

**b) A language exam specified in the programme and outcome requirements, acknowledged by the state or an equivalent language exam (hereinafter language exam) in Master programmes. (...)**

**(3) The diploma shall be issued within a period of 30 days following the presentation of the document attesting to the language exam to students passing the final exam. If the student has presented the document attesting to the fulfilment of requirements defined under Paragraph (1) prior to the final exam, the diploma shall be issued to the student within a period of 30 days following the passing of the final exam.**

**(4) Only higher education institutions falling under the scope of the present Act shall be authorised to issue diplomas. The term ‘diploma’ may only be used by higher education institutions to certify qualifications**

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<sup>360</sup> Established by Sen. Decision CVI/2018. (V. 28.). In force: 1 VIII. 2018.

<sup>361</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>362</sup> Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

<sup>363</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

issued pursuant to the present Act and – with the exception of higher education vocational training and specialist postgraduate programmes – as a document certifying a degree in higher education.

(5) The diploma is a certificate bearing the coat of arms of Hungary, the name of the higher education institution which issued it, the institution's registration number, the diploma serial number, the name, date and place of birth of its holder, degree level, as well as the degree awarded and the name of the programme, the qualification of the diploma, the place, year, month and day of issue, classification of the degree attested by the certificate in the Hungarian Qualifications Framework and the European Qualifications Framework. In addition, the diploma shall bear the signature of the Head of the higher education institution (or the executive level employee specified in the course and examination criteria), as well as the stamp of the higher education institution.

(6) Diplomas issued shall be registered in a central database.

ANHE Section 52 (1) The diploma shall be issued in Hungarian and English, Hungarian and Latin, Hungarian and the language of the national minority if the programme was offered in the latter language and in Hungarian and the language of instruction if the programme was not offered in Hungarian.

(5) The following English and Latin abbreviations shall be used in respect of qualifications attested by diplomas issued in Hungary:

a) Bachelor degree: "Bachelor Degree" or "Baccalaureus" (abbreviated as BA, BSc);

b) Master degree: "Master Degree" or "Magister" (abbreviated as MA, MSc).

(7) Individuals obtaining a degree in (...) law shall be entitled to use the title of doctor, which may be abbreviated as (...) dr..

ANHE Section 81 (1) Services available to students participating in (partial) Hungarian state scholarship supported studies shall be as follows:

f) the first issuance of all documents relating to studies and to the conferral of the doctoral degree.

## Section 84

(1) <sup>364</sup>As a result of a successful final exam, the University issues – within 30 days of presenting a language examination certificate – a diploma to the student in Hungarian and English, or in the case of training in minority languages, in Hungarian and the minority language.

(2) In the case of the training not being conducted in Hungarian, the diploma is issued in Hungarian and the language of the training.

(3) If the diploma cannot be issued because the student has not presented a language examination certificate, the higher education institution – at the student's request – issues a certificate that certifies the student has successfully completed the final exam, but does not certify qualifications and expertise.

(4) <sup>365</sup>The diploma is signed by the Rector or the Vice Rector appointed by the Rector, except in the case of a joint training programme.

(5) The diploma is the evidence of professional qualifications and expertise.

(6) The diploma is classified according to its average down to two decimals:

- <sup>366</sup>outstanding (5), if the average is 5.00,
- excellent (5), if the average is 4.51–4.99,
- good (4), if the average is 3.51–4.50,
- satisfactory (3), if the average is 2.51–3.50,
- pass (2), if the average is 2.00–2.50.

(7) For law students:

- Summa cum laude: 4.51–5.00,
- Cum laude: 3.51–4.50,
- Rite: 2.00–3.50.

(8) <sup>367</sup>Law graduates receive their degree and are allowed to use the title "dr.." after taking an oath, drafted by the Faculty Committee of the Faculty of Law, and signing the oath document.

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364 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

365 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

366 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

367 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

(9) <sup>368</sup>Unlike the classifications under paragraph (6), a graduate receives an honours degree if he/she achieved an average of 5.0 on the final exam, his/her thesis and all her teaching/practice exams were awarded with an excellent grade, all his/her exams and practice grades come in at an average of at least 4.51, and has not received a grade worse than good. In the case of a remedial exam, the original grade must be ignored.

(10) <sup>369</sup>At the request of the student – after paying the fee specified chapters VI—VII. Of the present Regulations –, the diploma can be issued in a language different than that defined under paragraphs (1) and (2).

#### **DIPLOMA SUPPLEMENT**

ANHE Section 52 (2) The diploma supplement defined by the European Commission and the Council of Europe shall be issued in Hungarian and English to diplomas obtained in Bachelor and Master programmes and higher education vocational training, as well as in the language of the national minority – pursuant to the student's request – if the programme was offered in this language. Diploma supplements shall constitute an official document.

#### **Section 85**

(1) <sup>370</sup>In addition to the diploma, the diploma supplement, as defined by the European Commission and the Council of Europe, is issued without charge in Hungarian and English, and regarding national minority training, at the request of the student, in Hungarian and the minority language.

(2) <sup>371</sup>At the request of the student – after paying the fee specified chapters VI—VII. Of the present Regulations –, the diploma supplement can be issued in a language different than that defined in the previous paragraphs.

(3) The purpose of the diploma supplement is to make it easy to understand for third parties – especially abroad – what knowledge and skills a specific diploma represents.

(4) <sup>372</sup>

(5) The Directory of Educational Affairs provides the IT support needed to produce diploma supplements.

(6) <sup>373</sup>Issuing the diploma supplements is the responsibility of the Faculty issuing the diploma.

#### **THE REGISTRY SHEET**

##### **Section 85/A<sup>374</sup>**

(1) The registry sheet is a certified document compiling all data concerning the student's studies within the framework of the student status stored in the Electronic Registration System. The student is given an electronic copy of the registry sheet upon the expiration/termination of the student status.

(2) The registry sheet extract is a certified document printed from the Electronic Registration System containing all the information from the registry sheet with the exception of information

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368 Enacted by Sen. Decision LXIII/2014. (V. 26.). In force: 27. V. 2014. with the provision that it must be applied to students who began their studies before the academic year of 2014/2015 with modification that if the students do not qualify for an honour decree based on the new rules, they qualify for it on the basis of rules in force on 26 May 2014.

369 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

370 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

371 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

372 Repealed by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

373 Enacted by Sen. Decision CLXXXII/2013 (V. 27.). In force: 28. V. 2013.

374 Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

concerning the pre-degree certificate, final exam, diploma, diploma supplement, foreign language proficiency requirements, disciplinary and compensation proceedings, special needs and student accidents.

*(3) The student shall be assured access to a printable version of the contents of the registry sheet in the Electronic Registration System.*

*(4) The student may request an outline of his/her grades obtained in the last closed semester (semester proof of completion) once per semester without charge.*

### **COMMEMORATIVE (JUBILEE) DIPLOMA**

#### **Section 86<sup>375</sup>**

(1) <sup>376</sup>A commemorative (jubilee) golden, diamond, iron, ruby, or platinum diploma may be awarded to former students, who received their diplomas at the University or at any of its predecessors at least 50, 60, 65, 70 or 75 years ago, and their life and career is worthy of public admiration.

(2) A brief professional CV and the request must be submitted at the relevant Faculty, together with a copy of the diploma.

(3) <sup>377</sup> The Commemorative (jubilee) Diploma is awarded by the Rector, taking into consideration the recommendations of the relevant Faculty. The Commemorative (jubilee) Diploma is signed by the Rector and the Head of the Faculty making the recommendation, and is conferred at a degree ceremony.

(4) <sup>378</sup>The technical guidelines relating to awarding the Commemorative (jubilee) Diploma are set by a directive from the Dean.

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375 Enacted by the second volume of ELTE SzMSz, and Sen. Decision CCXXVIII/2008. (X. 6.) on supplementing HKR. In force: 7. X. 2008.

376 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

377 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

378 Enacted by Sen. Decision CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

## CHAPTER VI<sup>379</sup>

### STUDENT BURSARIES AND SERVICES

ANHE Annex 2. II. 3. The requirements for students shall specifically define:

(...)

d) the rules pertaining to the establishment of the fee charged to the student and the payment thereof, as well as the rules for the allocation of student grants and benefits ('regulations concerning fees and grants')

(...)

Decree Section 11 (1) The forms of grants the higher education institution provides the students with are set prospectively for the duration of one academic year, and are made public in the customary manner at the institution.

### Section 87

The forms of grants provided to the students with are set prospectively for the duration of one academic year and are to be published by the first day of the autumn study period.

### STATE SUPPORT, GRANTS AND ALLOCATION FORMS

Decree Section 32 (1) When calculating the sum of the institutional grant

- a) the arithmetic mean of the number of students eligible for grants based on statistical data from March and October shall be taken into account in the cases of
  - aa) student grants
  - ab) dormitory funding
  - ac) accommodation grants
  - ad) grants available for textbooks and sports and cultural activities
- b) one-twelfth of the actual number of months for which students are entitled to payments shall be taken into account in the case of doctorate bursaries;
- c) one-tenth of the actual number of months for which students are entitled to payments shall be taken into account in the case of the National Higher Education Scholarship.
- d) the actual payable sum shall be taken into account in the cases of the foreign students' Ministerial Scholarship and the institutional part of Bursa Hungarica Local Government Bursary for Higher Education.

Decree Section 33(1): In the case of study grants for students, the quota of entitled students corresponds to the number of students participating in state-funded full-time Bachelor's, single-cycle long or Master's programme, college or university training or higher education vocational training. Students who commenced their studies before 1 September, 2006 shall only be taken into account during the calculation in the number of semesters that does not exceed the training period.

(2) In the case of dormitory funding the quota of entitled students corresponds to the number of students participating in a state-funded or in a full-time self-financed programme as described in Section 26 (1) who are placed in

- a) the dormitory of the institution
- b) a renovated student hostel within the framework of a Public Private Partnership
- c) a residence rented by the institution meeting the criteria of a dormitory or student hostel.

(3) In the case of accommodation grants for students, the quota of entitled students corresponds to the number of students participating in state-funded full-time programmes minus 95% of students participating in state-funded full-time programmes with registered place of residence at the location of the training programme, minus the number of students calculated as per the rules prescribed in paragraph (2).

(4) In the case of doctorate bursaries, the quota of entitled students corresponds to the number of students participating in state-funded full-time doctorate training.

(5) In the case of grants available for textbook grants and sports and cultural activities, the quota of entitled students corresponds to the sum of the number of students eligible for grants pursuant to the rules prescribed in paragraphs (1) and (4).

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<sup>379</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

**(6) In the case of the National Higher Education Scholarship, the quota of entitled students corresponds to the actual number of students awarded the scholarship.**

**Nftv. Article 85/C The higher education institution can allocate the funds available to the students' financial support in the form of the following grants:**

- a) performance-based grant, such as**
  - aa) academic scholarship,**
  - ab) National Higher Education Scholarship,**
  - ac) institute grants for professional, scientific and public life achievements,**
  - b) bursaries based on social background,**
    - ba) regular social background bursary,**
    - bb) one-off social background bursary,**
  - bc) the institutional part of Bursa Hungarica Local Government Bursary for Higher Education,**
  - bd) foreign students' Ministerial Scholarship,**
  - be) basic financial support,**
  - bf) financial support for internships;**
- c) for providing PhD students' grant,**
- d) for other allowances and benefits, defined in the higher education institution's regulations pertaining to repayment and allowances, and allowances supporting students on a Hungarian (partial) state scholarship), especially those from a disadvantaged background, and athletes,**
- e) for the institution's operating costs, which can be used for**
  - ea) producing lecture outlines, electronic textbooks, study materials and purchasing electronic educational tools, and tools supporting disabled students in their studies,**
  - eb) supporting culture and sports,**
  - ec) operating and maintaining dormitories,**
  - ed) leasing and renovating dormitories,**
  - ee) supporting student and PhD student unions,**
  - ef) supporting student counselling organisations.**

## **Section 88**

(1) The student bursaries are covered from the grants provided for student bursaries by the state, which is the income of the institution.

(2) The University is entitled to the following state support covering student bursaries [normative support]:

- a) normative grant available for study grants,
- b) the normative grant available for dormitory grants,
- c) the normative grant available for accommodation grants,
- d) the normative grant available for textbook grants and sports and cultural activities,
- e) the normative grant available for doctorate bursaries,
- f)<sup>380</sup> the normative grant available for the National Higher Education Scholarship
- g) the normative grant available for foreign students' Ministerial Scholarship
- h) the institutional part of Bursa Hungarica Local Government Bursary for Higher Education

(3) State funds for student bursaries (student bursary budget) are allocated by the University in the following forms [allocation forms]:

- a) scholarships awarded on the basis of academic performance
  - aa) academic scholarship,
  - ab)<sup>381</sup> National Higher Education Scholarship,
  - ac) institute grants for professional, scientific and public life achievements,
- b) grants based on social criteria
  - ba) regular social background bursary,
  - bb) one-off social background bursary,

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<sup>380</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>381</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

- bc) the institutional part of Bursa Hungarica Local Government Bursary for Higher Education,
  - bd) foreign students' Ministerial Scholarship,
  - be) basic financial support,
  - bf) financial support for internships;  
for providing PhD students' grant  
for the institution's operating costs, which can be used for
  - da) producing lecture outlines, electronic textbooks, study materials and purchasing electronic educational tools, and tools supporting disabled students in their studies,
  - db) supporting culture and sports,
  - dc) operating and maintaining dormitories,
  - dd) leasing and renovating dormitories,
  - de) supporting student and PhD student unions,
  - df) supporting student counselling organisations.
- (4) The University can specify at its own cost other scholarships in compliance with the present Regulations awarded on the basis of applications.

### Section 89

From the Institute's funds provided as normative funding per student, the financial support made available to students takes the following bursary and scholarship forms [disbursement titles]:

- (1) Academic scholarship as a scholarship awarded on the basis of academic performance pursuant to Nftv. Section 85/C. aa).
- (2) <sup>382</sup>*National Higher Education Scholarship as a scholarship awarded on the basis of academic performance pursuant to Nftv. Section 85/C. ab).*
- (3) The following scholarships as scholarships awarded on the basis of academic performance pursuant to Nftv. Section 85/C. ac).
  - a) scientific scholarship,
  - b) scholarships for participation in academic competitions and conferences
  - c) public service scholarship,
  - d) scholarship for sports
  - e) scholarship for cultural activities,
  - f) compensation for parallel studies.
  - g) ERASMUS+ Start
  - h) "Good student, good athlete" scholarship
  - i) professional scholarship
  - k)<sup>383</sup> *arts scholarship*
- (4) Bursaries based social background pursuant to scholarship detailed in Nftv. Section 85/C. b)
  - a) regular social grant,
  - b) regular social grant 10%,
  - c) regular social grant 20%,
  - d) one-time social grant,
  - e) the institutional part of Bursa Hungarica,
  - f) normative grants for foreign students,
  - g) basic financial support,

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<sup>382</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>383</sup> Enacted by Senate Rule VII/2017. (I. 16.). Effective date: 17 January 2017.

- h) financial support for internships;  
Doctorate bursary pursuant to Nftv. Section 85/C. c).
- Other scholarships awarded pursuant to Nftv. Section 85/C. d, out of the Institution's income.

## Section 90

From the Institute's funds provided as normative funding per student, the following disbursement titles are possible as non-direct normative funding charged to a department's student grant financial allocation, to finance support for the Institution's operating costs as prescribed by Nftv. Section 85/C. e):

- a) grant for producing lecture outlines,
- b) purchasing electronic textbooks, study materials and electronic educational tools,
- c) purchasing educational tools supporting disabled students in their studies,
- d) grants and sports and cultural activities,
- e) leasing dormitories,
- f) operating and maintaining dormitories,
- g) grant supporting the operation of student union,

## DISTRIBUTION OF NORMATIVES

**Decree Section 8 (2) The funds specified below must be used to finance allowances detailed in Nftv. 85/C. § ba)–bb) be)–bf), provided for students enrolled on higher education vocational training programmes, undergraduate programmes, single-cycle long programme, graduate programmes under the jurisdiction of the present Decree:**

- a) at least 20% of the normative funding per student, furthermore,
- b) the percentage of the normative grant available for accommodation grants defined by the institution, but at least 30%, and
- c) 56% of the normative grant available for textbook grants and sports and cultural activities.

**Decree Section 9 (1) 24% of the institutional normative grant available for textbook grants and sports and cultural activities, provided for students enrolled on higher education vocational training programmes, undergraduate programmes, single-cycle long programme, graduate programmes under the jurisdiction of the present Decree, must be used according to Nftv. Article 85/C ea).**

**(2) 20% of the institutional normative grant available for textbook grants and sports and cultural activities, provided for students under the jurisdiction of the present Decree, must be used according to Nftv. Article 85/Ceb).**

**(3) The institutional grant for National Higher Education Scholarship, provided for students under the jurisdiction of the present Decree, must be used according to Nftv. Article 85/Cab).**

**(4) The institutional grant for dormitories must be used according to Nftv. Article 85/C ec).**

**(5) The institutionally set percentage, but no more than 70%, of the institutional normative grant available for accommodation grants, provided for students under the jurisdiction of the present Decree, must be used according to Nftv. Article 85/C ed).**

**(6) At least 1% of the normative funding per student, provided for students under the jurisdiction of the present Decree, must be used according to Nftv. Article 85/C ee).**

**Decree Section 14 (1) The annual sum of doctorate bursary of a PhD student participating in state-funded full-time doctorate training corresponds to the annual sum of the annual normative funding allocated to this cause in the Budget Act plus 56% of the grant available for producing lecture outlines, textbooks and grants for sports and cultural activities.**

## Section 91

- (1) <sup>384</sup>The normative funds received after state-financed students, full-time students on Hungarian (partial) state scholarship enrolled on undergraduate, graduate

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<sup>384</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

programmes, single-cycle long programmes and vocational higher education programmes, are to be used in the following manner:

- a) 53% for academic scholarships
  - b) 30% social background bursary
  - c) 14% for institutional professional and public service scholarships,
  - d) 3% to support the operation of the student union.
- (2) 56% of normative funds for textbooks and lecture outlines, and sports and cultural activities received after state-financed students, full-time students on Hungarian (partial) state scholarship enrolled on undergraduate, graduate programmes, single-cycle long programmes, university and college programmes, advanced level vocational training, vocational higher education programmes is to be spent on social background grants.
- (3) 56% of normative funds for textbooks and lecture outlines, and sports and cultural activities received after state-financed students participating in full-time doctorate programmes is to be spent on doctorate bursaries.
- (4) The normative funds received after state-financed students, full-time students on Hungarian (partial) state scholarship enrolled on undergraduate, graduate programmes, single-cycle long programmes, advanced level vocational programmes, or doctorate programmes, are to be used in the following manner:
- a) 24% is to be used for purposes specified in Section 91 a)–c),
  - b) 20% is to be used for sports and cultural grants.
- (5) The ratio of the accommodation grant that can be used for leasing and renovating dormitories is determined on an annual basis by the Commission for Organising Educational and Student Affairs at the initiative of the service director, taking into account that no less than 30% of the grant shall be spent on social grants. The ratio is to be calculated by February 15 each year and enters into force upon approval by the Chancellor.
- (6) The full amount of the dormitory grant shall be spent on the maintenance and operation of the dormitory.
- (7) The full amount of the grant for doctorate bursary shall be spent under the disbursement title of doctorate bursary.
- (8) <sup>385</sup>The full amount of the grant for the National Higher Education Scholarship shall be spent under the disbursement title of National Higher Education Scholarship.
- (9) The full amount of normative grants for foreign students' Ministerial Scholarship shall be spent under the disbursement title of foreign students' Ministerial Scholarship.
- (10) The full amount of the institutional part of Bursa Hungarica Local Government Bursary for Higher Education shall be spent under the disbursement title of the institutional part of Bursa Hungarica Local Government Bursary for Higher Education.

## Section 92

Planning the allocation normative funding is the responsibility of the Directorate for Education. Tracking and registering the subsidies for the working numbers is the responsibility of the Faculties and the Directorate for Education. The Directorate for Education shall inform the Faculties about the funding allocations on a semi-annual basis. The Directorate for Education oversees the lawful allocation of normative funds.

## Section 93

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<sup>385</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

- (1) The normative funds available for academic scholarships must be equally divided between the faculties proportionate to the number of students entitled to them.
- (2) From the grants allocated as professional, scientific and public life achievements grants from the Institution
  - a) 33% is allocated to EHÖK,
  - b) 67% is allocated to the faculties proportionate to the number of students entitled to the grant.
- (3) Grants allocated to EHÖK can be disbursed on the following titles pursuant to paragraph (2) a):
  - a) scientific scholarship,
  - b) grants for participation in academic competitions and conferences,
  - c) public service scholarship,
  - d) sports scholarship
  - e) cultural scholarship
  - f) financial compensation for parallel studies,
  - g) ERASMUS+ Start,
  - h) “Good student, good sportsman” scholarship
  - i) <sup>386</sup>arts scholarship
- (4) Grants allocated to the faculties can be disbursed on the following titles:
  - a) scientific scholarship,
  - b) scholarship for public life achievements from the Faculty,
  - c) public service scholarship,
  - d) sports scholarship
  - e) cultural scholarship,
  - f) professional scholarship,
  - g) <sup>387</sup>arts scholarship
- (5) The ratio of payments within the title of institutional professional, research and public service scholarships shall be determined by the EHÖK and the faculties with the stipulation that at least 5 million forints shall be spent on the disbursement title listed in paragraph (3) b).
- (6) <sup>388</sup>From the social criteria based grants, the following grants shall be administered on a university level in a way that first the basic aid, then the regular minimum social grant and finally the irregular social grant has to be made available to the students in the following manner:
  - a) basic social grant,
  - b) regular social grant 20%,
  - c) regular social grant 10%,
  - d) regular social grant,
  - e) irregular social grant.
- (7) <sup>389</sup>The social funds remaining after the distribution of funds pursuant to paragraph (6) shall be distributed among the faculties in proportion to the number of entitled students, which can be spent on participation in internships
- (8) 24% of the textbook and note, sports and cultural normative funding may be attributed to the preparation of notes and to the purchase and delivery of electronic textbooks, study materials and electronic equipment necessary for preparation, and to purchasing

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<sup>386</sup> Enacted by Senate Rule VII/2017. (I. 16.). Effective date: 17 January 2017.

<sup>387</sup> Enacted by Senate Rule VII/2017. (I. 16.). Effective date: 17 January 2017.

<sup>388</sup> Established by Senate Rule CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.

<sup>389</sup> Established by Senate Rule CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.

equipment facilitating the studies of disabled students. The amount shall be distributed as follows:

- a) 30% shall be allocated to the purchase of equipment facilitating the studies of disabled students,
- b) 70% shall be allocated to the preparation of notes and to the purchase and delivery of electronic textbooks, study materials and electronic equipment necessary for preparation.

## **Section 94<sup>390</sup>**

## **Section 95<sup>391</sup>**

### **ENTITLEMENT FOR GRANTS**

**Decree Section 2(1) g) students entitled to receive social allowances: those students participating in full time higher education vocational training, Bachelor's or Master's programme, single-cycle long programme or PhD programme, who**

**ga) participate in state-financed training or who receive (partial) scholarship from the Hungarian state, or gb) started their studies in state-financed/(partially) state-funded training, and who would be entitled to participate in state-financed/(partially) state-funded training based on the number of semesters they commenced in the given programme;**

**Decree Section 2(1) i) student receiving state-funding: student who participates in state-financed training and students admitted to the (partially) state-funded course category from September 2012.**

**Decree Section 10(3): Under the title specified in point aa) and be) section 85/C. of the Nftv., the students participating in full-time Bachelor's, single-cycle long or Master's programmes and higher education vocational training may be awarded grants. Under the title specified in point ab) section 85/C. of the Nftv., the students participating in Bachelor's, single-cycle long or Master's programmes may be awarded grants.**

**Under the title specified in point ac) section 85/C. of the Nftv., the students participating in full-time Bachelor's, single-cycle long or Master's programmes, higher education vocational training and PhD programmes may be awarded grants. Under the title specified in points ba)-bb) section 85/C. of the Nftv., students entitled for social grants may be awarded grants. Under the title specified in point bc) section 85/C. of the Nftv., the students participating in full-time Bachelor's, single-cycle long or Master's programmes and higher education vocational training may be awarded grants. Under the title specified in point bd) section 85/C. of the Nftv., the students participating in full-time Bachelor's, single-cycle long or Master's programmes and students pursuing partial studies may be awarded grants. Under the title specified in point bf) section 85/C. of the Nftv., the students participating in full-time Bachelor's, single-cycle long or Master's programmes may be awarded grants. Under the title specified in point c) section 85/C. of the Nftv., the students participating in full-time state funded PhD programmes may be awarded grants.**

## **Section 96**

(1)<sup>392</sup>The Student may only be awarded the National Higher Education Scholarship or social criteria based grants and the scholarship for PhD students specified in the Regulations if he/she does not receive any such grants from other institutions.

(2) Only students participating in state-financed/(partially) state-funded full-time Bachelor's, single-cycle long or Master's programme, higher education vocational training, moreover in college and university programmes started prior to the implementation of the Bologna Process shall be entitled to receive study grants and the basic benefit.

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<sup>390</sup> Repealed by Senate Rule CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.

<sup>391</sup> Repealed by Senate Rule CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.

<sup>392</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

(3) <sup>393</sup>The following students participating in full-time higher education vocational training, Bachelor's or Master's programmes, single-cycle long or PhD programmes shall be entitled to receive regular and irregular social grants:

- a) students participating in state-financed/(partially) state-funded trainings, or
- b) students who started their studies in the state-financed/(partially) state-funded course category, and who would be entitled to participate in state-financed/(partially) state-funded training based on the number of semesters they commenced in the given programme, and have not exhausted the number of state-funded semesters available to them under Section 47 of Nftv.

(4) Only students participating in state-financed/(partially) state-funded full-time PhD programmes shall be eligible to receive the scholarship for PhD students.

(5) <sup>394</sup>Students participating in state-financed/(partially) state-funded Bachelor's, single-cycle long or Master's programme, higher education vocational training shall be entitled to receive the National Higher Education Scholarship.

(6) Students participating in state-financed/(partially) state-funded full-time Bachelor's, single-cycle long or Master's programme, higher education vocational training, PhD programme shall be entitled to receive institutional, professional and academic scholarships and the Bursa Hungarica Local Government Bursary for Higher Education.

(7) Students participating in state-financed/(partially) state-funded full-time Bachelor's, single-cycle long or Master's programme, higher education vocational training, PhD programme shall be entitled to receive institutional, professional and academic scholarships and the Bursa Hungarica Local Government Bursary for Higher Education.

(8) Only students participating in state-financed/(partially) state-funded full-time Bachelor's, single-cycle long or Master's programme shall be entitled to receive financial support for internships.

(9) All students are eligible to receive other scholarships.

## PAYMENT OF GRANTS/SCHOLARSHIPS

**Decree Section 10 (2) The scholarships outlined in Nftv. Section 85/C points a), ba), bc)-bf), c)-d) must be paid to the student on a monthly basis, unless otherwise stated in this decree. The Institution shall contact the financial institution maintaining the account about transferring the grant the student is entitled to by no later than the 10th day of the reference month, with the exception of the first month of the semester.**

## Section 97

- (1) <sup>395</sup>The regular allowances – except for the National Higher Education Scholarship and the scholarship for foreign students granted by the Minister responsible for education – shall be determined for the duration of the semester.
- (2) The payment of the monthly allowances, in accordance with the deadline set in Section 10(2) of the Regulations, shall be initiated in due time by the faculties and by the responsible organisational units in accordance with the regulations concerning student allowances. If an organisational unit fails to meet the deadline, this delay shall not affect the payment of other allowances.

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<sup>393</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>394</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>395</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

- (3) The autumn semester includes September, October, November, December and January, whereas the spring semester includes February, March, April, May and June. Allowances for September-October in an Autumn term, and for February-March in a Spring term shall be transferred in one amount. Allowances for the remaining months shall be transferred until 10th day of the month in question.
- (4) In the case of twelve-month payments, the breakdown of the semesters during which the student is entitled to payments is the following for the duration of the student status:
- a) the autumn semester includes September, October, November, December and January,
- b) the spring semester includes February, March, April, May, June, July and August.
- Allowances for September-October in the autumn term – excluding doctoral programmes unless stated otherwise in the Doctoral Regulations – shall be transferred in one amount in October. Allowances for February shall be transferred by the 20<sup>th</sup>, while allowances for the remaining months shall be transferred until 10th day of the month in question.
- (5) The grants prescribed in Section 90 (3) of present Regulations may also be paid in February, July, August and September.
- (6) <sup>396</sup> In accordance with the relevant legislation, the National Higher Education Scholarship shall be paid on a monthly basis along with the allowances for the reference month, provided that the centrally allocated funds are available.
- (7) The scholarship for foreign students granted by the Ministry of Education shall be paid for ten or twelve months with the exception applying that international students pursuing partial studies under the international agreement or the benefit law shall receive grants for the period of the partial programme.
- (8) The allowances for foreign students and for students of Hungarian nationality shall be paid exclusively via bank accounts. Payment in cash is only possible according to the provisions of the Financial Regulations of the University.
- (9) All students irrespective of their course category are obliged to supply their bank account number, their tax identification number and their social security number upon enrolment in the Electronic Registration System. Students are to ensure that their valid details are provided in the system before payments can be made. Students who have failed to provide their valid details after a third attempt of transferring the payments, will lose their entitlements to their grants.

## **Erroneous payment**

### **Section 98**

- (1) If the University transfers an unauthorised disbursement or a disbursement higher than the authorised sum, the disbursement shall be qualified as an erroneous payment.
- (2) Payments transferred to the student in semesters in which the student status is retroactively suspended or in which it has expired are not considered erroneous payments if the payments are transferred before the resolution suspending the student status becomes legally binding or before the student status expires.
- (3) The University shall inform the student about any erroneous payment via the Electronic Registration System.

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<sup>396</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

- (4) The student shall pay back the payments that have been erroneously transferred to him/her by the last workday of the month following the month in which he or she is notified of the erroneous payment.

## **UNIVERSITY SOCIAL AND SCHOLARSHIP STUDENT COMMITTEE**

### **Section 99**

- (1) The University Social and Scholarship Student Committee (hereinafter: EHSZÖB) is the body responsible for the scholarship applications to be assessed on an institutional level.
- (2) Members of the EHSZÖB are the 9 members delegated by the EHÖK, one person delegated by the EDÖK, moreover, ten people delegated by the Rector and the Chancellor who have civil servant statuses with the University. The chairman of the EHSZÖB is selected jointly by the Chancellor, the Rector and the chairman of the EHÖK.
- (3) The operation of EHSZÖB is determined by the rules of procedure approved by it and OHÜB. The rules of procedure may prescribe the tasks for the performance of which EHSZÖB may set up an operative committee.
- (4) The university applications to be assessed by EHSZÖB are determined by present Regulations.
- (5) The EHSZÖB shall set up subcommittees known as Faculty Grants Committees (hereinafter: KÖB) which are the bodies that assess scholarship applications at the faculty level.
- (6) The faculty-level applications that are to be assessed by the KÖB are set out in present Regulations.
- (7) The chairman of the KÖB is jointly selected by the Dean, the president of the partial student union and the Chancellor.
- (8) The number of members in the KÖB is prescribed in the Special Provisions with the stipulations that
- a) half of its members are members delegated by the Rector and the Chancellor who have civil servant statuses with the University
  - b) members who have student or PhD statuses with the university are delegated by the Faculty partial student union and the EDÖK. PhD members of the KÖB shall make up no more than 25% of the committee.
- (9) The operation of KÖB is determined by the rules of procedure approved by it and EHSZÖB. The rules of procedure may prescribe the tasks for the performance of which KÖB may set up an operative committee.

## **DIRECT PAYMENTS TO STUDENTS**

### **PERFORMANCE-BASED GRANTS**

#### **ACADEMIC SCHOLARSHIP**

**Decree Section 10(8)** In the case of an additional (parallel) student status, the academic scholarship specified in point aa) of Section 85/C. of the Nftv. may be awarded on the basis of the Student's academic performance in the first and in the additional Bachelor's or Master's programme.

**Decree Section 13(1)** The academic scholarship may be allocated for a period of one semester. In the higher education institution, maximum 50% of the students participating in state-funded full-time training programmes may receive academic scholarships, with the addition that the monthly amount of the academic

**scholarship allocated to individual students has to reach the amount corresponding to five percent of the normative funding per student.**

**(2) During the allocation of the academic scholarship - when determining the scope and the number of the recipients - it shall be ensured that the achievements realised based on identical or similar academic requirements may be comparable, and that the allocated grants shall be of equal amount.**

**(3) The Student who enrolls to the higher education institution for the first time may not receive academic scholarships for his/her first semester following the enrolment.**

**(4) In the case of a Student who has previously pursued studies in a higher education institution, the conditions of receiving an academic scholarship in the recipient institution shall be governed by the regulations concerning fees and grants of the recipient institution.**

## **Section 100**

- (1) Students may apply for study grants after registering for the relevant semester.
- (2) The amount of the scholarship is determined by the Office of Educational Affairs, and the methods and guidelines for its calculation as well as the assessment of the academic performance of transfer students is laid out in the Special Provisions.
- (3) The university-wide rules for determining the amount of the academic scholarship are as follows:
  - a) the student is eligible to receive the scholarship in every Hungarian state-financed/(partially) state-funded programme
  - b) only the study units completed in last active semester of the relevant programme shall be taken into account when calculating the scholarship if the programme is state-financed/(partially) state-funded.
  - c) The study unit completed in accordance with the rules laid out in Section 28 (5) and Section 42 (4) shall be taken into account when calculating the scholarship.
- (4) Students whom the faculty academic committee allows to withdraw their registration for a semester in which they would have been entitled to an academic grant will not receive the grant in their following active semester.

**Decree Section 10 (4) The institutional professional and research scholarships are optional allowances granted to students who perform activities going beyond curricular requirements. They are allocated - in accordance with the procedural steps and principles specified in the regulations concerning fees and grants - on the basis of application for a specified period of time and are either paid on a monthly basis or at one time.**

## **RESEARCH SCHOLARSHIP**

### **Section 101**

- (1) Students who actively participate in research or have outstanding research achievements are eligible for the research scholarship.
- (2) The opening of applications for the scholarship and the rules for awarding it are set out by the EHSZÖB at the university level and by the KÖB at the faculty level. The requirements for applying for the scholarship shall be determined and published on the EKÖK website no later than 30 days ahead of the deadline for submitting the applications.
- (3) <sup>397</sup>The monthly amount of research scholarship shall not exceed

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<sup>397</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

- a) 400% of the student normative valid at the time of the approval of the grant if there are at least 50 other students apart from the applicant who take part in the research activity that the applicant is taking part in,
- b) 300% of the student normative valid at the time of the approval of the grant if there are no more than 49 other students apart from the applicant who take part in the research activity that the applicant is taking part in,
- c) 200% of the student normative valid at the time of the approval of the grant if the applicant is the only student taking part in the given research activity.

## **Section 102**

- (1) Students may be eligible for financial support for participating in academic competitions and conferences.
- (2) The opening of applications for the grants charged against the funds specified in Section 94 (2) a), the conditions of applying and the assessment of the applications is carried out by the subcommittee set up by the Talent Management Council for the performance of this task, while the opening of applications for the grants charged against the funds specified in Section 94 (2) b), the conditions of applying and the assessment of the applications is carried out by the KÖB. The requirements for applying for the scholarship shall be determined and published on the EKÖK website no later than 30 days ahead of the deadline for submitting the applications.
- (3) The monthly amount of financial support awarded under the disbursement title of financial support for participating in academic competitions and conferences cannot exceed 300% of the student normative valid at the time of the approval of the grant.

## **PUBLIC SERVICE SCHOLARSHIP**

### **Section 103**

- (1) The public service scholarship can be granted to elected members of the student or doctorate union during their term in office or to students who carry out a level of public service that goes beyond curricular requirements.
- (2) The amount of public service scholarship an elected member of the student union is determined by the assembly of delegates of the EHÖK, the amount of public service scholarship an elected member of the doctorate union (hereinafter: EDÖK) is determined by the assembly of delegates the EDÖK, the amount of public service scholarship an elected member of the faculty partial student union is determined by the assembly of delegates of the faculty partial student union.
- (3) The amount of the scholarship money determined in paragraph (2) shall be published on the websites of the EDÖK and the EHÖK.
- (4) The public service scholarship application of the student whose university public service goes beyond curricular requirements is opened and assessed by the EHSZÖB, while the public service scholarship application of the student whose faculty public service goes beyond curricular requirements is opened and assessed by the KÖB.
- (5) Elected members of the student and doctorate unions are eligible for one public service scholarship a month for the tasks carried out in their fields of service.

- (6) The fact that the Student receives the faculty public service scholarship, as well as the aim and amount of the scholarship may be announced publicly in accordance with the provisions of the University's Data Management Regulations<sup>398</sup>. By submitting an application for the public service scholarship or for the post that entitles him/her to the scholarship, the Student acknowledges the above fact.
- (7) <sup>399</sup>The monthly sum of the public service scholarship cannot exceed 200% of the student normative valid at the time of the approval of the grant.

## **SPORTS SCHOLARSHIP**

### **Section 104**

- (1) Students with outstanding achievements in the field of sports, students who participate in sporting activities or students who organise sporting activities may be awarded the sports scholarship.
- (2) The opening of applications for the grants charged against the funds specified in Section 94 (2) a), the conditions of applying and the assessment of the applications is carried out by the EHSZÖB, while the opening of applications for the grants charged against the funds specified in Section 94 (2) b), the conditions of applying and the assessment of the applications is carried out by the KÖB. The requirements for applying for the scholarship shall be determined and published on the EHÖK website no later than 30 days ahead of the deadline for submitting the applications.
- (3) <sup>400</sup>The monthly amount of sports scholarship shall not exceed
- a) 400% of the student normative valid at the time of the approval of the grant if there are at least 50 other students apart from the applicant who take part in the sporting activity that the applicant is taking part in,
  - b) 300% of the student normative valid at the time of the approval of the grant if there are no more than 49 other students apart from the applicant who take part in the sporting activity that the applicant is taking part in,
  - c) 200% of the student normative valid at the time of the approval of the grant if the applicant is the only student taking part in the given sporting activity.
- (4) <sup>401</sup>The Student's receipt of a university or faculty sports scholarship, along with the purpose and amount of the scholarship money, may be made public, in line with the provisions laid out in the University's Data Management Regulations<sup>402</sup>. The Student acknowledges this by submitting their application for the scholarship.

## **CULTURE SCHOLARSHIP**

### **Section 105**

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<sup>398</sup> Established by Senate Rule CXIII/2018. (V. 28.). Effective date: 28 May 2018.

<sup>399</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>400</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>401</sup> Enacted by Senate Rule CLXXVII/2016. (VI. 27.) on the adoption of the University's data protection, data security and data management regulations.

<sup>402</sup> Established by Senate Rule CXIII/2018. (V. 28.). Effective date: 28 May 2018.

- (1) Students with outstanding achievements in the field of culture or students who organise cultural activities may be awarded the culture scholarship.
- (2) The opening of applications for the grants charged against the funds specified in Section 94 (2) a), the conditions of applying and the assessment of the applications is carried out by the EHSZÖB, while the opening of applications for the grants charged against the funds specified in Section 94 (2) b), the conditions of applying and the assessment of the applications is carried out by the KÖB. The requirements for applying for the scholarship shall be determined and published on the EHÖK website no later than 30 days ahead of the deadline for submitting the applications.
- (3) <sup>403</sup>The monthly amount of sports scholarship shall not exceed
  - a) 400% of the student normative valid at the time of the approval of the grant if there are at least 50 other students apart from the applicant who take part in the cultural activity that the applicant is taking part in,
  - b) 300% of the student normative valid at the time of the approval of the grant if there are no more than 49 other students apart from the applicant who take part in the cultural activity that the applicant is taking part in,
  - c) 200% of the student normative valid at the time of the approval of the grant if the applicant is the only student taking part in the given cultural activity.
- (4) <sup>404</sup>The Student's receipt of a university or faculty culture scholarship, along with the purpose and amount of the scholarship money, may be made public, in line with the provisions laid out in the University's Data Management Regulations<sup>405</sup>. The Student acknowledges this by submitting their application for the scholarship.

## **PROFESSIONAL SCHOLARSHIP**

### **Section 106**

- (1) Students whose professional achievements go beyond curriculum requirements or students with outstanding professional achievements may be awarded the culture scholarship.
- (2) The conditions of applying for the scholarship and the assessment of the applications is carried out by the KÖB. The requirements for applying for the scholarship shall be determined and published on the EHÖK website no later than 30 days ahead of the deadline for submitting the applications.
- (3) <sup>406</sup>The monthly amount of sports scholarship shall not exceed 200% of the student normative valid at the time of the approval of the grant.

## **COMPENSATION FOR SIMULTANEOUSLY PURSUED STUDIES**

### **Section 107**

- (1) The following students may receive compensation for simultaneously pursued studies: who simultaneously participate at the University – or at the same faculty

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<sup>403</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>404</sup> Enacted by Senate Rule CLXXVII/2016. (VI. 27.). Effective date: 28 June 2016.

<sup>405</sup> Established by Senate Rule CXIII/2018. (V. 28.). Effective date: 28 May 2018.

<sup>406</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

- in active state-financed/(partially) state-funded and in active tuition-paying Bachelor's, Master's or single-cycle long programmes or in higher education vocational training provided that he/she meets the following requirements:
- a) the number of their active semesters did not exceed the education period calculated in semesters either in the state-financed/(partially) state-funded or the tuition-paying programme
  - b) they were not transferred to the tuition-paying course category within the framework of the reallocation process
  - c) they were not given exemption from paying tuition or the head of the faculty did not reduce the tuition,
  - d) they can provide an invoice proving that are tuition-paying students.
- (2) The application for a compensation for simultaneously pursued studies shall be assessed at a university level, with the EHSZÖB determining the requirements for its eligibility and assessing the applications. The requirements for applying for the compensation shall be determined and published on the university/EHÖK website no later than 30 days ahead of the deadline for submitting the applications.
- (3) The maximum amount of compensation a student can receive for pursuing simultaneous studies is 80% of his/her tuition. If both of the student's programmes are self-financed programmes, the maximum amount of compensation the student can receive is 80% of the tuition of one of the programmes.

## **ERASMUS+ START**

### **Section 108**

- (1) Students eligible for Erasmus+ Start support are students pursuing studies abroad within the framework of the Erasmus+ programme. The application for the support shall be opened and assessed by the EHSZÖB. The requirements for applying for the compensation shall be determined and published on the university/EHÖK website no later than 30 days ahead of the deadline for submitting the applications.
- (2) The amount of financial support paid under the disbursement title of Erasmus+ Start support shall not exceed 200% of the student normative valid at the time of the approval of the grant.

## **GOOD STUDENT, GOOD ATHLETE SCHOLARSHIP**

### **Section 109**

- (1) Students with outstanding academic and sporting achievements are eligible for the Good student, good athlete scholarship. Applications for the scholarship shall be opened and assessed by the EHSZÖB. The requirements for applying for the scholarship shall be determined and published on the university/EHÖK website no later than 30 days ahead of the deadline for submitting the applications.
- (2) <sup>407</sup>The monthly amount disbursed under the title of Good student, good athlete scholarship shall not exceed 200% of the student normative valid at the time of the approval of the grant.

## **ARTS SCHOLARSHIP**

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<sup>407</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

## **Section 109/A<sup>408</sup>**

- (1) Students with outstanding artistic achievements are eligible for the Arts Scholarship.
- (2) The opening of applications for the Arts Scholarship charged against the funds specified in Section 93 (2) a), the conditions of applying and the assessment of the applications is carried out by the EHSZÖB, while the opening of applications for the grants charged against the funds specified in Section 93 (2) b), the conditions of applying and the assessment of the applications is carried out by the KÖB. The requirements for applying for the scholarship shall be determined and published on the EHÖK website no later than 30 days ahead of the deadline for submitting the applications.
- (3) <sup>409</sup>The monthly amount disbursed under the title of Arts Scholarship shall not exceed 200% of the student normative valid at the time of the approval of the grant.

## **NATIONAL HIGHER EDUCATION SCHOLARSHIP<sup>410</sup>**

**Decree Section 24(1): The National Higher Education Scholarship may be awarded for a whole academic year (10 months). The monthly amount of the Scholarship shall correspond to one-tenth of the amount specified under this title in the Budget Act.**

**(2) The number of students entitled to receive the National Higher Education Scholarship may correspond to 0.8% of the total number of students participating in state-financed full-time Bachelor's, Master's or single-cycle programmes based on the statistical data of 15 October of the previous year, but at least one person per institution.**

**(3) Those students who participate in Bachelor's, Master's or single-cycle programmes and who - during their present or previous studies - were registered to at least two semesters and who obtained at least 55 credits may be awarded the National Higher Education Scholarship.**

**(4) The National Higher Education Scholarship may be awarded on the basis of application. The call for application - with the principles of assessment - shall be published 30 day before the due date in the higher education institution. The student shall submit his/her application to the higher education institution. Submission of the application is conditional upon the student pursuing a full-time programme at the time of its submission. Based on the submitted applications, the Senate makes a recommendation concerning the allocation of the Scholarship to the Minister responsible for education until 1 August of each year separately for students participating in Bachelor's, Master's and single-cycle programmes.**

**(5) The National Higher Education Scholarship awarded for the given academic year may only be paid in the given academic year.**

**(6) If the Student's student status is terminated or suspended due to any reasons, he/she will no longer be entitled to receive the National Higher Education Scholarship.**

**(7) If it is established during the appeal procedure that the Student whose application was rejected deserves the Scholarship and that he/she is entitled to receive it pursuant to the conditions specified in paragraphs (1)-(6) and to the institutional quota, but he/she did not receive it due to the institution's procedural error, the Minister responsible for education is entitled to award the Scholarship of the Republic to the student in question based on the institution's recommendation. In these cases, the Student may not be taken into consideration during the allocation of funds for the National Higher Education Scholarship. For the student concerned, the institution shall pay the scholarship from its own revenues or from the student appropriation.**

**(8) The Student receiving the Scholarship of Republic of Hungary may not be excluded from the allocation of the study grant.**

## **Section 110**

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<sup>408</sup> Section and preceding title enacted by Senate Rule VII/2017. (I. 16.). Effective date: 17 January 2017.

<sup>409</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>410</sup> Sub-head established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

(1) <sup>411</sup>The applications for the National Higher Education Scholarship shall be submitted at the Office of Educational Affairs. The Office of Educational Affairs may not accept applications after the expiration of the deadline.

(2) The applications shall be ranked in accordance with the principles laid down in the Special Provisions.

(3) <sup>412</sup>If the Student did not receive the National Higher Education Scholarship due to the Faculty's fault, the funds of the National Higher Education Scholarship shall be provided to the Student from the Faculty's own revenues.

(4) The applications ranked by the Faculty shall be transferred to the Vice Rector for Education by the Head of the faculty at the latest 20 days before the due date specified in Section 24 of the Decree.

(5) The Vice Rector for Education shall transfer the ranked applications – with taking into consideration the appeal procedures as well – to the Minister responsible for education.

(6) The applicant shall obtain the documents necessary for the application. All titles shall be justified separately with an authentic document. The document shall become authentic with the signature of the person justifying the title and with an official seal. No points may be awarded to a title that is not justified by an authentic document.

(7) The documents that may be rectified shall be announced clearly by the Office of Educational Affairs in the faculty's call for application. The documents that may not be rectified may not be submitted after the expiration of the deadline. In the absence of the necessary documents, the application will be rejected by the faculty's decision-making body responsible for the assessment of the applications.

#### **GRANTS BASED ON SOCIAL CRITERIA**

##### **BASIC SUPPORT (FIRST REGISTRATION SUPPORT)**

**Decree Section 15(1)** The Student who establishes a student status for the first time in a state-financed, full-time higher education vocational training, Bachelor's or single-cycle long programme may be awarded - upon his/her request, at the first registration - a basic support corresponding to 50% of the normative funding per student, provided that he/she fulfils the conditions set out in Section 16(2)-(3).

**(2)** The Student who establishes a student status for the first time in a state-financed, full-time Master's programme may be awarded - upon his/her request, at the first registration - a basic support corresponding to 75% of the normative funding per student, provided that he/she fulfils the preconditions set out in Section 16(2)-(3).

### **Section 111**

(1) The basic support is awarded based on submission of an application.

(2) The applications are opened and assessed by the EHSZÖB.

#### **REGULAR SOCIAL GRANT**

**Decree Section 16(1):** The regular social grant is an allowance granted based on the Student's social condition - in accordance with the procedural steps and principles set out in the institutional regulations concerning fees and grants - for one semester and is paid on a monthly basis.

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<sup>411</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>412</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

(2) The monthly amount of the regular social grant may not be less than 20% of the annual normative funding per student, provided that the Student is entitled to receive the regular social grant based on his/her social condition pursuant to Section 21 of the Regulations, and the Student:

- a) lives with disabilities or is in financial need due to his/her health condition,
- b) is severely disadvantaged,
- c) is the breadwinner, or
- d) lives in a large family, or
- e) is an orphan.

(3) The monthly amount of the regular social grant may not be less than 10% of the annual normative funding per student, provided that the Student is entitled to receive the regular social grant based on his/her social condition pursuant to Section 21 of the Regulations, and the Student is:

- a) disadvantaged, or
- d) no longer under legal guardianship because he/she has come of age, or
- c) half-orphan.

(4) The monthly amount of the regular social grant may not be less than 10% of the annual normative funding per student, if the Student receives grants – not allocated for the duration of the programme – specified in section 26-26/A.

## Section 112

- (1) Grants disbursed under the titles listed in Section 90 (4) points a)-c) (hereinafter in this passage: regular social grants) may be disbursed based on students' social condition, by submitting an application.
- (2) Applications for the scholarship shall be opened and assessed by the EHSZÖB. The general rules of determining the Student's social conditions shall be governed by the Decree and the Annex of the present Regulations. The requirements for applying for the grant shall be determined and published on the university/EHÖK website no later than 30 days ahead of the deadline for submitting the applications.
- (3) The monthly amount disbursed under the title of regular social grant shall be no less than 5% of the student normative valid at the time of the approval of the grant.
- (4) Students who supply false information for assessing their social situations shall be subject to disciplinary proceedings pursuant to Chapter XI of present regulations.

## IRREGULAR SOCIAL GRANT

Decree Section 10 (3) [...]Under the title specified in points ba)-bb) section 85/C. of the Nftv., students entitled for social grants may be awarded grants.

g) students entitled to receive social allowances: those students participating in full time higher education vocational training, Bachelor's or Master's programme, single-cycle long programme or PhD programme, who

- ga) participate in state-financed training or who receive (partial) scholarship from the Hungarian state, or
- gb) started their studies in state-financed/(partially) state-funded training, and who would be entitled to participate in state-financed/(partially) state-funded training based on the number of semesters they commenced in the given programme;

[...]

Decree Section 17(1): The irregular social grant is a one-time allowance paid - in accordance with the procedural steps specified in the institutional regulations concerning fees and grants - in order to support students whose social conditions have suddenly deteriorated.

(2) The irregular social grant may be awarded on the basis of application. The submitted student requests shall be assessed at least once in a month. The payment shall be executed within eight working days of the decision.

## Section 113<sup>413</sup>

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<sup>413</sup> Established by Senate Rule CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.

- (1) The fund allocated for the irregular social grant shall primarily serve to provide exceptional support for students.
- (2) Applications for the scholarship shall be opened and assessed by the EHSZÖB. The requirements for applying for the grant shall be determined and published on the university/EHÖK website no later than 30 days ahead of the deadline for submitting the applications.

#### **BURSA HUNGARICA HIGHER EDUCATION LOCAL GOVERNMENT SCHOLARSHIP, INSTITUTIONAL SHARE**

**Decree Section 18(2)** Those students shall be entitled for the Bursa Hungarica Scholarship who have been granted benefits by their local government within the framework of the Scholarship system, and who pursue their studies in full-time Bachelor's or Master's programmes, single-cycle long programme, higher education or higher level vocational training.

(3) The source of the institutional share of the grant shall be the allocated funds specified in the institutional budget.

(5) The maximum amount of the institutional share per person (hereinafter: maximum amount) shall be published once a year by the Minister responsible for education in the official paper of the portfolio.

(6) The monthly amount of the institutional share corresponds to the share of the local government, but it cannot exceed the maximum amount specified in paragraph (5).

(7) The grants determined within the framework of the Scholarship system may only be allocated based on the student's social conditions. His/her academic performance shall not be taken into consideration.

(8) The institutional share is independent from all other benefits granted in the institution.

#### **Section 114**

The payment of the Bursa Hungarica Higher Education Local Government Scholarship shall be executed centrally from the allocated funds specified in Section 18 of the Regulations.

#### **NORMATIVE GRANTS FOR FOREIGN STUDENTS**

**Decree Section 26(2)** The monthly amount of the scholarship from the Ministry responsible for education corresponds:

b) in the case of students participating in other Bachelor's or Master's programmes, to 34% of the annual normative funding per student specified in the Budget Act,

c) in the case of PhD students, to one-twelfth of the annual normative funding allocated to this cause in the Budget Act.

(3) The scholarship from the Ministry responsible for education shall be paid by the higher education institution with which the Student has a student status.

**Decree Section 26/A (1)** The minister in charge of education may grant a János Hunyadi Scholarship to Hungarian students from beyond the border participating in a state-funded programme at a nationally-recognised higher education institution, not including students taking part in a doctoral programme.

(2) For full-time students, the scholarship shall cover 10 months of the academic year, with the monthly per-person amount being HUF 30,000. For students pursuing part-time programmes, the scholarship shall cover the duration of the part-time programme, with the monthly per-person amount being HUF 80,000.

#### **Section 115**

The payment of the scholarships for foreign students granted by the Minister responsible for education shall be executed centrally in the amount specified in Section 26 of the Decree.

## **FINANCIAL SUPPORT FOR THE COMPLETION OF INTERNSHIPS**

**Section 14/A 44(1)** Financial support for the completion of internships is available to students who complete an internship with a duration of no more than one semester as stipulated in the completion and exit requirements for a period of no more than one semester.

**(2)** The conditions for being eligible for financial support for the completion of internships are laid out in the university's fees and grants regulations and state that students eligible for the grants are those who complete their internships away from the university's premises and are not given dormitory placement, and for whom the distance between the premises where the internship is completed and the student's accommodation corresponds to the distance prescribed in the institution's regulations.

**(3)** The monthly amount disbursed under the title of financial support for the completion of internships shall be no more than 10% of total annual student normative.

### **Section 116**

Applications for financial support for the completion of internships shall be opened and assessed by the KÖB. The requirements for applying for the grant shall be determined and published on the university/EHÖK website no later than 30 days ahead of the deadline for submitting the applications.

## **SCHOLARSHIP FOR PHD STUDENTS**

**Decree Section 14 (1)** The source of the scholarship awarded to the registered PhD students participating in full-time state-financed/(partially) state-funded programmes shall be the amount specified in the Budget Act, and 56% of the textbook and note, sports and cultural normative funding.

**(2)** The scholarship determined in paragraph (1) shall be paid in twelve equal instalments on a monthly basis.

### **Section 117**

- (1)** The PhD student can register for the PhD scholarship after having registered for the relevant semester.
- (2)** The payment of the scholarship shall be executed centrally in the amount specified in Section 14 of the Decree.

## **OTHER GRANTS**

**Decree Section 6:** Pursuant to the provisions of Section 85/B. of the Nftv., apart from the grants based on social criteria or on academic performance, the higher education institution shall allocate other benefits from its own revenues on the basis of application.

**Decree Section 2(1):**

**In the application of this decree (...) h) own revenue:** training contributions specified in Section 82 (1)-(2), furthermore the administrative service fees specified in the institutional regulations, the revenues from the institution's business activities as well as revenues coming from the subsidies of legal persons, moreover the funding granted on the basis of application to be used specifically to the payment of grants.

### **Section 118**

- (1)** All students may be awarded grants from sources other than the state support that is from the University's own revenue described in the Decree.

- (2) The grants may be allocated upon academic, professional, social or public service grounds.
- (3) Grants may only be awarded on the basis of application.

#### **INDIRECT PAYMENTS FOR STUDENTS**

##### **SUBSIDY FOR NOTE PREPARATION, AND THE PURCHASE OF ELECTRONIC TEXTBOOKS, STUDY MATERIALS AND ELECTRONIC EQUIPMENT NECESSARY FOR PREPARATION AS WELL THE PURCHASE OF EQUIPMENT FACILITATING THE STUDIES OF DISABLED STUDENTS**

**Decree Section 10(5)** the higher education institution may use the amount available for note preparation to prepare notes and deliver them to the students, or to purchase equipment facilitating the studies of disabled students. The Student Union shall comment in advance on the use of the subsidy. The Rector shall annually inform the Student Union on the use of the subsidy.

**Decree Section 34(1)** The share specified in point ea) Section 85/C. of Nftv. may be used to purchase electronic textbooks, study materials and electronic equipment necessary for preparation provided that the institution uses these funds to prepare and to purchase digital study materials or to purchase equipment facilitating the studies of disabled students.

**(2)** The shares specified in paragraph (1) shall be governed by the institution's regulations concerning fees and grants – with the assent of the student union as specified in the Nftv.

### **Section 119**

- (1) The subsidy for note preparations and the purchase of electronic textbooks, study materials and electronic equipment necessary for preparation and their distribution to students specified in Section 94 (8) point b) can be used on the basis of application. The opening of the application process and the assessment of the applications is carried out by a committee set up by the Education and Training Council for the performance of the task specified in this paragraph.
- (2) The use of funds for the purchase of equipment facilitating the studies of disabled students is governed by the Equality Committee.

#### **SPORTS AND CULTURAL SUPPORT**

**Decree Section 10(6)** The higher education institution, or the institutional body specified in the regulations concerning fees and grants shall decide upon the funding of sporting and cultural activities – pursuant to Section 61(2) of the Nftv. – with the assent of the Student Union, with the following specifications:

- a) cultural activities include in particular cultural activities organised for or provided to the students within the framework of the higher education institution, as well as event planning, career counselling and lifestyle, educational or mental health counselling;
- b) sports activities include in particular activities organised for or provided to the students within the framework of the higher education institution that promote physical exercise, sport, competition and health education, as well as lifestyle counselling.

### **Section 120**

- (1) The University provides aid for the organisation of sporting and cultural events from the funds allocated for the support of sporting and cultural events (10-10%). The support shall be allocated for one financial year based on the call for applications announced by the ELTE's Rector and the President of EHÖK. If the application includes the plan to use the University's facilities as well, the detailed budget shall include the user fee of the facilities.

- (2) The requirements for applying for the grant described in paragraph (1) shall be determined and published on the university/EHÖK website no later than 30 days ahead of the deadline for submitting the applications. The application requirements must explicitly state the transparency rule laid out in paragraph (3).
- (3) The name of the applicants for the sports and cultural support, as well as the grant's amount and aim shall be published on the university/EHÖK website. By submitting the application, the student agrees to this stipulation.

## **Section 121**

### **DORMITORY PLACEMENT**

**Dormitory placements shall be determined on the basis of application. The applications shall be assessed within the framework of the scoring system specified in the regulations concerning fees and grants.**

**(2) The scoring system shall be made available before the submission of the applications.**

**(3) In the scoring system, the following shall be taken into consideration: the Student's social condition, his/her academic performance, his/her work in the student community, his/her training schedule, the exemption specified in Nftv. Section 4(4), and if the Student enjoys priority during the assessment of the applications according to Section 41(1) of the Nftv., then the justification of the preconditions specified in the Nftv.**

**(4) The dormitories functioning as colleges for advanced studies or students' hall of residences may apply a scoring system different from the one specified in paragraph (3).**

## **Section 122**

- (1) Placement into a member dormitory of the Dormitory Centre can be secured through the submission of an application. Anyone who has been admitted to the university or who has a student status can apply for dormitory placement.
- (2) Students who have not enrolled at the University and who have not registered for the next semester are not entitled to dormitory placement in member dormitory of the Dormitory Centre.
- (3) In assessing applications for dormitory placement, disadvantaged students lacking dormitory placement and hence unable to begin or continue their studies in higher education shall enjoy priority.
- (4) 30% of the dormitory places reduced by the number of places specified in paragraph (3) shall be reserved to first-year students.
- (5) The coordination of the dormitory admission procedure, the assessment of the applications and the notification of students shall be carried out within the Electronic Registration System.

### **ADMISSION TO THE DORMITORY CENTRE**

#### **Section 123**

(1) The rules and regulations concerning the admission to the Dormitory Service Centre shall be determined by the OHÜB. Pursuant to the Regulations, the admission applications shall be ranked in a scoring system. During the establishment of the classification, the following points shall be taken into account:

- a) the Student's social conditions,
- b) his/her academic performance,
- c) his/her work for the student community,
- d) his/her ability to accommodate oneself to the community,
- e) his/her training schedule,

- f) the distance between his/her residence and the University,
  - g) his/her participation in a Bachelor's, Master's, single-cycle long or PhD programme.
  - h) whether the Student enjoys priority during the admission procedure pursuant to paragraph (1) section 41 of the Nftv., the justification of the conditions of the priority specified in the Nftv.,
  - i) the fact that the student's disciplinary responsibility is determined by a legally binding decision.
- (2) The dormitory placement in the Dormitory Centre shall be valid for the academic year in question.
- (3) The deadlines for the dormitory admission procedure for the given academic year shall be set by the service director upon the recommendation of the ELTE Student Union.
- (4) <sup>414</sup>The Students shall be informed about the relevant deadlines in announcements placed on the notice boards of the Dormitory Centre as well as through the Electronic Registration System.
- (5) The applications to the Dormitory Centre shall be submitted electronically.
- (6) Access to Electronic Registration System shall be provided at all faculties and in all dormitories.

## Section 124

- (1) <sup>415</sup>The admission applications to the Dormitory Centre shall be assessed by the Dormitory Admission Committee. The Committee shall take into account:
- a) During „first-year” admission procedures, the recommendation of the KolHÖK,
  - b) During „senior year” admission procedures, the recommendation of the Subassembly of the Dormitory Student Union of the partner dormitory.
- (2) <sup>416</sup>The Dormitory Admission Committee shall compile a waiting list for filling up places that become vacant over the course of the academic year. The public employee appointed by the Dormitory Admission Committee is authorised to update the waiting list and fill up the vacant places with students on the waiting list, taking into consideration the recommendation of the Subassembly of the Dormitory Student Union of the partner dormitory.
- (3) <sup>417</sup>Members of the Dormitory Admission Committee are the following:
- a) the service director, who acts as Chairman of the Committee,
  - b) three public employees appointed by the Director General of the Dormitory Centre,
  - c) the Head of the ELTE Dormitory Student Union or his/her representative,
  - d) three members delegated by the Dormitory Student Sub-union.
- (4) <sup>418</sup>The meetings of the Dormitory Admission Committee are called by the Chairman of the Committee.

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<sup>414</sup> Established by Senate Rule XXXIX/2016. (III. 21.) on the amendment of the General Provisions of the Academic Regulations for Students, Volume 2 of the Organisational and Operational Regulations of Eötvös Loránd University. Effective date: 22 March 2016.

<sup>415</sup> Established by Senate Rule XXXIX/2016. (III. 21.). Effective date: 22 March 2016.

<sup>416</sup> Enacted by Senate Rule XXXIX/2016. (III. 21.). Effective date: 22 March 2016.

<sup>417</sup> Numbering and text established by Senate Rule XXXIX/2016. (III. 21.). Effective date: 22 March 2016.

<sup>418</sup> Numbering established by Senate Rule XXXIX/2016. (III. 21.). Effective date: 22 March 2016.

- (5) <sup>419</sup>The Presidents of the university dormitory student unions, the head of EHÖK and the leader of the Academic Board shall be invited to attend the sessions of the Committee with the right of consultation.
- (6) <sup>420</sup>The appeals against the decision on dormitory placements shall be assessed by the Student Appeals Board. The appeal claim shall be addressed to the Chairman of the Board and submitted via the Electronic Registration System.
- (7) <sup>421</sup>The Dormitory Student Union of the EHÖK may propose candidates to 5% of all dormitory places from the students entitled to dormitory placement.

## **TERMINATION OF DORMITORY MEMBERSHIP**

### **Section 125/A**

- (1) The student's dormitory membership shall be terminated:
  - a) when the deadline specified in the decision on admission expires,
  - b) with the termination of the student status, or for the period of the suspension of the student status,
  - c) on the day the decision concerning the expulsion from the dormitory becomes binding,
  - d) if the Student fails to pay the dormitory fee and his/her dormitory membership is cancelled – after having been warned to no avail and after having reviewed the social conditions of the Student –, on the day the decision enters into force,
  - e) if the Student cancels his/her dormitory membership in writing, on the day indicated in the declaration,
  - f) the Student shall be granted exemption from the provision of point d) after having been granted deferment to the payment obligation by the Dormitory Leadership Council due to his/her social circumstances.
- (2) If the dormitory membership is suspended, the Student may move out of the dormitory for a specified period of time. The suspension claim shall be submitted in writing to the director of the concerned dormitory. The suspension claim shall be assessed by the Director of the dormitory based on the opinion of the Dormitory Student Committee.

The dormitory membership may be suspended in the following cases:

  - a) in the event of personal or health-related problems,
  - b) in the event of a foreign scholarship or a study tour abroad.

### **Section 125/B**

- (1) The following students shall be eligible for dormitory placement during the summer vacation:
  - a) PhD students, or those students who pursue academic or scientific activities certified by the Head of their department, or who carry out tasks in favour of the University certified by the faculty's Vice Dean, as well as orphans, students who used to be in state custody, moreover, foreigners who are entitled to a 12-month long placement in accordance with intergovernmental agreements. All of them shall pay a dormitory fee proportional to the duration of their stay.

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<sup>419</sup> Numbering and text established by Senate Rule XXXIX/2016. (III. 21.). Effective date: 22 March 2016.

<sup>420</sup> Numbering and text established by Senate Rule XXXIX/2016. (III. 21.). Effective date: 22 March 2016.

<sup>421</sup> Numbering and text established by Senate Rule XXXIX/2016. (III. 21.). Effective date: 22 March 2016.

- b) Students who have paid the share of the dormitory fee increased by the Senate proportional to the given period of time, and to whom the service director – upon the recommendation of the student unions of the dormitory – have granted this opportunity upon their request, on the basis of their social conditions.
- (2) The students of the University shall enjoy priority in the summer reservation of dormitory places. Nevertheless, if they are not among the students specified in paragraph (1), they shall pay the (market) price determined by the Dormitory Centre.

## **RECORD OF PAYMENTS**

### **Section 125**

Students who receive benefits – or whose close relative specified in this section (hereinafter in this section: close relative) receives them – shall not participate in the decision-making process or in the preparation thereof – with relation to his/her own matter or to matters affecting his/her close relative – concerning the allocation of non-social criteria based grants to the students who are subject to Act CLXXXI/2007 on Transparency of Subsidies Provided from Public Funds. If pursuant to this provision, the Student is not eligible to vote in a matter, he/she shall not be taken into account when determining the quorum during the decision-making process for the given matter.

## CHAPTER VII

### FEES AND CONTRIBUTIONS TO BE PAID BY STUDENTS

#### Section 126

(1) <sup>422</sup>The provisions of this chapter shall be applied to all students having a student, visiting student, adult education or other student status if they have a payment obligation towards the University.

(2) <sup>423</sup>The payment obligations are the following: tuition fee, training contributions, administrative service fees, dormitory fees and levies.

(3) <sup>424</sup> If it has not happened earlier, the Student must be informed of all payment obligations concerning the first year of his/her studies during the enrolment in a written notice (including the notice sent through the Electronic Registration System).

(4) <sup>425</sup>The limitation period for the indebtedness of an individual with a student or other legal status or a person with previous legal relationship shall be interrupted by a written notice to satisfy the claim.

**Nftv. Section 46(1): In accordance with the form of tuition payment in higher education, the student may**

- a) be a student financed through a state scholarship;**
- b) be a student partially financed through a state scholarship,**
- c) pay the full tuition fee.**

**(...)**

**(3) The full cost of studies of students at state funded places and half of the cost of studies of students receiving partial state scholarship shall be borne by the state, whilst the student shall pay the full tuition fee if waivers are not offered. The Authority –responsible for the registration of the (partial) student grants – can establish a repayment obligation similar to tax collecting procedures. Regardless of its relevant rules of procedure, students enrolled in any given study cycle, higher education vocational education or specialist postgraduate programme may be fully or partially financed through a state scholarship.**

**Decree Section 36(1): The student**

**a) whose student status was established before 31 December, 2006 and who**

**aa) participated in a tuition-paying training and on the first day of the semester (study period), he/she received pregnancy-maternity benefits, childcare allowance, child-rearing allowance or childcare benefits, or**

**ab) as a student of Hungarian nationality having already obtained a certificate in general education or in religious education-educator training programme pursues additional studies – in order to obtain a certificate in a second general education training programme – for a period of time determined in the qualification requirements of the given education programme, and**

**b) who, on the first day of the semester (study period), fulfils the requirements set out in points aa) or ab), shall not be obliged to pay tuition-fee in the semester (study period) specified in point b), in the programme or training in which he/she – before the present decree entered into force – had enjoyed exemption from the paying of tuition fee based on the provisions of points aa) or ab).**

#### Section 127

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<sup>422</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>423</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>424</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>425</sup> This provision shall also apply to debts valid at the time of its effective date.

## Section 128

### TUITION FEE<sup>427</sup>

**Nftv. Section 83(1): Tuition paying students shall have a duty to pay tuition for services defined in Section 81 (1)–(2), and to pay fees for the services listed under Section 82 (1)–(2).**

**(2) The rules pertaining to the determination and modification of the fee shall be specified in the fees and grants regulations, on the basis of which the student and the higher education institution shall stipulate in an agreement the amount of the fee.**

**Nftv. Section 73(3): The fee of programmes launched in the higher education institution is determined by the higher education institution with the provider's approval (···)**

## Section 129

(1) <sup>428</sup> The amount of the tuition fee for each programme, along with the tuition fee per credit in the case of visiting student programmes referred to in Section 43 and adult education programmes, programmes organised within the framework of an „other student status” or an individual course schedule referred to in Section 46, shall be determined with the provider's approval on a yearly basis by the Faculty Council. In the case of general education teacher training programmes subject to the provisions laid out in Nftv., the tuition fee is determined by the Conciliation Board of the Teacher Training Centre.

(2) <sup>429</sup> The tuition fees payable during the first year in the full tuition course category shall be published in the Guide for Admission to Higher Education. The amount of tuition fees to be paid by students of higher classes shall be published until 31 May of the previous academic year. The Dean shall inform the Vice Rector for Education of the decision.

(3) <sup>430</sup> The formal requirements of the contract between the tuition-paying student and the University shall be specified by the Rector in a rector's order. On behalf of the University, the contract is signed by the Dean.

(4) The contract shall be safeguarded in the Student's personal files for 10 additional years after the termination of the student status.

**Nftv. Section 49(2a) It is necessary to ensure that the student in their uniquely tailored study arrangement has the option of**

- a) taking ten percent more credits in relation to the total number of prescribed credits**
- b) taking up to ten percent of credits' worth of subjects taught in a language other than Hungarian without having to pay extra tuition fee for these.**

## Section 130

(1) <sup>431</sup> Pursuant to paragraph (4) section 58 of the Regulations, the Student taking more courses (including retaking courses not completed for any reason) than specified in paragraph (2a) point a) of Section 49 of the Nftv. shall pay a credit fee (students enrolled in programmes launched before September 2012), or a tuition fee (for programmes launched after September 2012). The Dean may grant an exemption from the payment obligation for courses organised based on inter-faculty agreements, as well as in cases specified in the Special Provisions.

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<sup>427</sup>Title established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>428</sup>Established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 1 August 2019.

<sup>429</sup>Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>430</sup>Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>431</sup>Last sentence enacted by Senate Rule LXIX/2019. (V. 27.). Effective date: 28 May, 2019.

- (2) <sup>432</sup>
- (3) <sup>433</sup>The credit fee and the tuition fee shall be paid after the Student has exceeded the 10% extra credits that he/she is entitled to take without having to pay tuition or credit fee.
- (4) <sup>434</sup>In relation to students who commenced their state-financed studies before 1 September, 2006
- a) those students may be required to pay a tuition fee whose active semesters in a state-funded programme exceed the training period specified in the programme and outcome requirements;
  - b) the payment of the tuition fee shall not put the students in a less favourable position than they would have been in the case of a payment according to the previous faculty regulation.

The Special Provisions may deviate from the provision of this paragraph.

- (5) Every first registration for
- a) courses in the curriculum,
  - b) elective courses up until the credit value required for obtaining the degree certificate
- is deducted from the 100%.
- (6) Every additional course registration is deducted from the 10% for which the Student does not have to pay immediately.
- (7) <sup>435</sup>
- (8) <sup>436</sup>

**Nftv. Section 83(3): If a student reports the termination or interruption of his/her student status prior to the date set in the organisational and operational regulations of the institution, a proportionate amount of the paid fee, as defined in the organisational and operational regulations, shall be reimbursed.**

**Nftv. Section 43(3): For the fulfilment of a paying obligation towards the higher education institution, the student may be granted exemption from, and deferment to, their payment obligations or allowed to make instalment payments based on the Rector's decision of which he/she notified the provider**

## **RULES OF PAYING THE TUITION FEE<sup>437</sup>**

### **Section 131**

- (1) <sup>438</sup>The Student shall pay the amount of the tuition fee as well as the contribution fee for foreign language training by 15 October in a fall term (or 15 March in a spring term). The timing of the tuition fee payment as well as the establishment of its deadline for an earlier date is specified in the Special Provisions.
- (2) The due date determined pursuant to paragraph (1) shall be the term of preclusion for requesting exemption specified in Section 36(1) of the Decree.
- (3) <sup>439</sup>If the Student interrupts his/her studies during the semester, the amount of tuition fee specified in the Special Provisions shall be refunded to the Student. If the Student expresses his/her wish to interrupt his/her student status before the enrolment or the registration, the tuition fee for the given semester shall be refunded to the Student.

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<sup>432</sup>Repealed by Senate Rule LXIX/2019. (V. 27.). Effective date: 28 May, 2019.

<sup>433</sup>Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>434</sup>Last sentence established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>435</sup> Repealed by Senate Rule LXIX/2019. (V. 27.). Effective date: 28 May, 2019.

<sup>436</sup> Repealed by Senate Rule LXIX/2019. (V. 27.). Effective date: 28 May, 2019.

<sup>437</sup>Title established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>438</sup>Second sentence established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>439</sup>Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

(4) <sup>440</sup>Within the power conferred to him/her by the Rector, the Head of the faculty – upon request – may allow to make instalment payments or grant deferment to the payment obligation of the tuition fee with regard to the Student's financial standing and academic performance. The Head of the faculty shall set the deadline and determine the method of the payment at the same time.

(5) <sup>441</sup>The Head of the faculty may exercise equity and reduce the amount of tuition fee to paid upon the request of the Student after having consulted the organisational unit responsible for the programme.

(6) <sup>442</sup>If the Student fails to pay the tuition fee, the head of the faculty shall warn the Student within one month of the original deadline to fulfill his/her payment obligation.

(7) <sup>443</sup>The student status of the Student who fails to fulfil his/her payment obligation despite the warning – and if he/she was not granted deferment – shall be terminated \[point b) paragraph (4) section 51 of the Regulations]. Moreover, until this decision becomes enforceable, the Student may not register for and take exams and may not register for the next term or take his/her final exam.

(8) <sup>444</sup>The tuition fee shall be paid to the University's account by a transfer initiated from a collective bank account in the Electronic Registration System or – if the Student requests an electronically archived invoice – by bank transfer.

(9) <sup>445</sup>The person whose student status was terminated shall only be obliged to pay a tuition fee proportional to the duration of the student status.

## **REALLOCATION**

### **Section 131/A. <sup>446</sup>**

The Student is reallocated or may be reallocated

- a) at the end of the academic year (in July) based on his/her academic performance in the last two active semesters (Sections 132–132/A);
- b) by taking into account the number of state-financed semesters provided by law (Section 132/B);
- c) upon the request of the Student (Section 132/C) by the University.

### **PERFORMANCE-BASED REALLOCATION<sup>447</sup>**

**Nftv. Article 48 (1) Based on the form of funding, students shall be classified as either students funded through full or partial Hungarian state scholarships or self-funding students.**

**(2) In each academic year, higher education institutions shall reclassify students participating in programmes funded through full or partial Hungarian state scholarships as self-funding students in cases where a student failed to collect at least eighteen credits on average, or to achieve the average academic performance level defined in the higher education institution's rules for organisation and operation in accordance with the relevant decree of the Government, in the last two semesters that student status was not terminated and the student did not pursue studies abroad, as defined in Article 81(3) and (4), and in cases where a student has withdrawn the declaration referred to in Article 48/D(2).**

**(2a) Paragraph (2) shall not apply to doctoral programmes.**

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<sup>440</sup>Established by Senate Rule CLXXXI/2013. (V. 27.). Effective date: 28 May 2013

<sup>441</sup>Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>442</sup>Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>443</sup>Established by Senate Rule LXIII/2014. (V. 26.). Effective date: 27 May, 2014.

<sup>444</sup>Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>445</sup>Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>446</sup>Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>447</sup>Title established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

**Vhr1. Article 61 (1)** In doctoral programmes, the higher education institution shall decide on the reallocation of students between state-financed and self-financed programmes in accordance with the provisions of the doctoral regulations, taking into account the restriction laid out in paragraph (2a) of Section 48 of Nftv.

(2) To determine the number of students to be reallocated for the following study term, the higher education shall determine based on student's grade point averages how many state-financed and self-funded students have had their student status expire prior to their obtainment of the pre-degree certificate, how many state-financed and self-funded students are to be reallocated to another form of financing, how many students have already exhausted their number of state-financed semesters ensured under Section 47 (3) of Nftv. in the given programme in the relevant academic year.

(3) When deciding on reallocations for the academic year in question, students who have pursued their studies for a maximum of one study term in the given higher education institution, or who have not been able to complete their semester due to the provisions laid out in Section 47 (6) of Nftv., shall not be considered for reallocation.

(4) Self-financed students may only request their reallocation to state-funded programmes, and tuition-paying students may only request their reallocation to partially state-funded programmes.

(5)

(6) When registering for the first semester following a reallocation to a state-funded programme, the Student shall sign a declaration with the content specified in point 10 of Annex 9, on a form provided for this purpose. The declaration shall be attached to the registry sheet.

(7) If the student who has gained admission or requesting reallocation does not agree to fulfil the conditions for taking part in a partially state-funded programme, the higher education institution must offer them the opportunity to participate in the same programme in a self-financed arrangement.

(8) The reallocation decision made pursuant to paragraph (2) of Section 48 of Nftv. must be issued by 31 July of each year for the relevant academic year. If, pursuant to Section 56 (1), the credits allocated for the given semester are only completed after 31 July, and the higher education institution still has state-funded places available, the reallocation decision shall be reviewed, and, if necessary, amended in view of this.

(9)<sup>448</sup> In accordance with Section 48 of Nftv., students who fail to reach -- if the organisational and operational regulations of the higher education institution do not establish a higher threshold -- the weighted academic average set by each academic field pursuant to Annex 10 shall be reallocated.

**Vhr1. Article 57 (4)** The credit index and corrected credit index shall serve as the indicators of a student's quantitative and qualitative performance in a given programme in a given semester. The credit index is calculated as follows: the sum of the multiplication of the credit value of the subjects completed during the semester and the grades earned, divided by 30 credits, assuming average advancement of studies. The corrected credit index can be calculated from the credit index with a multiplying factor corresponding to the proportion of the number of credits completed during the semester and the number of credits taken up by the student for the semester. The totalized corrected credit index serves to assess the quality and quantity of the performance of the student over several semesters. The totalised corrected credit index is calculated in the same way as the corrected credit index: 30 credits per semester and all the credits accrued during the whole period must be taken into consideration.

## Section 132

(1)<sup>449</sup> The performance-based reallocation shall be concluded with regard to two student groups in a parallel proceeding:

- a) the reallocation from the state-financed to the tuition-paying course category pertains to those students whose student status was established between 2007 and 1 August, 2012. The scope of this section does not extend to those students who pursued their studies at the University (including higher education vocational studies as well) in 2007, but who did not commence them at the University.
- b) the reallocation from the (partially) state-funded to the full tuition course category pertains to those students whose student status was established in September 2012

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<sup>448</sup> The weighted grade point average referred to in Article 61 (9) and Annex 10 of Vhr1. shall be applied in connection with transfers taking place after 31 August 2016.

<sup>449</sup> Approved by Senate Rule CCXLIX/2013. (VII. 1.) Effective date: 2 July 2013

– and after that date in a phasing-out system – or who commence their studies in a new programme (including higher education vocational training) in September 2012 or after that date. The scope of this section does not extend to those students who pursued their studies at the University (including higher education vocational studies as well) in 2012, but who did not commence them at the University.

(2) <sup>450</sup>For the reallocation process specified in this section, pursuant to the provisions of the Regulations, separate student groups shall be established in the Bachelor's, single-cycle long and Master's programmes for each branch of training and for each major.

(3) <sup>451</sup>The reallocation specified in the present section shall be carried out by the Academic Board until 31 July preceding the next academic year on the basis of the Student's weighted grade point average for their last two active semesters and their number of obtained credits as stored in the Electronic Registration System. The data necessary for the reallocation and the information concerning the right to equity shall be uploaded to the Electronic Registration System and, if necessary, corrected by the faculties until the end of the second week following the exam period.

(4) <sup>452</sup>The scope of this section concerning the reallocation shall extend to students enrolled in fully or partially state-funded programmes as follows:.

a) Among students who started their studies before the 2016/2017 academic year, those who did not collect at least 27 credits by completing courses or exam courses during their last two active semesters;

b) Among students who started their studies in or after the 2016/2017 academic year, those who did not collect at least 36 credits by completing courses or exam courses during their last two active semesters or did not reach the average specified in Annex 10 of Government Decree 87/2015. (IV.9.). (5)

(5) <sup>453</sup>The Student shall be notified electronically of the decision concerning the reallocation in accordance with paragraph (3) Section 151 of the Regulation.

(6) <sup>454</sup>The Academic Board shall ensure that decisions are made in a timely manner and that students are notified of that decision. The Heads of the faculties are responsible for the complete and authentic data concerning the academic performance of the students.

(7) <sup>455</sup>The Student who

a) has completed at least a certain period of the two semesters serving as basis for the reallocation within the framework of the Erasmus or CEEPUS student exchange programme,

b) who has been granted uniquely tailored study arrangement, along with

c) registered special needs students

shall be granted exemption from the reallocation process.

(8) <sup>456</sup>If an illness, child-birth or other unexpected event hinders the Student in his/her studies (especially if the Student is not able to take the sufficient number of credits during the two active semesters serving as basis of the reallocation), the Board of Studies of the Faculty may grant the Student concerned, exemption from the reallocation upon his/her request by no later than the sixth week of the exam period of the spring semester. The request

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<sup>450</sup>Last sentence repealed by Senate Rule CLXXXVIII/2014. (IX. 22.) Effective date: 23 September 2014

<sup>451</sup>Approved by Senate Rule CCXLIX/2013. (VII. 1.) Effective date: 2 July 2013

<sup>452</sup>Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>453</sup>Established by Senate Rule LXIII/2014. (V. 26.). Effective date: 27 May, 2014.

<sup>454</sup>Numerical order established by Senate Rule CCXLIX/2013. (VII. 1.) Effective date: 2 July 2013

<sup>455</sup>Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>456</sup>Numerical order established by Senate Rule CCXLIX/2013. (VII. 1.) Effective date: 2 July 2013

concerning such an exemption shall be submitted to the Board of Studies of the Faculty by the last working day of the fifth week of the spring semester's exam period at the latest. No excuse request may be submitted after the expiration of the relevant deadlines.

(9) <sup>457</sup>The credits earned during the summer professional internship or field practice shall be counted with the credits collected in the next semester.

**Nftv. Section 48 (3) If the status of the (partial) Hungarian state scholarship supported Student accepted to the institution terminates before completing the programme, or the Student, for any reason, continues his/her studies by paying full tuition, the place of this student may – if the relevant request has been submitted – be replaced by a student paying the full tuition fee. The higher education institution shall make its decision concerning the request submitted by a tuition-paying student to be reallocated to the state-funded course category based on the students' performance.**

**(4) Students taking part in partially state-funded programmes may also be reallocated to state-funded places in line with the provisions laid out in paragraph (3).**

### **Section 132/A.**

(1) <sup>458</sup>

(2) <sup>459</sup>Pursuant to Section 48(3) of the Nftv., the vacant state-funded places may be filled by those students who pursue their studies in the same programme and who perform the best, based on the aggregated corrected credit index. The students shall be reallocated based on the following rules, in the following order:

a) for the vacant state-funded positions partially state-funded and tuition-paying students,

b) for the vacant partially state-funded position, tuition-paying students may be accepted.

(3) <sup>460</sup>The students concerned shall be notified of the decision in accordance with the provisions of paragraph (4) Section 132 of the Regulations until the 30th day preceding the beginning of the academic year.

(4) The provisions of Section 132 of the Regulations shall be applied to the uploading of the data concerning the academic performance of students paying full tuition.

(5) <sup>461</sup>The Student can only be reallocated to a (partially) state-funded category if the he/she has submitted the relevant statement in the Electronic Registration System by the end of the exam-period, and if they completed

a) (if applicable) 27 credits pursuant to Section 132 (4) point a),

b) (if applicable) 36 credits pursuant to Section 132 (4) point b), and their weighted grade point average reaches the average specified in Annex 10 of Vhr1.

## **REALLOCATION BASED ON THE NUMBER OF SEMESTERS**

### **Section 132/B.**

(1) The number of state-financed/(partially) state-funded semesters used by the Student shall be determined by the University based on the data available. If the relevant legislative regulations deem it necessary, the Student shall be reallocated by the University to

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<sup>457</sup> Approved by Senate Rule CCXLIX/2013. (VII. 1.) Effective date: 2 July 2013

<sup>458</sup> Repealed by Senate Rule CXCI/2017. (VI. 26.) Effective date: 27 June 2017.

<sup>459</sup> Introductory text established by Senate Rule CLXXXVIII/2014. (IX. 22.) Effective date: 23 September 2014

<sup>460</sup> Established by Senate Rule CLXXXVIII/2014. (IX. 22.) Effective date: 23 September 2014

<sup>461</sup> Established by Senate Rule CVI/2018. (V. 28.) Effective date: 1 August 2018.

the full tuition course category within fifteen days of the decision. The University shall issue a decision on the subject.

(2) For the case specified in paragraph (1), the first day of the deadline for the payment of the tuition fee shall be the first day after the decision enters into force.

(3) If after the reallocation decision a scholarship/grant is awarded and fully or partially paid for the tuition-paying semester to the Student to which tuition-paying students are not eligible, paragraph (1) shall regulate the withdrawal of the scholarship and the reimbursement of the amount of the scholarship already paid.

## **REALLOCATION UPON REQUEST**

### **Section 132/C.**

(1) The Student may submit a request to the University at any time to be reallocated from the state-financed/(partially) state-funded course category to the full tuition course category from the beginning of the next semester. By submitting the request, the Student acknowledges that he/she may only be reallocated to the (partially) state-funded course category within the framework of a performance-based reallocation process.

(2) Tuition-paying students are not entitled to submit a request for reallocation to the (partially) state-funded course category.

## **TRAINING CONTRIBUTIONS**

**Nftv. Section 82(1)** The fee-paying services available to (partial) Hungarian state scholarship supported students shall be as follows:

- a) teaching of a body of knowledge in any language other than Hungarian as chosen by the student, which is defined in the curricula of the Bachelor and Master programmes in Hungarian and is taught in Hungarian, except if the curriculum contains an academic requirement to be fulfilled in a foreign language,
- b) objects produced with the tools and equipment of the higher education institution, supplied for the student by the higher education institution, becoming the property of the student (e.g. reproduced materials),
- c) use of the facilities, including library, laboratories, computer, sport and recreational facilities, and the equipment of the higher education institution outside the scope of free services,
- d) courses awarding credits in excess of the compulsory number of credits or the number of credits higher education institutions are required to offer under this Act.

(2) The academic and examination regulations of higher education institutions may stipulate a fee for the third or any additional retake of an examination in the same subject, and its fees and grants regulations may specify the same for failure to meet or late fulfilment of the obligation set forth in the academic and examination regulations. The rate of such payment obligation per each occasion may not exceed five percent of the normative funding per student.

**Vhr2. Section 9(3):** If the student fails to appear at an exam, his/her knowledge cannot be evaluated. The higher education institution shall oblige the Student who has failed to appear at the exam to pay for all the expenses incurred – in accordance with the procedures specified in its regulations on fees and grants– unless the student gives a justifiable excuse for his/her absence.

### **Section 133**

(1) <sup>462</sup>The amount and titles of the tuition fees and payment obligations specified in Article 82 (1) of Nftv. shall be determined by the faculty with the approval of the chancellor which provides the service for the tuition fee. If the service is not provided by a faculty, the amounts and titles shall be determined by the chancellor. The amount and titles of the tuition fees and payment obligations specified in Article 82 (2) of Nftv. shall be determined by the Senate with the approval of the chancellor. The tuition fees cannot exceed the amount of the University's relevant expenditures.

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<sup>462</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

(2) <sup>463</sup>Pursuant to the provisions of Article 56 (2) of Vhr2., if the Student fails to appear at an exam without a justifiable excuse specified in Section 71 (7) of the Regulations, the Student is obliged to pay a training contribution specified in paragraph (1).

(3) <sup>464</sup>The credit fee and the tuition fee specified in section 130 of the Regulations qualify as training contribution pursuant to Article 82 (1) of Nftv. which shall be determined

a) with the approval of the chancellor by the faculty responsible for the Student's major, with the exception of the provisions laid out in point b),

b) with the approval of the chancellor by the Conciliation Board of the Teacher Training Centre in the case of general education teacher training programmes.

## **ADMINISTRATIVE SERVICE FEES**

### **Section 134**

(1) The maximum amount of the administrative service fees shall be revised annually by the Senate. The titles under which an administrative service fee may be charged are the following:

- a) for the modification of a deadline for the fulfilment of an administrative requirement or for the definitive failure to fulfil the above requirement, a maximum 3% of the normative funding per student specified by the Budget Act;
- b) for the failure to meet the deadline for a payment obligation, a maximum 3% of the normative funding per student specified by the Budget Act;
- c) for the modification of the deadline for the fulfilment of an academic requirement, a maximum 3% of the normative funding per student specified by the Budget Act;
- d) for the repeated validation of the same student pass within the same semester, a maximum 5% of the normative funding per student specified by the Budget Act.

(2) <sup>465</sup>

(3) <sup>466</sup> A Student who fails to meet the payment obligation of the training contribution and the administrative service fees by the specified deadline shall not register for and take the end-term exams, shall not register for the next semester and shall not take the final exam – in the case of any unpaid debt until meeting their payment obligation.

(4) <sup>467</sup>The Student shall be notified of the training fees and administrative services fees payable in a personal message sent through the Electronic Registration System.

### **Section 135<sup>468</sup>**

The tuition fees, as well as the training contributions and administrative service fees paid by the students shall constitute the revenue of the concerned organisation unit apart from the current expenses deducted in accordance with the University Management Regulations. The organisational unit shall decide on the use of its revenues within its own authority.

## **DORMITORY FEES**

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<sup>463</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>464</sup> Established by Senate Rule LXIX/2019. (V. 27.). Effective date: 28 May 2019.

<sup>465</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>466</sup> Established by Senate Rule CLXXXII/2013. (V. 27.). Effective date: 1 September, 2013, to be applied to students who obtain their final certificate in or after the academic year of 2013–2014.

<sup>467</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>468</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

**Decree Section 22(3)** The classification of individual dormitory places shall be governed by the agreement between the Head of the higher education institution and the Student Union that has to be concluded until 30 May preceding the beginning of the academic year, with the addition that

- a) the dormitory place in which the plumbing unit is common, 3 or more people are placed in the same room and the building has not been renovated in the last 10 years may only be ranked in Category I.;
- b) the dormitory place may be ranked in Category II. if fewer than 3 people are placed in one room;
- c) the dormitory place may be ranked in Category III. if a complete separate plumbing unit is constructed for each room or for two rooms and if fewer than 3 people are placed in one room;
- d) the dormitory place may be ranked in Category IV. if a complete separate plumbing unit is constructed for each room or for two rooms, if fewer than 3 people are placed in one room and if the building has been renovated in the last 10 years.

**Decree Section 23(1)** In the case of students participating in state-financed programmes or PhD programmes, the monthly amount of the dormitory fee per person specified in the institution's regulations on fees and grants may not exceed

- a) 8% of the annual dormitory normative funding in the case of a Category I. place;
- b) 10% of the annual dormitory normative funding in the case of a Category II. place.;
- c) 12% of the annual dormitory normative funding in the case of a Category III. place;
- d) 15% of the annual dormitory normative funding in the case of a Category IV. place.

(2) The basic dormitory services are the following: the continuous assurance of the conditions concerning the operation of a dormitory or students' hall of residence, furthermore the possibility to use personal computers, consumer electronic goods and household appliances with low electricity consumption.

### Section 136<sup>469</sup>

(1) <sup>470</sup>Every higher education dormitory and college for advanced studies operated by the University shall be classified into different degrees of comfort pursuant to paragraph (3) section 22 of the Decree. The basic services provided by the dormitories are specified in the Rules and Regulations of the Dormitories.

(2) <sup>471</sup>Pursuant to the agreement between the Senate and the EHÖK, the following dormitory fees are set in partner dormitories and colleges for advanced studies of the Dormitory Service Centre:

- a) Dormitory on Ajtósi Dürer sor ..... HUF 12,320 / month;
- b) Dormitory on Damjanich street ..... HUF 10,320 / month;
- c) Kőrösi Csoma Sándor Dormitory ..... HUF 15,320 / month;
- d) Dormitory on Nagytétényi street ..... HUF 9,320 / month;
- b) Dormitory on Nándorfejérvári sreet ..... HUF 12,320 / month;
- d) Dormitory on Vezér street ..... HUF 9,320 / month;
- g) <sup>472</sup>Bibó István College for Advanced Studies ..... HUF 15,320 / month;
- h) Bolyai College for Advanced Studies ..... HUF 12,320 / month;

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<sup>469</sup>As the references in the following paragraphs were accepted incorrectly, "paragraph (2)" shall be replaced by "paragraph (3)" in the introductory text of paragraph (4), "paragraph (3)" shall be replaced by "paragraph (4)" in paragraph (5), "paragraph (8)" shall be replaced by "paragraph (9)" in paragraph (10), and "paragraph (2)" shall be replaced by "paragraph (3)". Corrected on 28 April, 2011

<sup>470</sup>Established by Senate Rule CCLXVI/2013. (VII. 1.) Effective date: 1 September 2013

<sup>471</sup> Introduction established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>472</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

- i) Eötvös József for Advanced Studies ..... HUF 12,320 / month;
- j) Angelusz Róbert College for Advanced Studies ..... HUF 12,320 / month;
- k) Illyés Sándor College for Advanced Studies ..... HUF 12,320 / month;
- l) rented dormitory ..... HUF 10,320 / month;
- m) <sup>473</sup> Budapest premises of Márton Áron Dormitory and College for Advanced Studies
- ma) Students subject to the Preference Act:
- 3-bed accommodation HUF 10,500/month
  - 2-bed accommodation HUF 14,300/month
  - 1-bed accommodation HUF 28,000/month
- mb) Students not subject to the Preference Act:
- 3-bed accommodation HUF 19,000/month
  - 2-bed accommodation HUF 22,000/month
  - 1-bed accommodation HUF 32,000/month
- n) <sup>474</sup> Pécs premises of Márton Áron Dormitory and College for Advanced Studies HUF 13,000/month
- o) <sup>475</sup> Szeged premises of Márton Áron Dormitory and College for Advanced Studies HUF 9,500/month
- p) <sup>476</sup> Debrecen premises of Márton Áron Dormitory and College for Advanced Studies
- 2-bed accommodation HUF 11,650/month
  - 3-bed accommodation HUF 10,700/month
- q) <sup>477</sup> Pável Ágoston Dormitory
- qa) Apartment-style room HUF 17,500/month
- qb) 4th floor room in Magyar Street dormitory HUF 15,000/month
- qc) other dormitory rooms HUF 11,620/month

10% of dormitory fees can be spent on developments

(3) The Student admitted to the dormitory shall pay the dormitory fee for each calendar month started at the dormitory after moving in, irrespective of which day of the month he/she moves in or out on.

(4) <sup>478</sup>

(5) <sup>479</sup>

(6) <sup>480</sup>

(7) During the course of the semester, the Student shall give notification of his/her intention to move out from the dormitory at least one calendar month in advance, and he/she shall pay the dormitory fee for the incomplete month. If the Student moves out during the exam

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<sup>473</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>474</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>475</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>476</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>477</sup> Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

<sup>478</sup> Repealed by Senate Rule CCLXV/2019. (XII.16.). Effective date: 1 February 2020.

<sup>479</sup> Repealed by Senate Rule CCLXV/2019. (XII.16.). Effective date: 1 February 2020.

<sup>480</sup> Repealed by Senate Rule CCLXV/2019. (XII.16.). Effective date: 1 February 2020.

period, he/she shall pay the dormitory fee charged for the entire semester. The students specified in point c) paragraph (4) do not fall under the scope of this provision.

(8) The following students shall not move into the dormitory:

- a) those who have cancelled their dormitory membership during the semester;
- b) those who have been admitted to the dormitory, but did not cancel their membership and failed to move in before the set deadline.

(9) The students – except for those admitted during the admission procedure of the given year – are obliged to declare whether they wish to occupy their dormitory places from 1 June. The students whose student status was established at the beginning of the academic year are obliged to make the declaration upon the beginning of the second semester.

(10) The Student who waives his/her right to dormitory placement in the declaration specified in paragraph (9), and who moves out of the dormitory shall not be obliged to pay the dormitory fee for June (contrary to the provisions of paragraph (3)). The dormitory is not obliged to provide dormitory placement in June for those students who did not declare their claim.

(11) The following students may be granted exemption from the obligation to pay the dormitory fee due to their social conditions:

- a) students on long-term (foster) care,
- b) orphans,
- c) breadwinners,
- d) students who are no longer under guardianship because they have come of age.

The Dormitory Leadership Council shall decide on the exemption from paying the dormitory fee.

(12) In the case of a Student working in the dormitory, the Dormitory Leadership Council may grant him/her exemption from the payment obligation of the dormitory fee, if the Student submits a written request.

## **RULES OF THE PAYMENT AND THE USE OF THE DORMITORY FEE**

### **Section 137**

- (1) The Student shall pay the dormitory fee by the 20th day of the reference month.
- (2) The dormitory fees paid by the students shall be used in accordance with the provision of the University Management Regulations.
- (3) If the payment of the grants was delayed, the service director shall exercise equity on late payments of the dormitory fee.

## **LIBRARY FINE**

### **Section 137/A.**

(1) The order for setting the amount of the library fine is specified in the Rules and Regulations on Library Use, which is Annex 2 of the Organisational and Operational Regulations of the University Library Service.

(2) <sup>481</sup>The Student who fails to pay the library fine and who fails to return the borrowed items before the due date shall not take his/her final exam.

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<sup>481</sup>Established by Senate Rule LXIII/2014. (V. 26.). Effective date: 27 May, 2014.

## **CHAPTER VIII**

### **RULES OF FIRST INSTANCE PROCEEDINGS IN STUDENT ISSUES**

#### **Section 138**

(1) <sup>482</sup>All issues qualify as a student issue in which the person or board specified in paragraph (1) section 139 of the Regulations is entitled to act (take action, make a decision) in relation to the student status, in a matter related to the Student's rights and obligations.

(2) The student shall not suffer any adverse legal consequences in connection with their studies at the University which are the fault of the institution and to which no other legal consequences are attached in the present Regulations.

#### **AUTHORITY**

#### **Section 139**

(1) <sup>484</sup>First instance proceedings fall under the jurisdiction of the Dean, the Vice Dean, the Head of the Office of Educational Affairs and the people, boards and organisational units specified in the Regulations, thus in particular:

- a) <sup>485</sup>the Office of Educational Affairs
- b) the Board of Studies,
- c) the subcommittees of the University Social and Scholarship Committee,
- d) the subcommittees of the University Credit Transfer Committee

(2) <sup>486</sup>Pursuant to sections 11 and 126, Volume I. of the Organisational and Operational Regulations, the composition of the bodies specified in paragraph (1) should be governed by the faculty regulations that constitute an annex of Volume I. of the Organisational and Operational Regulations.

(3) <sup>487</sup>The Dean may delegate some of their powers to the Vice-Dean for Education, the chair of the faculty body and the Faculty Education Committee. The Dean may delegate some of the powers of the Faculty Credit Transfer Committee to the Vice-Dean for Education and the head of the Office of Educational Affairs.

#### **JURISDICTION**

#### **Section 140**

(1) <sup>488</sup>Unless otherwise provided in the relevant legislation or in the Organisational and Operational Regulations of the University, the body (person) belonging to the faculty at which the Student pursues his/her studies shall have jurisdiction over the matter.

(2) If there are multiple such faculties, the faculty organising the training to which the Student's request pertains shall have jurisdiction over the matter.

(3) If the Student's request is not connected to the training, his/her home faculty shall have jurisdiction over the matter.

#### **THE INSPECTION OF THE AUTHORITY AND JURISDICTION**

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<sup>482</sup>Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>484</sup>Introductory text established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>485</sup>Introductory text established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>486</sup>Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>487</sup>Enacted by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>488</sup>Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

### **Section 141**

(1) The body (person) acting in the student issue shall inspect its authority and jurisdiction in all stages of the proceeding. If the absence of authority or jurisdiction is established, the issue must be transferred to the body (person) having authority or jurisdiction. At the same time, the Student – or his/her representative – must be informed of the transfer.

(2) If the person (body) having authority or jurisdiction cannot be determined, or the issue should be transferred to a body (person) that had previously established the absence of such authority or jurisdiction, the appointment of the acting body must be initiated.

#### **APPOINTMENT OF THE ACTING BODY**

### **Section 142**

(1) The acting body can be appointed upon the initiation of the first instance body (person) or of the Student.

(2) <sup>489</sup>The appointment should happen in the cases specified in paragraph (2) Section 141 of the Regulations as well as when the acting body (person) cannot be determined at the instigation of the proceeding.

(3) The acting body should be appointed by the Rector within 15 days of the submission of the relevant request. This deadline can be prolonged by 15 days on one occasion.

#### **THE USE OF EQUITY BY THE DEAN**

### **Section 143**

(1) <sup>490</sup>Under special circumstances specified in the Special Provisions, the Dean – upon the Student's request – may permit deviations from any of the rules listed in the Regulations.

(2) For this decision the Dean needs to consult the responsible organisational unit and/or instructor, or the board responsible.

(3) Aggravating family and life circumstances, if proven, are the primary reasons why the Student can submit a request for equity.

(4) <sup>491</sup>The Student cannot submit a request for equity if

- a) his/her application was declined,
- b) his/her extraordinary conditions were caused by his/her own misbehaviour or negligence, except if the consequence is disproportionate to the gravity of the misbehaviour or negligence.

(5) The Dean cannot grant exemption from the completion of the studies.

#### **INSTIGATION OF THE PROCEEDING**

### **Section 144**

(1) The proceeding can be instigated by the University or upon the Student's request.

(2) The proceeding is instigated by the University if the University is bound by the relevant legislation or by the Regulations, furthermore, if pursuant to the legislation or the Regulations or the Student applies for the University's invitation to all students or to a part of them (e.g. call for applications etc.).

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<sup>489</sup>Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>490</sup>Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>491</sup>Established by Senate Rule CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

(3) A proceeding may be instigated upon the Student's request if pursuant to the relevant legislation or to the provisions of the Regulations the Student is entitled to initiate the proceeding.

(4) In the case of a proceeding instigated upon the Student's request–, the provisions of paragraph (5) of this section should prevail, unless the obligatory form and content are specified– in the relevant legislation or the Regulations.

(5) The request –shall be submitted to the responsible body (person)– in writing. The request shall include:

- a) <sup>492</sup>the Student's name, university ID code generated by the Electronic Registration System, mother's maiden name, address, major(s) (including higher education vocational training), and the faculty/faculties at which the Student pursues his/her studies,
- b) the addressee of the request, that is, the body responsible for the matter;
- c) the regulation on which the request is based;
- d) the definite request the Student submits the document for;
- e) the facts and conditions serving as justification for the request;
- f) authorisation (if the Student has a representative).

(6) <sup>493</sup>The list of the issues whose assessment can only be instigated on the appropriate platform of the Electronic Registration System shall be published according to the methods of the given faculty. In such issues – with the exception of the case specified in paragraph (7) of this section – the request cannot be submitted in any other form.

(7) <sup>494</sup>If the petitioner does not have a university ID code generated by the Electronic Registration System, the request must be submitted in writing with the contents specified in paragraph (5), with the exception of the university ID code.

### **Section 145**

In all cases, the request must be assessed based on its content. Incorrect naming of the request cannot result in the rejection thereof.

## **SCHEDULE OF THE PROCEEDING**

### **Section 146**

- (1) <sup>495</sup>Unless otherwise set out in the relevant legislation or in the Regulations, the student's issue must be resolved at the latest 30 days after the submission of the request. If necessary, the acting body may prolong this deadline by 30 days. The Student - or his/her representative - must be informed of this decision. If a university body whose meeting schedule is public has authority to handle the issue, the issue shall be handled at the following session of the body if the request was received at least 8 days before the session, unless otherwise stated in the Special Provisions. If the request is not received in time, the issue shall be handled at the next session.

- (1a) <sup>496</sup>In cases when a deadline to submit the request is set, the deadline for resolving the issue established in paragraph (1) is counted from the expiration of the deadline to submit the request.

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<sup>492</sup>Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>493</sup>Endorsed by Senate Rule CXX/2015. (29 June). Effective date: 15 August 2015.

<sup>494</sup>Endorsed by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>495</sup>Endorsed by Senate Rule CXX/2015. (29 June). Effective date: 15 August 2015.

<sup>496</sup>Endorsed by Senate Rule CXX/2015. (29 June). Effective date: 15 August 2015.

(2) If the acting body had to be assigned, the deadline is calculated from the day on which the assigned body received the documents.

(3) If the Student's request was found incomplete, the first day of the deadline shall be the day on which the Student completed the submission.

(4) If the Faculty Council or the Senate is entitled to settle the issue, the issue must be settled during the next session. It is not obligatory to call an extraordinary session, even if the deadline specified in paragraph (1) cannot be respected otherwise.

## **SUBMISSION OF THE REQUEST**

### **Section 147**

(1) <sup>497</sup> Depending on the relevant legislation, the Regulations, the relevant advertisement or the provisions of the call for applications, the Student may submit his/her request

- a) in person or
- b) by post, as a registered delivery or
- c) electronically, on the appropriate platform of the Electronic Registration System, or in its absence, via e-mail.

(2) If the request is submitted by post, the time of the submittal shall be the day on which the request was posted.

(3) <sup>500</sup> In the case laid out in point c) of paragraph (1), the attachment to the request can be a scanned-in document. The attachment can also be an e-mail written by an instructor sent from that instructor's official university e-mail account.

(4) <sup>501</sup> To certify the authenticity of the verification submitted by the Student, the Office of Educational Affairs may mandate the Student to present its original copy.

## **PARTICIPATION IN THE PROCEEDING**

### **Section 148**

(1) The Student is entitled to participate in the proceeding either in person or through a representative.

(2) The Student is not entitled to have a representative if his/her obligation can only be fulfilled in person.

(3) Only people older than eighteen years of age may act as representatives. Attorneys or law firms may also be authorised.

## **AUTHORISATION**

### **Section 149**

(1) The authorisation given to persons other than attorneys or law firms is legitimate if

- a) the Student has written it by his/her own hand and has signed it personally, or

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<sup>497</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>500</sup> Enacted by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>501</sup> Enacted by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

- b) if it is not handwritten, two witnesses confirm with their signatures that the authorisation was signed in their presence by the Student, or the Student recognises the signature as his/her own,
- c) or it has been recorded in another conclusive private document.
- (2) The authorisation must be signed by the representative as well.
- (3) The procedural steps falling under the scope of the authorisation must be clarified in the document.
- (4) The representative must submit the authorisation to the responsible body upon first encounter.

## **DELIVERY**

### **Section 150**

- (1) Documents may be delivered to the Student
  - a) in person;
  - b) by post;
  - c) <sup>502</sup>
  - d) <sup>503</sup>by e-mail or
  - e) <sup>504</sup>by fax
- (2) If the documents are delivered to the Student in person, the fact and the date of the receipt as well as the Student's signature must be indicated on the duplicate.
- (3) <sup>505</sup>
- (4) <sup>506</sup>

### **Section 151**

- (1) <sup>507</sup>
- (2) <sup>508</sup>Delivery by notice is only possible if the provisions concerning the protection of personal data are respected. The notice may be published on the notice board of the faculty and in the Electronic Registration System.
- (3) <sup>509</sup>Electronic delivery may be completed through the Electronic Registration System.
- (4) <sup>510</sup>The provisions of this section – with the exception of those regarding the delivery through the Electronic Registration System – are applicable even if the Student acts through a representative.

## **SUMMONS**

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<sup>502</sup> Repealed by Senate Rule CXX/2015. (29 June). Effective date: 15 August 2015.

<sup>503</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>504</sup> Endorsed by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>505</sup> Repealed by Senate Rule CXX/2015. (29 June). Effective date: 15 August 2015.

<sup>506</sup> Repealed by Senate Rule CXX/2015. (29 June). Effective date: 15 August 2015.

<sup>507</sup> Repealed by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>508</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>509</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>510</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

## **Section 152**

(1) Whoever the body (person) responsible for processing the request wishes to hear will be officially summoned.

(2) The acting body, the case number, the subject of the case, the date of the hearing, the capacity in which the person will be heard (e.g. witness) and the relevant issue must be indicated in a summons.

(3) The provisions of Section 151 of the Regulations are applicable to the delivery of the summons, with the addition that the party appearing in person may be summoned to another hearing orally. Furthermore, in urgent cases, the party concerned may be summoned by telephone.

(4) oral summons must be registered in the minutes of the personal hearing, whereas a summons by telephone must be registered in a separate note.

(5) If the party concerned has a representative, a summons to a personal hearing must be delivered to both parties.

### **CALCULATION OF DEADLINES, DUE DATES**

## **Section 153**

(1) Deadlines must be calculated in either calendar days, months or years.

(2) The starting day of the deadline is the day on which the event serving as basis to the deadline occurred. In the case of a deadline calculated in days, the starting day is not taken into consideration.

(3) If the last day of the deadline or the due date falls on a Sunday or a bank holiday, the deadline and due date shall expire on the next workday. This provision shall not apply to administration or payments conducted via the Electronic Registration System.

(4) Deadlines and due dates may be set by the relevant legislation, by the Regulations, by the call for applications or in the absence of such provisions, by the acting body.

(5) Deadlines and due dates can only be prolonged if the relevant legislation or the Regulations provide so.

### **OMISSION**

## **Section 154**

(1) Unless otherwise provided in the relevant legislation or in the Regulations, the person who misses the deadline shall no longer meet it effectively.

(2) If the deadline was not respected due to a well-known natural event or other extraordinary circumstances, the missing of the deadline shall not be taken into consideration.

(3) <sup>511</sup>Pursuant to paragraph (2) section 147 of the Regulations, the documents sent by post shall be deemed as submitted on time if the date of the posting is the last the of the deadline (at the latest).

### **EXCUSES**

## **Section 155**

(1) In the case of a missed deadline, the Student can submit an excuse request.

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<sup>511</sup>Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

(2) The excuse request shall contain the justification of the missed deadline, proving that it did not happen out of the Student's own fault. Moreover, the Student needs to provide the necessary corrections.

(3) No excuse request may be submitted if it is excluded by the relevant legislation or the Regulations, or if another set deadline is missed because of the excuse request.

(4) The excuse request must be submitted to the acting body within 8 days of the due date or of the last day of the deadline. If the Student learns about the omission later, or if the obstacle is removed later, the deadline shall be calculated from the day on which the student learnt about the omission, or the day on which the obstacle was removed. No excuse request may be submitted after the 30th day from the missed due date or the last day of the deadline.

(5) <sup>512</sup>If the Student is proven to have been hindered in submitting the request on time by an IT system error on the side of the University (Electronic Registration System, e-mail server), the Student's request shall be accepted (even in the case of limitation period deadlines), even if prohibited by the present Regulations.

## **PROVIDING CORRECTIONS**

### **Section 156**

(1) If the Student's request is found incomplete – it does not contain the information specified in the relevant legislation, the Regulations, in particular paragraph (5) of section 144 thereof, or in the call for applications – he/she must be informed about providing the necessary corrections at short notice (within a maximum of 8 days).

(2) The call for correction may be announced orally, in writing – with a delivery or by notice.

(3) The call for correction must indicate the incomplete parts and the necessary corrections. Moreover, it must remind the party concerned that if he/she fails to provide the necessary corrections, his/her request will be rejected by the acting body, or the acting body will assess the request based on its incomplete content.

## **MINUTES**

### **Section 157**

(1) A minutes shall be prepared of the public council or board meeting preceding the decision, of all separate personal hearings and in the cases specified by the Regulations.

(2) <sup>513</sup>The minutes shall be prepared in accordance with the provisions of paragraph (1) in writing or in a sound recording. If the minutes are prepared in a sound recording, the recording shall be handed over or a transcript must be made of the recording within 8 days.

(3) <sup>514</sup>The minutes must contain the name of the acting body, the place and date of the creation of the minutes, the name of the person participating in the hearing, his/her mother's name, his/her ID card number, address, in the case of a student, his/her university ID number generated by the Electronic Registration System, his/her role in the issue (submittee, representative, witness, expert etc.), reminder of the rights and obligations, statements significant to the issue, and finally – in the case of written minutes – the signature of the persons participating in the hearing, of the acting persons and of the keeper of the minutes.

## **SUBMISSION OF THE REQUEST**

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<sup>512</sup> Enacted by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>513</sup> Established by Senate Rule CXX/2015. (29 June). Effective date: 15 August 2015.

<sup>514</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

## Section 158

(1) The Student's request shall be assessed by the acting body without a hearing, in a hearing or at a board meeting.

(2) If the rules of the assessment are not specified in the relevant legislation or in the Regulations, the request must be assessed without a hearing. However, the Student may be heard if necessary or upon his/her request.

### FIRST INSTANCE DECISION

**Nftv. Section 57(2): The higher education institution shall send written notification about the decisions it makes in connection with the student in cases defined within the scope of the present Act, government decrees and the organisational and operational regulations, and if the student requests. The decision made by the higher education institution in connection with the student shall be final if the student fails to submit a request for legal redress within the deadline period specified in Paragraph (3), or opted to refrain from submitting such a request.**

## Section 159

(1) <sup>515</sup>The first instance body/ person shall issue a decision.

(2) Notices concerning the practice of general student rights and the fulfilment of obligations as well as information on the investigation of a complaint should not be issued in a decision. However, the right for legal redress shall be registered in writing in these cases as well.

(3) If the first instance body/ person grants the application, a simplified decision may be issued that may not include the explanatory statement and the information on a legal remedy. The explanatory statement may be omitted in the case of a decision only determining the date of a procedural act.

(4) The decision must contain

a) the name of the acting body/ person, the case number and the name of the official in charge,

b)<sup>516</sup>the name of the entitled or obliged student as well as his/her university ID code generated by the Electronic Registration System,

c) the subject matter,

d) in the ruling

da) the decision, moreover information on the possibility of appeal,

db) the due date or deadline for the fulfilment of the obligation and the legal consequences of the lack of voluntary compliance,

e) in the explanatory statement

ea) the established factual situation,

eb) the statutory and regulatory stipulations on the basis of which the decision has been made, moreover how these stipulations led to the decision presented in the ruling,

ec) whether the Student has presented evidence, if so, how the evidence has been taken into account by the decision maker, or the reasons why the evidence has been disregarded,

ed) if the request was rejected on the basis of its incompleteness – including the failure to present evidence –, the call for corrections, its date, and the failure to fulfil the call,

ee) in the case of a decision based on equity, the aspects and facts serving as basis of the equity,

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<sup>515</sup>Established by Senate Rule CCLXII/2007. (XII. 17.). Effective date: 1 January 2008.

<sup>516</sup>Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

ef) if the request was denied because the deadline was not respected, the fact that the deadline was missed with the indication the original deadline and the actual date of the submission,

f) place and date of the decision-making, name and title of the decision maker,

g) in the case of a written document, the signature and stamp of the decision's issuer.

(5) <sup>517</sup>A deadline or a due date must be set if the decision contains an obligation. If the Regulations provide so, the obligation may be fulfilled in instalments.

(6) The obligatory sample for first instance rulings and for the information on the right to remedial action is set by the Rector in a Rector's order.

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<sup>517</sup>Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

## CHAPTER IX

### RULES OF APPEAL (SECOND INSTANCE) PROCEEDINGS IN STUDENT ISSUES<sup>518</sup>

Nftv. Section 57(3): The student shall be entitled to legal redress in respect of the decision made or measure taken by the higher education institution, or in the event of the lack of any measure (hereinafter jointly referred to as decision) within a period of fifteen days following the announcement of the decision, or gaining knowledge of the decision in the event of the lack of the former, except in the case of decisions pertaining to the evaluation of studies. A procedure may also be launched in connection with the evaluation of studies if the decision is not based on criteria approved by the higher education institution, or the decision is contrary to rules set out in the organisational and operational regulations of the higher education institution, or rules regulating the organisation of examination have been breached.

Nftv. Section 58(3): Provisions governing Paragraphs (1) to (2) of Section 57 shall be applied in respect of decisions and omissions affecting:

a) applicants applying for entry into higher education institutions;

b)

c) students whose status has, in the meantime, terminated.

(4) The higher education institution, in accordance with the framework defined within the scope of the present Act and the Government decree shall regulate in the organisational and operational regulations the rules of procedure of the legal redress procedure, in particular the announcement of the decision and the deadline for ruling on the request for a legal review, which shall be no more than 30 days.

#### Section 160

The provisions of this chapter shall be applied in all cases in which the Student is entitled to seek remedial action in connection with a first instance decision or with the institution's failure to make a decision.

#### AUTHORITY

##### Section 161

(1) <sup>519</sup>Second instance proceedings shall fall under the exclusive jurisdiction of the Student Appeals Board (hereinafter: Board).

(2) The Board does not exercise equity.

(3) Unless otherwise specified in the relevant legislation or in the present chapter, the general rules of first instance proceedings are to be applied in second instance proceedings as well.

#### JURISDICTION

##### Section 162

(1) All second instance proceedings of the students – including the second instance review of first instance compensation and disciplinary sanctions – fall under the jurisdiction of the Board.

(2) The Board shall have jurisdiction over all appeal claims lodged in cases when the institution fails to make a decision.

#### STUDENT APPEALS BOARD

##### Section 163

(1) The members of the Board are the following:

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<sup>518</sup>The title of the chapter was established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>519</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

- a) the Secretary General as Chairman of the Board,
  - b) two instructors;
  - c)<sup>520</sup>three student members;
  - d)<sup>521</sup>two instructors and three students as substitute members.
- (2) <sup>522</sup> The chair of the Committee shall be a person employed by the University with legal qualifications. The (permanent and substitute) instructor members of the Board are elected by the Senate, whereas two students are delegated by the EHÖK and one is delegated by the EDÖK.
- (3) <sup>523</sup> If the Secretary General has been excluded from the proceeding \[Nftv. Section 57(4)], the person who is entitled to substitute the Secretary General shall act as the Chairman of the Board.
- (4) <sup>524</sup> The (instructor and student) substitute members of the Board may replace a permanent (instructor or student) member if the latter has been excluded from the proceeding \[Nftv. Section 57(4)], or if the permanent member is prevented from acting, and this obstacle endangers the deadline set for the conclusion of the proceeding.
- (5) The Rector makes a recommendation concerning the person of the (permanent and substitute) instructor members to the Senate.
- (6) The mandates of the instructors (both permanent and substitute) shall be valid for 3 years. The mandate of student members (both permanent and substitute) shall be valid for 1 year.
- (7) The mandate of the permanent and substitute member terminates
- a) upon the expiration of the mandate
  - b) upon the expiration of the public servant or student status,
  - c) upon recall from the Board,
  - d) upon resignation.
- (8) <sup>525</sup>

#### GROUND FOR EXCLUSION

**Nftv. Article 57(4): The individual assessing the request for legal redress may not be**

- a) the individual that made the decision appealed, or failed to make a decision;
- b) a close relative of the individual nominated in Point a) \[1. point of paragraph (1) Ptk.
- c) an individual not expected to objectively review the case.

#### SUBMISSION OF THE APPEAL CLAIM

**Nftv. Article 57 (3) The student shall be entitled to legal redress in respect of the decision made or measure taken by the higher education institution, or in the event of the lack of any measure (hereinafter jointly referred to as decision) within a period of 15 days following the announcement of the decision, or gaining knowledge of the decision in the event of the lack of the former, except in the case of decisions pertaining to the evaluation of studies. A procedure may also be launched in connection with the evaluation of studies if the decision is not based on criteria approved by the higher education institution, or the decision is contrary to rules set out in the organisation and operational manual of the higher education institution, or rules regulating the organisation of examination have been breached.**

#### Section 164

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<sup>520</sup>Established by Senate Rule CXLII/2014. (VI. 30.). Effective date: 1 July 2014.

<sup>521</sup>Established by Senate Rule CXLII/2014. (VI. 30.). Effective date: 1 July 2014.

<sup>522</sup>First sentence established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>523</sup>Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>524</sup>Established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

<sup>525</sup>Repealed by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

(1) <sup>527</sup>The student may appeal the decision within the deadline specified by law and shall submit the appeal to the Directorate General of Legal Affairs, Human Services and Public Procurement of the Chancellor's Office (1056 Budapest, Szerb u. 21-23.) and address it to the Student Appeals Board.

(2) <sup>528</sup>If the Student does not submit his/her appeal to the body specified in paragraph (1), the appeal must be submitted immediately to the Student Appeals Board. In this case, for the deadline for submission, the date of the original submission should be taken into account. However, the deadline set for the Board's proceeding only begins on the day on which the appeal claim was transferred.

## **THE PROCEDURE OF THE BOARD**

### **Section 165**

(1) If the appeal claim pertains to a disciplinary sanction, the Disciplinary Committee of the Board shall have jurisdiction, otherwise the General Committee of the Board shall be competent in the matter.

(2) <sup>529</sup>The chairman of the acting bodies specified in paragraph (1) is the Chairman of the Board, whereas the members of the acting body are one instructor from the Board and one student member delegated by the EHÖK – or if the issue relates to a PhD student, by the EDÖK.

(3) <sup>530</sup>In addition to the acting committees, the Chairman of the Board is assisted by committee notaries in organising the work of the Board and of the acting committees, as well as in tasks related to the preparation of the sessions and of the decision-making process.

(4) <sup>531</sup>The committee notaries are appointed and relieved by the Chairman of the Board upon the recommendation of the person in charge of legal affairs appointed by the chancellor. The grounds for exclusion shall be applied to the committee notary as well.

#### **Act CL of 2016 on General Public Administration Procedures (hereinafter: Ákr.) Article 50 [Administrative time limit]**

**(1) Unless otherwise provided by an act, the administrative time limit shall begin on the date of the opening of proceedings.**

**(2) The administrative time limit shall be:**

**c) sixty days for full hearings.**

### **Section 166**

(1) <sup>532</sup>

(2) <sup>533</sup>Upon receipt of the application and with the help of the relevant notary, the head of the Committee immediately contacts – via telephone or e-mail – the institution (person) of the first instance in order to have them send the documents specified in paragraph (3) of the first-instance proceedings.

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<sup>527</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>528</sup> Established by Senate Rule CXX/2015. (29 June). Effective date: 15 August 2015.

<sup>529</sup> Established by Senate Rule CXLII/2014. (VI. 30.). Effective date: 1 July 2014.

<sup>530</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>531</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>532</sup> Repealed by Senate Rule CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012

<sup>533</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012

(3) The institution (person) of the first instance shall immediately – within two working days at most – fulfil the request specified in paragraph (2) by way of sending the original documents listed below:

- a) the call for grant, where appropriate,
- b) the student's application with all attachments included,
- c) in the case of a regulatory procedure, the record of the first-instance proceedings,
- d) a signed copy of the first-instance decision,
- e) a proof of delivery of the decision to the student's part
- f) the summary of the faculty's regulations and decisions forming the basis of the first-instance decision
- g) <sup>534</sup>in the event the E-learning System does not contain it, the copy of the relevant parts of the herd book – in case of several pages, the copy of all of them,
- h) and all other documentation prescribed by the head of the Committee.

(4) Within 2 working days upon receipt of the first-instance documents, the head of the Committee examines the application to establish whether it arrived within the given time frame and includes all the required paperwork.

(5) <sup>535</sup>In the event that the application did not arrive within the given time frame, the head of the Committee – or, in case the late arrival is established during a Committee meeting, the Committee – rejects it without substantive examination. Otherwise, the head of the Committee prepares it for substantive evaluation.

(6) In the event that the application is incomplete, the rules of supplying documents for an incomplete application apply.

(7) <sup>536</sup>

## Section 167

(1) To clarify the bearings of the case, the head of the Committee

- a) <sup>537</sup>if deemed justified within the frameworks of its own powers, or is decided by the Committee during the examination of the case to do so, the Committee subpoenas the student that submitted the appeal along with their representative,
- b) calls the head of the faculty, committee or body that made the first-instance decision and the person that made the first-instance decision to make a written statement about the appeal and makes arrangements to invite the mentioned persons to the Committee meeting.

(2) The person specified in section b of paragraph (1) or their representative may be present during the student's personal hearing at the Committee's meeting.

(3) <sup>538</sup>The fact that the student, their representative or the person specified in paragraph (2) does not make an appearance despite being properly notified does not obstruct decision-making.

(4) Experts invited by the head of the Committee may be present at the Committee meeting in a consultative role.

(5) The quorum shall exist at a Committee meeting if the president of the meeting and at least one other member are present.

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<sup>534</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012

<sup>535</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012

<sup>536</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>537</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012

<sup>538</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012

- (6) The rapporteur of the case is the president of the Committee. The president may decide to have the notary present the documents pertaining to the case.
- (7) During the decision-making process, the Committee takes into consideration
- a) the content of the student's appeal and all enclosed attachments,
  - b) the content of the argumentation attached to a possible first-instance decision,
  - c) the standpoint of the student making the appeal expressed verbally or in writing,
  - d) the opinion of the head of the educational institutional unit concerned,
  - e) the relevant legislations or regulations,
  - f) all the information available and relevant for the examination of the appeal.
- (8) The Committee shall make its decision by a majority of the votes cast. In the event of a tie, the vote of the president shall be decisive.

#### **CALCULATING THE DEADLINES OF THE APPEAL PROCEEDINGS**

**Nftv. Article 57 (6)** During the examination of the appeal, the clarification of the facts, the calculation of time limits, failure to meet a deadline without fault on the part of the appellant, the form, content and notification of the decision, and the correction, replacement, supplement, amendment or revocation of the decision upon request shall be governed, as appropriate, by the provisions of the Act on Administrative Procedure.

**Ákr. Article 52 [Calculation of time limits]**

- (1) The time limit defined in days shall not include the day when the act or circumstance underlying the commencement of the time limit has occurred, or the day of service, delivery, or the day of posting and removal of a notice, and the day of proclamation.
- (2) Where a time limit is defined in months or years, it shall expire on the day that corresponds to the starting day based on its number, or if this day is not available in the month when the time limit expires, on the last day of the month.
- (3) The time limit defined in hours begins in the first minute of the hour following the underlying action.
- (4) If the last day of a time limit falls on a day that is declared an official holiday for the authority, the time limit - except for the administrative time limit - shall expire on the next working day.
- (5) The date of presentation for a petition and request submitted by way of the postal service shall be the date of dispatch. Where a right is contingent upon a specific day, it shall take effect at the beginning of that day. The legal consequences relating to any failure of compliance with a time limit and to default shall take effect upon the last day of the time limit.
- (6) In the event of doubt the time limit shall be considered observed.

#### **THE RULES OF VERIFICATION IN THE APPEAL PROCEEDINGS**

**Nftv. Article 57 (6)** During the examination of the appeal, the clarification of the facts (...) shall be governed (...) by the provisions of the Act on Administrative Procedure.

**Ákr. Article 53 [Submission of application for justification]**

- (1) Any person who was unable to keep a deadline or time limit in the proceedings for reasons beyond his control may submit an application for justification.
- (2) The application for justification shall be adjudged by the authority proceeding at the time of the omission. Justification for failure to meet the deadline for appeal shall be adjudged by the body which hears the appeal.
- (3) The application for justification shall be submitted after the time of becoming aware of the default or from the time the obstruction is eliminated, at the latest inside the time period calculated from the deadline omitted or the last day of the time limit prescribed for the procedural step to which the justification pertains, not exceeding forty-five days.
- (4) In the event of failure to comply with the time limit, the action omitted shall be performed simultaneously with the submission of the application for justification, if it is possible.
- (5) No application for justification shall be accepted for failure to comply with the time limit for the submission of justification and for procedural steps repeated upon request.

**Ákr. Article 54 [Legal effect for the acceptance of application for justification]**

If the authority accepts the justification, the unobserved deadline or time limit shall be considered met, hence, if necessary, it shall reverse or withdraw its decision, and/or shall repeat certain procedural steps.

## THE SECOND-INSTANCE DECISION

**Nftv. Article 57 (5)** The higher education institution may adopt the following decisions in respect of the appeal:

- a) the appeal is dismissed,
- b) the person who failed to adopt a decision is ordered to adopt a decision,
- c) the decision must be amended,
- d) the decision must be annulled, and the decision-maker is ordered to carry out a new procedure.

(6) During the examination of the appeal, (...) the form, content (...) of the decision (...) shall be governed, as appropriate, by the provisions of the Act on Administrative Procedure. The decision at second instance shall become final (...) upon notification (...)

**Ákr. Article 80 [Forms of decisions]**

(1) A decision may take the form of a resolution or ruling. Except as specified in Subsection (4), the authority shall adopt a resolution on the merits, and shall deliver other decisions during the process in the form of a ruling.

(2) The client shall be considered to have been authorized to exercise the right asserted if the authority decided not to adopt a resolution within the prescribed administrative time limit (right to remain silent). The right to remain silent may be exercised if:

- a) not precluded by an act or government decree in cases where automated decision-making process may be employed;
- b) so ordered by an act or government decree in cases where summary proceeding may be employed;
- c) so ordered by an act or government decree in full hearings, where a conditional decision may not be adopted and there is no adverse party in the case.

(3) Where the right to remain silent is exercised the authority shall enter the acquired right on the application, and on the duplicate copy of the application held by the client, or the client shall be supplied a duplicate of the copy held by the authority.

(4) The authority shall avoid to adopt a resolution if the purpose of the proceedings is to increase the amount of cash benefits without deliberation to an extent defined by law, to the beneficiaries specified by law.

**Ákr. Article 81 [Content and form of decisions]**

(1) A decision shall contain all data and information required for the identification of the competent authority, the clients and the case, the operative part - including the Authority's decision, the assessment of a specialist authority, information for seeking legal remedy and the procedural costs incurred -, and ascertained facts of the case, the evidence available, explanation for the specialist authority's assessment, the reasons for deliberation and the decision, and the specific statutory provisions on the basis of which the decision was adopted.

(2) A simplified decision may be adopted without any information as to remedy, showing in the statement of reasons only the specific statutes underlying the decision:

- a) if the authority approves the request in its entirety and if there is no adverse party in the case, or if the decision does not affect the right or legitimate interest of the adverse party, or
- b) on the approval of a settlement.

(3) A simplified decision may be adopted in relation to rulings which cannot be appealed separately, showing in the statement of reasons only the specific statutory provisions underlying the decision.

(4) The authority shall deliver the decision worded in the form of a separate document, record it in a report or enter it on the case file.

(5) In cases where instant procedural actions are required, prior transcription of the decision is not required, and it may be delivered to the client orally as well. In such cases the authority shall transcribe and deliver the decision subsequently.

**Ákr. Article 82 [Definitive decisions]**

(1) The Authority's decision shall be considered definitive if the authority is no longer permitted to amend it, save as provided for in this Act. A decision shall be considered definitive upon delivery.

(2) If, by an act, the right to appeal lies in specific types of cases, the Authority's decision shall become definitive if:

- a) it was not appealed, and the time limit for appeal has expired;
- b) the right to appeal was waived or the appeal was withdrawn; or
- c) the authority of second instance sustained the decision of the authority of first instance, upon delivery of the appellate decision.

(3) If the right to appeal was waived or the appeal was withdrawn a decision shall be declared definitive:

a) upon delivery of the decision of first instance, if the client has waived his right to appeal before the decision is delivered subject to compliance with his request, and there is no adverse party involved in the case;

b) on the day when the last waiver or withdrawal is delivered to the authority, upon the waiver or withdrawal of the right to appeal by all persons entitled to appeal before the deadline for appeal.

(4) If the appellate procedure is terminated, the authority's decision of first instance that can be appealed shall become definitive on the day when the ruling on termination of the appellate procedure becomes definitive.

(5) Any provisions of a decision of first instance uncontested by the appeal shall be declared definitive in accordance with Subsections (2)-(4) if:

a) only another party to the proceedings appealed any provision of the decision that pertains to him; or

b) where the appeal submitted is limited to certain specific provisions of the decision and, stemming from the nature of the case, the appeal proceedings shall have no effect upon the provisions left uncontested.

#### Ákr. Article 83 [Approval of a settlement]

If a settlement is agreed upon or if the clients enter into an agreement, and the settlement is in conformity with the Fundamental Law and other legislation, it provides also for the performance deadlines and for covering procedural costs, the authority shall approve it and shall transcribe it in a resolution.

#### Ákr. Article 84 [Immediate enforceability]

The authority shall declare a decision immediately enforceable if:

a) it is necessary to prevent, eliminate any life-threatening or potentially devastating situation, or a severe violation of rights relating to personality, or to mitigate the detrimental consequences thereof;

b) considered necessary for reasons of national security, defence or public security, or for the protection of public interests;

c) the decision provides for the support or maintenance of any person; or

d) prompt entry into the relevant official records and registers is prescribed by law.

#### Ákr. Article 85 [General rules on the delivery of decisions]

(1) The authority shall deliver its resolutions to the clients, to persons in respect of whom it contains provisions and the specialist authorities involved in the case.

(2) The authority shall deliver its rulings to the parties in respect of whom it contains provisions and whose rights or legitimate interests are affected. The authority shall provide a copy of any ruling that was not delivered to the client free of any duties or charges once, upon request.

(3) Where communication is maintained in writing the authority shall deliver its decisions in the form of an official document, or by way of electronic communication provided for in the ET Act.

(4) If not excluded by law, the decision may be delivered orally as well to the person referred to in Subsections (1) and (2). Delivery and the date thereof shall be entered on the document and it must be signed. At the request of the person referred to in Subsections (1) and (2), the authority shall send a written copy of the decision that was delivered orally.

(5) Unless otherwise provided by an act or government decree, the decision shall be considered delivered:

a) on the day when delivered orally or in writing, or

b) on the fifteenth day after the date when the public notice was posted.

(6) Where in a life-threatening or potentially devastating situation, and pursuant to the relevant legislation the authority delivers the decisions by means other than what is described in this Act, the decision shall be delivered in writing as well. In those cases the decision shall be considered delivered on the day when delivered in writing, exclusively for the purpose of calculating the time limits for the right to appeal.

#### Ákr. Article 86 [Provisions relating to service]

(1) Documents delivered by means other than electronic shall be considered served on the day of attempted delivery if the addressee refused to accept it. Where delivery failed for the document is returned to the authority from the addressee's home address or registered address shown in the official register:

a) marked (...) (unclaimed), the document shall be considered served on the fifth working day following the day of the second attempt of delivery,

b) marked (...) (addressee unknown) or (...) (addressee moved), the document shall be considered served on the fifth working day following the day of attempted delivery.

(2) When the addressee becomes aware that the authority considers a document sent to him served, he may lodge an objection within fifteen days from the time of becoming aware, at the latest within forty-five days of the date of delivery.

(3) The authority shall accept the objection if the addressee was unable to collect the document alleging:

a) that service was carried out in violation of the provisions of specific other legislation on the service of official documents, or it was illegitimate for other reasons, or

b) that he was unable to collect the document for reasons not covered by Paragraph a) for reasons beyond his control.

(4) If the addressee is not a natural person, an objection may be filed only if service took place unlawfully.

(5) The objection shall specify the facts and other evidence to demonstrate the alleged infringement in the service of process or to demonstrate that the addressee is not at fault. If the authority accepts the objection, the rules on justifications shall apply.

(6) The objection shall be determined by the authority from which the document presumed served originates.

(7) The provisions contained in this Section shall also apply where delivery is effected by an official process server.

## **Section 168**

(1) <sup>539</sup>The decision shall be delivered within the time frame specified in this Regulation, Section 166 (7). The delivery of the decision is the responsibility of the relevant notary.

(2) The mandatory pattern of the second-instance decision may be determined by the rector in a rectorial order.

### **CORRECTION, REPLACEMENT, COMPLEMENTATION, AMENDMENT AND WITHDRAWAL OF THE DECISION**

Nftv. Article 57 (6) During the examination of the appeal, (...) the correction, replacement, supplement, amendment or revocation of the decision upon request shall be governed, as appropriate, by the provisions of the Act on Administrative Procedure.

Ákr. Article 90 [Correction of decisions]

(1) Where a decision contains any typing error or a calculation error, the authority shall correct it if it has no effect on the case as to merits.

(2) The authority shall inform all parties to whom the original decision was delivered concerning the correction.

(3) The corrected part of the decision is subject to the same remedy procedure as the original decision.

Ákr. Article 91 [Supplementing decisions]

(1) Where a decision is missing any compulsory content element prescribed by law, if it fails to address any matter of substance, the authority shall supplement its decision.

(2) A decision may not be supplemented after one year following the date when the decision became definitive.

(3) The authority shall install the addendum incorporated in a codified version, by issuing a replacement one if possible.

(4) The addendum is subject to the same remedy procedure as the original decision.

(5) The addendum shall be notified to any person to whom the original of the supplemented decision was delivered.

Ákr. Article 120 [Amendment or withdrawal of decisions]

(1) If the authority finds that its decision that has not been judged by the authority of second instance, supervisory body or administrative court is unlawful, it shall amend or withdraw the decision in question, on one occasion at most, within one year from the date when it was delivered.

(2) Unless otherwise provided for by an act or government decree, with the exception of erroneous entries in official certificates and instruments, a decision may not be amended or withdrawn if it would compromise any right that was acquired and exercised in good faith.

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<sup>539</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012

## CHAPTER X

### THE STUDENT'S DISCIPLINARY LIABILITY AND LIABILITY FOR DAMAGES

#### DISCIPLINARY LIABILITY

**Act CCIV of 2011 on National Higher Education (Hungarian abbreviation: 'Nftv') Section 55 (1) If the student is at fault and commits a serious breach of their obligations, following disciplinary proceedings and a written decision, they can be subject to a disciplinary penalty.**

#### Section 169

- (1) The student is liable to disciplinary action for
  - a) behaviour which infringes the order of the University or other institutions operated by it (dormitories, practice schools, sports-grounds, etc.) intentionally or with gross negligence, or actions that breach legislation, university regulations, rules, and
  - b) behaviour outside the University which is incompatible with the university student status, gravely damages or endangers the University's reputation, or acts that constitute an infringement of regulations or a criminal offence.
- (2) <sup>540</sup>The student may not be held responsible – except for Sections 74/A–74/C of this Regulation – for behaviour, actions or omissions which are followed by – educational – legal consequences based on chapters I–IX. and XII–XXIII. of this Regulation.

#### LIABILITY FOR DAMAGES

**Act CCIV of 2011 on National Higher Education (Hungarian abbreviation: 'Nftv') Article 56(1) If the student causes damage unlawfully to the institution of higher education or the organiser of the practical training in connection with the completion of their educational obligations – with the divergence specified in this Act–, they shall face the rules of the Civil Code.**

- (2) In the case specified in paragraph (1), in the event of negligent damage cause, the amount of compensation shall not exceed 50 percent of the monthly sum of the minimal wage that applies on the day of the cause of the damage. In the event of intentional damage cause, the totality of the damage caused shall be compensated for.
- (3) The student bears full responsibility for items received with a record or release, or items that entail a clearing obligation or an obligation to return, provided that they are under the student's custody at all times, or the student uses or operates them exclusively. They may be exempted from the liability if the deficit can be attributed to force majeure.
- (4) In accordance with the provisions of the Civil Code, the institution of higher education or the organiser of the practical training is obligated to compensate for any damage caused in connection with the student status or the practical training. The institution of higher education or the organiser of the practical training may only be exempted if they prove that the damage caused may be attributed to force majeure outside their scope, or was caused by the plaintiff's unavoidable behaviour.

#### Section 170

- (1) If no misconduct has taken place during the causing of the damage, the head of the faculty – if necessary, after consulting the Economic and Technical Directorate-General – arrives to a reasoned decision.
- (2) In the decision, it calls on the student to admit to the obligation to pay compensation and to compensate for the damage caused.
- (3) If the damage cause and the misconduct took place during the same action, the rules of the disciplinary proceedings apply to the action for damages.

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<sup>540</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012

## **CHAPTER XI**

### **THE RULES OF THE DISCIPLINARY PROCEEDINGS AND THE ACTION FOR DAMAGES**

Act CCIV of 2011 on National Higher Education (Hungarian abbreviation: 'Nftv') Article 55 (5) The rules of disciplinary procedures shall be laid down in the higher education institution's rules for organisation and operation, with the stipulation that at least one third of the members of the disciplinary board shall be delegated by the students' union, and the student shall be heard in the course of the procedure, although a disciplinary hearing may be held even if the student has failed to appear despite of due notice.

#### **Section 171<sup>541</sup>**

During the proceedings examining the disciplinary liability of students (hereinafter disciplinary proceedings), the provisions of chapters VIII–IX of the Regulations shall be applied by taking account of the divergences discussed in this chapter.

#### **PERSONS OR ENTITIES INVOLVED IN THE PROCEEDINGS**

##### **Section 172**

(1) <sup>542</sup>The disciplinary proceedings may be initiated by the rector concerning any case, in cases specifically concerning the faculty, the head of the faculty – in the case of a procedure initiated by a university dormitory, the service director, in the case of colleges for advanced studies, the director of the college–, or, in the event that these persons are absent or indisposed for a long period of time, their substitute.

(2) <sup>543</sup>The first-instance disciplinary proceedings are conducted by a three-member (the president, a teacher and a student) faculty committee, or in the case of dormitories or colleges for advanced studies, the students' disciplinary committee of the dormitory/college for advanced studies (hereinafter, students' disciplinary committee.)

(3) <sup>544</sup>The faculty's students' disciplinary committee investigates every case which, according to paragraph (5), does not belong to the jurisdiction of the students' disciplinary committee of the dormitory/college for advanced studies or the ad hoc central disciplinary committee.

(4) <sup>545</sup>In the case of a certain student, the right holder to proceed is the students' disciplinary committee of the faculty which – according to the general rules of jurisdiction – is entitled to initiate the first-instance proceedings in cases pertaining to that student. In the event that the disciplinary proceedings are against a PhD student, the disciplinary committee proceeds in the formation specified in paragraph Section 173 (3) of the Regulations.

(5) <sup>546</sup>The jurisdiction of the students' disciplinary committee of the dormitory and college for advanced studies encompasses cases where the student entitled to an accommodation in a dormitory or college for advanced studies commits an act on the dormitory or college's territory or at an event organised by the dormitory or college.

(6) <sup>547</sup>In the case of a certain student accommodated in a dormitory or who is part of a college for advanced studies, the right holder to proceed is the students' disciplinary committee of the dormitory or college.

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<sup>541</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012

<sup>542</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>543</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>544</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>545</sup> Last sentence endorsed by Senate Rule CXLII/2014 (VI. 30). Effective date: 1 July 2014

<sup>546</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>547</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

### **Section 173**

(1) It is the Faculty Council that appoints the teacher members of the Students' Disciplinary Committee, in a fashion that it simultaneously appoints the president, the president's substitute, one member and two alternate members.

(2) The faculty's Student Council delegates one member and two alternate members.

(3) <sup>548</sup>The faculty's representation for PhD students delegates one member and two alternate members.

### **Section 174**

(1) <sup>549</sup>The dormitory's students' disciplinary committee shall be formed at the Dormitory Service Centre, the students' disciplinary committee of a college for advanced studies shall be formed on the premises of the college.

(2) <sup>550</sup> It is the Dormitory Centre, or – in the cases of colleges for advanced studies – the head of the college for advanced studies in question that appoints the teacher members of the students' disciplinary committee of the dormitory in a fashion that it simultaneously appoints the president, the president's substitute, one member and two alternate members. The members are primarily chosen from among the instructors at the Dormitory Centre or college for advanced studies, or those employees of the Dormitory Centre or college for advanced studies who have a certificate of higher education.

(3) <sup>551</sup> The KolHÖK delegates one member and two alternate members per dormitory.

### **Section 175**

(1) In the event that the president is indisposed, it is their substitute; in the event that a member is indisposed, it is one of the alternate members that participate in the Students' Disciplinary Sub-Committee's work.

(2) The mandate of the teacher members and the alternate members shall be for 3 years, that of the student members and alternate members shall be for 1 year.

(3) The mandate of the member and the alternate member ends in case

- a) the mandate ends,
- b) the public sector employee status or student status ends,
- c) the member or alternate member are dismissed from the Committee,
- d) the member or alternate member resign from the post.

(4) If the delegacy of the president or their substitute ends, a new president, substitute shall be appointed. If the delegacy of a member ends, an alternate member shall take their place. If the number of alternate members is reduced to zero, a new alternate member shall be appointed or delegated.

### **GROUND FOR DISMISSAL**

### **Section 176**

(1) One shall not participate in the work of the Students' Disciplinary Committee

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<sup>548</sup> Endorsed by Senate Rule CXLII/2014 (VI. 30.). Effective date: 1 July 2014

<sup>549</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>550</sup> Established by Senate Rule XXXIX/2016. (III. 21.). Effective date: 22 March 2016.

<sup>551</sup> Established by Senate Rule XXXIX/2016. (III. 21.). Effective date: 22 March 2016.

- a) <sup>552</sup>if they are close relatives of the student involved in the disciplinary proceedings [8:1. § paragraph (1) section 1 of the Civil Code],
  - b) if the objective examination of the case cannot be expected from them (bias).
- (2) The student involved in the disciplinary proceedings or their representative may file a bias complaint.
- (3) The Student Appeals Committee makes a decision regarding the bias complaint out of turn. If the committee accepts the complaint, it appoints the new member (the president's substitute). In the opposite case, it rejects the complaint in an injunction. Further legal redress against the injunction may not be admissible at the University.
- (4) The provision for the exclusion from exercising the disciplinary powers applies to the record-keeper as well.

### **INITIATION OF THE DISCIPLINARY PROCEEDINGS**

**Act CCIV of 2011 on National Higher Education (Hungarian abbreviation: 'Nftv') Article 55 (4) No disciplinary action may be initiated if one month has passed since gaining knowledge of the misconduct, or 5 months have passed since committing the deed of misconduct. In the context of applying these provisions, gaining knowledge means when the party entitled to initiate the disciplinary proceedings gained knowledge of the circumstance forming the basis of such proceedings.**

#### **Section 177**

- (1) The disciplinary proceedings commence upon receiving a report or gaining knowledge of the misconduct in an official manner.
- (2) <sup>553</sup>Gaining knowledge refers to the time when the person entitled [Section 172 (1) of the Regulations] to start the disciplinary proceedings gains knowledge of the misconduct.
- (3) The action ordaining the disciplinary proceedings contains the personal data of the student involved in the proceedings, along with a short summary of the action forming the basis of the proceedings.

### **EXECUTION OF THE DISCIPLINARY PROCEEDINGS**

**Act CCIV of 2011 on National Higher Education (Hungarian abbreviation: 'Nftv') Article 55 (5) The rules of disciplinary procedures shall be laid down in the higher education institution's rules for organisation and operation, with the stipulation that at least one third of the members of the disciplinary board shall be delegated by the students' union, and the student shall be heard in the course of the procedure, although a disciplinary hearing may be held even if the student has failed to appear despite of due notice.**

### **TIME FRAME FOR COMPLETION OF THE PROCEEDINGS**

#### **Section 178<sup>554</sup>**

The provision laid out in Section 146 (1) shall not be applied in disciplinary proceedings. The disciplinary proceedings shall be completed within a time frame that is reasonable for investigating the case at hand and takes into account all aspects of the case, particularly the management of the proceedings, the number of students against who disciplinary proceedings have been launched and witnesses who need to be interviewed and other evidence that may need to be collected.

### **SUMMONS**

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<sup>552</sup> Established by Senate Rule CLXXXVIII/2014 (IX. 22.). Effective date: 23 September 2014

<sup>553</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012

<sup>554</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

### **Section 179**

(1) <sup>555</sup>The provisions of Section 150–152 of the Regulations are applicable to the content and delivery of the summon, with the addition that only a party appearing in person may be summoned verbally, and only to the forthcoming hearing.

(2) <sup>556</sup>

(3) The verbal summon shall be registered in the record created at the hearing.

(4) If the party concerned has a representative, the summon to a personal hearing shall be delivered to both parties.

(5) The student involved in the disciplinary proceedings shall be informed through the summon that they have a right to hand in their defence also in writing, together with the fact that their absence does not obstruct the hearing from taking place, nor the decision-making.

(6) The student involved in the disciplinary proceedings, the witnesses and the expert shall be summoned in a manner that ensures that they receive the summon 8 days prior to the hearing.

## **THE HEARING AND THE DEMONSTRATION OF EVIDENCE**

### **Section 180**

(1) The disciplinary hearing is conducted by the president of the Disciplinary Board.

(2) The president ensures that the provisions of the disciplinary regulations and the order of the hearing are respected, and that those partaking in the proceedings are able to exercise their rights.

### **Section 181**

(1) A record shall be kept of the disciplinary hearing.

(2) <sup>557</sup>The provisions of paragraph 157, sections (2)–(3) of the Regulations shall be applied to the record made at the disciplinary hearing, with the addition that the record-keeper shall be appointed by the president of the Students' Disciplinary Committee, and the record shall be signed by the president, a student member and the record-keeper.

### **Section 182**

(1) The Students' Disciplinary Committee has an obligation to clarify the bearings of the case to make a decision. If the information available is not sufficient to do so, the authority initiates an evidentiary procedure.

(2) Facts that constitute public knowledge or are officially known by the Students' Disciplinary Committee are not required to be proven.

(3) Such evidence may be used during the disciplinary proceedings that facilitates the clarification of the bearings of the case. Main sources of proof: the student's statement, the written document, the witness testimony, the record made at the inspection, the expert opinion, the record created during inspection made by the Students' Disciplinary Committee, and tangible evidence.

(4) The Students' Disciplinary Committee is free to choose the means of proof to be used.

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<sup>555</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012

<sup>556</sup> Repealed by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>557</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012

(5) The Students' Disciplinary Committee assesses the evidences both individually and on in their entirety, and establishes the bearings of the case based on the conclusion drawn from these.

(6) If deemed important concerning the clarification of the bearings of the case, – upon making a record –, the Students' Disciplinary Committee may confiscate tangible evidence and documents that may be used as evidence.

(7) Unless otherwise provided in the relevant legislation, tangible evidences and documents no longer important concerning the clarification of the bearings of the case shall be returned to the person they were confiscated from.

(8) Upon request and at the cost of the client or the owner of the document, the Students' Disciplinary Committee pursuing the case shall provide a certified copy of the confiscated document.

### **Section 183**

(1) Upon the execution of the evidentiary procedure, the Students' Disciplinary Committee makes its decision in a closed session, with a simple majority, and discloses its decision.

(2) Upon 8 days after the decision's disclosure, the decision is set down in writing and is delivered to the parties concerned.

### **PROVIDING DEFENCE**

#### **Section 184**

(1) <sup>558</sup>Upon request by the student involved in the disciplinary proceedings, the Students' Disciplinary Committee helps the student to be able to properly exercise their rights and obligations.

(2) For the sake of fulfilling the provisions of paragraph (1), the Students' Disciplinary Committee is obligated to provide proper information to the student involved in the proceedings – if they do not have a legal representative – about their rights and obligations during the proceedings.

(3) <sup>559</sup>The student involved in the disciplinary proceedings or their legal representative is entitled to access the documents pertaining to the proceedings. Those documents pertaining to the proceedings that contain state secrets or service secrets, must not be copied and one shall not make an abstract from them. In such cases, any access to the documents – in accordance with Act CLV of 2009 on the Protection of Classified Information and based on its authorised access clause – is to take place under the conditions established by the president of the Committee. In cases of documents containing other types of secrets, the right to access and copy the documents may only be exercised upon making a written statement about the obligation to keep those secrets.

### **THE PUBLICITY OF THE DISCIPLINARY PROCEEDINGS**

#### **Section 185<sup>560</sup>**

(1) The Students' Disciplinary Committee makes a decision regarding the disciplinary case during the course of a public hearing.

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<sup>558</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>559</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012

<sup>560</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

(2) The students' disciplinary committee may close the hearing – partially or entirely – to the public in a reasoned decision if it is deemed absolutely necessary for the protection of classified information.

(3) The Students' Disciplinary Committee may close the hearing to the public out of official duty or upon request from the student involved in the disciplinary proceedings to protect public morality in the event that it is deemed necessary for the protection of the student or other persons' privacy rights.

(4) Only the members of the disciplinary committee, the court reporter the student involved in disciplinary proceedings and his/her representative may be present for hearings for cases described in paragraphs (2) and (3).

## **SUSPENSION OF THE DISCIPLINARY PROCEEDINGS DECISIONS THAT MAY BE MADE DURING THE DISCIPLINARY PROCEEDINGS**

### **Section 186**

(1) The decision may be one that imposes disciplinary punishment or one that ends the disciplinary proceedings.

(2) During the students' disciplinary proceedings, the use of a document template is not allowed.

(3) <sup>561</sup> The decision shall be sent to the student involved in the disciplinary proceedings, his/her representative if there is such and the person who ordered the disciplinary proceedings.

(4) <sup>562</sup> The ruling on the penalty to be applied shall be kept on record for the period for which it is effective in the Electronic Registration System.

**Act CCIV of 2011 on National Higher Education (Hungarian abbreviation: 'Nftv') Article 55 (2)**  
**Disciplinary punishment may involve**

**a) reprimand**

**b) severe reprimand**

**c) reduction or withdrawal – for a period of 6 months at most – of allowances and benefits specified in the Compensation and Benefit Regulations,**

**d) suspension from pursuing university studies for a definite – 2 years at most – period of time,**

**e) expulsion from the institution of higher education.**

**(3) All factors and circumstances are to be considered when imposing a disciplinary punishment, especially the scope of plaintiffs, the consequences, repetitive patterns of misconduct and the gravity of the act committed. In accordance with the definition provided in paragraph (2) section (c) for disciplinary punishment, social support may not be withdrawn. Imposing the punishment specified in sections d)–e) of paragraph (2) entails the definitive or temporary withdrawal of benefits and allowances stemming from the student status. During the disciplinary punishment specified in paragraph (2) section d), the student status is put on hold. The student's academic performance shall not have any influence on the initiation of the disciplinary proceedings and the imposing of disciplinary punishment.**

### **Section 187**

(1) The operative part of the decision imposing the punishment shall contain

- a) the personal data of the student involved,
- b) the name of the infringement committed,
- c) the disciplinary punishment applied,
- d) reference to the possibility of legal redress.

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<sup>561</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>562</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

- (2) The argumentative part of the decision imposing the punishment shall contain
  - a) the bearings of the case as established,
  - b) specification of the evidences,
  - c) the circumstances taken into account when imposing the punishment,
  - d) reference to the provisions forming the basis of the disciplinary punishment.

## **ENDING THE DISCIPLINARY PROCEEDINGS**

### **Section 188**

- (1) the disciplinary committee makes a decision to end the proceedings, if
  - a) the act committed is not a disciplinary breach, or was not committed by the student involved in the proceedings,
  - b) committing the disciplinary breach cannot be proven,
  - c) the term of limit on the disciplinary breach expired,
  - d) a legally binding decision has already been made through disciplinary proceedings with regards to the act forming the basis of the proceedings,
  - e) the Students' Disciplinary Committee opts for a warning instead of punitive action with regards to the student.
- (2) The action specified in paragraph (1) section e) is applicable if the act committed by the student involved is a minor breach, and there is a possibility that the expected effect will take place without imposing a punishment.

## **EXECUTION OF THE DECISION EXEMPTION FROM THE PUNISHMENT**

### **Section 189**

- (1) <sup>563</sup>Upon their request, the student may be exempted from the disciplinary punishments specified in sections c)–e) of paragraph (2) of Article 55 of Act CCIV of 2011 on National Higher Education (Hungarian abbreviation: 'Nftv') by the head of the faculty.
- (2) The student shall submit their exemption request to the disciplinary committee of the first instance. The committee is required to hand over the entire documentation of the disciplinary proceedings to the head of the faculty within 5 days.
- (3) The head of the faculty makes a decision regarding the exemption based on the documentation available, within 8 days. Prior to making a decision, the head of the faculty is required to hear out the student in person. If the student did not make an appearance despite sending out a proper summon, their absence does not obstruct the decision-making.
- (4) The head of the faculty may decide to:
  - a) reject the request,
  - b) exempt the student from the disciplinary punishment.
- (5) <sup>564</sup>The student may be exempted
  - a) in the case of the punishment specified in section c) of paragraph (2) of Article 55 of Act CCIV of 2011 on National Higher Education (Hungarian abbreviation: 'Nftv'), upon the passing of at least half of the period determined, in the case of expulsion from a student's hostel, upon one academic semester,
  - a) in the case of the punishment specified in section d) of paragraph (2) of Article 55 of Act CCIV of 2011 on National Higher Education (Hungarian abbreviation:

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<sup>563</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012

<sup>564</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012

‘Nftv’), if the suspension was imposed for 2 academic semesters, upon the passing of one academic semester,

- a) in the case of the punishment specified in section e) of paragraph (2) of Article 55 of Act CCIV of 2011 on National Higher Education (Hungarian abbreviation: ‘Nftv’), upon the passing of 4 academic semesters.

(6) <sup>565</sup>With regards to the dean’s decision, its content and its disclosure, the rules of the first instance proceedings specified in chapter VIII. of the Regulations apply, whereas with regards to legal redress against their decision, the rules of chapter IX of the Regulations apply.

## **EXEMPTION FROM DISADVANTAGEOUS CIRCUMSTANCES IN CONNECTION WITH THE PUNISHMENT**

### **Section 190**

(1) The student shall be exempted from disadvantageous circumstances in connection with the punishment – without the need to file a request and without an injunction pertaining to this:

- a) in the case of a reprimand, upon 3 months after the decision becomes legally binding,
- b) <sup>566</sup>in the case of reducing or withdrawing allocations and allowances, upon expiry of the time period set in the decision, but upon 3 months after the decision becomes legally binding at the latest,
- c) in the case of the suspension of studies, after the suspension expires, but after an educational period equalling 4 years passes at the latest.

(2) In the case of expulsion, upon request from the former student, the Students’ Disciplinary Committee may decide to exempt the student, provided that 3 years have passed since the decision became legally binding.

(3) In the case of exemption, the disciplinary decision shall be deleted from the register, regarding which the (former) student shall be informed in writing.

## **SECOND-INSTANCE PROCEEDINGS**

### **Section 191**

(1) The rules of the second-instance decision in student-related cases shall be applied with regards to the legal redress against the first-instance decision, and the decision concerning that, taking into account the divergences discussed in this section, with the addition that when the Regulations mention a meeting or personal interview, it is to be understood as a hearing in the second-instance proceedings.

(2) In the second-instance students’ disciplinary proceedings, the statement of the Students’ Disciplinary Committee regarding a legal redress, and the invitation sent to the members of the committee of the first-instance proceedings shall be omitted.

(3) The rapporteur of the second-instance disciplinary case is always the president of the Committee.

(4) The rules of the first-instance disciplinary proceedings apply with regards to the delivery, the summon, the record, the defence, the suspension and ending of the proceedings.

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<sup>565</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012

<sup>566</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012

(5) In the second-instance students' disciplinary proceedings, ordering the Committee to make a decision is not possible. If the Committee changes the first-instance decision, it may only make a decision regarding the imposing of punishments provided for in the relevant law or the ending of the proceedings. In the latter case, written warnings may apply.

## CHAPTER XII

### TRANSITIONAL PROVISIONS

Act CCIV of 2011 on National Higher Education (Hungarian abbreviation: 'Nftv'). Article 15 () (...) New or amended academic and examination-related requirements may be introduced in a phasing-out system.

#### Section 192<sup>567</sup>

The provisions of the Regulations – unless stated otherwise – shall be applied to every student of the University, irrespective of the start date of the student status.

#### Section 193<sup>569</sup>

Act CCIV of 2011 on National Higher Education (Hungarian abbreviation: 'Nftv') Article 112 (1) Trainings started in accordance with Act LXXX of 1993 on National Higher Education (hereinafter: Act of 1993 on National Higher Education) – in the form of a continuous training – may be concluded based on unchanged professional requirements, within the framework of an unchanged order of examinations and by issuing an unchanged diploma.

(...)

(4) Students that commenced their higher education studies before 1 September, 2006, may graduate based on the curriculum requirements approved by the institutions of higher education and according to the previous qualification requirements, and – based on the Act of 1993 on National Higher Education – will obtain a college or a university degree. The academic period available to students and the ending or suspension of studies shall be determined on the basis of the provisions in force at the time the student status was created. From 1 September, 2015, the institution of higher education may deviate from these provisions.

(5) Students that commenced their studies before 1 September 2006 but – taking into account the temporary provisions specified in the Studies and Exams Code– will not conclude their studies according to the Act of 1993 on National Higher Education, may continue their studies – according to the accreditation of studies and examinations – based on this Act.

#### Section 194<sup>570</sup>

#### Section 195<sup>572</sup>

#### Section 196<sup>573</sup>

### SPECIAL RULES OF TEACHER TRAINING (OF THE PREVIOUS SYSTEM) SCHOOL PRACTICES

#### Section 197

(1) <sup>575</sup>The organising of school practices shall be the task of Pedagogikum Centre Education Organising and Academic Department (in Hungarian: Pedagogikum Központ Oktatásszervezési és Tanulmányi Főosztály, hereinafter: PK OTF). This task particularly includes

- <sup>576</sup>coordination with and supervision of students, institutions of public education and organisational units bearing professional liability with regards to the procedural phases pertaining to the completion of the academic unit,
- preparation of contracts with external schools (not practice schools), external teachers participating in the practices,

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<sup>567</sup> Established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>569</sup> Repealed by Senate Rule CCLXV/2019. (XII.16.) Effective date: 17 December 2019.

<sup>570</sup> Repealed by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>572</sup> Repealed by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>573</sup> Repealed by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>575</sup> Introductory text established by Senate Rule CCXLVIII/2012. (XII. 17.). Effective date: 18 December 2012

<sup>576</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012

- maintenance of the quality assurance system pertaining to the practice schools and the external teacher's teacher training activity.
- (2) The following procedural phases are linked to school exercises as special academic units:
  - a) application to the practice,
  - b) finalisation of school schedule,
  - c) registration at the beginning of the practice,
  - d) completion of the practice,
  - e) completion of the final task (observed lesson).

### Section 198

(1) <sup>577</sup>Teaching practices at practice schools may only be organised at the practice schools of the University, and on the basis of a contract, in quality controlled institutions selected by the Council for Teacher Training and Continuing Professional Development, and in practice places determined by Section 13 of the University's Public Education Regulations, led by head teachers prepared for and signed on for this specific task.

(2) Teaching practices may only take place during the study period and the first week of the examination period.

(3) The student shall apply to the teaching practices of both semesters in the antecedent academic year's second semester, until 31 May.

(4) 6 persons – if possible, not more than 3 per semester – may be allocated to one head teacher for teaching practices.

(5) <sup>578</sup>The allocation of teacher candidates to institutions of practice is the task of PK OTF, which it completes in cooperation with the organisational unit responsible for the given methodology.

(6) The deputy director of teacher training at the institution of practice holds a session to the teacher candidates on the day specified in the university's course list. During the session, they present the educational program and regulations of the institution, the allocation to the head teachers, together with the curriculum for the semester.

(7) The lesson shall be preceded by a preparatory meeting, and followed by a collective evaluation session.

(8) <sup>579</sup>The final teaching may be attended – beside the head teacher – by the instructors of the relevant faculties (pedagogy, psychology, the one responsible for the methodology), the deputy director of the teacher training of the institution of practice or its representative, the colleague of PK OTF, along with the other teacher candidates.

(9) At the end of the teacher training semester, the institution of practice shall provide an opportunity for the teacher candidates to express their opinions and remarks regarding the teaching practice.

(10) At the request of the teacher candidate and in case of more than one teacher majors, the candidate shall be allowed to fulfil their teaching practice requirements at different teaching schools.

(11) The head teacher assess the teacher candidate's work during the semester in a written evaluation. The candidate receives the evaluation at the end of the semester. In the evaluation, the observed lesson has an emphatic, yet not exclusive importance.

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<sup>577</sup> Established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 1 August 2019.

<sup>578</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012

<sup>579</sup> Established by Senate Rule CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012

(12) If the teacher candidate failed the teaching practice, they shall repeat it in a subsequent semester. The student shall be allocated to another head teacher, and, if possible, to a new school for the repeated teaching practice. Furthermore, the faculty concerned shall delegate another instructor to the observed lesson.

### **Section 199<sup>580</sup>**

#### **Section 200**

(1) The head teacher and the mentor (hereinafter together: the head teacher) and the teacher candidate share the task of building, organising, supervising and evaluating the teacher candidate's entire activity at the institution of practice, along with providing ongoing professional guidance for them. An additional task of the head teacher and the teacher of the institution of practice is – upon special request – to do presentations.

(2) During the first meeting with the teacher candidate, the head teacher discusses their own head teacher practice, the requirements, and taking these into account, the head teacher and the candidate create the candidate's program.

(3) The head teacher is required to be present at all lessons and classes (hereinafter together: lesson) of the teacher candidate. On two occasions at most during the course of the academic unit, and at the special request of the teacher candidate, the candidate may hold the lesson without the presence of the head teacher. The time and date of these occasions shall be announced to the school management by the head teacher, who is required to be present at the school and available any time during the course of the lessons.

(4) The head teacher may only intervene during the course of the lesson of the teacher candidate if the candidate makes a basic, incorrigible mistake, or the class is undisciplined to such a degree that it requires immediate intervention. This intervention, however, shall not damage the authority of the candidate.

(5) The head teacher is bound to intervene during the course of the lesson of the teacher candidate if the candidate's activity endangers the physical safety of the candidate or that of others in the room.

(6) In order to unify the requirements set in connection with degree theses the Council for Teacher Training and Continuing Professional Development shall lay down recommendations and binding rules..

(7) The head teachers may initiate the continuous improvement of teacher training in their own field.

#### **Section 201**

(1) The teacher candidate creates a lesson plan for all their lessons, with the coordination of the head teacher; however, the plan of the observed lesson is to be prepared by the candidate independently.

(2) Before commencing their practice at school, according to the school rules, the student is bound to appear at the relevant school or at a designated place.

(3) In the event that the student cannot commence their practice at the agreed time due to an unexpected and justified obstacle, they should announce it to the head teacher well in time before the start of the practice. In every other cases, the student is to ask the permission of the head teacher a day in advance to cancel or change the time of a lesson or any other prescribed activity.

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<sup>580</sup> Repealed by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

(4) At the student's request, a weekly day off is to be provided to the student during the pre-shadowing period at the practice school. If the schedule allows it, the candidate is eligible to this benefit during the entire course of the teaching practice.

**Section 202<sup>585</sup>**

**Section 203<sup>587</sup>**

**Section 204<sup>590</sup>**

**Section 205<sup>592</sup>**

**Section 206<sup>595</sup>**

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<sup>585</sup> Section and preceding subheading title repealed by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>587</sup> Repealed by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>590</sup> Repealed by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>592</sup> Repealed by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>595</sup> Section and preceding subheading title repealed by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

## **CHAPTER XII/A<sup>598</sup>**

### **SPECIAL PROVISIONS PERTAINING TO THE SZOMBATHELY TRAINING VENUE**

#### **Section 206/A**

(1) The provisions of the present Regulations shall be applied to the Szombathely training venue with the distinctions laid out in the present chapter.

(2) <sup>599</sup>References in the present regulations to the Teacher Training Centre should be understood as the organisational unit of the Berzsenyi Dániel Teacher Training Centre.

#### **Section 206/B<sup>600</sup>**

### **TEMPORARY PROVISIONS PERTAINING TO STUDENTS WHO STARTED THEIR STUDIES AT THE UNIVERSITY OF SOPRON OR ITS PREDECESSORS**

#### **Section 206/C**

(1) If the present Regulations set cardinality or time limitations that are stricter than the ones laid out in the Academic Regulations for Students in effect on 31 January 2017 at SoE, and if the Student has exhausted their opportunity as referenced in the present Regulations, instead of the provision of the present Regulations, the relevant provisions of SoE's Academic Regulations for Students (hereinafter: SoE HKR) in effect on 31 January 2017 shall apply until the 2020-2021 academic year to students who started their studies at SoE or its predecessors, and whose student status was established via the legal succession between SoE and ELTE.

(2) Regulations that tie any study or exam criteria to cardinality or time limits shall be considered cardinality or time limitations. Cardinality limits shall apply, in particular, to the number of times a student may attempt to pass an exam, the number (or proportion) of study units that may be dropped, or a minimum required grade point average.

(3) The normative grant available for students referred to in paragraph (1) shall only be handled separately for the calculation and payment of academic scholarships. The provisions laid out in Chapter VI of the present Regulations shall apply in the cases of the rest of the scholarships.

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<sup>598</sup> Enacted by Senate Rule VII/2017. (I. 16.). Effective date: 17 January 2017.

<sup>599</sup> Established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>600</sup> Repealed by Senate Rule VII/2017. (I. 16.). Effective date: 8 July 2017.

## CHAPTER XIII<sup>601</sup>

### SPECIAL PROVISIONS REGARDING THE ACADEMIC ALLOWANCES AND ACADEMIC SUPPORT PROVIDED BY THE UNIVERSITY TO SPECIAL NEEDS STUDENTS

Act CCIV of 2011 on National Higher Education (Hungarian abbreviation: 'Nftv') Article 108 6. *disabled student (applicant)*: students with physical, sensory or speech impairment; in the event of multiple types of disability, multiple disabled, lives with autism spectrum disorder or other mental disorder (severe learning, attention or behavioural disorder);

Under Vhr. Section 64 (1) The student may request under Section 63 (1) based on expert opinion partial or full exemption from fulfilling academic obligations or a different set of academic criteria.

Government Decree 79/2006 (IV. 5) on the execution of some of the provisions of Act CXXXIX of 2005 on higher education (Hungarian abbreviation: 'Vhr1') Article 20 (2) In accordance with the organisational and operational procedures of the higher education:

- a) examines the requests of disabled students to aid, exemption and allowances,
- b) appoints a coordinator that helps disabled students from within the institution,
- c) the disabled student may use – in accordance with the type and extent of the disability – the personal and technical aids and services provided or not provided by the university and available from another source,
- d) the disabled student may use the financial support in relation with textbooks and notes in the case of special notes, other types of technical equipment substituting notes and facilitating other methods of preparation.

(3) According to paragraph (2) section b), the task of the coordinator:

- a) participation in the recordkeeping and evaluation of requests specified in paragraph (2) section a) submitted by disabled students,
- b) keeping in touch with disabled students and their personal helpers,
- c) providing the aids applicable during the studies and examinations of disabled students. During the study period, organising occasions for consultation at the request of disabled students,
- d) making suggestions concerning the use of the normative support aimed at facilitating the studies of disabled students, obtaining assets necessary for providing help.

(4) Under paragraph (2) point b) the coordinator must possess a higher education degree, skills or work experience in caring for people with disabilities.

(5) The institution shall provide the coordinator with information on the student's right to special care.

#### Section 207

(1) <sup>602</sup>Students living with disabilities or requiring permanent medical care (hereinafter: special needs students) – especially those with severe speech impediment, dyslexia, dysgraphia, dyscalculia, hearing-, vision- and physical impairment, in need of durable medical attention – are eligible to academic allowances during their studies, in order to fulfil academic requirements.

(2) Faculty committees (hereinafter: special committees) established to evaluate requests for aid, exemption and allowances base their decisions on expert opinions in the field of medicine, health care and justice, in accordance with the procedure specified in Chapter VIII of the Regulations, and make decisions regarding requests in connection with allowances and partial or full exemption from academic obligations pertaining to disabled students.

(3) A coordinator responsible for the issues of disabled students shall be appointed at the faculties who helps disabled students to exercise the rights and fulfil the obligations stemming from their student stats, especially in cases specified in paragraphs 208–213. The faculty coordinator is appointed by the head of the faculty, upon seeking the opinion of the special committees.

(4) The student may file a request for legal redress to the Student Legal Redress Committee against the decision of the faculty committee or the head of the faculty within 15 days after the decision was made.

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<sup>601</sup> Established by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>602</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

## **Section 208<sup>603</sup>**

Students in need of constant medical care or special needs due to a disorder affecting the student's study skills, can be given any of the exemptions special needs students are entitled to, based on the opinion of the special committee.

### **REGISTERING SPECIAL NEEDS**

**Vhr. Section 63 (1) The disabled student specifies the type of their disability with an expert opinion issued by a body specified in paragraphs (2) or (3).**

**(2) If the student's (applicant's) disability was present during the student's secondary education studies, the student's special needs can be proven with an expert opinion issued by county (capital) pedagogical institutions and their relevant county-level or national member institutions functioning as expert committees.**

**(3) If the student's (applicant's) disability was not present during the student's secondary education studies, the disability can be proven via a report from the Eötvös Loránd University National Pedagogical Assessment Service.**

## **Section 209<sup>604</sup>**

(1) Special needs students are eligible to use the various forms of assistance, exemptions or allowances (hereinafter: support) guaranteed by law and the university if the student registers him or herself as a special needs student and the approval of the registration is recorded in the Electronic Registration System.

(2) Students can register a disability through electronic forms in the Electronic Registration System or via an electronic form downloadable from faculty websites. Registrations can be submitted in forms of formal requests while or after entering into a student status. The expert opinion issued by the rehabilitation expert body shall be attached to the request. If the opinion is not attached to the request, the student must make sure to attach it immediately.

(3) International students with disabilities shall attach an original expert opinion issued by a foreign institution along with a certified English or Hungarian translation of the document if the original version is not issued in English.

(4) The Faculty Special Committee, or, if delegated, the Faculty coordinator shall decide on accepting the registration. The Office of Special Student Affairs may be consulted on the decision. The Faculty coordinator shall notify the Office of Educational Affairs of its decision via a memo. The memo shall contain all the information to be entered into the Electronic Registration System. The memo shall be stored in the Student's personal file. Once the student's registration is approved, the faculty coordinator shall prepare a statement proving the student's status as a student with disability with which the student can apply for grants.

### **SUPPORT AND EXEMPTIONS GRANTED TO SPECIAL NEEDS STUDENTS**

**Act CCIV of 2011 on National Higher Education (Hungarian abbreviation: 'Nftv') Article 49 (8) The disabled student must be provided with the preparation and examination in line with the disability, together with helping them exercise their rights stemming from their student status. If deemed justified, the student shall be exempted from certain subjects, parts of subjects, or the obligation to give an account of their knowledge. If necessary, the student shall be exempted from the language exam, or a part or level of the language exam. At the examination, the student is eligible to a longer period of preparation time, while at the written examination, they shall be provided with an aid – especially a typewriter or a computer. If necessary, the written examination shall be changed to an oral examination and vice versa. The exemption**

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<sup>603</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>604</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

granted on the basis of this chapter may only be granted in connection with the circumstance forming the basis of the exemption, and may not lead to exemption from the essential academic requirements that need to be fulfilled in order to acquire the qualification certified by the certificate.

Government Decree 79/2006 (IV. 5) on the execution of some of the provisions of Act CXXXIX of 2005 on higher education (Hungarian abbreviation: 'Vhr1') Article 18 (1) At their request, the institution of higher education may establish requirements that are partly or fully different from the curriculum in connection with the disabled student, and – bearing in mind paragraph (7) of Article 39 of the Higher Education Act – it may waive the student of their obligation of fulfilling them.

Vhr. Section 62 (1) At the request of a student with disability the higher education institution shall set requirements partially or completely different from the curriculum, and – taking into account Nftv. Section 49 (8) – shall grant the student exemption from the requirements by granting at least one of the allowances listed in paragraphs (2)-(7) to the student if the expert opinion on the student's disability warrants a benefit or exemption to the student.

(2) Academic allowances given to students with physical disability

- a) the university shall grant partial or full exemption from fulfilling the practical requirements, or grant an opportunity to fulfil them in a different form,
- b) written examinations may be exchanged with oral examinations and vice versa,
- c) exemption from the entire or part of the language examination or its level,
- d) the student may be exempted from geometric and drafting exercises if they are not able to use the necessary tools, although demonstrating knowledge of the basic rules orally may be required,
- e) permission to use special tools required for completing written assignments, access to special furniture,
- f) if necessary, a longer period of preparation time than the time given to non-disabled students may be granted
- g) appointment of a personal helper to help manage institutional affairs.

(3) Academic allowances given to hearing impaired students:

- a) the university shall grant partial or full exemption from fulfilling the practical requirements, or grant an opportunity to fulfil them in a different form,
- b) the university should give the opportunity to take a written exam instead of an oral one, or if the student opts to take an oral exam, the university shall provide a sign interpreter.
- c) exemption from the entire or part of the language examination or its level,
- d) for the sake of intelligibility and understanding, the questions and instructions shall be presented to the student both verbally and in writing,
- e) providing the necessary tools and visual presentation is required at all exam occasions,
- f) if necessary, a longer period of preparation time than the time given to non-disabled students may be granted,
- g) appointment of a personal helper to help manage institutional affairs, note-taking interpreter, sign interpreter.

(4) Academic allowances given to visually impaired students:

- a) the university shall grant partial or full exemption from fulfilling the practical requirements, or grant an opportunity to fulfil them in a different form,
- b) the university must give the opportunity to take oral exams instead of written ones, and provide the student with special technical equipment in the event of written examinations,
- c) exemption from the entire or part of the language examination or its level,
- d) the student may be exempted from geometric and drafting exercises, although demonstrating knowledge of the basic rules orally may be required,
- e) the university shall provide access to the questions, subjects of the exam on audio tapes, discs, in Braille writing or in a magnified form,
- f) if necessary, a longer period of preparation time than the time given to non-disabled students may be granted,
- g) appointment of a personal helper to help manage institutional affairs

(5) Allowances given to students with speech and other types of impediments (dysphasia, dyslalia, dysphonia, stuttering, gabble, aphasia, nasality, dysarthria, mutism, severe speech perception and speech comprehension disorder, central lisp, delayed speech development):

- a) the university must give the opportunity to take written exams instead of oral ones, and provide the student with special technical equipment for examinations,
- b) exemption from the entire or part of the language examination or its level,
- c) if necessary, a longer period of preparation time than the time given to non-disabled students may be granted,
- d) appointment of a personal helper to help manage institutional affairs

**(6) Allowances given to students with development disorders:**

**a) allowances given to students with dyslexia, dysgraphia, dysorthografia:**

**aa) written examinations may be exchanged with oral examinations and vice versa,**

**ab) if necessary, a longer period of preparation time than the time given to non-disabled students may be granted for written examinations**

**ac) in the case of written exams, the student shall be provided with the necessary tools (e.g. computers, typewriters, dictionaries, synonym dictionaries),**

**ad) exemption from the entire or part of the language examination or its level,**

**b) exemptions given to students with dyscalculia:**

**ba) the student may be exempted from assignments that involve calculations, although demonstrating knowledge of the basic rules orally may be required,**

**bb) Students are allowed to use all the aids during the examinations that they had previously used during their studies (charts, calculators, configurations, mechanical and manipulative tools), and are eligible to a longer preparation time.**

**c) Allowances given to students with attention deficit hyperactivity disorder:**

**ca) written examinations may be exchanged with oral examinations and vice versa,**

**cb) if necessary, a longer period of preparation time than the time given to non-disabled students may be granted,**

**cc) minimal waiting time when taking an exam,**

**cd) permission to use special tools and equipment to complete written assignments**

**ce) longer exams shall be split into multiple parts, the student is allowed to take breaks without leaving the location of the exam, permission to move around and expressions of emotions are tolerated,**

**cf) permission to take an exam separated from other students**

**cg) depending on certain unique characteristics, if the student so wishes, oral questions may be written down or repeated, complex questions may be broken up into multiple questions and the student may receive clarification about the questions and requirements.**

**ch) audio files of the lectures, seminars, exam questions and topics may be made available to the student,**

**ci) appointment of a personal helper to help manage institutional affairs**

**d) allowances for students with behaviour disorders (adjustment disorder, impulse control disorder, aggression towards oneself or others, behavioural traits demonstrating symptoms of anxiety or weak self-control, abnormal development in adjustment, goal-directed behaviour, self-organisation or metacognition):**

**da) written examinations may be exchanged with oral examinations and vice versa,**

**db) longer exams shall be split into multiple parts, the student is allowed to take breaks, permission to move around and expressions of emotions are tolerated,**

**dc) permission to take an exam separated from other students**

**dd) if the student so wishes, during an oral exam, questions may be written down or repeated, complex questions may be broken up into multiple questions and the exam questions and requirements may be simplified.**

**de) if necessary, a longer period of preparation time than the time given to non-disabled students may be granted,**

**df) appointment of a personal helper to help manage institutional affairs**

**(7) Allowances given to students with autism:**

**a) testing may be tailored to the student's needs, written examinations may be exchanged with oral examinations and vice versa,**

**b) Exam questions and requirements may be clarified, questions for oral exams and instructions may be written down and/or simplified,**

**c) if necessary, a longer period of preparation time than the time given to non-disabled students may be granted,**

**d) permission to use special tools (audio recorders, computers, dictionaries, other communication tools to facilitate learning) in classes or during exams,**

**e) exemption from the entire or part of the language examination or its level,**

**f) exemption from certain practical requirements that may be hard to meet for students with autism as a result of their development disorder; such requirements may be replaced with non-practical requirements,**

**g) appointment of a personal helper to help manage institutional affairs**

**(8) The longer period of preparation time than the time given to non-disabled students shall exceed the preparation time given to non-disabled students by at least 30%.**

**(10) If warranted, based on the expert opinion provided to the institution, the university may give further allowances to special needs students than the allowances listed in paragraphs (2)-(7) above.**

**(11) Students applying for PhD programmes, PhD students or PhD candidates may not be exempt from the level of the language proficiency exam. However, an exemption from a part of the language proficiency exam shall apply to the doctoral programme applicant, the doctoral student and the doctoral candidate, depending on the type of disability identified in the expert opinion.**

**(12) Former students with disabilities who have passed the final examination and whose student status has expired but have not fulfilled the exit requirement of obtaining a language certificate may be exempt from the entire or part of the language examination or its level.**

## **Section 210**

- (1) At the student's request and based on the decision of the coordinator responsible for the issues of disabled students, it is possible to appoint a personal helper.
- (2) At the student's request and based on the decision of the coordinator responsible for the issues of students who are unable to read printed versions of the material, the university shall provide the course materials in digital form.
- (3) Special needs students may make audio recordings of classes not held in training form. The audio files created may only be used for the student's own studies. The student must inform the lecturer and other participants in the course about the intention to record the class.
- (4) The examiner must allow the student to
  - a) take a written exam instead of an oral one and vice versa,
  - b) employ the help of special technical tools for written exams
  - c) provide a period of preparation time 30% longer than the time given to non-disabled students if the student makes the request for the above allowances at least four business days before the exam.
- (5) The rule laid out in paragraph (4) does not apply to the student's right specified in Section 71 (5).
- (6) If the special needs student makes a request for allowances at least four business days before the exam, the faculty coordinator will ensure that special needs students have access to special tools and sign interpreters at the exam.
- (7) Allowances for special needs students that can be obtained through application shall be announced and the applications for them assessed at least five days before the deadline for the mandatory declaration of data pursuant to the relevant law.
- (8) Students with physical disabilities, visual or hearing impairment, may be given complete or partial exemption from the course requirements and new specific requirements by the course instructor may, pursuant to the relevant law.
- (9) Special needs students who wish to be exempt from the entire or part of the language examination or its level may be exempt by the head of the faculty based on recommendation from the faculty special committee, only in connection with the circumstance serving as the basis for the exemption.

## **Section 211<sup>605</sup>**

The Student living with a disability may submit their request to prolong the duration of their support to the Office of Educational Affairs by the final day of the fourth week of any semester's exam period, indicating the number of semesters for which they wish to avail of the support. The Office of Educational Affairs shall decide on the request. It may only deny or deviate from the request in terms of the number of semesters for which the support for the Student is to be extended. The Student may submit the request multiple times.

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<sup>605</sup> Enacted by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

**Section 212<sup>606</sup>**

**Section 213<sup>607</sup>**

**Section 214<sup>608</sup>**

**Section 215<sup>609</sup>**

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<sup>606</sup> Repealed by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>607</sup> Repealed by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>608</sup> Repealed by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

<sup>609</sup> Repealed by Senate Rule CXX/2015. (29 June) Effective date: 15 August 2015.

## **SPECIAL PROVISIONS**

### **PROVISIONS PERTAINING TO CERTAIN FACULTIES**

#### **CHAPTER XIV<sup>610</sup>**

### **PROVISIONS PERTAINING TO THE FACULTY OF LAW**

#### **Section 216**

With regards to students pursuing studies at the Faculty of Law, Chapters I–XIII of the Regulations shall be applied by taking into consideration the divergences discussed in this chapter.

#### **Section 217**

ad Section 2

The educational organisational units participating in the education offered at ELTE's Faculty of Law are the departments, the Institute of Political Science (hereinafter together: departments), and the Legal Training Institute providing vocational trainings.

### **CHANGING PROGRAMMES AND TRAININGS**

#### **Section 218<sup>611</sup>**

Changing programmes may only be allowed to lower or same level programmes.

### **TRANSFERRING STUDENTS FROM OTHER NATIONAL UNIVERSITIES**

#### **Section 219<sup>612</sup>**

ad Section 34

Students from other national universities may be transferred if

- a) the student successfully completed the obligatory courses set for the first and second semester by the curriculum of the programme pertaining to the student's request (the Educational Board may make an exception to this rule with regards to two examinations per semester at most);
- b) in the event of a transfer request to full time training, the student collected at least 27 credits during each of the preceding two semesters and achieved a 4.00 (good) academic grade (scholarship index); in the event of a transfer request to correspondence (part-time) training, the student collected at least 20 credits during each of the two preceding semesters and achieved a 3.51 (good) academic grade (scholarship index) based on the curriculum set by the faculty with regards to the training concerned and its rules regarding the calculation of average;
- c) has at least one complex [type "C"] intermediate level (B2) state or state certified language exam.

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<sup>610</sup> Established by Volume II of ELTE's Organisational and Operational Procedures, Senate Rule XLVII/2014. (28 April), regarding the amendment of the chapter pertaining to the Faculty of Law of the Special Provisions of Academic Regulations. Effective date: 1 May 2014

<sup>611</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>612</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

## **Section 220<sup>613</sup>**

### **THE VISITING STUDENT STATUS**

#### **Section 221<sup>614</sup>**

The opportunity discussed in paragraph (3) of Section 42 shall be applied by the faculty with the restriction that courses that conclude with a basic level examination or comprehensive examination and courses that belong to the group of courses connected to the final examination may not be completed by a visiting student, or in another institution of higher education.

### **THE FACULTY'S STUDENTS' PARTICIPATION IN THE ERASMUS PROGRAM**

#### **Section 222**

(1) Students with an active status shall apply to the ERASMUS Program through filling in an application in the E-learning System.

(2) The prerequisite for the application is that

a) the student successfully passed the following examinations:

- legal training: Constitutional Law 2, Administrative Law 1, Criminal Law 1, Civil Law 1;
- Bachelor training in Political Science: The Basics of Political Science 2, Constitutional Law 1;
- Masters training in Political Science: The Hungarian Political System, Local Society, regions;
- Bachelor training in Administration of Justice: Civilistics 2, Administrative Law 2;
- Bachelor training in Administration of Labour and Social Insurance: The Administrative Procedure – knowledge of cases of misdemeanour, The Basics of Civil Law 2,
- Masters training in Criminology: Constitutionality and Human Rights, The Basic Problems of Theoretical Criminology
- PhD: registered students with an active status.

b) the student has an intermediate B2 type language exam or a document certifying language skills on par with that with regards to the language to be used during their Erasmus studies;

c) <sup>615</sup>the student has at least two non-completed courses in order to acquire the pre-degree certificate stating that all course-units have been completed.

(3) <sup>616</sup>

(4) In the event that the student registers to the final exam after the ERASMUS semester, in the spring semester, they may only attend the examination if they acquire the pre-degree certificate stating that all course-units have been completed until 15 March at the latest.

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<sup>613</sup> Section and preceding heading repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>614</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>615</sup> Established by Senate Rule XCVI/2017. (V. 29.) on the amendment to the chapter on the Faculty of Law in the Special Provisions of Eötvös Loránd University's Academic Regulations for Students. Effective date: 30 May 2017.

<sup>616</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

(5) Students participating in the ERASMUS program for the sole purpose of completing their field practice may only be exempted from having to attend courses. In the event that the time frame of the field practice within the framework of the ERASMUS program provides a well-founded reason for this, the student may be granted the extended examination period discussed in paragraph (3) of this section.

(6) The student hands in the verification regarding the completion of a field practice abroad at the International Office of the Faculty. In the event that the verification complies with the requirements, the International Office of the Faculty hands over the copy of the verification for further administrative procedures to the instructor responsible for the field practice.

## **THE END OF THE STUDENT STATUS**

### **Section 223**

ad Section 52

(1) In accordance with section d) of paragraph (1) of Section 52, the Bureau of Education ends the student status in the event that the student has not completed 20% of the credits necessary to conclude the programme until half-time of the time period specified by the training and graduation requirements. This rule may not be applied with regards to the student-related aspects of LLM trainings.

(2) <sup>617</sup>

## **CATCHING-UP EXAMINATIONS**

### **Section 224**

(1) In the event that – based on the training and graduation requirements – a student was admitted to the programme concerned upon prescribing the passing of catching-up examinations, this circumstance shall be indicated at the E-learning System by the Bureau of Education.

(2) <sup>618</sup>The catching-up examinations may be held during the study period.

(3) The successful completion of all catching-up examinations shall be indicated by the Bureau of Education at the E-learning System.

(4) In the event that the student does not complete all the catching-up examinations until the end of the second active semester following the student's enrolment, – based on the provision specified in the training and graduation requirements –, the student's name is deleted from the student register.

### **Section 224/A<sup>619</sup>**

Under the points system laid out in Section 60 (1) point c), students of the Faculty of Law shall be awarded 50 points.

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<sup>617</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>618</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>619</sup> Enacted by Senate Rule CXXI/2015. (VI. 29.) on the amendment to the chapter on the Faculty of Law in the Special Provisions of Eötvös Loránd University's Academic Regulations for Students. Effective date: 30 June 2015.

## **THE ORDER OF EDUCATION**

### **Section 225**

ad. Section 63

(1) The head of the department – in the case of vocational trainings organised by the Legal Trainings Institute, the director of the institute – ensures that the students are informed about the given course's requirements through the E-learning System or the website of the Faculty. The information provided to the students shall discuss the forms of assessment of the students' performance, the frequency and timing of the assessments, the subject matter of the course, the examination requirements, the subjects of the examinations, the written study material, and the literature that is regarded as part of the study material.

(2) Only such courses may be announced that are held by lecturers – and only such persons are entitled to hold examinations – that are the employees of the Faculty, bear the title of Professor Emeritus, or persons whose participation (as a PhD student, assigned instructor or a guest lecturer) in the education was approved by the Faculty Council upon the submission of the head of the faculty.

(3) With regards to the instructors and examiners at the Legal Trainings Institute, the director of the institute decides upon coordination with the professional leader of the trainings.

### **Section 226**

(1) The categories of courses held at the Faculty: obligatory, elective (alternative) and optional (facultative).

(2) A course is obligatory if – based on the training and graduation requirements, – its completion is necessary for all students in order to obtain the diploma, and all courses that are defined as such by the curriculum. The form of the obligatory course is a class-lecture and/or group work (seminar, practice).

(3) Completing alternative courses is compulsory for students by choosing them from the thematic list offered by the current school schedule at the time.

(4) Completing facultative courses is compulsory for students through the free course choosing prescribed by the training and graduation requirements.

(5) At the legal training, obligatory courses start at the first week of the study period, while alternative and facultative courses start at the second week.

(6) <sup>620</sup>The elective (alternative) courses that will be open for registration in the following semester shall be approved at the end of each academic year by the Faculty Council after consulting with the Faculty Curriculum Committee.

## **MODULES SERVING FOR SPECIALISATION**

### **Section 227**

(1) <sup>621</sup>At the Faculty of Law and according to the curriculum in effect since September 2010, in the integrated, single-cycle and full-time legal training, a set group of elective, alternative courses categorised as forming the basis of differentiated professional knowledge, may be divided into 4 modules (Criminal Sciences, Civilistics, International and European Law and Public Law modules). The Faculty Curriculum Committee shall categorise the elective

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<sup>620</sup> Enacted by Senate Rule XCVI/2017. (V. 29.). Effective date: 30 May 2017.

<sup>621</sup> Established by Senate Rule XCVI/2017. (V. 29.). Effective date: 30 May 2017.

courses into modules based on the people in charge of the modules, by no later than 30 November for the spring semester and 30 April for the autumn semester.

(2) At the single-cycle, full time legal training, the range of facultative courses belong to one of the 4 modules specified in paragraph (1).

(3) In order to ensure the coordination of themes and a proper variety of facultative courses belonging to the modules, the dean appoints head instructors responsible for the modules (hereinafter head of the module).

(4) Upon negotiation with the relevant department heads, the head of the module makes a written suggestion regarding the range of facultative courses belonging to the modules to the educational vice dean, in the autumn semester, until 1 December at the latest, while in the spring semester, until 1 June at the latest. The range of facultative courses belonging to each module shall be included in the current school schedule at the time.

### **Section 228**

(1) <sup>622</sup>

(2) The Bureau of Education ranks the students registered to the facultative course belonging to the module based on the credit index of the preceding active semester, and deletes applications exceeding the limit on headcount based on the ranking.

### **Section 229**

(1) Whether the given module was completed or not may be established at the time the student concludes their studies, upon acquiring the pre-degree certificate stating that all course-units have been completed.

(2) One student may request the accreditation of only one module at most.

(3) With regards to students enrolled before September 2010, the prerequisite for completing the module is the completion of at least 6 facultative courses belonging to the module. A further condition for completing the module is writing a class paper on a subject in connection with the chosen module with a good or outstanding grade.

(4) With regards to students enrolled in or after September 2010, the prerequisite for completing the module is the completion of at least 6 (differentiated) alternative courses belonging to the module, and at least 4 facultative courses belonging to the module. A further prerequisite for completing the module is for the student to write one of their class papers and thesis on a subject in connection with the chosen module with a good or outstanding grade.

(5) The module does not qualify as completed in the event that the arithmetic mean of the student's grade for the obligatory and alternative courses among the group of courses (panel) belonging to the module, together with the arithmetic mean of the grade for the facultative courses belonging to the module does not reach 3.51.

(6) The student shall request the accreditation of the course through the E-learning System, from the day of the issuing of the pre-degree certificate stating that all course-units have been completed until the day of their first final examination. The Bureau of Education registers the completion of the module into the E-learning System.

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<sup>622</sup> Repealed by Senate Rule CVII/2018. (V. 28.) on amendment to the chapter on the Faculty of Law in the Academic Regulations for Students. Effective date: 29 May 2018.

## **CLASS PAPER**

### **Section 230**

(1) Students enrolled in Legal and Political Science Bachelor trainings are required to write a class paper – which serves the purpose of getting familiarised with the research methodology and improving writing skills – based on the given curriculum, which is at least 1 sheet (40,000 characters, approximately 20 standard pages) long, and is to be assessed based on a five-grade system.

(2) The class paper may be written on the obligatory courses the student registers to until the deadline of the paper, on the subjects recommended or approved by the departments.

(3) The departments announce the recommended subjects for class papers on the bulletin board of the department in every semester, until the end of the first week of the study period. Furthermore, the departments announce the names of the consultant teachers together with their field of expertise.

(4) <sup>623</sup>The deadline for handing in the class paper is the last workday of the study period. The class paper shall be handed in at the Bureau of Education, together with a verification signed by the consultant teacher.

(5) The evaluation criteria are determined by the department and disclosed on the bulletin board of the department.

(6) The deadline for evaluating the class paper is the end of the 6th week of the examination period following the submission of the paper.

(7) There is no room for amending the grade given for the paper.

## **ASSESSING ACADEMIC PERFORMANCE**

### **CLASSROOM TEST**

#### **Section 231**

(1) In the event that the department intends to assess the students' performance during the lectures (class classroom test), and attaches consequences to the results, the requirements and conditions shall be disclosed in the E-learning System until the end of the first week of the study period.

(2) Only one class classroom test may be held on the same week among all the courses, except for the last two weeks of the study period.

(3) In the event that the class classroom test is a condition for allowing students to take the examination, the students who failed the test shall be provided an opportunity at a date and time specified by the department to write a repeat test, until the last day of the study period at the latest.

(4) The department is required to correct the class classroom test within 8 days after writing the test, along with making the results available to the students, and giving an opportunity within a week for the students to take a look at the tests.

(5) <sup>624</sup>Even in the case of student consent as specified in paragraph (6) of Section 67, instructors may only deviate from the time of a seminar or lecture if it does not get in the way of students' other academic responsibilities.

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<sup>623</sup> First sentence established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>624</sup> Enacted by Senate Rule XCVI/2017. (V. 29.). Effective date: 30 May 2017.

(6) <sup>625</sup>Instructors may assess students' knowledge over the course of the study period in the form of classroom tests or by assigning papers. The test and paper scores shall contribute to the students' semester grades. The instructor shall inform students about how papers and tests count towards their semester grades by the end of the second week of the study period.

## **SEMINARS, PRACTICES, ORALS**

### **Section 232**

ad Section 66

(1) At obligatory practices, seminars, the instructor responsible for the practice or seminar shall check the attendance of the students. The students shall be informed about the consequences of absences on the first class.

(2) Testing the knowledge of courses specified in the curriculum is in the form of orals.

(3) The assessment of seminars, practices and courses (alternative, facultative) concluding with orals happens in the last week of the study period. An opportunity for amending failed classes shall be given on one occasion, until the second week of the examination period at the latest.

(4) In the event that the practice is connected to a course evaluated by terminal examinations or basic level examinations, and the obligatory course was failed, the practice connected to it shall be repeated as well.

## **THE RULES OF ORGANISING EXAMINATIONS**

### **Section 233**

ad Section 70

(1) <sup>626</sup>In the event of a written examination, the head of the department – in the case of vocational trainings organised by the Institute of Legal Trainings, the director of the institute – makes a decision regarding whether they provide 3 written examination occasions – as the standard rules of examinations –, or the department announces only 2 written examination occasions. In the event of 2 written examination occasions, at least 2 weeks shall pass between the 2 occasions (in the case of the Legal Training Institute, one week), and the headcount shall be proportionally divided in a way that the sum of the headcount shall reach 130% of the students that may be allowed to take the examination.

(2) The rules of exemption are determined by the head of the department – in the case of vocational trainings organised by the Institute of Legal Trainings, the director of the institute – and ensures that the students are informed about it simultaneously with disclosing the dates and times of examinations. Exemption requests may be submitted until the last day of the week following the examination period at the relevant department.

(3) <sup>627</sup>The Student Union shall be notified of the planned times and dates of the exams referred to in paragraph (2) of Section 70. The Student Union shall give its opinion on the planned dates within one week.

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<sup>625</sup> Enacted by Senate Rule XCVI/2017. (V. 29.). Effective date: 30 May 2017.

<sup>626</sup> Established by Senate Rule XCVI/2017. (V. 29.). Effective date: 30 May 2017.

<sup>627</sup> Enacted by Senate Rule XCVI/2017. (V. 29.). Effective date: 30 May 2017.

(4) <sup>628</sup>If an exam is cancelled due to the absence of an instructor, the cancellation must be reported to the head of the department. The instructor and the students shall agree on a new date for the exam. Students unable to take part in the exam on the newly agreed date, shall be allowed to register for any future exam, regardless of whether or not the student exceeds the limit of students taking the exam.

(5) <sup>629</sup>During Students' inspection of their corrected written exams, the instructor must present a detailed answer key which makes clear the key elements of the correct answers, as well as the points and part points awarded for them.

## **RETAKE EXAM AND REMEDIAL EXAM**

### **Section 234**

ad Section 73

(1) In the event that the department – in the case of vocational trainings organised by the Institute of Legal Trainings – provides only 2 examination occasions, the failed written examination may be retaken by the student – based on their choice, – on the second written examination occasion in writing or on the oral retake examination occasions orally. In the event of announcing 3 or more written examination occasions, the failed written examination – unless determined otherwise by the institute in the case of vocational trainings organised by the department or the Institute of Legal Trainings – may only be remedied in writing.

(2) In the event that the student attempted to pass the examination for the first time during the last written examination occasion, the student may not request another written examination occasion.

(3) <sup>630</sup>

(4) <sup>631</sup>Section 73 paragraph (5) shall apply to both the comprehensive exam and the foundation exam.

(5) <sup>632</sup>

## **EXTRAORDINARY ACADEMIC SCHEDULE**

### **Section 235<sup>633</sup>**

ad Section 74

In accordance with sections a)-d) of paragraph (2) of Section 74, an extraordinary academic schedule may be granted for students that obtained at least 50 credits, obtained at least 20 credits during their last concluded semester, and their scholarship index in their last concluded semester reached 3.51.

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<sup>628</sup> Enacted by Senate Rule XCVI/2017. (V. 29.). Effective date: 30 May 2017.

<sup>629</sup> Enacted by Senate Rule XCVI/2017. (V. 29.). Effective date: 30 May 2017.

<sup>630</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>631</sup> Established by Volume II of ELTE's Organisational and Operational Procedures, Senate Rule CC/2015. (14 December), regarding the amendment of the chapter pertaining to the Faculty of Law of the Special Provisions of Academic Regulations. Effective date: 15 December 2015

<sup>632</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>633</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

## FIELD PRACTICE

### Section 236

(1) The field practice may be completed at professional workplaces belonging to the field of justice, administration, politics and economics recommended by the Faculty or individually chosen by the student and approved by the person responsible for the field practice, with the guidance of an instructor.

(2) The person responsible for the field practice discloses the list of institutions in cooperation with the Faculty (hereinafter: recommended places) offering field practices for students enrolled in full-time legal training on the billboard of the Bureau of Education or the website of the Faculty until 31 October.

(3) The question of exemption from the field practice – at the student's request – is decided by the person responsible for the field practice. In order to be granted exemption, the student shall provide authentic verification that they had engaged in appropriate work with regards to the time and circumstances of the field practice. The verification shall contain the name of the workplace where the student completed their field practice, along with the name of the instructor, a detailed description of the work, its evaluation and grade.

(4) <sup>634</sup>For students enrolled in legal training, the duration of the field practice is 6 weeks (240 hours), which – based on the recommended curriculum – is to be completed during the first 6 weeks of the 10th semester, but it may be commenced upon the end of the 6th semester. Students shall apply by submitting the authorised form serving this purpose to the person in charge of the field practice, in the case of students taking the final exam in the spring semester, until 30 November at the latest, in the case of students taking the final exam in the autumn semester, until 30 June at the latest. The proof of completion shall be submitted within 30 days of completing the field practice, but the case of final exams in the spring semester, until 20 March, and in the case of final exams in the autumn semester, 31 August.

(5) The obligatory 40 hours field practice at the Bachelor training in Administration of Justice, whereas the obligatory 160 hours Bachelor training in Administration of Labour and Social Insurance shall be completed – according to the recommended curriculum – from the end of the 4th semester until the beginning of the final examination period. The request shall be submitted to the relevant rapporteur of the given major at the Institute of Legal Trainings.

(6) <sup>635</sup>The obligatory 160 hours field practice at the Bachelor training in Political Science shall be completed – according to the recommended curriculum – from the end of the 4th semester until the beginning of the final examination period at the workplace approved by the professional head of the training. The deadline for applying to the field practice is the last day of the 4th week of the study period, the deadline for submitting the proof of completion at the Political Science Institute is the last workday of the examination period.

(7) The obligatory 200 hours field practice at the Masters training in Criminology shall be completed – according to the recommended curriculum – from the end of the 2nd semester. The deadline for applying to the field practice is the last day of the 5th week of the study period of the 2nd semester. The deadline for submitting the proof of completion at the Department of Criminology is the last day of the study period of the 4th semester.

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<sup>634</sup> Last sentence established by Senate Rule CLXXVI/2016. (VI. 27.) on the amendment of the chapter pertaining to the Faculty of Law of the Special Provisions of Academic Regulations for Students. Effective date: 28 June 2016.

<sup>635</sup> Second sentence established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

## **THESIS**

### **Section 237**

ad Section 78

(1) Students enrolled in Legal Training shall submit the minimum of 2.5 sheets (100,000 characters – approximately 50 standard pages) long thesis at the Bureau of Education, in one bound copy until the last day of the registration period.

(2) Students enrolled in the Administration of Labour and Social Security training and the Administration of Justice training shall submit the minimum of 2 sheets (80,000 characters – approximately 40 standard pages) long thesis at the Bureau of Education, in one bound copy until 2 months prior to the beginning of the final examination period.

(3) Students enrolled in the Political Science training shall submit the minimum of 2 sheets (80,000 characters – approximately 40 standard pages) long thesis at the Institute of Political Science, in one bound copy until 1 month prior to the beginning of the final examination period at the latest.

(4) Students enrolled in the Masters training in Criminology shall submit the minimum of 2 sheets (80,000 characters – approximately 40 standard pages) long thesis at the Bureau of Education, in one bound copy until 3 weeks prior to the beginning of the examination period at the latest.

(5) Students enrolled in LLM trainings shall submit the minimum of 2 sheets (80,000 characters – approximately 40 standard pages) long thesis at the Bureau of Education, in one bound copy until 10 days prior to the beginning of the final examination period at the latest.

(6) Students enrolled in the trainings offered by the Institute of Legal Trainings shall submit the minimum of 1.5 sheets (60,000 characters – approximately 30 standard pages) long thesis at the Legal Trainings Institute, in one copy whose pages could be turned until 1 April or 1 October, respectively, upon receiving the pre-degree certificate stating that all course-units have been completed.

(7) At all trainings, the thesis shall be submitted in one copy, bound in a traditional form (black artificial leather or artificial linen, with the inscription THESIS and the name of the student written in gold on the hard cover).

(8) Departments – in the case of vocational trainings organised by the Institute of Legal Trainings – may ask for the submission of the thesis in the form of an electronic document beside the criteria discussed above.

## **FINAL EXAMINATION**

### **Section 238**

ad Section 81

(1) <sup>636</sup>Final exam preparation classes shall be provided by the Faculty as a uniform and indivisible service, meaning that students must register for all of their final exam preparation classes at the same time. Choosing the alternative final examination – based on the choice of the student, the final examination to be taken on the subject of Law and State Philosophy or European Law – is based on which preparatory lecture for the final examination the student registers to. The choice may not be changed later.

(2) The requirements of the final examination (the list of subjects), with reference to the literature shall be made available to the students by the departments – in the case of

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<sup>636</sup> First sentence established by Senate Rule CC/2015. (14 December) Effective date: 15 December 2015.

vocational trainings organised by the Institute of Legal Trainings – 3 months prior to the final examination, on the website of the Faculty.

(3) <sup>637</sup>The duration of the final exam period is no less than eleven weeks. The commencement date of the final exam period is determined by the dean of the faculty; the final exam period ends on the last workday of the exam period.

(4) The final exam period in the Institute of Postgraduate Legal Studies is held between November 15 - December 20, and May 15 - June 20 respectively. The degree thesis must be defended before the final exam board prior to the exam. If the thesis defence is unsuccessful, the final exam cannot be taken.

### **Section 239**

(1) The final exam registration deadline is the last day of the registration period.

(2) The final exam schedule shall be published by the Office of Educational Affairs in the Electronic Registration System (NEPTUN) 1 month before the start of the final exam period.

(3) Should the programme curriculum require that a student complete subjects ending in an exam in the same semester that he/she is scheduled to take the final exam, the student's name shall be removed from the final exam schedule should he/she fail to receive a leaving certificate by the end of the second week of the exam period.

(4) Final exams must be held at least ten days apart within the final exam period.

(5) When determining the final exam schedule at the Faculty of Law, students must be provided no less than twenty days of preparation between the civil law and constitutional and administrative law final exam.

(6) Final exam results shall be announced by the committee chairperson.

(7) In the case of joint final exam subjects, the subjects shall be graded separately.

(8) A student who fails to show up for the final exam may only retake the exam in the subsequent final exam period.

(9) A successful final exam cannot be retaken.

## **RETAKING AN UNSUCCESSFUL FINAL EXAM**

### **Section 240**

ad Section 82

(1) Students who have passed all but one of their final exams in their first final exam period are to take the remaining exam on the day of the final exam period's re-take exams.

(2) Students who fail the final exam in a final exam period other than their first, may only attempt a re-take exam if the student's registration for the exam does not exceed the quota for the advertised exam dates. This regulation also applies to first attempts at the final exam in programs offered by the Institute of Postgraduate Legal Studies.

(3) <sup>638</sup>If a student has exceeded the limit on the number of attempts at the final exam specified in Section 82 (5), upon said student's request the Academic Committee may allow a fourth final exam in the programme, while requiring the student to pay a fee equal to the semester's lowest tuition fee.

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<sup>637</sup> Second sentence established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>638</sup> Established by Senate Rule CC/2015. (14 December) Effective date: 15 December 2015.

(4) The fee for final exams granted on request within two years, as laid down in Section 50 (3) of the Act on National Higher Education, and within seven years of obtaining the final certificate, as laid down in Section 81 (6), are equal to the semester's lowest tuition fee in the given programme.

## **THE QUALIFICATION OF THE DIPLOMA**

### **Section 241**

ad Section 84

The qualification of the diploma is determined by the final exam results and the average calculated from the arithmetic mean of comprehensive exam and language exam grades, if they are specified in the study and exam requirements. The final exam result is the simple arithmetic mean of the grades obtained in the final exam and the grade received for the thesis.

## **CONFERRING AND THE AWARDING OF THE DIPLOMA**

### **Section 242**

(1) The doctorate degree is conferred upon law graduates in the order that they pass their final exams. The dates of the degree conferring ceremonies are chosen by the Dean.

(2) Students who miss their degree conferring ceremony for whatever reason may only receive their diplomas in the following period of award ceremonies.

(3) The graduation ceremony for the Department of Law's other programmes are held after the exam period, at a date chosen by the Dean. Students who miss the ceremony can pick up their diplomas at the Office of Educational Affairs.

(4) The graduation ceremony at the Institute of Postgraduate Legal Studies is held at a date chosen by the Director of the Institute. Students who miss the ceremony can pick up their diplomas at the Office of Educational Affairs.

## **STUDENT GRANTS AND SCHOLARSHIPS**

### **Section 243<sup>639</sup>**

ad Section 98 (1)

(1) In line with Section 93 (1) the funds allocated to the Faculty are to be spent on academic scholarship payments.

(2) <sup>640</sup>In line with Section 93 (2) the grants listed in Section 93 (4) shall be allocated in the following proportions:

a) research scholarship, professional scholarship, financial support for participation in academic competitions and conferences: 47.5%;

b) public service scholarship: 50%, but no more than an annual HUF 6,000,000

c) sports scholarship, cultural scholarship, arts scholarship: 5%

(3) <sup>641</sup>The distribution of the funds among the titles specified in paragraph (2) shall be decided by the KÖB based on the relevant requests and in line with the practice of responsible spending.

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<sup>639</sup> Established by Senate Rule CC/2015. (14 December) Effective date: 15 December 2015.

<sup>640</sup> Established by Senate Rule CVII/2018. (V. 28.). Effective date: 29 May 2018.

<sup>641</sup> Enacted by Senate Rule CVII/2018. (V. 28.). Effective date: 29 May 2018.

(4) <sup>642</sup>Pursuant to point b) of paragraph (2), if 50% of the annual amount allocated for scholarships exceeds HUF 6,000,000 the remaining funds shall be allocated towards the academic scholarship, professional scholarship and financial support for participating in academic competitions and conferences.

(5) <sup>643</sup>If the funds referred to in point b) of paragraph (2) reach HUF 4,500,000, the remaining money cannot be earmarked for the public service scholarship. If the funds referred to in (2) b) do not reach HUF 4,500,000, then no more than this sum can be allocated towards the public service scholarship. In all other cases, the KÖB shall decide freely on how the funds shall be spent.

(6) <sup>644</sup>When finalising the call for applications for the scholarships listed in point a) of paragraph (2), the KÖB shall take into account

- a) events that add to the diversity of the Faculty's academic, professional and social life,
- b) the activities of the Faculty's students and student organisations that contribute to the goal established in point a),
- c) domestic and international opportunities that could promote the professional advancement of the Faculty's students.

## **MEMBERS OF THE SCHOLARSHIP COMMITTEE OF THE FACULTY OF LAW**

### **Section 244<sup>645</sup>**

The Scholarship Committee of the Faculty of Law has 4 members.

## **ACADEMIC SCHOLARSHIP**

### **Section 245<sup>646</sup>**

(1) The academic scholarship is a tuition aid regularly paid to the student based on his/her academic achievement in the previous semester.

(2) Students eligible for an academic scholarship are those whose grade point average necessary for calculating the scholarship, is higher than the scholarship index of the student at the midpoint of scholarship index ranking for students whose education is state-funded.

(3) Academic scholarships are determined separately for each programme.

(4) Students who have transferred from another higher education institute shall have their averages calculated according to the faculty's regulations for calculating the average, using the courses, credits and weights listed in the curriculum of the given programme, as well as the grades obtained by the student in the other higher education institute.

(5) The average can only be used as the basis for scholarship payment if the student has successfully obtained no less than 16 credits. The minimum credit requirement for students with

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<sup>642</sup> Established by Senate Rule CVII/2018. (V. 28.). Effective date: 29 May 2018.

<sup>643</sup> Enacted by Senate Rule CVII/2018. (V. 28.). Effective date: 29 May 2018.

<sup>644</sup> Enacted by Senate Rule CVII/2018. (V. 28.). Effective date: 29 May 2018.

<sup>645</sup> The section and the previous title established by Senate Rule CC/2015. (14 December) Effective date: 15 December 2015.

<sup>646</sup> The section and the previous title established by Senate Rule CC/2015. (14 December) Effective date: 15 December 2015.

Erasmus scholarships is 10 successfully obtained credits. In the case of Erasmus students, course grades taken into account when calculating the grade point average are the ones the student has successfully completed and which have been entered into the Electronic Registration System up to the day on which scholarships are calculated.

(6) The following formula is used to calculate the scholarship index:

$$\frac{\sum(\text{credits obtained} * \text{grade} * \text{weight})}{\sum(\text{credits obtained} * \text{weight})}$$

(7) Weight referred to in paragraph (5):

- a) 3: in the case of complex exams and language proficiency exams,
- b) 2: in the case of exams,
- c) 1: in the case of all other grades.

(8) Only successfully completed courses part of the relevant programme are calculated into the scholarship index.

(9) When including courses not resulting in the obtainment of credits (courses ending with a language proficiency exam or a complex exam) in the scholarship index formula, the number of lessons for said courses is to be taken into account, and substituted into the formula.

(10) The method for calculating academic scholarships is the following:

- a) The number of students eligible for an academic scholarship shall be determined using Section 244 (2),
- b) The number of students determined in a) is to be multiplied by the minimum sum payable (5% of the student normative), as defined in legislation.
- c) The sum calculated on the basis of b) is to be deducted from the scholarship allocation,
- d) The faculty average for the relevant programme is to be deducted from average determined by the use of paragraphs (1), (2) and (4) of this section.
- e) The differences rounded to the nearest hundredth calculated in d) on the basis of a) are to be multiplied by 100, (this product is the multiplier to be applied to the relevant student)
- f) Following the calculation laid out in e), the products for all eligible students determined in a) are to be added up,
- g) Following the calculation laid out in (c), the scholarship allocation remaining after sums payable to all eligible students have been deducted, is to be divided by the sum resulting from the calculation laid out in f) (this quotient determines one unit of the scholarship),
- h) The unit calculated in g), rounded to the nearest whole, is to be multiplied by the multiplier for each student eligible for a grant in accordance with a). This result must then be added to the minimum sum payable defined in legislation [referred to in b)], to calculate the sum to be allocated to the grade point averages on the basis of which grants are paid,
- i) The grade point averages on the basis of which grants are paid, are to be allocated to the respective students.

## Section 246<sup>647</sup>

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<sup>647</sup> Section and preceding heading repealed by Senate Rule CVII/2018. (V. 28.). Effective date: 29 May 2018.

**Section 247<sup>648</sup>**

**NATIONAL HIGHER EDUCATION SCHOLARSHIP**

**Section 248<sup>649</sup>**

- (1) Students eligible for the National Higher Education Scholarship are those who(se)
  - a) obtained a scholarship index of at least 4.51 in the previous two
  - b) application for the scholarship has the support of an instructor
- (2) Applications for the scholarship are to be submitted to the faculty's Office of Educational Affairs by the deadline specified in the call for applications.
- (3) Applications submitted on time shall be ranked by the Board of Studies of the Faculty according to the following criteria:

<b>APPLICATION FORM HEADINGS</b>	<b>POINTS</b>
<b>Academic achievements</b>	
combined scholarship index of the last two semesters X 100	max. 1000
intermediate (B2) language proficiency exam result	50
advanced (C1) language proficiency exam result	80
knowledge of legal terminology	50
re-take exam	- 50
<b>Professional activity</b>	
<b>(1) Research activity</b>	<b>max 120</b>
Participation in organised research	30
Participation contributed relevantly to the research (collection of materials, contributing to bibliography, annotation, translation, etc.)	60
Submitted an interim research paper	120
<b>(2) Participation, award in a Conference of Scientific Students' Associations, National Conference of Scientific Students' Associations</b>	<b>max. 200</b>
Member of the Scientific Student's Association and/or a college for advanced studies	30
gave a lecture	50
opposed a research paper	60
submitted a research paper	80
Secretary of a Conference of Students' Scientific Associations	90
submitted a research paper for a National Conference of Scientific Students' Associations	100
finished in the top 3 at a National Conference of Scientific Students' Associations	200
<b>(3) Publications, lectures</b>	<b>max 150</b>

<sup>648</sup> Section and preceding heading repealed by Senate Rule CVII/2018. (V. 28.). Effective date: 29 May 2018.

<sup>649</sup> Established by Senate Rule CC/2015. (14 December) Effective date: 15 December 2015.

<b>(4) Research papers</b>	<b>max 150</b>
Submitted an entry to competition at home	80
Submitted an entry to competition abroad	90
Won a prize, ranked in the top 3 at home	140
Won a prize, ranked in the top 3 abroad	150
<b>(5) Other vocational/academic competitions</b>	<b>max 150</b>
Participated in a vocational competition at home	80
Participated in a vocational competition abroad	90
Won a prize, ranked in the top 3 at home in a vocational competition	140
Won a prize, ranked in the top 3 abroad in a vocational competition	150
<b>(6) Other outstanding professional accomplishments</b>	<b>max. 200</b>
Passed an exam in a partial (at least a semester-long) research stay scholarship programme	100
Studies in parallel programmes	100
The application is backed by an instructor	100
The application is backed by an instructor (PI) independent of the higher education institution	100
<b>(7) Other education-related accomplishments</b>	
Appointed demonstrator for a department	100
<b>Sporting achievements, public service and other accomplishments (III)</b>	
<b>(8) Student public service</b>	<b>max. 125</b>
has an active functional role in the Student Council/Entrance Exam Preparatory Committee	50
member/officer of an elected faculty body	75
member/officer of an elected university body	125
<b>(9) Other outstanding social, cultural activities</b>	
represents the Faculty or the University in a national or international organisation	50
<b>(10) Finished in the top 3 in a national or international sporting competition</b>	
	50

(4) All achievements listed in paragraph (5) must be backed up by attaching valid documentation to the application.

(5) Points for achievements in the Professional activity (II) and Sporting achievements, public service and other accomplishments (III) categories shall only be awarded for those not listed in previous successful applications for the Scholarship of the Republic of Hungary or National Higher Education Scholarship. Points awarded for criteria under the Professional activity (II) and Sporting achievements, public service and other accomplishments (III) categories may not exceed the maximum number of points attainable for those criteria, even if the total number of points attained for the sub criteria is greater than the relevant criterion's absolute limit.

## **Section 249<sup>650</sup>**

### **FUNDING THE WRITING OF LECTURE NOTES, THE PROCUREMENT OF DIGITAL TEXTBOOKS, COURSE MATERIALS AND DIGITAL SOURCES FOR PREPARING LECTURES**

#### **Section 250**

ad Section 114

(1) The decision on the allocation of the percentage of funds laid down in legislation and in Volume 2 of the Organisational and Operational Regulations of Eötvös Loránd University is made by the faculty's Vice Dean for Education with the approval of the Faculty Student Council. The funds may be spent on producing lecture notes, digital legal research database subscriptions, providing the necessary technical factors for wireless access, as well as expanding the faculty library's list of textbook titles.

(2) The percentage of funds laid down in legislation and in Volume 2 of the Organisational and Operational Regulations of Eötvös Loránd University is to be spent on e-textbooks, course materials, electronic devices and tools assisting disabled students in their studies. The decision on the allocation of the funds is made by the faculty's Vice Dean for Education, based on recommendation from the Coordinator of Services for Students with Disabilities, with the approval of the faculty Student Council.

### **TUITION FEE**

#### **Section 251**

ad Section 131

(1) Should a student interrupt his/her student status during the semester, the student shall be refunded a part of the tuition fee proportional to the amount of time elapsed between the start of the 21 weeks of training specified in Section 54 (3) and receipt of the student's request. The student may not request a refund after the start of the exam period.

(2) Upon request, and based on the student's social environment, the student may receive no more than 2 extensions to pay tuition. Students may not pay their tuition in instalments.

(3) Upon request, and based on the student's social environment, the student may qualify for a reduction of up to 40% of his/her tuition, if said student registered for no less than 30 credits, and obtained at least half of these credits with a minimum grade point average of 3.51. Students enrolling for their first semester may have their tuition reduced on social grounds, taking entrance exam scores into account.

(4) The deadline for submitting the requests referenced in paragraphs (2) and (3) is the first day of the study period.

(5) Students who have been granted a payment extension pursuant to paragraph (2), but have failed to meet the new deadline, are to be sanctioned in accordance with Section 131 (7).

(6) The Institute of Postgraduate Legal Studies does not grant extensions to pay tuition. Upon a student's request, the Director of the Institute of Postgraduate Legal Studies

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<sup>650</sup> The section and the previous title repealed by Senate Rule CC/2015. (14 December) Effective date: 15 December 2015.

may allow a student to pay his/her tuition in instalments. Students paying their tuition in instalments are not eligible for refunds, should they interrupt their student status.

## **FEES**

### **Section 252**

Compensation and service fees are set by the Faculty Council, no later than the 15th of May preceding the academic year. The faculty must then publish the fees according to standard procedure.

## **FIRST INSTANCE BODIES HANDLING STUDENT CASES**

### **Section 253**

(1) Faculty first instance bodies carrying out tasks entrusted to it by legislation and this Regulation are the following:

- a) Board of Studies of the Faculty for full-time programmes,
- b) Board of Studies of the Faculty for part-time programmes,
- c) Faculty Credit Transfer Committee,
- d) <sup>651</sup>Faculty Scholarship Committee,

(2) The first instance body for handling student cases at the Institute of Postgraduate Legal Studies is the Director of the Institute.

## **DEAN'S EQUITY**

### **Section 254**

ad Section 143

(1) Under special circumstances, defined by the present Regulations, - with the consent of the Board of Studies of the Faculty - the Dean may permit deviations, as requested by the Student, from any of the rules listed in the Regulations, with the exception of circumstances in which a student fails to meet the deadlines to matters referred to in paragraph (2).

(2) In the case of a request for equity pertaining to a transfer, course registration or registration for the final exam, students must submit the request by the end of the second week of the study period, while requests dealing with individual course schedules or post-registration for courses must be submitted by the end of the fourth week of the study period. The student may not submit a request for equity or an excuse request if he/she fails to meet a deadline regulated in this paragraph.

(3) Students may only make one request for equity during their studies in a given programme.

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<sup>651</sup> Established by Senate Rule CC/2015. (14 December) Effective date: 15 December 2015.

**Section 255<sup>652</sup>**

**Section 256**

**Section 257**

**Section 258**

**Section 259**

**Section 260**

**Section 261**

**Section 262**

**Section 263**

**Section 264**

**Section 265**

**Section 266**

**Section 267<sup>653</sup>**

**Section 268<sup>654</sup>**

**Section 269<sup>655</sup>**

**Section 270<sup>656</sup>**

**Section 271**

**Section 272<sup>657</sup>**

**Section 273<sup>658</sup>**

**Section 274<sup>659</sup>**

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**Section 278<sup>663</sup>**

**Section 279<sup>664</sup>**

**Section 280<sup>665</sup>**

**Section 281<sup>666</sup>**

**Section 282<sup>667</sup>**

**Section 283<sup>668</sup>**

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<sup>652</sup>Repealed by Senate Rule XLVII/2014. (IV. 28.) Effective 1 May 2014

<sup>653</sup>Repealed by Senate Rule XLVII/2014. (IV. 28.) Effective 1 May 2014

<sup>654</sup>Repealed by Senate Rule XLVII/2014. (IV. 28.) Effective 1 May 2014

<sup>655</sup>Repealed by Senate Rule XLVII/2014. (IV. 28.) Effective 1 May 2014

<sup>656</sup>Repealed by Senate Rule XLVII/2014. (IV. 28.) Effective 1 May 2014

<sup>657</sup>Repealed by Senate Rule XLVII/2014. (IV. 28.) Effective 1 May 2014

<sup>658</sup>Repealed by Senate Rule XLVII/2014. (IV. 28.) Effective 1 May 2014

<sup>659</sup>Repealed by Senate Rule XLVII/2014. (IV. 28.) Effective 1 May 2014

## **CHAPTER XV**

### **PROVISIONS PERTAINING TO THE BÁRCZI GUSZTÁV FACULTY OF SPECIAL EDUCATION**

#### **Section 284**

Provisions of sections 1-13 of the Academic Regulations for Students are to be applied with deviations present in this section for students pursuing studies at the Bárczi Gusztáv Faculty of Special Education<sup>686</sup>.

#### **THE FACULTY ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

#### **Section 285**

(1) The Faculty Academic and Student Affairs Committee (hereinafter the Committee) carries out the tasks referenced in Section 124 (3) points a) and b) of Volume 1 of the Organisational and Operational Regulations of Eötvös Loránd University (as laid down in Section 11 of Annex G in Volume 3 of the Organisational and Operational Regulations), and is competent in the following academic affairs concerning students:

- a) preparing and reviewing faculty and university regulations pertaining to students and their studies,
- b) preparing and making decisions pertaining to student requests,
- c) preparing teaching arrangements and improvement proposals pertaining to student affairs,
- d) preparing decisions pertaining to faculty teaching arrangements.

(2) To carry out recurring but non-continuous tasks, the Committee operates subcommittees in the following areas:

a) The Credit Transfer Subcommittee, which has decision-making power over request dealing with earning, acknowledgement or validation of credits obtained. The subcommittee carries out the tasks assigned to the committee referenced in Section 124 (3) point b) of Volume 1 of the Organisational and Operational Regulations of Eötvös Loránd University.

b) The Selection Subcommittee, which is involved in establishing and reviewing rules dealing with the admission procedure, and preparing decisions concerning the procedure.

c) The Practical Training Subcommittee, which is involved in decisions relating to organising practical training programmes, and organising the programmes themselves.

d) The Special Needs Subcommittee, which is involved in establishing conditions ensuring that special needs students are given equal opportunities in their studies.

(3) The Committee is chaired by the faculty's Dean for Education Affairs, and its members are heads of delegates of the faculty's various institutes, as well as two members of the faculty's Student Council. The Practical Training Subcommittee is to ensure the representation of special postgraduate programmes.

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<sup>660</sup>Repealed by Senate Rule XLVII/2014. (IV. 28.) Effective 1 May 2014

<sup>661</sup>Repealed by Senate Rule XLVII/2014. (IV. 28.) Effective 1 May 2014

<sup>662</sup>Repealed by Senate Rule XLVII/2014. (IV. 28.) Effective 1 May 2014

<sup>663</sup>Repealed by Senate Rule XLVII/2014. (IV. 28.) Effective 1 May 2014

<sup>664</sup>Repealed by Senate Rule XLVII/2014. (IV. 28.) Effective 1 May 2014

<sup>665</sup>Repealed by Senate Rule XLVII/2014. (IV. 28.) Effective 1 May 2014

<sup>666</sup>Repealed by Senate Rule XLVII/2014. (IV. 28.) Effective 1 May 2014

<sup>667</sup>Repealed by Senate Rule XLVII/2014. (IV. 28.) Effective 1 May 2014

<sup>668</sup>Repealed by Senate Rule XLVII/2014. (IV. 28.) Effective 1 May 2014

<sup>686</sup>The faculty's name changed as a result of of Sen. Rule CXCI/2009. (VI. 29.) Effective 1 July 2009

(4) The Dean may appoint, in addition to the members of the committee, additional experts to participate in the work of the subcommittees.

(5) The Committee shall adopt its rules of procedure approved by the Faculty Council. The Committee shall report annually to the Faculty Council on its work.

## **Section 286**

### **Section 286/A**

### **Section 287<sup>687</sup>**

## **TRANSFER**

### **Section 288<sup>690</sup>**

ad Section 34

(1) The transfer request is to be submitted to the faculty desk at the Pedagogikum Center Office of Educational Affairs (PK TO) by filling out the form referenced in the Annex to the Rules and Procedures of Student Affairs. The form shall be addressed to the Dean. The Dean's decision is prepared by the Faculty Academic and Student Affairs Committee.

(2) Students who can be transferred are the following:

a) students who have validly completed no less than one semester,  
b) students whose entrance examination scores are at least 85% of the entrance examination threshold in the faculty's relevant year of admission and type of training programme.

c) students who held a grade point average of 4.00 or higher in the last active semester obtained an average of 20 credits in their semesters completed.

(3) Students with a chosen track wishing to transfer to the special education BA programme with the same type of training programme, may transfer to the same track of the BA programme.

### **Section 288/A<sup>693</sup>**

### **Section 288/B<sup>694</sup>**

### **Section 289<sup>696</sup>**

### **Section 290<sup>703</sup>**

### **Section 291<sup>707</sup>**

### **Section 292<sup>710</sup>**

(1)

(2) Students may request to register for an exam course by submitting a request for exam course signed by the course's lecturer by the end of the registration period. The exam course registration is done by the PK TO faculty desk staff through the Electronic Registration System, once the student has submitted the filled out request.

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<sup>687</sup> Section and preceding heading repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>690</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>693</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>694</sup> Section and preceding heading repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>696</sup> Section and preceding heading repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>703</sup> Section and preceding heading repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>707</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>710</sup> Established by Senate Rule CXLIV/2014. (VI. 30.). Effective date: 1 July 2014.

### **Section 292/A<sup>712</sup>**

### **Section 292/B<sup>716</sup>**

The student registers for seminars from the course list published by the faculty (education seminars, field work) during the registration period.

### **Section 293<sup>717</sup>**

ad Section 66 (5)

(1) The seminar requirements - including the field work, internship, public education practice - are to be completed during the study period. Individually organized practical requirements done in independent institutions are to be started four weeks before the end of the study period.

(2) Upon students' request, and having obtained the opinion of the lecturer, the head of the department responsible for the course may allow additional lessons to be held (cancelled lessons, seminars) following the end of the study period in order for the students to receive their practical grades.

### **Section 294**

Grades for courses in which students are required to submit a paper for evaluation, shall be finalized by the last day of the third week of the exam period.

### **Section 295<sup>718</sup>**

## **THESIS/PORTFOLIO<sup>721</sup>**

### **Section 296<sup>722</sup>**

- (1) <sup>723</sup>The thesis is a written academic paper corresponding to a given major, which proves that the student is capable of creating his/her own academic piece of work by applying the knowledge acquired during his/her studies, and processing empirical data with the aid of domestic and international scientific literature. The student is assisted in the thesis writing process by one or more supervisors.
- (2) <sup>724</sup>If the Student finished in the top three at a National Conference of Scientific Students' Associations ("OTDK"), or received a special prize, or placed first or won the grand prize in another academic competition, their thesis shall be accepted without being subjected to the critique procedure, and evaluated as „excellent” if this meets the academic and formal requirements concerning the thesis.

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<sup>712</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>716</sup> Endorsed by Senate Rule CCCXXXIII/2013. (XII. 09.) Effective 10 December 2013  
Established by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2014

<sup>718</sup> Section and preceding heading repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>721</sup> Established by Senate Rule CVIII/2018. (V. 28.). Effective date: 29 May 2018.

<sup>722</sup> Established by Senate Rule LV/2013. (II. 4.) on the changing of the name of the Bárczi Gusztáv Faculty of Special Education in the Special Provisions in the Academic Regulations for Students in Volume 2 of the Organizational and Operational Regulations of Eötvös Loránd University. Effective 5 February 2013.

<sup>723</sup> Numbering established by Senate Rule IX/2018. (I. 22.) on the amendment to the chapter on the Bárczi Gusztáv Faculty of Special Education in the Special Provisions of the Academic Regulations for Students.

<sup>724</sup> Enacted by Senate Rule IX/2018. (I. 22.). Effective date: 23 January 2018.

## SELECTION OF THE THESIS TOPIC, CHANGE OF THE THESIS TOPIC

### Section 296/A.<sup>725</sup>

(1)<sup>726</sup> The list of recommended thesis topics is put together by the departments responsible for education, and are sent to the PK TO faculty desk by the heads of the departments. Students shall choose their thesis topics from the list of recommended topics, but may also choose their own under special circumstances. The deadline for submitting the list of topics: **15 September** every academic year.

(2)<sup>727</sup> The list of recommended topics is published on the faculty's website by the PK TO faculty desk. The deadline for publishing the list of topics: **15 October** every academic year.

(3)<sup>728</sup> When choosing a topic, the student is to submit three copies of the thesis topic submission form, which the supervisor shall approve with his/her signature. The student keeps one copy, the supervisor keeps the second copy, and the third copy is submitted to the PK TO faculty desk. The thesis topic submission form can be downloaded from the faculty's website.

(4)<sup>729</sup> The supervisor can be a faculty lecturer, a faculty researcher, or an independent expert. An assistant lecturer with no PhD degree or an independent expert may also supervise the thesis alongside a certified lecturer.

(5)<sup>730</sup> The thesis topic and supervisor - in the case of an independent supervisor and/or individually chosen topic - is approved by the head of the responsible organisational unit, while in the case of a postgraduate training programme - not including the postgraduate training programme for a BA programme study track - it is approved by the person responsible for the relevant major.

(6) The deadline for choosing the thesis topic is:

- a) **November 15** for students in their 5th semester according to the curriculum in full-time and correspondence BA programs
- b) **November 15** for students in their first semester according to the curriculum in MA programs
- c) for special postgraduate programs
  - ca) **November 15** for students in their first semester according to the curriculum in two or three-semester programs.
  - cb) **April 15** for students in their second semester according to the curriculum in four-semester programs.

ad Section 77 (8)

(7)<sup>731</sup> Changing the already approved thesis topic is permitted by the head of the responsible organisational unit, while in the case of special postgraduate training programs - not including the postgraduate training programme for a BA programme study track - it is permitted by the person responsible for the relevant programme with the approval of the lecturers concerned. In this case students will have to fill out a new thesis topic submission form.

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<sup>725</sup>Paragraph and previous title endorsed by Senate Rule CCCXXXII/2009. (XII. 7.) Effective 8 December 2009. Established by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2014

<sup>727</sup>Established by Senate Rule LV/2013. (II. 4.) Effective 5 February 2013.

<sup>728</sup>Established by Senate Rule LV/2013. (II. 4.) Effective 5 February 2013.

Established by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2014

Established by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2014

Established by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2014

(8)<sup>732</sup> The Faculty Council, the Faculty Academic and Student Affairs Committee and the Research Ethics Committee may all set out recommendations and mandatory requirements regarding the formal and content requirements of the thesis. A guide containing these recommendations and mandatory requirements is to be published on the faculty's website.

(9) In the case of the portfolio, the content requirements shall be published on the website of the Faculty in line with the guidelines of the given programme guide.

## FORMAL REQUIREMENTS AND SUBMITTING THE THESIS

### Section 296/B.<sup>733</sup>

(2)<sup>734</sup> If the thesis is presented in an unconventional format (e.g. presented through multimedia contents), the length of the written part is to be defined individually. In this case, the multimedia content of the thesis is to be handled no differently than the rest of the thesis regarding content requirements.

(3)<sup>735</sup> The thesis submitted must have the author's declaration of originality inside the back cover, which can be downloaded from the faculty's website as an annex to the Thesis Guide. The author shall verify by signature that the thesis conforms to the conditions provided for in Section 74/B (1). In accordance with the declaration the thesis is invalid in the event of plagiarism.

(4)<sup>736</sup> The Student is to submit a bound copy of the thesis before the given deadline (which will be returned to him/her after the thesis defence), meeting the given formal requirements, and two electronic copies in PDF format, for storage in the faculty library and for appropriate organisational unit. The deadline for submitting the thesis is:

- a) **March 1** in the spring semester,
- b) **November 2** in the autumn semester,
- c) **April 1** in the spring semester in special postgraduate programs - not including the postgraduate training programme for a BA programme study track.

(5)<sup>737</sup> The student may submit the thesis up to two weeks after the deadline with the written approval of the supervisor by paying a fee.

(6)<sup>738</sup> In the case of the portfolio, the deadlines shall be published on the website of the Faculty in line with the guidelines of the given programme guide.

## ASSESSMENT AND EVALUATION

### Section 296/C<sup>739</sup>

(1)<sup>740</sup> The thesis is assessed separately in writing by the head of the appropriate organisational unit - or by the person responsible for the major in the case of special postgraduate training programs - and by the supervisor. If the student has an independent supervisor, the thesis shall be assessed by a reviewer from the university. The student receives

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Established by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2014

<sup>733</sup> Paragraph and previous title endorsed by Senate Rule CCCXXXII/2009. (XII. 7.) Effective 8 December 2009.

<sup>734</sup> Established by Senate Rule LV/2013. (II. 4.) Effective 5 February 2013.

<sup>735</sup> Established by Senate Rule LV/2013. (II. 4.) Effective 5 February 2013.

Established by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2014

<sup>737</sup> Endorsed by Senate Rule CCCII/2010. (XII. 6.) Effective 7 December 2010.

<sup>738</sup> Enacted by Senate Rule CVIII/2018. (V. 28.). Effective date: 29 May 2018.

<sup>739</sup> Established by Senate Rule LV/2013. (II. 4.) Effective 5 February 2013.

Established by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2014

the two written reviews no less than two weeks before defending the thesis. The written reviews contained the recommended grade and an opinion stating whether the thesis can be submitted for defence. The copies of the reviews and the protocol of the thesis defence shall be submitted to the PK TO faculty desk after the final exam.

(2) The supervisor and the reviewer make separate proposals on the grade. If the difference between the two reviewers' proposals is no more than 1 grade, but if one of the grades is a 1 (fail), the student shall not be allowed to defend the thesis. If the difference between the two reviewers' proposals is 2 grades or more, the thesis will have to be assessed by a third reviewer. If one of the recommended grades is a 1 (fail), and the third reviewer confirms the grade, the student shall not be allowed to defend the thesis.

(3) Students may re-work or re-write an unsuccessful (failing) thesis, or a thesis deemed unacceptable pursuant to Section 74/C (1), only once.

(4) <sup>741</sup>In the case of the portfolio, the assessment criteria shall be published on the website of the Faculty in line with the guidelines of the given programme guide.

## THESIS DEFENCE

### Section 296/D<sup>742</sup>

(1)<sup>743</sup>The thesis defence takes place at a separate date, before the oral part of the final exam in BA and MA programs, as well as postgraduate training programs for a BA programme study track. Only students who have successfully defended their thesis may sit for the oral part of the final exam.

(2) The dates for thesis defences organized in a special procedure before the final exam:

a) **March 1 - May 30** in the spring semester,

b) **November 2 - December 20** in the autumn semester.

(3) <sup>745</sup>In BA and MA programs, and in postgraduate training programs for a BA programme study track, the thesis is defended in front of a three-member committee put together by the relevant organisational unit. The supervisor is a member on the committee. The committee chair is the head of the organisational unit, or a certified lecturer appointed by the head of the organisational unit. The PK TO faculty desk will notify the student on the time the organisational unit scheduled the defence for.

(4) <sup>747</sup>The thesis defence is oral. First the student gives a brief rundown of the thesis, highlighting the main ideas, and follows it up by replying to the thesis review and any questions the committee might have. During the defence, the student has the opportunity to demonstrate knowledge he/she required that is related to the thesis topic. Following the defence, the committee determines the thesis grade, taking into account the grades recommended by the reviewers. If the committee is unable to reach a decision on the grade, the committee chair has the final say. The PK TO faculty desk records the grade in the Electronic Registration System, in accordance with the thesis defence protocol.

(5)<sup>749</sup> Only theses graded 4 (good) and 5 (excellent) will be stored in the library in electronic form. The thesis review sheet and the thesis defence protocol shall be archived at the

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<sup>741</sup>Enacted by Senate Rule CVIII/2018. (V. 28.). Effective date: 29 May 2018.

<sup>742</sup>Paragraph and previous title endorsed by Senate Rule CCCXXXII/2009. (XII. 7.) Effective 8 December 2009.

<sup>743</sup> Established by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2014

<sup>745</sup> Established by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2014

<sup>747</sup> Established by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2014

PK TO faculty desk as a supplement to the final exam protocol. The deadlines for archiving the documents are:

- a) **June 5** in the spring semester,
- b) **January 5** in the autumn semester.

(6) <sup>750</sup> In the case of a postgraduate training programme - not including the postgraduate training programme for a BA programme study track - the person responsible for the relevant major may decide within 5 days of the current semester's thesis submission deadline that the thesis defence shall take place at a date other than that of the final exam. The person responsible for the major shall notify the head of the PK TO faculty desk in writing of the decision. Theses defences held separately from the final exam in postgraduate training programmes - not including the postgraduate training programme for a BA programme study track - are organized by the PK TO faculty desk.

(7) <sup>751</sup> In the case of the portfolio, the scheduled defences, the defence procedure as well as the rules for preserving the portfolio shall be published on the website of the Faculty in line with the guidelines of the given programme guide.

## **SUPERVISING TASKS RELATED TO THE THESIS AND THE PORTFOLIO**

### **Section 296/E.**<sup>752</sup>

The vice dean is appointed by the dean to oversee the writing and defence of theses and portfolios. Should a problem arise during the thesis defence, the student may report the problem in writing to the vice dean appointed by the dean no later than on the third academic day following the defence.

## **INTERNSHIP (FIELD WORK)**

### **Section 296/F.**<sup>753</sup>

(1) <sup>755</sup> Students pursuing special education BA studies shall take part in an internship (field work) in their 8th semester. The internship

- a) consists of 300 contact hours (150 hours per study track) in full-time programmes
- b) consists of 90 contact hours (45 hours per study track) in part-time programmes.

The duration and activity for student work exceeding contact hours can be found in the guide released by the organisational units responsible for the study track.

(2) Students who qualify for the internship, are those who have fully completed the prerequisites for the internship.

(3) <sup>756</sup> The organisational units responsible for organizing and supervising the internship are responsible for organizing the internships, working out student schedules, and publishing content requirements.

(4) <sup>758</sup> Students must pre-register through the Electronic Registration System for spring semester internships (scheduled for the 8th semester in the ideal curriculum) by November 10 in the autumn semester before starting the internship. During the preliminary registration phase, students must choose a field for the internship, the person responsible for the study track will

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Established by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2014

<sup>751</sup> Enacted by Senate Rule CVIII/2018. (V. 28.). Effective date: 29 May 2018.

<sup>752</sup> Heading preceding section and section's first sentence established by Senate Rule CVIII/2018. (V. 28.). Effective date: 29 May 2018.

<sup>753</sup> Paragraph and previous title endorsed by Senate Rule CCCXXXII/2009. (XII. 7.) Effective 8 December 2009.

<sup>755</sup> Established by Senate Rule CCCXXXIII/2013. (XII. 09.) Effective 10 December 2013.

<sup>756</sup> Established by Senate Rule CCCXXXIII/2013. (XII. 09.) Effective 10 December 2013.

<sup>758</sup> Established by Senate Rule CCCXXXIII/2013. (XII. 09.) Effective 10 December 2013.

then choose and approve the institution where the student shall complete the internship. The institution in which the student completes the internship may not be the same institution as the student's workplace.

(5)<sup>761</sup> The deadline for withdrawing from the internship, and submitting the withdrawal to the organisational unit in charge of the internship shall be the last week of the exam period in the (autumn) semester before the internship, that is, the last week of January.

(6)<sup>762</sup> The organisation unit in charge of organising the internships shall take into account the internships of all students in their budget, regardless of the preliminary registration.

(7)<sup>763</sup> Students who began their studies before 1 September 2010, and are behind in their studies, have failed to complete certain courses, may fulfil the study and exam requirements by extending their studies by at least one semester. It is the student's responsibility to keep track of any missing courses, and to know when he/she can complete them.

a) The student registers for and completes the missing courses in the 8th semester of the curriculum, and therefore - under special circumstances through individual treatment - completes the internship in the 9th semester.

aa)<sup>764</sup> The organisational units responsible for organizing the internships provide the means for students extending their studies to complete their internships in the following autumn semester.

ab)<sup>765</sup> Students shall register for the internships in the 9th autumn semester at the organisational unit in charge of the internships, by April 10 of the spring semester before the internship. During the preliminary registration phase, students must choose a field for the internship, the person responsible for the study track will then choose and approve the institution where the student shall complete the internship. The institution in which the student completes the internship may not be the same institution as the student's workplace.

ac)<sup>766</sup> The final deadline for withdrawing from the internship, and submitting the withdrawal to the organisational unit in charge of the internship shall be the last week of the exam period in the (spring) semester before the internship, that is, the last week of June.

b) Students shall register for their missing courses in the 9th semester of the curriculum after completing the internship. The deadlines provided for in paragraphs (4) and (5) shall apply in this case.

(8)<sup>767</sup> On the basis of Decree no. 15/2006. (IV. 3.) OM on the training and output requirements, the following decision shall apply to the internships of students beginning their studies after 1 September 2010: the prerequisite for the internship is completing all study and exam requirements - with the exception of the thesis and the final exam - in the special education BA programme, and obtaining all credits necessary to complete the requirements. In accordance with paragraph (7) point a), the student may complete the internship in the following autumn semester after completing the study and exam requirements.

(9)<sup>768</sup> Contrary to the provisions in paragraphs (1)-(8), students are to register for the autumn semester internship of the postgraduate training programme for a BA programme study

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<sup>761</sup> Established by Senate Rule CCCXXXIII/2013. (XII. 09.) Effective 10 December 2013.

<sup>697</sup> Established by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2014

<sup>763</sup> Introductory text established by Senate Rule CCCXXXIII/2013. (XII. 09.) Effective 10 December 2013.

<sup>699</sup> Established by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2014

<sup>700</sup> Established by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2014

<sup>701</sup> Established by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2014

<sup>767</sup> Last sentence endorsed by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2013.

<sup>703</sup> Established by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2014

track in the Electronic Registration System by May 15 of the spring semester before the internship. The deadline for withdrawing from the internship, and submitting the withdrawal to the organisational unit in charge of the internship shall be the last day of the registration period in the fall semester.

## **THE QUALIFICATION OF THE FINAL EXAM AND THE DIPLOMA IN AN MA PROGRAMME**

### **Section 297<sup>769</sup>**

(1) The final exam grade in BA and MA programmes is determined by the result of the oral exam covering the study track. Should a student be pursuing more than one track, the arithmetic mean of the exam results is recorded in NEPTUN.

ad Section 84

(2) The method for determining the qualification of the diploma: the simple arithmetic mean of the results of complex exams, closing lectures and seminars, the result of the final exam (grades taken into account separately in the case of multiple study tracks), and the thesis grade.

## **THE QUALIFICATION OF THE FINAL EXAM AND THE DIPLOMA IN SPECIAL POSTGRADUATE PROGRAMMES**

### **SECTION 297/A<sup>770</sup>**

In the case of special postgraduate programmes, the programme guide explains the method for calculating the final exam grade and the qualification of the diploma.

## **REQUEST FOR EQUITY**

### **Section 298**

(1)<sup>771</sup> The request for equity shall be addressed to the Dean of the Faculty and submitted to the PK TO faculty desk. The Dean's decision is prepared by the Faculty Academic and Student Affairs Committee.

(2)<sup>772</sup> The deadline for submitting the request for equity shall be the last day of the course registration period for requests dealing with registering for courses and/or exams after the course registration period and/or exam dates.

(3)<sup>774</sup>

(4) The condition for submitting a request for equity is a significant change in the student's health, living conditions for which he/she is not responsible, deserving of equity. The student must present these facts in the request, and attach valid documentation verifying said facts.

(5) A student may be granted equity five times during his/her studies. The student may be granted equity on the same grounds on no more than two occasions.

(6) The Dean cannot grant exemption from the completion of the studies.

(7) The Dean cannot grant exemption from the paying of fees.

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<sup>704</sup>Established by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2014

<sup>770</sup>Paragraph and previous title endorsed by Senate Rule CCCII/2010. (XII. 6.) Effective 7 December 2010.

<sup>706</sup> First sentence established by Senate Rule CVIII/2018. (V. 28.). Effective date: 29 May 2018.

<sup>772</sup>Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>774</sup>Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

(8)<sup>775</sup> Contrary to the provisions laid out in paragraph (5), a student may be granted equity an unlimited number of times for submitting a request of payment extension or a request to pay his/her tuition in instalments.

## **STUDENT GRANTS AND SCHOLARSHIPS**

### **Section 299**

ad Section 93

- (1) In line with Section 93 (1) the funds allocated to the Faculty are to be spent on academic scholarship payments.
- (2) In line with Section 93 (2) the proportion by which the grants listed in Section 93 (4) are allocated shall be decided by the Faculty Scholarship Committee.
- (3)<sup>776</sup>
- (4) Funds not spent may be spent freely on grants they were originally allocated for or any other grant types. The allocation of the remaining funds is to be decided on by the Faculty Scholarship Committee.

## **MEMBERS OF THE SCHOLARSHIP COMMITTEE OF THE BÁRCZI GUSZTÁV FACULTY OF SPECIAL EDUCATION**

### **Section 300**

ad Section 99

The Scholarship Committee of the Bárczi Gusztáv Faculty of Special Education has 6 members.

## **ACADEMIC SCHOLARSHIP**

### **Section 301<sup>777</sup>**

ad Section 100

- (1) The KÖB shall determine the sum of the academic scholarship based on the credit index, broken down per band.
- (2) By determining the academic achievement of the student transferred from another higher education institution only the results of the last completed semester can be considered. The procedure is the same as in the case of the students of the Faculty.

## **ACADEMIC SCHOLARSHIP**

### **Section 302**

ad Section 101

Students taking part in state-funded/partially state-funded and self-funded/tuition paying programmes who are appointed demonstrators may be granted academic scholarships. The sum of the scholarship money shall be determined by the KÖB based on the approval of the Dean.

## **PUBLIC SERVICE SCHOLARSHIP**

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<sup>710</sup>Established by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2014

<sup>776</sup> Repealed by Senate Rule CLXXI/2016. (VI. 27.). Effective date: 28 June 2018.

<sup>777</sup> Established by Senate Rule CVIII/2018. (V. 28.). Effective date: 29 August 2018.

### **Section 303**

ad Section 103

The Dean may revoke the faculty public service scholarship from students deemed unworthy of it based on recommendation from the Student Council Executive Board.

## **NATIONAL HIGHER EDUCATION SCHOLARSHIP**

### **Section 304**

ad Section 110

(1) Students pursuing BA studies are eligible to apply for the National Higher Education Scholarship upon successfully completing two semesters.

(2) Applications for the scholarship are to be submitted to the Dean of the faculty by the deadline specified in the call for applications.

(3) Applications that have arrived on time are ranked by the Dean, a representative of the Academic Council, a representative of the Academic Students' Council and a representative of the Student Council based on the various criteria of the call for applications. The ranking is published in a notice.

(4) The applicant may appeal the ranking. The appeal may be submitted to the faculty secretary, which is reviewed jointly by the Dean and the Student Council President. The dean shall inform the Rector on the final decision.

### **Section 305**

### **Section 306**

### **Section 307**

## **TUITION FEE**

### **Section 308**

ad Section 129

(1) Students taking part in self-financed programmes are eligible for research scholarship, faculty bonuses and sporting and culture scholarship.

(2)<sup>778</sup> In accordance with Section 134 and the faculty's Fees Notice students taking part in self-financed programmes have an obligation to pay their tuition fees.

(3) The tuition fee for students referenced in Section 36 (5) of Government Decree No. 51/2007. (III. 26.) is determined by the Faculty Council for a period of one year, in accordance with Act CCIV of 2011 On National Higher Education and the aforementioned Government Decree.

(4)<sup>779</sup>

### **Section 309<sup>780</sup>**

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<sup>713</sup> Established by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2014

<sup>714</sup> Repealed by Senate Rule CCXXIX/2016. (X. 24.). Effective 25 October 2016.

<sup>780</sup> Repealed by Senate Rule CVIII/2018. (V. 28.). Effective 29 May 2018.

## **RULES FOR PAYING AND SPENDING THE TUITION FEE**

### **Section 310<sup>782</sup>**

ad Section 131

(1) Should a student interrupt his/her student status during the semester, the student shall pay a part of the tuition fee proportional to the amount of time elapsed from the start of the semester, and he/she shall also be refunded part of the tuition. The student may not request a refund after the start of the exam period.

(2) The request for payment extension and the request for a reduction in tuition are to be submitted to the faculty desk at the PK TO by filling out the form referenced in the Annex to the Rules and Procedures of Student Affairs. The form shall be addressed to the Dean. The Dean's decision for every programme is prepared by the Faculty Academic and Student Affairs Committee.

(3) <sup>783</sup>The deadline for submitting the request referenced in paragraph (2) shall be 15 September and February 15, respectively. The deadline is a limitation period, meaning that requests submitted after the limitation period will automatically be rejected.

(4) The payment extension lasts a maximum of thirty days.

(5) Paying the tuition in instalments can only be done in two equal instalments, with the deadline for paying the first instalment being October 15 and March 15 respectively, and the deadline for paying the second instalment being November 15 and April 30 respectively.

(6) A reduction of 50% of the tuition can be permitted if the student took up at least the number of courses worth the amount of credits specified in the ideal curriculum, and successfully completed at least two thirds of them in his/her last active semester before submitting the request.

(7) Apart from meeting the requirements in paragraph (6) to be granted a reduction of tuition, the applicant must also supply sufficient evidence that he/she is in need of the reduction. Applicants must present the following documents to prove that they are in need of the reduction:

a) Verification from the local government on the number of people living under one roof with the applicant, and the number of people with their own address; based on the address on the applicant's official card certifying the address.

b) Income statements from everybody living at, or with a residence permit citing the applicant's address.

c) A written statement from somebody referenced in point b), stating that he/she has no source of income apart from the source cited in the person's income statement.

(8) Students may be granted a reduction in tuition no more than four times during the programme.

(9) <sup>784</sup>Students taking part in self-financed programmes who have exceeded the number of semesters laid down in the ideal curriculum, may request in the extra semesters that they pay tuition based on credits, - as determined by the Faculty Council for self-financed students - instead of paying a tuition fee for the whole semester. The condition of being granted the reduction is that the Student must be in need of it. The Student must supply the documents listed in paragraph (7) as verification.

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<sup>782</sup> Paragraph and previous title repealed by Senate Rule CXLIV/2014. (VI. 30.) Effective 1 July 2014

<sup>783</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>784</sup> Last sentence enacted by Senate Rule CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

## **CHANGE OF THE FORM OF FUNDING**

### **Section 311**

(1) The request for change of form of funding is to be submitted to the faculty desk at the PK TO by filling out the form referenced in the Annex to the Rules and Procedures of Student Affairs. The form shall be addressed to the Faculty Academic and Student Affairs Committee. The decision on the request is made by the Faculty Academic and Student Affairs Committee. The decision on the request is signed by the Committee Chairperson.

(2) The deadline for submitting the request for change of form of funding is August 31 and January 25 before the registration period of the following semester.

(3) Students taking part in a state-financed Hungarian programme may transfer from a state-financed programme to a self-financed programme upon request.

### **FEES**

### **Section 312**

ad Section 133-134

(1)<sup>785</sup> The faculty publishes the list of fees in a notice on an annual basis.

(2) The student is obliged to pay for the production costs and administrative expenses of the various documents and certificates issued to him/her.

(3)<sup>786</sup>

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Established by point 17) of Senate Rule CCCII/2010. (XII. 6.) Effective 7 December 2010.

<sup>786</sup> Repealed by Senate Rule CCCII/2010. (XII. 6.) Effective December 7 2010

## **CHAPTER XVI<sup>787</sup>**

### **PROVISIONS PERTAINING TO THE FACULTY OF HUMANITIES**

#### **Section 313**

Provisions of chapters I-XIII of the Academic Regulations for Students are to be applied with deviations present in this section for students pursuing studies at the Faculty of Humanities.

### **THE MINOR AND THE SPECIALISATION**

#### **Section 314**

ad Section 12–14, 48

(1) The minor is a study track offering 50 credits - with study units chosen from other study tracks - which provides training different from that of the student's existing tracks.

(2) It may also consist of studies not directly related to a 50 credit specialisation, and it can be offered in the form of several related tracks, and in the form of expanding on those tracks.

(3) The conditions for taking up a minor are laid out in the curricula of the various minor tracks and specialisations.

(4) Students pursuing a BA degree may only gain admission to one minor track.

#### **Section 315<sup>788</sup>**

#### **Section 316<sup>790</sup>**

#### **Section 317**

ad Section 26

(1) The tutor can be a lecturer/researcher under contract with the university, who holds at least a PhD degree.

(2) The lecturer/researcher is usually only permitted to tutor one student, however he/she may work with up to 3 students, depending on the nature of the project.

(3) One student may only participate in one tutorial at a time.

(4) The student applying for the tutorial must submit his/her application to the secretariat of the faculty Student Council by the last Friday in the study period preceding the semester of the tutorial.

(5) The application contains the data sheet, research plan, approvals from the persons responsible for the relevant study units, and the tutor's recommendations for the research and the student.

(6) The application and report materials are to be placed in the filing cabinet, like the complex exam reports.

(7) The tutor agrees that he/she shall meet with the tutored student for at least two contact hours per week. The tutor may count no more than 4 contact hours among his own.

(8) The chairperson of the evaluation board established by the Faculty of Humanities is the Vice Dean for Research and Research Management Affairs, the Vice Dean for

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<sup>787</sup> Established by Volume II of ELTE's Organisational and Operational Procedures, Senate Rule CC/2015. (14 December), regarding the amendment of the chapter pertaining to the Faculty of Humanities of the Special Provisions of Academic Regulations. Effective date: 15 December 2015

<sup>788</sup> Section and preceding heading repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>790</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

Educational and Academic Affairs, the head of the Office of Educational Affairs and a Student Council delegate are all members of the board.

(9) The student taking part in the tutorial must submit a report to the tutor and to the evaluation board once every semester. The report shall compare the research plan with the results achieved. The report shall be 30 000 to 80 000 characters in length. In accordance with Section 26 (6) of this Regulation, the tutor shall prepare a 2 000 - 5 000 character-long written evaluation of the report.

### **Section 318**

ad Section 27/A (4)

The student's written report due by the agreed upon deadline shall give a precise and exact account of the results, and should be at least 4000 characters in length. The student's grades, credits and the name of the department and lecturer do not count towards the character count. If the evaluation board deems the written report or the list of courses wished to be taken up by the student (including the attached approvals) unacceptable in terms of formal presentation or the content, it may ask the student to defend or complete the report orally. If the student fails to comply, he/she acknowledges that his/her honorator status has been revoked.

### **Section 319**

ad Section 55 (4)

Courses at a college for advanced studies which count towards completion of the study unit and are present in the curriculum of a programme, are offered by the person responsible for the major, upon recommendation from the director of the college for advanced studies.

### **Section 320<sup>791</sup>**

ad Section 34 (5)

(1) Students from other national universities may be transferred if

- a) the student successfully completed 15 credits each of the obligatory courses set for the first semester by the curriculum of the programme.
- b) students who successfully achieved a weighted grade point average of 4.01 in the semester preceding the transfer.

(2) The decision on the transfer shall be made by the Dean based on the recommendation of the competent organizational unit of education.

(3) Students pursuing a Bachelor's programme who wish to transfer following a completed semester, in addition to meeting the criteria laid out in paragraph (1), must also have a high enough admission score to have gained admission to the programme they wish to transfer to.

### **Section 321<sup>792</sup>**

### **Section 322**

ad Section 38 (3)

A student with an interrupted student status may visit lessons free of charge - with the approval of the seminar instructor in the case of seminars - , but he/she may not actively take

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<sup>791</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>792</sup> Repealed by Senate Rule CCLXV/2019. (XII.16.). Effective date: 17 December 2019.

part in the lesson, and therefore will not be counted as having been present at the lesson, nor as having taken up the study unit, and the student may not obtain a grade for the course.

### Section 323

ad Faculty Organisational and Operational Regulations Section 25 (1) f)

ad Section 42 (3)

(1) The Faculty Credit Transfer Committee is a university body consisting of 12 members, 6 of whom are instructors (including the chairperson), and 6 of whom are students. The student members are nominated by the faculty Student Council.

(2) The tasks and competences of the Faculty Credit Transfer Committee are the following:

a) assessing requests for study unit transfer and deciding on these matters.

b) assessing requests for credit transfer and constantly making decisions on students applying to MA programmes

ba) upon recommendation from the Admission Credit Transfer Committee,

bb) in case the Admission Credit Transfer Committee is unable to make a decision - in order to prevent the student's disqualification from the selection process - with the inclusion of a member of the Committee or the director of an institute or the institute's vice-director for education, without recommendation from the Committee.

(3) <sup>793</sup>The student of the faculty may ask to hear the provisional opinion of the Faculty Credit Transfer Committee on the transfer of the study unit (based on the rules of credit transfer) which he/she wishes to complete at another institution. Based on the decision taken by the Faculty Credit Transfer Committee, the Vice-Dean for Education shall give permission in writing, and shall inform the student about the limitation period for the permission. The student may not ask the faculty to financially contribute to him/her registering the subject at another institution.

(4) <sup>794</sup>

(5) <sup>795</sup>

### Section 324

ad Faculty Organisational and Operational Regulations Section 25 (1) c)

(1) The Faculty Board of Studies is a university body consisting of 5 instructors and 5 students.

(2) <sup>796</sup>Four of the instructors on the Board are elected by the Faculty Council for the period lasting until the end of the Council's mandate, with the fifth instructor being the Vice-Dean for Education, who is also the chairperson of the Board. The student members are nominated by the faculty Student Council for a term of one semester. Members may serve an indefinite number of terms.

(3) <sup>797</sup>The board's rules of procedure determines how to substitute the chair if the Vice-Dean for Education is unable to participate.

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<sup>793</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>794</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>795</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>796</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>797</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

(4) If an instructor fails to live up to his/her role in the work of the Board of Studies, he/she may be recalled upon recommendation of 6 of the Board's members.

(5) The instructor may also be recalled if he/she is liable to disciplinary action.

(6) If a student fails to live up to his/her role in the work of the Board of Studies, he/she may be recalled by the Student Council President upon recommendation of 6 of the Board's members or the Faculty Council.

(7) The student may also be recalled if he/she is liable to disciplinary action.

### **Section 325**

ad Section 48 (3) e)

A further condition may be ranking based on a completed task assigned by the person responsible for the major.

### **Section 326<sup>798</sup>**

#### **Section 327**

ad Section 52 (3) a)

The student shall be expelled from the programme if he/she fails to obtain 36 credits over the course of his/her first three active semesters.

### **Section 328**

ad Section 54 (1)

Students shall be notified of instructors' office hours by the department's own procedures as well as via the Electronic Registration System by noon on the last business day before the start of the semester. Under special circumstances, the instructor may be substituted. If neither the instructor nor the substitute are available, the head of the organisational unit for education shall substitute for the instructor.

### **Section 329**

ad Section 56 (10)

The student cannot be penalised for failing to complete a study unit, if a given course's lessons were either not held, cancelled midway or if the course was not offered (despite being featured in the curriculum). The person responsible for the major shall submit a written explanation to the Faculty Study Board, detailing the reasons for which the relevant study unit was not completed. The Office of Educational Affairs will then enter the exemption into the student's gradebook.

### **Section 330**

ad Section 63 (1)-(3)

(1) The head of the department shall be notified by the instructor of the sessions cancelled.

(2) It is prohibited to hold field practice lasting over three days, both in the academic and exam periods. Instructors may only deviate from this rule with the unanimous approval of the students.

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<sup>798</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

(3) In music programmes the practical requirement may be an exam (exam lecture) to which the rules pertaining to colloquia shall apply.

### **Section 331**

ad Section 66 (6)

(1) Students who have failed a seminar shall be given one opportunity to pass during the first two weeks of the exam period - if the curriculum allows it.

(2) Depending on the nature of the seminar, the student has the following options to pass a seminar he/she may have failed:

- a) the student may sit for a separate oral or written exam covering the material,
- b) the student may be assigned a separate task related to the material covered,

(3) The instructor has the right to choose the method by which the student will be given the opportunity to pass. Upon the student's request, the head of the organisational unit responsible for the study unit, may override the instructor's decision.

(4) If it is enough for the student to take a test to attempt to pass the seminar, the student shall sit for the test before the start of the exam period.

(5) If the student failed a field practice because his/her report was not satisfactory, only the report needs to be re-written. The relevant curriculum cites cases in which the student must repeat the field work in its entirety.

(6) If the student fails to complete his/her internship, or if the student fails it, the student must repeat the internship.

### **Section 332**

ad Section 67 (5)

Tests for lectures during the study period may take up a total of 2 lessons, or 90 minutes.

### **Section 333**

ad Section 70

(1) When organising the schedule for written exams, extra consideration must be given to exams belonging to subjects offered in accordance with the ideal curriculum.

(2) If an exam is cancelled due to the absence of an instructor, the cancellation must be reported to the head of the department. In the case of cancelled retake examinations, the cancellation is to be reported to the head of the organisational unit responsible for the major. The instructor and the students shall agree on a new date for the exam. Students unable to take part in the exam on the newly agreed date, shall be allowed to register for any future exam, regardless of whether or not the student exceeds the limit of students taking the exam.

### **Section 334**

ad Section 71 (2)

Students may sit for no more than two exams for a given course, except in the case of postponing an exam.

### **Section 335<sup>799</sup>**

### **Section 336**

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<sup>799</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

ad Section 76 (4)

(1) <sup>800</sup>

(2) The institute/department must offer up and publish the recommended thesis topics in BA and MA programmes by April 30 of each year. Students are also free to choose their own topics.

(3) The minimum formal requirements for the thesis in BA and MA programmes are as follows:

a) the thesis shall be typed, and the student shall submit a hard-bound copy and a ring-bound copy. The student shall also attach a statement to the thesis confirming that it is his/her own intellectual property, and, if specified among the programme's final examination requirements, a statement from the topic supervisor without which the thesis cannot be turned in. The outside and inside cover templates for the thesis shall be made available on the faculty's website and are mandatory to be used by students.

b) Further formal requirements are determined by the head of the organisational unit responsible for the major, and shall be published on the faculty's website.

(4) The institute/department may also ask that the student submit a digital copy of the thesis.

### **Section 337**

ad Section 77

(1) <sup>801</sup>

(2) In both BA and MA programmes, in programmes whose curricula so specify, the student shall choose a thesis topic and a supervisor by June 15 of the year preceding the final exam, or January 15 in a cross semester, as specified by the institute/department.

(3) Students submitting a portfolio as their thesis must inform their supervisor about their choice by June 15 of the year preceding the final exam, or January 15 in a cross semester. The supervisor for a portfolio thesis shall be chosen from among the study track's lecturers. Students pursuing Bachelor's programmes who began their studies after 1 September 2010 may not submit a portfolio thesis.

(4) In both BA and MA programmes, students are to inform the Office of Educational Affairs of their approved thesis topics, supervisors, and/or their decision to submit a portfolio thesis along with the department's approval by October 15 of the year preceding the final exam, or March 15 in a cross semester.

### **Section 338**

ad Section 78

(1) Students who have finished their thesis in line with the requirements, and are finishing their studies and sitting for the final exam in BA programmes or MA programmes, shall submit their thesis to the Office of Educational Affairs by April 15 in the spring semester, and November 15 in a cross semester.

(2) Students may only submit a thesis for the following final exam period after the deadline.

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<sup>800</sup> Repealed by Senate Rule LXIX/2019. (V. 27). Effective date: 28 May, 2019.

<sup>801</sup> Repealed by Senate Rule LXIX/2019. (V. 27). Effective date: 28 May, 2019.

### **Section 339**

ad Section 81 (12)

Students and former students may withdraw their registrations for the final exam no later than 72 hours before the day of the exam.

### **Section 340**

ad Section 81

The method of calculation of the final exam score and the qualification of the diploma is outlined in the chapter titled “final exam requirements” for the relevant curriculum.

### **Section 340/A**

ad Section 83

- (1) The final examination board shall consist of at least 3 members, be chaired by a university professor or associate professor, have at least one external member who may be an instructor in another of the University’s programmes or an individual not employed by the institution,
- (2) The persons responsible for the task involving the chairmanship or membership of the final examination board shall be recommended to the Dean by the education organisational units responsible for the programme.
- (4) In the event that a member of the board is unavailable, a substitute shall be appointed from among those eligible, of which the Office of Educational Affairs is to be notified in writing.

### **Section 341**

ad Section 93

- (1) Pursuant to Section 93 (1) the funds allocated to the Faculty shall be spent on awarding study grants.
- (2) Pursuant to Section 93 (2) the disbursement titles within the funds allocated to the Faculty listed in Section 93 (4) shall be distributed in the following proportions:
  - a) research scholarship: 32%
  - b) public service scholarship: 39%
  - c) culture scholarship: 20%
  - d) sports scholarship: 5%
  - e) professional scholarship 4%
- (3)<sup>802</sup>
- (4) Any remaining funds may be spent freely among the disbursement titles within the funds allocated to the Faculty, taking into account the stipulation set out in Section 344. The KÖB will decide on the proportion in which the funds are awarded.

### **Section 342**

ad Section 99

The Faculty of Humanities KÖB has 8 members.

## **STUDY GRANT**

### **Section 343**

ad Section 100

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<sup>802</sup> Repealed by Senate Rule CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.

- (1) The academic scholarship can be awarded for a period of one semester.
- (2) The sum of the academic scholarship is calculated based on academic results of the previous semester.
- (3) The academic scholarship sums are calculated by faculty offices based on the available scholarship funds. The faculty offices then transfer the scholarship money.
- (4) The academic scholarship funds shall be divided in proportion with the number of students eligible, among the following groups of students
  - a) <sup>803</sup>
  - b) BA students
  - c) MA students
  - d) students in single-cycle teacher training programmes
- (5) Students who obtained less than 15 credits in their previous semester shall not be awarded scholarship money.
- (6) The scholarship funds over the basic scholarship shall be distributed in proportion to students' credit indices, rounded to the nearest HUF 100.
- (7) Terms:

Programme average: the average of the grades received within a student group in a given programme. Its average is the sum of the grades divided by the number of grades,

Faculty average: the average of the grades received within a student group in a given faculty. Its average is the sum of the grades divided by the number of grades,

Programme multiplier: the quotient of the "Humanities average" and the "programme average", no lower than 0.9

Scholarship index: (programme multiplier\*credit\*grade), the sum product of the total number of grades and corresponding credit values and the programme multiplier. When calculating the scholarship index, the programme multiplier that shall be taken into account is the programme with whose code the student registered for the given subject.

Progress index: 0.27 (73+ credits obtained), no higher than 30. If the student completes a study unit by gaining exemption, the credit value corresponding to the given study unit shall be deducted from the progress index.

Scholarship average: the quotient of the scholarship index and the progress index multiplied by the quotient of the total number of credits obtained and the total number of credits registered.
- (8) If a student has retaken an exam, his/her last grade shall be calculated into the scholarship index.
- (9) All registered study units are calculated into the scholarship index.
- (10) The method for calculating the scholarship for BA students, MA students, and students in single-cycle teacher training programmes is the following:
  - a) students shall be ranked in descending order of scholarship average.
  - b) Students in the upper 50% of the ranking shall receive a basic scholarship, and the top 35% shall receive a differentiated scholarship according to the following:

Step	Ranking %	Basic academic scholarship	Points
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<sup>803</sup> Repealed by Senate Rule LXIX/2019. (V. 27). Effective date: 28 May, 2019.

0	50	The basic academic scholarship shall be 50% of the annual student normative specified in point a) of Section 114/D (1) of Nftv., rounded up to the nearest HUF 100.	0
1	35		5
2	30		10
3	25		20
4	20		30
5	15		40
6	10		50
7	5		65
8	3		80

c) the scholarship funds to be distributed.

## Section 344

### RESEARCH SCHOLARSHIP

ad Section 101

(1) The research scholarship can be awarded to students based on two types of applications:

- a) Research Scholarship Application
- b) Research Management and Research Application

(2) The Research Scholarship Application The scholarship can be awarded to students taking part in state-financed Hungarian BA, MA programs and programs started before 1 September 2006, for the duration specified in the training and output requirements.

(3) The Research Management and Research Application can be awarded to students taking part in state-financed Hungarian BA, MA programs and programs started before 1 September 2006.

(4) The applications are opened and the assessment board is set up by the KÖB upon recommendation from the Academic Committee of the Faculty Partial Student Union.

(5) Funds remaining from the scholarship specified in paragraph (1) shall be added to the funds allocated to the following Research Management and Research Application.

## Section 345

### SPORTS SCHOLARSHIP

ad Section 104

(1) Students taking part in state-financed, Hungarian, BA, MA programs, and programs started before 1 September 2006 are eligible to apply for a sports scholarship.

(2) The applications are opened and the assessment board is set up by the KÖB upon recommendation from the Culture and Sports Committee.

## Section 346

### CULTURAL SCHOLARSHIP

ad Section 105

(1) Students taking part in state-financed, Hungarian, BA, MA programs, and programs started before 1 September 2006 are eligible to apply for a culture scholarship.

- (2) The applications are opened and the assessment board is set up by the KÖB upon recommendation from the Culture and Sports Committee.

### **Section 347**

#### **PROFESSIONAL SCHOLARSHIP**

ad Section 106

- (1) Students taking part in state-financed, Hungarian, BA, MA programs, and programs started before 1 September 2006 are eligible to apply for a professional scholarship.
- (2) The applications are opened and the assessment board is set up by the KÖB upon recommendation from the Culture and Sports Committee.

### **Section 348**

#### **NATIONAL HIGHER EDUCATION SCHOLARSHIP**

ad Section 110

(1) When submitting an application for the National Higher Education Scholarship, the student shall declare in honour that he/she is not submitting research or public documents that the student has already submitted, and won with. The student must submit this statement on a form specifically designed for the National Higher Education Scholarship application, and must attach it to the application. If the assessment board suspects a breach of the rules, for which there is enough evidence, the board will exclude said applicant. The various validation documents are to be submitted on separate forms.

(2) A failed complex exam, which the applicant has not re-taken will exclude the application.

(3) Students who have failed to complete their studies in time are not permitted to submit applications for the Scholarship.

(4) The points system of the National Higher Education Scholarship at the Faculty of Humanities, along with the various items and corresponding points available are the following:

##### **I.) Academic achievements**

1) Academic achievements are taken into account by weighted grade point average. The maximum number of points available on these grounds is 20 points. Students who have more than one major shall have both of their weighted grade point averages taken into account. If the student has more than one gradebook, then the grades listed in the two gradebooks shall determine the weighted grade point average that shall be taken into account. Sealed gradebook transcripts released by the Faculty of Humanities shall be sealed, while at other faculties, a photocopy of the sealed transcripts shall be submitted by the final deadline for submitting documents.

- a) 5.0 20 points
- b) 4.99–4.95 19 points
- c) 4.94–4.9 18 points
- d) 4.89–4.85 17 points
- e) 4.84–4.8 16 points
- f) 4.79–4.75 15 points
- g) 4.74–4.7 14 points
- h) 4.69–4.65 13 points
- i) 4.64–4.6 12 points
- j) 4.59–4.55 11 points
- k) 4.54–4.5 10 points
- l) 4.49–4.45 8 points

- m) 4.44–4.4 6 points
- n) 4.39–4.3 4 points
- o) 4.29–4.2 2 points
- p) 4.19–4.0 1 pont
- q) 3.99 or below 0 points

2) At the Faculty of Humanities points can be given for the credits completed in the particular semester as follows:

If applicants have more than three discontinued study units during the semesters forming the basis of the application, or if applicants have a course taken by the Dean's equity, they cannot receive points on these grounds.

- a) 1 point for 55–60 credits
- b) 2 points for 61–65 credits
- c) 3 points for 66–70 credits
- d) 4 points for 71–75 credits
- e) 5 points for 76–80 credits
- f) 6 points for 81–85 credits
- g) 7 points for 86–90 credits
- h) 8 points for 91–95 credits
- i) 9 points for 96–105 credits
- j) 10 points for 106 or more credits

### 3) Language competence

If applicants have several language exams in one particular language, they receive points for only one language exam (for the highest level).

Applicants completing a BA degree course in a foreign language (specialisations included) can only receive points if they have a language exam of the level (or of a higher level) defined by the final academic language requirements of the degree course.

Students completing a Master's Degree course (including Academic and Teacher Master's Degree courses) in a foreign language, points for a language exam taken in the language of the degree course cannot be counted.

An advanced level maturity exam in a foreign language taken besides the academic admission criteria equals to a B2 (previously intermediate), complex (previously type C) state-approved language exam. An oral (previously type A) and written (previously type B) language exam of the same level equals to a complex (previously type C) language exam. If the applicant is a Hungarian citizen or is a dual citizen who holds the Hungarian citizenship, a language exam in Hungarian cannot be accepted. Applicants cannot receive points for a language exam defined as a criterion in the admission criteria.

a) applicants can receive 4 points for a B2 (previously intermediate), complex (previously type C) language exam

7 points b) for a C1 (previously advanced), complex (previously type C) language exam.

Students can receive a maximum of 21 points for language exams.

4) If the applicants have more than one student status or if the applicants have an active status and are completing any of the following forms of training within the University during the semesters forming the basis of the application, they can receive points as follows: If applicants had an intermittent status on their simultaneously pursued degree course during one of the semesters forming the basis of the application, they can receive half the points available on that basis. If the simultaneously pursued degree course is an evening or a correspondence course, the applicant can receive half of the points available on that basis.

a) for simultaneously pursued BA/BSc and/or MA/MSc degree courses: 8 points

b) for simultaneously pursued BA/BSc degree courses completed parallel with a single cycle long programme degree course: 8 points

c) for simultaneously pursued MA/MSc degree courses completed parallel with a single cycle long programme degree course: 8 points

d) in a BA degree course for a second, and every further active, 50-credit module(s) registered in the Electronic Registration System: 4 points

## II.) Professional activities

1) If the applicant submits a verification of a title with the same title in multiple categories (e.g. lecture and publication with the same title), then only one title can be awarded for the title that gives the applicant a higher score

a) 5 points for research activities in a research group on the faculty or in a research group on the field (except for college workgroups)

b) 5 points for certifiably independent research activities (apart from the purposes of the degree thesis)

c) 1 point for taking part in organised research besides the compulsory lessons (for example: collecting material, compiling a bibliography, editing an annotation)

### 2) National Conference of Student's Scholarly Circles

If the student wins a place with a partner or partners, the points received on that basis or the points that can be awarded for the special price halve. If the student takes part in the conference with a partner or partners, but does not make it to the ranking, 1 point can be given.

a) 10 points for the first place

b) 8 points for the second place

c) 6 points for the third place

d) participation (winning no place) 3 points

e) special price: 4 points

### 3) Grant for Academic Excellence achievements:

a) 3 points for the first place

b) 2 points for the second place

c) 1 point for the third place

as for applications submitted until the first semester of the 2009/2010 academic year;

d) 3 points for 20–19 points

e) 2 points for 18–17 points

f) 1 point for 16–15 points

as for applications submitted until the second semester of the 2009/2010 academic year;

4) granted honorator status: 4 points

### 5) publications

If the lecture held on an academic conference is published in the conference proceedings, the applicant cannot be given points on both grounds. The higher points should be counted.

a) pieces of work published or being under publication in an academic or in an artistic journal or in a collection of studies

- for an independent study

\* 1 point for 1-3 pages (for example: communiqué, review, critique, conference report)

\* 4 points for 4–15 pages

\* 8 points for 16 or more pages

- for a study co-written with a partner

\* 1 point for 1-3 pages (for example: communiqué, review, critique, conference report)

\* 2 points for 4–15 pages

\* 4 points for 16 or more pages

- literary or specialized translation: 4 points

- literary or specialized translation co-translated with a partner: 2 points
- publishing: 5 points
- an independent study in a foreign language (on condition that the particular language differs from the language of the degree course of the applicant)
  - \* 2 points for 1–3 pages (for example: communiqué, review, critique, conference report)
  - \* 6 points for 4–15 pages
  - \* 10 points for 16 or more pages
- a study in a foreign language co-written with a partner (on condition that the particular language differs from the language of the degree course of the applicant and of the co-author)
  - \* 1 point for 1-3 pages (for example: communiqué, review, critique, conference report)
  - \* 3 points for 4–15 pages
  - \* 5 points for 16 or more pages
- b) 16 points for an independent book or volume (on an academic subject)
- c) 8 points for a book or volume (on an academic subject) co-written with a partner
- d) 10 points for an independent translation of a book or a volume
- e) 5 points for a joint translation of a book or a volume with a partner
- f) 2 points for editing an academic volume/book/journal
- 6) 3 points for holding a presentation at an academic conference in Hungarian. If applicants are completing a degree course in a foreign language major, they can receive 3 points for holding a presentation in the foreign language.
- 7) 5 points for holding a presentation at an academic conference in a foreign language (if the particular language differs from the language of the degree course of the applicant)
- 8) 8 points for holding a presentation at an international academic conference (in Hungary or abroad, in a foreign language, if the presenters participating come from several countries)
- 9) other outstanding professional activities
- a) being a member of a college: 1 point per college, a maximum of 2 points  
Within a college, an applicant cannot receive points for more than one workshop membership.
- Members of the following colleges can receive points:
  - Bibó István College
  - Bolyai College
  - Eötvös College
  - Angelusz Róbert College of Social Sciences
  - Illyés Sándor College
  - Mathias Corvinus College
- b) 3 points for participation in tutoring
- c) organising activities
  - 2 points for organising an exhibition
  - 2 points for organising a round-table talk
  - 3 points for organising an academic conference (in Hungary, in Hungarian)
  - 5 points for organising an international conference (in Hungary or in abroad, in a foreign language)
- d) 4-8 points per semester for being a teaching assistant (including research and/or teaching)
- e) 1 point for leading a section/moderating at a conference
- f) field practice (besides the time set in the degree course requirements)
  - 1 point for 100-150 hours
  - 2 points for 151–200 hours

- 3 points for 201 or more hours
- g) 2 points for the organisation of competitions and contribution to their coordination
- h) 3 points for independent teaching for at least one semester with a volunteer public interest contract

III.) Public life and other activities (the maximum of which can be awarded for other activities is 10% of the applicant's total points gained from categories I. and II.)

- 1) 3 points for collegial membership in a body of the university, of the faculty or of a college
- 2) 3 points for event organisation and public life activities on the faculty
- 3) outstanding social and cultural activities
  - a) 3 points for being a member of a peer supporter group
  - b) 3 points for being a member of a drug prevention group
  - c) 2 points for being involved in cultural or social activities done on the request of the faculty/institution/department
  - d) 2 points for independent cultural or social activities
  - e) 2 points per semester for being a teaching assistant (library and administrative activities)
  - f) 2 points for co-editing the university journal(s)
- 4) 5 points for successful, outstanding sport activities
  - \*successful = being ranked 1-3rd at a national championship (individually or in a group),
  - outstanding = being a national Olympic athlete
- 5) 2 points for published literary work or a piece of art

(5) method of ranking: if more applicants have the same (final) points, the ranking is as follows: The ranking is according to the professional activities listed in II. If points are still equal, the further ranking has to be done according to the points given for the study results specified in I.

## **Section 349<sup>804</sup>**

### **STUDENT EXCELLENCE GRANT**

#### **Section 350**

ad Section 118

(1) At the Faculty of Humanities the Student Excellence Grant is financed by the tuition fee and can be awarded to students pursuing Master's Degree courses.

(2) The grant is awarded once a semester.

(3) The applications can be submitted in the office of the Faculty's Student's Union until the date determined in the call for application. The documents to be submitted are listed in the call for application.

(4) No application can be filed after the given deadline. Incomplete applications will be rejected without consideration.

(5) The applications are evaluated by a committee set up for this reason. The Chair of the Committee is the Dean of the Faculty of Humanities; its members are professors expert in the subject of the submitted applications and the delegates of the Student's Union.

#### **Section 351**

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<sup>804</sup> Repealed by Senate Rule CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.

ad Section 130 (3)

(1) Any courses taken beside the courses set in Article 49 (2) of the Act CCIV of 2011 in national higher education, minor specialisations included, if it is not necessary to receive the final certificate (which states that all courses have been covered), a student has to pay a fee per credit in the case of courses starting before 1 September 2012. In the case of courses which have started after 1 September 2012 students have to pay a fee (hereafter referred to as: credit fee).

(2)<sup>805</sup>

(3)<sup>806</sup>

### **Section 352<sup>807</sup>**

(1) Tuition-paying/self-financed students who continue to pursue their studies after they have exceeded the official study term, may make one request in their additional semesters to pay a per-credit fee instead of the tuition fee in a given semester.

a) If the Student is missing no more than 4 credits or one study unit apart from the number of credits to be awarded preparing for the individual thesis for obtaining the pre-degree certificate, the Student can request to pay HUF 15,000 in BA programmes – not including single and multi-cycle teacher training -- and HUF 20.000 for MA programmes. For subjects worth 0 credits and the individual thesis preparation, the Student shall pay the fee of 1 credit.

b) If the Student is missing at least 5 but no more than 10 credits apart from the number of credits to be awarded preparing for the individual thesis for obtaining the pre-degree certificate, the Student can request to pay 50% of their tuition in BA programmes and 40% in MA programmes, not including single and multi-cycle teacher training.

(1) (2) State financed students who transfer to tuition-paying status of their own accord, or who have exceeded the official study term in the same programme but with a different status, may not request to pay based on a per-credit fee.

### **Section 353**

ad Section 131 (9)

(1) Students paying tuition fees are entitled to a refund of their tuition fees – except in the cases laid out in paragraphs (3) and (5) – according to the following:

a) 100% (2% deducted as handling costs), if the student's registration is invalid based on this regulation, furthermore, if the student requests the withdrawal of his or her registration by 15 October in the autumn semester and by 15 March in the spring semester, and the Committee for Education of the Faculty approves.

b) 50%, if students ask in writing to suspend their studies for the particular semester until the end of the twelfth week of the semester.

c) 30%, if students ask in writing to terminate their studies for the particular semester until the end of the twelfth week of the semester.

(2) 20% of the tuition fee can be refunded from the thirteenth week of the semester to the last week of the semester provided that the student is forced to suspend his/her student status in this period.

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<sup>805</sup> Repealed by Senate Rule LXIX/2019. (V.27). Effective date: 28 May, 2019.

<sup>806</sup> Repealed by Senate Rule LXIX/2019. (V.27). Effective date: 28 May, 2019.

<sup>807</sup> Established by Senate Rule CXXVII/2018. (VI. 25.) on the amendment to the chapter on the Faculty of Humanities in the Special Regulations of the Academic Regulations for Students.

- (3) The provisions laid out in paragraph (1) point a) may be applied to students of foreign language and target language courses in the first semester with the approval of the Dean.
- (4) The payment of the tuition of the two-semester preparatory programmes in Hungarian and foreign languages shall be a condition of enrollment in the first semester, while in the second semester, students shall be obliged to pay the tuition by the day preceding the first day of the study period.
- (5) In the case of the two-semester preparatory programs in Hungarian and foreign languages, the tuition-paying student is entitled to a 70% refund of the cost (less a 2% handling fee) if he/she requests the withdrawal of his/her registration by 15 October in the autumn semester or 15 March in the spring semester due to problems related to health or their residence permit. The student may not be refunded their tuition if they request the withdrawal of their registration after the 15 October / 15 March deadline.

### **Section 354**

- (1)<sup>808</sup>
- (2) BA students may only apply for transfer within their faculty after having completed at least one semester. The conditions for transfer are the following:
  - a) the student meets the admission requirements for the programme he/she wishes to transfer to
  - b) after the second completed semester the student completed at least 20 credits in each semester and has a grade point average of at least 4.00 in each semester.
  - c) the person responsible for the programme the student wishes to transfer to supports the student's transfer request.
- (3)<sup>809</sup>
- (4) Transfers are not permitted among vocational training programmes.

### **Section 355<sup>810</sup>**

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<sup>808</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective 1 August 2018.

<sup>809</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective 1 August 2018.

<sup>810</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective 1 August 2018.

## **CHAPTER XVI/A<sup>811</sup>**

### **PROVISIONS PERTAINING TO THE INSTITUTE OF BUSINESS ECONOMICS**

#### **TRANSFER**

##### **Section 356**

###### **Ad Section 34**

(1) In addition to meeting the criteria prescribed in Section 34, Students studying at other higher education institutions wishing to transfer to the Institute of Business Economics (hereinafter: GTI) after completing one active semester must

- a) have obtained at least an average of 15 credits in their completed semesters,
- b) provide verification that they would have gained admission to the programme in question with the funding category and work schedule based on the required admission score to the GTI at the start of the start of their programme in the other higher education institution.
- c) provide verification that they meet the minimum grade point average requirement defined in paragraph (2).

(2) The director shall have the right to set a minimum grade point average requirement for transferring to the institute either for the institute as a whole or per major, having sought out the opinion of the Institute Educational Committee. If a GPA requirement is set, it must be published on the website of the GTI complete with the formula for its calculation by the start of the semester preceding the deadline for submitting the transfer request.

(3) Meeting the GPA criteria for transferring to the GTI shall not be a guarantee that the transfer request will be approved. The decision on the transfer request in all cases shall be made by the director – or if designated, the vice-director for education – based on the opinion of the Educational Committee and/or the Credit Transfer Committee.

(4) The director – or if designated, the vice-director for education – shall have the right to deviate from the rules laid out in the present Section in view of specific aspects of the programme or verified individual circumstances meriting special equity.

(5) Information and forms concerning the procedure, order and deadline for transferring to the GTI shall be published on the website of the Office of Educational Affairs.

##### **Section 356/A<sup>813</sup>**

- (1) Section 34/B. (2) shall also be applied to requested changes in the work schedule or the language of the programme with the condition that a second or any further changes shall only be permitted in duly justified cases.
- (2) In the cases of students admitted to English-language programmes, the conditions of obtaining a degree shall be the following:
  - a) the student shall complete all compulsory and compulsory elective subjects listed in the programme's curriculum – not including the internship – in English,

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<sup>811</sup> Enacted by Senate Rule CXXX/2018. (VI. 25.) on the approval of the chapter on the Institute of Business Economics in the Special Provisions of the Academic Regulations for Students.

<sup>813</sup> Enacted by Senate Rule CLXXII/2019. (VI. 24.) with the stipulation that its provisions shall be applied starting from the 2019/2020 academic year. Effective date: 25 June 2019.

- b) the student shall report on his/her internship in English in accordance with the rules pertaining to the internship report,
- c) the student shall complete and pass his/her project assignments (both the written and oral parts), comprehensive exams, thesis (along with the thesis defence), as well as the final examination in English.

The completion of a subject in English shall be conditional on completing and passing the subject's lecture and seminar courses, midterm assessments and exams in English.

- (3) The condition laid out in point a) of paragraph (2) shall not apply to subjects completed as part of a partial training course completed abroad or compulsory and compulsory elective subjects recognised under the rules of credit transfer.

(4)<sup>814</sup>

## **THE STUDENT'S RESPONSIBILITIES REGARDING THE ADVANCEMENT OF HIS/HER STUDIES DURING THE SET ACADEMIC TRAINING PERIOD**

### **Section 357**

#### **Ad Section 52**

The Office of Educational Affairs shall terminate the student status if

- a) the Student failed to obtain at least 30 credits over the course of three active semesters in his/her major (credits obtained at other higher education institutions or earlier programmes shall not be taken into account). The Student shall be exempted from the above provision if the reason for which they fail to satisfy the criterion is that the subjects in the curriculum applying to them could not be registered for in the semester to which the requirement applies to the extent that this was what hindered the Student's advancement in their studies,
- b) the Student pursuing a Master's degree fails to obtain 20% of the credits required for graduation by the half-way point of the education period.

## **THESIS**

### **Section 358**

#### **Ad Section 76**

(1) The student submits the thesis by the deadline set by the institute in two copies a bound form or with its pages properly joined together, to the Office of Educational Affairs of the institute which after registration, forwards it to the Head of the organisational unit responsible for the programme. The cover of the printed copy shall feature the title "Thesis" as well as the Student's name.

(2) The thesis must also be uploaded electronically with its content being identical to the printed copy in accordance with the instructions provided in the institute's thesis submission guide.

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<sup>814</sup> Repealed by Senate Rule CCLXV/2019. (XII.16.). Effective date: 17 December 2019.

(3) The last page of the thesis shall comprise a non-infringement declaration from the Student via the use of the authorised form serving this purpose.

(4) The provisions on the announcement of thesis topics, topic selection, the method and deadline for submitting/uploading the thesis, as well as the further institute rules pertaining to the thesis are contained in the relevant guide approved no later than 30 September and published on the institute's website in the section relating to the Office of Educational Affairs.

## **FINAL EXAMINATION**

### **Section 359**

Ad Section 81

(1) The deadline and method for applying for the final examination not regulated by the present Regulations, along with other institute rules pertaining to the final examination are regulated by the guide adopted by the Institute Council by no later than 30 September and published on the institute's website in the section relating to the Office of Educational Affairs.

(2) The Student or former Student in question may withdraw their application for the final examination at the latest 72 hours prior to the day of the exam. Students who withdraw their application for a final examination will only be able to apply for a new final examination in the following final examination period, except in cases of individual circumstances meriting special equity referenced in paragraph (3) of Section 143 of which they provide verification.

(3) The final examination shall consist of the following two parts:

- a) the student draws two questions from the final examination topics, which he/she elaborates and gives an oral report of before the final examination board, which assesses it on a five-grade scale;
- b) the student presents and defends his/her thesis before the final examination board. He/she answers the questions posed by the referee's report and the final examination board. The final examination board awards the thesis grade on a five-grade scale based on the defence and the grades recommended in the referee's report.

## **THE DEGREE CERTIFICATE**

### **Section 360**

- (1) The qualification of the degree certificate awarded in a Bachelor's programme is the average of the following four grades rounded to two decimals:
  - a) the average of subjects: the credit-weighted average of compulsory and elective subjects laid out in the curriculum,
  - b) the two grades referred to in point a) of paragraph (3) of Section 359,
  - c) the grade of the thesis.
- (2) The qualification of the degree certificate awarded in a Master's programme is the average of the following five grades rounded to two decimals:
  - a) the result of two comprehensive exams,
  - b) the two grades referred to in point a) of paragraph (3) of Section 359,
  - c) the grade of the thesis.

## STUDENT BURSARIES

### Section 361

The Institute Scholarship Committee shall consist of four members.

#### Section 361/A<sup>820</sup>

Funds not spent shall be allocated towards grants they were originally allocated for or towards any other grant types, not including the study grant, whose reserves shall be earmarked for academic scholarships to be awarded in the subsequent semester(s). The recommendation regarding the allocation of the remaining funds is to be put forward to the Institute Council by the Faculty Scholarship Committee.

#### Academic Scholarship

#### Section 361/B<sup>821</sup>

- (1) Pursuant to Section 93 (1), the funds allocated to the Institute shall be spent on academic scholarship payouts, taking into consideration a 5% reserve funding capacity.
- (2) Academic scholarships shall be awarded per semester for the duration of the semester as a monthly allowance for students participating in state-funded full-time programmes, starting from their second active semester at the GTI.
- (3) The sum of the academic scholarship shall be calculated on the basis of the student's academic performance in their previous active semester. In the event that the student suspended their student status for the preceding semester, the corrected credit index of their last completed active semester shall serve as the basis for the calculation of the sum of their academic scholarship. When calculating the student's corrected credit index, in line with the provisions laid out in Section 100 (2), credits and grades transferred by the student shall not be taken into consideration.
- (4) The academic scholarship sums at the GTI shall be determined by programme level. Within a given programme level, however, the sums shall be determined irrespective of which of the GTI's programmes the student's student status is tied to.
- (5) A maximum of 50% of the students participating in state-funded full-time training programmes may receive academic scholarships provided that their academic performance (corrected credit index) used for calculating the sum of their scholarship is higher than the corrected credit index of the student at the midpoint of the combined ranking of all students participating in state-funded full-time programmes.
- (6) The sum of the academic scholarship shall be calculated as follows:
  - a) The corrected credit index (CCI) of every GTI student pursuing a state-funded full-time programme shall be calculated rounded to two decimals using the following formula:

$$CCI = \frac{\sum (credits\_obtained * grade)}{30} * \frac{credits\_obtained}{credits\_registered}$$

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<sup>820</sup> Enacted by Senate Rule CCXLIV/2018. (XI. 12.). Effective date: 13 November 2018.

<sup>821</sup> Paragraph and preceding subheading title enacted by Senate Rule CCXLIV/2018. (XI. 12.). Effective date: 13 November 2018.

- b) <sup>822</sup>The sum of the monthly scholarship awarded to students shall be calculated by multiplying the value of the corrected credit index by HUF 5,000, with the resulting sum being rounded to the nearest HUF 100.
  - c) The academic scholarships shall be allocated starting with the student with the highest corrected credit index, proceeding down the ranking in order to the students with lower credit indices while the funds allocated for the semester in question last.
  - d) In the event that the funds are depleted, the lowest corrected credit index on the basis of which students are eligible to receive academic scholarships during the given semester is determined by the value of the corrected credit index rounded to the nearest decimal with which the funds allocated provide coverage for the academic scholarships of all students who have achieved said index.
- (7) The Faculty shall not disburse monthly scholarships less than 5% the student normative.
  - (8) Students who obtained less than 15 credits in their previous semester shall not be awarded scholarship money.
  - (9) In the case of exam retakes or remedial exams, the student's last obtained grade for the given subject shall be taken into account in the scholarship index.
  - (10) The calculation of the scholarship index shall take into account all study units for which the student has registered and received a grade.
  - (11) The calculation of the distribution of available funds and the scholarships to be awarded to students shall be done by the Office of Educational Affairs and approved by the Institute Scholarship Committee.
  - (12) Any remaining scholarship funds, in accordance with the decision of the Institute Scholarship Committee, shall be added to the scholarship funds allocated for the following semester(s).

### **The Institute's Professional, Scientific and Public Life Scholarships**

#### **Section 361/C<sup>823</sup>**

- (1) <sup>824</sup>Pursuant to Section 93 (2), the allocation of the funds available to the Institute among the various titles listed in Section 93 (4) shall be determined by the Institute Scholarship Committee with regard to the funding available for the given semester.
- (2) The announcement of the call for applications along with its criteria shall be recommended to the director by the Institute Scholarship Committee.
- (3) The applications shall be submitted via the Electronic Registration System. The applications are handled by the Office of Educational Affairs.
- (4) The applications shall be published on the website of the GTI.

### **Other Scholarships**

#### **Section 361/D<sup>825</sup>**

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<sup>822</sup> Enacted by Senate Rule CLXXII/2019. (VI. 24.) Effective 25 June 2019 with the stipulation that its provisions shall be applied starting from the 2019/2020 academic year.

<sup>823</sup> Paragraph and preceding subheading title enacted by Senate Rule CCXLIV/2018. (XI. 12.). Effective date: 13 November 2018.

<sup>824</sup> Enacted by Senate Rule CLXXII/2019. (VI. 24.) Effective 25 June 2019 with the stipulation that its provisions shall be applied starting from the 2019/2020 academic year.

<sup>825</sup> Section and preceding subheading title enacted by Senate Rule CCXLIV/2018. (XI. 12.). Effective date: 13 November 2018.

The announcement, eligibility criteria and payment of other scholarships (Decree Section 6 (1)) shall be decided on by the director of the GTI.

### **National Higher Education Scholarship** **Section 361/E<sup>826</sup>**

Ad Section 110

- (1) The institutional conditions for applying for the National Higher Education Scholarship, the rules and deadlines for the submission of the application, the factors determining the assessment and ranking of applications shall be approved by the Institute Council based on the recommendation of the Institute Scholarship Committee. The deadline for submitting the application for the scholarship shall be a limitation period.
- (2) The formal assessment of the applications shall be carried out by the Office of Educational Affairs, which shall also review the applicant's academic results relevant to the application. The applications deemed complete and formally adequate shall be ranked by the Institute Scholarship Committee. Students shall be notified of the ranking approved by the committee by the Office of Educational Affairs.

### **ELTE GTI BUSINESS CLASS SCHOLARSHIP**

#### **Section 362**

- (1) The GTI may grant award performance-based professional, academic and public life scholarships charged against its funds available for awarding scholarships to tuition-paying students pursuing full-time programmes, who have gained admission to self-financed Bachelor's programmes at one of the Budapest venues of the GTI as their home faculty, enrolled and registered for an active semester.
- (2) The scholarship money allocated per semester, along with the eligibility criteria for each academic year, as well as the method and deadline for submitting the application and the rules for assessing them shall be determined and published on the institute's website by the director of the GTI.
- (3) Applications for the scholarships shall be opened for the first time in the autumn semester of the 2018/2019 academic year. Eligibility shall extend to students who are admitted to one of the Bachelor's programmes referenced in paragraph (1) in the autumn semester of this academic year. The scholarship shall be available to Students who gain admission in later semesters depending on the funds available to the GTI and based on the decision of the director of the institute.
- (4) The Student who fulfils the criteria established for the given semester may become eligible for the scholarship based on their application at any point in their studies. Similarly, if the Student fails to meet the criteria established for the given semester, they shall lose their eligibility for the scholarship for the semester in question.
- (5) The Student may only be awarded the scholarship for as many semesters as are specified in the curriculum.
- (6) The scholarship shall be awarded as support for the Student's tuition.
- (7) The detailed criteria for awarding the scholarship, the rules for organising the application process and its deadlines – including the criteria for the relevant semester – shall be

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<sup>826</sup> Section and preceding subheading title enacted by Senate Rule CLXXII/2019. (VI. 24.) Effective date: 25 June 2019

determined by the director of the institute. The call for applications must be published on the website of the GTI.

- (8) The applications for the scholarship shall be assessed by reviewing the applicants' fulfilment of the criteria. If the detailed criteria allow for equity in a certain case, the granting of equity shall be decided on by the director or, by the competence conferred on them, the deputy director. If necessary, the director or deputy director may seek out the opinion of the Institute Educational Committee or the Institute Scholarship Committee, acting as a Faculty Scholarship Committee.

## **TUITION**

### **Section 363**

- (1) <sup>829</sup>Self-financed students shall be obligated to pay their tuition within 15 days following the date of issue of the payment notice based on the payment notice issued by the Office of Educational Affairs – set taking into consideration the later deadline specified in Section 131 – or verify in the Electronic Registration System by that date that they have taken out a “type 2” student loan.
- (2) In the event that the Student fails to pay their tuition on time, the Office of Educational Affairs shall register them for a passive semester, of which it shall notify the Student. The Student may request the reactivation of their registration for the semester at the latest by the end of the third week of the semester in question. Simultaneously to submitting the request, the Student must also provide proof of their payment of the tuition.
- (3) The Student eligible for a scholarship as referenced in Section 362 shall only be liable to pay the portion of the tuition not covered by the scholarship. A student's payment of their tuition within 8 days of their receipt of the decision on their request shall not count as a late payment.
- (4) The Student may be allowed to pay their tuition in instalments, if deemed reasonable. The Student must submit their request for permission to make instalment payments in the Electronic Registration System, by no later than the last day of the payment due date.
- (5) Students suspending their studies over the course of the semester can apply for the refunding of their tuition fees as follows:
- a) in the case of a withdrawal announced until the end of the registration period the whole amount is refunded,
  - b) 50% of the total amount is refunded if the withdrawal is announced until the end of the fourth week of the study period,
  - c) after the fourth week of the study term requests for reimbursement cannot be approved. In extraordinary cases the student may submit a request for equity. This request shall not count towards the number of equity requests available to the Student under Section 364/A.
- (6) Tuition-paying students who continue to pursue their studies after they have exceeded the number of semesters for which the programme officially lasts, may make one request in their additional semesters to pay a per-credit fee instead of the tuition fee in a given semester. The per-credit fee is HUF 9,000 in BA programmes and HUF 12,000 for MA

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<sup>829</sup> Enacted by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

programmes. The condition for paying the per-credit fee is that – apart from the credits to be obtained from completing the Thesis – the Student shall not be missing more than 10 credits to obtain the pre-degree certificate.

## **FEES**

### **Section 364**

Ad Section 133

- (1) <sup>831</sup>The sums of the fees payable under the titles determined by the GTI on its own authority shall be published each year in a notice by the GTI.
- (2) <sup>832</sup>The GTI's Educational Committee shall have the right to determine the deadlines in the given semester for students to complete their assignments, with certain deadlines being limitation periods. The GTI Educational Committee shall also have the right in the cases of certain types of requests to determine the window for submitting the requests. Should the student fail to meet a deadline, he/she shall be required to pay the fee prescribed in point a) of Section 134 (1). The deadlines set by the Educational Committee shall be published on the website of the GTI.

## **EQUITY**

### **Section 364/A**

Ad Section 143

- (1) At the student's written request submitted via the Electronic Registration System, the director of the institute – exercising equity – based on the recommendation of the Institute Educational Committee and the organisational unit concerned, concerning the enforcement of the decision, can grant exemption from the regulations of the Academic Requirements as set in legal acts and in Section 143.
- (2) The director has the right to transfer his jurisdiction concerning exercising equity to the deputy director for education.
- (3) The Student may apply for director's equity on two occasions over the course of their studies.
- (4) The condition for submitting a request for equity is a significant change in the Student's health, living conditions for which he/she is not responsible, deserving of equity. The student must present these facts in the request, and attach valid documentation verifying said facts.
- (5) The Student may submit a request for equity in connection with the following deadlines:
  - a) In the case of a transfer, registration and withdrawal of registration after the expiry of the deadline, the request may be submitted up until the end of the second week of the study period.
  - b) In the case of a request for a uniquely tailored study arrangement or course registration after the expiry of the course registration period, up until the end of the fourth week of the study period.

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<sup>831</sup> Numbering established by Senate Rule CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

<sup>832</sup> Enacted by Senate Rule CLXXII/2019. (VI. 24.). Effective 25 June 2019 with the stipulation that its provisions shall be applied starting from the 2019/2020 academic year.

(6) Equity cannot be granted in the following cases:

- a) missing the deadline, if there is a preclusive deadline set in the regulations;
- b) missing an extended deadline, if the institute provides an opportunity for lacking documents to be submitted or for correction and the student cannot justify that his or her omission is caused by the extraordinary facts and events defined in Section 143 (3);
- c) acquittal from liabilities arising from the training or acquittal from exams, acquittal from pre-requirements included;
- d) validating any performance completed against the rules;
- e) exemption from service fees – not including tuition fees;
- f) exemption from conditions mandated by law.

## **MIXED PROVISIONS**

### **Section 364/B**

- (1) The director of the institute shall be authorised to decide on affairs that may not be regulated in the present Special Provisions but are to be regulated by the Faculty special provisions in accordance with the Academic Regulations for Students. The director may seek out the opinions and recommendations of the Institute Educational Committee, the Institute Scholarship Committee, or, depending on the task in question, other committees, for its decisions.
- (2) The criteria for the distribution of student bursaries handled by the GTI and the rules for assessing the applications shall temporarily be determined in the 2018/2019 academic year by the Institute Scholarship Committee, acting as a Faculty Scholarship Committee –except in the case referenced in Section 362, and only if the GTI student is eligible for the funding.

## **CHAPTER XVII**

### **REGULATIONS ON THE FACULTY OF INFORMATICS**

#### **Section 365**

Provisions of chapters I-XIII of the Academic Requirements have to be applied for the students of the Faculty of Informatics with the following differences.

#### **Section 366<sup>833</sup>**

#### **Section 367**

- (1) At the Faculty of Informatics, the condition of the transfer referred to in Section 34 of the present Regulations is that the Student has at least 20 academic credits that can be recognised at their new major from their previous studies.
- (2) <sup>834</sup>The first-instance decision on the transfer shall be made by the Dean after seeking the opinion of the Faculty Credit Transfer Committee.
- (3) At the Faculty of Informatics, the condition of the transfer within the University is that the Student has at least 20 academic credits that can be recognised at their new major from their previous studies.
- (4) <sup>835</sup>

#### **Section 368<sup>836</sup>**

#### **Section 369<sup>837</sup>**

#### **Section 369/A<sup>838</sup>**

ad Section 44/A

The applicant must have the necessary pre-requirements of the particular study unit. The validity of the pre-requirements is verified by the Credit Transfer Committee's decision based on the documents submitted by the applicant.

#### **Section 370<sup>839</sup>**

Specialisations on the Faculty of Informatics, where it is not regulated differently in the training plan of the degree course, are specialisations set in Section 47 (2) c) of this regulation.

#### **Section 371<sup>840</sup>**

The Office of Educational Affairs terminates the student status, if students did not obtain 30 credits altogether in the first four semesters of their studies.

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<sup>833</sup> Repealed by Senate Rule CCXXIII/2014. (XII. 15.) on amendment to the chapter on the Faculty of Informatics in the Special Provisions of the Academic Regulations for Students.

<sup>834</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective 1 August 2018.

<sup>835</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective 1 August 2018.

<sup>836</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective 1 August 2018.

<sup>837</sup> Repealed by Senate Rule CCXXIII/2014. (XII. 15.). Effective 16 December 2014.

<sup>838</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective 1 August 2018.

<sup>839</sup> Established by Senate Rule CCXXIII/2014. (XII. 15.). Effective 16 December 2014.

<sup>840</sup> Established by Senate Rule XCVII/2017. (V. 29.). Effective date: 30 May 2017.

## **Section 372<sup>841</sup>**

### **Section 373**

(1) In the case of part-time degree courses at the faculty, education can start in the registration period. If justified, education can continue in the first week of the exam period. In the case of part-time degree courses, in line with the conditions laid down in Section 29, education can be organised continuously, prolonged or in blocks. A certain number of occasions for taking an exam must be assured during the semester as defined in Section 377 (2) in the latter case as well.

(2) Provided that the semester is 14 weeks long, at least 80% of the classes of the courses must be held. If in the particular semester national holidays, holidays approved by the Dean or the Rector, and for other reasons more than 20% of a particular course's lessons are postponed, the lessons missed must be re-scheduled in order to ensure that at least 80% of the total sum of the lessons are held. The substitute lesson(s) can be held in the case of full-time degree courses in the first week of the exam period or if the students agrees, in the study term.

(3) Connected to Section 54 (7) at the Faculty of Informatics in full-time courses, the day before the establishment of the University is a holiday, as a celebration of the establishment of the Faculty of Informatics.

### **Section 374**

- (1) According to Section 57 (1) the Faculty of Informatics previously announces the courses in every semester and provides the opportunity of preliminary course registration.
- (2) <sup>842</sup>The students of the first year at Bachelor Degree courses may be divided into fixed groups in line with Section 57 (5) as far as the ideal curriculum's basic information technology subjects of the first year are concerned.

### **Section 375**

According to Section 60 (1) c) of this regulation that is 20 points at the Faculty of Informatics.

#### **Section 375/A.**

At the Faculty of Informatics students have to visit at least 66% of the lectures compulsory to visit, defined in Section 63(1), which can be completed by an end term exam. If students fail to do so, they cannot take the exam.

### **Section 376**

ad Section 66

(1) The students' work can be invalid (if they do not get a grade), unsuccessful (if they fail) or successful (if they get a grade other than unsatisfactory). The student's performance on practice courses is invalid if the student does not meet the criteria set in the training plan.

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<sup>841</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective 1 August 2018.

<sup>842</sup> Established by Volume II of ELTE's Organisational and Operational Procedures, Senate Rule CCIII/2015. (14 December), regarding the amendment of the chapter pertaining to the Faculty of Informatics of the Special Provisions of Academic Regulations. Effective date: 15 December 2015.

(2) Besides the regulations of Section 66 (1) the criteria cannot set requirements which only can be met if students attend more than 75% of the classes.

(3) Besides the criteria set in Section 66 (1) the following criteria can be set in connection with the performance on practice courses:

- a) short, written pass/did-not-pass pre-exams based on (2),
- b) system of tasks based on accepted/not accepted submitted papers
- c) participation in any kind of occasional pre-exam which form(s) the basis of the final grade (for example classroom test, classroom test in a computer room, submitted tasks, presentations, homework) based on (2),
- d) in the case of continuous tests, participation at least 75% of the occasions.

(4) In accordance with the criteria set in (3) a) and c), in the case of omission of tests, which were not announced in advance, absence is considered justified. In the first part of the exam period students must be granted opportunities per criterion, irrespective of how many are concerned for the following:

- a) in the case of the criterion set in (3) a), substituting 20% of the classes;
- b) in the case of the criterion set in (3) b), completing 33% of the missed tasks, or at least one of them;
- c) in the case of the criterion set in paragraph (3) points c) and d), re-sitting 33% of the classes missed out justified, or at least one of them;

(5) By 25% of the tests or at least by one occasion students must be granted an opportunity to improve their grades if the student did not use the possibility of a resit defined in (3) c), if the student became able to successfully complete the practice.

(6) In the case of an unsatisfactory performance of a practice without continuous tests (grades are defined by a maximum of four, unrelated tests) students must be granted an opportunity of improving in the first two weeks of the exam period ('re-take practice exam').

(7) It must be indicated on the website of the faculty if the practice requires continuous tests or not.

(8) <sup>843</sup>In the case of classroom tests written during the study period, the test scores must be announced within 10 workdays of the test. In the case of remedial tests and practical retake exams, the scores of the preliminary classroom tests must be announced 72 hours ahead of the time of the test, but at the latest within 5 workdays. In the case of papers assigned during the study period, the papers must be assigned at least 10 workdays before their due date and corrected within 10 workdays of the due date.

(9) <sup>844</sup>In the case of subjects where the evaluation includes occasional pre-exams (in line with Section 376 (3) c) of the present Regulations), the scores of the pre-exam must be announced by the following seminar. In the case of the last seminar, the scores must be announced within 5 workdays.

### **Section 376/A<sup>845</sup>**

In the case of subjects that have mixed assessment criteria, if the assessment ends with an exam, the rules laid out in Section 67 of the present Regulations shall apply to the subject. If the assessment ends with a practical grade, the rules laid out in Section 66 of the present Regulations shall apply.

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<sup>843</sup> Enacted by Senate Rule XCVII/2017. (V. 29.). Effective 30 May 2017.

<sup>844</sup> Enacted by Senate Rule XCVII/2017. (V. 29.). Effective 30 May 2017.

<sup>845</sup> Established by Senate Rule XCVII/2017. (V. 29.). Effective 30 May 2017.

### **Section 377**

ad Sections 71 – 72

(1) Only professors employed by the University, educating researchers or commissioned professors are entitled to grade exams. In special cases the Head of the department can authorize others as well.

(2) At the Faculty of Informatics in the case of full-time degree courses exams can be organised in the exam period, in the case of part-time degree courses exams can be organised from the final class of the particular course to the end of the semester. Students can register for an exam in the particular semester (postponing an exam not included)

a) for a maximum of two times if the exam opportunity in the particular subject is granted in every semester,

b) in every other case students can register for a maximum of three times.

(3) In the cases listed in (2) a) opportunity for a re-take exam must be granted in the last week of the exam period. As for the cases determined in (2) b) two re-take exam-opportunities must be granted in the last two weeks of the exam period.

(4) Student can postpone their exam in a particular subject in the given exam period only once. Within this regulation postponing an exam means that a student has registered for an exam, but asks the examiner to register 'justified absence' as status.

(5) Students have to show at the exam at which they previously have registered - postponing an exam in line with 71 (5) not included. If students cannot justify their absence, they used an opportunity laid down in (2) in a particular subject in the given exam period. In that case the "did not attend" status is registered.

(6) If a previously announced exam is not held because of the absence of the examiner it has to be reported to the Head of the department - in the case of an exam taken before a committee to the Head of the unit responsible for the faculty - and a new date has to be determined after consulting with the students. If there are students who cannot attend the exam at the set date they must be permitted to register for, and attend, any other previously announced dates, even if the final number of attendees is higher than the previously set quota.

### **Section 378<sup>846</sup>**

If during their foreign part-time course students complete credits in subjects or study units which are equal to or can be correlated to their full-time courses or study units, the credits must be acknowledged in accordance with the credit transfer regulations.

### **Section 379**

### **Section 380**

In accordance with Section 78§ degree theses at the Faculty of Informatics have to be submitted at the department of the Supervisor with the opinion of the Supervisor - in the case of an external Supervisor at the department of the Supervisor at the University:

a) in the case of a final examination taken in the second semester until 15 May;

b) in the case of a final examination taken in the first semester until 15 December; The deadline for submitting the degree thesis in the case of students applying for Master's Degree courses starting in the second semester is 1 December.

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<sup>846</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective 1 August 2018.

## Section 381

ad Section 79

(1) <sup>847</sup>If the Supervisor does not accept the degree thesis, it cannot be submitted. Based on the recommendation of the Supervisor, the Final Examination Committee assesses the degree thesis and summarizes its findings in a report. Based on this report the Office of Educational Affairs registers the result in the Electronic Registration System.

(2) If the assessment of the degree thesis is unsatisfactory, the student has to write another degree thesis. The new degree thesis can be submitted in the next final examination period.

(3) Defending the degree thesis is part of the final exam.

(4) <sup>848</sup>The deadline for submitting the verification documents for an internship completed during an active semester shall be the last day of the semester's examination period. Documents submitted after the deadline will mean that the internship in question will be counted towards the following active semester.

(5) <sup>849</sup>When submitting the electronic versions of theses not classified as secret (either on DVD or uploaded to the EDIT), students shall have the following options:

- a) 1 copy bound, on recordable DVD and 1 DVD for the Faculty Library,
- b) 1 copy bound, on recordable DVD and uploaded to the EDIT.

## Section 382

ad Section 81

(1) During the final examination students defend their degree thesis. After successfully defending the degree thesis, students take an oral exam of the core material of the degree course and of the previously announced list of questions.

(2) Defending the degree thesis can be organised at an earlier appointment, on condition it happens before the complete Final Examination Committee.

(3) The requirements of the final exam, the topics and the list of questions have to be announced at least six weeks before the start of the final examination period.

(4) The final examination lasts at least 30 minutes.

(5) The preparedness and the knowledge of the examinee is assessed individually by the members of the Final Examination Committee. The final grade is determined after consulting at a closed meeting.

(6) <sup>850</sup>The fact that examinees wish to take their final examination in the particular final examination period has to be announced at the Office of Educational Affairs.

- a) in the case of a final examination taken in the second semester until 15 March;
- b) in the case of a final examination taken in the first semester until 15 October;

## Section 383

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<sup>847</sup> Last sentence established by Senate Rule XCVII/2017. (V. 29.). Effective 30 May 2017.

<sup>848</sup> Enacted by Senate Rule XCVII/2017. (V. 29.). Effective 30 May 2017.

<sup>849</sup> Enacted by Senate Rule XCVII/2017. (V. 29.). Effective 30 May 2017.

<sup>850</sup> Introduction established by Senate Rule XCVII/2017. (V. 29.). Effective 30 May 2017.

ad Section 83

(1) The Final Examination Committee has at least three members. The Chair is a professor or an associate professor. One of the members has to be an expert from an external institution.

(2) The departments make recommendations on the persons to be asked for handling the tasks of Chairmanship and membership of the Final Examination Committee.

(3) The composition of the Final Examination Committee of the particular semester is determined by the Head of the faculty based on the recommendations of the departments.

(4) In the case of impediment of any member of the Final Examination Committee, the Head of the faculty is entitled to appoint another person for the post.

### **Section 383/A.**

ad Section 81, ad Section 84

(1) The final grade of the final examination comes from the average of the grade of the degree thesis, of the defending of the degree thesis and of the oral exam.

(2) In the case of Bachelor and Master's Degree courses the final grade of the degree certificate equals to the grade of the final exam. In the case of the Software Architectures in Computer Science Master's programme, the final grade of the degree certificate is the average of the credit-weighted average of the subjects completed during the training and the result of the final exam.

### **Section 384**

(1) At the student's request the Dean - exercising fairness - on the recommendation of the Committee for Education and the organisational unit concerned, concerning the enforcement of the decision can grant exemption from the regulations of the Academic Requirements as set in legal acts and in Section 143.

(2) The Dean has the right to transfer his jurisdiction concerning exercising fairness to the Vice-Dean for Education in cases in connection with education.

### **Section 385**

The disciplinary committee defined in Section 172 (2) at the faculty has an additional student member, so altogether it has four members: two professors and two students. In the event of equality of votes during the procedure of the committee, the Chairman's vote is decisive.

### **Section 386<sup>851</sup>**

(1) Requests on previous credit transfers in the case of students having a uniquely tailored study arrangement are to be submitted until the end of the third week of the exam period of the previous semester at the Office of Educational Affairs. The request must be accepted or rejected by the end of the preventive exam period.

(2) The Credit Transfer Committee of the Faculty can previously define the criteria of automatic transfer of a study unit. If the criteria are met, credits can be transferred without

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<sup>851</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective 1 August 2018.

the occasional opinion of the Credit Transfer Committee of the Faculty. The completion of the requirements is checked by the Office of Educational Affairs.

## **STUDENT GRANTS AND SCHOLARSHIPS**

### **Section 387<sup>852</sup>**

ad Section 93

- (1) In line with Section 93 (1) the funds allocated to the Faculty are to be spent on academic scholarship payments.
- (2) In line with Section 93 (2) the grants listed in Section 93 (4) are allocated in the following proportions:
  - a) research scholarship, professional scholarship, scholarships for participation in academic competitions and conferences: 20%
  - b) public service scholarship: 40%
  - c) sports scholarship, culture scholarship: 40%
- (3) The distribution of the grants listed in points a) and c) of paragraph (2) shall be decided by the Faculty Scholarship Committee.
- (4)<sup>853</sup>
- (5) Funds not spent may be spent freely on grants they were originally allocated for or any other grant types. The allocation of the remaining funds is to be decided on by the Faculty Scholarship Committee.

## **FACULTY SCHOLARSHIP COMMITTEE**

### **Section 388<sup>854</sup>**

ad Section 99

- (1) The Faculty Scholarship Committee has 6 members.

## **ACADEMIC SCHOLARSHIP**

### **Section 389<sup>855</sup>**

ad Section 100

- (1) Students are to complete no less than 16 credits in order to be eligible for an academic scholarship.
- (2) The highest and lowest amounts to be awarded, as well as the lowest credit index to be attained, are determined by the Office of Education Affairs.
- (3) The sum of the study grant is to be determined based on the Student's credit index in the last completed semester before the current semester (hereinafter: last semester).
- (4) By determining the academic achievement of the student transferred from another higher education institution only the results of the last completed semester can be considered. The procedure is the same as in the case of the students of the Faculty.

## **RESEARCH SCHOLARSHIP**

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<sup>852</sup> Established by Senate Rule CCIII/2015. (14 December) Effective date: 15 December 2015.

<sup>853</sup> Repealed by Senate Rule CLXXI/2016. (VI. 27.). Effective 28 June 2016.

<sup>854</sup> Established by Senate Rule CCIII/2015. (14 December) Effective date: 15 December 2015.

<sup>855</sup> Established by Senate Rule CCIII/2015. (14 December) Effective date: 15 December 2015.

### **Section 390<sup>856</sup>**

ad Section 101

Applications for the research scholarship are assessed by the Faculty Scholarship Committee on a monthly basis.

## **PUBLIC SERVICE SCHOLARSHIP**

### **Section 391<sup>857</sup>**

ad Section 103

The recipient of the public service scholarship awarded to members and officials of the partial student council is recommended by the chairman of the council. The recommendation shall specify the position occupied by the scholarship's recipient.

## **SPORTS SCHOLARSHIP**

### **Section 392<sup>858</sup>**

ad Section 104

Applications for the sports scholarship are assessed by the Faculty Scholarship Committee on a monthly basis.

## **CULTURE SCHOLARSHIP**

### **Section 393<sup>859</sup>**

ad Section 105

Applications for the culture scholarship are assessed by the Faculty Scholarship Committee on a monthly basis.

## **PROFESSIONAL SCHOLARSHIP**

### **Section 394<sup>860</sup>**

ad Section 106

Applications for the professional scholarship are assessed by the Faculty Scholarship Committee on a monthly basis.

## **NATIONAL HIGHER EDUCATION SCHOLARSHIP**

### **Section 395<sup>861</sup>**

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<sup>856</sup> Established by Senate Rule CCIII/2015. (14 December) Effective date: 15 December 2015.

<sup>857</sup> Established by Senate Rule CCIII/2015. (14 December) Effective date: 15 December 2015.

<sup>858</sup> Established by Senate Rule CCIII/2015. (14 December) Effective date: 15 December 2015.

<sup>859</sup> Established by Senate Rule CCIII/2015. (14 December) Effective date: 15 December 2015.

<sup>860</sup> Established by Senate Rule CCIII/2015. (14 December) Effective date: 15 December 2015.

<sup>861</sup> Established by Senate Rule CCIII/2015. (14 December) Effective date: 15 December 2015.

ad Section 110

The method of ranking and the ranking of the applications for the National Higher Education Scholarship is determined and carried out by the Faculty Academic Committee.

### **Section 396<sup>862</sup>**

## **FUNDING THE WRITING OF LECTURE NOTES, THE PROCUREMENT OF DIGITAL TEXTBOOKS, COURSE MATERIALS AND DIGITAL SOURCES FOR PREPARING LECTURES**

### **Section 397<sup>863</sup>**

ad Section 119

Faculty-level applications submitted as prescribed in Section 119 (1) are assessed and ranked by the Faculty Lecture Note Committee.

### **Section 398<sup>864</sup>**

Students on state-funded degree courses pay the following amount of money if they exceed the necessary credit amount by 110%: if the study unit was compulsory HUF 0 for the first and second registration, for the third registration and for registration for not compulsory study units the one sixtieth of the training norm is paid.

### **Section 399**

(1) The timetable for the payment of the tuition fee is determined and announced by the Dean of the Faculty every semester.

(2) Students suspending their studies can apply for the refunding of their tuition fees as follows:

- a) in the case of a withdrawal announced until the end of the registration period the whole amount is refunded
- b) 90% of the total amount is refunded if the withdrawal is announced until the end of the fourth week of the study term.

(3) After the fourth week of the study term requests for reimbursement cannot be approved. In extraordinary cases the student can ask for fairness.

### **Section 400**

(1) The basis of the tuition fee is one sixtieth of the actual training norm per credit<sup>865</sup>. The exact sum of the tuition fee is determined by the Faculty Council every year.

(2)<sup>866</sup>

(3)<sup>867</sup>

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<sup>862</sup> Established by Senate Rule CCIII/2015. (14 December) Effective date: 15 December 2015.

<sup>863</sup> Established by Senate Rule CCIII/2015. (14 December) Effective date: 15 December 2015.

<sup>864</sup> This section's provisions shall last apply to students admitted in the 2018-2019 academic year.

<sup>865</sup> This provision shall last apply to students admitted in the 2018-2019 academic year.

<sup>866</sup> Repealed by Senate Rule LXIX/2019 (27 May). Effective date: 28 May, 2019.

<sup>867</sup> Repealed by Senate Rule LXIX/2019 (27 May). Effective date: 28 May, 2019.

(4)<sup>868</sup>

(5)<sup>869</sup> The service fee is a maximum of 2,5% of the actual student norm, rounded to a hundredth.

(6)<sup>870</sup>

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<sup>868</sup> Repealed by Senate Rule LXIX/2019 (27 May). Effective date: 28 May, 2019.

<sup>869</sup> This section's provisions shall last apply to students admitted in the 2018-2019 academic year.

<sup>870</sup> Repealed by Senate Rule LXIX/2019 (27 May). Effective date: 28 May, 2019.

## **CHAPTER XVIII**

### **REGULATIONS ON THE FACULTY OF EDUCATION AND PSYCHOLOGY**

#### **Section 401**

Students of the Faculty of Education and Psychology are subject to chapter I-XIII of the Academic Regulations for Students with the following differences.

#### **THE INDEPENDENT PROGRAMME**

##### **Section 402**

(1) According to Section 9 (2) an independent programme is a unit of professionally linked, out-of-degree study units, which can be completed regularly or occasionally. Timing is scheduled by the department responsible for the programme. An independent programme certificate can only be awarded to a student of a higher education institution or a person who already has a higher education degree.

(2) The volume of the independent programme is 12-32 credits. The independent programme can comprise of both degree and non-degree study units. Credits completed during the programme can be counted into the total amount of credits of the degree course studies of the student as set in the curriculum.

(3) In line with Sections 47-49, completing the programme is possible through completing an input or an output program. The type of the programme has to be laid down in the recommendation for establishment.

(4) Any professor or any organisational unit of the university can initiate to set up an independent programme. The Faculty Council decides on the proposal, appointing the responsible organisational unit of the faculty and the person responsible at the faculty at the same time, who organise the programme and take responsibility for maintaining the high quality of the programme.

(5) In the case of the termination of the programme, the university does not guarantee the completion of the studies within the frames of the programme. The probable termination of the programme is indicated by the person responsible in the Electronic Registration System until the start of the course registration of the previous semester.

#### **TUTORING**

##### **Section 403**

(1) Permission for tutoring is given by the Committee for Education of the Faculty.

(2)<sup>871</sup> Application for tutoring with naming the tutor and enclosing the statement of approval signed by the head of the organisational unit of the tutor has to be submitted to the Office of Educational Affairs until the end of the study term prior to the subject registration.

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<sup>871</sup> Established by Volume II of ELTE's Organisational and Operational Procedures, Senate Rule CCIV/2015. (14 December), regarding the amendment of the chapter pertaining to the Faculty of Education and Psychology of the Special Provisions of Academic Regulations. Effective date: 15 December 2015.

## LEGAL FRAMEWORK OF STUDIES

### Section 404

(1) <sup>872</sup>Transfer from a higher education institution in Hungary laid down in Section 34 is only possible if the following conjunctive criteria are met:

- a) studies being completed in the same programme, under the same work schedule and in the same language,
- b) at least two successfully completed semesters,
- c) the student has completed at least 23 credits in all preventive semesters and accomplished a weighted grade average of 4.00 or above (counted with the traditional method),
- d) according to the student's achievements on the entrance exam in the other higher education institution, the student could have been admitted on the same degree course/work schedule of the Faculty of Education and Psychology,
- d) the person responsible for the faculty approves that the faculty has the capacity to welcome the student.

(1a) A student of another institution may only transfer to international joint courses outside the central higher education admission procedure and to courses offered to foreign nationals in a foreign language if they meet the admission requirements of the given programme.

(2) May be exempt

- a) from the requirements set in (1): top athletes,
- b) <sup>873</sup>completing the requirements set in (1) c): special needs students, as well as students who request a change of the training venue at the University.

(3) <sup>874</sup>Requests having the appropriate reasoning to be submitted for the Committee for Education at the Office of Educational Affairs. In the case of requests referring to the first semester until 25 of July or in the case of requests referring to the second semester until 15 June. Requests missing the deadline can only be accepted for the following semester.

(4) <sup>875</sup>A Student may transfer to another programme within the same Faculty (apart from what is laid out in the present Regulations) in the following cases:

- a) between specialisation training programmes,
- b) in the case of a change in medical fitness.

(5) In programmes where students are admitted to a given track, the rules of transfer shall be the same ones applied for the rules of changing tracks.

### Section 405<sup>877</sup>

### Section 406<sup>878</sup>

### Section 407

(1) Besides Section 70 (3) of the regulation group exams can be organised in the study term as well.

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<sup>872</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>873</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>874</sup> First sentence established by Senate Rule CC/2015. (14 December) Effective date: 15 December 2015.

<sup>875</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>877</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective 1 August 2018.

<sup>878</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective 1 August 2018.

(2) Group exams are exams organised in the study term in the case of specialist postgraduate programmes, for which special regulations apply. In the case of specialist postgraduate programmes general rules apply for exams organised in the exam period.

(3)<sup>879</sup> Group exams cannot be taken in the Electronic Registration System, those are registered by the Office of Educational Affairs.

(4)<sup>880</sup> Students who do not attend group exams must be granted an exam opportunity in the exam period, irrespective of the fact that students previously indicated their absence or not. Being absent from a group exam does not count in the attempts of getting a grade as defined in Section 52 (1) and (2).

(5) Additional regulations in connection with attending an exam besides the regulations set in Section 70 (6):

a)<sup>881</sup> The examinee must be present at least two and a half hours before the start of the oral exam, within half an hour after the start of the written exam. After this time, the examiner can terminate the exam as soon as the exam of the students who had showed up at the original start time is over.

b) In the case of students arriving after the examiner terminated the exam, the examiner does not have the obligation to make it possible for the students to take the exam, which means that the exam is considered as an invalid exam.

## **ANNOUNCING AND TAKING COURSES**

### **Section 408**

(1)<sup>882</sup> The process of announcing courses as set in Sections 55-56 is coordinated by the Office of Educational Affairs acting as the responsible unit for the class schedule of the faculty. The announcement of the exam course in line with Section 16 (3) b) at the faculty shall be initiated by the Student with the competent organisational unit for education by no later than the start of the study period of the semester in question.

(2) During the process of announcing courses the total capacity of the courses has to reach 105% of the headcount of the curriculum and of the preliminary announcement as set in Section 55 (10), if due to lack of capacity the responsible educational organisational unit cannot assure the 115 % quota, and if the numbers cannot be increased.

(3)<sup>883</sup>

(4)<sup>884</sup>

(5)<sup>885</sup>

### **Section 409**

Unpermitted recording for students with special needs as set in Section 63 (6) during special courses such as trainings is possible with the approval of the students present. If the participants refuse to give permission, the leader of the course has to provide an appropriate way for students with special needs to meet the requirements of the course.

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<sup>879</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>880</sup> Second sentence established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>881</sup> Established by Senate Rule CXXIX/2018. (VI. 25.) on the amendment to the chapter on the Faculty of Education and Psychology in the Special Provisions of the Academic Regulations for Students.

<sup>882</sup> Second sentence amended by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

<sup>883</sup> Repealed by Senate Rule LXIX/2019. (V. 27.). Effective date: 28 May 2019.

<sup>884</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>885</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

## ASSESSING ACADEMIC ACHIEVEMENTS

### Section 410

(1)<sup>886</sup> The professor sends the exam sheet - created in line with Section 65 (1) - with regard to the possibility of post-grading as outlined in paragraph (3) - to the Office of Educational Affairs with the registration in the Electronic Registration System, or until

- a) in the case of seminars and practices the end of the second week of the exam period,
- b) in the case of lectures and exam courses the last day of the exam period.

(2)<sup>887</sup>

(3) In the case of skill subjects the opportunity for improving the grade given for a practice as set in Section 66 (6) can be given until the end of the exam period.

(4)<sup>888</sup> If a student does not show at an exam, in the case of verified absence the verification has to be submitted at the Office of Educational Affairs, which registers the fact of postponing the exam. The verification has to be submitted until the fifth working day after the last day of the exam period. Applications cannot be filed after the given deadline.

(5)<sup>889</sup>

### Section 411<sup>890</sup>

### THE THESIS

### Section 412

(1) The deadline for announcing the topic of the degree thesis is - with regard to the exemption set in this section -

- a)<sup>892</sup> in the case of Bachelor and specialisation courses, with the exception of the case specified in paragraph (3)
  - for the final examination in the second semester 15 October,
  - for the final examination in the first semester 15 May;
- b)<sup>893</sup> in the case of Master's Degree courses, including single-cycle courses, with the exception of the cases specified in points c) and d)
  - if the final examination is in the second semester, until 15 May of the academic year prior,
  - if the final examination is in the first semester, until 15 October of the academic year prior.
- c)<sup>894</sup> in the case of Intercultural Psychology and Pedagogy or Social Acceptance majors
  - for the final examination in the second semester 15 October,
  - for the final examination in the first semester 15 May;
- d)<sup>895</sup> in the case of a Psychology Master's Degree course
  - in the case of the research part of a thesis written in line with the criteria valid until 2015 or the criteria valid from 2016 onwards, pursuant to the provisions laid out in point b),

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<sup>886</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>887</sup> Repealed by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

<sup>888</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>889</sup> Repealed by Senate Rule CXLV/2014. (VI. 30.). Effective date: 1 July 2014.

<sup>890</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>892</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>893</sup> Established by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

<sup>894</sup> Established by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

<sup>895</sup> Enacted by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

- in the case of the applied part of a thesis written in line with the criteria valid from 2016 onwards, in the semester of the final examination, by Friday of the second week of the study period.

(2)<sup>896</sup> An extended deadline - longer than set in (1) - for taking the role of a Supervisor for a degree thesis is announced by the Office of Educational Affairs after being notified by the competent educational organisational unit.

(3) In the case of non-teacher degree courses or portfolio-type degree theses - if the curriculum of the particular degree course specifically sets it as a requirement - the student does not have to choose a topic or ask for a Supervisor. For this reason there is no need for announcing the student's degree thesis topic.

(4) The document submitted by the student must involve the statement of the Supervisor on undertaking the tasks of supervision and the approval of the Head or of his or her proxy of the organisational unit responsible for the degree course.

(5) In order to unify the requirements set in connection with degree theses the Committee for Education can lay down binding rules, which only can be applied for students starting their studies after the requirements were laid down.

(6)<sup>897</sup> The Office of Educational Affairs shall work out a procedure for handling theses that have been classified secret, which shall be approved by the Dean.

### Section 413

(1)<sup>898</sup> With the exception of the cases specified in this paragraph, students have to submit their degree theses at the Office of Educational Affairs in two printed copies (one of them bound, the other spiralled) and in an electronic form defined by the Committee for Education before the beginning of the exam period prior to the final examination. The portfolio to be compiled in the BA Psychology programme as well as the advanced vocational teacher training course shall be submitted in 1 printed copy and in electronic form.

(2) The general deadline for submitting the degree thesis is

- a) 20 November in the first semester,
- b) 20 April in the second semester.

(3)<sup>899</sup> The deadline for submitting the degree theses in the BA Psychology programme is

- a) 2 January in the first semester,
- b) 2 June in the second semester.

(3a)<sup>900</sup> The deadline for submitting the applied part of a thesis written in line with the criteria valid from 2016 onwards in a Psychology MA programme and the portfolio-type thesis in line with Section 412 (3) in an advanced vocational teacher training course is:

- a) 15 December in the autumn semester,
- b) 15 May in the spring semester.

(4)<sup>901</sup> The degree thesis is forwarded by the Office of Educational Affairs to the person responsible for the degree course for a Referee's report in a week after its registration.

### Section 414

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<sup>896</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>897</sup> Enacted by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

<sup>898</sup> Established by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

<sup>810</sup> Established by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

<sup>900</sup> Enacted by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

<sup>901</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

(1) The Referee is the Supervisor or if there is no Supervisor, the person appointed by the responsible person for the degree course.

(2) According to the decision of the organisational unit responsible for the degree course the degree thesis can be evaluated by several experts. In that case one of them is the Supervisor.

(3) A Referee is a senior lecturer or a professor of a higher rank or a third person whose rank can be correlated to the university's professors'.

(4) The grade of the degree thesis is determined by the Referee. The degree thesis is graded with one grade even if there are more referees. The evaluation and the Referee's report including the grade of the degree thesis must be enclosed to the degree thesis.

(5)<sup>902</sup> The degree thesis and the Referee's report have to be forwarded to the Chair of the competent final examination committee at least two weeks prior to the final examination - in the case of a degree thesis defined in Section 412 (3) at least one week before the final examination. The student can get the Referee's report at the competent academic organizational unit at the same time.

(6)<sup>903</sup>

(7)<sup>904</sup> After the final examination the academic organizational unit concerned sends a copy of the degree thesis – with the exception of theses classified as secret – to the library of the faculty where it is archived.

## **THE FINAL EXAMINATION**

### **Section 415**

(1) The deadline for applying for the final examination

- a) 20 October in the first semester,
- b) 20 March in the second semester.

(1a)<sup>905</sup> Pursuant to Section 81 (12), the deadline for withdrawing an application for the final examination is:

- a) 15 December in the autumn semester,
- b) 15 May in the spring semester.

(2) The result of the final examination is the average of the grades given for the elements of the final examination defined in Section 81 (1). Any deferring regulation in connection with the grading of the final examination is (as part of the training programme) approved by the Faculty Council on the proposal of the person responsible for the degree course.

(3)<sup>906</sup> If two years or – as specified in Section 81 (6) - seven years have passed since the final certificate, the Credit Transfer Committee of the Faculty can request to complete various credits, courses or exams on the recommendation of the person responsible for the degree course in order to be allowed to take the final examination.

## **THE DEGREE CERTIFICATE**

### **Section 416<sup>907</sup>**

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<sup>902</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>903</sup> Repealed by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

<sup>904</sup> Established by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

<sup>905</sup> Enacted by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

<sup>906</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>907</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

Degree certificates or the appendices to degree certificates to be issued in a foreign language are issued by the Faculty in English.

## **THE COMMITTEE FOR EDUCATION OF THE FACULTY**

### **Section 417**

- (1) The Committee for Education consists of five professors and five students.
- (2) The Chair and the professor members of the Committee for Education are chosen by the Faculty Council on the recommendation of the Dean until the study term after the expiration of the mandate of the Council.
- (3) The student members of the Committee for Education are delegated for one academic year by the Student's Union of the faculty. Delegation can be repeated without limitation.
- (4)<sup>908</sup> The student members of the Committee for Education ensure the appropriate representation of the students of part-time degree courses and the fee-paying students.
- (5) The mandate of the professor members of the Committee for Education ceases:
  - a) by resignation;
  - b) by the termination of the professor's employment as a civil servant;
  - c) at the expiration of the member's mandate.
- (6) The professor member of the Committee for Education can be recalled by the Faculty Council on its own or on the proposal of five members of the Committee for Education.
- (7) The mandate of the student members of the Committee for Education ceases:
  - a) by resignation;
  - b) by the termination of the student status;
  - c) by the suspension of the student status;
  - c) by the expiration of the member's mandate.
- (8) The student members of the Committee for Education are recalled by the Student's Union
  - a) at its own recommendation,
  - b) at the recommendation of the Faculty Council,
  - c) at the recommendation of at least five members of the Committee for Education,
  - d) by chapter XI of this Regulation.
- (9)<sup>909</sup> Based on the recommendation of the Dean, the Faculty Council decides on the financial and infrastructural conditions of the functioning of the committee. The Student's Union decides on the payment of the student members.

### **Section 418**

- (1) The Committee for Education can transfer its jurisdiction in particular cases to the Educational Deputy of the Head of the Faculty or at the Head of the Office of Educational Affairs.
- (2)<sup>910</sup>
- (3) The Committee for Education functions according to its own rules, approved by the Faculty Council. The regulation has to incorporate the following: the frequency of the

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<sup>908</sup> Established by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

<sup>909</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>910</sup> Repealed by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

sessions, the quorum of the committee and the rules of transferring competences. The regulations can cover deadlines for filing student claims.

(4) The accessibility to the rules of procedure of the Committee for Education has to be assured for every student and professor.

(5)<sup>911</sup> The Committee for Education is subject to ask the opinion of the institutions if its decision would set requirements for the educational organisational units concerned or if their expertise is required. The regulations of the faculty can define the cases when asking for their opinion previously is not necessary.

### **Section 419**

(1) The rules of substitution of the Chair is defined by the rules of procedure of the Committee for Education.

(2)<sup>912</sup>

(3)<sup>913</sup> A representative of the Office of Educational Affairs attends the sessions of the Committee for Education as well and has the right to negotiate and provides the report of the session.

(4)<sup>914</sup>

## **THE CREDIT TRANSFER COMMITTEE OF THE FACULTY**

### **Section 420**

(1) The Credit Transfer Committee of the Faculty consists of six professors and one student.

(2) The duration of the mandate of a professor member of the Credit Transfer Committee of the Faculty is a maximum of three academic years. The duration of the mandate of the student member of the Credit Transfer Committee of the Faculty is a maximum of one academic year. Both mandates can be repeated without limitation.

(3)<sup>915</sup> Based on the recommendation of the Heads of the educational organisational units, the Dean appoints and acquits the professor members of the Credit Transfer Committee of the Faculty. The student members and substitute student members of the Credit Transfer Committee of the Faculty are delegated by the Student Union. Experts recommended by the relevant academic fields and appointed by the Dean shall also contribute to the work of the Committee.

(4) The mandate of the professor members of the Credit Transfer Committee of the Faculty ceases:

- a) by resignation;
- b) by the termination of the professor's employment as a civil servant;
- c) at the expiration of the member's mandate.

(5) The Dean can recall the professor member of the Credit Transfer Committee of the Faculty

- a) on the recommendation of at least two members of the Credit Transfer Committee of the Faculty,
- b) on recommendation of the Heads of the educational organisational units responsible for the degree courses,

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<sup>911</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>912</sup> Repealed by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

<sup>913</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>914</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>915</sup> Third sentence established by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

- c) in the case of the relevant regulation of the disciplinary regulations of the civil servants.
- (6) The mandate of the student members of the Credit Transfer Committee of the Faculty ceases:
- a) by resignation;
  - b) by the termination of student status;
  - b) by the suspension of student status;
  - c) by the expiration of member's mandate.
- (7)<sup>916</sup> The Faculty Student Union may recall a student member of the Credit Transfer Committee of the Faculty
- a) on the recommendation of at least three members of the Credit Transfer Committee of the Faculty,
  - d) by chapter XI of this Regulation.
- (8)<sup>917</sup> The Dean decides on the financial and infrastructural conditions of the functioning of the Credit Transfer Committee of the Faculty. The Student's Union decides on the payment of the student members.
- (9)<sup>918</sup> The chair of the Credit Transfer Committee is the Vice-Dean for Educational Affairs.
- (10) The mandate of the Chair ceases:
- a) by resignation;
  - b) by the end of the mandate;
  - c) by the decision of the Credit Transfer Committee of the Faculty on recalling the Chair.

### **Section 421**

(1) The Credit Transfer Committee of the Faculty decides on equivalence based on the student's written claim, the relevant pieces of law, the regulations of the university and the faculty and the curriculum. The Credit Transfer Committee of the Faculty can define general rules and requirements within its competence. The document certifying the completion of the study units as well as the certified description and the topics of the study units have to be enclosed.

(2)<sup>919</sup> The Credit Transfer Committee of the Faculty has the competence to decide on degree courses and modules, for which the faculty or one of the educational organisational units of the faculty is responsible.

(3) The Credit Transfer Committee of the Faculty has to ask for the opinion of the educational organisational units responsible for the studies concerned by the claim filed.

### **Section 422**

(1)<sup>920</sup> In the case of the impediment of the student member of the Credit Transfer Committee of the Faculty, the substitute student member participates on the session of the Credit Transfer Committee of the Faculty with full competence. The Committee shall also have quorum without the participation of the student member.

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<sup>916</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>917</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>918</sup> Established by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

<sup>919</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>920</sup> Last sentence established by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

(2)<sup>921</sup> A representative of the Office of Educational Affairs also attends the sessions of the Committee for Education and has the right to negotiate and provides the report of the session.

(3) The Credit Transfer Committee of the Faculty drafts its own rules of procedure, which is approved by the Faculty Council.

(4) The rules of procedure of the Credit Transfer Committee of the Faculty has to incorporate the following: the frequency of the sessions, the quorum of the committee, the rules of decision-making and the rules of transferring competence.

(5) The accessibility to the rules of procedure of the Credit Transfer Committee of the Faculty has to be assured for every student and professor.

(6)<sup>922</sup> The Office of Educational Affairs announces the decisions of the Credit Transfer Committee of the Faculty through the Electronic Registration System. A decision of rejection can only be announced with a reason.

### **Section 423<sup>923</sup>**

Requests submitted after the deadline determined by the rules of procedure of the Committee for Education and the Credit Transfer Committee of the Faculty can only be assessed for the next session/semester.

## **THE SPECIAL COMMITTEE OF THE FACULTY**

### **Section 424**

The tasks of the special committee of the faculty defined in Section 207 (2) are dealt with by the Committee for Education.

## **EQUITY**

### **Section 425**

On the request of the student based on the recommendation of the Committee for Education and the educational organisational unit concerned as well as the enforceability of the decision the Dean can grant equity and exemption from the rules of the Academic Regulations for Students as set in Section 143. Equity cannot be granted in the following cases:

- a) if the competent body has made a decision on the particular case on the first instance and there is no additional, certified circumstance for which the equity could be granted;
- b) missing the deadline, if there is a preclusive deadline set in the regulations;
- c) missing an extended deadline, if the faculty provides an opportunity for lacking documents to be submitted or for correction and the student cannot justify that his or her omission is caused by the extraordinary facts and events defined in Section 143 (3);
- d) acquittal from liabilities arising from the training or acquittal from exams, acquittal from pre-requirements included;
- e) validating any performance completed against the rules;
- f) exemption from service fees, tuition fees and fees defined in Section 441 are not included.

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<sup>921</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>922</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>923</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

## **DIVISION OF ALLOCATIONS AT THE FACULTY**

### **Section 426<sup>924</sup>**

- (1) In line with Section 93 (1) the funds allocated to the Faculty are to be spent on academic scholarship payments.
- (2) In line with Section 93 (2) the grants listed in Section 93 (4) are allocated in the following proportions:
  - a) research scholarship: 20%
  - b) scholarships for participation in academic competitions and conferences: 5%
  - c) public service scholarship: 30%
  - d) sports scholarship: 20%
  - e) culture scholarship: 20%
  - f) professional scholarship: 5%
- (3)
- (4) The reallocation of grants to other titles shall be decided by the Faculty Scholarship Committee based on the number of applications submitted and the amount of funding available.
- (5) Funds not spent in the current year shall be allocated in the following year to grants they were originally allocated for.

## **THE FACULTY SCHOLARSHIP COMMITTEE**

### **Section 427<sup>925</sup>**

The Scholarship Committee of the Faculty of Education and Psychology has 4 members.

## **THE GRANT FOR STUDIES**

### **Section 428**

(1) Grant for studies can be granted for a semester for students in a state-funded or partly state-funded full-time training from the second registered semester.

(2)<sup>926</sup> The amount of the grant for studies is counted based on the grades of the previous semester. If the student has suspended his or her studies in the previous semester, the basis of the counting is the last semester completed with student status.

(3) Counting the grant for a student transferred from another higher education institution is based on the grades of the semester completed in the previous institution according to the same rules.

(4) The amount of the grant is determined by the office of the faculty with regard to the available allocations.

(5)<sup>927</sup>

### **Section 429<sup>928</sup>**

(1) Grant for studies cannot be granted for a student who completed less credits in their previous semester.

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<sup>924</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>925</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>926</sup> First sentence established by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

<sup>927</sup> Repealed by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

<sup>928</sup> Established by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

(2) The amount of the unified grant for studies is divided according to the one decimal digit of the grant index, of the students in a sum of HUF 100. The grant money allocations are calculated by the Office of Educational Affairs. The final distribution is approved by the Chair of the Student's Union and the chair of its Educational Committee. In the case of individual complaints in connection with the grant the Dean has the jurisdiction to act.

(3) Whoever is eligible for a grant laid down in the law is determined based on the ranking of the grant index. Students are ranked within their own major. Majors with different names that are entered into the Higher Education Information System under the same name shall be considered to be the same major.

(4) The basis for the calculation of the grant index (i) is the (cumulative) weighted grade point average (GPA) defined in point 75 of Section 4. The calculation is as follows:

$i = \text{GPA} \times \text{credit coefficient}$ . The base value of the credit coefficient is 1. The number of credits completed over 15 multiplied by 0.025 is added to the base value of the credit coefficient, i.e.:

$$\text{credit coefficient} = 1 + (\text{number of completed credits} - 15) \times 0.025$$

**Section 430<sup>931</sup>**

**Section 431<sup>932</sup>**

**Section 432<sup>933</sup>**

**Section 433<sup>934</sup>**

**Section 434<sup>935</sup>**

**Section 435<sup>936</sup>**

**Section 436<sup>937</sup>**

**NATIONAL HIGHER EDUCATION SCHOLARSHIP**

**Section 437**

(1)<sup>938</sup> The ranking of the applications for the National Higher Education Scholarship is determined by a grading system. The grading system is approved by the Faculty Council based on the recommendation from the Faculty Scholarship Committee and is published on the website of the Office of Educational Affairs in the study period of the preceding semester.

(2)<sup>939</sup> The call to application is announced on the website of the Student Union and the Office of Educational Affairs based on instruction of the Faculty Scholarship Committee. The announcement shall include the method, place and deadline for submitting the application, the documents that shall be attached to the application, the rules of the late submission of the documents as well as the planned schedule of ranking the applications.

(3)<sup>940</sup> The validity of the applications shall be assessed by the Office of Educational Affairs. The Office is also responsible for handling the late submission of the documents that shall be attached to the application. The Office shall notify students of rejected applications

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<sup>931</sup> Repealed by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>932</sup> Repealed by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>933</sup> Repealed by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>934</sup> Repealed by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>935</sup> Repealed by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>936</sup> Repealed by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>937</sup> Repealed by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>938</sup> Second sentence established by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

<sup>939</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>940</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

through the Electronic Registration System. Appeals for rejected applications are handled by the Academic Committee of the Student Council.

(4)<sup>941</sup> Valid applications are ranked by the Academic Committee of the Student Council. The Office of Educational Affairs shall notify students of the result of the ranking through the Electronic Registration System. The student may appeal the ranking as prescribed in Chapter IX of the present Regulations.

#### **Section 438<sup>942</sup>**

### **REIMBURSEMENT OF THE TUITION FEE**

#### **Section 439<sup>943</sup>**

(1) Students paying a tuition fee who terminate their student status during the semester are entitled to reimbursement according to the following proportions:

- a) 100% if the student status is terminated before October 15 in the autumn semester or before March 15 in the spring semester
- b) 50% if the student terminates his or her studies by the last day of the study term and reports it in writing.
- c) students who terminate their student status during the exam period are not entitled to reimbursement.

### **DEADLINES FOR SUBMITTING CLAIMS CONCERNING THE PAYMENT OF THE TUITION FEE**

#### **Section 440**

(1)<sup>944</sup> Deadlines for submitting claims addressed to the Dean on amending the deadline for paying the tuition fee, on payment in instalments or on reducing the amount of the tuition fee

- a) 15 September in the first semester,
  - b) 15 February in the second semester,
- No application can be submitted after the given deadline.

(2)<sup>945</sup> If the student's full or partial tuition is paid by someone other than the student, the student shall fill out a request for an invoice in the Electronic Registration System. The student is also considered to be someone other than the student if he or she intends to pay the tuition on the basis of a pro forma invoice. The invoice request certified by the contributors shall be submitted to the Office of Educational Affairs by the end of the second week of the exam period. Students who submit the invoice request after the expiration of the deadline will be obligated to pay a service fee.

(3)<sup>946</sup> The condition for submitting the requests referred to in paragraph (1) is supplying sufficient evidence that the applicant is in need of the reduction. Applicants must present the following documents to prove that they are in need of the reduction:

- a) Verification from the local government on the number of people living under one roof with the applicant, and the number of people with their own address; based on the address on the applicant's official card certifying the address.

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<sup>941</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>942</sup> Repealed by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>943</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>944</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>945</sup> Established by Senate Rule CCIV/2015. (14 December) Effective date: 15 December 2015.

<sup>946</sup> Enacted by Senate Rule CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

b) Income statements from everybody living at, or with a residence permit citing the applicant's address.

c) A written statement from somebody referenced in point b), stating that he/she has no source of income apart from the source cited in the person's income statement.

## **SERVICE FEES**

### **Section 441<sup>947</sup>**

#### **Section 442**

(1)<sup>948</sup>

(2) Any further service fees are determined and announced by the Faculty Council in every academic year.

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<sup>947</sup> Repealed by Senate Rule LXIX/2019. (V. 27.). Effective date: 28 May 2019.

<sup>948</sup> Repealed by Senate Rule LXIX/2019. (V. 27.). Effective date: 28 May 2019.

## **CHAPTER XIX**

### **REGULATIONS ON THE FACULTY OF SOCIAL SCIENCES**

#### **Section 443**

Students of the Faculty of Social Sciences are subject to chapters I-XIII of the Academic Regulations for Students with the following differences.

#### **Section 444**

ad Sections 12-14, 194

(1) Specialisation on the Faculty in the case of the Sociology Degree course is a study unit (module) consisting of at least ten courses, offered by the Faculty for students in the framework or simultaneously with their studies. A degree certificate certifying the completion of the specialisation can only be awarded with the degree certificate as an appendix, with the signature of the Vice-Dean for Education. From the academic year of 2010-2011 the Faculty does not announce specialisation courses in the previous system of Sociology Degree courses.

ad Sections 47-48

(2) The rules of modules and of choosing and launching specialisations in Bachelor and Master's Degree courses of the Faculty are defined by the Directors of the faculty and are approved by the Vice-Dean for Education.

#### **Section 445**

ad Section 26(4)

(1) The Chair of the evaluation committee (Honorator and Tutoring Committee) is the Vice-Dean for Education, its members are the competent Director, a Professor delegated by the Dean and a Student delegated by the Student's Union. The rules of tutoring, the deadline for applications are approved by the Dean on the recommendation of the committee.

ad Section 27/A (2)

(2) The evaluation of the honorator applications is conducted by the Tutoring Committee. During the evaluation each member of the committee creates a ranking among the applicants. The applicant receiving the majority of the votes is awarded the honorator status.

#### **Section 446**

ad Section 32

If the student is completing a degree course which was announced and is organised jointly with another higher education institution the student status is regulated in the contract between the two higher education institutions.

#### **Section 447**

ad Section 34

(1)

(2) <sup>949</sup> Students can be transferred from another higher education institution of Hungary to the same degree course and to the social work degree course from the social pedagogy programme meeting the following conditions:

a) after the first accomplished semester, in the case of students who have completed at least 20 credits and their grade average is at least 4.20 and the students'

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<sup>949</sup> Introduction established by Volume II of ELTE's Organisational and Operational Procedures, Senate Rule CC/2015. (14 December), regarding the amendment of the chapter pertaining to the Faculty of Social Sciences of the Special Provisions of Academic Regulations. Effective date: 15 December 2015

admission points have reached the limit of the particular semester at the Faculty of Social Sciences

b) after the second accomplished semester, if students completed at least 20 credits in each semester and have a grade average of at least 4.20 in each semester.

(3)<sup>950</sup> Students can be transferred from another higher education institution of Hungary to the same Master's Degree course after the first accomplished semester if the students completed at least 20 credits and have a grade average of at least 4.20.

(4)<sup>951</sup> In the case of transfers defined in (2) and (3) the form of financing remains the same as the form before the transfer. The form of the training (full-time or part-time) can be changed by request provided that the requested form is existing in the case of the particular degree course.

(5)<sup>952</sup> A student from a foreign higher education institution can request his or her transfer for Bachelor or Master's Degree courses of the Faculty according to the conditions defined in (2)-(4). After consulting with the competent Director, the Dean can give acquittal from these requirements. Transfer from a foreign higher education institution is only possible if students continue their studies in a self-financed training programme.

(6) Transfers for specialisations of the Faculty cannot be requested.

## **CHANGE OF A DEGREE COURSE OR A SPECIALISATION**

### **Section 447/A.**

(1)<sup>953</sup> In the case of Bachelor Degree courses of the Faculty, a transfer within the same field of study can be requested in accordance with the transfer regulations.

(2)<sup>954</sup>

(3) The form of financing cannot be changed by the transfer.

(4) On Master's Degree courses and on the specialisations of the Faculty, no transfer can be authorised, not even by the Dean's equity.

(5)<sup>955</sup>

(6) The requests on transfer and changing the language of the programme are evaluated by the Dean with regard to the opinion of the competent Director.

### **Section 447/B<sup>956</sup>**

### **Section 448<sup>957</sup>**

### **Section 449**

ad Section 54 (1)

The office hours of the professor are announced until 12 o'clock on the day before the first working day of the study term according to the notification rules of the department and

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<sup>950</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>951</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>952</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>953</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>954</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>955</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>956</sup> Repealed by Senate Rule CCV/2015. (14 December) Effective date: 15 December 2015.

<sup>957</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

through the Electronic Education Administrator System. The professor can have a substitute if justified.

### **Section 450<sup>958</sup>**

### **Section 451**

ad Section 63

If a student notifies the Student's Union, the Union notifies the Head of the department on postponed classes.

### **Section 452<sup>959</sup>**

ad Section 67

(1) The professor is obligated to provide the students with the course syllabus by the end of the first week of the study period.

(2) The syllabus shall contain the criteria for completing the course and passing the semester exam.

### **Section 453**

ad Section 69 (2)

Students have to be provided with an opportunity to view the corrected, graded interim classroom tests. The tests must be kept until the end of the particular exam period. Interim classroom tests (re-take exams not included) on which 50% of the students failed, on request of the Student's Union have to be investigated by the competent Director.

### **Section 454**

ad Section 68 (1)

Students may not take their comprehensive exams in other institutions.

### **Section 455**

ad Sections 70-73

(1) <sup>960</sup>The student limit for a given exam shall be determined as follows:

- a) there should be around the same number of exam dates available for students in weeks 1-3 and 4-6 of the exam period,
- b) the difference in the student limits for exam dates announced for weeks 1-3 and 4-6 of the exam period should not exceed 20% of the sum of the student limits of all exam dates,
- c) the difference in the student limits for exams organised during the first three weeks of the exam period and weeks 4-6 cannot exceed 20% of the student limit averages.

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<sup>958</sup> Repealed by Senate Rule CCLXV/2019. (XII.16.). Effective date: 17 December 2019.

<sup>959</sup> Established by Senate Rule CCV/2015. (14 December) Effective date: 15 December 2015.

<sup>960</sup> Enacted by Senate Rule LX/2016. (IV. 25.) on the amendment to the chapter on the Faculty of Social Sciences in the Special Provisions of the Academic Regulations for Students. Effective date: 26 April 2016.

(2) <sup>961</sup>If a previously announced exam is not held because of the absence of the examiner, a new date has to be determined. If there are students who cannot attend the exam at the set date they must be permitted to register for, and attend, any other previously announced dates, even if the final number of attendees exceeds the previously set quota.

(3) <sup>962</sup>In the case of written exams the date of the exam, the opportunity to view the corrected exams and the date of the grade registration have to be announced at the same time.

(4) <sup>963</sup>

(5) <sup>964</sup>In the case of oral exams, the examiner has to stay in the room selected for the exam until the end of the previously announced time, even if any of the previously registered students do not attempt the exam until that time.

(6) <sup>965</sup>The oral exam begins when the student states which topic he drew. The student's performance shall be graded after the exam.

(7) <sup>966</sup>

### **Section 456<sup>967</sup>** **Section 457**

ad Section 77

(1) The conditions of choosing the topic of the degree thesis are approved by the Faculty Council on recommendation of the competent Director.

(2) The number of students to be supervised per professor is determined by the Dean every semester. The professor can undertake more students to supervise than the compulsory.

(3) The professors announce the topics for degree theses at the beginning of the semester until the date set by the Office of Educational Affairs, but at least until 10 October in the first semester and until 10 April in the second semester in the Electronic Registration System.

(4) Based on the students' initiative, a Supervisor in any type of programme can be a professor not employed by the Faculty as well. This is initiated by the student and by the competent Director until 15 October in the first semester, until 15 May in the second semester. In the case of approval, the competent Director forwards the student's name, Neptun code, topic and the name of the supervisor and his or her Neptun code to the Office of Educational Affairs.

(5) The registration for topics is organised between 15 October and 15 November in the first semester and between 15 April and 15 May in the second semester by registration based on ranking or on competition. In the case of registration based on ranking, students can apply for several topics indicating their own ranking among the chosen topics. In accordance with (2) the professor can limit the number of applicants for particular topics. The applications are approved by the professor in line with (2).

(6) Students whose applications do not get approved can apply by competition registration for the topics left. During the competition registration, the student can apply for one free place. Modifying the application is possible until the end of the competition registration.

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<sup>961</sup> Numbering established by Senate Rule LX/2016. (IV. 25.). Effective date: 26 April 2016.

<sup>962</sup> Numbering established by Senate Rule LX/2016. (IV. 25.). Effective date: 26 April 2016.

<sup>963</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>964</sup> Numbering established by Senate Rule LX/2016. (IV. 25.). Effective date: 26 April 2016.

<sup>965</sup> Numbering established by Senate Rule LX/2016. (IV. 25.). Effective date: 26 April 2016.

<sup>966</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>967</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

(7) The degree thesis topic of the student (the result of registration) is the final result of the ranking registration approved by the professors or the final result of the competition ranking.

(8) The Supervisor has to provide three consultation opportunities for the student until the due date of the degree thesis. The dates of the consultations are determined jointly by the professor and the student. During the consultation the professor can give tasks for the student guiding the progress of the writing of the degree thesis.

(9) Students have to attend the consultations and report on the completion of the tasks given to them. If the student cannot attend a consultation but can justify the reason, a new date for consultation has to be determined by the Supervisor and the student. The Supervisor has to assure a maximum of three consultations. If the Supervisor cannot attend a consultation, a new date for consultation has to be determined by the Supervisor and the student.

(10) The Supervisor is acquitted from his or her duties if the student does not apply for a consultation in 18 months of the topic registration. In that case the student has to repeat the topic registration.

(11) Classifying the degree thesis can be authorised by the Head of the educational organisational unit until the student submits the degree thesis based on the written request of the institution where the research was done.

#### **Section 457/A.**

ad Section 78

(1) The deadlines for submitting the degree theses are: 15 April and 15 November. The thesis may only be submitted via the Electronic Registration System.

(2)<sup>968</sup>

(3) The Supervisor can add remarks on the website defined in (2) a) when uploading the approved degree thesis and may recommend an opponent for the thesis.

(4) The Supervisor can refuse to approve and upload the degree thesis to the website defined in (2) a) in the following cases:

a) the student did not

aa) attend at least two of the consultations, or

ab) did not complete the tasks assigned by the Supervisor;

b) if the Supervisor finds that the degree thesis is unsatisfactory, he or she gives the reasoning in writing on the website defined in (2) a).

#### **Section 457/B.**

ad Section 79

(1) The competent Director commissions the opponent to evaluate the degree thesis in five working days after the deadline set in Section 457/A (1).

(2) The opponent has to upload the evaluation of the degree thesis in the first semester until 15 December, in the second semester until 15 May to the Electronic Registration System.

(3) If the opponent finds that the degree thesis is unsatisfactory, the competent Director appoints another opponent in three working days. The newly appointed opponent has to upload the evaluation of the degree thesis no later than five days before the final examination to the Electronic Registration System. These regulations cannot be applied if the first opponent rejected grading the degree thesis due to a detection of plagiarism.

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<sup>968</sup> Repealed by Senate Rule LXIX/2019. (V. 27.). Effective date: 28 May 2019.

(4) If there are two different grades from the opponents as referenced in paragraph (3), the final grade is determined by the Final Examination Committee on a five-grade scale.

(5) If plagiarism is discovered on the final examination, the Final Examination Committee drafts a reasoning on the spot with indicating the parts not referenced and invalidates the result of the degree thesis and informs the Dean in writing about the plagiarism. In this case the final examination can only be taken in the next semester repeating each part of the exam.

#### **Section 457/C.<sup>969</sup>**

ad Section 81 (4)

Registration for the final examination can be completed until 15 October in the first semester and until 15 March via the Electronic Registration System.

#### **Section 457/D.<sup>970</sup>**

ad Section 81(10); 84

(1) On the Bachelor Degree course of Applied Economics

- a) the final examination consists of two parts:
  - aa) the students picks a question, works on it and presents it to the Final Examination Committee, which gives a grade on a five-scale;
  - ab) the student presents and defends his or her degree thesis before the Final Examination Committee. The student responds to the questions raised by the opponent and by the final examination committee. The Final Examination Committee determines the grade based on the defending and on the opponent's recommendation.
- b) the rating of the degree certificate is the average of the following three grades rounded to two decimals:
  - ba) the average of subjects: the average of the taken elective degree course specific and module subjects (courses of the fifth and sixth semester),
  - bb) the grade of the degree thesis,
  - bc) the grade of the final examination.

(2) On the International Studies Bachelor Degree course

- a) the final examination consists of two parts:
  - aa) the student defends the thesis against the opponent's report and answers the questions. The defending of the degree thesis is graded on a five-grade scale by the committee;
  - ab) after the student picks a question from the previously announced list, the exam is graded on a five-scale by the Committee, which equals to the grade of the theoretical question;
- b) the rating of the degree certificate is the average of the following three grades rounded to two decimals:
  - ba) the grade of the degree thesis,
  - bb) the grade of the defending of the degree thesis,
  - bc) the grade of the theoretical question;
- c) the rating of the degree certificate is the same as the grade of the final examination.

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<sup>969</sup> Established by Senate Rule LXIX/2019. (V. 27.). Effective date: 28 May 2019.

<sup>970</sup> Provided by CCCV/2010. (XII. 6.) Senate Decision In force from: 7 December 2010.

(3) On the Bachelor Course of Social Work (with the exception of the provisions laid out in paragraph (3a))

- a) the final examination consists of two parts:
  - aa) the student presents the degree thesis before the Final Examination Committee and defends it. The student responds to the opponent's remarks. The Supervisor is a member of the Final Examination Committee. The Final Examination Committee grades the defending of the student on a scale of 1 to 5.
  - ab) the student takes a complex oral exam before a competent Professor which is then assessed by the Final Examination Committee on a five-scale;
- b) the result of the final examination is the average of the grade of the degree thesis (which equals to the average of the grade given by the the opponent and the defending of the degree thesis by the final examination committee) and the two grades given for the theoretical answers rounded to two decimals;
- c) the rating of the degree certificate is the average of the following three grades rounded to two decimals:
  - ca) the result of two comprehensive exams determined in the curriculum.
  - cb) the result the degree thesis equals the average of the grade given by the opponent and the grade given for the defence of the degree thesis by the final examination committee,
  - cc) the grade given by the final examination committee for the answers and the presentation.

(3a) In the case of students beginning their studies in the Bachelor's programme of social work in 2019 and beyond:

- (a) the final examination shall consist of the following two parts:
  - aa) in the final examination the student shall present their thesis to the Final Examination Committee and defends it. The student shall the questions asked in the opponent's critique. The topic supervisor shall be a member of the Final Examination Committee. The committee shall evaluate the student's examination on a five-grade scale.
  - ab) the student takes a complex oral examination on social work before a competent professor, which is assessed by the Final Examination Committee on a five-grade scale
  - b) the grade of the final examination equals the average of the grade given for the thesis (the grade given by the opponent), the defence and the theoretical question, rounded to two decimals;
  - c) the qualification of the diploma shall be the same as the grade of the final examination.

(4) On Sociology and Social Studies Bachelor Degree course (with the exception of the provisions laid out in paragraph (4a))

- a) at the final examination students presents and defends their degree thesis before the Final Examination Ccommittee. The student responds to the questions raised by the opponent. The Supervisor is a member of the Final Examination Committee. The Final Examination Committee grades the defending of the student on a five-scale.
- b) the rating of the degree certificate is the average of the following four grades rounded to two decimals:
  - ba) the result of two comprehensive exams determined in the curriculum.
  - bb) the grade given by the opponent for the degree thesis,
  - bc) the grade given by the final examination committee.

- (4a) In the case of students beginning their studies in the Sociology and Social Studies Bachelor's degree programme in 2017 and beyond:
- a) The grade of the thesis shall be calculated on the basis of the grade given by the supervisor when submitting the thesis and the grade given by the opponent. The supervisor's grade on a five-grade scale is taken into account in 30% and the opponent's grade in 70%. (The sum of the two values is rounded to a whole number).
  - b) During the final exam, the student presents their thesis in 10 minutes, then defends it against the opponent's critique and answers the questions from the Final Examination Committee. The committee evaluates the student's exam on a five-grade scale. (This will be the grade for the final exam.)
  - c) The qualification of the diploma shall be the average of the following three grades rounded to two decimals:
    - the grade of the dissertation,
    - the final examination grade,
    - the arithmetic mean of the grade point averages of the semesters completed in the programme, rounded to the nearest whole number.
- (5) On the Health Policy, Health Planning and Health Financing Master's Degree course
- a) the final examination consists of two parts:
    - aa) the student defends the degree thesis against the opponent's report and answers the questions before the Final Examination Committee;
    - ab) the student shall draw a topic about which he or she must speak;
  - b) the result of the final examination is the average of the following, rounded to two decimals:
    - ba) the grade of the degree thesis,
    - bb) the grade of the defending of the degree thesis,
    - bc) the grade for the theoretical answer given.
  - c) the result of the degree certificate is the average of the following, rounded to two decimals:
    - ca) the grade of the degree thesis,
    - cb) the grade for the defending,
    - cc) the grade for the theoretical answer given,
    - cd) the average of the grade of subjects determined per specialisation.
  - d) the subjects defined in c) cd) are as follows
    - da) on Health Planning and Analysis Specialisation:
      - in the case of students admitted in the academic year of 2009/2011:  
Economic Analysis in Healthcare, Health financing 1, Quality management, Regional Development, Management and Coordination in Healthcare 1,2, Strategic Planning and Management in Healthcare Institutions;
      - in the case of students admitted in 2012 or after 2012:  
Economic Analysis in Healthcare, Health financing, Quality management, Strategic Planning and Management in Healthcare Institutions, Regional Development, Management and Coordination in Healthcare, Performance Evaluation of Healthcare;
    - on Health planning and Analysis Specialisation:
      - in the case of students admitted in the academic year of 2009/2011:  
Economic Analysis in Healthcare, Health Financing 1, Health Profit, Economic Analysis Methods in Healthcare 1, 2, Medication Economics 1, 2.
      - in the case of students admitted in 2012 or after 2012:

Economic Analysis in Healthcare, Health Financing, Health Profit of Patients,  
Economic Analysis Methods in Healthcare 1, 2, Financing of Health  
Technology, Evaluation of Health Technology.

(6) At the Bachelor Degree courses of Minority Policy, Cultural Anthropology and at  
the Master's Degree course of Human Ecology

- a) the final examination consists of two parts:
- aa) the student defends the degree thesis against the opponent's report and answers the questions in connection with the degree thesis and the general questions on the subject matter;
- ab) the student responds to the question raised from the comprehensive topics. For working on the question the Final Examination Committee provides proper time;
- ac) the Final Examination Committee evaluates the answers and the defending separately, both by using a five-grade scale;
- b) the result of the final examination is the average of three grades, rounded to two decimals: the grade for the degree thesis, for the defending and for the theoretical question;
- c) the rating of the degree certificate is the same as the grade of the final examination.

(7) On the International Studies Master's Degree course

- a) the final examination consists of two parts:
- aa) the student defends the degree thesis against the opponent's report and answers the questions in connection with the degree thesis and the general questions on the subject matter. The defending of the degree thesis is graded on a five-grade scale by the committee;
- ab) the student picks an item from the basic and core module and one from the items of the specialization. For working on the question the final examination committee provides proper time. For the two questions the committee gives a grade on five-scale, this is the grade for the theoretical question;
- b) the result of the final examination is the average of three grades, rounded to two decimals: the grade for the degree thesis, for the defending and for the theoretical question;
- c) the rating of the degree certificate is the same as the grade of the final examination.

(8) At the Master's Degree course of Social Work

- a) the final examination consists of two parts:
- aa) the student defends the degree thesis against the opponent's report and answers the questions in connection with the degree thesis and the general questions on the subject matter;
- ab) the student responds to the question raised from the comprehensive topics. For working on the question the Final Examination Committee provides proper time;
- ac) the Final Examination Committee evaluates the answers and the defending separately, both by using a five-grade scale;
- b) the result of the final examination is the average of three grades, rounded to two decimals: the grade for the degree thesis, for the defending and for the theoretical question;
- c) the grading of the degree certificate is the average of the following grades rounded to two decimals:
- ca) the final examination grade doubled,

- cb) in the case of students who began their studies in 2017, the grade received for the LSZMMA29 Field Practice 2 course, and in the case of students who began their studies in 2018 or later, the grade received for the LSZMMA130 Project Practice course.
  - cc) on the correspondence degree course the grade given for the LSMD05 Project seminar (from the third semester),
  - cd) on the full-time degree course the grade given for the NSMD05 Project seminar (from the third semester),
  - ce) in the case of students starting their studies in the second semester of the academic year of 2009-2010 or later, the grade of the field practice LSMD04/NSMD04 Project practice must be counted.
- (9) On the Social Policy Master's Degree course
- a) the final examination consists of two parts:
    - aa) the student defends the degree thesis against the opponent's report and answers the questions in connection with the degree thesis and the general questions on the subject matter;
    - ab) the student responds to the question raised from the comprehensive topics. For working on the question the Final Examination Committee provides proper time;
    - ac) the Final Examination Committee evaluates the answers and the defending separately, both by using a five-grade scale;
  - b) the result of the final examination is the average of three grades, rounded to two decimals: the grade for the degree thesis, for the defending and for the theoretical question;
  - c) the grading of the degree certificate is the average of the following three grades rounded to two decimals:
    - ca) the average of the grade for the degree thesis and for the defending,
    - cb) the grade for the picked question,
    - cc) on the correspondence degree course the grade for the third-semester course LSPD-08 Project analysis,
    - cd) on the full-time degree course the grade for the third-semester course SPD-08 Project analysis.
- (10) In the Sociology Master's programme
- a) the final exam consists of the following two parts:
    - aa) the student defends his/her thesis before the final examination board against the referee's report and answers the questions regarding his/her thesis;
    - ab) <sup>972</sup>the student takes an oral exam in certain topics of the disciplines acquired during the programme. The examinee shall be assigned an exam question based on two topics chosen by them and their topic supervisor. The chair of the examination board shall assign the question at the scene of the exam prior to the start of the exam, after consulting with the board. At the student's request, the examination board shall give the student time to prepare for answering the question.
    - ac) the final examination board assesses the defence of the thesis and the answer given to the question separately on a five-grade scale;
    - b) the final exam result is the average grade, rounded to two decimals, calculated from the grades of the thesis, the defence of the thesis and the answer to the theoretical question;

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<sup>972</sup> Established by Senate Rule CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

c) the grade of the diploma is equivalent to the final exam result.

(11) The grade of the diploma shall be calculated in accordance with (12)-(13), in the case of those who established their student status after 1 February 2008 in specialist postgraduate programmes.

(12) In the Pharmaceutical Policy and Pharmacoeconomics, International Human Rights and Social Quality Management specialist postgraduate programmes<sup>973</sup>

a) the final exam consists of the following two parts:

aa) the student defends his/her thesis before the final examination board against the referee's report and answers the questions regarding his/her thesis;

ab) the student answers the question regarding the knowledge acquired during the training course. The final examination board assesses the defence of the thesis and the answer given to the theoretical question separately on a five-grade scale;

b) the final exam result is the average grade, rounded to two decimals, calculated from the following grades:

ba) the grade of the thesis;

bb) the grade received for the defence;

bc) the grade received for the theoretical question;

c) the grade of the diploma is equivalent to the final exam result.

(13) In the Social Manager specialist postgraduate programme the grade of the diploma is equivalent to the final exam result, which is the average grade, calculated from the following three grades:

a) the average grade of two thesis grades given by the supervisor and the referee;

b) the grade received for the defence of the thesis;

c) the grade received for the complex theoretical question.

(14) In the General Social Work (college) programme

a) the final exam consists of the following two parts:

aa) the student defends his/her thesis before the committee against the report of the supervisor and the referee. After the defence the committee awards the thesis grade by taking into account the grades given by the supervisor and the referee;

ab) the student draws a question from the topics of Social Policy and Social Work Theory and Practice, and is awarded a separate grade for each by the committee:

b) the grade of the diploma is the average grade calculated from the following grades:

ba) the grade of the thesis;

bb) the grade received for the Social Policy oral exam;

bc) the grade received for the Social Work Theory and Practice exam;

bd) the grades of the comprehensive exams.

(15) In International Studies

a) the final exam result is the average grade calculated from the following three grades:

aa) the grade of the thesis (given by the referee);

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<sup>973</sup> The introduction was determined by the decision CCL/2013 (July 1) of the Senate on the amendment of the Chapter concerning the Faculty of Social Sciences of the Academic Regulations for Students' Special Section of Volume 2 of the Organizational and Operational Regulations of ELTE. It is effective as of 2 July 2013.

- ab) the grade of the defence (the student defends his/her thesis against the referee's report before the final examination board which assesses it on a five-grade scale);
- ac) the grade received for the theoretical question (a question drawn by the student from those of a module chosen by he/she);
- b) the grade of the diploma is the average grade calculated from the following three grades:
  - ba) the grade received for the comprehensive exam (NT4.03) counted as one;
  - bb) the final exam result counted as two.

(16) In Cultural Anthropology

- a) the final exam result is the average grade calculated from the following three grades:
  - aa) the grade of the thesis (given by the referee);
  - ab) the grade of the defence (the student defends his/her thesis against the referee's report before the final examination board which assesses it on a five-grade scale);
  - ac) the grade received for the theoretical question (a question posed by the committee);
- b) the grade of the diploma is the average grade calculated from the following grades:
  - ba) the grades of the comprehensive exams;
  - bb) the grade of the thesis;
  - bc) the final exam result.

(17) In Political Theory and Political Science

- a) the final exam result is the average grade calculated from the following three grades:
  - aa) the grade of the thesis (given by the referee);
  - ab) the grade of the defence (the student defends his/her thesis against the referee's report before the final examination board which assesses it on a five-grade scale);
  - ac) the grade received for the theoretical question (based on the question drawn by the student);
- b) the grade of the diploma is the average grade calculated from the following grades:
  - ba) the grades of the comprehensive exams;
  - bb) the final exam result.

(18) In Social Work and Social Policy

- a) the final exam result is the average grade calculated from the following three grades:
  - aa) the grade of the thesis (given by the referee);
  - ab) the grade of the defence (the student defends his/her thesis against the referee's report before the final examination board which assesses it on a five-grade scale);
  - ac) the grade received for the theoretical question (based on the question drawn by the student);
- b) the grade of the diploma is the average grade calculated from the following grades:
  - ba) the grades of the comprehensive exams;
  - bb) the final exam result;
  - bc) in a supplementary degree course the grade of the diploma is equivalent to the final exam result, as there is no comprehensive exam.

(19) In Sociology

- a) the final exam result is the average grade calculated from the following three grades:
  - aa) the grade of the thesis (given by the referee);
  - ab) the grade of the defence (the student defends his/her thesis against the referee's report before the final examination board which assesses it on a five-grade scale);
  - ac) the grade received for the theoretical question (based on two topics chosen by the supervisor and the student, the examinee is given a question, which is assigned by the chairman of the committee in consultation with the committee at the venue of examination before the exam, upon request the student is provided preparation time);
- b) the grade of the diploma is the average grade calculated from the following grades:
  - ba) the grades of the comprehensive exams;
  - bb) the final exam result counted as two.

(20) In Community and Civil Development Studies<sup>974</sup>

- a) the final exam consists of the following two parts:
  - aa) the student defends his/her thesis before the final examination board against the referee's report and answers the questions regarding his/her thesis and the broad knowledge of the chosen topic;
  - ab) the students give an oral report on one of the questions containing broad topics. The final examination board provides preparation time for the students to elaborate the question;
  - ac) the final examination board assesses the defence of the thesis and the answer given to the question separately on a five-grade scale;
- b) the final exam result is the average grade, rounded to two decimals, calculated from the grades of the thesis, the defence of the thesis and the answer to the theoretical question;
- c) the grade of the diploma is the average grade, rounded to two decimals, calculated from the following three grades:
  - ca) the average grade calculated from the grade of the thesis and that of the defence;
  - cb) the grade received for the question drawn;
  - cc) the grade received for the correspondence course of KCML33 Field practice (Gyakorlat-feldolgozó) seminar (in the fourth semester);
  - cd) the grade received for the full-time course of KCM33 Field practice (Gyakorlat-feldolgozó) seminar (in the fourth semester).

(21) In the Economic Analysis Master's Programme<sup>975</sup>

- a) the final exam consists of the following two parts:
  - aa) the student draws a question from the final examination topics, which he/she elaborates and gives an oral report of before the final examination board, which assesses it on a five-grade scale;
  - ab) the student presents and defends his/her thesis before the final examination board. He/she answers the questions posed by the referee's report and the final examination board. The final examination board awards the thesis grade

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<sup>974</sup> Registered by the decision CCIV/2011 (26 September) of the Senate. It is effective as of 27 September 2011.

<sup>975</sup> Registered by the decision CCVII/2012 (5 November) of the Senate. It is effective as of 5 November 2012.

on a five-grade scale based on the defence and the grades recommended in the referee's report.

b) the grade of the diploma is the average grade, rounded to two decimals, calculated from the following three grades:

ba) the average grade calculated from the following subjects:

Microeconomics MA I. (Course code: KGMA002);

Microeconomics MA II. (Course code: KGMA003);

Macroeconomics MA I. (Course code: KGMA004);

Macroeconomics MA II. (Course code: KGMA005);

Econometrics MA (Course code: KGMA006);

Time series econometrics (Course code: KGMA007);

bb) the grade of the thesis;

bc) the final exam result.

(22) In the Gender Studies Master's Programme

(a) the final examination shall consist of the following two parts:

aa) the student shall defend their thesis against the opponent's critique and answer the questions related to the thesis before the Final Examination Committee;

ab) the student shall discuss the question drawn from among the exam questions covering comprehensive topics (the committee shall provide preparation time);

ac) the Final Examination Committee shall assess the defence and the answer separately, each on a five-grade scale;

b) the grade of the final examination is the arithmetic mean of the following 3 grades rounded to the nearest whole number:

ba) the grade of the thesis (same as the grade given by the opponent),

bb) the grade given for the thesis defence,

bc) the grade given for the exam question;

(c) the grading of the degree shall be determined on the basis of the arithmetic mean of the following grades, rounded to two decimals:

ca) the grade given for the thesis,

cb) the final examination grade,

cc) the arithmetic mean of the grade of the compulsory theoretical subjects rounded to the nearest whole number,

cd) grade given for Internship 1,

ce) grade given for Internship 2.

(23) In the Survey Statistics and Survey Statistics and Data Analysis Master's programmes

(a) the final examination shall consist of the following two parts:

aa) the student shall defend their thesis against the opponent's critique before the Final Examination Committee and answer questions related to the thesis and questions assessing their extensive knowledge of the chosen topic;

ab) the student shall discuss the question drawn from among the exam questions covering comprehensive topics. The committee shall provide the student with an opportunity to prepare in advance for the elaboration of the question;

ac) the committee shall assess the defence and the response to the exam question separately, each on a five-grade scale;

b) the grade of the final examination is the weighted arithmetic average of the four grades given for the thesis, the defence and theoretical questions, calculated to two decimal

places, where both the thesis and defence grades are given a weight of 1 and the grade given for theoretical questions is given a weight of 0.5;

c) the grading of the degree certificate is the same as the grade of the final examination.

### **Section 457/E<sup>976</sup>**

(1) For an academic year the final exam questions/topics may only be modified once. The modification is adopted at the first meeting of the Faculty Council in the autumn semester.

(2) The list of literature concerning the questions/topics shall be updated during the first week of the study period in every semester, if necessary.

### **THE FACULTY EDUCATION AND CREDIT TRANSFER COMMITTEE**

#### **Section 457/F<sup>977</sup>**

(1) The Faculty Education and Credit Transfer Committee (hereinafter the TKB) is a body made up of one instructor from each of the faculty's three institutes and two delegated members of the Student Union (HÖK).<sup>978</sup>

(2) The composition of TKB:<sup>979</sup>

- the chairperson (filled in a rotating manner, with each institute delegate holding the position for the duration of one academic year);
- the delegated members of the institutes.
- the two delegated members of the HÖK

Visiting members of the TKB who may take part at the meetings:

- the persons responsible for the higher education programmes/programme directors;
- the staff member of the Office of Educational Affairs,
- the Vice Dean for Education.

(3) The TKB assesses requests submitted by the Faculty's students and by those applying for Master's programmes.

(4) The TKB has powers to make decisions in the case of degrees for which the Faculty is responsible.

(5) Before deciding about requests the TKB asks in collaboration with the Office of Educational Affairs via the Electronic Registration System for the opinion of department members, and, if necessary, those of the persons responsible for the higher education programmes/programme directors.<sup>980</sup>

(6) The person responsible for the higher education programme gives an opinion about the application of those applying for Master's programmes.

(7) The TKB shall regulate its meetings and schedules in its rules of procedure based on the effective regulations.

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<sup>976</sup> Registered by the decision CCCV/2010 (6 December) of the Senate. It is effective as of 7 December 2010.

<sup>977</sup> The Section and the previous subheading was registered by the decision CLXXV/2011 (27 June) of the Senate. It is effective as of 28 June 2011.

<sup>978</sup> Concluded by the decision CLXXXIX/2014 (22 September) of the Senate. It is effective as of 23 September 2014.

<sup>979</sup> Concluded by the decision CLXXXIX/2014 (22 September) of the Senate. It is effective as of 23 September 2014.

<sup>980</sup> Concluded by the decision CLXXXIX/2014 (22 September) of the Senate. It is effective as of 23 September 2014.

(8)

- a) The student obtaining the final (pre-degree) certificate can hand in his/her request via the Electronic Registration System concerning the credits completed in the last semester
  - three working days before the day of the student's final exam
  - otherwise until the end of the examination period.
- b) In the event of transfer of credits completed in the Erasmus programme the student consults with the person responsible for his/her higher education programme before departure about which curriculum subjects he/she would like to have acknowledged. If the student also registers for credits in the Faculty of Social Sciences of ELTE in this semester, he/she shall also consult with the person responsible for his/her higher education programme about the individual course schedule. After the submission of the authentic certificate of completion the Office of Educational Affairs passes the decision on credit transfer, if necessary, by taking into account the opinions of the TKB and the programme director.

(9) Those applying for Master's programmes can submit their application to felveteli@tatk.elte.hu according to the information found on the faculty's website..

## **STUDENT GRANTS AND SCHOLARSHIPS**

### **Section 458**

(1) In line with Section 93 (1) the funds allocated to the Faculty are to be spent on academic scholarship payments.

(2) In line with Section 93 (2) the proportion by which the grants listed in categories a) to f) of Section 93 (4) are allocated shall be decided by the Faculty Scholarship Committee.

(3) <sup>986</sup>

(4) Funds not spent may be spent freely on grants they were originally allocated for or any other grant types. The allocation of the remaining funds is to be decided on by the Faculty Scholarship Committee.

## **MEMBERS OF THE SCHOLARSHIP COMMITTEE OF THE FACULTY OF SOCIAL SCIENCES**

### **Section 459**

ad Section 99

The Scholarship Committee of the Faculty of Social Sciences has 6 members.

## **ACADEMIC SCHOLARSHIP**

### **Section 460**

ad Section 100

- (1) Students eligible for an academic scholarship are those who:
- are pursuing state-financed degree programmes
  - obtained no less than 16 credits in their last active semester
  - have not exceeded the duration of the degree programme.

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<sup>986</sup> Repealed by Senate Rule CLXXI/2016. (VI. 27.). Effective 28 June 2016.

(2) In order to decide about study grants, a committee appointed by the Faculty Council determines the grant facilities per course by adding the grant facilities of students who received a grade in the courses. The grant facility of the course is distributed among the students who completed the course, according to their grades, then the amounts received per course, are added per student. On the basis of the grants calculated by this method the students are ranked according to their degree/year. Students in the top 40% of the rank can receive a grant, with the funds distributed among them in proportion to the grants calculated.

## **RESEARCH SCHOLARSHIP**

### **Section 461**

ad Section 101

- (1) Research scholarships cannot be awarded for activities carried out as a teaching assistant.
- (2) The applications are assessed by the Faculty Scholarship Committee based on the opinion of the Academic Board of Trustees. The Academic Board of Trustees is made up of the academic secretary of the Student Union, the chairman of the Educational and Academic Committee of the Student Union and the president of the Council of the Students' Scholarly Circle.

## **NATIONAL HIGHER EDUCATION SCHOLARSHIP**

### **Section 462**

ad Section 101

(1) An application for the National Higher Education Scholarship cannot be submitted by a student

- a) who has not completed more than five courses or exam courses during his/her studies;
- b) whose weighted academic average does not reach 4.51 per semester in the last two active semesters;
- c) who does not complete at least 20 credits per semester in the last two active semesters;
- d) who applies, but the fellowship could only be disbursed after his/her studies are completed.<sup>987</sup>

(1a) If the student undertakes studies abroad with at least a three-month scholarship during his/her studies, the period of a student's studies under (1) d) is extended by the number of semesters spent abroad.

(1b) Contrary to (1) c) and d) a student graduating from a BA programme and applying for a Master's programme can apply for a fellowship granted by the Republic in the last semester of his/her studies and does not have to complete 20 credits in the last semester.

(2)<sup>988</sup> During the assessment and scoring of applications only those activities can be taken into account, which were carried out in the registered semesters of the student's degree, on the basis of which he/she submitted the application.

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<sup>987</sup> Repealed by the decision CLXXII/2012 (25 June) of the Senate. It is ineffective as of 25 June 2012.

<sup>988</sup> Registered by the decision LXXXVIII/2011 (23 May) of the Senate. It is effective as of 24 May 2011.

- (3)<sup>989</sup> The application for the National Higher Education Scholarship shall consist of:
- a) the filled-out application form issued by the Ministry responsible for higher education;
  - b) the official transcript;
  - c) the documents certifying the student's internships, public life and other activities.  
A statement signed by any of the Faculty's lecturers is acceptable as a certificate of the activities carried out within the University. The student's name and identifiers (the code generated by the Electronic Registration System, if possible) and the exact time of the activities shall be clearly indicated in the documents/certificates;
  - d) the recommendations by at least two lecturers of the Faculty;
  - e) the official transcript of all of the student's studies at ELTE.
- (4)<sup>990</sup> The president of the committee assessing the applications is the Vice-Dean for Education. The members thereof are the President of the Faculty's Education and Credit Transfer Committee, the President of the Council of the Students' Scholarly Circle and two students delegated by the Student Union.
- (5)<sup>991</sup> Publication and submission of the application:
- a) within 8 working days after the Ministry issued the call for applications, the Office of Educational Affairs publishes the application.
  - b) as soon as the application is published, the Office of Educational Affairs informs the students about the schedule of the application procedure.
  - c) after the submission deadline the Office of Educational Affairs cannot accept applications.
  - d) a document certifying academic and public life activity cannot be handed in, if it has already been used by the student in a previously won application for the fellowship granted by the Republic.
- (6)<sup>992</sup> The application is assessed on the basis of a scoring system approved by the Faculty Council. The possible proportionality among the degree courses shall be taken into account when deciding about the application ranking.
- (7)<sup>993</sup> An appeal can be lodged against the assessment of the applications to the Student Remedy Committee until the given deadline.

## **OTHER SCHOLARSHIPS**

### **Section 463**

ad Section 118

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<sup>989</sup> The numbering was concluded by the decision LXXXVIII/2011 (23 May) of the Senate. It is effective as of 24 May 2011.

<sup>990</sup> The numbering and the second sentence was concluded by the decision LXXXVIII/2011 (23 May) of the Senate. It is effective as of 24 May 2011.

<sup>991</sup> The numbering was concluded by the decision LXXXVIII/2011 (23 May) of the Senate. It is effective as of 24 May 2011.

<sup>992</sup> The numbering was concluded by the decision LXXXVIII/2011 (23 May) of the Senate. It is effective as of 24 May 2011.

<sup>993</sup> The numbering was concluded by the decision LXXXVIII/2011 (23 May) of the Senate. It is effective as of 24 May 2011.

The text of the calls to application are approved by the Faculty Scholarship Committee.

**Section 464**

**Section 465<sup>994</sup>**

**Section 466<sup>995</sup>**

**Section 467<sup>996</sup>**

**Section 468<sup>997</sup>**

**Section 469<sup>998</sup>**

ad Section 130 (1)-(2)

Tuition payable by students who pursue state-financed studies may not exceed 50% of the annual normative funding per semester.

**Section 469/A<sup>999</sup>**

The study data and the information concerning exemption which are necessary for the re-assignment, shall be uploaded in the Electronic Registration System until the second working day following the examination period in the Faculty.

**Section 470**

ad Section 131

(1)<sup>1000</sup> In the case of a student enrolling in for the first semester, 50% of the tuition and the foreign language training contribution fee shall be paid in the registration period.

(2)<sup>1001</sup> The payment deadline for any other student is 15 October and 15 March.

(3) After the payment deadline of 15 October (and 15 March) the Dean may grant a payment extension on the basis of equity on condition that the student fulfilled his/her 50% payment obligation. Students can apply for the extension via the Electronic Registration System by September 14 (and March 14) at the latest.

(4) Students may request Dean's equity concerning fee reduction via the Electronic Registration System by the end of the second business day following the end of the registration period.

**Section 471**

ad Section 131

The fee-paying student is entitled to a reimbursement from the tuition fee to the following extent:

- a) 100%, if the student's enrolment and registration was invalid under the Academic Regulations for Students (HKR), or the student requests the cancellation of his/her registration in writing until the date set in HKR.

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<sup>994</sup> Concluded by the decision LV/2010 (29 March) of the Senate. It is effective as of 30 March 2010.

<sup>995</sup> Concluded by the decision XXXVI/2008 (31 March) of the Senate. It is effective as of 1 April 2008.

<sup>996</sup> Concluded by the decision XXXVI/2008 (31 March) of the Senate. It is effective as of 1 April 2008.

<sup>997</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective 1 August 2018.

<sup>998</sup> Repealed by Senate Rule LXIX (V. 27.). Effective date: 28 May 2019.

<sup>999</sup> Concluded by the decision CLXXXIX/2014 (22 September) of the Senate. It is effective as of 23 September 2014.

<sup>1000</sup> Concluded by point I.1. of the decision CXCV/2009 (29 June) of the Senate. It is effective as of 30 June 2009.

<sup>1001</sup> Established by Senate Rule CCV/2015. (14 December) Effective date: 15 December 2015.

- b) <sup>1002</sup>50%, if the student declares in writing until the last working day of the term-period's week 14 the termination of his/her student status.

### **Section 472**

ad Section 133 and 134

(1) The Faculty Council determines the fees and service fees for the next academic year until 30 June of each year.

(2) <sup>1003</sup> The fees and service fees shall be published on the billboards of the Office of Educational Affairs, on the Faculty's official website and in the Electronic Registration System.

### **Section 473**<sup>1004</sup>

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<sup>1002</sup> Concluded by the decision LV/2010 (29 March) of the Senate. It is effective as of 30 March 2010.

<sup>1003</sup> Concluded by the decision CLXXXIX/2014 (22 September) of the Senate. It is effective as of 23 September 2014.

<sup>1004</sup> Repealed by Senate Rule CCV/2015. (14 December) Effective date: 15 December 2015.

## **CHAPTER XX**

### **PROVISIONS CONCERNING THE FACULTY OF PRIMARY AND PRE-SCHOOL EDUCATION<sup>1005</sup>**

#### **Section 474**

In the case of students attending the Faculty of Primary and Pre-School Education<sup>1006</sup> (hereinafter: TOK) the provisions of Chapter 1–13 of the Academic Regulations for Students shall be applied subject to the derogations specified in this Chapter.

#### **Section 475<sup>1007</sup>**

ad Section 26

The Faculty Study Committee (hereinafter the KTB) authorises tutoring based on the proposal of experts of the chosen topic.

#### **Section 476<sup>1008</sup>**

ad Section 34

- (1) The applicant can be transferred to the Faculty after completing one semester, if
  - a) he/she was admitted to the same programme;
  - b) he/she has no study unit in the curriculum of his/her degree course which was not completed after enrolling for them three times;
  - c) he/she has no study unit in the curriculum of his/her degree course which was not completed after 4 exam attempts;
  - d) he/she completed at least 20 credits per semester and his/her credit index is at least 4.00;

(2) The Vice-Dean for Education decides about the transfer of students.

(3) Missing the given deadlines and failing to submit documents shall result in forfeiture. Applications which are incomplete or submitted after the deadline are rejected without being substantially assessed by the TOK Office of Educational Affairs.

(4) The condition of a transfer from a foreign higher education institution to an equivalent programme at a Hungarian institution is the passage of the aptitude test.

(5) Transfer requests can be submitted in person or by mail, but not electronically or by e-mail.

(6) Changing a degree course within the Faculty is not possible.

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<sup>1005</sup> The name of the Faculty was modified by the decision CXCI/2009 (29 June) of the Senate. It is effective as of 1 July 2009.

<sup>1006</sup> The name of the Faculty was modified by the decision CXCI/2009 (29 June) of the Senate. It is effective as of 1 July 2009.

<sup>1007</sup> Section 477–496 was concluded by the decision LXXV/2010 (26 April) of the Senate on the amendment of the Chapter concerning the Faculty of Primary and Pre-School Education of the Academic Regulations for Students' Special Section of Volume 2 of the Organizational and Operational Regulations of ELTE. It is effective as of 2 July 2010.

<sup>1008</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

- (7) <sup>1011</sup>In the cases of students admitted or transferred to English-language programmes, the conditions of obtaining a degree shall be that the student complete all compulsory and compulsory elective subjects listed in the curriculum of the programme in English.
- (8) <sup>1012</sup>Given the programme's language of instruction, transferred credits awarded for compulsory and compulsory elective subjects listed in the curriculum shall only be recognised in the cases of students admitted or transferred to English-language programmes if they were completed in English.

#### **Section 476/A<sup>1013</sup>**

ad Section 29

Students may change from full-time training to part-time training provided they have completed at least one semester of their studies and obtained at least 25 credits with a credit index no lower than 4.00.

#### **Section 477<sup>1014</sup>**

#### **Section 478<sup>1015</sup>**

#### **Section 479**

ad Section 54

The training of part-time evening and corresponding students is also possible in the registration period.

#### **Section 480**

ad Section 55

(1) The total number of courses offered by the Faculty is 115% of the number of those specified in the recommended curriculum.

(2) <sup>1016</sup>The departments inform the Office of Educational Affairs about the courses offered in the autumn semester electronically until 10 March and till 15 October in the spring semester in a form and with the data determined by the Faculty.

#### **Section 481<sup>1017</sup>**

ad Section 57

(1) <sup>1018</sup>Admission to a specialisation in Minority Kindergarten Teacher training and Minority Primary School Teacher training happens within the framework of the admission procedure, as opposed to the specialisation selection procedure following admission. In non-minority programmes, in Primary School Teacher training the training is organised in study

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<sup>1011</sup> Enacted by Senate Rule CLXXII/2019. (VI. 24.). Effective 25 June 2019 with the stipulation that its provisions shall be applied to students who have gained admission for the 2019/2020 academic year.

<sup>1012</sup> Enacted by Senate Rule CLXXII/2019. (VI. 24.). Effective 25 June 2019 with the stipulation that its provisions shall be applied to students who have gained admission for the 2019/2020 academic year.

<sup>1013</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>1014</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>1015</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>1016</sup> Concluded by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.

<sup>1017</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>1018</sup> Established by Senate Rule CXXVIII/2018. (VI. 25.) on the amendments to the chapter on the Faculty of Primary and Pre-school Education in the Special Provisions of the Academic Regulations for Students. Effective date: 26 June 2018.

groups on the basis of chosen specialisations. From the specialisations offered in the Guide Admission Higher Education the preliminary choice shall be made in the year of enrolment, 10 working days before the registration period. The choice shall be finalised as specified by the KTB by the end of the second-to-last week of the relevant study period. Students who fail to select a specialisation must submit an individual request to the TOK Office of Educational Affairs, which will then be assessed by the KTB.

(2) The KTB determines the assignment of students per educational domain and specialisation, by taking into account the choices of students and the appropriate ratio of students in each specialisation.

(3) The intention of changing the specialisation or educational domain may be indicated by a request addressed to the KTB and submitted to the TOK Office of Educational Affairs. The KTB decides upon the request.

#### **Section 482<sup>1023</sup>**

Students shall not be deregistered from courses for reasons other than illness or an error on the part of the institution, as referred to in Section 61 (7) in the present Regulations.

#### **Section 483<sup>1024</sup>**

#### **Section 484<sup>1025</sup>**

ad Section 63

The Faculty determines the submission deadline for the paper expected to be written in an academic year. The topics and the submission deadline shall be published on the Faculty's billboards until the end of the third week of the semester.

#### **Section 485**

ad Section 66

(1)<sup>1026</sup> Participating in public education practices, field practices and internships is obligatory and otherwise cannot be replaced.

(2)<sup>1027</sup> The practical training policies, conditions and deadlines of completion are published per semester on the website by the staff of the Vice-Dean responsible for practical training.

(3) Before writing classroom tests the students shall be informed about the method of assessment, weights of each exercise (scores) and the principles of grading.

(4)<sup>1028</sup> The Student cannot be denied a practical grade/qualification or the completion of their semester if the Student can verify that they had exceeded the number of permissible absences specified in Section 66 (1) and the course curriculum due to completing a mandatory internship.

#### **Section 486**

ad Sections 67, 68/B

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<sup>1023</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>1024</sup> Repealed by Senate Rule CCVI/2015. (14 December) Effective date: 15 December 2015.

<sup>1025</sup> The second sentence thereof was concluded by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.

<sup>1026</sup> Concluded by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.

<sup>1027</sup> Concluded by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.

<sup>1028</sup> Enacted by Senate Rule CXXVIII/2018. (VI. 25.). Effective date: 26 June 2018.

(1) The student may receive an *offered* grade on the basis of his/her mid-term performance, if he/she fulfils the requirements thereof. The requirements shall be announced in the first lesson.

(2) *First Proficiency Exam*: an exam held after completing at least two semesters, assessing the student's language proficiency on a five-grade scale. The First Proficiency Exam cannot be passed by an offered grade.

(3) *Comprehensive examination*: a synthesizing exam held in a two-semester subject before an at least two-member committee, which assesses the student's performance on a five-grade scale. The Comprehensive examination cannot be passed by an offered grade.

#### **Section 487<sup>1029</sup>**

ad Section 71(7)

The justification of a student's absence from the examination shall be handed in to the department of the instructor holding the exam until the fifth working day following the exam, in order for the instructor (or his/her authorized agent) to register the justified absence in the Electronic Registration System. Exceeding the deadline shall result in forfeiture.

#### **Section 488**

ad Section 73

(1) <sup>1030</sup>Successful observed kindergarten activity/observed lesson cannot be repeated.

(2) Failed observed kindergarten activity/observed lesson can be repeated once in the same subject after 7 days at the earliest.

(3) <sup>1031</sup>The student may pursue a second, and further separate specialisations, in the form of partial studies. The student shall teach an observed lesson in the subject corresponding to that specialisation regardless of the form of training and shall take an exam in the lesson plan.

#### **Section 489<sup>1032</sup>**

Teaching, pre-school and day nursery practices cannot be completed differently from that required by the curriculum, but after a preliminary consultation with the teacher in charge of the practice it may be carried out in a different period.

#### **Section 489/A<sup>1035</sup>**

(1) An outgoing Erasmus exchange student prepares for his/her departure by filling in the Erasmus-Learning-Agreement (LA), which contains all of the names and credits of the courses that he/she can complete abroad.

(2) The Erasmus exchange student shall request the Erasmus/individual course schedule. In the request he/she shall specify all of the courses of the recommended curriculum that he/she plans to complete in the semester and the requirements set by instructors that are not covered by acknowledgement of credits.

(3) Before departure the student registers in the registration period for the courses that he/she plans to complete during the semester of his/her studies abroad, except for the courses to be completed abroad that are accepted by the instructors on the basis of their signatures. If

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<sup>1029</sup> Concluded by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.

<sup>1030</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>1031</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>1032</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>1035</sup> Concluded by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.

the student registered for the accepted course, it will be deleted by the TOK Office of Educational Affairs.

(4) At the end of his/her studies abroad the student provides the Transcript of Records on the courses completed abroad. The completion of the study units of the recommended curriculum shall be accepted by grades (in accordance with the ECTS-grade conversion, in the absence thereof under the agreement concluded with the foreign higher education institution, in the absence of these on the basis of individual assessment by the Faculty's Credit Transfer Committee) through the acknowledgement of credits. All of the study units completed abroad and otherwise not acknowledged shall be accepted as optional ones through a credit transfer procedure with grades and at least two credits assigned to the study unit's name. The completion is recorded by the TOK Office of Educational Affairs.

(5) The student shall complete all the study units not covered by acknowledgement of credits and specified in the request regarding an individual course schedule related to Erasmus, in the autumn semester following their Erasmus studies, by the end of the registration week, and in the spring semester, by the end of the first-come-first-served registration period at a date agreed with the instructor assessing the student's request. Remaining field practices can be completed according to schedule laid out in the permission form. If the student through no fault of his/her own does not complete the study unit that can be accepted according to the request concerning the individual course schedule abroad, the TOK Office of Educational Affairs will register for the course of the recommended curriculum subsequently at the student's request, thereby the student can complete it in the autumn semester following their Erasmus studies, by the end of the registration week, and in the spring semester, by the end of the first-come-first-served registration period at the latest, at a date agreed with the instructor.

(6) On the basis of the assessment of the individual request submitted to the Vice-Dean for International Relations the student studying abroad with a different scholarship for three months or a longer period may enjoy the same rights as Erasmus exchange students in accordance with the scholarship's character.

## **Section 490**

ad Section 77

(1) The deadline for announcing the chosen thesis topic is:

- a) the last day of the third semester's study period as defined in the recommended curriculum in Kindergarten Teacher training and in Infant and Early Childhood Education;
- b) the last day of the fifth semester's study period as defined in the recommended curriculum in Primary School Teacher training;
- c)<sup>1036</sup> by the end of the semester preceding the completion of the final exam at the latest in other programmes of the Faculty.

(2) In order to change the topic of the thesis a request with the signature(s) of the supervisor(s) shall be handed in to the TOK Office of Educational Affairs:

- a) until the last day of the fourth semester's study period as defined in the recommended curriculum in Kindergarten Teacher training and Infant and Early Childhood Education;
- b) until the last day of the sixth semester's study period as defined in the recommended curriculum in Primary School Teacher training;
- c) until the end of registration period of the semester in which the student sits for the final exam in advanced level vocational training.

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<sup>1036</sup> Concluded by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.

(3) A thesis guide on the website of the Faculty's TOK TH provides information on the schedule of thesis-writing and on filling in the consultation sheet.

### **Section 491**

ad Section 78

(1)<sup>1037</sup> The student shall submit his/her thesis until 20 April (in a specialist postgraduate programme until 10 May), for those who take their final exam in the winter (in all programmes) until 20 November to the Faculty's TOK TH in two copies in a format required by the thesis guide, by attaching the signed statement of originality and the consultation form.

(2) The submission deadline of the thesis cannot be modified. Exceeding the deadline shall result in the cancellation of the final exam registration as well as the thesis that was not given a passing grade upon preliminary expert opinion.

(3)<sup>1038</sup> The TOK Office of Educational Affairs hands in the wired copies of the theses submitted until the deadline together with the list to the competent department until 2 May (in a specialist postgraduate programme until 15 May) and until 25 November in the case of all final exams to be attempted in the winter semester.

(4)<sup>1039</sup> The department shall submit one signed copy of the preliminary expert opinion to the TOK Office of Educational Affairs and send one copy to the student until 20 May (in specialist postgraduate programme until 25 May) and until 10 January in the case of all final exams attempted in the winter semester at the latest.

### **Section 492**

ad Section 79

(1) Defending the thesis is part of the final examination, which having regard to the aspects of education organisation can be held at a separate date before the other parts of the oral final exam. In this case the thesis shall be defended before an at least three-member committee chaired by a Head Lecturer of the Faculty.

(2)<sup>1040</sup> The final grade of the thesis is determined by the examination board. The recorder of the committee enters the final grade in the written preliminary expert opinion and the Chair signs the documents for grades.

(3)<sup>1041</sup> If at a Faculty Conference of Scientific Students' Associations (TDK), the Student receives at least 45 points for their written paper, the head of the TDK research centre supervising the paper can accept the paper without a separate critique and mark it „excellent” if the paper meets the content and formal requirements for the thesis. The Student shall present their TDK paper as their thesis at the final examination. The presentation shall count towards the grading of the thesis in the final examination.

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<sup>1037</sup> Concluded by the decision CCXLVI/2011 (12 December) of the Senate. It is effective as of 13 December 2011.

<sup>1038</sup> Concluded by the decision CCXLVI/2011 (12 December) of the Senate. It is effective as of 13 December 2011.

<sup>1039</sup> Concluded by the decision CCXLVI/2011 (12 December) of the Senate. It is effective as of 13 December 2011.

<sup>1040</sup> The second sentence thereof was concluded by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.

<sup>1041</sup> Established by Senate Rule CXXVIII/2018. (VI. 25.). Effective date: 26 June 2018.

## Section 493

ad Section 81

(1)<sup>1042</sup> In accordance with the possibility provided by education organisation the final examination period lasts from 1 to 30 June in the summer examination period and from 15 to 31 January in the winter examination period.

(1a)<sup>1043</sup> Students may enter for the final examination, if they fulfilled all the academic requirements necessary for the final (pre-degree) certificate, checked whether their results are recorded in the Electronic Registration System and proceeded in recording the fulfilments at least 10 days prior to the final examination period.

(1b) The application for the final exam can be withdrawn one week before the first final exam day without a separate fee in both the autumn and spring semesters.

(2)<sup>1044</sup> Students can apply for the final examination via the Electronic Registration System until 20 February for the summer final examination period and until September 30 for the Winter final examination period.

(3) The method for calculating the results of the final examination:

- a) Kindergarten Teacher training: the assessment and defence of the thesis (one grade), the observed kindergarten activity and the oral exam. The final examination result is the average of the three grades.
- a) Primary School Teacher training: the assessment and defence of the thesis (one grade), the oral exams (one grade) and the observed lesson. The final examination result is the average of the three grades.
- c) Ethnic Minority Kindergarten Teacher/Primary School Teacher training: the assessment and defence of the thesis (one grade), the oral exams, where an ethnic minority topic is obligatory (one grade) and the observed lesson/observed kindergarten activity in Hungarian and in the ethnic minority language (two grades). The final examination result is the average of the four above grades.
- d)<sup>1045</sup> Infant and Early Childhood Education: the assessment and defence of the thesis (one grade), the oral exam(s) (one grade) and the practical exam, which contains the portfolio and the defence thereof (one average grade).
- e) Cultural management: the assessment and defence of the thesis (one grade) and the oral exam. The final examination result is the average of the two above grades.
- f) Communication studies: the assessment and defence of the thesis (one grade) and the oral exam. The final examination result is the average of the two above grades.
- g) Specialist postgraduate programme: a grade awarded by the final examination board for the thesis and the defence thereof (one grade), grade of the oral exam(s) (one grade). The final examination result is the average of the two above grades.
- h) Social and youth work programme: a grade given by the final examination board for the thesis and its defence (one grade) as well as a grade for the complex oral final examination. The final examination grade is the average of these two grades.

(4)<sup>1046</sup>

(5) Those may enter for the oral part of the final examination, whose theses were assessed at least as a pass in the preliminary expert opinion.

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<sup>1042</sup> Concluded by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.

<sup>1043</sup> Registered by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.

<sup>1044</sup> Established by Senate Rule CXXVIII/2018. (VI. 25.). Effective date: 26 June 2018.

<sup>1045</sup> Established by Senate Rule CXXVIII/2018. (VI. 25.). Effective date: 26 June 2018.

<sup>1046</sup> Repealed by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.

## Section 494

ad Section 83

Depending on the options of organising exams the members of the final examination board may fill in one or more positions in the committee. The members of the committee are: the Chair, an external expert, a Lecturer of the Department of Pedagogy, a Public Education expert, the Instructor of the subject, a Lecturer of methodology, a Lecturer who is in charge of thesis defence and in Primary School Teacher training the Lecturer of the specialisation.

## Section 495

ad Section 84

(1) Calculating the grade of the diploma:

- a) Kindergarten Teacher training: the average of the grades of the comprehensive examinations and the final exam result;
- b) Primary School Teacher training: the average of the grades of the comprehensive examinations and the final exam result;
- c) Ethnic Minority Kindergarten Teacher/Ethnic Minority Primary School Teacher training: the average of the grades of the comprehensive examinations and the final exam result;
- d) Infant and Early Childhood Education: the average grade calculated from the assessment and defence of the thesis (one grade), the oral exam(s) (one grade) and the practical exam, which contains the portfolio and the defence thereof (one grade);
- e) Communication studies: the average grade calculated from the comprehensive examinations, the oral exam and the assessment and defence of the thesis (one grade);
- f) Cultural management: the average grade calculated from the comprehensive examinations, the oral exam and the assessment and defence of the thesis (one grade).
- g) Social and youth work vocational training: the average of the following three grades: the grade given for the thesis and its defence (one grade), a grade for the internship based on the faculty's requirements and a grade for the complex oral final examination.

(2)<sup>1047</sup>

(3) In specialist postgraduate programme the grade of the diploma shall be determined by the average grade, rounded to two decimals calculated from the following three grades:

- a) the grade(s) of the comprehensive examination(s) (one or more grades, if there is a comprehensive examination);
- b) grades received at the final examination:
  - ba) a grade awarded by the final examination board for the thesis and the defence thereof (one grade), which is a whole number calculated from
    - the assessment of the thesis
    - and the defence of the thesis,but is not necessarily the average of the two grades.
  - bb) grade of the oral exam(s) (one grade);
  - c) the final grade of the observed kindergarten activity, observed lesson and the field practice (if there is any).

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<sup>1047</sup> Repealed by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.

(4) In the case of diplomas issued as of 2008 the grade of the diploma shall be determined in accordance with Section 84(6).

### **Section 496**

ad Section 139

(1) The Faculty Study Committee (the KTB) consists of 6 members. The Head and two Lecturers of the KTB are appointed by the Dean for 3 years based on the proposal of the Faculty Council and 3 student members are appointed by the Dean for a year based on the proposal of the Faculty's Student Union. The Head of the TOK Office of Educational Affairs or his/her authorised staff member participates in the meeting as a permanent invitee.

(2) Students may turn to the KTB with their requests submitted to the Faculty's TOK TH.

(3) The TOK Office of Educational Affairs prepares the KTB's work.

(4) The method of procedure is determined by the KTB's rules of procedure approved by the Faculty Council.

(5) The dismissal of the KTB's members may be initiated by the proposing board with the Dean by giving reasons.

### **Section 497<sup>1048</sup>**

### **Section 498<sup>1049</sup>**

### **Section 499<sup>1050</sup>**

### **Section 500<sup>1051</sup>**

## **STUDENT GRANTS AND SCHOLARSHIPS**

### **Section 501**

ad Section 93

(1) In line with Section 93 (1) the funds allocated to the Faculty are to be spent on academic scholarship payments.

(2) In line with Section 93 (2) the proportion by which the grants listed in Section 93 (4) are allocated shall be decided by the Faculty Scholarship Committee.

(3)

(4) Funds not spent may be spent freely on grants they were originally allocated for or any other grant types. The allocation of the remaining funds is to be decided on by the Faculty Scholarship Committee.

## **MEMBERS OF THE SCHOLARSHIP COMMITTEE OF THE FACULTY OF PRIMARY AND PRE-SCHOOL EDUCATION**

### **Section 502**

ad Section 99

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<sup>1048</sup> Repealed by the decision LXXV/2010 (26 April) of the Senate. It is ineffective as of 27 April 2010.

<sup>1049</sup> Repealed by the decision LXXV/2010 (26 April) of the Senate. It is ineffective as of 27 April 2010.

<sup>1050</sup> Repealed by the decision LXXV/2010 (26 April) of the Senate. It is ineffective as of 27 April 2010.

<sup>1051</sup> Repealed by Senate Rule LXIX/2019 (27 May). It is effective as of 28 May 2019.

The Scholarship Committee of the Faculty of Primary and Pre-school Education has 4 members.

## **ACADEMIC SCHOLARSHIP**

### **Section 503**

ad Section 100

(1) The amount of the academic scholarship to be awarded is calculated with the use of the credit index (Section 4 (2) 45.).

(2) In the case of a programme of the previous education system, dissolving in a gradual manner, the method of calculating the grants shall be applied as defined in the previous regulations (in effect at the time of enrolment).

(2) The amount of grant is identical on the basis of matching the ranges of the two types of education systems. The KÖB determines the amount of study grants (per semester) to be paid per range and the minimal result to be achieved.

(3) In the case of a student transferred from another higher education institution or another Faculty within the institution, the results of the last completed semester shall be taken into account in accordance with the given education system.

(4)<sup>1053</sup> If the student had a passive student status in the previous semester, the study grant is determined on the basis of his/her performance achieved in the last active semester.

### **Section 504**

## **NATIONAL HIGHER EDUCATION SCHOLARSHIP**

ad Section 110

(1) Applications for the National Higher Education Scholarship can be submitted to the TOK Office of Educational Affairs by both state-financed or tuition-paying students pursuing full-time studies, with the attachments defined in the announcement until the deadline published in the Electronic Registration System and on the website of the Student Union. The calls to application are published by the Student Union.

(2) Missing the deadline shall result in forfeiture.

(3) The KÖB decides upon the ranking of those entitled to the grant.

(4) The KÖB publishes the scoring system every year on the basis of which ranking is established.

(5) After the publication of the ranking the student concerned may make comments in writing against the established ranking by meeting the conditions and the deadline set by the call for applications.

**Section 505**<sup>1054</sup>

**Section 506**<sup>1055</sup>

**Section 507**<sup>1056</sup>

**Section 508**<sup>1057</sup>

**Section 509**<sup>1058</sup>

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<sup>1053</sup> Concluded by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.

<sup>1054</sup> Repealed by Senate Rule CCVI/2015. (14 December) Effective date: 15 December 2015.

<sup>1055</sup> Repealed by Senate Rule CCVI/2015. (14 December) Effective date: 15 December 2015.

<sup>1056</sup> Repealed by Senate Rule CCVI/2015. (14 December) Effective date: 15 December 2015.

<sup>1057</sup> Repealed by Senate Rule CCVI/2015. (14 December) Effective date: 15 December 2015.

<sup>1058</sup> Repealed by Senate Rule CCVI/2015. (14 December) Effective date: 15 December 2015.

**Section 510<sup>1059</sup>**

**Section 511<sup>1060</sup>**

**Section 512<sup>1061</sup>**

**Section 513<sup>1062</sup>**

**Section 514<sup>1063</sup>**

**Section 515<sup>1064</sup>**

**Section 516<sup>1065</sup>**

ad Section 131

(1) If a student terminates his/her student status or withdraws his/her registration during the semester, he/she is obliged to pay a tuition fee proportional to the time elapsed from the semester for the weeks started up until the termination request was submitted and is entitled to a reimbursement of the fee. The student is not entitled to a reimbursement from the last month of the study period.

(2) Upon request the student may be granted a 30-day deferment of payment at most on the basis of his/her proven social situation, to pay the tuition fee. Instalment payments shall not be authorised.

(3) With reference to the student's social situation the tuition fee may only be reduced to the extent of 15% at most, if the student registered for, and completed courses worth, at least 25 credits in the previous semester. The student shall prove his/her social neediness by documents.

(4) During the studies the tuition fee may only be reduced twice at most.

(5) The submission deadline for the requests under (2)–(3) is the last working day of the study period's first week.

**Section 517<sup>1066</sup>**

**Section 518<sup>1067</sup>**

ad Section 143

(1) The request based on equity shall be submitted to the TOK Office of Educational Affairs and addressed to the Faculty's Dean. The request based on equity is prepared by the KTB in order for the Dean to make a decision.

(2) The submission deadline for the request is:

a) the last working day of the week following the exam period in the case of a request concerning an examination or course registration that exceeds the number of examinations and course registrations specified by this regulation;

b) <sup>1068</sup>

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<sup>1059</sup> Repealed by Senate Rule CCVI/2015. (14 December) Effective date: 15 December 2015.

<sup>1060</sup> Repealed by Senate Rule CCVI/2015. (14 December) Effective date: 15 December 2015.

<sup>1061</sup> Repealed by Senate Rule CCVI/2015. (14 December) Effective date: 15 December 2015.

<sup>1062</sup> Repealed by Senate Rule CCVI/2015. (14 December) Effective date: 15 December 2015.

<sup>1063</sup> Repealed by Senate Rule CCVI/2015. (14 December) Effective date: 15 December 2015.

<sup>1064</sup> Established by Senate Rule CCVI/2015. (14 December) Effective date: 15 December 2015.

<sup>1065</sup> Repealed by Senate Rule LXIX/2019. (V.27.). Effective date: 28 May 2019.

<sup>1066</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>1067</sup> Concluded by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.

<sup>1068</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

c) <sup>1069</sup>the last working day of the study period's sixth week in the case of a request concerning registration for the final examination.

(3) The condition for exercising equity is the occurrence of an extraordinary and significant change in the student's health or living conditions through no fault of his/her own, which substantiates exercising special equity. The request shall contain these facts and the certificates thereof attached.

(4) Submitting a request based on equity otherwise is possible in exceptional circumstances by paying a service fee, if it leads to removing the obstacles of a student's academic progress based on the recommended curriculum in the case of a student fulfilling the academic requirements as defined in the recommended curriculum.

(5) During his/her studies the student's request based on equity can be accepted twice under two different titles.

(6) Within his/her powers regarding equity the Dean cannot grant an exemption from academic and examination requirements.

(6a) The Dean cannot remove strong prerequisites defined in the curriculum. One exception to this rule is the case a student participating in an international mobility programme falls behind in a given subject and this can be linked to their academic progress during the semesters spent abroad. In this case, a request for equity may be submitted for exemption from the prerequisites.

(7) Exemption from fees and service fees cannot be granted.

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<sup>1069</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

## **CHAPTER XXI**

### **PROVISIONS PERTAINING TO THE FACULTY OF SCIENCE**

#### **Section 519**

(1) <sup>1070</sup>In the case of students attending the Faculty of Science the provisions of Chapter 1–13 of the Academic Regulations for Students shall be applied subject to the derogations specified in this Chapter.

(2) <sup>1071</sup>In the case of a joint programme with other higher education institutions (in this chapter hereinafter referred to as the joint programme) mainly the regulations of that institution (in the case of ELTE those of Chapter 1–13 and 21) apply — concerning the offering and registration of subjects, participation in contact hours, offering exams and completing academic requirements — in which the student participating in the joint programme registered for and studies the subject (study unit).

(3) <sup>1072</sup>In cases not regulated by (2) (particularly with regard to rules on fees and grants, rules of procedure on dismissal, matters concerning students and disciplinary cases) the regulations of that university apply — except for rules concerning the offering and registration of subjects, participation in contact hours, offering exams and completing academic requirements — in which the student enrolled for the joint programme (hereinafter the “parent university”).

(4) <sup>1073</sup>The student shall use the email address given in the Electronic Registration System during his/her correspondence with the university.

#### **Section 520**

ad Section 8 (2)(a)

(1) Field practices, factory visits and internships count as study units without contact hours. Their periods and credit values are determined by the curriculum of the degree course.

(2) The criterion catch-up course is a study unit aiming at making up for the deficiencies in students’ secondary school knowledge. It has no credit value. Registering for the criterion catch-up course is required by the curriculum.

#### **Section 521<sup>1074</sup>**

#### **Section 522<sup>1075</sup>**

ad Section 11(1)

A centre set up for this purpose, but not functioning as an independent organisational unit may be responsible for a higher education programme.

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<sup>1070</sup> Concluded by the V.1 point of the decision CXCV/2009 (29 June) of the Senate. It is effective as of 30 June 2009.

<sup>1071</sup> Registered by the V.1 point of the decision CXCV/2009 (29 June) of the Senate. It is effective as of 30 June 2009.

<sup>1072</sup> Registered by the V.1 point of the decision CXCV/2009 (29 June) of the Senate. It is effective as of 30 June 2009.

<sup>1073</sup> Registered by the decision XXXIV/2014 (31 March) of the Senate on the amendment of the Chapter concerning the Faculty of Science of the Academic Regulations for Students’ Special Section of Volume 2 of the Organizational and Operational Regulations of ELTE. It is effective as of 1 April 2014.

<sup>1074</sup> Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.

<sup>1075</sup> Established by Senate Rule CXXXI/2018. (VI. 25.) on the amendment to the chapter on the Faculty of Science in the Special Provisions of the Academic Regulations for Students.

**Section 522/A<sup>1076</sup>**

ad Section 16 (3) b)

With the exception of the criterion subject aimed at helping the Student catch up, exam courses shall only be announced for educational units with contact lessons that end with an exam.

**Section 523<sup>1077</sup>**

ad Section 19(3)

Students not enrolled in the programme may request exemption from completing the prerequisites. The request shall be submitted to the Office of Educational Affairs before the preliminary course registration.

**Section 524<sup>1078</sup>**

ad Section 23(1)

Section 23(1) of HKR shall be interpreted in accordance with the rule under Section 54 (6) of Vhr.

**Section 525<sup>1079</sup>**

ad Section 24

The number of exams in an examination period required by the recommended curriculum may not exceed 8. With regard to the whole programme the average number of exams per semester may not go beyond 6 (except for in undivided teacher training). When determining the number of exams a comprehensive examination counts as two exams. Type “C” and “D” exams are not included in the number of exams under Section 67(1)(e) and (f) of the HKR.

**Section 525/A<sup>1080</sup>**

ad Section 27

- (1) The honorator applications shall be assessed by the Honorator Committee. The head of the Committee shall be the Faculty’s Vice-Dean for Education and its members the instructors or members of the Academic and Educational Committee and one student delegated by the HÖK. During the assessment, the Honorator Committee shall review the applicant’s academic and scientific achievements based on the documents submitted, assess the applicant’s declared goal and work plan as well as their course plan. Taking these into consideration, the Committee shall decide whether or not it believes the applicant is worthy of the honorator status.
- (2) The application shall be submitted in the form of an electronic request. The deadline for its submission shall be 31 July for the autumn semester and 31 January for the spring semester. The applicant shall attach all the necessary documents to their application, along with the necessary verification documents for the assessment of the application, complete with their academic results. Incomplete applications cannot be modified.

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<sup>1076</sup> Established by Senate Rule CXXXI/2018. (VI. 25.). Effective date: 26 June 2018.

<sup>1077</sup> Second sentence established by Senate Rule CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

<sup>1078</sup> Established by Senate Rule CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

<sup>1079</sup> Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.

<sup>1080</sup> Enacted by Senate Rule CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

- (3) In addition to the contents listed in paragraph (3) of Section 27/A, the Student's application must contain a recommendation letter from an instructor. The length of the work plan referred to in point d) of Section 27/A (3) shall be 2,000-4,000 characters.
- (4) The detailed call for applications shall be published on the website of the Office of Educational Affairs.

**Section 526<sup>1081</sup>**

**Section 527<sup>1083</sup>**

**Section 528<sup>1084</sup>**

ad Sections 34, 34/B

(1) In the case of a joint programme the powers under Section 34 (3) are exercised by:

a) a special committee made up of an equal number of representatives of the institutions participating in the joint programme of ELTE-BCE,

b) in the joint programme of ELTE-BME, the authorised bodies/persons of the Student's home university after seeking the opinion of the Professional Committee.

(2) The student can be transferred,

a) in the semester of their enrolment if they meet the criteria laid out in Section 34 (2) b);

b) after completing at least one semester if he/she has obtained at least 20 credits in each of his/her completed semesters and his/her weighted academic average is at least 3.80;

c) An exception can be made from the above requirements in the case of those whose transfer is substantiated beyond average by their personal circumstances (illness, disability, changes in family situation).

(3) In the case of initiating transfer in a BA programme after one completed semester, another requirement in addition to those stipulated in paragraph (2) shall be met: on the basis of his/her admission scores the applicant could have been admitted to the programme specified in the request in the year of his/her admission.

(4) In the case of a transfer from a Hungarian-language to an English-language Master's programme, in addition to the provisions of point b) of paragraph (2), the applicant must pass an interview organised by the given field aimed at assessing their English-language proficiency.

**Section 529<sup>1085</sup>**

**Section 529/A<sup>1086</sup>**

**Section 530<sup>1087</sup>**

(1) Regarding the compulsory selection of a specialisation, the specialisation can be dropped without choosing another one, if it is not prohibited by the study plan and the student has completed 40% of the credits required in the specialisation.

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<sup>1081</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>1083</sup> Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.

<sup>1084</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>1085</sup> Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.

<sup>1086</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>1087</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

(2) In the case of a joint programme with another Hungarian higher education institution the selection of a specialisation shall be announced to the competent office of educational affairs at the student's parent university until the last day of the study period before starting the specialisation studies. The selection of specialisation is approved by a special committee made up of an equal number of representatives of the institutions participating in the joint programme. The parent university's office of educational affairs notifies the student about the decision until the beginning of the study period.

(3) In the case of a joint programme with another Hungarian higher education institution the requirements of choosing a specialisation — by weighting grades received during the student's studies and some subjects equally or differently depending on the specialisation, on the basis of the decision of the special committee under (3) of this Section — shall be published until the end of week 4 of the semester with regard to the valid information policy and rules at the university.

### **Section 531<sup>1089</sup>**

- (1) <sup>1090</sup>The student shall be dismissed,
- a) <sup>1091</sup>
- b) if he/she does not complete the required criterion catch-up course in the first two registered semesters.
- (2) <sup>1092</sup>

### **Section 532**

ad Section 54

(1) The Head of department shall be informed about the cancelled classes. Cancelled classes can be made up in the first week of the examination period at most.

(2) If more than 20% of a subject's classes are cancelled in a semester as a result of public holidays and school holidays authorised by the Rector and the Dean, cancelled classes can be made up in the first week of the examination period. If students agree, cancelled classes can be made up in the study period. In applying Section 66(1) of the HKR missing a make-up class shall not be taken into account.

(3) <sup>1093</sup>The lecturer may assign a deputy for the registrations and appointments under Section 54(1) of the HKR. If neither the lecturer, nor his/her deputy is available, the Head of department shall replace the lecturer.

(4) <sup>1094</sup>In the week prior to the study period the following shall be published for students regarding subjects and courses not listed by the Office of Educational Affairs in the timetable:

- a) the date and place of the consultation proposed by the Head of the course or subject;
- b) the date and place of the subject or course, if the department prepared the schedule for the subject or course by taking into account the timetable.

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<sup>1089</sup> Concluded by the decision LXXXVIII/2011 (23 May) of the Senate. It is effective as of 24 May 2011.

<sup>1090</sup> Registered by the decision CLXXXIII/2013 (27 May) of the Senate on the amendment of the Chapter concerning the Faculty of Science of the Academic Regulations for Students' Special Section of Volume 2 of the Organizational and Operational Regulations of ELTE. It is effective as of 28 May 2013.

<sup>1091</sup> Repealed by Senate Rule LXIX/2019. (V.27.) Effective date: 28 May 2019.

<sup>1092</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>1093</sup> Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.

<sup>1094</sup> Introduction established by Senate Rule CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

(5) The Thursday (Eötvös day) before the anniversary marking the foundation of the University is a school break, which among others, provides an opportunity for giving diplomas and awards (e.g. Excellent Student and Lecturer of the Faculty, diplomas for scholarly circles, etc.)

(6) A field practice that lasts more than three days cannot be held either in the study period, or in the examination period. Deviating from this provision is only possible in the event of a unanimous consent by the students concerned.

### Section 533

ad Section 55

(1) In the case of first semester subjects 115% of the amount of admission headcount and pre-application headcount shall be offered. Due to a lack of space an exception can be made regarding laboratory practices.

(2) <sup>1095</sup>Catch-up criterion classes under Section 16(3)(b), Section 66(8) and Section 520 of the HKR, shall be offered in every semester, as exam courses in the second semester.

### Section 534

ad Section 56

(1) <sup>1096</sup>The instructors of the University may initiate the introduction of other study units in addition to those specified in the request for launching an academic programme and in the accreditation report. This is decided by the organisational unit responsible for the degree course.

(2) <sup>1097</sup>The department may ask for an equivalency test of the study unit to be offered. During the test the Faculty Credit Transfer Committee decides in general before offering the study unit whether the completion of it is equivalent with that of other study units. The Office of Educational Affairs shall record the equivalency in the Electronic Registration System.

(3) <sup>1098</sup>

(4) <sup>1099</sup>The institute(s) concerned shall approve in advance the obligatory, elective or optional study units and courses offered to the field and the degree under the supervision of the organisational unit (course accreditation in the field). Having been approved by the council of the institute concerned, it shall be submitted to the Faculty Council (course accreditation in the Faculty).

(5) <sup>1100</sup>

(6) <sup>1101</sup>

(7) <sup>1102</sup>

(8) <sup>1103</sup>If subjects and courses with similar syllabuses are offered, the simultaneous or subsequent completion of them does not necessarily result in obtaining credits for every

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<sup>1095</sup> Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.

<sup>1096</sup> Established by Senate Rule CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

<sup>1097</sup> The last sentence established by Senate Rule CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

<sup>1098</sup> Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.

<sup>1099</sup> Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.

<sup>1100</sup> Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.

<sup>1101</sup> Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.

<sup>1102</sup> Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.

<sup>1103</sup> The last sentence thereof was concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.

subject or course. The submission under Section 56(1) of the HKR shall include these exclusions after a consultation within the field. If these exclusions affect other fields or institutes, they shall be approved during the course accreditation in the Faculty in accordance with (4) of this Section.

(9) <sup>1104</sup> In the case of a joint programme the powers of the Faculty Credit Transfer Committee are exercised by a special committee made up of an equal number of representatives of the institutions participating in the joint programme. One of its members is delegated by the Faculty's Student Union. The equivalency shall be recorded in the Electronic Registration System.

### **Section 535**

ad Section 57

- (1) Preliminary course registration is required by the Faculty.
- (2) <sup>1105</sup> The Office of Educational Affairs prepares the preliminary course offer in accordance with Section 55 of the HKR by involving the representatives of the institutes.
- (3) <sup>1106</sup>

### **Section 536<sup>1107</sup>**

ad Section 58

- (1) Students in their first year shall register for the catch-up criterion courses, if it is required by their degree's curriculum. (Section 520 of the HKR) The catch-up criterion course can be completed by a successful test taken over the course of the two weeks preceding the study period or during the semester.
- (2) The student may register for the compulsory and compulsory elective courses included in the curriculum that carry the codes listed in their own sample curriculum. Subjects not carrying the correct code which the student registers for will be deleted in the Neptun system by the Office of Educational Affairs.

### **Section 537<sup>1108</sup>**

### **Section 538**

ad Section 60

- (1) <sup>1109</sup>
- (2) In the Faculty of Science the scores under Section 60(1)(c) of the HKR are 50.

### **Section 539**

ad Section 63

- (1) The students are required by the Faculty to attend curricular contact hours.
- (2) <sup>1110</sup> The method of monitoring attendance in contact hours is determined by the Head of the institute and the Head of the organisational unit responsible for the degree.

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<sup>1104</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>1105</sup> Established by Senate Rule CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

<sup>1106</sup> Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.

<sup>1107</sup> Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.

<sup>1108</sup> Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.

<sup>1109</sup> Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.

<sup>1110</sup> Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.

## **Section 540<sup>1111</sup>**

### **Section 540/A<sup>1112</sup>**

ad Section 64(2)

(1) Study units can be completed on a two-grade scale, which shall be specified in the curriculum. In this case the assessment can be “completed” or “not completed”.

(2) When applying Section 64(2) of the HKR “not completed” under (1) shall be interpreted as “fail”.

(3) Grades cannot be assigned to the assessments under (1). They cannot be quantified in the academic average.

## **Section 541<sup>1113</sup>**

ad Section 65(6)

The right of first instance decision may be transferred to the Vice-Dean for Education by the Academic and Educational Committee.

## **Section 542**

ad Section 66

(1) If the curriculum does not require a different assessment, the requirement for obtaining a practice grade (on the basis of the lecturer’s decision) is either taking 2 classroom tests or submitting an assignment.

(2) The requirements of a practice grade shall be (primarily) fulfilled in the study period. If completion is partially incomplete, based on the proposal of the practice instructor the Head of department may determine further tasks (repeat measurement, repeat test) to be completed after the end of the study period or in the first week of the examination period at the latest in order to obtain the practice grade.

(3) Attendance is mandatory in laboratory practices (or in other practices qualified as the same by the curriculum). Attendance shall be monitored regularly. If a student is absent from more than 1/4 of the contact hours, the practice grade shall be denied.

(4) Attendance is mandatory in field practices, internships, factory visits and in teaching practices. If a student is absent from these, making up for them is only possible by completing a practice the syllabus of which is determined by the organisational unit responsible for the degree.

(5) <sup>1114</sup>

(6) Except for the laboratory practice grade the requirement for obtaining a practice grade cannot be one, in addition to the requirements specified in Section 66(1) of the HKR, where attendance in contact hours is required to exceed 3/4 of the number of contact hours.

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<sup>1111</sup> Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.

<sup>1112</sup> Registered by the decision CCCVI/2010 (6 December) of the Senate on the amendment of the Chapter concerning the Faculty of Science of the Academic Regulations for Students’ Special Section of Volume 2 of the Organizational and Operational Regulations of ELTE. It is effective as of 7 December 2010.

<sup>1113</sup> Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.

<sup>1114</sup> Repealed by the decision LXV/2014 (26 May) of the Senate on the amendment of the Chapter concerning the Faculty of Science of the Academic Regulations for Students’ Special Section of Volume 2 of the Organizational and Operational Regulations of ELTE. It is effective as of 27 May 2014.

(7) A student may attempt to receive a passing grade in a failed practice once in a semester (retake exam in a practice). Depending on the nature of the practice the following options are available:

- a) oral and/or written exam covering the course material;
- b) an assignment regarding the course material.

<sup>1115</sup>The practice instructor has the right to choose from the above options. At the student's request the decision of the practice instructor may be overruled by the Head of the institute. Valid practical grades cannot be remedied.

(8) If the measurements were not successful during a laboratory practice as a result of unacceptable laboratory performance, the student is not obliged to, but may be given the chance to improve. This shall be specified in the curriculum.

(9) If the result of the field practice is not successful due to unacceptable performance during the processing, the requirements of this Section (7) shall apply. If the result continues to be unsuccessful, only the processing shall be repeated. The curriculum determines when the entire field practice shall be repeated.

(10) If the student fails to complete an internship or receives an assessment for it that counts as a fail, the internship shall be repeated.

(11) <sup>1116</sup>The catch-up criterion courses are assessed on a two-grade scale.

(12) <sup>1117</sup>No-credit practices which are related to obligatory lectures are assessed by signatures. The requirements for obtaining a signature are determined by the Head of department and the lecturer. The students shall be informed about these in the first lesson or these shall be published. Where the curriculum requires, the related practice shall be repeated, if the lecture was not completed successfully.

(13) <sup>1118</sup>Seminar classroom tests must be corrected within two weeks and the students shall be notified of their scores via the Electronic Registration System.

## Section 543

ad Section 66 and 67

(1) In the study period knowledge may be continuously tested by classroom tests and homework assignments. The results of the tests may affect the end-term assessment positively (examination relief). The requirements of this are determined by the lecturer. Students shall be informed about this until the end of the study period's week 2.

(2) Groups of students or students in the same academic year shall primarily be tested during a practice or a lecture. If the test is held at a different time, the number of practices or lectures equalling the duration of the test shall not be held. In the latter case the date shall be set following a consultation with the students. This date shall not fall on a public holiday or a school holiday and in the case of a test taken by a group of students, it shall not fall to a Saturday. If the time is not suitable for at least 1/4 of the students concerned, a new date shall be set for them following a consultation with them.

(3) Before classroom tests begin, the students shall be informed about the scores of each task.

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<sup>1115</sup> Last sentence enacted by Senate Rule CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

<sup>1116</sup> Concluded by the decision CCCVI/2010 (6 December) of the Senate. It is effective as of 7 December 2010.

<sup>1117</sup> Registered by the decision CLXXXIII/2013 (27 May) of the Senate. It is effective as of 28 May 2013.

<sup>1118</sup> Enacted by Senate Rule CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

(4) <sup>1119</sup>The students shall be provided the opportunity to look at their corrected and graded classroom tests. The tests on the basis of which students receive a grade shall be retained at least until the beginning of the next examination period.

(5) <sup>1120</sup>Written exams shall be corrected within 5 working days after the exam and the results shall be published in the Electronic Registration System. If this deadline is later than the second working day following the examination period, the result must be published by this date.

(6) <sup>1121</sup>Type C classroom tests must be corrected within two weeks and students must be notified of their scores via the Electronic Registration System.

## Section 544

### ad Section 70

During the scheduling of written exams the organisational unit of instruction supervising the degree shall give priority to the exams of obligatory study units announced under the recommended curriculum.

## Section 545

### ad Section 71

(1) <sup>1122</sup>

(2) <sup>1123</sup>

(3) <sup>1124</sup>If the exam date announced previously is cancelled as a result of the lecturer's absence, the Head of department and in the case of an exam before a committee the organisational unit responsible for the degree shall be notified. Following a consultation with the students a new exam date shall be set. If the new date is not suitable for some students, they shall be authorised to register for any other previously announced exam date, even by possibly exceeding the prescribed maximum number of students.

(4) The competent Head of department or the organisational unit responsible for the degree in the case of an exam before a committee is responsible for holding the announced exams and making up for the cancelled exam dates. If exam dates are cancelled, complaints may/shall be made to the Head of department, the competent Head of the institute or to the Head of the organisational unit responsible for the degree in the case of an exam before a committee.

## Section 546

### ad Section 72

(1) <sup>1125</sup>

(2) <sup>1126</sup>Only lecturers and researchers pursuing instruction work in public servant status with the University, temporary instructors or persons engaged in instruction work on the basis of a voluntary contract are entitled to hold exams. In exceptional circumstances another person may be authorised to hold an exam by the Head of institute.

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<sup>1119</sup> Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.

<sup>1120</sup> Registered by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.

<sup>1121</sup> Enacted by Senate Rule CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

<sup>1122</sup> Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.

<sup>1123</sup> Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.

<sup>1124</sup> Established by Senate Rule CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

<sup>1125</sup> Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.

<sup>1126</sup> Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.

(3) Comprehensive exams shall be taken before a committee of at least two-members. (See Section 68(4) of the HKR.) At least one of its members shall be a professor/college professor or an associate professor.

(4) The examinee shall be provided a minimum of 20-minutes preparation time before the exam. Any deviation from this requires an agreement between the examiner and the examinee.

(5) The examiner and the Chair of the examination board are responsible for ensuring that exams are not disturbed. The day of the examination shall possibly be organised by ensuring that the examinees are not forced to wait for long.

(6) <sup>1127</sup>

### **Section 547<sup>1128</sup>**

### **Section 548<sup>1131</sup>**

ad Section 74

(1) In the case of a joint programme the right to authorise an individual course schedule is exercised by a special committee made up of an equal number of representatives of the institutions participating in the joint programme.

(2) Excluding the individual course schedule permitted based on the reasons specified in point d) of Section 74 (2), the work of a student who is pursuing his/her studies on the basis of an individual course schedule is regularly supervised by an instructor (supervisor) who is approved by the competent institute.

### **Section 548/A<sup>1140</sup>**

ad Section 75(1)

In the case of a joint programme an additional requirement for issuing the final certificate is that the number of credits jointly obtained at the universities participating in the joint programme shall not be smaller than 2/3 of the credits required by the degree's curriculum.

### **Section 549<sup>1141</sup>**

### **Section 550<sup>1142</sup>**

ad Section 77

(1) The thesis topics shall be announced on the websites of the institutes in writing every year until 15 May and till 15 November.

(2) <sup>1143</sup>The title and the topic of the thesis shall be approved in writing by the supervisor and if the student does not choose a topic offered by the institute, it shall be approved in writing by the Head of department and then shall be announced to the Office of Educational Affairs. The deadlines for submitting the title form for the thesis are:

- 15 October for the final examination of the spring semester

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<sup>1127</sup> Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.

<sup>1128</sup> Repealed by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>1131</sup> Established by Senate Rule CVI/2018. (V. 28.). Effective date: 1 August 2018.

<sup>1140</sup> Registered by the decision CCLXV/2009 (2 November) of the Senate. It is effective as of 2 November 2009.

<sup>1141</sup> Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.

<sup>1142</sup> Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.

<sup>1143</sup> Established by Senate Rule CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

- 15 May for the final examination of the autumn semester

### **Section 551**

ad Section 78

(1) <sup>1144</sup> The thesis shall be submitted to the Head of the organisational unit responsible for the degree at least three weeks before the final examination. The organisational unit responsible for the degree may set an earlier submission date. The institutes shall publish the thesis submission date and shall inform the Office of Educational Affairs about it until the final exam registration deadline. (It is 28 February for the Summer final examination and 31 October for the January final exams.)

(2) The organisational unit responsible for the degree may request the submission of the thesis in electronic format as well.

(3) The organisational units responsible for the degree may determine additional formal requirements beyond the ones set out in Section 78 of the HKR.

### **Section 552**

ad Section 79

(1) In the case of BA and MA programmes

a) <sup>1145</sup> the thesis grade is determined by the committee assembled by the organisational unit responsible for the degree with regard to the opinion of the supervisor and the referee. This committee may coincide with the final examination board. The grade is entered into the final exam's minutes by the Head of the committee.

b) the thesis shall be defended before the final examination board.

(2) <sup>1146</sup> In the case of a joint programme an internal and an external expert assesses the thesis at the request of a special committee made up of an equal number of representatives of the institutions participating in the joint programme, by proposing an assessment.

(3) <sup>1147</sup> In the case of a joint programme the thesis grade is determined by the final examination board with regard to the opinions of the referees.

(4) <sup>1148</sup>

(5) The defence of the thesis is part of the final examination. The defence is open to the public, but may take place at a separate time from the other parts of the final exam.

(5a) In the case of a thesis defence before a final examination board, the appointment of the board and the organisation of the defence shall be the responsibility of the person overseeing the programme.

(6) After the final exam the organisational unit responsible for the degree shall arrange the storage of the theses with regard to ensuring that the visiting accreditation committee can have a look at them at the time of the degree's accreditation review.

### **Section 553**

ad Section 81

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<sup>1144</sup> Third sentence established by Senate Rule CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

<sup>1145</sup> The last sentence thereof was concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.

<sup>1146</sup> Registered by the decision CCLXV/2009 (2 November) of the Senate. It is effective as of 2 November 2009.

<sup>1147</sup> Registered by and the numbering of (2)–(4) was modified to (4)–(6) by the decision CCLXV/2009 (2 November) of the Senate. It is effective as of 2 November 2009.

<sup>1148</sup> Repealed by Senate Rule CCLXV/2019. (XII.16.). Effective date: 17 December 2019.

- (1) <sup>1149</sup>The final examination (exam and defence) takes at least 30 minutes.
- (2) The requirements of the final examination, the detailed syllabuses of the topics to be tested shall be published at least 3 months before the final examination period.
- (3) <sup>1150</sup>
- (4) <sup>1151</sup>The successful final exam result is the average grade calculated from the grades of the referee's report, the defence of the thesis and those of the oral exams on condition that each grade is at least a pass. The final exam result shall be given in a whole grade in accordance with the rules on the assessment of the diploma under Section 84(6) of the HKR.
- (5) <sup>1152</sup>
- (6) <sup>1153</sup>
- (7) The current or former student may withdraw their application for the final examination no later than 72 hours prior to the day of the exam.

#### **Section 554**

ad Section 83

- (1) The organisational units of instruction responsible for the degree courses propose the persons for the execution of tasks regarding membership and chairmanship of the final examination board.
- (2) The composition of the final examination board shall be determined in the degree course's curriculum.
- (3) <sup>1155</sup>In the case of a joint programme all of the institutions participating in the joint programme are represented in the final examination board.

#### **Section 555<sup>1156</sup>**

ad Section 84

- (1) the grade of the diploma is the average of the following grades:
  - a) the grade given by the referee of the thesis;
  - b) the grade received for the defence of the thesis;
  - c) the grades received for different parts of the final exam (except for the thesis and the defence thereof), with double weight;
  - d) other grades or averages determined by the curriculum.
- (2) In the curriculum it shall be determined that the weight of (d) cannot be bigger than 1/3 during the averaging of the grade.
- (3) <sup>1157</sup>In the case of a joint programme the grade of the diploma is the average of the following grades:
  - the grade given by the referee of the thesis;
  - the grade received for the defence of the thesis;
  - the weighted average of other grades specified by the curriculum;
  - the grades received for the oral part of the final exam, with double weight.

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<sup>1149</sup> Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.

<sup>1150</sup> Repealed by Senate Rule LXIX/2019. (V.27.). Effective date: 28 May 2019.

<sup>1151</sup> Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.

<sup>1152</sup> Repealed by Senate Rule CCLXV/2019. (XII.16.). Effective date: 17 December 2019.

<sup>1153</sup> Repealed by Senate Rule CCLXV/2019. (XII.16.). Effective date: 17 December 2019.

<sup>1155</sup> Registered by the decision CCLXV/2009 (2 November) of the Senate. It is effective as of 2 November 2009.

<sup>1156</sup> Concluded by the decision XXXV/2009 (23 March) of the Senate. It is effective as of 1 April 2009.

<sup>1157</sup> Registered by the decision CCLXV/2009 (2 November) of the Senate. It is effective as of 2 November 2009.

(4) <sup>1158</sup>In the case of a joint programme the grade of the diploma with regard to the following limit values is:

- excellent, if the average is between 4.81–5.00;
- very good, if the average is between 4.51–4.80;
- good, if the average is between 3.51–4.50;
- satisfactory, if the average is between 2.51–3.50;
- pass, if the average is between 2.00–2.50.

(5) <sup>1159</sup>In a joint programme the student, whose final exam grade is very good, his/her grades are not worse than good and the average of them is at least 4.51, shall receive a degree with honours.

### **Section 556<sup>1160</sup>**

(1) In academic affairs the Dean may transfer the right of exercising equity to the Vice-Dean for Education.

(2) Equity cannot be exercised in the following cases:

- a) if the competent body of the Faculty has already passed a rejecting first-instance decision in the specific case and no new proven circumstance has arisen in the same case, which would substantiate exercising special equity;
- b) changing the deadline, if missing the deadline results in forfeiture in the given case;
- c) changing the extended deadline, if the Faculty provides an adjusting opportunity, an extended deadline for a certain deadline and in the event of failure to meet the deadline the student does not prove the extraordinary facts and circumstances affecting his/her family and living conditions under Section 143(3) of the HKR.

(3) <sup>1161</sup>The condition for submitting a request for equity is a significant change in the student's health, living conditions for which he/she is not responsible, deserving of equity. The student must present these facts in the request, and attach valid documentation verifying said facts.

(4) <sup>1162</sup>The Student shall not be permitted to modify an incomplete request to be submitted by the deadline contained in the HKR or published each semester on the website of the Office of Educational Affairs.

### **Section 557**

(1) <sup>1163</sup>The Academic and Educational Committee executes the tasks of the special committees.

(2) <sup>1164</sup>In the case of a joint programme certain powers are exercised by one or more special committees as defined in this chapter.

## **STUDENT GRANTS AND SCHOLARSHIPS**

### **Section 558<sup>1165</sup>**

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<sup>1158</sup> Registered by the decision CCLXV/2009 (2 November) of the Senate. It is effective as of 2 November 2009.

<sup>1159</sup> Registered by the decision CCLXV/2009 (2 November) of the Senate. It is effective as of 2 November 2009.

<sup>1160</sup> Concluded by the decision LXV/2014 (26 May) of the Senate. It is effective as of 27 May 2014.

<sup>1161</sup> Established by Senate Rule CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

<sup>1162</sup> Established by Senate Rule CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

<sup>1163</sup> Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.

<sup>1164</sup> Registered by the V.5 point of the decision CXCV/2009 (29 June) of the Senate. It is effective as of 30 June 2009.

<sup>1165</sup> Section and preceding title established by established by Senate Rule CCVII/2015. (14 December) Effective date: 15 December 2015.

ad Section 93

(1) In line with Section 93 (1) the funds allocated to the Faculty are to be spent on academic scholarship payments.

(2) In line with Section 93 (2) the grants listed in Section 93 (4) are allocated in the following proportions:

- a) research scholarship: 12%
- b) scholarships for participation in academic competitions and conferences: 25%
- c) public service scholarship: 24%
- d) sports scholarship: 10%
- e) culture scholarship: 7%
- f) professional scholarship: 22%

(3) <sup>1166</sup>

(4) Funds not spent may be spent freely on grants they were originally allocated for or any other grant types. The allocation of the remaining funds is to be decided on by the Faculty Scholarship Committee.

## **MEMBERS OF THE SCHOLARSHIP COMMITTEE OF THE FACULTY OF SCIENCE**

### **Section 559<sup>1167</sup>**

ad Section 99

The Scholarship Committee of the Faculty of Science has 6 members.

## **ACADEMIC SCHOLARSHIP**

### **Section 560<sup>1168</sup>**

ad Section 100

- (1) Students eligible for an academic scholarship are those specified in Section 96 (2) of the present Regulations.
- (2) Students transferred from other higher education institutions or from other programmes within the university are not eligible for an academic scholarship in first semester in which scholarships are disbursed.
- (3) Students transferred within the Faculty are eligible for an academic scholarship as early as the first semester in which scholarships are disbursed.
- (4) The academic scholarship is calculated by the Office of Education Affairs in accordance with paragraphs (11)-(14) of this Section, based on information registered in the Electronic Registration System.
- (5) Scholarship payments shall be determined by 5 March at the latest in the spring semester and by 5 October at the latest in the autumn semester based on information registered in the Electronic Registration System up to those dates.
- (6) total amount of credits completed: the number of credits obtained by students eligible for an academic scholarship in the last semester completed before the current semester (hereinafter: last semester),

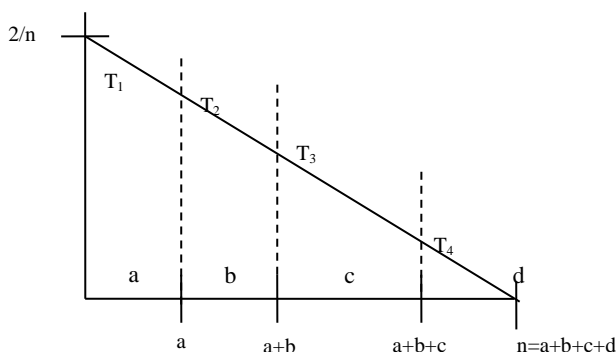
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<sup>1166</sup> Repealed by Senate Rule CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.

<sup>1167</sup> Section and preceding title established by established by Senate Rule CCVII/2015. (14 December) Effective date: 15 December 2015.

<sup>1168</sup> Section and preceding title established by established by Senate Rule CCVII/2015. (14 December) Effective date: 15 December 2015.

- (7) sum per credit: the quotient of the scholarship fund available per month and the total amount of credits completed,
- (8) sum per study unit: the product of the number of students eligible for academic scholarship who have taken up and completed a given study unit at the Faculty, the number of credits obtained for completion of the study unit and the sum per credit.
- (9) The basis for calculating the academic scholarship is determining sum per study unit ratio, which can be done with the help of the graph below.



Legend:

n: the number of students who have passed the course

a: the number of students who have passed the course with a 5 (excellent)

b: the number of students who have passed the course with a 4 (good)

c: the number of students who have passed the course with a 3 (average)

d: the number of students who have passed the course with a 2 (satisfactory)

P: Sum per study unit

Calculated ratios:

$$T_1 = \frac{a}{n} \left( 2 - \frac{a}{n} \right)$$

$$T_2 = \frac{b}{n} \left( 2 - \frac{b+2a}{n} \right)$$

$$T_3 = \frac{c}{n} \left( 2 - \frac{c+2a+2b}{n} \right)$$

$$T_4 = \left( \frac{d}{n} \right)^2$$

Scholarship sum per this study unit:

$$O_1 = P \frac{T_1}{a}$$

$$O_2 = P \frac{T_2}{b}$$

$$O_3 = P \frac{T_3}{c}$$

$$O_4 = P \frac{T_4}{d}$$

- (10) The scholarship sum for all students regarding all study units is calculated using the above algorithm. The sum of the parts presented in paragraph (9) is equal to the student's academic scholarship amount for a given semester. The sum divided by 5 is equal to the student's scholarship amount for one month.
- (11) Should the monthly sum calculated in paragraph (9) fall below the sum determined by the Faculty Scholarship Board, the student will not receive an academic scholarship.
- (12) The remaining funds shall be distributed among students receiving academic scholarships, in proportion with the scholarships calculated in paragraph (9).

### **PUBLIC SERVICE SCHOLARSHIP**

#### **Section 561<sup>1169</sup>**

ad Section 103

- (1) Students who perform an outstanding work in organising and helping student life in the Faculty during the semester may apply for a regular public service scholarship.
- (2) Students who have been performing public service for no more than one semester before submitting their application are eligible to receive a one-time public service scholarship.

### **SPORTS SCHOLARSHIP**

#### **Section 562<sup>1170</sup>**

ad Section 104

- (1) Students who are regularly involved in sporting activities that are either represented at the Olympic Games, have their own Hungarian federation or a registered organisation and have been ranked in professional competitions may apply for a regular Faculty sports scholarship.
- (2) Students who take part in sporting competitions of the costs of which they wish to be reimbursed may apply for a one-time sports scholarship.

### **PROFESSIONAL SCHOLARSHIP**

#### **Section 563<sup>1171</sup>**

ad Section 106

- (1) The scholarship can be obtained by submitting a one-time application opened by the Faculty Scholarship Committee.
- (2) A one-time professional scholarship can be awarded:
  - a) to the recipient of the Faculty's Excellent Student title bestowed by the Faculty Council,

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<sup>1169</sup> Section and preceding title established by established by Senate Rule CCVII/2015. (14 December) Effective date: 15 December 2015.

<sup>1170</sup> Section and preceding title established by established by Senate Rule CCVII/2015. (14 December) Effective date: 15 December 2015.

<sup>1171</sup> Section and preceding title established by established by Senate Rule CCVII/2015. (14 December) Effective date: 15 December 2015.

- b) to a student who regularly assists (tutors) a group of students in his/her studies, performs research tasks in a department of the Faculty or displays other forms of outstanding academic performance that goes beyond the curriculum requirements.

## **NATIONAL HIGHER EDUCATION SCHOLARSHIP**

### **Section 564<sup>1172</sup>**

ad Section 110

- (1) <sup>1173</sup>The applications are to be submitted to the institution or college in charge of the given major at the Faculty by the deadline specified in the call for applications. The applications are then ranked based on the factors approved by the Faculty Academic and Educational Committee.
- (2) The application rankings are sent to the Office of Educational Affairs by the institutions.
- (3) <sup>1174</sup>The applications for the National Higher Education Scholarship are ranked by the Faculty Academic and Educational Committee as prescribed by the law and are sent to the University.

### **Section 565<sup>1175</sup>**

### **Section 566<sup>1176</sup>**

### **Section 567<sup>1177</sup>**

### **Section 568<sup>1178</sup>**

### **Section 569<sup>1179</sup>**

### **Section 570<sup>1180</sup>**

### **Section 571<sup>1181</sup>**

### **Section 572<sup>1182</sup>**

### **Section 573<sup>1183</sup>**

### **Section 574<sup>1184</sup>**

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<sup>1172</sup> Established by Senate Rule CXXXI/2018. (VI. 25.) Effective date: 26 June 2018.

<sup>1173</sup> Established by Senate Rule CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

<sup>1174</sup> Established by Senate Rule CXXXI/2018. (VI. 25.). Effective date: 26 June 2018.

<sup>1175</sup> Section and preceding title repealed by Senate Rule CCVII/2015. (14 December) Effective date: 15 December 2015.

<sup>1176</sup> Section and preceding title repealed by Senate Rule CCVII/2015. (14 December) Effective date: 15 December 2015.

<sup>1177</sup> Section and preceding title repealed by Senate Rule CCVII/2015. (14 December) Effective date: 15 December 2015.

<sup>1178</sup> Section and preceding title repealed by Senate Rule CCVII/2015. (14 December) Effective date: 15 December 2015.

<sup>1179</sup> Section and preceding title repealed by Senate Rule CCVII/2015. (14 December) Effective date: 15 December 2015.

<sup>1180</sup> Section and preceding title repealed by Senate Rule CCVII/2015. (14 December) Effective date: 15 December 2015.

<sup>1181</sup> Section and preceding title repealed by Senate Rule CCVII/2015. (14 December) Effective date: 15 December 2015.

<sup>1182</sup> Section and preceding title repealed by Senate Rule CCVII/2015. (14 December) Effective date: 15 December 2015.

<sup>1183</sup> Section and preceding title repealed by Senate Rule CCVII/2015. (14 December) Effective date: 15 December 2015.

<sup>1184</sup> Section and preceding title repealed by Senate Rule CCVII/2015. (14 December) Effective date: 15 December 2015.

**Section 575<sup>1185</sup>**

**Section 576<sup>1186</sup>**

**TUITION FEE REDUCTION**

(1) Students whose weighted academic average is at least 4.0 in the previous two active semesters can be granted a tuition fee discount up to 2% of the amount of the tuition fee. Students starting their first year, who achieved at least 80% of the maximum admission scores with additional scores can be granted a discount. Students starting their second active semester, who achieved at least 80% of the maximum admission scores with additional scores and whose weighted academic average was at least 4.0 in the first semester, can be granted a discount.

(2) <sup>1187</sup>

(3) <sup>1188</sup> The application for the discount shall be submitted to the Vice-Dean for Education until the end of the study period's week 1. The applications are decided by the Faculty's Academic and Education Committee until the end of the study period's week 2.

(4) <sup>1189</sup>

**Section 576/A**

**INVOICE REQUESTING STATEMENT**

If the tuition to be paid by the student or part of it is taken over by another depositor, the student must submit to the Office of Educational Affairs an original invoice requesting statement, certified by the depositor(s), which can be generated from the Electronic Registration System. If the statement is submitted after the deadline, the student shall be obliged to pay a service fee.

**Section 577<sup>1190</sup>**

**Section 578<sup>1192</sup>**

**TUITION FEE REIMBURSEMENT**

If a student terminates his/her student status during the semester he/she is entitled to a reimbursement of the fee as follows:

- a) the student shall be entitled to a 100% reimbursement if the student status was terminated before 15 October in the autumn semester and before 15 March in the spring semester,
- b) the student shall be entitled to a 50% reimbursement if the student status was terminated by the last day of the study period.

The student shall not be entitled to a reimbursement if the student status was terminated during the examination period.

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<sup>1185</sup> Section and preceding title repealed by Senate Rule CCVII/2015. (14 December) Effective date: 15 December 2015.

<sup>1186</sup> Concluded by the decision CLXXIII/2012 (25 June) of the Senate on the amendment of the Chapter concerning the Faculty of Science of the Academic Regulations for Students' Special Section of Volume 2 of the Organizational and Operational Regulations of ELTE. It is effective as of 26 June 2012.

<sup>1187</sup> Repealed by the decision LXV/2014 (26 May) of the Senate. It is ineffective as of 27 May 2014.

<sup>1188</sup> Concluded by the decision LXV/2014 (26 May) of the Senate. It is effective as of 27 May 2014.

<sup>1189</sup> Repealed by the decision LXV/2014 (26 May) of the Senate. It is ineffective as of 27 May 2014.

<sup>1190</sup> Repealed by Senate Rule LXIX/2019 (V. 27.). Effective date: 28 May 2019.

<sup>1192</sup> Established by Senate Rule CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

## **Section 579<sup>1193</sup>**

## **Section 580**

### **SERVICE FEES**

(1) Service fees are determined annually by the Dean by consulting with the Student Union of the Faculty of Science.

(2) <sup>1199</sup>Service fees shall be published on the billboards of the Office of Educational Affairs and on the office's website.

### **Section 580/A<sup>1200</sup>**

ad Section 139

If in a joint programme a decision concerning student affairs shall be made that affects the other university participating in the programme, the opinion of the other university shall be obtained before making the decision.

### **Section 580/B<sup>1201</sup>**

ad Section 172

In the case of a joint programme all the representatives of the higher education institutions participating in the joint programme shall be invited to the disciplinary panel proceeding in the student's disciplinary procedure, who shall act in an advisory capacity.

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<sup>1193</sup> Repealed by Senate Rule LXIX/2019 (V. 27.). Effective date: 28 May 2019.

<sup>1199</sup> Established by Senate Rule CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

<sup>1200</sup> Registered by the decision CCLXV/2009 (2 November) of the Senate. It is effective as of 2 November 2009.

<sup>1201</sup> Registered by the decision CCLXV/2009 (2 November) of the Senate. It is effective as of 2 November 2009.

## **CHAPTER XXII**

### **CLOSING AND ENACTING PROVISIONS**

#### **Section 581**

The academic regulation and the fees and grants regulation issued by the Rector contain the technical rules for the administration of affairs covered by these regulations.

#### **Section 582**

(1) The assent of the University's Student Union shall be necessary for adoption (amendment) of the regulations, in the following respect:

- academic and examination regulations (academic parts of Chapter 2–5, 12 and 14–21);
- student's disciplinary and compensation regulations (Chapter 10–11).

(2) In addition to the cases specified under (1) the assent of the University's Student Union shall be necessary for modification, termination and utilization of intended use of students' welfare, cultural and sports properties and institutions.

#### **Section 583**

(1) Volume 2 of the Organisational and Operational Regulations of Eötvös Loránd University (ELTE) (Academic Regulations for Students) shall enter into force on 1 September 2006, subject to the derogations defined in (2).

(2) Chapter 9 of Volume 2 of the Organisational and Operational Regulations of ELTE (Academic Regulations for Students) shall enter into force on 1 August 2006.

#### **Section 584<sup>1202</sup>**

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<sup>1202</sup> Repealed by Senate Rule CLXVIII/2015. (X. 5.) on the amendments to the General Provisions of the Academic Regulations for Students. Effective date: 2 September 2016.