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HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE SCIENCES

HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE SCIENCES
ORGANIZATIONAL AND OPERATIONAL REGULATIONS

III. VOLUME
REQUIREMENTS FOR STUDENTS

III.1 STUDY AND EXAMINATION REGULATIONS

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I. GENERAL PROVISIONS

[1]Pursuant to Act CCIV of 2011 on National Higher Education (hereinafter referred to as 'Nftv. Act.'), Government Decree 87/2015. (IV. 9.) on the Implementation of Certain Regulation Provisions of Act CCIV of 2011 on National Higher Education (hereinafter referred to as 'Nftv. Gov. Decree'), Government Decree 248/2012 (VIII. 31.) on Measures Required for the Implementation of Act CCIV of 2011 on Higher Education, Act CL of 2016 on General Public Administration Procedures, the Senate of the Hungarian University of Agriculture and Life Sciences (hereinafter referred to as 'the University') and the Board of Trustees of the Foundation for Hungarian University of Agriculture and Life Sciences in agreement with the Student Union of the Hungarian University of Agriculture and Life Sciences (hereinafter referred to as the 'University Student Union') established the following Study and Examination Regulations (hereinafter referred to as 'SER').

1. Scope of the Regulation[2]

Section 1 (1. §)

(1) [3]The scope of the SER, irrespective of the form of financing, extends to the study and examination affairs of all Hungarian and non-Hungarian citizens having a student status with the University, taking part in undergraduate (bachelor's) training, postgraduate (master's) training, single-cycle training, higher educational vocational training, postgraduate specialist training, who study at any degree programme, in any work schedule, including guest students and those taking part in simultaneous study programmes.

(2) The regulations for students participating in doctoral (PhD) training are specified in the Doctoral Regulations, stipulating that the SER must be properly applied in matters not regulated there.

(3) [4,5]The scope of the SER shall extend to the bodies and persons acting in student matters covered by these Regulations: all organizational units involved in, contributing to study programmes, lecturers, researchers, persons employed as instructors or employees of the University acting in study, examination and other educational organizational matters, and other persons under a contract of employment with the University. With a view to the application of the SER, a person who, in addition to lecturers employed by the University, also provides teaching and examination services within the framework of other legal relationships shall be considered a lecturer.

(4) The introduction of new or amended study and examination requirements is only possible in a phasing-in system.

(5) [6]-

(6) The provisions of the University Documents Management Regulations shall apply to the management of documents generated in connection with study matters.

2. Interpretative Provisions

Section 2 (2. §)

(1) [7,8]**Active semester:** With respect to the student, every semester following enrollment in the training programme (when student status is granted), in which the student takes at least one subject and their student status is not suspended, is an active semester. A student studying abroad or doing an internship abroad that is organized or permitted by the

University has an active semester if they have registered at the University for the given semester.

(1a) [9]**Foundation Course for Studies in English**: Preparatory studies conducted in English by a foreign national, within the framework of student status, for a maximum of two semesters prior to commencing higher education studies.

(2) [10] **Internal additional (parallel) training:** the student pursues several training programmes within the University at the same time in order to obtain various qualifications.

(3) **Enrollment period:** the period during which the person admitted or transferred to the University acquires a student status with the University.

(4) **Registration period:** the period during which the University student, in any semester following the first enrollment, indicates via the NEPTUN Unified Education System whether they intend to have an active semester (in which they continue their studies) or a passive one (in which they temporarily pause their studies).

(4a) [11,12,13]**Secure electronic environment:** the digital teaching and learning environment accessible through individual authentication via the University's study administration system or closed-system distance learning management system (hereinafter jointly referred to as the "learning systems"), as well as the electronic whiteboards, interactive panels and projectors used at the University, access to which is restricted to the University's lecturers, teachers and their assistants, as well as learners or students participating in the University's educational programmes who hold learner or student status, irrespective of whether the teaching and learning activities take place on the University's premises or are delivered by means of retrieval or provision of access through the study administration system or the closed-system distance learning management system, using individual authentication.

(5) [14,15]**Block education (class blocks):** instead of a weekly class – depending on the number of hours of the subject – a class held one or more times over a period of several hours in fulltime, correspondence, evening or distance education programme. The University may decide, with the agreement of the institute responsible for the programme and the Vice-Rector for Education, to organise an entire programme or part thereof (e.g. a semester) in the form of block teaching. In full-time programmes, block teaching may also be implemented by dividing the semester into several teaching periods and examination periods, which must be specified in the academic calendar.

(6) [16]-

(7) [17, 18,19]**Dual training:** 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 in 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 programme and outcome requirements and containing unique provisions on the duration of the training, training methods, classes and testing) within a framework of the learning outcomes determined by the Minister responsible for higher education.

(8) [20]**Individual curriculum:** the completion of individual subjects is usually not assigned to a given study period. With regard to the pre-study obligations, other rules and regulations, and the possible options, the student can proceed according to an **individual curriculum** and schedule.

(8a) [21]**Preparatory studies:** a person of foreign nationality who claims to be of Hungarian nationality but does not reside in Hungary may—irrespective of his/her Hungarian nationality—pursue preparatory studies in Hungarian for a maximum of two semesters while holding student status before starting his/her higher education studies.

(9) [22,23]**Prerequisite:** the proven completion of the material of a subject, a group of subjects, and/or the required criteria for understanding the material of a given subject. The prerequisite can be partial or complete. In case of a partial prerequisite, the student may take the subject based on it if they have been granted a signature in the prerequisite subject at the end of the semester, but they cannot obtain a grade until the completion of the prerequisite subject. In the case of a complete prerequisite, the student cannot take the subject based on it without completing the prerequisite subject or criterion requirement.

(10) [24]**Prerequisite order:** the set of prerequisites for the subjects included in the curriculum of the degree programme.

(11) **Evening education schedule:** evening classes are held after 4:00 p.m. on weekdays or on weekends during the academic year.

(12) [25] **Phasing-in system:** an organizational principle on the basis of which any new or amended study and examination requirements can only be applied to students who have started their studies after the introduction of the regulations, or to students who started their studies before the introduction, but who have chosen to work towards their degree according to the new or amended study and examination requirements. New study and examination requirements can generally be applied to all students if they establish a more favourable condition for students.

(13) [26] **Semester:** a five-month educational organizational period, in the case of doctoral programmes, it runs from 1 September to 31 January and from 1 February to 31 August each year.

(14) [27]**End-of-semester signature:** the completion of mid-term requirements for a course is confirmed by the signature of the instructor. Subject requirements rules include the conditions for obtaining the signature. The condition for exam registration is having the signature at the end of the semester. A no-credit value or a criterion requirement subject may also be completed with a signature at the end of the semester as set out in the model curriculum. It must be recorded in the NEPTUN Unified Education System by the last day of the study period, but no later than the last day of the first week of the examination period, whether the end-of-semester signature was obtained or refused.

(15) [28,29]

(16) [30,31]**Higher Education Information System (FIR):** a central electronic public register containing the data necessary for state competences related to higher education, macroeconomic level planning of the national economy, and the rights and obligations of higher education participants. The Higher Education Information System consists of the following subsystems and applications: the register of University s, which contains data from the Statutes and operating license of the University s; the higher education admission system, which contains the institutional and personal data necessary for the higher education admission procedure; higher education personnel register, which contains data on students and employees in higher education; diploma register, which contains data on certificates, diplomas, diploma supplements and doctoral degrees awarded by University s after the completion of higher education; the graduate career tracking system, which provides grouped data and summaries using data derived from FIR subsystems and institutional registers in such a way that the individuals are not identifiable; sectoral management information system supporting public education management and maintainer management, which provides grouped data and reports using data derived from FIR subsystems and institutional registers in such a way that the individuals are not identifiable unless otherwise provided by law.

(17) -[32]

(18) [33]**Student (applicant) with disability:** a person with a musculoskeletal, sensory or speech disability, having serious and multiple impairments (if more than one disability is present), an autism spectrum disorder or other mental developmental disorder (severe learning, attention or behavioural disorder).

(18a) [34]Practical grade (mid-term grade): A grade reflecting a student's performance during the semester, based on the continuous assessment of the academic requirements of a course. It may be obtained through the assessment procedure specified in the course requirements during the teaching period, but no later than the second week of the examination period.

(19) [35]**Student:** a person who has acquired a student status with the University by enrolling in the institution based on the University's decision regarding a request for admission or transfer.

(20) [36,37]**Provision on student status:** a provision in a legislation concerning the student status, in the Organizational and Operational Regulations, in other regulations, instructions for students, or in other university documents, which establishes rights and obligations for the student.

(21) [38,39,40]**Person with multiple disadvantages:** a person under the age of twenty-five at the time of enrollment (application) who is defined as a person with multiple disadvantages in Section 67/A (2) of Act XXXI of 1997 (hereinafter 'Gyvt.') on the Protection of Children and the Administration of Guardianship.

(22) [41,42,43]**Disadvantaged person:** a person under the age of twenty-five at the time of enrollment (application) pursuant to Section 67/A(1) of the Act Gyvt.

(23) [44]**Institute:** an organisational unit as described in Section 4 (11) of the Organizational and Operational Regulations.

(24) [45,46]**Institutional document:** the Statute, the regulations, programmes and plans required by the Act of Nftv. , such as the Organizational and Operational Regulations, training programme, institutional development plans, the Statute of the Student Union, as well as internal regulations according to Act C of 2000 on Accounting and the decree on its implementation.

(25) [47,48]**Repeated retake exam:** Repetition of an unsuccessful retake exam in a subject.

(26) [49]**Retake exam:** Retaking a failed exam in a given subject for the first time.

(26a) [50]**Reduced timetable:** Upon the request of a student enrolled in full-time, evening, or correspondence training (programme), and based on the recommendation of the course instructor(s), the members of the Institute's Study and Credit Transfer Committee (hereinafter: 'TKB'), and upon the proposal of the course instructor, the chair of the Institute's TKB may grant a reduced timetable under detailed, written conditions. A reduced timetable may be requested for one course and for one semester at a time.

(27) [51]**Student contract:** in accordance with Article 39 (3) of the NFTV. Act, the contract between the University and the student who has been admitted to/transferred to/reclassified into a self-funded study programme.

(28) [52,53]**Request:** a request made by a student in connection with their student status. The body or leader specified in the Requirements for Students is entitled and obliged to make a decision on the request, and the University is obliged to inform the student of the decision.

(29) -[54]

(30) -[55]

(31) [56,57] **Programme and output requirements:** the knowledge, skills, proficiency and abilities (competencies) which must be acquired in order to be granted a diploma in the given programme. The programme and output requirements of undergraduate (bachelor's)

and master's programmes, higher education vocational training and single-cycle training programmes are stipulated in a ministerial decree. The requirements for postgraduate specialist trainings are stipulated in the registration decision of the Educational Authority.

(32) **Length of programme:** the time required for obtaining the necessary credits, qualification level and professional qualification as defined in the corresponding legislation. The length of the programme is not the same as the period of study.

(33) [58]**Academic term:** the duration of a term is divided into a study period (when classes are held) and the corresponding examination period.

(33a) [59]**Programme:** the implementation of a given field of study at a specific training location, in a specific mode of study, and in a specific language.

(34) [60]**Education and training programme:** a complex training document issued by the institution that includes

a) the detailed training and study requirements of undergraduate (bachelor's), master's, and single-cycle programmes, higher education vocational training programmes, and postgraduate specialist training programmes;

b) the doctoral training plan, which includes detailed rules about the training, in particular the curriculum, the training programme and subject programs, as well as the assessment and examination methods, procedures and rules.

(35) [61]**Field of education and training:** all the programmes defined in a government decree that have similar or partially identical education and training content.

(36) **Programme with small number of students:** a training programme based on international commitments, cultural and educational policy interests, and whose total number of scholarship students (under a full or partial scholarship of the Hungarian state) admitted does not exceed twenty persons. This category also includes education and training programmes for ethnic minority groups.

(37) [62,63]**Consultation:** an opportunity for a personal discussion provided for the student by the lecturer / instructor of the University. In correspondence training, consultation-type lessons can also be held according to the model curriculum of the programme. In case of full-time training, some of the lessons can be organised and held as consultation classes. The number of consultation classes is specified in the model curriculum. Consultations need not be held in person. Types of consultation:

a) consultation for a subject

b) consultation for thesis

c) consultation for students in correspondence work schedule

d) consultation for course without personal attendance

e) mentoring consultation.

(37a) [64,65,66]**Cooperative doctoral programme:** University a doctoral programme in which a doctoral student employed concurrently with their doctoral student status, for at least 20 hours per week, in a field related to their doctoral research topic, in one of the following capacities:

a) in a teaching or research position at a University;

b) at a healthcare service provider; or

c) at another organisation meeting the conditions specified in a Government decree.

(38) [67]**Mandatory documents:** Documents required by University s: 1. registry sheet, registry sheet extract; 2. doctoral candidate data sheet; 3. registration sheet; 4. doctoral candidate

registration sheet; 5. student status certificate; 6. transcript of records (gradebook), completion sheet; 7. credit certificate (academic transcript); 8. exam sheet; 9. final examination report; 10. doctoral comprehensive exam sheet (comprehensive exam sheet); 11. doctoral defence sheet (disputation sheet); 12. the instructor's declaration pursuant to Article 26 (3) of the Nftv. Act.; 13. pre-degree certificate; 14. certificate of issue of pre-degree certificate; 15. a certificate of successful completion of the final examination (diploma which cannot be issued due to failure to meet language requirements); 16. certificate of issuing the diploma; 17. diploma; 18. diploma supplement; 19. primary school teacher education certificate. The Hungarian text of the forms according to Points 5, 7, and 12-19, with the exception of the doctoral diploma, are included in Annex 9 of Nftv. Gov. Decree.

(39) -[68]

(40) [69,70]**Credit:** a unit of the student's work which represents — in relation to the subject and the curricular unit — the estimated time based on the subject description 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—provided that the student's performance was accepted — does not depend on the evaluation given of the student's performance.

(41) [71]**Criterion requirement:** a mandatory requirement without credits that is specified in the qualification requirements, the programme and output requirements, or the curriculum of the programme (degree course), for example, comprehensive exam, participating in P.E., comprehensive exam language requirements specified in the qualification requirements.

(42) [72,73]**Course:** a unit of a subject corresponding to the type(s) of class specified in the subject syllabus or in the optional subject list and registered in the NEPTUN Unified Education System, which is the form of implementation of the subject in the given semester. The types of courses: lecture (theory), practice, seminar, laboratory practice, field practice (study review, workshop), dissertation/thesis (individual consultation) or exam course (CV course).

(43) [74]**Foreign student:** a student who is not a Hungarian citizen, and who participates in Hungarian state-financed (partial) or self-funded training on the basis of a separate legal act or international agreement.

(44) [75,76]**Correspondence training work schedule:** an educational organization work schedule according to which – unless otherwise agreed with the students concerned – classes are held in blocks for two or three weeks per semester on working days, or throughout the semester on Friday afternoons and Saturdays, or by combining these periods, on the University's premises. The remaining part of the programme is conducted through distance-learning methods (e.g. online or hybrid instruction).

(45) [77] **Student / Programme funded by a Hungarian state scholarship:** student/study programme supported by a Hungarian state scholarship.

(46) [78]**Student (partially) financed by a Hungarian state scholarship:** a student supported by a Hungarian state scholarship or a Hungarian partial state scholarship.

(47) **Study programme (partially) supported by a Hungarian state scholarship:** a study programme in higher education supported by a Hungarian state scholarship or a Hungarian partial state scholarship.

(48) [79]**Offered grade:** a grade referring to the student's mid-term performance, which can be obtained during the study period in accordance with the assessment procedure specified in the Study and Examination Regulations. The student can accept the recommended assessment (grade) in the NEPTUN Unified Education System until the end of the examination period, or they can request to be admitted to the examination by rejecting it.

If the student does not accept or reject the recommended grade, they will not be deemed to have completed the course with the recommended grade.

(49) **Commenced semester:** a semester in which the student has an active student status as of 15th October in the autumn semester and as of 15th March in the spring semester.

(50) [80]**Mentoring program:** a special form of training in which a student or lecturer of the University provides assistance for a disadvantaged student in learning and preparing for classes.

(50a) [81,82,83,84]**Micro-certificate:** is a certificate containing a description of the subject and the credit value, which is a public document certifying the learning outcomes obtained through the completion of a course or module of a University.

(51) [85] **Model curriculum:** a recommended subject completion order of a given study programme on the basis of the subjects required for the given qualification or specialization during the study period specified in the programme and output requirements.

(51a) [86]**Mobility window:** a period (semester) of international mobility built into the model curriculum of the programme, which encourages students to undertake partial studies, typically abroad as visiting students. This enables them to complete subjects at the host University which correspond to the subjects prescribed for the semester in the University's model curriculum for the programme (degree course) and which can be accepted within the subject recognition procedure.

(52) [87,88]**Module:** a set of specified subjects or course units recorded in the NEPTUN Study System under a unique identifier. A module may comprise a group of subjects that are related from a professional and educational organisation perspective. A module may also contain other modules. A specialisation may also be delivered under the designation of a module.

(53) **Subject area:** a special primary school teacher training which prepares the students for teaching primary school children (grades 1 to 6) in their chosen area of education. Within the framework of primary school teacher training, it is mandatory to choose one content area.

(54) [89]**NEPTUN Unified Education System** (hereinafter referred to as 'NEPTUN System'): an IT programme used to record and register students' personal data, as well as their special data related to legal status, allowances, benefits, obligations, courses and examination matters. It also records the data of lecturers and researchers, which are reported to the higher education information system in accordance with the legislation in force.

(54a) [90]**Use for educational and demonstration purposes**: the use of educational materials in the course of teaching and learning activities carried out under the University's responsibility, where access to the materials is restricted exclusively to students with a valid student status at the University and to its instructors or their assistants, through a secure electronic environment — such as the student information system or a closed distance-learning management system, as well as electronic boards, interactive panels, or projectors.

(54b) [91]**Self-financed programme:** a form of programme funding in which the fee for the educational services provided by the University is not covered by the state but is borne by the student themself, or by another natural or legal person on their behalf.

(55) [92]-

(56) [93]**Passive semester:** Based on a voluntary statement by the student, a passive semester is one in which the student does not take any subjects and does not continue their studies. A semester will be deemed passive if the student fails to provide the required statement for the given semester by the deadline specified in the schedule for the academic year, but no

later than 14th October in the autumn semester and 14th March in the spring semester. In cases where the semester is automatically deemed to be passive, this finding will be recorded in the NEPTUN System by the competent organizational unit of the Educational Directorate.

(56a) [94]**Project assignment:** a form of learning and control of the acquisition of knowledge, skills and abilities in a subject or module, combined with assessment, focusing on a specific topic, aiming at a research activity through independent task performance, the final result of which is the creation of an independent product, the definition and solution of the problem and the exploration of the connections to it.

(57) [95]**Part-time studies / training:** training held in accordance with evening or correspondence training timetable:

a) **evening education work schedule**: schedule in accordance with section 11,

b) **correspondence training work schedule**: schedule in accordance with section 44.

(58) [96, 97, 98]**Studies / training for the acquisition of partial knowledge** is a form of training in which the University grants a student status to a person who has a higher education degree and who does not have a student status at any Hungarian University, for a maximum of two semesters in order to acquire partial knowledge in a self-funded course of studies. No separate admission procedure is required, but the student must apply to the training for the acquisition of partial knowledge.

(59) **Partial studies:** if the student obtains credits in another University as a visiting student.

(59a) [99,100,101]**Related field of study:** the set of fields of study defined in the decree of the minister responsible for higher education that have comparable educational content. Related fields of study are specified in Sections 6/C of Decree 65/2021 (XII. 29.) of the Ministry for Innovation and Technology on the register of higher education qualifications and the establishment of new programmes, as follows:

a) agriculture and natural sciences,

b) humanities and social sciences,

c) information technology and natural sciences,

d) information technology and engineering,

e) legal and public administration studies,

f) engineering and natural sciences, and

g) medical and health sciences and natural sciences.

(60) [102,103,104]**The Cut:** in the field of art education, the model curriculum may prescribe a professional performance assessment ("The Cut") in a specific period of the training time to determine whether the student has acquired the basic knowledge necessary for practicing their profession in the chosen course according to their study work and abilities, and whether they are eligible to pursue university studies on the basis of their performance. The Cut is a professional forum where the lecturers/instructors involved in the training decide whether the student is eligible to continue the training or university studies. The decision must be made based on the student's previous academic achievements. Based on the decision, the student shall be expelled from the study programme. The guidelines to be followed in making the decision shall be determined by the lecturers responsible for the programme (hereinafter referred to as the "Programme Leaders"), with the agreement of the council of the institute coordinating the programme. The Cut is the consideration and evaluation of continuous professional performance.

(61) **Correction of successfully passed exams:** the correction of the grade obtained in each examination in each subject.

(61a) [105]**Student (applicant) with special needs:** for the purposes of the SER, a student (applicant) with special needs shall be understood to mean a student (applicant) with a disability as defined in section 18.

(62) [106]**Specialised training course (module, professional module, industry technology):** a part of a given study programme which does not result in independent qualification and provides special expertise.

(63) **Statistical deadline:** 15th October in the autumn semester and 15th March in the spring semester.

(64) [107]**Study (degree) programme:** a uniform system of training content (knowledge, skills, abilities) required for the acquisition of a qualification.

(65) [108]**Specialization:** a training that results in independent professional qualification that forms part of a given study programme and provides special expertise.

(66) **Qualifications:** The acknowledgement of the expert knowledge in a diploma or a higherlevel vocational diploma—determined as per the content of the study programme, specialization or specialist training course, preparing the student for pursuing the profession concerned—acquired in a postgraduate specialised training programme or higher educational vocational training, or while simultaneously pursuing a bachelor's or master's degree programme.

(67) [109]-

(68) **Professional practice:** a partly independent student activity to be completed at an internship place of the University or an external internship site, within the framework of higher educational vocational trainings and undergraduate (bachelor's), master's, and single-cycle programmes.

(69) [110]**Off-site training:** higher education training that takes place partly or fully in a location outside the settlement of the main establishment (head office, premises) of the University.

(70) **Off-site training place:** a municipality specified in the Statute of the University that hosts off-site training [excluding the training places specified in Article 14 (2a) (b), (d) and (e) of the Nftv. Act].

(71) **Comprehensive exam:** a single-grade type of examination attesting the acquisition of comprehensive knowledge in the relevant professional fields. Five-grade evaluation.

(71a) [111]**Study Administration System**: an information technology system operated by the University for the registration and management of students' academic affairs and for supporting the related administrative processes, including, but not limited to, the NEPTUN System, the system for monitoring students' academic performance and preventing student dropout, the system supporting student remedial programmes, the system supporting the administration of students' professional placements, and the library system for registering and tracking theses.

(72) [112]**Subject registration period:** the period during which the student is free to register for or withdraw from subjects in the NEPTUN System and is free to change courses in a given subject.

(73) **Course (subject) description:** an informative text that briefly defines the content of the subject in a few sentences, allowing University applicants and students to get information about the subject. The course description is the same as the subject description in the subject requirements system.

(74) [113, 114]**Subject requirements system (subject program):** a document including the data, tasks, professional content of the subject, the list of study materials, knowledge and additional educational resources necessary for acquiring the thematic content, and the evaluation system. It must be updated every semester when the subject is announced and is made available to the students at the time and in the manner specified in the Study and Examination Regulations.

(74a) [115]**Course syllabus:** a substantive summary of the course data, identifiers, and specific characteristics, which, inter alia, defines the body of knowledge of the course and the requirements necessary for its completion. In the event of a substantial modification to the syllabus, it shall be saved under a new version number; furthermore, the version of the syllabus announced for the course shall be recorded in the published course details.

(75) [116,117]**Period of funding:** The period during which a student who has been admitted to and enrolled in a Hungarian state-subsidized study programme (state scholarship, partial state scholarship, state-funded) can pursue studies under a (partial) Hungarian state scholarship/state funding. All emesters in which the student is registered as active semesters, and in which the student is registered on the day of the statistical deadline of the semester are considered to be the support period available to the student. An individual may study under a Hungarian state scholarship for a cumulative total (in higher vocational education, undergraduate education and master's education) of twelve semesters. The support period is a maximum of fourteen semesters if the student takes part in an single-cycle study programme and if the length of the programme exceeds ten semesters according to the programme and output requirements. The number of state-subsidized / (partial) Hungarian state scholarship semesters that a student can use in one study programme (major) is the length of the programme plus two semesters.

(75a) [118]-

(76) [119, 120,121]**Study unit (subject):** a curricular unit or subject that is recognized by credits and that can be completed in one semester. According to the curriculum and the institutional subject list, the types of subjects can be compulsory (A), compulsory elective (K), elective (B) and optional (C) subject. Compulsory (A) subjects are compulsory for students according to the curriculum of the given study programme. From compulsory elective (K) subjects, students must complete the number of subjects or credits that are specified in the curriculum of the given study programme. Elective (B) subjects are compulsory for the students of a given specialization or specialist training course (industry technology, module) or content area. Optional (C) subjects can be taken freely by all students of the University, in any field of study, at any level of study, in any work schedule, at any training place of the University.

(77) [122]**Academic year**: a 10-month educational organizational period.

(78) [123,124]**Lesson:** an activity (lecture, seminar, practice, laboratory practice, field practice / workshop, study review / consultation) that requires the personal participation of the instructor and personal attendance of the student to meet the study requirements specified in the curriculum. At the University, each class session lasts 45 minutes, except for consultations, the duration of which is generally determined on an individual basis. Theoretical instruction delivered through a closed-system electronic distance learning format shall be considered equivalent to a class session delivered through in-person instruction, provided that the course is delivered through a closed-system electronic distance learning format in such a way that lectures are made available through the video content management functionality of the closed-system distance learning management system, and that students are provided with the opportunity to participate in online consultations using the closed-system distance learning management system, involving the personal participation of the lecturer for the necessary amount of time and at the required frequency, as well as the opportunity to complete tests, using the functionalities of the

closed-system distance learning management system, to enable individual assessment of students' knowledge acquisition.

(79)[125] **Subject registration:** during the subject registration period—or outside the course registration period with a permission defined in the Study and Examination Regulations: the registration for the announced lecture and/or practical and/or laboratory practice and/or field practice and/or consultation classes (courses), or for the exam courses of the subjects. Registration for subjects can be dependent on the completion of subject prerequisites, which is specified in the curriculum of the given study programme.

(80)[126] **Study period:** the period of studies in the given course, the total number of active and passive semesters. The study period can be longer or shorter than the length of the programme.

(81)[127] **Curriculum:** the training plan of a study programme compiled in accordance with the programme and output requirements of the program. Curriculum elements by study programmes are the subjects, the lesson and examination plan determined on the basis of curricular units, the system of monitoring and evaluating the completion of requirements, and the subject programs of subjects and curricular units.

(82) **Department:** the organizational unit according to Section 28 of the Organizational and Operational Regulations (institute department).

(83)[128] **Distance education:** a particular form of education based on interactive teacher/student cooperation and independent student work using specific information and communication technology teaching tools, knowledge transfer learning methods, and digital study materials, in which the number of lessons is less than thirty per cent (in case of postgraduate trainings less than twenty per cent) of lessons in full-time training. Distance learning may be delivered entirely through closed-system electronic distance learning using a closed-system distance learning management system.

(84) **University campuses and training sites:** a municipality where an organizational unit of the University that operates outside the main establishment (head office) registered in the Statute of the University is located.

(85)[129, 130, 131, 132] **Full-time training:** a training organized on working days, within the framework of a full-time teaching week of five days per week. Full-time training can also be organized as dual training. These provisions may be deviated from with the consent of the Student Union University.

(86)[133] **Field practice:** a form of practical education outside classroom education that is closely integrated with the theoretical syllabus of a subject. The field practice takes place in a field of the University (e.g. test plant, arboretum) or at a partner in the private sector. In the model curriculum, the amount of field practice related to each subject is given in days or hours. Field practice can be organized independently from subjects according to the model curriculum of the study programme.

(87)[134] **Additional (parallel) student status:** the student holds student status at several University s simultaneously.

(88)[135] -

(89)[136,137] **Pre-degree certificate (*absolutorium*):** it verifies the successful completion of the examinations defined in the curriculum, the completion of other study requirements, and obtaining the required credit points specified in the programme and output requirements (including credit points for the dissertation), with the exception of passing the language exam and preparing and submitting a dissertation. It attests, without qualification or other evaluation, that the student has met the study and examination requirements specified in the curriculum in all respects.

(90) **Guest student:** a student who has a student status with a domestic or foreign University and is pursuing partial studies at the University.

(90a) [138]**Video content manager:** a video platform, integrated into the student information system or the closed distance-learning management system (hereinafter jointly referred to as "training systems"), equipped with streaming technology and suitable for mobile use. Within this platform, users access content organised into video libraries for their courses or modules — displaying the instructor, the presenter, and their presentation — through individual authentication via the training systems. The platform also enables users to take individual, saved notes linked to specific points of the video content, to navigate using the predefined table of contents, to search within videos for any spoken or displayed word, to freely switch between combined or separate views of the presenter and the presentation, and to activate subtitles in the offered languages.

(91) [139]**Exam (end-term):** a form of examination combined with assessment that evaluates the acquisition of knowledge, skills and abilities.

(92) [140, 141]**Exam course (only exam course):** taking a given subject for several times without lessons, having the end-of-semester signature, with the intention of completing the examination. A subject resulting in a practical grade can also be announced within the framework of an exam course.

(93) [142 , 143] **Closed distance-learning training management system:** considering the educational system, a certified and accredited closed IT system that plans, organises and monitors the training of the participant, and delivers to them – displayed in a web browser, online – the digital learning materials required for the training, the content provided by the video content manager, providing self-assessment tests and electronic examinations, as well as any supplementary learning resources in e-book format in accordance with the training programme. In addition to training management, the system records in its database – in a tamper-proof and automatic manner – the participant's progress registered within the training programme and its constituent materials, their answers to assessment exam questions, their results and activities, and transmits these data to the student information system via system integration. Based on the participant's performance evaluation, it also executes navigation requests permitted under the training programme, and ensures full online and offline cooperation – through interactive and distance communication – between the instructor, the training organiser, and the student or participant involved in the training. The system must be designed to ensure that all its clients, user interfaces and implemented functionalities are also available in Hungarian.

3. Structure of education: higher education level and qualification

Section 3 (3. §)

(1) [144, 145,146,147]Education at the University is based on the education and study programme. As part of the education and study programme, the University can freely define the curricula for

a) higher educational vocational trainings,

b) undergraduate and graduate study programmes,

c) single-cycle programmes,

d) postgraduate specialist training programmes,

e) partial studies (for the additional content area trainings in primary school teacher training programme)

on the basis of the programme and output requirements issued by the Minister responsible for higher education (15 (a) section of Nftv. Act and based on the programme and output requirements registered by the Educational Authority in the case of Postgraduate Specialist Training Programme).

(2) [148] In addition to the traditional forms of training, the undergraduate and master's programmes accredited at the institution can also be started as dual trainings.

(3) [149, 150]The education and study programme shall be approved by the Senate on the proposal of the institute responsible for the study programme and after considering the opinions of the University Education Committee.

(4) [151]The education and study program shall be prepared by the person or programme leader appointed by the director of the institute responsible for the programme.

(5) [152,153,154]The Senate shall decide on the commencement of a study programme or the commencement of an existing one in a new place, language and working schedule, on the basis of a proposal of the competent institute, the content of which shall be regulated by Government Decree and the operating regulations of the University's departments. In the case of Bachelor's, Master's or single-cycle programmes, the statement of agreement of the Reserving Body is also required pursuant to § 2 (12) of the Regulations.

(6) [155,156]Based on the decision made on the commencement of the study programme, the Rector or the Vice-Rector for Education obtains the programme evaluation from the Hungarian Accreditation Committee (MAB) and initiates its registration at the Educational Authority. The study programme can only be started after this registration.

(7) [157,158,159]The qualifications obtainable at each level of study and in each degree programme, together with the practical training requirements, shall be determined by the training and outcome requirements published as official publications by the minister responsible for higher education on the website of the ministry headed by that minister, pursuant to Section 16/A of the National Higher Education Act (Nftv.), as well as by the training and outcome requirements registered by the Educational Authority in the case of programmes with freely designed curricula pursuant to Section 15(1a) of the Nftv. These requirements are laid down in Government Decree No. 230/2012 (VIII. 28.) on higher education vocational training and certain matters relating to professional practice associated with higher education programmes; ITM Decree No. 63/2021 (XII. 29.) on the training and outcome requirements of certain programmes in the field of teacher education; and EMMI Decree No. 8/2013 (I. 30.) on the common requirements for teacher training and the training and outcome requirements of individual teacher education programmes.

3.1. Levels of study

Section 4 (4. §)

(1) A higher vocational qualification can be obtained in tertiary vocational education which is certified by a diploma. The diploma does not certify an independent level of education. In tertiary vocational education, a minimum of one hundred and twenty credits must be obtained. The length of the programme is of a minimum of four semesters. The programme and output requirements include the territorial classification of the higher education vocational training. The number of credits that can be accepted in an undergraduate programme belonging to the same field of education can be a minimum of 30 and a maximum of 90 credits. The credits (subjects) to be accepted are specified in the documentation submitted for the launching of the given programme.

(2) Undergraduate degrees and qualifications can be obtained in undergraduate education. The undergraduate degree is the first level of tertiary education in the consecutive training

cycles of higher education, which entitles the holder to start a master's study programme, partial studies, and a postgraduate specialised training course. Undergraduate education requires a minimum of one hundred and eighty credits and a maximum of two hundred and forty credits. The length of a programme is a minimum of six and a maximum of eight semesters.

(3) A master's degree or qualifications can be obtained in a master's programme. A master's degree is the second level of tertiary education in the consecutive training cycles of higher education. A master's degree requires a minimum of sixty credits and a maximum of one hundred and twenty credits. The length of the programme is a minimum of two and a maximum of four semesters.

(4) In single-cycle programmes, a minimum of three hundred credits and a maximum of three hundred and sixty credits shall be obtained. The length of the programme is a minimum of ten and a maximum of twelve semesters.

(5) [160]Further specialized qualifications can be obtained in postgraduate specialist training programmes after obtaining an undergraduate or master's degree. Postgraduate specialist training requires a minimum of sixty credits and a maximum of one hundred and twenty credits. The length of the programme is a minimum of two and a maximum of four semesters. According to Section 9(6) of the Higher Education Act (Nftv.), a specialised postgraduate programme does not confer a new higher education qualification level.

(6) [161]Doctoral study programmes are part of the education and training programme which prepares students for the acquisition of a doctoral degree after having obtained a master's degree. The detailed regulations applicable to doctoral training are contained in the Doctoral Regulations.

(7) [162]The list of study programmes of the University is found in Annex 1 (System of Education at the University).

4. Methods of organizing study programmes

Section 5 (5. §)

(1) The University shall organize the training in accordance with the training and outcome requirements

a) as full-time training;

b) [163,164]as part-time (correspondence, evening) training; and

c) as distance education.[165]

(2) [166]A full-time training course shall consist of a minimum of two hundred lessons per semester.[167]

(3) [168]A full-time training shall be organized in accordance with Section 2 (85). According to Section 2 (85), full-time training can also be dual training.[169]

(4) [170 , 171 , 172] Part-time training can be held in accordance with an evening course or correspondence course schedule. Part-time training may be a minimum of 30% and a maximum of 50% of the lessons of the full-time training specified in Article 17 (1) of the Nftv. Act.[173] The duration of a postgraduate specialist training programme may be a minimum of 20% and a maximum of 50% of the lessons of the full-time training specified in Article 17 (1) of the Nftv. Act. In part-time (correspondence) or evening-mode postgraduate specialist training programmes, the duration of instruction shall be at least forty and at most one hundred contact hours per semester.

(5) -[174]

(6) [175]The University shall specify the minimum number of class hours for doctoral training in its Doctoral Regulations.

5. Bodies and persons competent in study and examination matters

5.1. [176]The Institute TKB

Section 6 (6. §)

(1) [177]The directors of institutes shall establish permanent committees for the administration of the studies and examination of students. The Institute TKB is responsible for the study programme acts in the study and examination matters of the students.

(2) [178]There shall be one TKB per institute. The tasks of the committee are set out in Section 29 (12) of the Organizational and Operational Regulations, while its composition, the number of its members and the method of electing its academic members are set out in Section 29 (13) of the Organizational and Operational Regulations. The TKB meets at least twice per academic year.

5.2. The University Student Welfare Committee

Section 7 (7. §)

(1) [179]The University Student Welfare Committee (hereinafter referred to as 'EDJB') shall act on student scholarship matters and applications of students with disabilities for assistance, exemptions and benefits.

(2) [180]The composition, the number of members of the committee and the method of electing the academic members are regulated in Section 14 (2)-(3) of the Organizational and Operational Regulations.

(3) [181]In case of students with disabilities, the EDJB must request the opinion of the campus Equal Opportunity Coordinator.

5.3. The Student Appeals Committee

Section 8 (8. §)

(1) [182, 183]The Student Appeals Committee (hereinafter: HFB) shall act in matters concerning requests for review submitted against the University's first-instance decisions, as well as other measures taken or omitted by the University, in accordance with the provisions set out in Sections 85–91.

(2) -[184]

(3) -[185]

(3a) -[186]

(4) -[187]

(5) -[188]

(6) -[189]

(7) -[190]

(8) -[191]

(9) The composition, number of members, and the method of delegation of members of the HFB are specified in Section 11 of the SZMR.

6. The applicant's rights, the rights of a person with student status, student obligations

Section 9 (9. §)

(1) The student has the right

a) [192]to receive information in a complete, accurate and accessible form on starting and continuing his/her studies, to establish his/her course of studies, to use the training opportunities and capacities available in the institution;

b) [193]to receive benefits/allowances in accordance with his/her condition, personal abilities and special needs. The provisions of study benefits for students with special needs and study supports provided by the University are regulated separately by the University;

c) [194]to study in the given field within the framework of the legislation, the regulations of the University, in particular the SER, and the curriculum of the study programme (or study programmes);

d) to receive assistance in integrating into university community life, maintaining their physical fitness, and leading a healthy, addiction-free lifestyle,

e) to be a member of students' scholarly circles, to participate in the work of the latter, and take part in the research and development activities of the University,

f) to use student services,

g) to acquire a guest student status with another domestic and/or foreign University in order to pursue partial studies related to his/her studies and thus to participate in guest student training,[195]

h) to be familiar with international practice in the course of their studies and, to this end, study as a guest student at University s in the countries of the European Economic Area.

(2) [196,197]At the University, the NEPTUN System stores all personal and academic progress data of students, to which individual access (NEPTUN code) is granted upon the student's admission or transfer.

(3) [198]A person who has been admitted to or transferred to a University is entitled to acquire student status by enrollment, after the decision on admission or transfer has become final.

Section 10 (10. §)

(1) Students have the obligation to:

a) [199]comply with the provisions of the University regulations,

b) respect the traditions of the University, as well as the human dignity of its staff members, fellow students, and other persons admitted to or transferred to the institution;[200]

c) [201]regularly check their personal data in the NEPTUN System and record changes, monitor their academic progress, financial data, official entries, and web messages.

d) [202]plan their studies and fulfil their study obligations on the basis of the student status within the framework of legislation, the regulations of the University (and the SER in particular), as well as the curriculum of the study programme; and

e) comply with the rules of use of the University premises and the areas belonging to the University.

(2) [203] Students funded through a Hungarian state (partial) scholarship must obtain their diploma in the given study programme funded through a Hungarian state (partial) scholarship within the study period specified in the programme and output requirements, but not later than within a period one-and-a-half times longer than the duration of the programme defined in the related programme and outcome requirements; and to maintain an employment relationship with an employer under the jurisdiction of Hungary for a period within the twenty-year period after obtaining the diploma, the length of which equals the duration of studies funded through a full or partial state scholarship.

7. Regulations relating to student status

Section 11 (11. §)

(1) Student status is a legal relationship established between the University and a student pursuing a study programme in which the University and the student have mutual rights and obligations as defined in the legislation and the regulations of the University.

(2) [204]Student status at the University can be acquired by admission following an admission procedure or by transfer following a transfer procedure. Guest student status, part-time student status and preparatory student status can also be established at the University.

7.1. Admission

Section 12 (12. §)

(1) The detailed rules of the central and institutional admission procedure are contained in the Admission Regulations of the University, which also applies to programmes offered to foreign citizens in Hungarian or in another language.

(2) The University is obliged to provide the admitted applicant with the possibility of enrollment, thus granting them student status.

(3) The admitted applicant can acquire a student status in the semester for which he or she has been admitted during the admission procedure. An applicant can only be admitted to one study programme within one admission procedure.

(4) The admission procedure starts upon the applicant's application for the study programme announced by the University.

(5) A person who has obtained a diploma certifying an undergraduate (bachelor's) degree and qualification can be admitted to a master's programme.

(6) [205] A person who is currently enrolled in, or has previously held student status in, a programme within the field of information technology may apply for admission to any fee-paying programme offered by the University within the field of information technology without participating in the central higher education admissions procedure, provided that they submit proof of their current or previous student status and, in accordance with the University's credit transfer regulations, have at least 30 transferable credits applicable to the relevant field of study.

7.2. Transfer

Section 13 (13. §)

(1) [206,207]The student may request their transfer to a study programme belonging to the same field of study within the same institution (hereinafter referred to as 'change of programme within the institution') or at another University ('transfer from another University'). The

applications can be submitted until 21st August for the autumn semester and until 20th January for the spring semester. Applications should be considered within 8 days, no later than 15th September for the autumn semester and 15th February for the spring semester, and the student should be informed of the decision. After the transfer, student status can be acquired until 20th September for the autumn semester and 20th February for the spring semester in the case of transfer from another University, and enrollin the new programme in the case of a change of programme within the institution.

(2) Transfers can only be requested between study programmes of the same level of education, except for transfers from a single-cycle programme to an undergraduate programme, and from an undergraduate and a single-cycle programme to higher education vocational training.

(3) [208,209,210]The student who has a student status and has completed their previous studies at the same qualification level and in the same field of study, and/or who has not met the conditions of mandatory dismissal or exclusion (in the case of a first-year student, the admission threshold scores of the given year may be taken into account in the decision) can be transferred from another University or from another campus, study programme, specialization, place of study, language of instruction and work schedule within the University, with the exception of the provisions of section 2. Only students who have earned at least 30 credits at their previous institution can be admitted from another University in case of bachelor and undivided one-tier programmes.

(4) [211]In the application the student must specify the following in full:

a) the study programme;

b) the level of training, and type of schedule (full-time, correspondence, evening, distance learning); and

c) the type of funding (state-funded/state scholarship, fee-paying/self-funded)

for which they request the transfer.

(5) [212]In the case of transfer from another University, the following shall be attached to the application:

a) the student status certificate;

b) a statement that the student is not subject to mandatory dismissal or exclusion;

c) [213]a copy of the transcript of records (gradebook)/ registry sheet excerpt verified by the issuing institution; and

d) [214]the certified syllabi of subjects completed at the transferring institution in order to complete the subject acceptance procedure;

e) [215]Filled an signed subject matching form.

(6) [216,217,218]In the case of a transfer from another University, the application form can be downloaded from the website of the Educational Directorate. The completed and signed application with attachments in accordance with section (5) shall be submitted to the Campus Registrar's Office of the place of training. The submitted application shall be forwarded by the Registrar's Office to the relevant Institutional TKB. The Director of the Institute decides on the request for transfer on the basis of the opinion of the TKB and the supervisor.

(7) [219,220,221,222]In the case of an intra-institutional change of study programme (including changin majors, altering the class schedule, switching the language of instruction, and changing the study location), it is necessary to submit a fillable request template in the NEPTUN system. The subject matching form shall be attached to the NEPTUN request. Even of a programme change within the institute, the Campus Registrar's Office initiates

the decision-making process and based on the opinions of the TKB and the Program Coordinator, the director of the receiving institute makes the decision regarding the transfer request. A staff member designated by the Educational Directorate administration participates in the decision preparation process. If, following a change of programme, the student already has a thesis topic recorded in the NEPTUN Unified Study System (NEPTUN TR), the thesis topic may be carried over to the new programme, subject to the approval of the Programme Coordinator of the receiving institute.

(8) The decision on transfer must stipulate the scope of the decision (for which semester the transfer is valid) and the recommended curriculum for the student, the range of subjects accepted and recognized as completed, the expected period of study, the amount of the tuition fee, the number of supported semesters that can be used in the study programme. In addition, information should be provided on the possibility of transferring credit for previous studies. Students who have been accepted for a paying/self-funded programme must be informed of the amount of tuition fees to be paid in the semester of enrollment, as well as the obligation to enter into a student contract.

(9) In the case of acquiring student status following a successful transfer procedure, the student's legal status with the former University is terminated. By indicating the date and reason for termination of the student status, the competent Campus Registrar's Office requests this termination ex officio from the transferring University.

(10) [223,224]In the case of a change of programme within the institution, a state-subsidized / (partial) Hungarian state scholarship student can continue their studies as a state-subsidized / (partial) Hungarian state scholarship student in the new programme if they have not used up the subsidized study period specified in Article 47 (1) and (3) of the Nftv. Act.

(11) A student who has transferred from another University may continue their studies in a state-subsidized study programme funded through full or partial state scholarship if there is a state scholarship vacancy in the given field of study and where this scholarship has not been granted to students applying for reclassification. In all other cases, the student shall continue their studies as a fee-paying/self-funded student.

7.3. Enrollment, registration

Section 14 (14. §)[225]

(1) Student status shall be acquired by filling in and submitting the enrollment form in two copies.

(2) [226]If, based on the data of the enrollment form, there is no obstacle to the granting of student status, the head of the Campus Registrar's Office or the person authorized by them shall certify the enrollment form. Enrollment becomes valid upon authentication of the enrollment form. After the authentication of the enrollment form, one of the original copies will be returned to the student.

(3) [227, 228]No further enrollment is required while the student status remains active.

(3a) Before the start of the academic term (semester), the student must declare through the NEPTUN System during the registration period whether they will be pursuing their studies in the given semester (active semester) or will be temporarily suspending their studies (passive semester). An active semester cannot be completed without taking a subject, except in the case of part-time studies or an international internship organized or approved by the University.

(3b) Studies may be started with a passive semester after enrollment in the case of facts not known at the time of application for admission and therefore not attributable to the student (e.g. accident, illness, childbirth), and in the case of participation in a vocational or

technical training course after the completion of the final examination. In the case of a passive semester, the student must declare that he/she acknowledges that the University, acting in its discretion, will decide to advertise the course in the following semester or academic year and will decide on the start of the course in the light of the enrollment figures. The decision to allow the start of studies with a passive semester will be taken by the Head of the Campus Registrar's Office. In the case of courses with a small number of students, the Head of the Campus Registrar's Office must seek the opinion of the institution hosting the course and the course supervisor before taking a decision.

(4) Upon enrollment, the student must register their personal data required for electronic information in accordance with the Nftv. Gov. Decree and notify the University of any related changes within 8 days. The student shall be liable for the legal consequences arising from a failure to fulfil the data reporting obligation.

(5) [229,230]At the time of enrollment, the student is obliged to present the original documents verifying their formal qualifications and personal data required for enrollment and to submit the copies of these documents to the Campus Registrar's Office. The student must also present every original supporting document on which the scoring is based during the admission procedure and submit a copy of it. In the case of a self-funded student, at the time of enrollment (or in the case of reclassification as a self-funded student, at the time of the first registration), the student contract shall be completed in two copies, signed and submitted to the Campus Registrar's Office.

(6) In the case of a foreign student, supplementary health insurance or private health insurance offered by the University shall be taken out in connection with the acquisition of the student status. The condition for taking out insurance is that the person concerned complies with the provisions of the laws related legislation on the entry and residence of foreign nationals.

(7) [231,232,233,234]The University shall enter into a student contract with the student enrolling in a self-funded study programme. Prior to enrollment, the student must print out the student contract in two copies from the NEPTUN System and bring it with them along with two copies of the enrollment form. After the head of Registrar's Office signed the student contract, the student will receive one original copy of the contract. The other copy of the student contract remains with the University and is attached to the enrollment form.

(8) After enrollment and at the beginning of each semester, the student is obliged to check the accuracy of their personal data and contact details in the NEPTUN System, especially their email address. All official entries related to the student status are recorded by the University in the NEPTUN System, and the system sends an automatic message about it to the student's e-mail address.

(9) In the NEPTUN System, an official entry or a NEPTUN message sent by the University to the student shall be considered as an official written notification.

(10) If there is a change in the student's personal data or if the NEPTUN System contains incorrect data of the student, the student must modify it within 8 calendar days from the change or from the time he/she becomes aware of it in the NEPTUN System, which shall be approved by the Educational Directorate.

(11) -[235]

(12) The student can make the semester status active or passive in the NEPTUN System during the registration period specified in the schedule of the academic year.

(13) [236]The Campus Registrar's Office shall send a notice in the form of a NEPTUN message to the students who have not registered for the semester once in the registration period and once in the week following the registration period to complete their registration obligation. The student can request that the passive semester be declared active by 14th October in the autumn semester and 14th March in the spring semester at the latest, or can request the

suspension of their studies with an application submitted through the NEPTUN System. If a student does not register for an active or passive semester during the registration period, the Campus Registrar's Office shall *ex officio* declare the semester passive after the statistical deadline for the semester.

(14) [237,238,239,240]The Campus Registrar's Office shall notify the students about their obligations who have had passive semesters for two or more consecutive semesters once through the NEPTUN System before the start of the following semester that the student has an obligation to register for an active semester and they shall inform the student of the legal consequences of failing to do so. If the student does not fulfil the obligation to register for the active semester by the end of the semester registration period, the Campus Director General shall terminate the student's student status upon the recommendation of the Campus Registrar's Office.

(15) [241]The deadlines for enrollment do not apply to those applicants who have appealed against the classification decision during the admission procedure and who have been classified to the University after the enrollment period. These students are entitled to enrollin the Campus Registrar's Office without being charged a late fee outside the enrollment period, but only until 20th September in the fall semester and 20th February in the spring semester.

(16) [242]A student shall not apply for the completion of an active semester if they have not fulfilled their overdue payment obligation.

7.4. Acquisition of student status

Section 15 (15. §)

(1) Studies can be carried out at the University within the framework of the following legal relationships:

a) student status;

b) guest student status;

c) the legal relationship established in order to complete partial studies;

d) preparatory student status;

e) [243,244]preliminary student status based on a certified technician qualification.

(2) [245]In respect of a student holding the status referred to in paragraph (1), the University is entitled to manage the student's personal data and the data relating to the student's studies, to monitor and evaluate their activities in accordance with the provisions of the legislation and the University regulations.

(3) [246]In respect of a student holding the status referred to in paragraph (1), the University is obliged to provide the human resources and material conditions for the completion of the study programme and to provide the student with the information necessary to continue their studies in accordance with the legislation, the University regulations, especially this regulation, and the curriculum of the study programme.

7.5. Period of state-funded studies

7.5.1. Study programmes funded through full or partial Hungarian state scholarships or self-funded programmes

Section 16 (16. §)

(1) Tertiary programmes provided at the University are state-funded or fee-paying programmes in case of students who acquired student status at the University before the

2012/2013 academic year; and programmes are self-funded and funded through full or partial Hungarian state scholarships in case of students who acquired student status at the University from the autumn semester of the 2012/2013 academic year. The costs of state-funded programmes are borne by the Hungarian state, and the costs of fee-paying / self-funded programmes are borne by the student. The full cost of the programmes of students supported by a full Hungarian state scholarship and half of the programme costs of students supported by a partial Hungarian state scholarship is borne by the Hungarian state. The costs of self-funded programmes are borne by the student.

(2) A student participating in a state-funded programme is a student who, before the autumn semester of the 2012/2013 academic year:

a) had begun their studies in state-funded programme until they became a fee-paying student;

b) were a student reclassified from a fee-paying programme to a state-funded place; or

c) were a non-Hungarian citizen entitled to participate in a state-funded programme in accordance with the Nftv. Act.

(3) A student participating in a paid programme is a student who, before the autumn semester of the 2012/2013 academic year:

a) had started their studies in a paid programme and had not obtained a reclassification to a state-funded form of financing;

b) had started their studies in a state-funded form and continued their studies in a paid programme at the end of the period of funding;

c) was a non-Hungarian student not entitled for state-funded programme according to the Nftv. Act; or

d) had begun their studies in a state-funded form and was reclassified to a paid programme.

(4) [247]Student receiving full or partial Hungarian state scholarship: a student who has been admitted to a programme funded through full or partial Hungarian state scholarship from the autumn semester of the 2012/2013 academic year, the programme costs of whom, pursuant to Article 46 (3) of the Nftv. Act, (half of the cost in the case of a partial scholarship student) shall be borne by the state, and students who were reclassified from a paid programme to a programme funded by a Hungarian state scholarship for the first time at the end of the 2012/2013 academic year, and then every academic year. The admitted student declares their commitment to the conditions of the (partial) Hungarian state scholarship upon enrollment and the student reclassified to the (partial) Hungarian state scholarship program does it upon registration.

(5) [248] Self-funding student: from the autumn semester of the 2012/2013 academic year, students who have been admitted to self-funded programme, and students who have been admitted to a programme funded through a full or partial Hungarian state scholarship but who refused to sign a student contract at the time of enrollment and enrolled in self-funded programme. From the 2013/2014 academic year, students who were admitted to a programme funded through a full or partial Hungarian state scholarship but who did not make a statement on the acceptance of the conditions of the Hungarian state scholarship at the time of enrollment, as well as students who were reclassified from a programme funded by a full or partial Hungarian state scholarship to a self-funded programme for the first time at the end of the 2012/2013 academic year, and every subsequent academic year.

7.5.2. Student contract

Section 17 (17. §)

(1) [249,250,251]The student and the representative of the University shall enter into a student contract with regard to self-funded programmes (in higher educational vocational training, undergraduate and master's programmes, single-cycle programmes, postgraduate specialist training programmes, partial studies, preparatory programmes, additional content area trainings and doctoral programmes). The University shall enter into a student contract with non-Hungarian speaking students in their chosen language of instruction.

(2) [252]The student contract is a form with a specific and mandatory wording, which contains the student's personal and contact data, Hungarian social security (TAJ) number, tax identification number, the name of the study programme, and the tuition fees for the programme. The student contract must be kept in the student's personal material so long as the student has a student status and must be attached to the registry sheet after student status is terminated.

(3) The student contract is an attachment to the enrollment form. If the student contract is concluded due to reclassification, the student contract must be attached to the registry sheet.

7.5.3. Reclassification

Section 18 (18. §)

(1) [253,254]The University has the obligation to reclassify a student receiving a full or partial Hungarian state scholarship to a self-funded programme if the period of funding available for obtaining a given degree (diploma) pursuant to Article 47 (1) of the Nftv. Act, or the period of funding provided for a given programme pursuant to Article 47 (3) of the Nftv. Act has ended, and if they have not complied with the provisions on academic performance contained in Section 9 of the Regulations on Student Fees and Benefits (hereinafter referred to as SFB).

(2) [255,256]A fee-paying/self-funded student may request their reclassification to a state-funded programme or to a programme covered by a full or partial Hungarian state scholarship if the conditions set out in Section 9 of the SFB are met.

7.6. Enrollment, registration, enrollment and registration period, subject registration

Section 19 (19. §)

(1) [257,258,259]The enrollment period is the period during which a student who has been admitted or transferred acquires a student status (in case of change of programme within the institution, a study programme registration) and makes a declaration in the NEPTUN System that he/she starts an active or passive semester. A student with a disability may register as a student with a disability during the enrollment/check-in period, in accordance with Annex 2 Regulations on benefits ensuring equal opportunities for students with special needs.

(2) During the registration period, a student with a student status makes a declaration in the NEPTUN System whether they wish to continue their studies as an active or passive student in the given semester.

(3) [260,261]During the subject registration period, the student can freely register for subjects or cancel their subject registration in the NEPTUN System, and can freely choose and change a course of a given subject depending on whether or not the course is held in that semester and on the number of available places. The subject registration period lasts for two weeks. The schedule of the academic year can stipulate that subject registration stops for a few

days after the first week so that the Educational Directorate can block the elective subjects that cannot be held because minimum enrollment thresholds according to the SER have not been met, and cancel the registration of students who have already registered for the subject. After disabling the elective subjects and informing the students, subject registration will be restarted for the remaining time of the subject registration period, and students can re-take subjects to ensure an appropriate credit load.

(4) [262]The student shall make a declaration of their study status for each study programme and is obliged to register for subjects if they choose to have an active semester. Before the enrollment / registration period, the student will be informed of the starting of the semester on the website of the Educational Directorate and via the NEPTUN System in a NEPTUN message from the Campus Registrar's Office, which is also sent to the e-mail address they provided in the NEPTUN System.

(5) [263]The enrollment / registration period is at least 1 week, the period of which is stated in the academic year schedule approved by the Senate. After the end of the registration period, the student has the opportunity to change his / her active / passive status (late change to active / passive status) until 14th October in the autumn semester and until 14th March in the spring semester.

(6) [264] After the registration period, the Campus Registrar's Office checks the subject registrations of students who have registered for an active semester. If the student has not taken any subjects and is not taking a part-time study course organized or approved by the University, the student will immediately be sent a notice of subject registration. Following the notice and depending on the result of it, the student's semester will be automatically deemed passive until the statistical deadline of the semester.

(7) If a student has registered for an active semester and fulfilled their subject registration obligation and does not initiate to change for a passive semester by 14th October in the autumn semester and 14th March in the spring semester, they must be registered as a student completing an active semester even if they do not participate in the sessions, and do not meet the study requirements of any curriculum. It is not possible to make a semester passive after the deadline, except for a special request for a passive semester submitted via the NEPTUN System — as defined in the SER — until the end of the examination period, where the student can provide official proof of childbirth, accident, illness or other unforeseeable reasons that prevent the student from fulfilling their academic obligations, without any fault on their part.

(8) [265,266,267]The student status may be suspended (made passive) several times during the student's training period, however, the period of continuous suspensions (passive semester) shall not exceed two semesters, except for cases of childbirth, accident, illness or other unforeseen reasons that prevent the student from fulfilling their academic obligations, without any fault on their part. A passive status for more than two semesters for exceptional reasons is subject to an authorization procedure and the justification described in the request must be substantiated by a formal written document. The Director of the Educational Directorate makes the decision on requests for a passive status exceeding two semesters. A suspension of student status for a period exceeding two consecutive semesters may be requested by the student by submitting a separate application for each semester, irrespective of the total number of passive semesters requested. Approval of the application shall be valid for one academic semester.

(8a) [268]Contrary to section (8), a student may suspend their student status continuously for up to four semesters if they receive child care allowance, parental allowance, or – in consideration of exemption from maternity service – a salary. The student may request this under the procedure specified in section (8), provided that they submit proof of receiving the child care or parental allowance, or evidence of exemption from maternity service.

(9) [269,270,271]The student has the opportunity to register for and cancel registration for subjects / courses / examination courses in the NEPTUN System for a maximum of two weeks from the beginning of the subject registration period, except for the period of enrollment under section 9a. Students enrolled/registered during the enrollment/registration period have the possibility to take up a subject for one week on the basis of an application to NEPTUN System (late registration, late deregistration), subject to a late fee as specified in Annex 1 of the SFB. In case of late registration for an active semester, the student may submit a late enrollment request in NEPTUN system for a maximum of two weeks from the date of acceptance of the late enrollment request. Late enrollment requests will be assessed by the Head of the Campus Registrar's Office.

(9a) [272,273,274]The student's course enrollment period shall start one week earlier and shall last until the end of the course enrollment period referred to in section 9, provided that the student has completed the Student Evaluation of Teaching Performance (hereinafter referred to as (OMHV) for at least 1 course in the previous semester.

(9b) -[275]

(10) [276]A student who registers late for the active semester has the opportunity to register and cancel registration for subjects until 14th October in the autumn semester and 14th March in the spring semester with paying the late fee specified in SFB. After 14th October and 14th March, the student does not have the opportunity to register and cancel registration for subjects. The request is evaluated by the Campus Head of the Registrar's Office.

(11) [277,278,279]The rules of sections (9) and (10) shall apply to the registration for extracurricular subjects and the registration for unpublished subjects of phased out programmes / model curricula, except that the request shall be submitted in the NEPTUN System on the template for course announcement requests. The request is evaluated by the director of education based on the opinion of the director or the vice-director of the programme hosting institute. If the subject the student wishes to register for is included in the student's model curriculum, or if the student's programme/model curriculum has not been phased out, the student shall be required to pay the fee specified in Annex 1 to the SFB.

(12) [280]A student who can prove that their non-performance or non-compliance was caused by reasons not attributable to them shall be exempt from the deadlines and obligations provided for in sections (9), (10) and (11).

7.7. Guest student status

Section 20 (20. §)

(1) [281,282]The competent educational vice-director of the institute or the director of institfor the institutes that has no educational vice-director, according to the student's place of training can contribute to that the student pursue partial studies at other University's – domestic or foreign – as a guest student, if the host institution allows it[283]. The University can refuse its contribution if the credits obtained within the framework of the guest student status cannot be accepted in the student's studies.

(2) The University—with the exception of the inter-institutional agreements—does not reimburse the costs of partial studies, however, the student may also participate in partial studies within the framework of a domestic or foreign scholarship program. Students of a Hungarian University participating in a guest student programme may complete their guest student studies in the form of funding in which they complete their studies at the parent institution. Self-financed Hungarian guest students shall pay the fee set out in Annex 1 of SFB. Guest students from foreign institutions are automatically classified as self-funded. In the case of a guest student status within the framework of an inter-institutional agreement, the reimbursement of costs is stipulated in the inter-institutional agreement.

(3) Credits obtained during part-time studies at a foreign University, which are included in the Learning Agreement concluded before departure as credits to be completed, are fully accepted in the student's study obligation. In such cases, the credit equivalence must be tested by the TKB (preliminary acceptance of subjects) before the start of the part-time studies or the finalization of the relevant study contract.

(4) [284]A student's credits obtained in another University within guest student status can be recognized on the basis of a certificate issued by the host institution in accordance with the credit transfer (admission) rules. The credit value – if the subject is not accepted as a subject of the model curriculum – is determined by the TKB, taking into account the credit value of the completed subject.

(5) A student of another University – domestic or foreign – may continue their studies at the University within the framework of a guest student status, on the basis of a student contract. The cost of the self-funded programmes is credit-based, which is determined by the SFB.

(6) [285]Further specific provisions for students participating in foreign partial study programme are contained in the University's Regulations on Part-time and Partial Study Rules and Regulations.

(7) [286]The completion of an international internship prescribed in the curriculum requires the prior written permission of the programme leader / coordinator.

(8) The legal status of a guest student shall be terminated on the day of completion of the subjects completed within the framework of the guest student status, but no later than on the last day of the examination period of the semester.

(9) [287]The guest student is registered in the University's NEPTUN System, the scope of the relevant regulations of the University extends to them during their guest student studies.

(10) [288]The application for a guest student status must be submitted to the Campus Registrar's Office by 21st August for the autumn semester and by 20th January for the spring semester. The application must be accompanied by the certificate of the student status and a statement of consent from the University with which the applicant has a student status. The guest student status is acquired by enrollment, which must be done in the period according to Section 19 (1). In case of a foreign student, the deadline may be extended to a maximum of one month from the beginning of the academic term (semester). The rights and obligations of guest students are included in the Requirements for Students.

(11) [289,290,291]On the application for establishing a guest student status, the head of the Campus Registrar's Office responsible for the institution of study certifies the course offering, and then the course coordinator certifies their consent to the student's enrollment in the course. Based on these opinions, the Director of Education decides on the approval or rejection of the guest student application.

(12) [292]On the basis of the guest student permission, the Campus Registrar's Office provides the guest student with the opportunity to register for subjects.

(13) [293,294]The credit certificate (Academic Transcript) of the guest student's results is issued to students by the Campus Registrar's Office.

7.8. Student status established for completing part-time studies

Section 21 (21. §)

(1) [295,296]The university offers training to acquire partial knowledge at a self-financing option for a maximum of two semesters with a person who does not maintain a student status with the University.

(2) [297]The student status for completing part-time studies is acquired by enrollment after the acceptance of the applicant's application without a separate admission procedure. The deadline for submitting the application is 21st August in the autumn semester and 20th January in the spring semester. The deadline for establishing a student status is 15th September in the autumn semester and 15th February in the spring semester.

(3) [298,299]The application must be addressed to the Educational Directorate of the campus at the address of the Campus Registrar's Office.

(4) [300]The Director of Education shall decide on the application in a decision without a separate admission procedure.

(5) [301],[302]In view of the student status for completing part-time studies, the student is not entitled to carry out studies in order to obtain a further vocational qualifications or qualifications, to apply for transfer, to establish additional (parallel) student status and guest student status, to pause their student status - except for the reason specified in Article 45 (2) b) of the Nftv. Act -, to apply for admission to a state-funded programme/ a programme covered by full or partial Hungarian state scholarship, and to use a period of funding.

(6) [303]The duration of a student status for completing part-time studies shall be included in the period specified for the use of benefits, discounts and services based on law.

(7) [304,305]After the completion of the partial study program, the campus Registrar's Office issues an academic transcript (credit certificate) or a micro-certificate documenting the acquired knowledge and credit value. The transcript/micro-certificate is signed by the staff member appointed by the head of the Registrar's Office. Completion of the course or module may be credited towards higher education studies in accordance with the rules for credit transfer.

[306 307]7.8.1. Student status based on a certified technician qualification

Section 21/A. (21/A. §)

(1) [308]The University may establish a self-financed preliminary student status with a student participating in the certified technician training program.

(2) [309]A person holding a preliminary student status is entitled to pursue partial studies or other courses that are part of a program at the University, and to establish a student status with the University outside the central admission procedure. The establishment of student status may take place subject to the application of the conditions set out in Section 19.

(3) [310] The University may cooperate with a vocational training institution regarding the education of a person holding a preliminary student status, in particular in the use of digital teaching materials in accordance with Act 80 of 2019 on Vocational Training. The Campus Registrar' s Office issues a micro-certificate to the person holding a preliminary student status for the successful completion of their training.

(4) The University may link the establishment of the student status referred to in paragraph (2) to the fulfillment of appropriate academic performance and other conditions at the time of establishing the preliminary student status.

7.9. Additional (parallel) legal relationship

Section 22 (22. §)

(1) A student may acquire an additional (parallel) student status in another University or in several programmes of the University simultaneously - without the permission of the

University. Upon successful completion, the student will receive a separate certificate (diploma). The condition for starting programmes simultaneously is the successful fulfilment of the admission requirements specified in the given year, in the higher education admission procedure of the given year.

(2) The period of support pursuant to Article 47 (1) of Nftv. Act may be extended by an additional period of two semesters in case of studies in a study programme parallel to a non-teaching one-tier master's degree programme in the field of art, or in an art teaching, professional teacher training programme taken after the non-teaching one-tier master's degree programme, and in a teacher training study programme specified in a Government decree which can only be taken as a second programme for obtaining a teacher's qualification in a master's degree course based on the non-teaching master's degree programme in the field of specialization.

(3) [311]A student participating in more than one programme simultaneously shall have the same rights and be subject to the same obligations as the student participating in their first or one study programme.

(4) [312]In cases when the student participates in more than one programme simultaneously at the same level of study, they can be state-funded in both programmes (Hungarian state scholarship / state-funded). Participation in a programme covered by full or partial Hungarian state scholarship is not precluded by the existence of a degree and qualification obtained in higher education, but if a person studies in a programme covered by full or partial Hungarian state scholarship at a study cycle and participates in another programme (simultaneously) in the same study cycle, the number of semesters equal to the number of semesters supported by full or partial Hungarian state scholarship must be deducted from the period of funding every semester.

(5) In cases when a student participates in more than one programme simultaneously or obtains several diplomas successively, the obligations under points b) and d) of Article 48/A of Nftv. Act shall apply from the date of obtaining the first diploma and shall be fulfilled in respect of all programmes.

(6) [313] The parent institution of a student participating in more than one programme simultaneously shall be the institution where they are entitled to student benefits. The student participating in more than one programme simultaneously must meet all the requirements and be subject to the provisions of the study and examination regulations (SER) and other university regulations applicable to the students, within the permitted limits of the individual study schedule upon request.

7.10. Termination of student status[314]

Section 23 (23. §)

(1) The student status shall be terminated,

a) if the student has been transferred to another University, on the day before enrollment on the basis of the transfer;

b) [315]if the student declares that they terminate their student status, on the day that the declaration of notification is received;

c) if the student cannot continue their studies in a programme covered by full or partial Hungarian state scholarship and does not wish to continue it in a self-funded programme, on the day that the declaration of notification is received;

d) [316,317]-

e) [318]on the last day of the semester (the last day of the regular examination period) in which the student obtained the final certificate;

f) [319]in higher education vocational training, if the student is not able to continue their studies for health reasons and no other appropriate higher education vocational training is provided at the University, or the student does not wish to continue their studies or in the absence of the necessary conditions for further learning is unable to continue their studies, on the day when the decision on termination becomes final;

g) [320]if the student's student status is terminated due to late payment by the educational director after the student's unsuccessful request and the student's social situation is examined, on the day when the decision on termination becomes final;

h) on the day when the decision on exclusion becomes final (disciplinary case);

i) if the condition prescribed for the acquisition of the student status specified in the Nftv. Act, no longer exists, on the day when the termination decision made in this regard becomes final;

j) if the student participating in a programme covered by full or partial Hungarian state scholarship withdraws the declaration according to Article 48 / D. (2) of Nftv. Act, and does not undertake to participate in a self-funded programme,

k) with the death of the student.

(2) [321]The University shall unilaterally terminate the student status of a student:

a) -[322]

b) -[323]

c) [324]who fails to meet the obligations related to academic progress as set out in the Academic Regulations (SER) and in the model curriculum, and has exhausted the fairness (equity) options provided in Section 92 (7);

d) [325]who fails to register for completing the next academic semester as an active semester for the third consecutive time, except if he/she has been granted permission to complete additional passive semester(s);

e) [326]who does not commence his/her studies after the suspension of the student's status;

f) [327]who has failed one subject in four valid and definitive admissions and has exhausted the possibilities of equity provided for in Article 92(7), considering section (3);

g) [328]

h) [329]who does not meet the requirements in the arts programmes based on the specific regulations applicable to the given programme (e.g. unsuccessful completion of the aptitude screening/the cut);

i) [330]if the total number of active semesters and passive semesters started by the student is twice the period of training specified in the training and outcome requirements of the degree programme and the student does not obtain the final certificate within this period;

[331]provided that the student – with the exception of point h) – has been previously notified in writing to fulfil the obligation by the specified deadline and has been informed of the legal consequences of non-compliance.

(3) In relation to the students of Georgikon Campus and the students of Károly Róbert Campus, section (2) (f) shall apply only to students who acquire student status from the academic year 2020/2021.

(3a) [332]In the case of students who commenced their studies at the Kaposvár Campus before the 2020/2021 academic year, six subject registration attempts shall be permitted, notwithstanding the provisions of paragraph (2)(f).

(4) Section 2 (i) shall apply to students who acquire student status in the academic year, except for the students of Kaposvár Campus, to whom the provision shall apply in the case of a student status acquired before the academic year 2020/2021.

(5) [333]With regard to students of Georgikon Campus and Károly Róbert Campus who have acquired student status before the academic year 2020/2021, the University terminates the student status with a unilateral legal declaration of the student whose number of started active semesters reaches twice the length of the programme and does not obtain a pre-degree certificate.

(6) [334]In case of students who acquired student status between the academic year 2016/17 and 31 July 2020, the University terminates the student status of a student whose number of active semesters exceeds twice the length of the programme by a unilateral declaration.

(7) [335,336,337]Prior to terminating a student's enrollment based on point (d) of section (2), the student must be called upon to fulfil their obligations and informed of the legal consequences of non-compliance in accordance with the procedure set out in Section 14 (14). Students who established their student status before the 2012/13 academic year must be notified at least once in writing, via registered mail, and informed of the legal consequences of non-compliance. A student who has been inactive for two consecutive semesters must be informed before the start of each subsequent semester, via the NEPTUN System, about the number of additional possible inactive semesters, the number of remaining possible active and inactive semesters based on twice the standard study duration, and the legal consequences of failing to register for an active semester. Students who have been inactive for at least two semesters must, in addition to the NEPTUN System notification, be contacted by the Campus Registrar's Office by telephone. The student may also indicate by phone their intention to request an additional inactive semester, and the study administrator is required to record this request and its reasons in the NEPTUN System as an official entry, simultaneously forwarding the request for review and decision to the Head of the Registrar's Office and the Director of Education. The institute hosting the program may also contact students who have been inactive for at least two semesters by telephone regarding the possibilities for continuing their studies.

(8) -[338]

(9) If, within the framework of student status, a student pursues studies in several programmes at the same institution, the provisions of this section shall apply with the exception that instead of terminating the student status, studies in the given programme shall not be continued (termination of student status).

(10) [339]In case of students who started their studies in the academic year 2012/13, under section 1 (d) or (e) the student status shall not be terminated for a student who has been admitted to a master's programme in the following semester after an undergraduate programme.

7.10.1. Procedure in case of termination of student status

Section 24 (24. §)

(1) -[340]

(2) [341,342,343,344]In view of Section 23 (2) (c), (f) and (i) as well as point (5) and (6), by the end of the 5th week from the beginning of the registration period, the Campus Registrar's Office shall twice call upon the student to fulfil their obligations by the given deadline and inform them of the legal consequences of non-compliance. The notice is made via the NEPTUN System.

(3) [345 , 346] The Campus Registrar's Office establishes the existence of the circumstances justifying the termination of the student status. The decision on the termination of the student status is prepared by the Campus Registrar's Office and, except for the case pursuant to Section 23 (1) (g), it is signed by the Director of the Educational Directorate the campus where the student is studying. The decision must inform the student about the possibility, method and deadline of legal remedy. The Campus Registrar's Office sends the decision to the student by registered post, and registers the reason and date of the termination of the student status in NEPTUN System, and makes an official entry on the termination of the student status.

(4) [347]In case of terminating the student status on the basis of a unilateral declaration of the University, the date of the termination of the student status can be entered in NEPTUN System and notification to the higher education information system (FIR) can be sent when the decision becomes final.

(5) [348]It is not necessary to make a decision in case of terminating student status pursuant to Section 23 (1) a), d), e) and k). In case of Section 23 (1) d) and e), it is mandatory to register the date of the pre-degree certificate and the issuance of the pre-degree certificate in NEPTUN System.

(6) [349,350]No separate decision is required to terminate the student status in the NEPTUN System; it shall be done when the decision declaring the termination of the student status is finalized.

(7) [351,352,353,354]After the termination of the student status, the student shall not receive the documents related to education until they have settled with the assets owned by the University (borrowed books, sports equipment, financial debts, etc.) and any other debt by completing a form prepared for this purpose that is certified by the relevant organizational units, or until they have fulfilled accountability obligation to the Student Union. The decision on the termination of the student's enrollment shall mandatorily include the student's financial obligations, a notice regarding the obligation to settle accounts for other assets (such as borrowed books, sports equipment, etc.), and the possible legal consequences of failing to fulfil these settlement obligations.

II. PROVISIONS ON STUDIES

1. Academic calendar (academic year schedule)

Section 25 (25. §)

(1) The academic term is divided into academic years, semesters including the registration / enrollment period, the subject registration period, the study period, the examination period, the internship period and education holidays. The study period also includes the period of field practices (workshop, study visits).

(2) [355]The semester, with the exception of dual training and doctoral programmes, is an education organization period of five months. The fall semester usually runs from

September to the end of January of the following year, and the spring semester runs from February to the end of June. In distance learning and correspondence work schedules of undergraduate programmes, in higher education vocational training, as well as in the specialized further training and cross-semester master programmes, the academic year may follow the calendar year, which must be provided in the schedule of the academic year.

(3) [356]In dual training, the length of the academic year: 48 weeks, of which the student spends 26 weeks at a University and 22 weeks at a partner organization contracted with the University.

(4) The Doctoral and Habilitation Center shall decide on the schedule of doctoral programmes, and shall send the schedule of doctoral programmes to the Educational Directorate no later than 31st March of the previous academic year for the purpose of performing educational organization tasks.

(5) The study period in each semester lasts for 13-15 weeks, followed by an examination period of 4-6 weeks. The length of the study period and the examination period provided for the students taking final examination may differ from it in the schedule of the academic year. Study and examination periods may vary due to the characteristics of the programmes. In the schedule of the academic year, before starting the studies, it must be ensured that the student can establish their individual study schedule (enrollment / registration and subject registration period).

(5a) [357]In full-time programmes delivered through block teaching, the semester may be divided into several teaching periods and examination periods: a 7-week teaching period is followed by a 3-week examination period (Block 1), which is then followed by a 6-week teaching period and a 3-week examination period (Block 2). The programme's model curriculum shall specify which subjects are delivered through block teaching and in which block each subject is taught. Subjects within a programme delivered through block teaching that are not taught in blocks shall be taught during the regular teaching period specified in the academic calendar.

(6) [358]After the study period, students intending to take the final examination shall be ensured an examination period and a final examination period, consecutively. The examinations must be organized in a way that all students concerned can apply and take them, and it must be ensured that the student can repeat an unsuccessful examination at least once during the given academic term. For the purposes of the given final examination period, the student who has registered in writing for the final examination in NEPTUN System by the deadline for applying for the final examination according to the schedule of the academic year is considered to be concerned. If the student does not meet the conditions for obtaining the pre-degree certificate in the examination period for students taking final examination, the application for the final examination becomes invalid and they can take the examinations in the examination period valid for non-graduating students, but cannot take the final examination organized in that semester.

(7) Internships shall be organized according to the characteristics and model curriculum of the programmes (courses) concerned.

(8) [359]When determining the date of selection of a specialization, a specialist training course (industry technology, module), and a content area training, it must be taken into account that the date set for subject registration shall be adjusted to the courses belonging to the specializations, specialist training course (industry technology, module) and content area trainings.

(9) [360,361]The total length of education holidays is at least 6 weeks, and 4 weeks in dual training. The dates of the autumn and spring (Easter) holidays shall be determined by taking into account the academic schedule of public education. Education holidays during the study period are public holidays as defined by law. In addition to the above, during the study

period, the Rector may allow a maximum of 6 days per semester in addition to the education holidays after hearing the opinion of the Student Union.

(10) [362,363,364]The uniform academic calendar for the entire University and for all undergraduate and master programmes, higher education vocational trainings, single-cycle programmes and specialized further trainings is proposed by the Vice-Rector for Education, determined and approved by the Senate after consultation with the Educational Directorate and Campus Directors-General no later than 31st March of the previous academic year. The University applies a uniform system of academic year schedules.

(11) The academic calendar shall be published on the website of the University and on the homepage of NEPTUN System.

2. Announcement of subjects and courses

Section 26 (26. §)

(1) The University is obliged to announce the compulsory (A), compulsory elective (K) and elective (B) subjects for each subsequent grade of the study programmes started, as well as the subjects included in the list of optional subjects (C) which are scheduled for the next semester.

(2) [365]Subjects ending with an examination or a practical grade may be announced with (full class attendance) or without lessons (examination course). In case of announcement without lessons, only exams can be taken from the subject, the mid-term requirements cannot be met. In case of taking an examination course, the preliminary requirement for the subject registration is having the end-of-semester signature of the subject.

(3) Compulsory (A), compulsory elective (K) and elective (B) subjects ending with an examination or practical grade shall be announced in each semester by announcing a sufficient number of courses and examination courses in the current semester according to the model curriculum, while at least by announcing an examination course in the consecutive semester. It is obligatory to announce the subject ending with the exam in a semester other than given in the model curriculum with a full class attendance course, if at least 50% of the students who took the subject in the last semester when it was announced with full class attendance did not complete the exam.

(4) [366,367]The director of the programme hosting institute and the Educational Directorate are responsible for announcing courses. The announcement of courses/exam courses is carried out by the Educational Directorate or, depending on the characteristics of the campus, by the designated staff member(s) of the campus, appointed with the consent of the Director of Education, based on the valid model curricula, the needs of the institutes (departments), and the data provided by them.

(5) No later than two weeks before the beginning of the semester, the University publishes the following for students in NEPTUN System in the following semester:

a) the data of the subjects announced with full class attendance (instructors, the minimum number of applicants required for starting the course and the maximum number of admissible applicants, ranking criteria in case of over-application, and the system of requirements);

b) subjects announced by exam course only.

(6) [368,369]The director of the institute responsible for the subject may determine the minimum and maximum number of registrations (participants) for the compulsory elective (K), elective (B) and optional (C) subjects with the approval of the Campus Deputy Director General for Education.

(7) [370,371]Compulsory (A) subject courses must be started by the institutes responsible for the subjects in the semesters according to the recommended curriculum schedule. With the permission of the Vice-Rector for Education, a compulsory subject can be announced in a semester other than the one given in the model curriculum - on the proposal of the institute responsible for the subject or on students' initiative.

(8) [372,373,374]A list of optional (C) subjects shall be drawn up at institutional level by place of training, level of training, system of work and language of training. The list of subjects shall be proposed by the director of the institute on the basis of the number of students in the bachelor's, master's and undivided programmes sponsored by the institute. Institutions may offer ten optional subjects per 100 students on the basis of the statistical number of students on the 15 October of the previous year in the full-time work schedule of the sponsored courses, except for subjects which are listed as compulsory (A), compulsory elective (K) or compulsory optional (B) in the current model curriculum of a bachelor's, master's or undivided programmes. For institutions that do not sponsor a bachelor's, master's or undivided programmes, a total of ten subjects may be proposed per academic year. For the purposes of the proposal, a subject proposed for different training languages and different working arrangements counts as one proposal (one subject). If the statistical number of courses sponsored by the Institute on 15 October of the previous year is less than 100, ten optional subjects may be proposed. For correspondence courses, optional subjects proposed by the Director of the Institute may be defined in accordance with the specific educational organisation of the courses. In addition to the basic details of the subject, the proposal should also indicate the proposed training places for the subject. If more than two training places are offered, the subject may only be taught through a closed e-learning system. The form and content of the proposal are defined by the Director of the Educational Directorate and sent to the heads of the institutes. The Director of the Institute may propose that a subject be taught through a closed e-learning system to all students of the University. The proposals received are summarised by the Educational Directorate and sent to the University Education Committee with its opinion. The list of subjects may also include a compulsory (A), optional (K) or compulsory elective (B) subject from another course. The list of subjects shall be adopted by the University Education Committee by 30 April in preparation for the next academic year and sent to the Educational Directorate. The full list of subjects offered shall be communicated to the Senate and published in the institutional prospectus. The provisions of this section shall be applied for the first time in preparation for the academic year 2021/22, and its amended provisions for the first time in preparation for the academic year 2023/24.

(8a) [375 , 376 , 377] Subjects proposed by the University's partners, partner organisations or established on the basis of a cooperation agreement and approved by the University's Education Committee shall not be counted as proposed electives under section 8. The University partner, its partner organisation, the senior management of the University, the institutes and the Centre for the Coordination of Studies may make an independent proposal to the University Education Committee for the establishment of such subjects. The Centre for the Coordination of Training is responsible for the organisation and registration of these subjects, and the institute responsible for the subject may be involved in the organisation of the training.

(9) Optional subjects (C), which are not part of a compulsory (A), compulsory elective (K) and elective (B) subject in the model curriculum of a study programme, can be started with the following minimum number of students:

a) in full-time work schedule, courses offered at every level of study in Hungarian language: 15 persons;

b) in full-time work schedule, courses offered at every level of study in a foreign language: 10 persons;

c) in full-time work schedule, courses offered exclusively for master's or one-tier (undivided) programmes in Hungarian language: 5 persons;

d) in full-time work schedule, courses offered exclusively for master's or one-tier (undivided) programmes in a foreign language: 5 persons;

e) in correspondence, evening or distance learning work schedules, courses offered at every level of study: 10 persons;

f) in correspondence, evening or distance learning work schedules, courses offered for a master's or one-tier (undivided) programmes: 5 persons.

(10) [378]The Educational Directorate shall block the optional subjects (C) that cannot be started on the basis of the minimum number of students according to section (9) during the course control and blocking period fixed in the academic year schedule, and shall cancel the students' registrations for the course(s) and sends an automatic NEPTUN message about it.

(11) [379]Deviations from the limits on the starting number of students for optional subjects (C) pursuant to subsection (9) is possible in particularly justified cases with the consent of the Director General for Economic Affairs and the written permission of the Vice-Rector for Education. The permission can be requested by the Director of the Institute teaching the subject on the penultimate working day before the beginning of the course control and blocking period fixed in the schedule of the academic year. A decision on the request for the permission must be made on the first day of the course control and blocking period.

(12) [380]Based on the course registration data of the optional (C) subjects, until the beginning of the course control and blocking period, the Director of the Institute teaching the subject may decide not to start the subject or course in that semester. In this case, the Director of Institute communicates their decision to the Vice-Rector for Education and the Educational Directorate no later than the last working day before the course control and blocking period, who block the subject / course according to the procedure in section 10.

(13) The courses with attendance of compulsory (A), compulsory elective (K) and elective (B) subjects cannot be blocked if the subject has also been registered by a student who took the subject in the semester according to the model curriculum based on the semester of admission, the starting date of the student status and the model curriculum of the programme.

(14) [381]The number of students admitted to a given course can be limited on the basis of the reasonable capacity of the instructor leading the session, the limited number of teaching aids available, and other objective reasons. This restriction is defined and set by the institute teaching the subject in NEPTUN System by the beginning of the subject registration period at the latest.

(15) [382]A subject of a phasing out or discontinued course (specialisation) or a model curriculum that is no longer compulsory may be announced as a course with a classroom visit only if there is no subject with at least 75% of the same content as the subject in the model curriculum of the ongoing courses, which is taught in the autumn or spring semester of the academic year. If a subject of a course (degree course) or of a model curriculum is being phased out or discontinued, contact hours are compulsory if the number of students exceeds 10, if the number of students is between 6 and 10, contact hours may be held at the discretion of the institute responsible for the subject, and if the number of students is less than 5, the instructor shall provide contact hours instead of contact hours at least 4 times per semester, at a consultation session announced before the end of the second week of the semester. If the number of students is between 5 and 10, the decision to hold contact lessons must be taken by the end of the first week of the academic term at the latest, and if no

contact lessons are held, the provisions for consultations for a number of students of less than 5 shall apply. The provision of this section may also be applied to students who have been admitted to a bachelor's degree course after higher specialised education, have been admitted to the courses they have completed in higher education, but the semester of the course(s) they are taking is different from the current semester.

(16) [383]In case of small-scale programmes, the University can decide to organize the teaching of the subjects of the programmes (courses) in the framework of block education, in compliance with the time limits applicable to the given work schedule, in the spirit of resource-efficient management. In case of full-time programmes, block education is initiated by the programme leader until the beginning of the scheduling at the Vice-Rector for Education, and in case of approval of the request, the block timetable is prepared by the Educational Directorate.

3. General principles of scheduling

Section 27 (27. §)

(1) [384,385,386]The timetables shall be prepared - according to Appendix 8 - in each semester on the basis of the announced subjects/courses, taking the dates fixed in the academic calendar into account, according to the course announcement and scheduling system prepared by the Educational Directorate in consultation with the Campus Director-General or their deputies, and approved by the Vice-Rector for Education. Appendix 8 and its amendment shall be adopted by the University Education Committee.

(2) [387,388,389]The course announcement prior to the preparation of the timetable for the autumn semester shall take place by 15th May in the preceding spring semester, and the course announcement for the spring semester timetables by 15th November of the previous year. The autumn semester timetables must be drawn up by 15th August of the current year at the latest and the spring semester timetables by 15th January of the current year at the latest. The preparation of timetables is managed by the Educational Directorate under the professional supervision of the Vice-Rector for Education. The names and contact details of the timetable coordinators for each campus must be published.

(2a) [390,391,392]During the preparation of timetables, the timetables of lessons for the compulsory (A), compulsory elective (K) and elective (B) subjects taught jointly on several campuses shall first be included, then the timetable for subjects taught in blocks, then the timetable for other compulsory (A), compulsory elective (K), elective (B) subjects, and finally the timetables for optional (C) subjects. The days of lesson blocks shall be recorded in the order as indicated in section 1, and the time slots separated for lessons held jointly for students from several campuses shall be recorded. The location of education must always be assigned to each lesson in the timetable. Time slots specified in Appendix 8 may be designated for elective subjects on the recommendation of the University Education Committee, with particular regard to programmes delivered through block teaching.

(3) [393,394]During the preparation of the timetable, the institutes shall be given the option to set the course instructors, as well as to change the timetable dates that conflict with the other activities of the instructors. The finished timetable can only be modified in very justified cases, only with the permission of the Vice-Rector for Education. After the start of the subject registration period, it is forbidden to change the time of lessons in the timetable. The location of the lessons can be changed in justified cases during this period, except in cases of force majeure.

(4) The timetable shall be designed in the way that the student has the opportunity to progress according to the model curriculum, thus ensuring in particular that there should be no conflict between the dates and exams of compulsory (A), compulsory elective (K) and

elective (B) subjects which should be taken in a given semester according to the model curriculum.

(4a) [395]In programmes delivered through block teaching, a maximum of 6 hours of instruction per subject may be scheduled per day to ensure an even workload for students and lecturers, except in the case of laboratory classes, fieldwork (study visits, workshops) and training-type subjects.

(5) Full-time programmes shall consist of five teaching days per week, the education shall be organized on working days. Evening and correspondence education shall be organized on working days and / or weekly rest days in accordance with the educational organization work schedule given in the admission announcement.

(6) [396]The duration of the lessons held at the University is forty-five minutes. The University bell schedule and any modifications to it are approved by the University Academic Committee and must be documented in Appendix 8.

a) -

b) -

c) -

d) -

e) -

f) -

g) -

(7) -[397]

4. Registration for subjects (courses), re-taking subjects

Section 28 (28. §)

(1) In addition to performing other administrative and registration tasks, the student takes up the compulsory (A), compulsory elective (K), elective (B) and optional (C) subjects offered by the curriculum that can be included in their individual study order in NEPTUN System every semester. Students can take subjects in accordance with the pre-study order, based on the prerequisite(s) (partial or complete) related to the given subject.

(2) [398]The student is entitled to register for a subject (course) announced by any institute of the University for the given semester, except for the purpose of substituting the credits of compulsory subjects in each programme, taking the prerequisites of the given subject into account. A student may request to enrollin a course outside their model curriculum by submitting the designated request form in NEPTUN System during the regular course registration period or the late course registration period.

(3) The student has the right (taking the model curriculum regulations into account) to choose the subjects and the instructors/lecturers (depending on the teaching capacity), the possibility to choose between the classes announced in parallel.

(4) During the completion of the practical semester included in the model curriculum (internship, combined/continuous internship, company placement/operational practice), the student shall take a subject with full-time attendance only among the subjects prescribed in the model curriculum for the semester, but can take any subject as an examination course that they have not completed yet but have the end-of-term signature.

(5) The conditions for choosing a specialization are set out in Appendix 2.

(6) [399,400]During his / her studies, the student can take a subject maximum four times, excluding the provisions set out in Section 23 (3a).

(7) The student may fulfil the obligation to take subjects during the subject registration period specified in the schedule of the academic year.

(8) Institutions must provide information on the subject requirements electronically, mandatorily via NEPTUN System, and preferably via the e-learning interface, until the beginning of the subject registration period.

(9) Completion of a subject not taken shall not be recognized. Registration for a subject or exam course shall be considered valid if the student verifies the registration for the disputed subject with a printed copy of his / her finalized subject registration, without which the subsequent modification of the list of subjects shall be rejected.

(10) [401]In case a student who has obtained a signature from a subject marked as a prerequisite but has not fulfilled the examination obligation and the prerequisite subject is a partial prerequisite, he / she can take the subjects based on it simultaneously with the prerequisite subject as an exam course if it was announced. The signature means that the student has taken the course and can be admitted to the exam and this fact is recorded in the study system.

(11) A subject that has already been completed cannot be re-taken.

(12) [402] During subject registration, the Campus Registrar's Office gives assistance in registration to the student with special needs.

5. Basic educational documents

5.1. Study programme (degree programme), specialization, specialist training course

5.1.1. Training and study programme

Section 29 (29. §)

(1) -[403]

(2) [404]Types of study programmes taught at the University:

a) [405]undergraduate degree programme (BA / BSc/Bprof);

b) master's degree programme (MA, MSc);

c) [406]single-cycle programme;

d) postgraduate specialist training programme;

e) [407]higher education vocational training (HEVT);

f) guest student training;

g) partial studies, content area training;

h) preparatory programme;

i) [408]PhD programme.

(3) [409,410,411]A programme is part of the University's educational offerings. Decisions regarding its establishment, proposal for creation, launch, and curriculum are made by the Senate based on the submission of the institute responsible for the programme, following the review by the University Educational Committee. For the establishment of new bachelor's, master's, higher education vocational, and single-cycle programmes, as well as for the launch of new undergraduate, master's and single-cycle programmes, the consent of the Board of Trustees must be obtained.

(4) The educational organizational unit responsible for a study programme shall be an institute.

(5) [412,413]The Programme Leader may be a person employed full-time by the University, employed in a teaching position, holding an academic degree, and meeting the accreditation requirements. In case of postgraduate specialist training programmes, these criteria shall be indicative and the detailed rules for postgraduate specialist training programmes shall be laid down in the operational regulations for study programmes of the University.

(6) [414,415]A lecturer can be the leader of a maximum one undergraduate programme and the master's programme based on it per training cycle.

(7) [416,417]The Senate shall decide on the amendment of the programme curriculum or the introduction of a new curriculum on the proposal of the programme leader, with the consent of the director of institute, the Campus Education Committee(s) concerned and the University Education Committee. In case of changes in the subjects taught in cooperation of institutes, the prior consent of the institutes is required. A new model curriculum can be introduced in a phasing-in system. In case of programmes taught at more than one campus, the model curriculum at each training location should be the same.

(8) The operating system of the study programmes is included in the operational regulations of the University's programmes.

5.1.2. Choosing specialization / specialist training course (industry technology, module) / content area

Section 30 (30. §)

(1) A specialization is usually a special extension of the branching content requirements of a given study programme. The name of the completed specialization will appear in the diploma as set out in the programme and output requirements.

(2) A specialist training course, which also includes industry technology and modules, is a training that provides special knowledge but does not result in independent qualification. One specialist training course can be the part of several study programmes. The name of the specialist training course appears in the diploma clause.

(3) Content area is a special training within primary school teacher training, it is obligatory to choose one content area in the programme.

(4) The person responsible for the choice of specialization / specialist training course / content area is the programme leader / programme coordinator. It is the programme leader's / programme coordinator's task to present the professional program of the specialization and the conditions of choosing specialization to the students.

(5) The conditions for choosing a specialization / a specialist training course / a content area are set out by programme and study location in Appendix 2. Required conditions of choice can be

a) the completion of a specified number or of designated subject(s);

b) the completion of subjects with a defined result;

c) aptitude test;

d) achieving a specified average of study and / or credit performance;

e) other conditions set out in Appendix 2.

(6) Before starting these studies, the student can announce his / her choice of specialization / specialist training course / content area by the date specified in the schedule of the academic year in NEPTUN System or in the way specified for the programme. The submission

deadline can be extended by a maximum of one week with the payment of a service fee specified in the SFB.

(7) [418, 419] The director of institute, consulting with the programme leader / programme coordinator, determines the specializations, specialist training course and the planned number of students to be admitted to them in the given cycle until the end of the registration period of the previous semester and announce it on the University website. Institutes may deviate from the deadline set out in this section, provided that this does not infringe on students' right to choose.

(8) If the number of students choosing the specialization or specialist training course exceeds the planned number of students of the specialization, the students who can be admitted to the specialization or specialist training course shall be selected by ranking them in accordance with the conditions set out in the Appendix 2.

(9) [420]In primary school teacher training, the content areas of education are selected during the first year. When determining the date of it, it must be taken into account that the date set for the subject registration must be suitable for the courses belonging to the content area. The optional content areas are determined by the director of the competent institute. The professional leader of choosing content area is the programme leader of primary school teacher training.

(10) After the choice of specialization / specialist training course / content area and its approval, the specialization / specialist training course / content area is assigned to the student by the Campus Registrar's Office.

(11) [421,422]The student can request the change of the chosen specialization / specialist training course / content area (hereinafter: request for change of specialization) through NEPTUN System until the end of the semester registration period. The change of specialization is a fee-based procedure, the service fee is regulated by the SFB. The director of institute shall decide on the requests for the change of specialization after considering the opinions of the leaders of the current and requested specialization / specialist training course / content area and the programme leader. It is not possible to change the chosen specialization in the last two semesters of the programme.

(12) The student is entitled to choose a second specialization / specialist training course / content area up to only the half of the length of the bachelor's or master's programme if the study programme explicitly allows the admission of a second specialization / specialist training course / content area.

(13) [423]For the admission of the second specialization / specialist training course / content area, unless otherwise specified in the programme and output requirements, the student must pay the amount specified in SFB by the end of the application period following the admission of the second specialization / specialist training course / content area.

5.2. Curriculum, model curriculum (recommended curriculum)

Section 31 (31. §)

(1) The model curriculum is the curriculum of a study programme, compiled in accordance with the programme and output requirements, which includes the lesson and examination schedule determined on the basis of the subjects and study units, the system of monitoring and evaluation of the fulfilment of the requirements and the syllabus of subjects and study units, which sets out the basic professional conditions for completing the degree, in particular

a) [424,425,426]the study and examination requirements with the details specified in the programme and output requirements [subject code, name of the person in charge of

the subject, semesters of announcing the subjects, number of hours per week and semester per class type (lecture, practice, seminar, laboratory practice, field practice, consultation*);* the credits allocated to each subject, the type of knowledge assessment, the prerequisites for the subjects, information on block teaching, the criteria requirements, the optional specialisations/specialisations/fields of study, the requirements for the internships, and the requirements for the final/professional/dissertation];

b) a list of modules, study units and subjects;

c) [427]in the case of a programme delivered through block teaching as referred to in Section 25(5), the block number or an indication that the subject is not delivered through block teaching.

(2) [428],[429]The model curriculum of the study programme is hierarchically structured in modules and study units (subjects), and the model curriculum shall also include a classification of subjects by semester, including the semesters and number of credits proposed for the optional (C) subjects.

(2a) [430,431,432,433]The model curriculum for the first two semesters of the Hungarian-language conducted programmes in the case of bachelor and single-cycle programmes includes general foreign language teaching as a criterion requirement for the first two semesters of the course in Hungarian-language conducted programmes, in two seminar hours per week in full-time work, and in 12 seminar hours per semester in correspondence work, with a zero credit value, in Hungarian or German. On a correspondence basis, language classes can be organised in a closed system of online teaching after 16.00 on weekdays. The model curriculum may also include an optional language different from it for a given place of training. The subject shall be assessed by a practical grade. The general foreign language course prepares students for studying the foreign language for specific purposes: English, German or another language specified in the model curriculum for the place of training. Therefore, all students who do not reach the required level in the foreign language evaluation test in the language chosen by the student in accordance with this section in the week following the registration period or who do not take the evaluation test shall be required to take the general foreign language course, regardless of their previous language studies. The evaluation test shall be administered by the institute responsible for foreign language teaching. This provision shall be applied for the first time in the model curricula in force from the academic year 2021/22 in a phasing-in system.

(2b) [434,435,436]In the case of Hungarian-language conducted programmes in the third and fourth semesters of the Bachelor's and Undivided one-tier degree programmes, the model curriculum includes compulsory specialised language teaching as a criterion requirement for the third and fourth semesters of the programme, in two seminar hours per week in full-time work, and in 12 seminar hours per semester in correspondence work, with a value of 0 credits. In correspondence schedule, language classes may be organised in a closed system of electronic teaching on weekdays after 16.00 as optional (C) subject. The subject shall be assessed by a practical credit. This provision shall be applied for the first time in the model curricula entering into force under a phasing-in system as of the 2021/22 academic year, with the stipulation that for part-time (correspondence) students who commenced their studies in the 2023/24 academic year or earlier and who have not yet completed the language subject required under the model curriculum, the completion of specialised language courses shall not be mandatory.

(2ba) [437,438]For students who have started their studies in bachelor or undivided one-tier degree programmes in the academic year 2020/21 and before, and have valid student status on 1 February 2023, as well as for Master's degree students who are students on 1 February 2023, the University offers the opportunity to study one semester of specialised language courses, which are recommended but not compulsory, if they do not have a language

examination according to the training and outcome requirements before 20 December 2022. This one-semester course will be organised in the spring semester of the academic year 2022/23, in the autumn and spring semesters of the academic year 2023/24 and in the autumn semester of the academic year 2024/25, sometimes using hybrid teaching methods. Students covered by this section but who have passed an appropriate language examination may also take language courses. The course shall be assessed by a practical grade.

(2bb) [439,440,441]For students studying in specialised higher education, the model curriculum includes a requirement for basic foreign language teaching. This curriculum will be supplemented by language teaching in all the subjects concerned from the spring semester of the academic year 2022/23. If a student in training on 20 December 2022 has already completed the foreign language course, there is no further curricular obligation to provide the specialised language course. For students starting their studies from the academic year 2023/24 in a phasing-in system, 2 semesters of general language teaching and 1 additional semester of independent language teaching (2 hours per week) will be introduced in a staggered system, in accordance with section 2a, in 2 seminar hours per week during the day and in 12 seminar hours per semester in 0 credits during the correspondence semester. In the correspondence work schedule, language classes can be organised in a closed system of e-learning teaching on weekdays after 16.00 as optional (C) subject. The course is assessed by a practical grade.

(2bc) [442,443]In master's programmes delivered in the full-time mode of study, specialised language instruction may, at the discretion of the institute responsible for the programme, be provided within the framework of a professional course or a course related to thesis preparation, or the completion of the field-specific specialised language course taught at the bachelor's level may be required. In part-time (correspondence) master's programmes, specialised language study is not mandatory.

(2c) [444,445]The model curricula for undergraduate and single-cycle programmes with a full-time schedule, for students commencing their studies from the academic year 2021/22, includes physical education instruction as a criterion requirement for the first two semesters of their studies. For students commencing their studies from the fall semester of the academic year 2022/23, the requirement applies to the first three semesters of their studies. And for students commencing their studies from the fall semester of the academic year 2023/24, the requirement applies to the first four semesters of their studies. The subject of physical education is conducted with two seminar hours per week and has zero credit value. The subject is to be evaluated with an end of semester signature. The model curriculum includes the courses in the initial semesters of the programme; however, the courses may also be completed in semesters other than those specified, in accordance with the student's individual study schedule.

(3) The model curriculum shall include compulsory project assignments for at least two subjects each semester which students have to solve in small groups, and the institution responsible for the subject provides practical mentoring related to the project assignment. Students from several degree programmes may work together on the project assignments. The model curricula also include projects as subjects, which aim to develop a product, idea or service, developing students' innovative, entrepreneurial thinking. This provision shall be applied for the first time in the model curricula in force from the academic year 2021/22 in a phasing-in system. The model curriculum also serves as a recommended syllabus, by which the University proposes the order and timing of subject completion to students.

(4) With progressing studies according to the model curriculum, the student can complete his / her studies with uniformly distributed load during the study period specified in the programme and output requirements by completing 30 (± 3) credits per semester so that he / she can meet the pre-study requirements.

(5) In dual training, the institutional part of the dual training curriculum must be 90% in line with the content of the traditional undergraduate programme. The 10% deviation from it can apply in the corporate part of the curriculum, in the practical parts.

(6) The student must be allowed to progress according to the model curriculum, thus ensuring in particular that there is no conflict between the timetable dates and mid-term examinations dates of the compulsory (A), compulsory elective (K) and elective (B) subjects in a semester according to the model curriculum.

(7) The student has the opportunity to deviate from the model curriculum within the framework of the curriculum, and to proceed with his / her studies according to an individual schedule.

(8) The student does not have to meet the requirements prescribed in the curriculum if the student has previously acquired them and proves this credibly within the framework of the subject recognition procedure, the way and time limit of it are regulated in the SER.

(9) [446] The proportion of subject groups in the model curricula of the University's study programmes is determined in line with the training and output requirements by taking the programme characteristic features into account.

(10) [447, 448, 449] The model curriculum shall be adopted by the Senate after consulting the University Education Committee during the process of starting a degree programme, and subsequently during the curriculum modification discussions every academic year, based on the proposal of the competent institute.

(11) [450,451] The model curricula should be reviewed every five years the latest. A change in the programme model curriculum can take effect at the beginning of the next academic year at the earliest and is appied in a phasing-in system. A decision on modifying the curriculum must be made no later than 30th June of the year preceding the introduction of the planned change. A decision taken after this deadline shall apply only from the academic year beginning in the following calendar year.

(12) [452,453] In the model curriculum, the subject teacher may be changed without a decision of the Senate, on the proposal of the Director of the Institute teaching the subject, by a decision of the University Education Committee. The subject teacher must be the same in different work schedules and languages.

(13) The model curricula are registered by the Educational Directorate in NEPTUN System and are also published on its website.

5.2.1. Mobility window

Section 31/A (31/A. §)

(1) [454] In the model curricula approved as of the 2024/25 academic year and introduced under a phasing-in system, a mobility window shall be included. The purpose of the mobility window is to encourage students, typically, to pursue partial studies abroad; in addition to such partial studies, it may also accommodate participation in professional practice abroad or the preparation of a thesis/dissertation abroad. The mobility window is essentially a curriculum-integrated period, typically lasting one semester, during which the student spends time abroad by “stepping out of” the domestic model curriculum — or in alignment with it — and, upon return, resumes their studies in a position equivalent to that which would have applied had they continued their studies domestically.

(2) The mobility window shall be scheduled for a semester in which the model curriculum typically already includes professional subjects.

(3) Types of mobility window:

a) optional but compulsory mobility window: the student is explicitly instructed on the subjects to be covered during the mobility;

b) optional and loosely regulated mobility window: the student is free to choose the subjects to be covered during the mobility from the range of subjects related to the training (degree programme).

(4) [455]Among the types of mobility windows referred to in section (3), the Senate shall decide which type to be used in the training (degree programme) upon approval of the model curriculum, on the proposal of the programme leader and in the light of the opinion of the University Education Committee.

(5) When planning the mobility window according to section (3) (a), the programme leader shall coordinate the subjects of the mobility semester and their professional content with the potential foreign host institutions for subject recognition.

(6) When planning the mobility window according to section (3) (b), the programme leader may specify the fields of knowledge in which the student must complete subjects for subject recognition.

(7) With regard to the subjects that can be completed in the mobility window, the programme leader can compile a list of subjects that can be completed at the partner institutions which needs to be updated at least 1 month before the beginning of each academic year.

(8) The mobility window must consist of a minimum of 16 credits and a maximum of 30 credits.

5.3. Information on requirements

Section 32 (32. §)

(1) [456]Pursuant to Section 32 (1) (h) of the Organizational and Operational Regulations, the Educational Directorate shall provide the student with an institutional study information guide containing the data necessary for planning and pursuing his / her studies in Hungarian in case of Hungarian language conducted programmes and in foreign language in case of foreign language conducted programmes. The institutional study guide is approved by the Vice-Rector for Education.

(2) The institutional study guide shall be made available to students both in traditional and electronic media in a way that all its amendments and the scope of change can be clearly followed while their student status exists.

(3) The institutional study guide shall include general information about the University and programme-specific information separately.

(4) The institutional study guide must be updated every academic year and made available to students on the website of the Educational Directorate.

(5) The institutional study guide shall be compiled in accordance with the provisions of Article 53 of Nftv. Gov. Decree, taking the University characteristics into account.

(6) For each subject, the system of requirements for the subject must be prepared or updated each semester (subject program). The system of requirements for the subject must contain the following elements:

a) the code of the subject, its full and abbreviated title in Hungarian, English and the language of instruction;

b) the name of the institute responsible for the subject;

c) [457]the subject teacher’s name, email address;

d) the names of the lecturers of the classes;

e) [458]the credit value of subject;

f) the number class types per week and per semester in full-time work schedule, the number of class types per semester in correspondence, evening and distance learning work schedule (i.e. lecture + practice + seminar + laboratory practice + field practice + consultation);

g) the weekly subject syllabi for individual lessons and types of lessons in full-time work schedule, and the occasional ones in correspondence, evening and distance learning work schedule;

h) [459,460]the type of examination at the end of the semester (end-of-term signature, practical grade, report, exam, basic knowledge exam/preliminary exam, comprehensive exam);

i) -[461]

j) the aim of the subject in achieving the aim of the programme;

k) [462]a description of the subject material (syllabus);

l) requirements for participation in classes and the possibility of compensating for absences;

m) the number and type of assignments to be done by the student's individual work, in particular but not exclusively, the content to be covered through independent study and the techniques involved, and the project tasks;

n) the number, topic and date of mid-term exams (reports, classroom tests etc), the possibility of correcting them once;

o) the method to certify absences from classes;

p) [463]the requirements for obtaining a signature at the end of the semester;

q) the method of assessment, and the exam requirements and the type of examination in case of a subject ending with an exam / comprehensive exam;

r) the method of subject assessment and grading;

s) [464] the written syllabus (textbooks, notes, handbooks, compendiums, reference literature, case studies, etc.), the main technical and other aids that can be used.

(7) The University shall ensure that all its students receive adequate information about the university credit system and its rules in NEPTUN System. The information guide must be prepared in Hungarian and English in accordance with the principles of ECTS (European Credit Transfer System), helping the studies of foreign students in Hungary and the recognition of studies abroad of Hungarian students.

(8) [465]In order to provide information to students

(a) [466]the University's SZMR, the SER, and other important regulations concerning students, at the Registrar's Offices of the Educational Directorate, through the Student Union of the Campus, and also on the University's website;

(b) the training objectives of study programmes, requirements, curriculum regulations and the summaries of subject syllabi announced by the institutes should be made available at the campus secretariats, at the student union offices, and, if possible, on the institute websites, as well as in campus libraries.

(c) Summaries or complete syllabuses of courses offered by the institution, along with the full course programmes, should be made accessible at all teaching locations of the course and preferably ont he institution's website.

(9) [467]In the case of re-enrollment in a subject, the student may complete the subject by fulfilling the requirements applicable in the given semester, with the stipulation that if the student already holds an end-of-semester certification (signature), only the current examination requirements shall apply.

(10) [468]The University shall retain the subject requirements issued for a given semester until the deadline prescribed by the Records Management Regulations. Upon the student's request, the Directorate of Education shall, within 30 days, issue a certified copy of the requirements of a completed subject for the semester in which the subject was completed, based on the data recorded in the NEPTUN system or, in the case of courses completed prior to 1 August 2020, on the basis of the available paper-based records. For students who completed the subject earlier, no certified copy of the subject requirements may be issued after the expiry of the tenth year following the year of subject completion. The University may refuse to issue a certified copy of the subject requirements if such requirements are not available in the NEPTUN system or, in the case of subjects completed prior to 1 August 2020, in paper-based form.

5.4. General rules of credit-based education

5.4.1. Evaluation of student activity related to the study period

Section 33 (33. §)

(1) During the studies, the fulfilment of study requirements shall be expressed in credits (study points) assigned to the individual subjects and curriculum units and shall be evaluated with a grade. The progress of the student in the given programme is expressed by the amount of the obtained credits, the quality of it is expressed by grades.

(2) The credit value includes all student working hours, including lessons (contact lessons) and individual student study hours.

(3) [469] In the model curriculum of postgraduate specialist training programmes, doctoral programmes and single-cycle teacher training programmes except for related individual school practice, the credit value of each semester may not differ from the given 30 credits by more than 3 credits, considering the length of programme specified by the institution.

(4) In the curriculum, lessons and credit values shall be assigned to the subjects and curriculum units. The credit value expresses how much study work is required to meet the requirements, as well as how many credits the student can obtain by taking the subject, curriculum unit and fulfilling the study requirements. Credit shall be assigned only to a subject or curriculum unit that is qualified in accordance with Section 49-55.

(5) Acquisition of one credit requires the completion of 30 student study hours. Only whole number credits can be assigned to a subject. In doctoral programmes, credits can be obtained for the acquisition of knowledge materials, the fulfilment of subject requirements, research work and the performance of educational tasks.

(6) [470] In part-time studies, the number of credits to be completed assigned to a given programme is equal to the number of credits assigned to the full-time programme.

(7) Credits can be awarded once for the acquisition of a given study material (syllabus) and the completion of the subject. The requirements set out in the curriculum do not have to be met if the student has previously completed them and proves it in a credible way. The process and detailed rules of subject recognition are contained in Section 38.

(8) [471]The assessment of student activity at the end of the semester can be carried out in accordance with the requirements prescribed in the system of subject requirements, which must be in line with the type and form of assessment specified in the current curriculum of the programme.

(9) Credits can be given only for the completion of a subject (course) which the student has completed with at least a ‘pass’ or ‘satisfactory’ qualification in accordance with the provisions of the institutional study assessment regulations.

(10) [472,473]The student shall be given the opportunity to take optional (C) subjects for at least five per cent of the total credits required for obtaining the diploma during his / her studies, to participate in voluntary activities that can be completed instead of these subjects, and to choose from subjects having the credit value at least twenty per cent more than the total credits. Subjects of other study programmes at the University can also be offered as optional (C) subjects.

(11) [474]It must be ensured that the student can take subjects with the credit value exceeding ten per cent of all required credits in his / her individual study schedule, according to the individual progress and without paying a fee or tuition fee. It also be ensured that the student can complete subjects taught in a foreign language (not Hungarian) with a credit value up to ten per cent of all required credits. For the completion of these excess credits, the student is obliged to pay a service fee in the amount defined in the SFB (hereinafter: excess credit fee). The student who has participated in partial studies abroad organized by the University and whose subjects completed during the partial studies abroad could only be accepted as optional subjects and therefore who exceeded the total required credits by ten percent is exempted from paying the excess credit fee.

(12) During his / her student status, the student can also take subjects belonging to his / her studies as a guest student in another programme and / or in another institution.

5.4.2. Study unit, module

Section 34 (34. §)

(1) [475,476,477]A study unit is a curriculum unit or subject (hereinafter: subject) that can be completed during one semester and recognized by credits. Based on the section 2 point 76 the curriculum unit can be:

a) a compulsory subject (A), the completion of which is prescribed for everyone in the programme;

b) [478]compulsory elected (K) or compulsory elective (B) subject;

c) an optional (C) subject.

(2) A module is the system of related subjects. Module types:

a) study programme modules: programme, specialization, specialist training, (industry technology, module), content area;

b) individual programs;

c) a group of subjects on the same subject.

(3) The names of the modules may differ on the basis of the traditions of programmes, specializations, the programme and output requirements and the model curricula, these differences are recorded in the model curriculum of the programme.

(4) The persons responsible for the modules are elected by the programme leader.

5.4.3. Subject, course (subject and exam course)

Section 35 (35. §)

(1) The subject is the basic structural-logical unit of studies at the University, which refers to the professional requirements that can completed by specific studies in a semester (e.g. completing a course) and / or a one-time act of study (e.g. an exam).

(2) A single study unit with independent professional content can be considered as a subject according to the curriculum.

(3) The subject registration order is determined by the pre-study order of the programme, the condition of its completion is determined by the system of subject requirements. Accreditation of a subject is the approval of the educational program of the subject.

(4) [479]The programs of each subject shall be included in the curriculum of the programme by the programme leader.

(5) [480]The programs and requirements (system of requirements) of the subjects taught at the University shall be prepared in NEPTUN System in a uniform form and content following Appendix 3.

(6) The course and the exam course are regularly recurring acts of study which enable the fulfilment of the subject requirements usually every semester. The course covers one semester of study material for a given subject.

(7) -[481]

(8) The type, characteristics etc. of the course are the same as the type and characteristics of the subject for which they have been announced (duration, number of contact hours, type of sessions, type of assessment). Depending on the course type, a specific place, a date, the announcing training institute, the instructor, study sessions, examination opportunities and qualification procedures belong to the course.

5.4.4. Subject pre-requisite

Section 36 (36. §)

(1) [482,483,484]The conditions for progress in studies in the study programme (major) are determined by the prerequisite rules (partial or complete prerequisites) set out in the curriculum (pre-study order). The registration rules for compulsory (A), compulsory elective (K) and elective (B) subjects in the curriculum are determined by the pre-study order of the subjects. The pre-study order is adopted as part of the model curriculum by the Senate together with the model curriculum, on the proposal of the programme leader and the director of the institute responsible for the programme, after considering the opinion of the Education Committee of the campus(es) concerned and the University Education Committee.

(2) [485,486]A prerequisite for completing a subject may be the prior completion of another subject or subject module. There may be several prerequisites for the same subject.

(3) [487]

(4) [488,489,490]The subject pre-requisites for the study programme (major) do not have to be met by the student who registers the subject as an optional (C) subject or as a subject for equivalency at a master's programme prescribed in the credit recognition procedure, however, the student must consider during the subject registration whether he / she has the prior knowledge necessary for the acquisition of the subject. In the case of bridging courses prescribed in the course of the credit recognition procedure for admission to a master’s programme, the student may enrollin a course requiring full class attendance; however, a

full-time student may also enrollin the prescribed course in the part-time (correspondence) mode of study.

(5) Pre-requisites must be given on a professional basis, based on the interrelation of the subject syllabi, in order to facilitate the effective acquisition of the required knowledge.

(6) [491]A maximum of three other subjects, or one group of subjects (module) covering several subjects for the purpose of the training with a credit value not exceeding 15 credits, may be assigned to a given subject as a pre-study requirement. In Master's programmes, the subject prerequisites do not apply. For some subjects specified in the curriculum, the simultaneous registration of other subjects may be specified as a requirement.[492]

(7) [493]If the student completes the given subject without fulfilling the relevant prerequisite(s), the subject completion is invalid. In case of a partial prerequisite, the prerequisite subject must be completed at the latest in the same academic term (semester) as the subject based on it but before the completion of the subject based on it. In case of a full prerequisite, the prerequisite subject cannot be fulfilled in the same academic term (semester) as the subject based on it.

6. Reduced Timetable

Section 37 (37. §)

(1) [494,495,496,497]The reduced timetable can be requested in in consecutive semesters according to point (26a) of Section 2.

(2) [498]The reasons for granting an individual study schedule can be if the student

a) [499,500]has outstanding academic results, proven theoretical / practical performance;

b) has achievements in students' scholarly and / or artistic circles;

c) carries out outstanding public activities;

d) has been invited to participate in partial studies or scholarship abroad;

e) participates in internships abroad, dual or cooperative training;

f) [501]gives birth to a child or the student's spouse gives birth to a child, takes care of a close relative who lives with is a disability or is a long-term patient;

g) [502]has a social, employment or health reason requiring special recognition or is registered as a student with disability;

h) is an outstanding national and / or international athlete;

i) [503]has a scheduling clash (only for students beyond the duration of the programme or in case of subjects of an undergraduate programme which are required for a master's programme by credit recognition procedure);

j) [504]also studies / intends to study within the framework of parallel training at another higher education institution or at the University;

k) has a disability and is prevented from attending regular classes because of his / her disability, provided that his / her request is supported by the campus Equal Opportunity Coordinator;

l) [505]student is taking part in Future Leaders program of the University;

m) [506]the student is raising a child who has not yet reached fourteen years of age;

n) [507, 508] if the student, enrolled in the full-time mode of study, is completing a professional internship of six weeks or longer during the semester and wishes to

enrollin a compulsory, compulsory elective (K), or elective (B) subject from a previous semester that has not yet been completed alongside the internship;

o) [509]if the student performs duties as a demonstrator.

(3) [510]The request for the individual study schedule must be submitted to the TKB in NEPTUN System during the subject registration period of the given semester, indicating the reason for the request and the requested benefits. In case of not meeting the deadline, the request may be submitted with the payment of the special procedure fee specified in the SFB until the end of the week following the subject registration period.

(4) [511]The request must include the student's reasons, the requested benefits, and the necessary certificates must be attached.

(5) [512,513,514]In particularly justified and reasonable cases, the student whose own or close relative's health or living conditions have deteriorated suddenly and thus he / she would not be able to complete his / her semester without a reduced study schedule may apply for a preferential study schedule until the end of the study period. The request must contain the information specified in paragraph (4).

(6) [515,516]If the student requests the individual study schedule on the grounds set out in section (2) a), b) or d), it can be allowed only if he / she has 27 completed credits with at least a satisfactory (3.0) grade point average. The detailed rules of the application procedure are contained in Section 39.

(7) [517,518,519,520]The Campus Director General shall decide on the permission and conditions of the individual study schedule after seeking the opinion of the subject teachers and the TKB. The Campus Director General's decision-making power may be delegated to the Campus Deputy Director General for Education. The Campus Registrar's Office is obliged to record the decision on permitting / refusing the reduced timetable in NEPTUN System. Furthermore, if the request is approved, the student is following a reduced timetable that shall be recorded in the NEPTUN System for the enrolled course. The student must be notified of the decision via NEPTUN System.

(8) Under the reduced timetabele, the student may be granted the following benefits:

a) [521]partial or total exemption from theoretical or practical lessons,

b) the requirements set out in the curriculum can be fulfilled at a different time or with a different content from what is specified in the curriculum of a study programme.

(9) [522]A student pursuing studies under an individual study schedule must also meet the content (theoretical and practical) requirements prescribed in the curriculum for all subjects.

(10) -[523]

(11) [524,525]If a reduced timetable request is approved, the student is obliged, within five working day of the decision, to contact the lecturer(s) of the course in e-mail to agree in detail on the fulfilment of the course requirements and their deadlines. If the student fails to fulfil this obligation and, as a result, is unable to meet certain course requirements, they shall bear any resulting adverse legal or academic consequences.

7. Recognition of previous studies, acceptance of substitute subjects, credit recognition, rules of recognition of work experience

Section 38 (38. §)

(1) [526,527,528]A student may apply for the recognition of previously completed subject(s) at the time of registration or, after registering to complete an active semester, by the end of the week following the subject registration period of the semester in question. A subject

completed in another programme (degree programme), at another higher education institution, or under a cooperation agreement between the University and a vocational training institution may be recognised, provided that it serves the educational objectives of the degree programme concerned. The decision on recognition is made by the TKB of the institute responsible for the programme, taking the subject teacher's proposal into account. A simplified procedure can be applied if the subject recognition is requested from higher educational vocational training to an undergraduate programme in the same field of training, or in the case of the specialist module of certain postgraduate teacher training programmes within the field of teacher education, or in case of changing the work schedules or if the student has re-applied for admission to the same degree programme and requests the recognition of subjects previously completed in the degree programme. A simplified subject recognition procedure may also be conducted where, pursuant to a cooperation agreement concluded between the University and a vocational training institution, the student has acquired knowledge in accordance with a training programme developed by the University, as certified by a document issued by the higher education institution.

(2) [529,530,531]The request shall be submitted electronically via NEPTUN System with the payment of the subject acceptance fee specified in the Annex 1 of the SFB. The cases in which exemption from the fee for the subject recognition procedure is granted are set out in Annex 1 to the HJT. Notwithstanding the exemptions specified in Annex 1 to the HJT, the fee for the subject recognition procedure must be paid if the student requests recognition of a subject as a freely elective (C) subject, but the subject is classified as compulsory (A), compulsory elective (K), or elective (B) under the recommended curriculum of the student's degree programme. During the subject recognition procedure, the student must submit the following documents with his / her request: a verified syllabus / requirements of the subject (except for students who studied at the University or at its predecessor institutions), and a copy of his / her transcript of records /degre supplement/ registry sheet / credit verification.

(3) [532,533,534]Previously completed credits shall be recognised on the basis of studies at any University, irrespective of the University and the level of education at which the student obtained them. Recognition based on the verified subject syllabus / requirements is done exclusively by comparing the underlying knowledge and competences (knowledge, proficiencies, skills and competencies) on which the credit is based. Irrespective of the grade obtained, a credit shall be recognized if the compared knowledge is at least 75% consistent. If the compared knowledge does not reach at least seventy-five percent, the TKB shall decide on the approval or rejection of the request based on the acquired knowledge, proficiencies, skills and competencies, exercising individual discretion. Previously acquired knowledge may not be accepted if the technological, IT, or legal-regulatory environment relevant to the knowledge requested for recognition has changed significantly since its acquisition.

(4) [535,536,537,538] For the recognition of requirements fulfilled on the basis of work experience, the Credit Transfer Committee (TKB) must verify that the student has acquired the relevant knowledge on the basis of an employer's certificate, a job description and a written report of 2–5 pages submitted by the student. In the case of agricultural small-scale producer activities, instead of an employer's certificate and a job description, a certificate downloadable from the NÉBIH Small-Scale Producer Search website and retrievable from the Register of Small-Scale Producers and Family Farms (hereinafter: the ŐCSI Register) must be submitted. In the case of business activities, an official certificate issued by the National Tax and Customs Administration (hereinafter: NAV) must be submitted. The formal and substantive requirements for the report are set out in Appendix 9. In the case of theoretical and practical subjects requiring practical experience, each application shall be assessed individually on the basis of an examination of the employment documents issued

by the employer of the person concerned. In order to ensure the proper assessment of the professional content of the work experience and the competencies acquired, the TKB may also conduct a personal interview, which must be documented in minutes. Work experience may be recognised as professional practice prescribed by the training and outcome requirements and the recommended curriculum only if the professional experience required for recognition has already been acquired by the semester in which the professional practice is scheduled according to the recommended curriculum. Work experience may be recognised as professional practice exclusively on the basis of experience acquired in an employment relationship, public service employment relationship, civil service relationship, service relationship or other legal relationship aimed at performing work, provided that the student is employed in a workplace and position corresponding to their professional qualification. Work experience cannot be recognised on the basis of an employee's employment record booklet. Activities carried out as an agricultural small-scale producer or sole proprietor may be recognised exclusively as a substitute for professional practice. Recognition of work experience, including professional practice, may be requested in any semester. In other cases, the student may complete the professional practice at their workplace, provided that all other requirements for completing the professional practice are met. Work experience may be recognised in lieu of a compulsory (A), compulsory elective (K) or elective (B) subject, or as freely elective credits, provided that the knowledge acquired through non-formal and informal learning is directly related to the degree programme. A subject or professional practice recognised on the basis of work experience shall in all cases be awarded the highest grade (5 – excellent). When assessing the application, the TKB may seek the opinion of the programme director. The number of credits that may be recognised on the basis of work experience shall not exceed 60 credits per degree programme. The application must be accompanied by an employer's certificate, a certified copy of the job description—or, in the case of agricultural small-scale producer activities, a certificate from the ŐCSI Register, and, in the case of business activities, an official certificate issued by the NAV—and the student's written report of 2–5 pages describing how their work experience contributed to the acquisition of knowledge and competencies. Any other documents that may be used in assessing the application for recognition must also be attached.

(5) [539] The knowledge acquired through non-formal, informal learning, as well as the knowledge gained through education leading to a professional qualification or vocational expertise, can be recognized as meeting academic requirements. The inclusion of this knowledge follows the guidelines outlined in sections (1)-(3), with the difference that the acquired knowledge can be verified by the student through available supporting documents or micro-certifications. Additionally, the acquired knowledge must be summarized in a written report of 2-5 pages, based on which TKB can verify the mastery of the knowledge.

(6) [540]The student is obliged to complete at least one third of the credit value of the study programme at the University in same programme (major) in order to obtain the pre-degree certificate (absolutorium) - even if his / her previous studies, other previous studies, or previously acquired knowledge have been recognized as credit value by the University. Studies completed in the same programme at the predecessor institution shall be considered as if they were completed at the University.

(6a) [541]The requirement set out in paragraph (6), concerning the acquisition of at least one-third of the programme's credits at the University in the given programme, shall not apply in:

a) PhD programme

b) a joint programme implemented within the framework of programmes funded by the European Union, the Visegrad Fund, or the Central European Higher Education Exchange Programme;

c) a student transferred to a programme in the same field of study under an agreement pursuant to Section 23 (1) of the National Higher Education Act (Nftv.);

d) a student previously admitted to the same programme;

e) in the case of a student who is a refugee, protected person, asylum seeker, or beneficiary of temporary protection.

(7) [542,543,544]If credits obtained in a higher education vocational programme (completed subjects) are recognized in an undergraduate study programme that belongs to the same field of education and training, the number of acceptable credits can be minimum thirty and maximum ninety. Students can also request the acceptance of subjects completed in higher education vocational training by submitting a declaration at the time of enrollment for the undergraduate degree programme. The request shall be assessed in accordance with Section 1 by the director of the institute responsible for the programme.

(7a) [545]In the case of admission to a bachelor's programme taught with a qualification in kindergarten education, the recognition of 120 credits from the kindergarten teacher training programme is effected through admission and enrollment.

(8) [546,547]Following the decision, the Campus Registrar's Office will record the accepted subjects in NEPTUN System (record the decision in official entries and record the fact of acceptance by subjects). The result of the recognised course shall be recorded for the semester in which the request was submitted.

[548]7.1. Procedure for recognition

Section 38/A (38/A. §)

(1) Prior recognition of courses ensures that the knowledge and credits acquired by the student during studies abroad are credited towards their studies at the University.

(2) [549]Knowledge and credits acquired during studies at a foreign higher education institution shall be fully recognised towards the student's academic requirements if they are included as credits to be completed in the study agreement (Learning Agreement) concluded prior to the mobility. In such cases, the assessment of credit equivalence must be conducted by the TKB before the commencement of the studies abroad or before the finalisation of the relevant study agreement (prior course recognition).

(3) For the purpose of prior course recognition, the student is obliged to obtain information about the courses offered by the foreign partner institution and their credit values, as well as the extent to which these courses correspond to the requirements of the domestic study programme.

(4) [550]The student may submit a request for the prior course recognition procedure to the TKB through the NEPTUN System. Submission of a prior course recognition request is mandatory for scholarship-supported study abroad programmes organised by the University. Requests must be submitted separately for each course to be recognised. The course syllabus, description, and outline of the courses to be completed abroad must be attached to the request. Requests may be submitted from mid-November to mid-March for spring semester mobility, and from mid-April to mid-October for autumn semester mobility. During the procedure, the TKB may request the opinion of the course coordinator.

(5) [551]For the purpose of conducting the procedure, the student shall compile a list of the courses to be completed abroad that are equivalent in credits to those required for their studies at the University. The courses must be selected based on their content.

(6) [552]The TKB shall examine the content and credit value of the courses to be completed at the foreign higher education institution to determine whether they meet the requirements

of the model curriculum. Credits earned by the student abroad shall be recognised in accordance with the credit transfer (course recognition) rules. The TKB shall compare the foreign courses with the corresponding domestic courses and verify whether the course content and acquired competencies align with the model curriculum. If necessary, the student must refine the list of selected courses or submit additional documentation; the TKB may request the student to provide such supplementary information.

(7) [553]If the TKB approves the courses, the student shall receive confirmation of the prior course recognition. The approved courses must be included in the Learning Agreement.

(8) The student shall prepare the Learning Agreement document, which includes the courses planned abroad and their associated credits. The document must indicate the corresponding domestic courses that, based on the TKB's decision, can be substituted with the courses to be completed abroad.

(9) [554]During their studies abroad, the student shall complete the courses recorded in the Learning Agreement. The student is obliged to maintain continuous contact with the TKB and must report any changes as necessary.

(10) [555]After the student's studies abroad, the Centre for International Strategy and Coordination shall review the documents issued by the foreign institution (transcript). Completed courses and credits shall be automatically recognised if they correspond to the previously approved Learning Agreement. The transcript, approved and signed by the international coordinator, must be submitted by the student to their study administrator by 15 February following the autumn semester or by 15 July following the spring semester. The study administrator shall ensure that the completed courses are recorded in NEPTUN System for recognition.

(11) [556]If any changes occur during the student's studies abroad (e.g., a course could not be attended), the student is obliged to report this fact to the University through the TKB and the Centre for International Strategy and Coordination. For the new course, after its completion, the student must initiate the regular course recognition procedure. The TKB shall review the deviations and decide on the recognition of the credits.

8. Procedure for requests[557]

8.1. Submission of requests

Section 39 (39. §)

(1) Study-related requests (hereinafter referred to as "request") can be submitted

a) only in NEPTUN System;

b) -[558]

c) on paper, depending on the case type;

d) [559]via email message.

(2) [560]If the request is not submitted on the appropriate request template - if a template exists for the given type of case – it shall be rejected due to a formal error. In all cases, the request must be evaluated on its content, the incorrect statement of reasons in itself cannot lead to rejection. The request will be rejected if it has been submitted incompletely by the student and there is no possibility to remedy the deficiencies, or if the student has not rectified the deficiencies until the prescribed deadline.

(3) -[561]

(4) -[562]

(5) [563]Requests that shall be submitted only in NEPTUN System at the University:

a) request for late change to active status;

b) request for late change to passive status;

c) request for extraordinary change to passive status;

d) request for late subject registration;

e) request for late cancellation of subject registration;

f)

g) [564]

h) request for a statement of objections;

i) request for a course announcement (courses of phased out curricula);

j) request for an extension of the exam period (exam outside the exam period);

k) request for changing to dual training;

l) request for quitting dual training;

m) request for the change of specialization (specialization, specialist training, industry technology, module, content area);

n) request for the change of the topic and / or the supervisor of dissertation / thesis / diploma thesis / portfolio;

o) a request for reclassification;

p) request for a certificate (certificate of student status, credit certificate, extract from registry sheet);

q) [565]

r) [566,567]request for reduced timetable

s) [568,569] subject recognition request and its subtypes (subject recognition request as a compulsory (A), compulsory elective (K) or elective (B) subject included in the recommended curriculum; subject recognition request as an optional (C) subject);

t) [570]request for work experience recognition;

u) [571]equity request;

v) [572,573]request for change of study programme (major, work order, place of training);

w) [574]request for allowing more than two consecutive semesters of passive semesters;

x) request for registration of more than 45 credits;

y) request for late registration of optional subject;

z) request for late de-registration of optional subject;

aa) request for registration of extracurricular subject;

bb) request for late selection of specialisation;

cc) request for late selection of thesis/final thesis/portfolio topic;

dd) request for belated final exam registration;

ee) request for completion of mid-term test in exam period;

ff) a request for the fourth or subsequent enrollment in a course at the Georgikon Campus, as well as at the Károly Róbert Campus and Kaposvár Campus for students who commenced their studies prior to the 2020/21 academic year;

gg) Request for belated registration of Thesis writing related subject for students registered for final exam;

hh) Request for belated registration of professional practice related subject for students registered for final exam;

ii) Request for changing course of a subject;

jj) Request for accepting scientific student conference (TDK) paper as thesis;

kk) Request for permission to write thesis in English;

ll) Request for registration of a student with a disability;

mm) Request for disability benefits.

(6) -[575]

a) -[576]

b) -[577]

c) -[578]

d) -[579]

e) -[580]

f) -[581]

g) -[582]

h) -[583]

i) -[584]

(7) Request than can be submitted on paper:

a) request for guest student status;

b) request for partial studies;

c) -[585]

d) application for transfer (from another University);

e) -[586]

f) [587,588]termination of student status (it can be filled out in NEPTUN but must be presented on paper;

g) [589]simplified subject recognition request;

h) [590]Thesis confidentiality request.

i) [591] request for for a remedial and make-up course in the case of a programme delivered in intensive block format.

(7a) [592]request via e-mail message:

a) request for appeal.

(8) [593 , 594 , 595] The period for request submissions, and the administrators (person or organization), the commenting and deciding persons / organizations related to the requests are set out in Appendix 4. After the consultation with the University Educational Committee, the Educational Directorate makes a proposal to the Vice-Rector for Education to amend, clarify and supplement the Appendix 4, which is approved by the Vice-Rector for Education.

8.2. Submission deadline of requests

Section 40 (40. §)

(1) [596]Students can submit requests separately - on the basis of the information published on the homepage of NEPTUN System and on the website of the Educational Directorate - within a predetermined request submission period, in the way specified in Section 39 (5) - (7) and Aappendix 4, together with the necessary documents.

8.3. Participants in the procedure

Section 41 (41. §)

(1) [597, 598]The administrator of the request is the appointed administrator of the Campus Registrar's Office or a person / organization designated as the administrator for the given type of request.

(2) [599]Reviewer: the person designated according to Appendix 4 or the persons who are required to give an opinion on the content of the request.

(3) [600, 601, 602]Decision-maker: the person (instructor or lead instructor) or organization designated according to Appendix 4 who is entitled and obliged to approve or reject the request, taking the opinions into account. The deciding person can be the Vice-Rector for Education, the Director of Institute, the Educational Vice-Director of Institute, the programme leader / programme coordinator, the Director of Education, the Head of the Education Department of the Educational Directorate or the Head of the Campus Registrar's Office.

(4) [603]It is the delegating person's (head of organizational unit) responsibility and authority to notify the Educational Directorate in writing of any changes in the persons of the reviewers and decision-makers within 8 working days of the change.

8.4. Decision-making

Section 42 (42. §)

(1) [604]Formulation of the decision: a precise description of the conditions under which the request is approved or refused, as recorded by the decision-maker in NEPTUN System or on the paper application, taking the opinion of the reviewer into account. The text of the decision will be included in the decision in unchanged form.

(2) Decision-making: the administrator of the request is responsible for creating a decision for the request submitted in NEPTUN System in cases specified in Appendix 4, creating an official entry, in case of paper-based requests preparing the decision and registering it in NEPTUN System as an official entry, in each case based on the wording by the decision-maker.

8.5. The process of administration

Section 43 (43. §)

(1) -[605]

(2) Requests received in NEPTUN System are automatically assigned to the administrator, reviewer and decision-maker in the NEPTUN System.

(3) [606,607]The reviewer shall record his / her opinion in NEPTUN System possibly within 5 working days from receiving the request, and then the decision-maker shall record his / her decision in NEPTUN System possibly within 5 working days from the recording of the

reviewer's opinion. The conditions recorded by the decision-maker and the reviewer must contain all relevant information for the decision-making process.

(3a) [608,609]In matters within the competence of the TKB — particularly, but not exclusively, in course recognition and work experience credit recognition cases — requests may be decided during a committee meeting. Based on the opinions of the TKB members, the decision shall be recorded in NEPTUN System by the chair of the TKB.

(4) Within 3 days of the decision being recorded, the administrator of the request generates a decision in NEPTUN System and forwards it to the student via NEPTUN System.

(5) The student's case must be dealt with no later than 30 days from receiving the request.

(6) [610]In the case of an application with incomplete data, the provisions of Section 81 shall apply. A decision, an order or any other document sent to the student in NEPTUN System is considered as an official notification.

(7) If the substantive decision on the case depends on the preliminary assessment of an issue in which the procedure falls within the competence of another body, or if the substantive decision on the case cannot be made without another decision of the same body competent in the student case that is closely related to the case in question, the body acting in the student case shall suspend the proceedings. Upon suspension of the proceedings, all time limits shall be interrupted and when suspension of the proceedings is lifted, they shall start again, except for the time limit for the administration of the case. All procedural acts taken during the period of suspension shall be null and void, except those intended to remove the reason for the suspension.

III. COMPLIANCE WITH MID-TERM STUDY REQUIREMENTS, PROVISIONS ON THE ASSESSMENT OF KNOWLEDGE

1. Description of requirements

Section 44 (44. §)

(1) Section 32 (1) - (5) contains the provisions related to the preparation of the institutional study guide. The institutional study guide must be published no later than the last working day before the beginning of the academic year (beginning of the autumn semester enrollment / registration period).

(2) [611,612]The provisions on the obligation to publish the university credit system and its rules, as well as the SZMR of the University, the SER and other important regulations affecting students, the training objectives of study programmes, the requirements, the curriculum regulations, and the extracts (summaries) of the programmes of the subjects offered by the institute are contained in Article 32 (8).

(3) [613, 614]In addition to the publication obligation pursuant to Section 32 (6), the subject teacher instructor is obliged to introduce the subject requirements to the students at the first lecture.

2. Participation in classes

Section 45 (45. §)

(1) [615,616,617]Lecture attendance is an integral part of the learning process but students cannot be required to attend lectures by administrative means. However, the examination also covers the material provided at the lectures. In full-time bachelor's programmes, higher education vocational programmes and undivided programmes, attendance at lectures is compulsory for subjects included in the first two semesters of the recommended curriculum, and attendance registers must be maintained for these lectures. In higher year

groups and in master's programmes, a positive attendance register may be maintained at lectures as an incentive. However, it may be used exclusively for the incentive purposes specified in the subject requirements and must not result in compulsory lecture attendance.

(2) [618]Participation and fulfilment of practical requirements in practices, seminars, laboratory practices, field practices (study visit, workshop) are mandatory. Attendance at practices shall be clearly controlled and recorded by the instructor (attendamce sheet must be maintained). In correspondence work schedules, attendance at consultation classes is not obligatory but the attendance at practices, seminars, field practices and laboratory practices are obligatory. If the subject classes include consultation classes, the student can participate in the consultation after prior registration.

(3) [619, 620]According to section (1), in bachelor's programs, higher education vocational programs, and undivided programs with a full-time schedule, during the first two semesters of the model curriculum, and as per the types of classes outlined in section (2), regardless of whether the absence is justified or unjustified, the permissible extent of absence from lectures is one-quarter of the total class hours of the subject rounded to the nearest whole number as per rounding rules, and for programs with evening schedules, it is one-third of the practical, seminar, field practice, and laboratory class hours. If the extent of absence exceeds this limit, the subject teacher of the subject reserves the right to deny the signature for the semester. The subject's requirement framework cannot establish a different absence ratio from that stated in this section.

(3a) [621]For students participating in the University's Future Leaders Programme, the absence limit specified in section (3) shall not apply, to ensure compliance with the minimum participation rate of 80% required by the programme. Students participating in the Future Leaders Programme must notify the subject teacher of their participation in the programme at the beginning of the semester.

(3b) [622]In programmes delivered in block format, the permitted extent of absence shall be the same as that specified in paragraphs (1), (2) and (3). However, in the event of force majeure circumstances beyond the student's control, the opportunity to make up for missed classes may be provided through a consultation, and the lecturer responsible for the subject may assign an individual task to the student for this purpose. In the case of make-up laboratory or field practice, the subject coordinator may require the student to pay a special procedural fee to cover the costs incurred (the fee item specified in Annex 1 to the HJT for the completion of any in-semester academic requirement after the deadline).

(4) [623]In case of students of Georgikon Campus who acquired student status before the academic year 2020/21, the provisions of section (3) shall be implemented with the exception that the end-of-semester signature may be refused only if the student's absence rate reaches 35% of the classes of the subject in a semester in full-time work schedule, and 50% of the consultation classes of the subject in correspondence work schedule. It is not considered as an absence if the student has participated in a compulsory university session (study visit, sports and study competition approved by the University, school practice, farm practice, university committee or council meeting) that is not fixed in the schedule.

(5) The arrangements for making up for workplace visits organized within the framework of practices, seminars, laboratory practices, field practices (study visit, workshop) shall be provided for in the subject requirements (program).

(6) The practice requirements for obtaining a practical grade may be:

a) a written or oral report on the tasks performed in practice, and / or

b) a task to be performed outside the practice and / or,

c) a classroom test and / or,

d) other requirements specified in the subject requirements (program).

(7) [624]The practice requirements shall be set out in the study program, and the conditions for their fulfilment and the procedure for examining knowledge shall be described and published as part of the subject requirements. Participation in practice classes (practical classes, seminars, laboratory practices, field practices (study visits, workshops)) in itself is not enough to obtain credits and complete the subject.

(8) [625]Recording audio and/or audiovisual material during sessions is prohibited, except for the following cases:

a) [626,627]In the case of a student with special needs, the student may record the session's content without permission but by informing the course instructor, in a manner justified by their disability. The fact of recording is communicated to the course students by the course instructor in accordance with the guidance of the campus equal opportunities coordinator, in a way that the identifying information of the requesting student for recording cannot be disclosed to other students.

b) Recording is done for a purpose that cannot be achieved through other means, and the recording is subject to prior and verifiable consent from the instructor and other attending students, in the case of practical sessions, seminars, laboratory classes, field practices (academic reviews, workshops).

(8a) [628]The recorded material, considering section (8), may only be used by the student for their own studying purposes and must not be shared with third parties, disclosed to the public, and after completion of their studies, the student is obligated to destroy the recordings.

(9) [629]With the consent of the students or based on the scheduling system used, considering the bell schedule set forth in Appendix 8, the lessons may be merged in whole or in part.

3. Forms and rules for examining and assessing knowledge

3.1. Evaluation and grading scales

Section 46 (46. §)

(1) [630]The evaluation for completion of the subject shall reflect the work done during the semester, the activity in the sessions (progress during the semester, completion of assignments, reports, classroom test results, etc.) and the performance determined according to the examination method of the subject as defined in the subject requirements (program).

(2) The evaluation of study progress shall be performed on a five-grade, three-grade, or two-grade scale by textual and numerical assessment. The scale used for the evaluation of study progress is related to the examination form of the subject, and only the evaluation scale(s) specified in the examination form can be used for a subject. Any deviation from the five-grade evaluation scale must be specified in the section on examination form of the model curriculum.

(3) The five-grade scale used at the University:

very good/excellent (5)

good (4)

satisfactory (3)

sufficient/pass (2)

fail (1).

(4) The three-grade scale used at the University:

excellent (5)

satisfactory (3)

fail (1).

(5) -[631]

(6) [632]For the fulfilment of mid-semester requirements and for subjects ending with end-of semester signature, only the following assessment expressed in words may be given:

signed

signature denied.

(7) [633,634]If the student has not completed the taken subject, except for the subject completed with a signature at the end of the semester, the entry "not completed" must be recorded in NEPTUN System within 5 working days after the last day of the examination period. The "not completed" entries are recorded in groups by the Educational Directorate.

(8) [635,636]The course assessment result referred to in points (3), (4) and (5) may be recorded in NEPTUN System only if the student has obtained the end-of-semester certification for the course in accordance with Section 47.

(9) [637,638]The assessment scale referred to in points (3), (4) and (5) may also be applied, as appropriate, in the context of in-semester assessments.

(10) [639]In assessing a student's academic progress, in the case of a student with a disability, the entry "Exempt from assessment" may also be recorded for a subject carrying zero credits. The entry "Exempt from assessment" shall be recorded by the Directorate of Education on the basis of the EDJB decision granting accommodations or exemptions, after the end-of-semester signature has been obtained and no later than the last day of the examination period.

3.2. Forms of subject assessment

3.2.1. Signature, end-of-semester signature[640,641]

Section 47 (47. §)

(1) [642,643]The end-of-semester signature is a recognition of the fulfilment of the study requirements of the given subject during the semester, and in case of a subject to be completed by another assessment method, it is one of the conditions for registering for the examination. The conditions for obtaining the signature must be defined in the study requirements for the subject by the subject teacher, including the conditions for rejecting it and for the repeated attempt to obtain it.

(2) [644]Classroom tests, reports or presentations can be carried out during seminars or lectures outside academic breaks. Deviations from this may be made at the request or with the consent of the students. Written mid-term examinations must be corrected within 5 working days, and the result shall be communicated to students.

(3) [645,646]A student who has not fulfilled his / her mid-term obligations of the subject prescribed in the subject requirements shall not receive the signature at the end of the semester. The subject teacher may provide an opportunity to make up for the requirements in the first week of the examination period, the latest. In particularly justified cases, upon the proposal of the course coordinator and with the consent of the Director of Education, make-up completion of an in-semester assessment or assignment specified in the course requirements may also be permitted during the remaining part of the examination period. If non-fulfilment of the obligation means (also) the failure to meet a deadline, the student must pay the service fee according to the SFB. The instructor must record whether the

end-of-semester signature was given or rejected in NEPTUN System by the end of the first week of the examination period at the latest. In the event of the make-up completion of an in-semester assessment held during the examination period, the entry of the end-of-semester certification may be amended during the examination period.

(4a) [647]In programmes delivered in block format, a student may be authorised to take an end-of-semester remedial and make-up course in only one of the subjects registered for the semester that belong to Block 1. An application for authorisation to take an end-of-semester remedial and make-up course may be submitted via NEPTUN TR during the first two weeks of the examination period for Block 1. The remedial and make-up course may be authorised if the student has fulfilled the attendance requirements but has not obtained the end-of-semester signature based on the results of the in-semester assessments, or if the student was unable to fulfil the attendance requirements due to force majeure circumstances. Make-up laboratory or field practice may be authorised only if it is technically feasible and does not impose an unreasonably significant burden on the institute responsible for the subject. The end-of-semester remedial and make-up course shall be conducted in the form of consultations, with a duration corresponding to the number of contact hours prescribed for part-time programmes. If the student's application is approved, the campus Registrar's Office shall register the student for the course. The student may complete the end-of-semester remedial and make-up course during the teaching period of Block 2 of the semester.

(4) In case of copyright infringement of written papers, the competent instructor is obliged to initiate disciplinary procedure against the student.

(5) [648,649,650]If more than 75% of the students have failed a classroom test (not a retake or correction test), the matter shall be investigated by the director of the institute responsible for the subject, or, if the director of the institute is involved in the case, by the campus Deputy Director-General of Education concerned, at the request of the campus Student Union.

(6) [651],[652]A student may request for a one-time, subsequent fulfilment of a given study obligation due to childbirth, permanent illness or circumstances beyond his / her own fault from the campus deputy director-general of education of the competent campus. If the campus deputy director-general of education grants the permission, requesting the opinion of the TKB and / or the subject teacher, the head of the relevant institute and the subject teacher shall also be notified about it.

(7) [653]The request pursuant to section (6), together with the necessary supporting documents, shall be submitted in the specific request form in the NEPTUN System by the last day of the study period or, in case of an obstacle for a verifiable reason, immediately after the obstacle has ceased but no later than the end of the examination period.

3.2.2. Qualified signature

Section 48 (48. §)

(1) -[654]

(2) -[655]

(3) -[656]

3.2.3. Report

Section 49 (49. §)

(1) The model curriculum may prescribe a report if the assessment of the knowledge acquired within the framework of the subject is based on the tasks performed by the students individually or in groups. The student must meet the requirements of the subject assessed to be with the report typically during the study period. In particularly justified cases, the subject requirements (subject program) may require that the requirements be met by the end of the examination period.

(2) [657]The subject ending with a report shall be evaluated on a five- or three--grade scale. The grading scale shall be provided for in the model curriculum. The name of the report assessment method depending on the grading scale:

report (five-grade)

report (three-grade).

(3) [658,659]In case of a report, its end-of-term signature must be obtained by the end of the last week of the study period and its grade by the end of the first week of the examination period, but in particularly justified cases the grade must be obtained by the end of the examination period according to the subject requirements (subject program) and Section 47/3. The report cannot be corrected by an exam.

(4) -[660]

3.2.4. Mid-term grade

Section 50 (50. §)

(1) -[661]

(2) -[662]

(3) -[663]

(4) -[664]

3.2.5. Continuous assessment

Section 51 (51. §)

(1) -[665]

(2) -[666]

(3) -[667]

(4) -[668]

3.2.6. Practical grade

Section 52 (52. §)

(1) [669,670]A practical grade (practical assessment) may be prescribed in the model curriculum if the practical application of the subject and the assessment of application skills is possible and necessary for the training objective. The student must meet the requirements of the subject to be assessed with a practical grade primarily during the study period, but no later than by the end of the second week of the examination period. The subject ending with a practical grade is evaluated on a five- or three-grade scale. The grading scale is provided

in the model curriculum. Unless otherwise specified in the model curriculum, the subject shall be assessed on a five-grade scale. If the student fulfils the in-semester requirements of a course concluded with a practical grade but does not fulfil the requirements for the practical grade, the end-of-semester certification shall be granted and the course shall be assessed as fail (1).

(2) [671,672,673]In case of a practical grade, the end-of-semester signature must be obtained by the end of the first week of the examination period, and the practical grade must be obtained by the end of the second week of the examination period. The practical grade can be corrected with an exam. If a student enrols in an examination course for a course concluded with a practical grade, the opportunity and the conditions for obtaining the practical grade must be ensured for the student within the exam period.

(3) [674]

3.2.7. Three-level grading

Section 53 (53. §)

(1) -[675]

(2) -[676]

(3) -[677]

(4) -[678]

3.2.8. Exam (colloquium)

Section 54 (54. §)

(1) An exam is the examination on the material of a subject, usually covering one semester. The exam is evaluated with a five-level grading scale.

(2) The type of exams (colloquium) can be

a) an oral exam;

b) a written exam;

c) a combined exam, where the examination consists of an oral part and a written part.

(3) The assessment of the subject ending with an exam can be of two types:

a) the subject assessment is based on the combination of mid-term performance and exam performance;

b) the subject is assessed solely on the basis of exam performance.

(4) [679]The type of exam pursuant to section (2), the method of assessment pursuant to section (3), as well as the type of retake exam and repeated retake exam except for the comprehensive exam, if different from the type of first exam, shall be specified in the subject requirements system (syllabus). Deviations from the type of exam for the first exam are only allowed for students with special needs. If the personal conduct of an exam or mid-term assessments for a course becomes impossible due to regulations issued after the beginning of the academic term, rectorial instructions, or other directives, during the distance learning period, in the case of closed electronic exams, the responsible instructor of the subject is entitled to define the type of exam as specified in section (2) and the evaluation method as specified in section (3), in a manner different from what is stipulated in the requirement framework, and to modify the requirement framework accordingly.

(5) Based on the decision of the instructor, the written part of the combined exams can also be completed with written tests or home assignments during the study period. If the written part of the combined exam compulsorily consists of tests written during the study period, the number of them shall not exceed 4 and their date must be announced in the first class of the study period and published in the subject requirements (syllabus).

(6) [680]Both parts of the combined exams must be completed on the same day. The overall result of a combined exam is considered fail (1) if any of the exam components is fail (1).

(7) The result of the written part(s) of the combined exam completed during the study period must be corrected within one week of writing, the result of the written exam completed during the examination period must be corrected no later than 3 working days after the exam and recorded in NEPTUN System. In case of a combined exam, the parts of the exam that can only be completed during the examination period must be organized for one day.

(8) The result of an exam that has a written part and is completed during the examination period must be corrected within 3 working days from the exam and the result must be recorded in NEPTUN System.

(9) [681]Students must appear at examinations in attire appropriate to the occasion.

3.2.9. Comprehensive exam, complex exam

Section 55 (55. §)

(1) [682]The comprehensive exam is a method of examination pursuant to Section 2 (70). A comprehensive exam can also be organized as the part of the final examination.

(2) A special form of the comprehensive exam is the complex exam organized as part of the final examination, which examines the complex acquisition and application of the knowledge of the study programme. According to the provisions of the model curriculum, the complex exam organized as part of the final examination may be organized and completed in an earlier semester, after the completion of the subjects forming part of the complex exam. If the student intends to take the complex exam in an earlier semester, he / she must take the subject for the complex exam.

(3) A comprehensive exam shall only be oral or combined. In case of a combined exam, the written and oral parts shall be scheduled only for the same examination day.

(4) The comprehensive exam requirements shall be published by the beginning of the subject registration period and shall not be changed during the given academic term.

(5) [683]The oral part of the comprehensive exam shall be taken before a committee of at least two members. At least one member of the committee shall be a university / college professor or associate professor.

(6) [684]If the committee has two members, the examination shall be suspended in the event of the temporary absence of a committee member. In the absence of a member of the examination committee, the examination shall not be held. For students who have registered for the postponed exam due to this, the NEPTUN System should record an entry as "absent with valid reason," and they should be allowed to register for future exam dates.

(7) [685,686,687]A comprehensive exam shall be documented in the form of records. The instructor of the subject or a member of the examination committee can take the exam records document in the campus Registrar’s Office the day before the exam and they must return it to the same place no later than 3 working days after the given exam. The exam records document can also be printed from NEPTUN System. The final examination minutes shall be handled and retained in accordance with the provisions of the Records Management Regulations.

3.3. Offered grades

Section 56 (56. §)

(1) [688,689]The possibility and conditions of an offered grade must be communicated to the students in advance at the beginning of the semester in the subject requirements. Offered grades may be awarded until the end of the examination period.

(2) [690]The student must accept or reject the offered evaluation (grade) in NEPTUN System by the end of the examination period, otherwise the subject is assessed as not completed.

(3) [691]The student is not obliged to accept the offered evaluation (grade); in case of rejection of the offered grade the student must complete the subject with the examination method specified in the model curriculum and in the assessment, system specified in the subject requirements. In the case of an offered grade, the student may not register for the examination until they have rejected the offered grade. If the offered grade is accepted, the course is considered completed, and the student may not register for any further assessments in that course.

(4) [692,693]If the student registered for the examination before receiving the offered grade, the Educational Directorate's NEPTUN and Education Organization Department shall, upon entry of the provisional grade, automatically cancel the examination registration one working day before the start of the exam.

4. Exam period

4.1. Rules of organizing exams, order of exams

4.1.1. Exam dates, exam organization

Section 57 (57. §)

(1) [694,695]Examinations shall be conducted by the instructor in charge of the subject or by the instructor(s) who are appointed by the Director of the Institute responsible for teaching the subject. Practical examinations can be conducted by a doctoral student.

(2) Registration for an exam is only possible in NEPTUN System. No exam can be organized outside of NEPTUN System. A minimum and maximum number of examinees per day can be set by the examiner.

(3) [696]The University shall publish in NEPTUN System at least two weeks before the end of the study period

a) [697,698]the dates and place of each exam (minimum 3 exam dates);

b) the names of the examiners involved in the examination;

c) [699]the time and method of registration and the maximum number of examinees.

d) -[700]

e) -[701]

(4) [702,703,704]An exam may be oral, written, practical or online (written (online), oral (online)). The date of the written (and comprehensive written) exams is set by the instructor of the subject, taking the opinions of the students into account. At least three opportunities must be provided for an exam/ comprehensive exam during the exam period, ensuring that one and a half times the total number of students taking the subject can register for each examination opportunity. Examination dates must be scheduled at proportionate intervals throughout the examination period. In the case of block-based teaching, examinations should, where possible, be scheduled on the same day of the week as the subject is

scheduled in the timetable. If there is no time overlap between the exam period for students taking final examination and that of for students not taking final examination, the number of exam opportunities specified in this section shall be provided separately in both exam periods.

(5) [705,706]The date of oral exams shall be determined by the subject teacher instructor, taking the opinions of the students into account. During the exam period, the exam dates shall be announced proportionately.

(5a) [707]In programmes delivered in block format, examination dates must be scheduled during the examination period of the block in which the subject was taught. If not all students who obtained the end-of-semester signature for a subject taught in Block 1 have successfully completed the subject, at least one examination opportunity must also be scheduled during the examination period of Block 2.

(6) [708,709]In case of disputes between students and the subject teacher regarding exam dates, students may apply directly to the competent director of the institute responsible for the subject (educational vice-director of the institute in charge), or if the director of the institute (educational vice-director) is involved, they can approach the Vice-Rector for Education. The Vice-Rector for Education will make a binding decision that applies to both students and the subject teacher.

(7) [710]The institute or the examiner may set the time of the exam within the day of the exam for groups or for individuals. Unless otherwise specified, the exam shall be held for all examinees registered in NEPTUN System for that day from 8 a.m. to 4 p.m. The exam can be organized from 8 a.m. to 8 p.m.

(8) [711,712,713]The examiner or, in case of a committee examination, the chair of the exam board shall be responsible for holding the exams announced in NEPTUN System. The competent institute or, in case of a committee examination, the chair is obliged to arrange making up for the missed exam dates due to the absence of the instructor. Missed exam dates shall not have adverse consequences for students. If this is not the case, students can turn to the territorially competent director or vice-director of the institute with their complaints.

(9) [714]An exam can be taken during the exam period of the given semester. At the student's request, in exceptional cases (especially in case of childbirth, long-term illness, hospital treatment, studies abroad organized by the University), the exam can be taken outside the exam period, and the Director of Educational Directorate may permit an exam date outside the examination period:

a) after the exam period of the autumn semester, at the latest by the 7th week of the study period of the following semester;

b) during the exam period of the spring semester, no later than before the beginning of the study period of the following semester by 20 July.

(9a) Any legal consequences arising from an exam outside the exam period shall be borne by the student.

(10) In the case specified in section (9), the request can be submitted together with the necessary certificate electronically in NEPTUN System, within 3 working days following the last day of the exam period.

(11) [715,716] With the exception of only examination courses, an exam may be allowed in the study period if the subject requirements prescribed for the study period are met and it was taken as an exam course. The request for an exam during the study period shall be approved by the Director of the Educational Directorate 5 working days before the scheduled exam date at the latest, on the proposal of the Director of the Institute responsible for the subject.

(12) [717]If an exam date is allowed outside the exam period, it is necessary to set an individual exam registration period in NEPTUN System in addition to announcing the exam date. Examinations scheduled during the study period as part of an examination course do not replace the examination opportunities that must be offered during the examination period.

(13) Students intending to take their final examination may take their exams during the exam period specified for students intending to take their final examination in the schedule of the academic year. If a student intending to take the final examination does not meet the conditions for the pre-degree certificate by the last day of the exam period for students taking final examination, he / she may also take an exam during the exam period for students not taking final examination.

(14) A student can register for one exam day for one subject at a time. Absence from the exam shall not influence the assessment of the student's knowledge. If the student did not show up for the exam, his / her knowledge cannot be assessed, however, the costs incurred have to be paid by the student if he / she does not justify his / her absence (absence fee). The amount of absence fee is regulated by the SFB.

(15) [718]The deadline for registering and cancelling registration for an exam is at 12:00 (noon) the day before the exam, and the exam registration and cancellation of registration shall be done in NEPTUN System.

(16) [719,720]Conducting exams within the University's official premises, in the case of non-personal presence examination, can take place on the University-operated or used closed electronic educational platform. Taking personal presence exams outside the University's official premises requires the approval of the Director of the Institute overseeing the subject or the educational vice-director of the institute.

(17) [721]In part-time programmes—where part-time instruction takes place on Friday afternoons and Saturdays—at least one examination session must be scheduled between 10:00 and 18:00 on Saturday, in accordance with the provisions of section (4).

4.1.2. Conducting exams

Section 58 (58. §)

(1) [722,723]A student shall participate in the exam only if he / she proves his / her identity with a valid document proving identity (identity card, new type of driving license, passport or student card). At the same time as presenting the identification supporting document or the student card, the candidate must sign the examination attendance sheet, which the examiner will attach to the examination sheet after the examination. The student's NEPTUN code must not appear on the attendance sheet, and the student's name is the only means of identification on the attendance sheet.

(2) [724,725]The subject teacher instructor is obliged to provide information on the aids that can be used in the exam in the subject requirements. Cell phones should be turned off in the exam room. Unless stated otherwise, audio and video recording or playing devices are not allowed to be used (e.g. MP3, MP4 player, dictaphone).

(3) During the exams, it is of the utmost importance that no citizen of the University shall offend the self-esteem and natural human sensibilities of others. The examiner or the chair of the examination board shall be responsible for the smooth running of exams and for a calm atmosphere.

(4) [726,727]The exam shall be considered to have started with the delivery of the exam question in case of an oral examination, or with the distribution of the exam paper or the projection of the exam questions in case of a written exam, after which the student's performance shall be evaluated with a grade. In the case of an oral examination, where justified by the number

of students taking the examination, previously drawn examination questions must be returned to the pool to ensure that each student can draw from at least 50% of the available questions. At the request of the student, the examining instructor may not lower the result of the examination to a fail (1) mark. In the case of an oral examination, if a student demonstrates an insufficient level of knowledge, the opportunity to draw an additional examination question may be provided, provided that this option is specified in the subject requirements. However, if the student draws an additional question, the highest grade that may be awarded is satisfactory (3). If the subject requirements do not provide for the option of drawing an additional examination question, this shall, as a general rule, not be permitted during the examination.

(5) The examiner is entitled and obliged to interrupt the student's examination and to evaluate the student's exam with grade 'fail' if he / she detects the use of unauthorised aid(s) or the cooperation with another person.

(6) [728,729,730]For oral examinations, students are advised to bring a printed copy of the document entitled "Certificate of Examination Result" (hereinafter referred to as the "Examination Certificate"), downloaded from NEPTUN System. The examiner will record the grades for the oral exam on the Examination Certificate and the exam sheet printed from NEPTUN System, and sign both the course completion and the exam sheet. The student acknowledges the grade by signing the exam sheet.

(7) [731]Oral exams, including final examinations, shall be public for the University's teaching staff and students within the limits set by the venue. The publicity of oral exams may be restricted at the request of the examinee. Examinations should preferably be organised in a way that there are at least 2 students in the room at any one time during the oral exam.

(8) [732]In an oral exam, the examinee must be given sufficient time to prepare before answering. This may be waived only at the candidate's request and only in the case of an examination conducted through a closed electronic system.

(9) The duration of written exams shall be determined by the examiner, taking the time required to answer the questions asked into account.

(10) [733]In case of a written exam, the Director of the Institute responsible for the subject may, in writing, delegate the supervision of the exam to a non-teaching staff member or doctoral student who is responsible for the proper conduct of the exam.

(11) [734,735]In the case of a written examination, the examiner shall record the grade both on the exam paper and on the examination sheet pre-printed from the NEPTUN System and authenticate both documents with their signature. In the event of a dispute, the primary document for the written examination shall be the exam paper. After the examination, the exam papers must be preserved until the end of the subsequent academic term by the examiner or by a staff member of the organising institute/department entrusted with records management, in compliance with data protection and records management regulations, and thereafter destroyed. Following destruction, the exam papers must be handled in such a way that neither the content of the exam, the identity of the student, nor the evaluation of the exam can be determined. A record of the destruction of the exam papers must be maintained. In addition to the content requirements of the Records Management Regulations for destruction records, the record must include the course name and code, the date and location of the examination, and the number of exam papers destroyed. For exam papers completed in the University's e-learning system, the provisions of the Records Management Regulations regarding destruction shall be applied appropriately.

(12) [736,737]If the exam is held in front of an examination board, the Director of the Institute responsible for the subject must appoint an examination chairperson. The Director of the Institute responsible for teaching the subject is responsible for organizing the exam and the chairperson is responsible for conducting the exam in accordance with the rules and for

recording the grades obtained in NEPTUN System. The chair of the board determines the student's grade, on the basis of the opinion of the members of the board.

(13) [738]The detailed rules for students with special needs are set out in a separate regulation in Annex 2.

(14) Credits shall be given only for the performance of a subject (course) which the student has completed with a grade of at least sufficient/pass (2) or satisfactory (3), in accordance with the institutional provisions on the assessment of knowledge. The academic performance recognized with credits is recorded and summarised by the University in the student's credit accumulation system in NEPTUN System. All compulsory (A), compulsory elected (K), compulsory elective (B) and optional (C) subjects and any substitutes for these must be taken into account for the purposes of the summary.

(15) [739,740,741]If, during a written (other than a make-up or repeated make-up exam) examination or a written examination on a given examination day, at least 75% of the candidates' knowledge in the given examination is fail, and the Student Union requests this, the Director of the Institute (educational vice-director of the Institute), or the Vice-Rector for Education in case of personal involvement, must investigate the matter.

(16) [742,743]In exceptional cases (e.g. personal involvement, conflicts, etc.), the student may ask the Director of the Institute responsible for the subject to allow him/her to take the exam with another teacher or in front of another committee. The director of the institute shall decide on the possibility of taking the examination before a different examiner or committee. If the head of the institute is personally involved in examining the student, the Vice-Rector for Education shall decide whether the student may take the examination before another lecturer or an examination committee.

(17) If the student fails to appear for an exam, the examiner will record this on the exam sheet and in NEPTUN System with the entry "failed to appear". After the exam, the student can justify his / her absence to the institute (department) teaching the subject within 5 working days, and if the justification is accepted, the competent staff member of the institute (department) will record the entry "justified absence" in NEPTUN System.

(18) [744,745]The examiner is obliged to enter the appropriate grade in NEPTUN System within 3 working days after the exam. Since the reclassification between self-financed (fee-paying) and full yor partially state scholarship-based (state-funded) forms of training is to be made on the basis of the cumulated corrected credit index, all grades must be entered both in NEPTUN System and in the gradebook within 2 working days.

(19) [746,747]The examiner is responsible for recording the grade accurately by the deadline. If, at the request of the examiner, the Director of the Institute assigns the task of recording the grade in NEPTUN System on the basis of the original signed exam sheet to another person, the responsibility for this task shall still rest with the examiner. If the examiner is a person not employed by the University as a civil servant, the Director of the Institute (head of department) shall designate the person who will record the grade in NEPTUN System from the original exam sheet. The Director of Institute (Head of Department) is responsible for the accuracy of the recording.

(20) [748,749]Once the marks have been entered, the examination forms must be handed over to the competent staff member of the institute (department) with NEPTUN System departmental administrator rights, who will check the correct entry of the results and certify this by signing the examination form. In case of discrepancy, the data in the NEPTUN System must be corrected on the basis of the data in the examination paper. After verification, the examination form must be filed in the temporary archives of the Institute in accordance with the University's Records Management Regulations.

4.1.2. Statement of objections[750]

Section 58/A (58/A. §)

(1) To complete the oral examination via a closed electronic system, a reliable internet connection and a computer, smart device, or other technical equipment suitable for transmitting video and audio, equipped with a camera, microphone, and speakers and providing sufficient bandwidth, are required. The availability of these technical conditions is a prerequisite for participation in the examination.

(2) The examination is conducted through a closed electronic system provided by the University, to which the student is required to log in using the user identification and the associated password issued by the University.

(3) Depending on the number of students registered for the examination, the examining instructor or the institute responsible for administering the course may prepare a specific schedule on the day preceding the examination, indicating the exact time at which each student is required to log in to the examination system.

(4) Within the time slot announced in the NEPTUN System, the examinee is required to wait until the examiner logs in.

(5) [751]Prior to the commencement of the examination, students are required to switch on their microphone and camera and verify their identity by presenting an official photo identification document (personal identification card or student card) according to Section 58 (1).

(6) The substantive requirements of examinations conducted through a closed electronic system shall be defined in the course requirements, including, but not exclusively, the method of posing examination questions and the procedure for drawing examination topics (if applicable).

(7) [752]During the examination, the student may not use any auxiliary aids (digital or analog) or receive any form of personal assistance, and no other person may be present in the same room as the student, excluding the use of assistive devices appropriate to the disability or the presence of a personal assistant, sign language interpreter, oral interpreter or note-taking interpreter for a student with special needs.

(8) If a student registers for the examination in the NEPTUN System but fails to log in to the specified closed electronic system at the designated time, a “did not attend” entry shall be recorded for the examination session in the NEPTUN System.

4.2. Statement of objections

Section 59 (59. §)

(1) [753,754]The student may raise an objection to the registered assessment data – or in the event of failure to record the result or recording an incorrect result – no later than 14 days or for students taking final exam 7 days after the end of the study period (objection period). The objection period is set out in the academic year calendar. Failure to submit an objection within the designated objection period shall result in forfeiture of the right to do so.

(2) [755,756]The Director of the Institute responsible for teaching the subject – or the Vice-Rector for Education of the campus where the training takes place, in case of involvement – shall investigate the objection request, make a decision and record the decision and notify the student of the decision within 8 days of receipt of the request.

(3) [757]If the evaluation on the exam sheet and the evaluation recorded in NEPTUN System differ from each other, the evaluation on the Examination Certificate shall be taken as the norm for oral exam, and the evaluation on the exam paper for written exams. If the grade on the Examination Certificate and the grade on the course completion sheet – if the student has taken it with him/her to the oral exam – differ from each other, the grade on the course completion sheet shall be taken as the norm and the exam sheet must be corrected.

4.3. Correcting exams, re-taking subjects

Section 60 (60. §)

(1) [758,759]Completion of exams or correction of a failed exam (make-up exam, repeated make-up exam) of the same subject or exam course may be attempted not more than three times in the same semester.

(2) [760]If the make-up exam following a failed exam was not successful, it must be ensured at the request of the student that he / she can take another make-up exam with another instructor or examination committee. The student can submit the request to the Director of the Institute (department) responsible for the subject.

(3) The student shall pay the service fee set out in SFB for repeating the retake exam.

(4) -[761]

(5) [762,763,764]For each semester, students have the opportunity to correct the grade they have obtained in all the subjects they have taken for the semester (hereinafter referred to as "correction of a successful examination"). If the student obtains grade ‘fail’ in the make-up exam, the credits previously obtained in the subject will be lost and the student must take an exam in the subject again. If the student obtains a grade other than the grade ‘fail’ in the make-up exam, it will be the final grade for the subject. The correction of a successfully passed make-up exam is included in the number of possible exams that can be taken in the given subject.

5. Internships and dual study programmes

5.1. Rules on internships

Section 61 (61. §)

(1) [765,766]Pursuant to Articles 15 (3) and § 85 (3) of Nftv. Act, internships shall be organized in practice-focused BSc programmes (hereinafter: internship), and in all programmes where internship is required by the programme and outcome requirements. Based on the programme and outcome requirements, a programme that includes at least 6 weeks of internship shall be considered a practice-focused programme.

(2) The completion of the internship is a condition for obtaining the final certificate. The duration of the internship and the credit values assigned to them shall be regulated by the programme and outcome requirements, as well as the curricula of the programmes.

(3) [767]The aim of the internship is to enable students to combine theoretical and practical knowledge in a workplace corresponding to their qualifications, to acquire specific material-tool-technological and methodological knowledge and to gain related practical experience. Other goals of the internship are to develop the employee competencies necessary for practicing the profession, to develop personal relationships and cooperation skills in work processes, to improve evaluative and self-evaluative behaviour in task completions, and to develop innovative skills.

(4) [768,769]On the basis of a cooperation agreement and a student employment contract, a student may perform work during a dual study programme at an external place of internship, within the framework of a programme, or during an internship or practical training organized as part of a programme at the institution, at a business entity or external place of internship set up by the institution, or in the University or an entity established by the University not directly related to the curriculum. A cooperation agreement on internship shall be concluded if the length of the internship is at least six weeks according to the programme and output requirements.

(5) [770,771]With the exception of the practices of dual study programmes, the time schedule of students' internships within and outside the study period shall basically be specified by the schedule of the academic year, the curriculum and Annex 1 (Internship Regulations) . Exceptions to the specified period of work placement may be made, primarily for students in part-time training, with prior individual request and the permission of the director (deputy director of the educational institute) of the institute hosting the training. Efforts shall be made to ensure that the student completes his / her internship during the study period, except for those programmes in which, due to their nature, seasonal practical knowledge can be acquired during other periods recommended in the curriculum.

(6) [772] Completion of the full duration of the internship is compulsory and may not be exempted, except for credit for previous work experience.

(7) [773,774]In the semester when the student registers for internship (hereinafter: internship semester), shall take the subjects only that are prescribed by the model curriculum for the internship semester, and subjects for which the student has already had the end-of-term signature and the student has to take the exam only. An exception to this provision is when a student submits a request for an individual study schedule, which is approved.

(8) [775]The internship may only be started if the student has submitted the documents related to the application for the internship in full in accordance with the regulations, and the place and period of the internship have been approved. An additional condition for the approval of internships shall be that the prerequisite study conditions of the subject and the specialization / specialist training course related to the internship are met. The prerequisites for each programme are defined in the training program or the model curriculum.

(9) If the student has not completed the compulsory internship through his or her own fault or the internship has been classified as “fail”, the internship will have to be repeated.

(10) [776]If a student submits an application under Section 2(7) of the Regulations on Professional Practice, set out in Annex 1 to these Regulations, to complete their professional practice in an earlier semester, but the application does not in fact seek authorisation to complete the professional practice in an earlier semester, the student shall be required to pay the fee specified in Annex 1 to the HJT.

5.2. Rules on the registration of internship places

Section 62 (62. §)

(1) [777] The Department of Dual and Practical Training keeps records on the cooperating organizations providing internship places based on agreement concluded for at least one year between the University and the internship place, as well as on the internal internship places based on the information provided by the campuses.

5.3. Rules on student employment

Section 63 (63. §)

(1) A student subject to do an internship may, with the exceptions provided for in section (6), work on the basis of a student employment contract concluded with the place of internship. The Employee shall mean the student, the Employer the place of internship, and the Employment relationship shall mean the employment relationship outlined in the student employment contract.

(2) During the employment of a student:

a) the student cannot be ordered extraordinary working hours,

b) -[778]

c) minimum twelve hours of daily rest time shall be provided for the student,

d) no probationary period may be imposed,

e) [779]provisions of Article 105 (2) and Article 106 (3) of the Labour Code (Act I of 2012) (hereinafter: Labour Code) are not applicable.

(3) The student employment contract of students participating in dual study programme shall apply for the entire duration of the programme, which shall be concluded by 30 September, and in the case of cross-semester training, by 28th February.

(4) [780]The provisions of the Labour Code shall apply accordingly to the employment of a student working on the basis of a student employment contract.

(5) [781]The student may be entitled to remuneration as detailed in the student employment contract, and the student shall be entitled for remuneration during the period of continuous internship of at least 6 weeks or more and in dual study programme. The rate of remuneration is at least 65% of the mandatory minimum wage (minimum wage). Unless otherwise agreed, the remuneration is paid by the place of internship, in dual study programme the remuneration shall be due to the student during the entire period of the programme, also in the periods spent in a University.

(6) [782,783,784]Internships organized within the framework of the programme or as part of the programme at a budgetary institution, excluding dual study programmes, may take place without a student employment contract or remuneration. The student shall be entitled to all the rights granted to employees by the Labour Code even in this case. In case of an internship with an employer where the student has an employment relationship, it is not necessary to conclude a separate student employment contract.

(7) The place of internship shall conclude a liability insurance for the benefit of the student participating in higher education vocational training. The University may deviate from this by agreement with the place of internship.

(8) The student is entitled to the necessary equipment, work and protective clothing, accident and work safety equipment which are provided for employees in positions that can be filled with tertiary vocational qualifications at the place of internship.

5.4. Rules on dual study programmes

Section 64 (64. §)

(1) [785,786,787]Pursuant to Article 108 (1.b) of Nftv. Act, dual study programmes may be launched in the field of agriculture, health sciences, economics, informatics, technical or natural sciences in practice-focused undergraduate and master's degree programmes. The detailed

regulations of the dual education program are set out in Annex 5 of the (Rules for Students Participating in Dual Training).

(2) [788,789]The Senate shall decide on the programmes to be launched in the form of dual study programme at the University and the number of students on the basis of the proposal of the institute responsible for the programme and the programme leader, considering the opinion of the Education Committee(s) of the relevant campus(es) and the University Education Committee.

(3) [790]The dual study programme shall be announced by the University, preferably in the framework of the traditional admission procedure, relying on the cooperating corporate base. In case of programmes starting in February, the dual study programmes approved by 30th September of the previous year at the latest, and in case of programmes starting in September, the dual study programmes approved by 30th November of the previous year the latest, and in both cases announced by the University's, will be included in the higher education admission guide.

(4) -[791]

(5) -[792]

(6) -[793]

(7) A student may start his / her studies in the dual study programme if all of the following conditions are met. The student

a) [794,795,796]has been admitted to the full-time undergraduate (bachelor's) or master's dual study programme;

b) has established a student status;

c) registered for an active semester;

d) has a student employment contract with a dual partner organization; and

e) applied to the University for registration for dual study programme.

(8) -[797]

(9) [798]Students who have student status at a bachelor's or master's programme of the University (in programmes announced also in dual form) have the opportunity to apply for a dual study programme not at the beginning of the programme but after completing a university semester. In dual study programmes, the student employment contract shall cover the entire duration of the dual study programme, which started in the second semester of the programme at the latest.

(9a) [799]With the consent of the University and the professional practice partner, a student participating in dual education may suspend the continuation of their studies in dual form for a maximum period of one semester, with the exception of the final semester, provided that even in such case the student continues their studies in dual education for more than half of the semesters of the total programme duration.

(10) -[800]

(11) -[801]

(12) -[802]

(13) -[803]

(14) -[804]

(15) -[805]

(16) -[806]

(17) -[807]

(18) -[808]

(19) -[809]

6. Academic offences and procedures

Section 65 (65. §)

(1) Students shall comply with the unwritten and written norms set in the regulations of the University. Only permitted means and methods may be used for the successful completion of studies.

(2) [810]In particular, but not exclusively, the following shall constitute a breach of academic obligations if committed by a student:

a) refers to someone else's work as his / her own work or does not properly cite someone else's work (plagiarism),

b) attempts to obtain information about examination tasks either orally or in writing, if they are not public,

c) assisting others or being assisted by others in a way not permitted at the examination.

(3) [811,812]In the event of a violation of the examination regulations considered to be of a lesser severity by the lecturer, the lecturer shall be entitled to act within their own authority; however, the incident must be reported to the Head of Department. The lesser sanction that may be imposed by the lecturer or the Head of Department is the immediate suspension from the given examination and the recording of a failing grade. The Head of Department may forward the case to the Director of the Institute for the purpose of initiating disciplinary proceedings.

(4) [813]The Director of Institute may initiate that the case be examined by the disciplinary committee.

(5) After a final and binding decision declaring a violation, the illegally obtained and recognized credits shall be deleted from the student's credit register.

7. Rules of procedure in student cases

7.1. Rules of procedure in student cases at first instance

Section 66 (66. §)

(1) A student case is any case related to the student's rights and obligations in connection with the student's legal relationship, in particular, the student's academic issues, the allowances to be granted and payable to the student, and the fees and charges to be paid by the student.

(2) Disciplinary and compensation issues for students do not fall into the scope of this chapter.

7.1.1. Scope of authority

Section 67 (67. §)

(1) [814]The following bodies and persons shall act in student cases at the University:

a) [815]Educational Directorate and its territorially competent Campus Registrar's Office, or another organisational unit belonging to it;

b) Directorate of the University Dormitories;

c) Study and Credit Transfer Committee (TKB);

d) [816]University Student Welfare Committee (EDJB);

e) [817]the Student Union;

f) [818]Student Disciplinary Committee;

g) [819]Rector and Vice-Rector for Education;

h) Director General for Finances;

i) Campus Director General and Campus Deputy Director General for Education;

j) Student Appeals Committee;

k) the director and educational vice-director of the Institute;

l) [820]University Equal Opportunities Committee;

m) [821]the Ethics Committee;

n) [822]Scientific Ethics Committee.

(2) [823,824]Unless otherwise provided by the relevant legislation or SER and its Annex 2, the Director of Institute shall have the power to decide relative to the issue at first instance. In making this decision, the Director of the Institute may seek the opinion of the Educational Director.

7.1.2. Scope of competence

Section 68 (68. §)

(1) Unless otherwise provided by the relevant legislation or SER, the competent body (person) shall be the one that belongs to the campus on which the student participates in a study programme.

(2) In case more than one campus concerned, the competent campus shall be the one whose programme is affected by the student's request.

(3) If the student's request is not related to any study programme, the campus of the student's place of training shall be competent.

7.1.3. Examination of authority and competence

Section 69 (69. §)

(1) The body (person) acting in the student case shall examine its authority and competence at all stages of the procedure. If found that it lacks the authority or competence, the body (persons) shall transfer the matter to the competent body (person) without delay and notify the student - if he / she is assisted by proxy, the latter person - at the same time.

(2) [825]If the person (body) with authority or competence cannot be determined or the case should be transferred to a body (person) who has already established the absence of authority and competence, the designation of the acting body shall be initiated with the Rector.

7.1.4. Designation of the acting body

Section 70 (70. §)

(1) The appointment of the acting body may be made on the initiative of the first instance body (person) or the student.

(2) In the case specified in Section 69 (2), the Rector shall be entitled to appoint the acting body within 15 days of the receipt of the request. This period may be extended once with further 15 days.

7.1.5. Launching a procedure

Section 71 (71. §)

(1) In student matters, the proceedings may be initiated ex officio or at the student's request.

(2) [826,827]The proceedings shall be initiated ex officio if the University is obliged to do so by law or the relevant Regulations, and also if the student applies for a call of the University that was communicated to all or part of the students (call for application etc.) pursuant to law or SER.

(3) [828]Proceedings shall be initiated upon the request of the student if the student is entitled to initiate the proceedings pursuant to legislation or the provisions of SER.

(4) [829]In the procedure initiated at the request of the student, if the mandatory formal and content elements of the request are not included in the given legislation, the provisions of Section (5) shall apply.

(5) [830]The request shall be submitted in writing to the body (person) authorized for assessment in accordance with the provisions of Section 39. The request shall contain all the data necessary for a substantive assessment of the case.

(6) The request shall be assessed on the basis of its content in all cases. An inaccurate name or title of the request may not lead to its rejection in itself.

7.1.6. Time limit of proceedings

Section 72 (72. §)

(1) Unless otherwise provided by law or SER, the student's case must be settled within 30 days of receipt of the request at the latest.

(2) If an acting body has to be designated, the deadline of the proceedings shall be calculated from the arrival of documents to the designated body.

(3) [831]The period from the issuance of the request for the submission of missing information until its completion shall not be included in the administrative time limit.

(4) If the competent body to handle the case is the council of the institute or the Senate, the case shall be negotiated at the subsequent meeting of the council or Senate. It is not mandatory to convene an extraordinary meeting even if the deadline set out in section (1) cannot be met.

7.1.7. Submission of requests and documents

Section 73 (73. §)

(1) [832]The student may submit his/her request and document pursuant to legislation, Section (39) or the terms of call for application

a) in person,

b) by registered post, or

c) [833]electronically, via the NEPTUN System or via e-mail.

(2) The date of submission of a request sent by post is the day of posting.

7.1.8. Participation in the proceedings

Section 74 (74. §)

(1) The student may act in the proceedings in person or by proxy.

(2) The student may not act though a proxy if the obligation can be met only in person.

(3) A proxy shall only be a person who has reached the age of eighteen, and a lawyer or law firm may also be proxy.

7.1.9. The Power of Attorney

Section 75 (75. §)

(1) A Power of Attorney granted not to a lawyer or law firm shall be lawful if

a) it is handwritten and signed by the student,

b) in a Power of Attorney not written by hand, two witnesses verify with their signatures that the student has signed the Power of Attorney before them or has acknowledged the signature on it as his/her own, or

c) it has been recorded in other private document of full conclusive value.

(2) The Power of Attorney document shall be signed by the proxy (person).

(3) The Power of Attorney shall indicate what procedural actions it entitles to.

(4) The proxy shall submit the Power of Attorney document upon his/her first attendance at the acting body.

7.1.10. Delivery

Section 76 (76. §)

(1) In the course of the proceedings, documents may be delivered to the student

a) in person,

b) by post,

c) -[834]

d) electronically, in a NEPTUN message sent through NEPTUN System and also forwarded to the e-mail address of the student.

(1a) [835,836]In the case of delivery by postal mail, the document shall primarily be sent to the student's place of residence stored in the NEPTUN System; if no place of residence is available, it shall be sent to the student's place of stay, and if that is also unavailable, to the notification address.

(1b) [837]In the case of an international student, the document shall be sent via the NEPTUN System and, simultaneously, forwarded to the student's official email address registered in NEPTUN System.

(2) If the documents are delivered to the student in person, the fact and date of delivery, the receipt of the documents and the student's signature shall be recorded on the duplicate of the delivered documents.

(3) -[838]

(4) -[839]

(5) A document shall be delivered by post with a return receipt.

(6) Electronic delivery shall be done through NEPTUN System.

(7) The provisions of this Section, with the exception of those relating to delivery through NEPTUN System, shall apply mutatis mutandis even if the student's proxy acts on behalf of the student.

76/A. §[840]

(1) In the case of postal service, the date of notification of the document shall be the date of postal delivery service.

(2) [841]If service by post fails because the addressee or his/her proxy has refused to accept it, the document shall be deemed to have been served on on the day of its return by post.

(3) [842]If a document sent by post is returned marked as "not sought," it shall be deemed served on the fifth working day following the day of its return by post.

(4) [843]If a document served by post is returned with the indication "addressee unknown" or "moved", the document shall be deemed to have been served on the fifth working day following the day of its return by post.

(5) [844]If the document is sent via NEPTUN System, the document sent in this way shall be deemed to be a written communication and served on the first day after its sending.

7.1.11. Summons

Section 77 (77. §)

(1) A summons shall be issued to the student who is intended to be heard in person by the body (person) authorised to deal with the student's case so that the summoned person receives the summons at least 5 days prior to the hearing.

(2) The summons shall indicate the name of the acting body (person), the case number, the subject of the case, the date and place of hearing, and the question on which the person is to be heard and in what capacity (e.g. witness).

(3) The party who appeared in person in the hearing may be summoned orally for a new hearing.

(4) [845]The oral summons shall be recorded in the minutes of the hearing, while the fact of summons communicated by telephone shall be recorded in a separate note.

(5) If the party has a proxy, summons to a personal hearing must be delivered both to the party and the proxy.

(6) There shall be no legal remedy against summons.

7.1.12. Calculation of time limits

Section 78 (78. §)

(1) Time limits shall be calculated in calendar days, months or years.

(2) The starting date of the time limit shall be the date on which the event giving rise to the calculation of the time limit occurred. The starting day shall not be counted in the time limit period set in days.

(3) If the last day of the time limit is a Sunday or a public holiday, the time limit shall expire on the following working day.

(4) Time limits shall be set by legislation, the SER, the call for application or in the absence of the provisions of these, the acting body.

(5) Time limits may be extended only if it is provided by the legislation or the SER.

7.1.13. Failure

Section 79 (79. §)

(1) [846]Failure to meet the deadline results in forfeiture of rights, except as provided for the submission of an application for excuse.

(2) It shall not be deemed a failure to comply with the deadline if the delay was caused by a publicly known natural event or any other extraordinary circumstances.

(3) A submission sent by post shall be deemed to have been filed on time if it was posted no later than the last day of the deadline.

7.1.14. Request for justification

Section 80 (80. §)

(1) The person who fails to comply with the deadline without any fault on his / her part may submit a request for justification.

(2) The request for justification shall state the reason for failure, prove the innocence and make up for the omitted act.

(3) Justification may not be accepted if it is excluded by legislation or the SER, and / or a new deadline set due to justification is missed.

(4) Request for justification shall be submitted to the acting body within 8 days of the last day of the missed deadline or period. If the student becomes aware of the failure later or the obstacle was later removed, the time limit starts from the date that the student becomes aware of the omission or the obstacle ceases to exist. However, no request for justification shall be submitted more than 6 months after the missed deadline and / or the last day of the missed deadline.

7.1.15. Missing documents

Section 81 (81. §)

(1) [847,848]If the student's submission is incomplete – does not contain documents specified by legislation, the SER or the call for application – the student shall be notified within 8 days, with setting the deadline, to submit the missing documents. The notice shall be sent by the administrator in charge of the request or by the person reviewing (request reviewer) the request.

(2) [849,850,851]The notice on missing documents may be communicated in writing – by delivery described in Section 76 (1).

(3) The notice on missing documents shall indicate the missing documents, the way of their submission, and the warning that if the student fails to submit the missing documents as specified by the notice, his/her request shall be rejected or assessed based on the submitted documents by the acting body (person).

7.1.16. Minutes

Section 82 (82. §)

(1) Minutes shall be taken of the public hearing or committee meeting preceding the decision making, as well as of the personal hearing held independently.

(2) Minutes may be taken in writing or by audio recording. In the latter case, written minutes shall be taken based on the audio recording within 3 days of the hearing.

(3) Minutes shall include the name of the acting body (person), date and place of taking the minutes, the data necessary for the identification of the persons involved in the procedural act, a warning of rights and obligations, as well as the relevant statements concerning the case and the findings of fact related to the clarification of the facts, the signatures of the persons involved in the procedural act. If the procedural act is audio-recorded, the minutes shall contain only the information necessary to identify the persons involved in the procedural act and the place and time of the recording.

7.1.17. Assessment of requests and submissions

Section 83 (83. §)

(1) The acting body shall assess the student's request out of hearing, at a hearing or at a committee meeting.

(2) If the rules of assessment are not included in any legislation or regulation, the case shall be primarily be assessed out of hearing, but the acting body shall clarify the facts necessary for making a decision.

7.1.18. Decision at first instance[852]

Section 84 (84. §)

(1) [853]Provisions of Articles 80 and 81 of General Public Administration Procedures shall apply to the decision of first instance where authority shall mean the body (person) acting at first instance.

(2) [854,855]In the decision of first instance, the student shall be informed of the possibility of legal remedy. A simplified decision without information on legal remedy in accordance with Section 81(2) point a) on General Public Administration Procedures and indicating only the reference to sources of legislation in the reasoning may be taken in the case of a decision fully approves the request, if there is no opposing party, or the decision does not affect the rights and legitimate interest of the opposing party.

(3) [856]The University shall communicate its decisions concerning a student in writing in cases specified by law, government decree, and the Study and Examination Regulations (TVSZ), as well as upon the student's request. A decision of the University concerning a student shall be final if the student does not submit a request for legal remedy within the available deadline or has waived the right to submit such a request.

7.1.19. Amendment or Revocation of the First-Instance Decision[857]

Section 84/A (84/A. §)

(1) If the first-instance body (or person) determines, based on a request for legal remedy, that its decision violates a law or a university regulation, it shall amend or revoke its decision.

(2) If the first-instance body (or person) determines that a decision, which has not been adjudicated by the committee (or person) authorized to review the request for legal remedy,

violates a law or a university regulation, it shall amend or revoke the decision within one year from the date of its notification.

(3) A decision may be amended or revoked under paragraph (2) only once.

(4) The decision to revoke or amend a decision may be challenged by the same legal remedy as was available against the revoked or amended decision.

(5) [858]The provisions of section 76 and 76/A shall apply to the notification of a decision to revoke or amend.

7.2. Rules of procedure in student cases at second instance

Section 85 (85. §)

(1) In case of violation of his / her rights, the student

a) [859]may address the Student Union to ask for legal assistance;

b) may submit a request for appeal, which the University shall assess as specified in the present SER,

c) may initiate the proceedings of the Commissioner for Educational Rights, provided that he / she has exhausted his / her right of appeal specified in the SER, with the exception of court proceedings.

(2) -[860]

(3) -[861]

(4) -[862]

(5) -[863]

(6) -[864]

(7) -[865]

(8) -[866]

7.2.1. [867]Scope of authority of HFB

Section 86 (86. §)

(1) [868]The competence of the Student Appeals Committee (HFB) extends to first-instance decisions or measures of the University, or the failure to take such measures (hereinafter collectively: decision), except for decisions related to the evaluation of studies. Proceedings may also be initiated against decisions related to the evaluation of studies if the decision was not based on the requirements accepted by the University, if the decision contradicts the provisions of the University's Organizational and Operational Regulations, or if the provisions concerning the organization of the examination were violated.

(2) [869]The procedure of the HFB is excluded if the decision challenged by the request for legal remedy was made by the competent person or body acting within its discretionary (equity-based) powers.

(3) The HFB does not exercise equity; it only examines whether the first-instance procedure was conducted in compliance with the applicable legislation and the institutional regulations.

(4) [870]Unless otherwise stated by law or Subheading 7.2, the general rules of the first-instance procedure shall apply to the second-instance procedure.

7.2.2. [871]Scope of competence of HFB

Section 87 (87. §)

(1) [872,873]The Student Appeals Committee shall be in charge of the second-instance cases of each student of the University including the second instance assessment of first-instance compensation and disciplinary cases.

(2) -[874]

7.2.3. [875]Submission of request for review

Section 88 (88. §)

(1) [876]A student may submit their request for review addressed to the Student Appeals Committee (hereinafter: HFB) electronically to the email address hfb@uni-mate.hu . The student may seek legal remedy (request for review) against the University's first-instance decision within fifteen days from its notification, or, in the absence of notification, from the date the student becomes aware of it.

(2) [877]If the student's request for appeal is not submitted to the body specified in section (1), the request shall be submitted to the Student Appeals Committee through the Campus Registrar's Office. In this case, the original submission shall be taken into account for the purpose of meeting the time limit for lodging an appeal, but the time limit set for the Student Appeals Committee proceedings shall start only on the day of the referral.

(3) [878]A request for review may be submitted on the grounds of a violation of the law or of the provisions governing the student's status, preferably indicating the exact provision of the law or the relevant university document concerning the student's status (justification of the request).

(4) [879,880]In the legal remedy procedure, the student or their authorized representative pursuant to Section 74 and 75 may act. If the request for review is signed by the student's authorized representative, or signed by both the student and their representative, a scanned copy of the original signed authorization must be attached to the request for review.

(5) [881]In the request for review, reference may only be made to a new fact, circumstance, or document that the applicant was not aware of during the first-instance procedure, or which was not cited due to a reason beyond the applicant's control.

(6) [882]The right to legal remedy also applies to a student whose student status has since ceased, with respect to decisions affecting them.

7.2.4. [883]Procedure of the Committee

Section 89 (89. §)

(1) [884]In the event of an appeal request, the Student Appeals Committee shall act in accordance with its own rules of procedure.

(2) [885,886]A staff member appointed by the director of education shall participate in the tasks related to the organization of the work of the Student Appeals Committee, preparation of meetings and decision-making.

7.2.5. [887]Procedural Rules

Section 90 (90. §)

(1) [888] The HFB generally decides through five-member panels, primarily via electronic procedure within maximum 30 days. The panel conducts the procedure through the University's internal electronic mailing and voting system (electronic procedure). If necessary, in each case – based on the decision of the Chair or the student's request – the panel may make its decision at a meeting held with the members' online presence (video call).

(2) [889]Following the receipt of a request for review, the Chair of the HFB, considering any potential grounds for disqualification, shall determine the composition of the panel and instruct the Secretary to invite the members to participate in the consideration of the request for review.

(3) [890]The person considering the request for review may not be the one who

a) who made the contested decision or failed to make the decision,

b) [891]or a close relative of the person referred to in point (a) (Civil Code, Section 8:1),

c) or in respect of whom an impartial consideration of the case cannot be expected. In such a case, the individual concerned has a duty to make a declaration.

(4) [892,893]The Secretary of the HFB shall contact the first-instance body (or person) by phone or electronically in order to obtain the documents from the first-instance procedure that are not otherwise accessible to them, as specified in paragraph (5) of the first-instance procedure.

(5) [894,895]The first-instance body (or person) is obliged to comply with the request specified in paragraph (4) without delay—within a maximum of two working days—by sending the following original documents:

a) call for applications;

b) [896]the student's request and all its attachments, if the student submitted the request to the first-instance body (or person);

c) in the case of a committee procedure, the minutes of the first-instance procedure;

d) a signed copy of the first-instance decision, or, in the case of a decision made through the NEPTUN System, a printed copy of the decision without a signature;

e) proof of delivery of the decision to the student;

f) extracts of the regulations and decisions forming the basis of the first-instance decision;

g) if the computerized record system does not contain it, a copy of the student-related section of the registry – in the case of multiple registry sheets, all of them;

h) and any other documents required by the Chair of the Student Appeals Committee (HFB).

(6) [897] Within two working days following the submission of the first-instance procedure documents, the Chair of the Student Appeals Committee (HFB) or a designated member shall examine the request to determine whether it was submitted on time and whether it contains all the required elements.

(7) [898,899]If the request is submitted late, or the student does not contest the legality of the first-instance decision, or requests the HFB procedure on the grounds of equity, the Chair of the Student Appeals Committee (HFB) shall reject it without substantive examination; otherwise, the request shall be prepared for substantive consideration.

(8) If the request is incomplete, the rules on the submission of missing information shall apply.

(9) [900]Based on the preliminary examination of the request for review, the Chair of the Student Appeals Committee (HFB) may call upon the first-instance body (or person) to declare whether it intends to amend or revoke its decision within its own authority. The body (or person) requested to make a declaration is obliged to respond within five working days; if no response is given, the HFB shall proceed to consider the case on its merits and shall inform the first-instance body (or person) accordingly.

(10) [901]The Chair of the Student Appeals Committee (HFB), through the Secretary, may also request the first-instance body (or person) to provide their opinion, which the requested body (or person) is obliged to submit within 8 days.

(11) [902]To clarify the facts of the case, the Chair of the Student Appeals Committee (HFB) may, if necessary, summon the student submitting the request and their authorized representative, or instruct the student or their representative to submit additional documents.

(12) [903] The student or their authorized representative's failure to appear, despite proper notification, shall not prevent the decision from being made. The student or their authorized representative may also submit their observations in writing.

(13) [904]Experts invited by the Chair of the HFB may attend the HFB meeting with the right to speak.

(14) [905,906]The HFB is quorate if, at the meeting, the Chair, at least one other member, and a representative of the Student Union are present, or in the case of an electronic procedure, if the majority of the panel casts their votes.

(15) [907]The Chair of the Student Appeals Committee (HFB) serves as the rapporteur for the case. The Chair may also decide that the Secretary will present the documents generated in the case.

7.2.6. [908]Decision

Section 91 (91. §)

(1) [909]In the matter of the request for review, the Student Appeals Committee (HFB) may make the following decisions:

a) reject the request,

b) instruct the decision-maker to make a decision,

c) amend the decision,

d) annul the decision and instruct the decision-maker to conduct a new procedure.

(2) [910]The Student Appeals Committee (HFB) shall make a decision in the form of a ruling to terminate the procedure.

(3) [911]In making its decision, the Student Appeals Committee (HFB) shall take into account:

a) the contents of the student's request and any attached documents;

b) the reasoning provided in the first-instance decision;

c) the position expressed by the student, either orally or in writing;

d) the opinion of the body (or person) that made the first-instance decision;

e) the relevant laws and regulatory provisions;

f) all available information relevant to the review of the request.

(4) [912]During its proceedings, the Student Appeals Committee (HFB) is not bound by the contents of the appeal.

(5) The Student Appeals Committee (HFB) makes its decision by majority vote. In the event of a tie, the Chair's vote shall decide.

(6) [913]The decision shall be made in the form of a resolution or ruling and must be reasoned. During the procedure, the resolution or ruling must draw attention to the possibility of legal remedy.

(7) [914]The provisions of the Ákr. shall apply to the certification, form and content of the resolution, as well as to the correction, replacement, supplementing, amendment, or revocation of the decision, whether upon request or ex officio.

(8) [915,916]The resolution or ruling must be delivered following the decision via postal mail as a registered letter, as well as through email, excluding the provisions set out in paragraph (8a). Official notification is considered the delivery by postal mail. The decision made at the second instance becomes final upon notification. The final decision is enforceable, unless the student has challenged the decision in an administrative lawsuit.

(8a) [917]In the case of an international student, the document must be sent via NEPTUN System and, at the same time, forwarded to the official email address of the international student registered in NEPTUN System. Where a document is sent via NEPTUN System, it shall constitute written notification and shall be deemed to have been delivered on the first day following its dispatch.

(9) [918]The student may challenge the decision concluding the procedure in an administrative lawsuit within 30 days from its notification. The submission of the claim has a suspensive effect. The claim may also be submitted on the grounds of a violation of provisions relating to the student's status. For the purposes of this provision, provisions relating to the student's status are those found in the law and institutional documents that establish rights and obligations for the student.

(10) [919]The claim, in three copies, must be addressed to the competent court based on the place of residence, but submitted or sent as a registered letter to the University at the following address: 2100 Gödöllő, Páter Károly u. 1.

8. Exercising equity in study matters

Section 92 (92. §)

(1) If a student has not fulfilled some of his / her study obligations and has exhausted the possibilities provided by SER, he / she may be granted a equity permission three times during his / her studies to comply with his/her failed duties.

(2) [920,921]The Vice-Rector for Education decides whether to grant equitable access.

(3) [922,923]For decisions made in the exercise of discretionary authority, the Vice-Rector for Education may request the opinion of the institute and/or instructor concerned with the subject matter of the case, or of the relevant body/committee.

(4) A equity permission shall not be invoked

a) in case of a decision refusing admission;

b) [924]for acquiring end-of-semester signature;

c) -[925]

d) for increasing the number of state supported / state scholarship semesters;

e) [926]for the exemption from study and exam requirements, and the modification of the conditions set forth in the course requirements;

f) for cancelling the consequences of disciplinary sanctions;

g) if the student is in an extraordinary situation due to his / her own behaviour or negligence.

h) [927]against the decision to terminate the student status due to exceeding twice the duration of the program.

(5) The decision based on fairness shall provide for the terms and conditions of permission.

(6) There is no right of appeal against a decision taken on an equity request.

(7) [928]The Director General's equity permission may be used by the student 3 times during his / her entire training. The number of equity permissions used shall include the number of previously submitted and assessed dean's or Director General's equity. An equity request may contain a maximum of one subject or one request, otherwise the request will be rejected without a substantive examination on formal grounds. Equity requests to the Director General may concern only study matters.

9. Calculation and recording of academic performance (average, grade points average, credit index, corrected credit index)

Section 93 (93. §)

(1) [929]The quantitative academic performance of a student shall be indicated by the number of credits obtained in a given semester or since the beginning of studies.

(2) [930]The quality of academic work is measured by the Grade Points Average (hereinafter: GPA). GPA may be given for a period of study or for the total number of credits obtained by the student (cumulative average / GPA):

$$\mathrm{GPA} = \frac{\sum(\mathrm{obtanined}_{\mathrm{credits}} \cdot \mathrm{grades})}{\sum \mathrm{obtained}_{\mathrm{credits}}}$$

(3) GPA shall be calculated from the academic year 2020/21 for all students, with the exception of the predecessor Szent István University and Kaposvár University, and also Georgikon Campus, where this formula had been applied before. On Károly Róbert Campus, up to the spring semester of the academic year 2019/20, the grades of thesis-type requirements did not have to be taken into account when calculating the GPA value. Results of recognised subjects shall not be included in the GPA if they have been completed in previous studies. The results of the subjects completed during partial studies abroad or part-time studies at another Hungarian higher education institution shall be included in the GPA.

(4) [931]The quantity and quality of the student's academic performance per semester is indicated by the Credit Index (hereinafter: CI). CI is calculated by multiplying the number of credits and grades obtained during the semester and then dividing this sum by the 30 credits to be completed in one semester, assuming average progress:

$$\mathrm{CI} = \frac{\sum(\mathrm{obtained}_{\mathrm{credits}} \cdot \mathrm{grades})}{30}$$

(5) CI shall be calculated from the academic year 2020/21 for all students, except for the predecessor Szent István University, and Georgikon Campus, where this formula had been applied before. On Károly Róbert Campus, up to the spring semester of the academic year 2019/20, the grades of thesis-type requirements did not have to be taken into account when calculating the CI value. Results of recognised subjects shall not be included in the CI if they have been completed in previous studies. The results of the subjects completed during

partial studies abroad or part-time studies at another Hungarian University shall be included in the CI.

(6) The corrected credit index (hereinafter: CI_c), which does not include the results of the recognised subjects, supports the student's responsible curriculum planning:

$$CI_c = \frac{\sum(\text{obtained}_{\text{credits}} \cdot \text{grades})}{30} \cdot \frac{\sum C_{\text{obtained}}}{\sum C_{\text{taken}}}$$

(7) The CI_c shall be calculated from the academic year 2020/21 for all students, except for the predecessor Szent István University, and Georgikon Campus, where this formula had been applied before. The results of recognized subjects shall not be included in the CI_c if they have been completed in previous studies. The results of the subjects completed during partial studies abroad or part-time studies at another Hungarian University shall be included in the CI_c.

(8) The calculation of the cumulated corrected credit index is the same as the calculation of the corrected credit index, except that, thirty credits per semester and the credits taken and obtained during the entire period shall be taken into account. The results of recognised subjects shall not be included in the cumulated CI_c if they have been completed in previous studies. The results of the subjects completed during partial studies abroad or part-time studies at another Hungarian University shall be included in the cumulated CI_c.

(9) [932]On the Kaposvár Campus, the quality of academic performance shall be indicated by the scholarship average, which shall be calculated per semester as follows:

$$\text{scholarship average} = \frac{\sum(\text{grades} \cdot \text{credits})}{\sum \text{taken credits}}$$

Scholarship average: the multiplication of the total number of the obtained credits and grades, which is divided by the taken credits. The results of recognised subjects shall not be included in the scholarship average. The last time when this provision applies shall be the spring semester of the academic year 2019/20.

(10) On the Kaposvár Campus, the result of the recognised subjects shall be included in the GPA, unless the student takes it / them from the range of subjects not belonging to his / her professional training in addition to the allowed framework for optional subjects. The last time when this provision applies shall be the spring semester of the academic year 2019/20.

(11) When calculating the GPA on the Kaposvár Campus, all practical grades, final grades of examinations, combined examinations (in case of a retake exam, the most recent grade) and the grade of the comprehensive exams shall be taken into account. When calculating the corrected credit index, the same grades shall be taken into account excluding the recognized grades. The curriculum may require that the results of the term paper and compulsory internship be included in the GPA as well as in the corrected credit index. The last time when this provision applies is the spring semester of the academic year 2019/20.

(12) On Károly Róbert Campus, the academic average is the arithmetic average of the grades obtained in the given semester. When calculating the average result, all the grades of the given semester shall be taken into account excluding the successfully retaken exams with grade "fail" and the thesis-type grades. The last time when this provision applies shall be the spring semester of the academic year 2019/20.

(13) -[933]

(14) [934]To close the semester, within 5 working days from the end of the objection period after the examination period, the Educational Directorate shall record the different average values by using group averaging and closure operations in the NEPTUN System.

(15) When calculating the average values, the final grade of all practical courses, exams, reports and other assignments and the grade of comprehensive exams shall be taken into account. The "fail" grades of successfully retaken exams shall be excluded from the calculation of averages.

(16) The average values shall be determined to two decimal points according to the rules of rounding.

(17) [935]Students shall take subjects with a maximum of 45 credits per semester, for taking subjects exceeding 45 credits, special permission from the Director of Education is required. This provision shall be applied from the fall semester of the academic year 2020/21 except the students of the predecessor Szent István University where the provision has been applied to students enrolled after the academic year 2016/17.

IV. PROVISIONS ON COMPLETION OF PROGRAMME

1. Completion of programme and terms of obtaining the pre-degree certificate

Section 94 (94. §)

(1) [936,937,938]A pre-degree certificate (absolutorium) shall be issued by the University to a student who has completed the study and examination requirements as well as the internship specified in the curriculum, excluding thesis/ dissertation/ portfolio preparation, and who has obtained the required credits specified in the programme and also the outcome requirements. The pre-degree certificate shall certify without grades and assessment that the student has met the study and examination requirements specified in the curriculum. The pre-degree certificate shall be issued in the semester in which the student has fulfilled the relevant requirements.

(2) [939]The student shall fulfil the study and examination obligations required for the issuance of the pre-degree certificate, as stipulated in the model curriculum of the degree programme, by the last day of the examination period according to the academic schedule for the student final examination.

(3) [940,941,942]The pre-degree certificate shall be issued to the student by the Campus Registrar's Office without request from NEPTUN System. If a student applies for the final examination in a given semester, the fulfilment of the conditions of the final examination shall be checked and if the conditions are met, the pre-degree certificate shall be issued upon the assessment of the final examination application. In case of students who do not apply for the final examination and do not meet the conditions for admission to final examination, the pre-degree (absolutorium) requirements shall be examined and the pre-degree certificate shall be issued after the examination period for students not taking the final examination. At the request of a student who has obtained the absolutorium, the University shall also issue the final certificate to the student in the form of an electronic copy, which shall be provided with an electronic signature and a time stamp. At the request of a student who has obtained the absolutorium, the University shall issue a certified copy of the final certificate.

(4) -[943]

(5) The student who acquired the pre-degree certificate may take the final examination in order to acquire a degree.

(6) [944,945,946]During their studies, students have the opportunity to indicate their preliminary intention to join the MATE Alumni Program. Furthermore, upon obtaining the absolutorium or after completing the final examination, they may declare their consent to the recording of their personal data in the MATE Alumni Program system, the purpose of which is to maintain contact with former students. At the request of the Student Services

Centre, the Directorate of Education shall provide information on the MATE Alumni Program system and the possibilities for joining (registration) by sending a notice via the NEPTUN System to active students during the teaching periods and examination periods, and to students taking their final examinations during the final examination periods.

2. Final essay / Thesis/Diploma thesis / Portfolio

Section 95 (95. §)

(1) [947,948,949,950]As part of the final examination, the student shall prepare a final essay or portfolio or thesis in higher education vocational training, a thesis in Bachelor programmes, a portfolio in teacher training programmes, a diploma thesis in Master and single-cycle programmes (hereinafter: thesis), as specified in the programme and output requirements or the model curriculum. In accordance with the programme and output requirements, the preparation of a thesis or diploma thesis may be required in postgraduate specialist training programmes. The formal and content requirements of the thesis are set out in Appendix 6.13 by campus (and previous faculty) from 1 September 2023. The thesis / diploma thesis/ portfolio / final essay preparation guidelines (hereinafter guidelines) shall be adopted by the University Education Committee on the proposal of the Vice-Rector for Education after considering the opinion of the Campus Education Committees. The guidelines shall also include the system of thesis evaluation criteria.

(2) [951]Thesis topics shall be announced by lecturers and researchers controlled by the institutes.

(2a) [952]If a student does not have a thesis topic registered in NEPTUN TR by the thesis topic selection deadline at the latest, they may not register for the final examination in the given semester.

(3) [953,954,955]Thesis topics shall be published in accordance with the curricula. The terms and conditions of the publication of thesis topics shall be determined by the Educational Directorate and the Institutes. Unless otherwise stated in the academic calendar, the deadline for choosing a thesis topic shall be determined by the Director of Education. An additional thesis topic selection period may also be scheduled. The preparation of the thesis shall be supervised by an internal supervisor approved by the Director of the Institute, and may be assisted by an external supervisor approved by the Director of the Institute. The student may also propose a thesis topic, the acceptance of which shall be decided by the competent programme leader, after seeking the opinion of the competent consultant, or supervisor / coordinator / specialisation supervisor decides, the supervisor / coordinator/specialisation supervisor may, in making his/her decision, consult the subject and the opinion of the director of the institute responsible for the thesis topic and consultant. The student may also propose an external supervisor; however, an internal supervisor must also be appointed in such cases. The Director of the Institute shall decide whether to approve the proposed external supervisor. For the purposes of these Regulations, an external supervisor is a person who is not employed by the University.

(4) [956,957]The student is entitled to change the thesis topic or request to change supervisor with the condition that at least 3 months shall elapse between the date of the change and the date of the final examination. The request shall be assessed by the Director of the (new supervisor's) Institut based on the opinion of the previous and the new supervisor and the programme leader / programme coordinator.

(4a) [958] If a student transferring to another degree programme already has a thesis topic registered in NEPTUN TR, the thesis topic may be carried over to the new programme, subject to the approval of the programme director of the new programme.

(5) [959,960]It is possible to keep certain company information appearing in the thesis confidential in the following ways:

a) If the student or the management of the examined organization have reservations only about the wide availability of certain financial or other indicators, he/she should indicate it by changing or dotting the data in question (possibly with the sequence "xxxx" with an indication of the order of magnitude), provided that this does not jeopardize the interpretation of the thesis.

b) If required by the student or the management of the organization in question, it is possible to change or distort the name of the organization in the thesis.

c) [961,962]If the techniques listed in point (a) or point (b) are not sufficient, the completed thesis may be made confidential as well, which the student may request no later than 30 days before the submission deadline of the thesis. In this case, the thesis will be kept separately from the theses that can be viewed and borrowed, with the inscription CONFIDENTIAL / NOT AVAILABLE FOR LOAN. The confidential thesis shall be kept for 5 years counted from successful thesis defense and in this case only for administrative purposes. If a thesis is submitted with a request for confidentiality, the basic requirement for the selection of reviewers and members of the final examination committee shall be to ensure maximum discretion and to exclude all business interests.

(6) [963,964,965]The encryption of the thesis may be requested by the student. The encryption request template is included in Appendix 7. The request shall be judged by the programme leader, considering the opinion of the thesis supervisor. The programme director shall return the assessed application to the student. The application must be registered in accordance with the provisions of the Document Management Regulations. If the confidentiality request is approved, the programme director shall notify the institute to which the supervisor belongs of the outcome of the application within five working days. The institute shall then enter the relevant confidentiality information in the student's thesis record in NEPTUN System within five working days. The essay if confidentiality is granted, if it is mentioned or presented in the defense information is presented or discussed, then only a closed defense may take place, where only the student and the committee may be present.

(6a) [966]If the confidentiality of the thesis is approved, the student must pay a one-time fee for the handling of the confidential thesis according to Annex 1 of the SFB. The cost of handling the encrypted thesis shall be borne by the external partner may take over the costs of the confidential data.

(7) [967]By the deadline specified in the academic calendar, the thesis shall be uploaded in electronic format to the NEPTUN System. Appendix 6 may require that the thesis or certain parts / its annexes are submitted in non-electronic format in the fields of engineering and arts. The thesis may be submitted with delay until the deadline specified in the academic calendar, subject to the payment of a late fee set in SFB. Under no circumstances is it possible to submit the thesis and take the final examination after the late submission deadline.

(7a) [968]The student is required to upload to NEPTUN System the declarations relating to the thesis, as prescribed by the applicable regulations, Appendix 6.13 and the Regulations on the Use of Artificial Intelligence, inserting them at the beginning of the thesis, immediately after the inner title page. Within two weeks following the thesis submission deadline, the Directorate of Education shall verify the formal compliance of the declarations and the presence of original signatures.

(7b) [969]In the case of an uploaded thesis, the student shall be permitted to submit missing documents, correct or replace the uploaded document on a single occasion only, within three working days following the submission of the thesis, but before the commencement of the similarity check. With regard to the abstract and declarations, this opportunity shall

be available within two weeks following the thesis submission deadline. The submission of missing documents, corrections or replacements shall be subject to payment of the fee specified in Annex 1 to the HJT. This fee obligation shall apply uniformly to all documents covered by this paragraph. However, even if several documents require completion, correction or replacement, the applicable special procedural fee shall be payable only once. The Director of Education shall establish and issue the procedure for submitting missing documents, making corrections or replacing documents by 30 September in the autumn semester and by 28 February in the spring semester.

(8) The thesis defense is part of the final examination, which takes place in front of a final examination committee and which may be separated in time from the subject part of the final examination (comprehensive exam, complex exam).

(9) [970,971,972,973]The University shall store the thesis of a student who has successfully passed the final examination in its academic system in its entirety and maintain a record thereof. The stored theses — except for parts classified as confidential under applicable legislation — shall be made fully accessible and searchable in the MATER Student Theses Repository of the University Library and Archives Directorate (hereinafter: the repository, https://stud.mater.uni-mate.hu). To this end, following each final examination period, the theses of students who have successfully passed their final examinations shall be transferred to the repository. For the purposes of preservation, record-keeping, and archiving, the repository is considered part of the academic system. If a thesis is classified as confidential, the entire thesis shall be treated as confidential. A confidential thesis shall be marked with an "embargo" in the repository for a period of five years from the date of successful defense. After the expiration of the fifth year, the confidential thesis and the associated files shall automatically become accessible.

(10) [974,975,976]As a general rule, the thesis must be prepared in the language of the program. In the case of a Hungarian-language program, at the student's request and with the support of the program coordinator or responsible faculty member, the director of the institute managing the program may authorize the thesis to be prepared in English. If permission is granted to prepare the thesis in English, both the evaluation and the defense shall be conducted in English. The institute director shall notify the head of the Campus Academic Office of the decision within 8 days of making it. The preparation of the thesis and its evaluation in English, as well as the completion of the defense in English, must be recorded in the final examination protocol and officially entered the NEPTUN System by the Campus Registrar's Office.

3. Acceptance and review of thesis

Section 96 (96. §)

(1) [977]The suitability of the thesis for assessment shall be determined by the supervisor with regard to the main text and appendices of the thesis, and by the Directorate of Education with regard to the declarations required for the thesis. The supervisor shall reject the submission of any thesis deemed unsuitable for assessment. If any of the declarations or the abstract required for the thesis is missing or fails to meet the substantive and formal requirements, and the student has not submitted or corrected the relevant document by the deadline specified in Section 95(7b), the competent academic administrator of the Directorate of Education shall notify the supervisor that rejection of the thesis submission is necessary and shall simultaneously deregister the student from the final examination.

(2) A thesis is unsuitable for review if

a) it fails to meet the essential formal and content requirements set forth in Appendix 6;

b) it can be clearly stated that the thesis is not the student's own intellectual product (plagiarism)

c) [978]the declarations relating to the thesis or the abstract are missing or incomplete, and the student has not submitted or corrected them by the deadline specified in Section 95 (7b).

(3) [979]The student shall be notified of the refusal to accept the unsuitable thesis in the form of a NEPTUN message, and the unsuitability of the thesis for review shall be recorded in the electronic system where the thesis has been submitted and in NEPTUN System. The refusal to accept the thesis shall be justified. There shall be no appeal against the refusal to accept the thesis. If the acceptance of the thesis is refused, the student shall not submit another thesis in the same semester.

(4) [980, 981, 982,983,984]The Director of Institute shall request two reviewers for the evaluation of the thesis suitable for review, on the proposal of the programme leader. One of the reviewers may be an employee of the host institute, the other reviewer must be an employee of another organizational unit or an employee of another department within the Institute. or an external reviewer. The reviewer may only be the student's supervisor only in particularly justified cases. The thesis shall be passed for review within 8 days of the submission deadline specified in the academic calendar, and within 8 working days in case of late submission of the thesis.

(4a) [985]If a thesis is deemed unsuitable for assessment due to missing or incomplete declarations or an abstract, but this is established only after the thesis has been sent for assessment, the thesis must be withdrawn from the assessment process, and the institute that requested the assessment must notify the reviewers concerned.

(5) [986,987,988]The grade of the thesis shall be determined in a five-level grading system, the reviews including the evaluation and the grade shall be uploaded to NEPTUN System. The result of the thesis review shall be communicated to the student in electronic form before the final examination, in the electronic system used to submit the thesis stored in NEPTUN System, no later than 8 working days before the final examination or the first part of it. The records of evaluations in the NEPTUN System shall be considered official notification.

(6) If the thesis

a) was refused by both reviewers, the student shall not participate in the final examination and may submit a new thesis only in the following final examination period;

b) was refused only by one of the reviewers, or the difference between the two evaluations is 3 grades, the Director of the Institute shall send the thesis to a third reviewer.

(7) If the third reviewer also refuses the thesis, the student shall not participate in the final examination and may submit a new thesis only in the following final examination period.

(8) [989]If the third evaluator does not reject the thesis, then in determining the outcome of the thesis defense, the results of the two evaluations that contain grades other than failing shall be considered. In the case of a thesis that has been re-evaluated due to a three-grade difference between the two evaluations, the two evaluations with the highest grades shall be taken into account. If two of the three evaluations contain identical grades that are not failing, then all three evaluation results shall be considered in determining the outcome of the thesis defense.

(9) [990]In the case of suspected plagiarism, the student may not be allowed to take the final examination, and an ethical or disciplinary procedure may be initiated against them. The necessity of an ethical or disciplinary procedure shall be indicated by the institute director

to the authority ordering the procedure, along with the supporting documentation. Regulations regarding plagiarism in theses are set out in Appendix 6.13.

(10) [991]The student shall not appeal against the review of the thesis.

(11) -[992]

4. Final examination and the order of final examination

4.1. [993]Application for final examination, final examination

Section 97 (97. §)

(1) [994]After obtaining the pre-degree certificate (absolutorium), the student shall complete his / her studies with a final examination in higher education vocational programmes, bachelor and master's programmes, undivided one-tier programmes, and post-graduate specialist training programmes.

(2) [995,996,997]Students may apply for the final examination electronically through the NEPTUN System, no later than the application deadline specified for the given semester in the academic calendar. In the event of failure to meet the deadline, late registration for the final examination may be permitted by the Deputy Director of Education, subject to the agreement of the Head of the Campus Registrar's Office or the Educational Coordinator and the Director of the Institute. Requests for late registration must be submitted via the NEPTUN System. Late registration is allowed only until the late thesis submission deadline specified in the academic calendar. This procedure is subject to a fee.

(2a) [998,999]The final examination and its individual components must be taken in the student's physical presence, except for students who are not Hungarian citizens and who obtained their final certificate in a previous semester but are unable to travel to Hungary due to the lack of a residence permit. In the case of these students, the final examination may also be conducted through a secure electronic system. The provisions of Section 58/A shall be applied for the conduct of the final examination in a secure electronic format.

(3) [1000]In case of students starting their studies in the academic year 2012/13 and thereafter, the students may take their final examination within the framework of the student status in the final examination period after obtaining their pre-degree certificate, and within 5 calendar years after the termination of the student status. No final examination shall be taken after the fifth year following the termination of the student status.

(4) In case of students starting their studies before the academic year 2012/13, the final examination may be taken in the final examination period after obtaining the pre-degree certificate within the framework of student status, and in any examination period after the termination of the student status, without any deadline, in accordance with the applicable programme and output requirements.

(5) The final examination is the examination and assessment of the knowledge required for obtaining a qualification in higher education vocational programmes, bachelor and master's programmes, undivided one-tier programmes and postgraduate specialist training programmes during which the candidate shall also prove that he / she can apply the acquired knowledge.

(6) [1001] The conditions for admission to final examination at given programmes of the University:

a) [1002]pre-degree certificate (absolutorium),

b) [1003,1004]submission of thesis by deadline and its reviews in accordance with Section 96 and Appendix 6.13, graded at least as sufficient / pass,

c) the student does not owe any fees /expenses to the University including tuition fee, penalties and other fees and contributions, and has handed over university inventory items, including items borrowed from the library.

(7) The student shall take a separate final examination for each programme, unless otherwise provided by law.

(8) The final examination consists of:

a) a comprehensive or complex exam as specified in Appendix 5; written, practical and oral parts in specific programmes;

b) defence of the thesis;

c) [1005]and completion of other tasks (e.g. Final performance for the Acting (single-cycle) degree).

(9) [1006]The final examination shall be taken during the final examination period as set in the academic calendar. The final examination shall be taken in front of a committee.

(10) [1007, 1008, 1009]The detailed requirements of the final examination shall be laid down in accordance with the SER as it listed below:

a) The components of the final examination and their brief descriptions are included in the institutional academic guide.

b) The final examination questions for the program shall be approved by the director of the institute managing the program, based on the recommendation of the program coordinator. The final examination questions must be published for students on the website of the Directorate of Education no later than 45 days prior to the examination.

c) The dates of the final examinations shall be published on the website of the Directorate of Education and communicated to individual students through the NEPTUN System.

(11) [1010]Minutes shall be taken on the final examination with the content specified in Article 42 (3) of NFTV. Gov. Decree, signed by the chairperson and the members of the final examination committee. The results of the parts of the final examination shall be recorded in NEPTUN System.

(11a) [1011, 1012]The identity of students taking the final examination shall be verified in accordance with the provisions of Section 58 (1).

(12) [1013]If any part of the final examination is graded as “fail”, the final examination shall also be “failed”. If the student does not appear in any part of the final examination, the final examination will be “failed”. Failed or unsuccessful final examination shall not be retaken during the same final examination period.

(13) [1014]The comprehensive / complex exam implemented as the part of the final examination may take place at a separate time or at the same time as the thesis defense. Pursuant to Section 55 (2), the comprehensive / complex exam may also be taken before the final examination. If the comprehensive / complex exam consists of several parts, a grade shall be given for each part and the final grade shall be calculated as a simple arithmetic average of these grades. The result of the final examination shall be communicated to the student by the chair of the examination committee. The results may also be announced at a results session attended by the students taking the final examination and the members of the examination committee, provided that all students consent to the results being disclosed in this manner.

(14) [1015,1016,1017]The members of the final examination committee shall evaluate the defense of the thesis with a grade on a five-level grading scale, considering the evaluation of the reviewer(s). Then they shall determine the final result in a closed meeting by calculating

the simple arithmetic average of the results of the comprehensive/complex exam and the defense. The final examination minutes shall indicate the result of the final examination both in text and in whole numbers, and the average of the final examination. The final examination shall be evaluated on a five-grade scale. If there is a difference of two or more grades between the average evaluation of the thesis and the grade received at the defense, the final examination committee is required to provide a written justification for the significant deviation from the evaluation grades in the final examination record.

(15) The method of calculating the result of the final examination at Georgikon Campus shall be included in the curriculum. This provision shall be applicable to students starting their studies before the academic year 2020/21.

(16) The calculation of the final examination result on Kaposvár Campus shall be regulated by the final examination regulations of the study programmes. This provision shall be applicable to students starting their studies before the academic year 2020/21.

(17) On Károly Róbert Campus, the result of the final examination shall be calculated as the arithmetic average of the grades obtained in the final examination in higher education vocational programmes, bachelor's and master's programmes, and in postgraduate specialist training programmes, unless otherwise provided by law. This provision shall be applicable to students starting their studies before the academic year 2020/21.

(18) [1018]A failed final examination may be retaken on payment of a repeated exam fee as specified in SFB.

(19) Successful final examination shall not be retaken.

(20) [1019,1020]If a student participated/recommended for participation in the National Scientific Students' Associations Conference, the National Higher Education Student Conference for Environmental Sciences or the National Scientific and Art Students' Associations Conference with his/her thesis and if the content and formal requirements for the theses are met, the Head of Institute hosting the programme may accept the thesis without any review with a grade "excellent" for the request of the student. Upon acceptance of a student conference thesis, both the thesis and the received evaluations shall be recorded in the NEPTUN System by the institute hosting the program. Acceptance replaces only the internal and external reviews; the defense of the dissertation in the final examination is obligatory in this case as well.

(21) [1021]Any infringement committed in the final examination (e.g.: the substitution of persons, or the use of an illegal aid or assistance) shall result in the suspension of the offending student from the final examination and disciplinary proceedings shall be initiated against him or her. The provisions of Section 58 shall be applied accordingly during the conduct of final examinations.

(22) [1022]The preparations for final examinations of campuses shall be coordinated by the Campus Registrar's Office.

4.2. Final examination committee

Section 98 (98. §)

(1) [1023, 1024]The chairperson or vice-chair of the final examination committee shall be a university professor, professor emeritus/emerita, associate professor, college professor, college associate professor acknowledged in the discipline or an external professional with a scientific degree.

(2) [1025, 1026]The final examination committee consists of professors, researchers of the University and experts not employed by the University. The final examination committee shall have at least two and a maximum of 9 members in addition to the chairperson. The

final examination committee shall be composed in such a way that at least one of its members is a university or college professor or associate professor or associate college professor, and at least one of its members is not in an employment relationship with the University or does not participate in teaching in the given programme. The final examination committee shall include also a secretary, who may also be a voting member of the final examination committee. A co-chair may be appointed from the members of the committee.

(3) [1027]The chairperson, vice-chair, members and secretary of the final examination committee shall be invited and appointed by the Director of the hosting Institute for one academic year. The invitation shall be accepted in writing by the requested person.

(4) [1028,1029,1030,1031]The final examination minutes shall be prepared by the secretary of the final examination committee for each student and shall be sent to the Campus Registrar's Office immediately after the chairperson, the members of the final examination committee and the secretary have signed it.

(5) [1032]If, before the final examination, the chairperson or a member of the final examination committee – because of illness or other unforeseen circumstances, indicates that he or she will not be able to sit the final examination the secretary of the final examination committee shall notify the substitute chairperson or alternate member. If the final examination committee may function without the participation of the member who is unable to attend – i.e. the member who is unable to attend is not according to (2), the chairman of the final examination may decide that the committee may be able to sit without the disabled member,to conduct the final examination without calling in the alternate member.

(6) [1033,1034]If the secretary of the final examination committee is unable to attend the final examination due to illness or other unforeseen circumstances, the chairman of the final examination committee is entitled to invite the alternate secretary of the final examination committee from among the faculty members of the institute, who will participate in the work of the final examination committee as a member only if he/she has been invited to do so as a member or alternate member of the final examination committee, otherwise he/she will not participate in the final examination as a member but only as a secretary.

4.3. Repeating a failed final examination[1035]

Section 99 (99. §)

(1) If the student fails the defense of the thesis, he / she must prepare a new thesis. In case of a repeated thesis, the student may apply for the following final examination period at the earliest.

(2) [1036]If any part of the final examination is graded as "failed", the student's final examination shall also be "failed" and the final examination may be repeated in the following final examination period at the earliest.

(3) [1037]Failed final examinations may be retaken up to three times, unless the student had already failed the final examination at least three times by the end of the academic year 2014/15. In this case, the student shall have one more final examination opportunity.

(4) [1038]A failed final examination may be retaken on payment of a repeated exam fee as specified in SFB.

(5) [1039]The conditions for registering for a repeat final examination are:

a) Fulfilment of the conditions listed in Section 97(6);

b) Payment of the repeat final examination fee.

(6) [1040]A student's absence from the final examination must not affect the assessment of their knowledge. If a student fails to appear for the final examination, their knowledge cannot be assessed, and the final examination shall be deemed unsuccessful. If the student provides evidence within five working days following the final examination that their absence was justified, the University may waive the repeat final examination fee. In the case of an unjustified absence, the student shall be required to pay the repeat final examination fee when registering for the next final examination. Absence from the final examination shall not reduce the number of final examination opportunities available under paragraph (3).

5. Diploma

5.1. Diploma issuance, diploma average, diploma classification and diploma supplement

Section 100 (100. §)

(1) [1041,1042]From 1 September 2023, the diploma will be awarded to students who have completed their studies in the academic year 2022/23 and afterwards, on completion of the final examination.

(1a) [1043]The provision of section (1) shall apply to students who started their studies before the academic year 2022/23. who started their studies after 31 August 2021 and who have passed their final examinations after 31 August 2021 but have not obtained a diploma shall also apply to students or former students.

(1b) [1044]In case of students who

a) started their studies before the 2022/23 academic year and

b) [1045] did not have the language examination specified in the training and exit requirements on 20 December 2022, section (1) shall apply with the exception that, pursuant to § 49/A of the Nftv. established by § 37 of Act LIX of 2022 and § 114/O of the Nftv. established by section 50 of Act LIX of 2022, the foreign language required for the exercise of the qualification in the given field of study included in the curriculum shall be of a foreign professional language, the level of knowledge of which is not shall not be more stringent than the language examination specified in the training and the level of the requirements of the language.

(2) [1046,1047]The University shall issue and hand over the diploma to the holder within 30 days of the date of the successful final examination. If proof of completion of the language examination requirements has been provided, the diploma shall be issued in the year of the final examination even if less than 30 days of the year of the final examination remain. In designing the form and content of the diploma, Article 51 (5) of Nftv. shall apply. The diploma shall be issued in Hungarian and English. In case of a programme in other language than Hungarian, the diploma shall be issued in Hungarian and in the language of the programme.

(3) [1048,1049]For former students who began their studies before the 2022/23 academic year and who took their final examination before 31 August 2020 but did not obtain their degree due to the absence of a language examination, the provisions regarding exemption from the language examination are governed by Section 79, Paragraph (10) of Act LVIII of 2020 on the transitional rules related to the termination of the state of emergency and on epidemic preparedness.

(3a) [1050,1051]For former students who began their studies before the 2022/23 academic year and successfully completed their final examination between 1 September 2020 and 31 August 2021 but did not obtain their degree due to the absence of a language examination, the provisions regarding exemption from the language examination are governed by Section 19 of Act CXXX of 2021 on certain regulatory issues related to the state of emergency.

(4) The English and Latin language designation of qualification levels (bachelor's degree, master's degree) attested by diplomas issued in Hungary shall be regulated by Article 52 (5) of Nftv. Act.

(5) [1052,1053]Diplomas awarded in master's programmes and undivided programmes shall be signed by the Rector, while diplomas awarded in bachelor's programmes, higher education vocational programmes and postgraduate specialisation programmes shall be signed by the Vice-Rector for Education. In the event of the Rector's prolonged inability to act, diplomas awarded in master's programmes and undivided programmes shall be signed by the Vice-Rector for Education in place of the Rector. In such cases, the substitution shall be indicated by the letter "h" next to the signature on the diploma. In the event of the Vice-Rector for Education's prolonged inability to act, diplomas awarded in bachelor's programmes, higher education vocational programmes and postgraduate specialisation programmes shall be signed by the Vice-Rector for Research, Quality Assurance and International Affairs in place of the Vice-Rector for Education. In such cases, the substitution shall be indicated by the letter "h" next to the signature on the diploma. In the event that both the Rector and the Vice-Rector for Education are simultaneously unable to act for a prolonged period, the diplomas shall be signed by the Vice-Rector for Research, Quality Assurance and International Affairs. In such cases, the substitution shall be indicated by the letter "h" next to the signature on the diploma.

(6) [1054,1055]The final certificate (absolutorium), the certificate of successful completion of the final examination, the certificate of entitlement to the diploma and the shall be issued on the basis of the student's registry sheet form. When issued, the individual a record shall be kept of the certificates issued with a unique serial number.

(7) The average of the diploma shall be the simple arithmetic average of the final examination result and the average of all subjects completed or recognised during the programme weighted by credits (cumulative GPA), rounded to two decimal places. This provision shall apply to students who have acquired student status from the academic year 2020/21.

(8) In case of students who acquired student status before the academic year 2020/21, the average of the diploma shall be determined to two decimal places for each campus and former faculty as follows:

a) Buda Campus:

aa) Former Faculty of Food Science: the diploma average is calculated as the arithmetic average of the cumulative GPA for the whole study period and the final examination grade. The diploma shall be determined to two decimal places;

ab) Former Faculty of Horticulture: the diploma average is calculated as the simple arithmetic average of the final examination result and the average results of the compulsory subjects weighted by credits excluding "fail" grades;

ac) Former Faculty of Landscape Architecture and Urbanism: the diploma average is calculated as the simple arithmetic average of the final examination result and the weighted average results of the compulsory subjects excluding "fail" grades;

b) Szent István Campus:

ba) Former Faculty of Economics and Social Sciences: the diploma average is calculated as the arithmetic average of the average of the thesis / diploma thesis defense and the average of the comprehensive (complex) exam parts of the final examination (average of the final examination) and the cumulative GPA for the whole study period (cumulative average);

bb) Former Faculty of Mechanical Engineering: in undergraduate studies the average of the diploma shall be the arithmetic average of the final examination result, the average of the semester cumulative averages and the average of comprehensive exams, while in MSc and post-graduate specialist programmes, it shall be the average of the final examination result and the average of semester cumulative averages;

bc) Former Faculty of Agriculture and Environmental Sciences: the diploma average is calculated as the arithmetic average of the average of thesis / diploma thesis defense and the average of the comprehensive (complex) exam part of the final exam (average of the final examination) and the cumulative GPA for the whole study period (cumulative average).

c) Georgikon Campus: the classification of the diploma shall be determined on the basis of the result of the final examination as specified in the curriculum of the programmes;

d) Kaposvár Campus: the calculation of final examination results shall be governed by the final examination order of the programmes;

e) Károly Róbert Campus: the diploma average is calculated as the arithmetic average of the cumulated GPA for the duration of the studies excluding "fail" grades and the result of the final examination.

(9) The diploma shall be classified on the basis of the average of the diploma calculated to two decimal places.

(10) For students starting their studies on or after 1 September 2006, on the basis of the calculated average of the diploma, the diploma should be classified as follows (with the English translation in brackets):

kiváló (excellent)	4.81 – 5.00,
jeles (very good)	4.51 – 4.80,
jó (good)	3.51 – 4.50,
közepes (satisfactory)	2.51 – 3.50,
elégséges (pass)	2.00 – 2.50.

(11) On Károly Róbert Campus, in case of students starting their studies up to the academic year 2020/21, the diploma shall be classified as follows (with the English name translation in brackets):

kiváló (excellent):	4.51–5.00
jó (good):	3.51–4.50
közepes (satisfactory):	2.51–3.50
elégséges (pass):	2.00–2.50

(12) [1056]The average and classification of the diploma shall be determined by the Registrar's Office.

(13) In the diploma, the average classification of the diploma shall be indicated in brackets after the textual classification of the diploma.

(14) [1057,1058]When the diploma is issued, the diploma shall be given an individual serial number and its data shall be recorded in NEPTUN System. The serial number of the diploma shall be formed as follows: letter code of the institution - campus letter code - diploma registry number / letter code of the level of training - serial number / year.

a) Institution letter codes and campus codes:

Buda Campus:	MATE-BUDC
Georgikon Campus:	MATE-GEOC
Szent István Campus:	MATE-SZIC
Szarvas Campus:	MATE-SZKH
Kaposvár Campus:	MATE-KAPC
Károly Róbert Campus:	MATE-KROC

b) Levels of training letter codes: B=Bachelor, M=Master, S=Post-graduate specialist training programme, F=Higher education vocational programme, D=doctoral programme, E=University-level programme, K=Supplementary training, MD=Second degree programme, O= single-cycle programme, FO=College-level programme, FF= advanced vocational programme.

(15) [1059]The register of diplomas issued shall be kept by the place of training, field of training, level of training and group of study programmes. If an average of at least 100 diplomas are issued per year in a study programme, a diploma register may be kept per programme within the level of training. In this case the diploma registers shall be numbered in Arabic numerals and the diploma number shall include this number dashed after the campus code in order to avoid issuing the same diploma number. The programmes to be included in the diploma register books and the numbering of the books shall be determined and amended if necessary by the Director of Education. E.g.: MATE-GODC-1 / B-1/2020. The name of the University, the name of the campus, the level of training, the field of training and the programme(s) included in the book shall be indicated on the cover of the diploma register book.

(16) [1060, 1061] The diplomas obtained in undergraduate, master, higher education vocational programmes and undivided one-tier programmes shall be accompanied by the diploma supplement specified by the European Commission and the Council of Europe in accordance with Section 7 of Annex 9 to the NFTV. Gov. Decree, both in Hungarian and English. The diploma supplement is a public document. A diploma supplement can be issued at the request of the student in a specialised further education course. The Diploma Supplement is signed by the Head of the Campus Registrar's Office, or in the case of a long-term absence, by the Director of Educational Directorate or the Head of the Department of Studies.

(17) [1062]The diploma supplement must be assigned a unique serial number. The unique serial number of the diploma supplement consists of the diploma number, followed by a hyphen, and then the abbreviation “DS” (Diploma Supplement). For example: MATE-SZIC-1/B-1/2020-DS.

5.2. Diploma with honours

Section 101 (101. §)

(1) [1063]A diploma with honours shall be awarded to the student who obtains grade “very good” in all subjects of the final examination (comprehensive examination, complex examination), has his / her thesis and all comprehensive exams graded “very good”, has an average of at least 4.00 in all other examinations and practical marks, and has no grades below satisfactory (3). When checking the conditions of the diploma with honours, the subjects taken concurrently with the completion of the Master's studies and required in the credit recognition procedure conducted concurrently with the admission procedure shall not be taken into account.

(2) The following classifications shall be applied for diploma with honours (with the English name in brackets):

kitüntetéssel kiváló (excellent with honours)	4,81 - 5,00,
kitüntetéssel jeles (very good with honours)	4,51 - 4,80.

5.3. Issuance of Micro-certificates

Section 101/A (101/A. §)[1064]

(1) [1065,1066]The University provides certified information and maintains a record of the issued micro-certificates in its NEPTUN System. Based on this record, the University shall issue a certified copy of the respective certificate upon the holder's request. At the request of the holder, the micro-certificate may also be issued in the form of an electronic copy, which must be affixed with the University's electronic signature and a time stamp issued by a service provider qualified to provide such service.

(2) [1067,1068]Micro-certificates must be issued and delivered by the University based on the NEPTUN System for knowledge acquired during student status or prior student status, and from the Adult Education and Advisory Centre's registry system for knowledge acquired through adult education. Micro-certificates issued from the NEPTUN System shall be signed by the head of the Campus Registrar's Office, while those issued from the Adult Education and Advisory Centre's registry system shall be signed by the head of the Centre.

(3) [1069]A separate record of issued micro-certificates must be maintained for each campus. This record may be kept in a dedicated registry book or in the system used for diploma records. The record must include the name of the recipient, place and date of birth, mother's birth name, permanent address, as well as the unique identifier generated by the NEPTUN System or the Adult Education and Advisory Centre, the method of issuance (paper and/or electronic copy), the date of issuance of the micro-certificate, and the date of delivery and receipt. For paper copies, the date of receipt must be confirmed by the student's signature. For electronic copies, the date of issuance and delivery shall correspond to the date indicated by the time stamp.

(4) [1070]A micro-certificate must be issued for academic achievements earned during guest student or partial-knowledge programs, as well as for individuals with prior student status who have successfully completed their program.

(5) [1071]The University shall issue a micro-certificate, upon the student's request, for any learning outcomes the student has achieved in any of its programs.

5.4. Jubilee honorary diploma[1072]

Section 102 (102. §)

(1) [1073]The issuance of jubilee honorary diplomas shall be organized by the secretariat of the competent campus on the basis of the requests received.

(2) [1074]The issuance and delivery of jubilee honorary diplomas are governed by a rector's directive.

5.5. Diploma duplicate

Section 103 (103. §)

(1) [1075,1076,1077]Notwithstanding the provisions of Government Decree 335/2005 (XII. 29.) on the common provisions of document management in public administrative bodies, the

University shall issue a duplicate of any lost, stolen or destroyed diploma upon request on the form specified in Article 46 (2) of Nftv. Gov. Decree. The content of the duplicate shall be the same as the Annex of the registry sheet specified in Article 46 (7) of Nftv. Gov. Decree and shall also contain the duplicate clause and the authentication specified in Annex 9. The order of registration of the duplicate shall be the same as the order of registration of the diploma. If the original diploma was issued only in Hungarian, the duplicate shall not be issued in any foreign language in accordance with Article 46. (2) (a) of Nftv. Vhr. Act.

(1a) [1078]The signing of duplicate diplomas shall be carried out in accordance with the provisions of Section 100 (5).

(2) The order of issue of a further duplicate of the same diploma shall be the same as that of the first duplicate.

(3) A special procedure fee specified in SFB shall be paid for the issuance of a duplicate.

5.6. Withdrawal of diploma

Section 104 (104. §)

(1) [1079,1080]The University shall withdraw the diploma and the diploma supplement issued by it or its predecessor within five years of issuing the diploma if the diploma has been obtained unlawfully. For withdrawal, the Act on General Public Administration Procedures shall be applied.

(2) [1081,1082]Notwithstanding the provisions of Section 1, if the issuance of the diploma has been influenced by a criminal offense and the commission of the offense has been established by a final court decision or the prosecution has terminated the criminal proceedings because the period of conditional suspension of the prosecution has expired successfully, the institution shall annul the diploma without time limit if it does not affect a right acquired and exercised in good faith. In all other respects, the provisions of Act on General Public Administration Procedures shall be applied accordingly to the annulment.

(3) [1083]A diploma revoked in accordance with Section 1 and 2 shall be withdrawn. The decision excluding justification, shall be published in the official Gazette of the Ministry and on the website of the Educational Authority.

(4) [1084]A decision shall be taken to withdraw a diploma. The decision shall include the right to appeal. In the second instance, the Student Appeals Committee shall act, and its decision to terminate the procedure can be challenged in an administrative lawsuit.

(5) [1085,1086]The University shall issue a registry sheet extract of the studies on which the withdrawn or annulled diploma is based pursuant to Article 36 (10) of Nftv. Gov. Decree as soon as the decision on withdrawal and / or annulment becomes final.

(6) [1087,1088]The University shall withdraw or annul the incorrectly issued diploma ex officio or upon request, transfer the correction of the error in the registry sheet and re-issue the diploma on the basis of the corrected registry sheet. If the University issues a new diploma and it affects the content of the diploma supplement, the supplement shall be reissued, with the withdrawal and annulment of the previous diploma supplement.

(7) [1089]Pursuant to Article 48 (3) - (7) and the Section 52/A of Nftv. Government Decree, the data of the diploma, diploma supplement destroyed, lost, stolen, destroyed (name of higher education institution, name of organizational unit, name of the form, article number and serial number of the form, name and personal data of the owner of the diploma, serial number of diploma and supplement) shall be reported to the Educational Authority within fifteen days of the issuance of the new diploma and diploma supplement. The data of the destroyed diploma, diploma supplement (name of the institution, article number and serial

number of the form, serial number of the diploma and supplement) shall be disclosed on the website of the Educational Authority.

5.7. Nostrification of foreign certificates and diplomas

Section 105 (105. §)

(1) [1090]The recognition of foreign certificates and diplomas in Hungary shall take place in accordance with the provisions of Act C of 2001 on the Recognition of Foreign Certificates and Degrees (hereinafter: Recognition Act). Pursuant to Article 16 (2) - (3) of Recognition Act, if there is a fundamental difference between the applicant's programme and the training leading to the corresponding domestic qualification, the acting authority may make the recognition of the certificate conditional upon the passing of a professional examination.

(2) A professional examination may be required in order to check whether the applicant has the knowledge that can be acquired in the domestic programme. If a professional examination is required, the decision shall provide for the requirements of the examination, the examination body and the deadline for passing the examination. The requirements of the examination shall only include the examination of knowledge which is required by the qualification requirements specified by Hungarian law or which is included in the domestic programme and the applicant has not acquired or cannot be established to have acquired during his / her studies abroad. In determining the requirements for the professional examination, the applicant's professional experience and the programme in which the applicant has participated after obtaining the certificate or diploma shall also be taken into account.

(3) [1091,1092]The educational institution may set a fee to be paid by the applicant for the conduct of aptitude and professional examinations, the amount of which is provided for in Article 64 (1) of Recognition Act.

(4) [1093]The documents used by the institution shall be used to certify the completion of the examinations.

5.8. Management of diploma and diploma supplement forms/templates

Section 106 (106. §)

(1) [1094]The University shall register the blank forms/templates of diplomas and diploma supplements - after consultation with the printing house that produces them – of their receipt until their final termination of issue in accordance with the regulations applicable to documents subject to strict accountability.

(2) [1095]The University shall keep the blank diploma and diploma supplement forms/templates in a closed place to which only the competent staff of the Campus Registrar’s Office has access.

(3) [1096]The University shall immediately record the data of the damaged and replaced diploma and diploma supplement forms in the register pursuant to Section (1), then prepare a scrap report in the manner and time specified in in the Document Management Regulations, and annul the damaged or exchanged copies.

(4) The University shall immediately record the lost, stolen or destroyed blank diploma and diploma supplement forms / templates and record them in the register pursuant to Section (1).

(5) [1097,1098]The diploma forms shall be made available by the Educational Authority to University’s.

(6) [1099,1100]The diploma supplement form was removed from Annex 1 of Government Decree 86/1996 (VI. 14.) on the protection of security documents. At the University, the diploma supplement form shall not be used for students taking their final examinations in the spring semester of the 2024/25 academic year and thereafter.

V. A REGULATIONS ON THE MANAGEMENT, RECORDING AND ACCESS OF ACADEMIC DATA, AND PROVISIONS CONCERNING TRAINING DOCUMENTS

Section 107 (107. §)

(1) The purpose of academic records is the accurate and complete management of the data required by law, which serves as the basis for the mandatory data provision. Student records shall be kept electronically in the NEPTUN System.

(2) All users who have access to the data processed in the NEPTUN System shall comply with the data protection legislation and university regulations. All users are obliged to provide accurate data in the NEPTUN System.

(3) [1101] The Director of Education shall be responsible for the complete provision and verification of information. The Director of Education shall be responsible for ensuring that data in NEPTUN System complies with legislation.

(4) [1102,1103]During managing, recording, accessing to academic data and providing data to the higher education information system, the University shall act in accordance with Nftv. Government Decree.

VI. TRANSITIONAL AND MISCELLANEOUS PROVISIONS

Section 108 (108. §)

(1) The provisions of these SER shall apply to students who had obtained a student status at Szent István University and who had a student status on 1 August 2020 until the termination of their student status, unless the Study and Examination Regulations of the predecessor Szent István University specifies more favourable conditions in the given academic case for the student.

(2) The provisions of SER shall apply to students who had obtained a student status at Kaposvár University and who had student status on 1 August 2020 until the termination of their student status, unless the Requirements for Students of the predecessor Kaposvár University specifies more favourable conditions in the given academic case for the student.

(3) The provisions of SER shall apply to students who had obtaineda student status at Pannon University and who had student status on 1 August 2020 until the termination of their student status, unless the Requirements for Students of the predecessor Pannon University specifies more favourable conditions in the given academic case for the student.

(4) The provisions of SER shall apply to students who had obtaineda student status at Eszterházy Károly University and who had student status on 1 August 2020 until the termination of their student status, unless the Requirements for Students of the predecessor Eszterházy Károly University specifies more favourable conditions in the given academic case for the student.

(5) [1104]The provisions of the Study and Examination Regulations of Corvinus University of Budapest in force on 31 January 2016 shall apply to the students of the Faculties of Buda Campus (Faculty of Food Science, Faculty of Horticultural Science and Faculty of Landscape Architecture and Urbanism) who had a student status at the faculties of Corvinus University of Budapest on 31 January 2016, which faculties merged into the

University by legal succession, until the termination of their student status, unless SER specifies more favourable conditions in the given academic case for the student.

(6) [1105]In Article 45 (1), the following shall be referred to in the basic education, higher education vocational education and training and for full-time courses of study for the first time shall apply for the first time to students admitted for the academic year 2023/24.

(7) [1106] The University does not impose any specific foreign language and professional language requirements on former students who have obtained their final certificate in the autumn semester of the academic year 2022/23 at the latest, but have not yet passed the final examination and do not have the language examination required for the degree programme by the training and exit requirements on 20 December 2022.

VI. FINAL PROVISIONS

Section 109 (109. §)

(1) The Senate of the Hungarian University of Agriculture and Life Sciences commented on these regulations and their annexes on 1st February 2021 and agreed on its content by its Decision No. 6/2021 (II.01.) with a vote of 21 in favour and 0 against.

(2) The Board of Trustees of the Foundation for the Hungarian University of Agriculture and Life Sciences, as the Maintainer, adopted these regulations and their annexes on 1st February 2021 by its Decision No. 19/2021 (II.01).

(3) These regulations and their annexes shall enter into force upon their adoption, and at the same time the Study and Examination Regulations and its Annexes included in Volume III.1 of the previous Requirements for Students of the University shall be repealed.

(4) These regulations shall be disclosed by the Rector's Cabinet.

(5) [1107]The amendment of these Regulations was initiated by the Senate of the Hungarian University of Agriculture and Life Sciences with Resolution 89/2021 (V.27.) at the Maintainer, as discussed at its meeting on 27th May 2021. The amendment to these Regulations was approved by the Board of Trustees of the Foundation for the Hungarian University of Agriculture and Life Sciences, as the Maintainer, on 24th June 2021 by Resolution No. 58/2021 (VI.24.). The amendments shall enter into force on the day following the date of the Resolution.

(6) [1108]The Senate of the Hungarian University of Agricultural and Life Sciences approves the amendment of these Regulations. by electronic decision of the Senate by its resolution 37/2023 (IV.20.) with the Reservation. The amendment of these Regulations has been approved by the The Board of Trustees of the Foundation for the Hungarian University of Life Sciences, as the Maintainer, on 26 April 2023, at its meeting on 26 April 2023, by resolution 37.04.2023. 14/2023 (IV.26.) of 2023. The amendments were adopted after the adoption of the resolution or from the later date indicated in certain sections.

(7) [1109] The amendment of this regulation was initiated by the Senate of the Hungarian University of Agriculture and Life Sciences with Resolution No. 155/2023 (X.04.) submitted to the Maintainer. The amendment was approved by the Board of Trustees of the Foundation for the Hungarian University of Agriculture and Life Sciences, as the Maintainer, on 14 November 2023 with Resolution No. 54/2023 (XI.14.). The amendments shall take effect on the day following the adoption of the resolution.

(8) [1110] The amendment of this regulation was initiated by the Senate of the Hungarian University of Agriculture and Life Sciences with Resolution No. 1/2024 (II.07.) submitted to the Maintainer. The amendment was approved by the Board of Trustees of the Foundation for the Hungarian University of Agriculture and Life Sciences, as the

Maintainer, on 16 February 2024 with Resolution No. 8/2024 (II.16.). The amendments shall take effect on the day following the adoption of the resolution.

(9) The amendment of this regulation was initiated by the Senate of the Hungarian University of Agriculture and Life Sciences with Resolution No. 125/2024 (VIII.23.) submitted to the Maintainer. The amendment was approved by the Board of Trustees of the Foundation for the Hungarian University of Agriculture and Life Sciences, as the Maintainer, on 16 September 2024 with Resolution No. 44/2024 (IX.16.). The amendments shall take effect on the day following the adoption of the resolution.

(10) The amendment of this regulation was initiated by the Senate of the Hungarian University of Agriculture and Life Sciences with Resolution No. 62/2025 (V.21.) submitted to the Maintainer. The amendment was approved by the Board of Trustees of the Foundation for the Hungarian University of Agriculture and Life Sciences, as the Maintainer, with Resolution No. 31/2025 (VII.07.). The amendments shall take effect on 1 July 2025.

(11) The amendment to these Regulations was adopted by the Senate of the Hungarian University of Agriculture and Life Sciences by Resolution No. 126/2026 (VIII.27.) and shall enter into force on the day following the adoption of the resolution.

Gödöllő, 27 August 2026

dr. Prof. Csaba Gyuricza
Rector, Chairman of the Senate

VII. ANNEXES AND APPENDICES

Annexes:
Annex 1: Internship Regulation
Annex 2: Regulations on Benefits Ensuring Equal Opportunities for Students with Special Needs
Annex 3: Partial Studies Regulations[1111]
Annex 4: Regulations on Stipendium Hungaricum Scholarship Programme, the Stipendium Hungaricum Sport Scholarship Programme and the Diaspora Higher Education Scholarship Programme[1112]
Annex 5: Rules for Students Participating in Dual Training

Appendices:
Appendix 1: System of Education at the University
Appendix 2: Conditions for choosing specialization / specialist courses by study programme
Appendix 3: Subject requirements form
Appendix 4: Procedures for Submitting and Processing Requests in Academic Matters[1113]
Appendix 5: Scope and Subjects of the Final Examination by Study Programme
Appendix 6: Thesis/Diploma thesis guidelines[1114]
6.1.[1115]-
6.2.[1116]-
6.3.[1117]-
6.4.[1118]-
6.5.[1119]-
6.6.[1120]-
6.7.[1121]-
6.8.[1122]-
6.9.[1123]-
6.10.[1124]-

6.11.[1125]-

6.12.[1126]-

6.13. MATE Uniform Thesis Writing Guidelines for the Preparation of Theses / Diploma Theses / Final Papers / Portfolios (amended: 16 October 2025)

Appendix 7: Thesis/Diploma thesis Encryption Request

Appendix 8: Uniform Order of Course Announcement and Scheduling System

Appendix 9: Formal and content requirements for prior work experience reports required for credit transfer[1127]

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[1] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.

[2] The title of the subsection was clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.

[3] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.

[4] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.

[5] Amended by Senate Resolution No. 126/2026 (VIII.27.), effective form 28 August 2026.

[6] Repealed by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, the repeal effective from 17 September 2024.

[7] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.

[8] Clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.

[9] Inserted by Senate Resolution No. 126/2026 (VIII.27.), effective form 28 August 2026.

[10] Clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.

[11] Inserted by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.

[12] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.

[13] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.

[14] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.

[15] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.

[16] Repealed by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, the repeal effective from 27 April 2023.

[17] Amended by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.

[18] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.

[19] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.

[20] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.

[21] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.

[22] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.

[23] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.

[24] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.

[25] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.

[26] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.

[27] Clarified by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.

[28] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.

[29] Repealed by Senate Resolution No. 126/2026 (VIII.27.), the repeal effective from 28 August 2026.

[30] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.

[31] Clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.

[32] Repealed by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, the repeal effective from 27 April 2023.

[33] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.

[34] Inserted by Senate Resolution No. 126/2026 (VIII.27.), effective form 28 August 2026.

[35] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.

[36] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.

[37] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.

[38] Pursuant to Section 67/A (1) of Act XXXI of 1997 on the Protection of Children and Guardianship Administration

(1) A child or a child who has reached the age of majority and is entitled to regular child protection allowance shall be considered disadvantaged if at least one of the following circumstances applies:

a) low educational attainment of the parent or foster guardian, where—based on their voluntary declaration—it can be established in respect of both parents raising the child together, the single parent raising the child alone, or the foster guardian, that at the time of applying for the regular child protection allowance they have attained no more than primary education;

b) low employment status of the parent or foster guardian, where it can be established in respect of either parent raising the child or the foster guardian that, at the time of applying for the regular child protection allowance, they are entitled to benefits for persons of working age pursuant to Section 33 of Act III of 1993 on Social Administration and Social Benefits, or that within the 16 months preceding the submission of the application for the regular child protection allowance they were registered as a jobseeker for at least 12 months;

c) inadequate housing environment or housing conditions of the child, where it can be established that the child lives in a residential area designated as a segregated area in the integrated urban development strategy of the municipality, or in semi-comfort, non-comfort or emergency housing, or under housing conditions in which the conditions necessary for the child's healthy development are only partially ensured.

Pursuant to Section 67/A (2) of Act XXXI of 1997 on the Protection of Children and Guardianship Administration

(2) A child or young adult shall be considered severely disadvantaged:

a) if the child or the child who has reached the age of majority and is entitled to regular child protection allowance is affected by at least two of the circumstances set out in points (a)–(c) of subsection (1);

b) if the child is placed in state care;

c) if the young adult receives aftercare services and has pupil or student status.

[39] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[40] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
[41] Pursuant to Section 67/A (2) of Act XXXI of 1997, the individual is classified as being in a disadvantaged situation.
[42] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[43] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
[44] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[45] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[46] Clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.
[47] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[48] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[49] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[50] Inserted by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
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[53] Clarified by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[54] Repealed by Resolution No. 44/2024 (IX.16.) of the Board of Trustees; the repeal is effective from 17 September 2024.
[55] Repealed by Resolution No. 44/2024 (IX.16.) of the Board of Trustees; the repeal is effective from 17 September 2024.
[56] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[57] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
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[62] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[63] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[64] Inserted by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
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[66] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
[67] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[68] Repealed by Resolution No. 44/2024 (IX.16.) of the Board of Trustees; the repeal is effective from 17 September 2024.
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[75] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
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[86] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.

[87] Amended by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
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[89] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
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[91] Inserted by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[92] Repealed by Resolution No. 44/2024 (IX.16.) of the Board of Trustees; the repeal is effective from 17 September 2024.
[93] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
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[96] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[97] Amended by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
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[106] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[107] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[108] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
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[121] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
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[125] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[126] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
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[133] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
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[141] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[142] Inserted by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[143] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
[144] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[145] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.

[146] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[147] Clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.
[148] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[149] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[150] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[151] Clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.
[152] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[153] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[154] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
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[156] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
[157] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[158] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[159] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
[160] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[161] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
[162] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[163] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[164] Clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.
[165] Nftv. 17. § (1)
[166] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
[167] Nftv. 17. § (1)
[168] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[169] Nftv. 17. § (1)
[170] Amended by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[171] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[172] Clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.
[173] Nftv. 17. § (1)
[174] Repealed by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, the repeal effective from 27 April 2023.
[175] Inserted by Senate Resolution No. 126/2026 (VIII.27.), effective form 28 August 2026.
[176] The title of the subsection was clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.
[177] Clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.
[178] Clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.
[179] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[180] Clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.
[181] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
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[183] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[184] Repealed by Resolution No. 44/2024 (IX.16.) of the Board of Trustees; the repeal is effective from 17 September 2024.
[185] Repealed by Resolution No. 44/2024 (IX.16.) of the Board of Trustees; the repeal is effective from 17 September 2024.
[186] Repealed by Resolution No. 44/2024 (IX.16.) of the Board of Trustees; the repeal is effective from 17 September 2024.
[187] Repealed by Resolution No. 44/2024 (IX.16.) of the Board of Trustees; the repeal is effective from 17 September 2024.
[188] Repealed by Resolution No. 44/2024 (IX.16.) of the Board of Trustees; the repeal is effective from 17 September 2024.
[189] Repealed by Resolution No. 44/2024 (IX.16.) of the Board of Trustees; the repeal is effective from 17 September 2024.
[190] Repealed by Resolution No. 44/2024 (IX.16.) of the Board of Trustees; the repeal is effective from 17 September 2024.
[191] Repealed by Resolution No. 44/2024 (IX.16.) of the Board of Trustees; the repeal is effective from 17 September 2024.
[192] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[193] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[194] Clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.
[195] Nftv. 42. § (1) a)
[196] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[197] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[198] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[199] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.

[200] Nftv. 43. § (2)
[201] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[202] Clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.
[203] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[204] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[205] Inserted by Senate Resolution No. 126/2026 (VIII.27.), effective form 28 August 2026.
[206] Amended by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[207] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[208] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[209] Amended by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[210] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[211] Amended by Resolution No. 54/2023 (XI.14.) of the Board of Trustees, effective as of 15 November 2023.
[212] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[213] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[214] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
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[223] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[224] Clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.
[225] The numbering of the paragraphs within the section was clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.
[226] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[227] Amended by Board of Trustees Resolution No. 14/2023 (IV. 26.), effective as of 27 April 2023.
[228] Amended by Board of Trustees Resolution No. 44/2024 (IX. 16.), effective as of 17 September 2024.
[229] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
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[235] Repealed by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, the repeal effective from 27 April 2023.
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[275] Repealed by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, the repeal effective from 27 April 2023.
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[281] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[282] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
[283] Nftv. 42. § (1)
[284] Clarified by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[285] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[286] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[287] Clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.
[288] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[289] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[290] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[291] Clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.
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[293] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[294] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[295] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[296] Clarified by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[297] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[298] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
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[301] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
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[303] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[304] Amended by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[305] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[306] Inserted by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[307] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[308] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[309] Clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.
[310] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
[311] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[312] Clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.
[313] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[314] Clarified by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[315] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[316] Clarified by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[317] Repealed due to a change in legislation by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[318] Amended by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[319] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[320] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[321] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[322] Repealed by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, the repeal effective from 27 April 2023.
[323] Repealed by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, the repeal effective from 27 April 2023.

[324] Amended by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[325] Amended by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[326] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[327] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[328] Törölte a 126/2026 (VIII.27.) sz. Szenátus határozat, hatályos 2026. augusztus 28-tól.
[329] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[330] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[331] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[332] Inserted by Senate Resolution No. 126/2026 (VIII.27.), effective form 28 August 2026.
[333] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[334] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
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[338] Repealed by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, the repeal effective from 27 April 2023.
[339] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
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[342] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[343] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[344] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
[345] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
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[358] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
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[375] Inserted by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[376] Amended by Resolution No. 54/2023 (XI.14.) of the Board of Trustees, effective as of 15 November 2023.
[377] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[378] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[379] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
[380] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
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[392] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
[393] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[394] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
[395] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
[396] Points (a)–(g) were amended and repealed by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective as of 27 April 2023.
[397] Repealed by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, the repeal effective from 27 April 2023.
[398] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[399] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[400] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
[401] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
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[403] Repealed by Resolution No. 31/2025 (VII.07.) of the Board of Trustees; the repeal is effective from 1 July 2025.
[404] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[405] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
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[412] Clarified by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[413] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
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[488] Amended by Resolution No. 54/2023 (XI.14.) of the Board of Trustees, effective as of 15 November 2023.
[489] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[490] Clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.
[491] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[492] Pursuant to Government Decree No. 87/2015.
[493] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[494] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
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[800] Deleted on the basis of a change in legislation.
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[1047] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[1048] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[1049] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[1050] Inserted by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[1051] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[1052] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[1053] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
[1054] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[1055] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
[1056] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[1057] Amended by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[1058] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[1059] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[1060] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[1061] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[1062] Inserted by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025
[1063] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[1064] Inserted by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[1065] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[1066] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
[1067] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
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[1075] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[1076] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[1077] Clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.

[1078] Inserted by Senate Resolution No. 126/2026 (VIII.27.), effective form 28 August 2026.
[1079] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[1080] Amended by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[1081] Amended by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[1082] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[1083] Amended by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[1084] Amended by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[1085] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[1086] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[1087] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[1088] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[1089] Amended by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[1090] Clarified by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[1091] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[1092] Amended by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[1093] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[1094] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[1095] Clarified by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[1096] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[1097] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[1098] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[1099] Inserted by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[1100] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[1101] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[1102] Clarified by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[1103] Clarified by Senate Resolution No. 126/2026 (VIII.27.), effective from 28 August 2026.
[1104] Amended by Resolution No. 44/2024 (IX.16.) of the Board of Trustees, effective from 17 September 2024.
[1105] Inserted by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[1106] Inserted by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[1107] Inserted by Resolution No. 58/2021 (VI.24.) of the Board of Trustees, effective from 25 June 2021.
[1108] Inserted by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[1109] Inserted by Resolution No. 54/2023 (XI.14.) of the Board of Trustees, effective from 15 November 2023.
[1110] Inserted by Resolution No. 8/2024 (II.16.) of the Board of Trustees, effective from 17 February 2024.
[1111] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[1112] Amended by Senate Resolution No. 126/2026 (VIII. 27.), effective form 28 August 2026.
[1113] Amended by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.
[1114] Amended by Resolution No. 14/2023 (IV.26.) of the Board of Trustees, effective from 27 April 2023.
[1115] Repealed by Resolution No. 8/2024 (II.16.) of the Board of Trustees; the repeal is effective from 17 February 2024.
[1116] Repealed by Resolution No. 8/2024 (II.16.) of the Board of Trustees; the repeal is effective from 17 February 2024.
[1117] Repealed by Resolution No. 8/2024 (II.16.) of the Board of Trustees; the repeal is effective from 17 February 2024.
[1118] Repealed by Resolution No. 8/2024 (II.16.) of the Board of Trustees; the repeal is effective from 17 February 2024.
[1119] Repealed by Resolution No. 8/2024 (II.16.) of the Board of Trustees; the repeal is effective from 17 February 2024.
[1120] Repealed by Resolution No. 8/2024 (II.16.) of the Board of Trustees; the repeal is effective from 17 February 2024.
[1121] Repealed by Resolution No. 8/2024 (II.16.) of the Board of Trustees; the repeal is effective from 17 February 2024.
[1122] Repealed by Resolution No. 8/2024 (II.16.) of the Board of Trustees; the repeal is effective from 17 February 2024.
[1123] Repealed by Resolution No. 8/2024 (II.16.) of the Board of Trustees; the repeal is effective from 17 February 2024.
[1124] Repealed by Resolution No. 8/2024 (II.16.) of the Board of Trustees; the repeal is effective from 17 February 2024.
[1125] Repealed by Resolution No. 8/2024 (II.16.) of the Board of Trustees; the repeal is effective from 17 February 2024.
[1126] Repealed by Resolution No. 8/2024 (II.16.) of the Board of Trustees; the repeal is effective from 17 February 2024.
[1127] Inserted by Resolution No. 31/2025 (VII.07.) of the Board of Trustees, effective from 1 July 2025.