



ORGANIZATIONAL AND OPERATIONAL REGULATIONS

SYSTEM OF REQUIREMENTS APPLICABLE TO STUDENTS

EDUCATION AND EXAM REGULATIONS

October 2021

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Education and Exam Regulations of Széchenyi István University

PRELIMINARIES

1.§

The present Education and Exam Regulations (hereinafter referred to as: EER) based on the Act 2011 CCIV on Higher Education (hereinafter: The Act) and on the government decree 87/2015 (IV. 9.) on Implementation (hereinafter: The Decree) and the government decree 230/2012 (VIII,28) on Advanced Level Vocational Training and Issues Internships Related to Vocational Training (hereinafter: Internship Decree) refer to the students of Széchenyi István University (hereinafter: The University)

together with
the Regulations on Admission Procedures,
Student Rights and Obligations,
Compensation and Allowances Regulation,
Disciplinary and Grievance procedures,
Regulations on Dormitory use,
Regulation on equal opportunities for learners with special needs,

and constitute the student requirements of the University.

Issues related to student accidents are dealt with based upon the relevant chapter of the Occupational Health and Safety Regulations.

The present EER and its amendments have been accepted and agreed to by the University Senate and the Students' Council (hereinafter referred to as: SC).

2.§

(1) The regulations of the present EER refer to all students of the University, students with parallel status and guest students regardless their form of training (full-time, correspondent, distance learning) and their form of financing (subsidized and non-subsidized, partial scholarship programmes and fee-paying trainings), with the exception of participants of doctoral programmes. The regulations of the present EER also refer to students of Stipendium Hungaricum and Christian Scholarship programmes who are here through the Ministry of Human Capacities (hereinafter: MHC), as well as to fee-paying international students (hereinafter IPS students) admitted to the university as a result of the university's admission procedures through admissions.sze.hu.

(2) The present EER refers to students as

a) subsidized students without further reference, it also refers to state-funded students (whose student status was established prior to the academic year 2012/13) and students taking part in partial scholarship programmes of the Hungarian State (if their student status was established in the academic year 2012/13 or after that),

b) non-subsidized students without further reference, it also refers to fee-paying students (whose student status was established prior to the academic year 2012/13),

(3) Provisions of the present EER regarding part-time students at the University have to be applied with consideration to the deviations outlined in Annex 15.

(4) A separate EER applies to the participants of the doctoral programme and its regulations must be considered as annexes of the present EER.

(5) All organisational units and departments of the University and persons having any contractual relationship with the University in connection with education at the University are subject to the present EER.

(6) Regulations of the present EER apply to persons who are not students at the University or not employed as civil servants or not having any contractual relationship with the University only if another Act or legislation does not provide or apply.

ADMINISTRATION OF EDUCATIONAL AND EXAMINATION ISSUES

3.§

(1) Concerning issues relating to credit transfer the Credit Transfer Committee (hereinafter: CTC) and issues concerning examinations the Study Committee (hereinafter: SC) is obliged to act on the first instance.

(2) When the given case is also related to credit transfer, the general regulation is that the SC makes a decision then transfers the case to the CTC, except cases in which the relevant part of the case for credit transfer becomes irrelevant due to the SC's decision.

(3) The CTC and the SC operate at on departmental level.

(4) Students' equity applications are within the competence of the Dean according to the applicant's major.

THE CREDIT TRANSFER COMMITTEE

4.§

(1) The Deputy Dean in charge of educational affairs delegated by the Dean of Faculty is responsible for the chairing tasks.

(2) The CTC consist of 2 tutors.

(3) The tutors are appointed by the Dean for 5 years based on the opinion of the Faculty Council.

(4) The Secretary of the CTC is appointed by the Chairman, after consulting and in agreement with the direct superior.

(5) The CTC meets as often as necessary; the Chairman convenes and conducts the meetings.

(6) Invitations to the CTC meetings have to be sent to the CTC members three days before the meeting by e-mail. The invitation must contain the agenda to be discussed.

(7) There is a quorum in the CTC if the Chairman and at least one member are present.

(8) CTC decisions are made with a simple majority of votes and by an open ballot, in the case of applications with fixed deadlines within 15 days from the submission, in case of any other applications within 15 days from the acceptance of the application. In the event of a tie the chairman shall have the casting vote.

5.§

(1) Credit transfer applications must be handed in through the University's official online platform enclosing all the documents (for example: course description, medical or other certificates, etc.) which are necessary for the decision. Applications are handled by the Secretary of the CTC.

(2) The Secretary of the CTC is responsible for collecting the opinions and fitting them in the schedule.

(3) After the decision the secretary of the CTC informs the applicant by sending the decision of first instance including the justification. The Chairman of the CTC issues the decision. In the notification the attention of the applicant is drawn to the fact that they have the opportunity to request legal recourse based on §8. of the present EER.

(4) Applications regarding "Credit transfer as optional subject for the subjects of the international part-time programme (Exchange Course)" are exempt from the above procedure and are stipulated in Annex 1, General Rules point 10.

THE STUDY COMMITTEE

6.§

- (1) The Study Committee (SC) consist of 2 tutors and 3 students.
- (2) The Chairman and tutors are delegated by the Dean / Director for 5 years based on the opinion of the Faculty Council.
- (3) Rules on the delegation of the SC's student members are regulated in the Student Council's own constitution.
- (4) The Secretary of the SC appointed by the Dean / Director based on the proposal of the Chairman in agreement with the concerned Head of Department.
- (5) The operation of the SC is governed by sections (5), (6), (8) of § 4. and 5.
- (6) There is a quorum in the SC if the Chairman and at least two members are present.

SPECIAL EQUITY APPLICATIONS

7.§

- (1) Special equity application means that students can obtain a special single release from some of their obligations. Due to the fact that it can be applied for one single case, no further appeal is possible. There is no place to exercise special equity if it is excluded by any provisions of the present EER or any other regulations.
- (2) Apart from statutory exceptions students cannot be exempt from the requirements laid down in the curriculum, legislation or the present EER (pre-study requirements, language exam, the prescribed credit points by a certain time to continue their studies, the maximum number of fail grades and unjustified absence from exams, i.e. three opportunities per exam period, the maximum number of terms to be able to spend at the University having student status, requirements for obtaining a teacher's signature, the maximum number of fail grades per subject). There is no opportunity to ask for or practise special equity for missing the deadline for submitting the application for credit transfer. There is no opportunity to ask for or practise special equity for credit transfer and missing the deadline for submitting the modification request.
- (3) The special equity application must be submitted to the SIS (Student Information System) in electric form. The decision-maker is the Rector. Special equity can be granted once per academic year per training.

(4) The special equity application must contain the student data (name, Neptun code, permanent and/or correspondence address), the detailed description of the reason for equity and the copy of the documents which are necessary for justification.

EQUITY EXAMINATION

7/A §

- (1) Students can apply for an equity examination once, for maximum two exams during their studies. The decision maker is the dean of the faculty concerned.
- (2) Further regulations concerning the equity enquiry can be found in §67.

LEGAL RECOURSE

8.§

- (1) Students may submit an appeal against the CTC's, SC's, Dean's RD's or the AEC's decision of first instance within 15 days from the announcement of the decision.
- (2) Legal recourse cannot be given against the decision regarding the assessment of studies.
- (3) Legal recourse can be initiated against the decision regarding the assessment of studies if the decision is not based on the requirements laid down in the curriculum or if the rules of the present EER have been broken during the decision making process.
- (4) In the case of an appeal the Rector has the right to act in all cases.
- (5) The appeal addressed to the Rector has to be submitted in the SIS.
- (6) The RD /AEC attach the previous, antecedent documents (if any) to the appeal and forward it to the decision maker of the first instance within 3 days.
- (7) The decision maker of first instance formulates his/her standpoint about the appeal then forwards the appeal with all the documents to the Rector within 3 days.
- (8) The Rector makes the second instance decision within 15 days of receiving the appeal. In case of a hindrance (illness, longer absenteeism, etc.) the Vice Rector appointed by the Rector shall have the decision-making power.
- (9) Possible decisions within the legal recourse:
 - a) upholding of the first instance decision
 - b) changing of the first instance decision
 - c) annulment of the first instance decision and replacement by a new procedure

(10) The applicant is informed of the resolution of the legal recourse in a decision detailing the reasons. A negative decision must be sent by registered mail to the applicant.

(11) In the notification it must be brought to the applicant's attention that there is no possibility for further appeal against the decision, however its reconsideration may be requested from the County Court of Győr-Moson-Sopron within 30 days from the notification. The application addressed to the Court must be submitted to the Educational Management Directorate of the University.

REGULATIONS IN CONNECTION WITH STUDENT STATUS

SUBSIDIZED AND NON-SUBSIDIZED COURSES

9.§

(1) The following part of the EER applies to students with established student status prior to academic year 2012/13.

(2) Those students must be regarded as participants of subsidized training (hereinafter referred to as: Subsidized)

a) who established a student status as a subsidized student before the academic year 2006/2007 and meets the conditions described in § 86.

b) who established a student status as a non-subsidized student with the University before the academic year 2006/2007 but the form of financing of his/her training has been changed to subsidized and he / she meets the conditions described in § 86.

c) who established a student status as a subsidized student in or after the academic year 2006/2007 and meets the conditions described in paragraph (3).

d) who established a student status as a non-subsidized student with the University in the academic year 2006/2007 but the form of financing of his / her training has been changed to subsidized and he / she meets the conditions described in paragraph (3),

e) who established a student status as a non-subsidized student in or after the academic year 2007/2008 but the form of financing of his/her training, based on the rules laid down in the §10., has been changed to subsidized and meets the conditions described in paragraph (3).

(3) According to the Act students can take part in the subsidized training (including the time spent on an Advanced level vocational training course) for 12 current semesters (subsidized period).

Except

- a) Students with disabilities according to Act 47. § paragraph 4). can request the subsidized period to be extended to 16 semesters.
- b) The participants of the doctoral programme who may apply for a subsidized period of 6 semesters.

(4) The student who was admitted to a subsidized training in or after the academic year 2006/2007 can be subsidized for a period which exceeds the training period determined in the training and outcome requirements by more than two active terms beginning from the establishment of his / her student status. Furthermore, in the current training cycle, in the previous training cycles, and within the framework of the previously established student status, the sum of the number of current semesters spent in a subsidized training cannot be more than the number of semesters in paragraph (3). After that the student may continue his / her studies only in a non-subsidized training if he / she agrees to undertake its requirements.

(5) At the calculation of current semesters the number of current semesters spent as guest student or additional student must also be taken into account regardless whether the student status in his / her bachelor's training is suspended or not.
Except for cases when the student submits a credible written certificate that he / she took part in non-subsidized training in these semesters.

(6) A student cannot take part in more than one subsidized training of the same level, except if his/her has been accepted to his/her second subsidized training no later than in the 3rd semester of his/her first subsidized training.

(7) Students who participate in a non-subsidized training are those

- a) who were admitted to this form of financing,
- b) who have been taken over from another higher education institution,
- c) who have become subsidized due to a modification of their student status according to the provisions of the current EER.

(8) Subsidies and the additional rules in connection with the covering of expenses are included in the Compensation and Allowance Regulations (hereinafter referred to as CAR).

(PARTIAL) SCHOLARSHIPS GRANTED BY THE STATE OF HUNGARY AND FEE-PAYING TRAININGS

9/A.§

(1) The following section of the EER applies to students with established student status in or after the academic year 2012/13.

(2) Those students must be regarded as participants of (partial) scholarship programmes

- a) Who established a student status in a (partial) scholarship programme in or after the academic year 2012/13 and meet the conditions described in paragraph (3).
- b) Who established a student status as a fee-paying student in or after the academic year 2012/13 but the form of financing of his/her training has been changed to (partial) scholarships and he / she meets the conditions described in paragraph (3).

(3) Students can take part in the (partial) scholarship training - including advanced level vocational training (hereinafter ALVT), bachelor and master courses - for 12 active semesters (subsidized period).

Except

a) Students with justified disabilities according to Section 4, §. 47 of the Act, who can ask for a subsidized period of max.16 semesters.

b) The participants of doctoral programmes who may apply for a subsidized period of 6 semesters if they established a student status prior to the academic year 2016/17.

c.) The participants of doctoral programmes who may apply for a subsidised period of 8 semesters if they established a student status in or after the academic year 2016/17.

(4) Students who were admitted to a subsidized training in or after the academic year 2012/13 can be subsidized for a period which exceeds the training period determined in the training and outcome requirements by more than two active terms beginning from the establishment of his / her student status. Earlier subsidized periods during the same major have to be included in the calculation of the subsidized period for the given major. Furthermore, in the current training cycle, in the previous training cycles, and within the framework of the previously established student status, the sum of the number of current semesters spent in a subsidized training cannot be more than the number of semesters in paragraph (3). After that the student may continue his / her studies only in a fee-paying training if he / she decide to undertake it.

(5) At the calculation of current semesters the number of current semesters spent with guest student or additional student status must also be taken into account regardless whether the student in his / her bachelor's training suspends his / her student status.

Except for the case when the student hands in a credible written certificate that he / she took part in a non-subsidized training in these semesters.

(6) A student can take part in more than one subsidized training of the same level (parallel training) at the same time. However, in this case the number of terms spent in the parallel (partial) scholarship training has to be subtracted from the number of terms granted in the subsidized period.

Transfer between subsidized and non-subsidized training

10.§

(1) Provisions of the present chapter apply to non-subsidized students as well as those students who established a student status in the subsidized training in or after the academic year 2007/2008 therefore these provisions must be interpreted in relation to them.

(2) The transfer from the subsidized training does not affect those students who at the end of the academic year

- a) Have obtained at least 30 credit points in their last two active semesters or
- b) If the number of their active semesters is less than two or
- c) Could not finish their last active semester due to force majeure.

(3) Students who do not meet the requirements of paragraph (2) must be classified downward according to their major and cumulative corrected credit index and starting from the end of the scale the number of students who must be transferred to the non-subsidized training is equal to 15 per cent of the adequate number of students in subsidized training at the time of the decision taken.

(4) Only those students may be taken over from the non-subsidized training to the subsidized one

- a.) Who have handed in an application within the specified period determined in the academic schedule of the given academic year
- b.) Who have obtained at least 30 credit points in their last two active semesters or
- c.) Whose cumulative corrected credit index is higher than the threshold level determined in paragraph (5).

(5) The threshold level mentioned in paragraph (4) is equal to the cumulate corrected credit-index of the student at the place according to the one fifth of the number of students in the downward cumulative corrected credit index list of students who have not been classified from the subsidized training to the non-subsidized training.

(6) Those non-subsidized students cannot be taken on to the subsidized form of training whose number of subsidized semesters from their previous studies exceeds the given

major's training time by more than two – in the case of students with disability by more than four – terms.

(7) To determine the number of students who can be taken on from the non-subsidized to the subsidized form of training, the number of subsidized student status terminated for any reason in the previous academic year has to be added to the number of subsidized places which have become vacant due to the application of paragraph (3).

(8) From the non-subsidized students' downward cumulative corrected credit index list those non-subsidized students who meet the requirements laid down in paragraph (4) are transferred to the subsidized training in accordance with the framework set up in paragraph (3).

(9) The RO/AEC sends the decision of transfer to the students. According to the current EER an appeal may be handed in against the decision.

Transfer between Hungarian (partial) scholarships and fee-paying training

10/A.§

(1) Provisions of the present chapter apply to students who established their student status in (partial) scholarship programmes or in fee-paying trainings between the academic year 2012/13 and 2015/16 and the provisions must be interpreted in relation to them who are citizens of the European Union and the European Economic Area (EEA)

(2) For those students to whom all the below listed three points apply are to be transferred from the state (partial) scholarship programme to the fee-paying training by the end of the academic year

- a) did not obtain at least 30 credit points during their last two active semesters
- b) whose weighted average does not reach 2,25
- c) who have at least two active semesters

(3) Only those students may be taken on from the fee-paying training to the (partial) scholarship programme of Hungary

- a) Who obtained at least 30 credit points in their last two active semesters
- b) who have at least two active semesters
- c) Who handed in an application of transfer in the period determined in the schedule of the given academic year and made a declaration about undertaking to sign the scholarship / partial scholarship student contract and the payment contract connecting to the latter.

(4) The regulations described in paragraph (2) and (3) have to be observed and enforced according to majors.

(5) Those fee-paying students who have already used up the subsidies granted to them (9/A. §) cannot be transferred to the (partial) scholarship programme.

(6) To determine the number of students who can be taken on from the fee-paying to the (partial) scholarship training per major, the number of student status in the (partial) scholarship programme terminated for any reason in the previous academic year has to be added to the number of (partial) scholarship places which have become vacant due to the application of paragraph (2). The number of the vacant state scholarship places and the number of the vacant partial state scholarship places have to be calculated separately.

(7) Fee-paying students who meet the requirements of paragraph (3) must be classified downward according to their study mode and cumulative weighted average. Following the downward categorisation students are first transferred to the state scholarship places which have become vacant (according to paragraph (6), then to the partial scholarship places.

(8) The RD/AEC sends the decision of transfer to the students. According to the current EER an appeal may be handed in against the decision.

(9) The decision on the transfer of students to the (partial) scholarship programme becomes legally valid only after the student concerned has signed the declaration about the obligations in connection with the state scholarship programme.

10/B §

(1) Provisions of the present chapter apply to students who established their student status in (partial) scholarship programmes or in fee-paying trainings in or after the academic year 2016/17 and in 2017/2018. Provisions must be interpreted in relation to them and to citizens of the European Union and the European Economic Area (EEA)

(2) For students to whom all the listed four points apply must be transferred by the end of the academic year from the state (partial) scholarship programme to the fee-paying training

a) did not obtain at least 36 credit points during their last two active semesters

b) whose weighted average calculated from the last two semesters does not reach the weighted average defined in Annex 10 of the Government Decree 87/2015. (IV.9) for a semester and a training area.

c) who have at least two active semesters

d) who did not study in any foreign higher education institution in any of their last two

active semesters with a scholarship in order to continue their professional studies.

- (3) Only those students may be taken on from the fee-paying training to the (partial) scholarship programme of the State of Hungary
 - a.) who obtained at least 36 credit points in their last two active semesters
 - b.) who have at least two active semesters and
 - c.) have handed in an application of transfer in the period determined in the schedule of the given academic year and made a declaration about undertaking to sign the scholarship / partial scholarship student contract and the payment contract connecting to the latter.
- (4) The regulations described in paragraph (2) and (3) have to be observed and enforced according to field and type of training.
- (5) Those fee-paying students who have already used up the subsidies granted to them by the Hungarian state (9/A. §) cannot be transferred to the (partial) scholarship programme.
- (6) To determine the number of students who can be taken on from the fee-paying to the (partial) scholarship training per major, the number of student status in the (partial) scholarship programme terminated for any reason in the previous academic year has to be added to the number of (partial) scholarship places which have become vacant due to the application of paragraph (3). The number of the vacant state scholarship places and the number of the vacant partial state scholarship places have to be calculated separately.
- (7) Fee-paying students who meet the requirements of (3) must be classified downward according to their study mode and cumulative weighted average. Following the downward categorisation students are first transferred to the state scholarship places which have become vacant then to the partial scholarship places.
- (8) The RD/AEC sends the decision of transfer to the students. According to the current EER an appeal may be handed in against the decision.
- (9) The decision on the transfer of students to the (partial) scholarship programme becomes legally valid only after the student concerned has signed the declaration about the obligations in connection with the state scholarship programme.

10 C.§

- (1) Provisions of the present chapter apply to students who established their student status in (partial) scholarship programmes or in fee-paying trainings in or after the academic year 2017/2018 or later. Provisions must be interpreted in relation to them and to citizens of the European Union and the European Economic Area (EEA).
- (2) For all (partial) scholarship students to whom the below listed points apply must be transferred to fee-paying trainings:

- a) who have at least two active semesters
- b) who did not study in any foreign higher education institution in any of their last two active semesters with a scholarship in order to continue their professional studies.

and either of the below statements apply to them:

- a) who have not obtained at least 36 credit points
 - b) whose weighted average does not reach the cumulated weighted average defined in Annex 10 of the Government Decree 87/2015. (IV.9) for a semester and a training area.
- (3) Only those students may be taken on from the fee-paying training to the (partial) scholarship programme of the State of Hungary
- a.) who obtained at least 36 credit points in their last two active semesters
 - b.) who have at least two active semesters and
 - c.) have handed in an application of transfer in the period determined in the schedule of the given academic year and made a declaration about undertaking to sign the scholarship / partial scholarship student contract and the payment contract connecting to the latter.
- (4) The regulations described in paragraph (2) and (3) have to be observed and enforced according to field and type of training.
- (5) Those fee-paying students who have already used up the subsidies granted to them by the Hungarian state (9/A. §) cannot be transferred to the (partial) scholarship programme.
- (6) To determine the number of students who can be taken on from the fee-paying to the (partial) scholarship training per major, the number of student status in the (partial) scholarship programme terminated for any reason in the previous academic year has to be added to the number of (partial) scholarship places which have become vacant due to the application of paragraph (3). The number of the vacant state scholarship places and the number of the vacant partial state scholarship places have to be calculated separately.
- (7) Fee-paying students who meet the requirements of (3) must be classified downward according to their study mode and cumulative weighted average. Following the downward categorisation students are first transferred to the state scholarship places which have become vacant then to the partial scholarship places.
- (8) The RD/AEC sends the decision of transfer to the students. According to the current EER an appeal may be handed in against the decision.
- (9) The decision on the transfer of students to the (partial) scholarship programme becomes legally valid only after the student concerned has signed the declaration about the obligations in connection with the state scholarship programme.

ESTABLISHMENT OF STUDENT STATUS

11.§

(1) Those students may establish student status with the University:

- a) Who have gained **admission** to the University within the framework of the admission procedure (hereinafter referred to as: Admission) laid down in the Act,
- b) Who have **been taken on** by the University due to their application based on their student status with another higher education institution according to the rules and requirements defined below.

(2) The student status is established by enrolment with the decision on admission or transfer, and it comes into being from the day when the registration form is signed. The registration can be done in person or by a trustee who has a written authorization signed by two witnesses.

(3) In a current admission process the admission decision will be null and void if the student does not meet the deadline of the registration stated in the regulation.

(4) At enrolment the University creates a registration number to identify the student. The rule regarding the creation of the registration number is the following < major code < serial number >/ <year >. The code of the major identifies the student's major in the Student Information System (hereinafter referred to as: SIS). The serial numbering restarts each year. The date shows the calendar year when the student status was established.

(5) The major with which the first student status has been established at any training level is the student's basic training at the given training level.

Course record

12.§

(1) All active or passive students registered for a student status on or after 1 January 2016 must be issued with a course record based on the Decree.

- a) It is obligatory to issue a course record if the student's status has been terminated without a pre-degree certificate (hereinafter absolutorium) stating that all course units have been completed based on either points of § 17.

- b) A course record is issued on request if the student has the absolutorium but does not take his/her final exam in the subsequent final exam period. In this case the course record is to be issued free of charge on the request of the student.
- (2) A course record is not issued if the student has an absolutorium and receives a diploma in the subsequent final exam period. The student will receive an appendix of the diploma with the content corresponding to that of the course record.
- (3) For students having their absolutorium prior to 1 January 2016 a course record can be issued (based on the Decree) free of charge on their request replacing their former course record book.
- (4) For students having their absolutorium prior to 1 January 2016 but failing to pass their language exam and thus not receiving their diploma will be issued with an appendix instead of their former course record book.

Admission

13.§

- (1) The rules of admission, except for the professional post-graduate training courses, are determined by the Act, Regulation, and in accordance with them, the University's Admission Procedures accepted by the Senate .
- (2) The University publishes the conditions and requirements of admission in the Higher Education Admissions Prospectus issued by the Educational Authority.
- (3) The admission includes the major, courses and forms of financing.
- (4) Students applying for admission with student status and / or additional student status (hereinafter referred to as Parallel Student Status), Parallel Student Status is established at his/her enrolment in all cases unless the student terminates his/her former student status and can trustworthily prove it at the time of the current enrolment.
- (5) The University publishes the conditions and requirements of the professional post-graduate training in the university announcement and on its website.

Acceptance

14.§

- (1) Those students can ask for acceptance to the university who have student status at other Hungarian or foreign countries' tertiary education institution within the

European Union and are able to prove that with a document issued by the institution/s concerned.

(2) The acceptance can be asked for all majors taught at the University and for all courses of the respective major.

(3) Acceptance can be asked only for a major, which belongs to the same field of training (Act 42. § (1) b) Government Decree) on which the applicant is studying at the time of submitting the application. Acceptance can be done only at the same level or at a lower level.

(4) Only those students can apply for acceptance who meet the following requirement: the students on a Bachelor's or on a single undivided training have obtained at least 30 credits and on a Master's at least 15 credits by the day of submitting their application.

(5) Acceptance can only be obtained for a fee-paying training.

(6) In case of Doctoral Programmes conditions of acceptance are defined in the Education and Exam Regulations of the given Doctoral School.

15.§

(1) The acceptance application can be handed in from 1st August to 25th August every year at the RD addressed to the competent Chairman of SC at the University. For a Master's course students can be accepted for the spring semester as well in which case the request can be handed in between 1st and 15th January.

(2) The annexes of the acceptance application:

- a) Certificate of the student status,
- b) Copies of the course record pages demonstrating the studies by the date of application certified by the competent RD, or credits certificate.
- c) Syllabus certified by the competent departments to assess the acceptability of the subjects included in the course record,
- d) Copies of language certificate(s),

(3) The Registrar's Department (RD) forwards the received application to the competent secretary of the Study Committee (SC) for assessment.

(4) In case of incomplete acceptance applications, the RD sends the application back to the applicant and request further completion of documents by the deadline determined in paragraph 1.

16.§

(1) The competent SC of the faculty indicated in the application will decide about the acceptance by 10 June of the respective year.

(2) After the application is accepted the competent Credit Transfer Committee (CTC) based on the rules of credit transfer (Annex 1) will decide that from the applicant's previously completed subjects which are those accepted for his / her present studies at University.

(3) The competent SC and CTC will inform the applicant about the decision on the acceptance and credit transfer according to the rules described in paragraph (4). A copy of the decision and the submitted enquiry must be sent to the head of RD/AEC.

(4) The acceptance decision must indicate:

- a) The major and the course, on which the acceptance is being considered,
- b) The academic year and fall semester to which the acceptance is being considered,
- c) That the acceptance is for the fee-paying training,
- d) The date of enrolment (deadline, consultation and opening hours),
- e) The place of enrolment (acceptance to the full-time course at the RD for all others at the AEC),
- f) The enrolment must be done in person,
- g) At the time of enrolment all the originals of the documents that were attached to the application must be presented, (language certificate, course record, identity card, the previous student ID),
- h) The number of credit points accepted from the previous studies, and the name of the completed subjects,
- i) Student status cannot be established on the basis of the acceptance decision if the applicant does not register by the deadline stated in the decision and does not submit the acceptance certificate form obtained from the RD and AEC at registration, to the RD administrator.

(5) If the acceptance is rejected, a detailed reasoning must be given and applicants must be informed about the possibility of legal recourse based on the current EER.

TERMINATION OF STUDENT STATUS

17.§

(1) In advanced level professional training, Bachelor's, single undivided and Master's trainings and profession related further studies, the student status terminates without any notice on the last day of that semester in which the student acquires the

absolutorium. In this case, the last day of the first final exam period following the acquisition of the absolutorium is considered to be the last day of the semester.

(2) The student status is also terminated if:

- a) the student has not obtained 30 credit points at Bachelor's, Master's and single undivided trainings and 15 credit points in Adult Education or Advanced Level Vocational Trainings by the end of the second active semester of his/her studies,
- b) the student has not obtained 60 credit points by the end of the fourth active semester of his/her studies in case of trainings, which are longer than 4 semesters,
- c) if the student's unsatisfactory and fail grades on a given course (including the additional lessons in the exam period to make up for missed lessons in case of continuous assessment) exceeds:
 - 30 in case of Bachelor's training,
 - 15 in case of Master's training,
 - 35 on the single undivided trainings and if the student doesn't have 80% of the total credit points determined in their course curriculum,
- d) The student has more than six fail grades in the same subject,
- e) In the music and arts training if he / she does not complete the subjects determined in the curriculum by the prescribed date,
- f) The Senate cancelled it on its 30 June 2014 meeting,
- g) The number of active and passive semesters together is twice as much as the academic training period.
- h) The Senate cancelled on its 29 August 2019 meeting
- i) in case of two consecutive passive semesters with terminated student status based on the rules of the current EER, if the student does not enrol to continue his/her studies (in active semester) at the RD or at the AEC by the last working day of the registration week of the following semester, after having been sent two notices within 15 days in the examination period of the second passive semester.
- j) The student does not settle his / her payment obligation with the university by deadline (in the way stipulated by the EER),
- k) There is a decision to expel him / her in a disciplinary proceeding,
- l) The student is transferred to another higher education institution,
- m) The student is not allowed to continue his/ her studies in the state financed training (9. § 9/A §)) and does not wish to continue his/her studies in the non-subsidised training,
- n) The student personally requests it by submitting his/her request through the Student Information System, (SIS).
- o) The student dies.
- p) the number of passive semesters reaches the number of semesters of the full training and the student does not register for the next semester until the last working day of the registration period through the SIS as regulated by this current EER to

continue his/her studies despite being notified twice with 15 days difference between the two notification during the last exam period of his/her passive semester.

(3) The student's student status must be terminated if the number of credit points in their specialization reaches the required credit points for the final certificate but issuing the final certificate is not possible based on paragraph 73. § (2).

(4) Has been repealed on 30th June, 2020.

(5) Subsections (a) and (b) from paragraph (2) apply exclusively to the full time students. When applying subsections (a) and (b) paragraph (2) regarding the collected credit points even the credits gained through credit acceptance must be recognized.

(6) When applying subsection c) in paragraph (2) at the Master's training during the recruitment process in the credit acknowledgement decision issued the unsatisfactory grades of the compulsory replacement subjects should not be taken into consideration.

(7) The day of the terminated student status given in paragraph (2):

- in case of subsections (2) a)-h) and j), the last day of the given examination period,
- in case of subsections i)-k) the day on which the decision of the terminated student status will come into force,
- in case of subsection l) one day before the enrolment at another higher education institution,
- in case of subsection m) the first day of the study period of the forthcoming semester,
- in case of subsection n) the date of receipt of the student's written request,
- in case of o) the date of death.

(8) If the student him/herself requests the termination of student status, within 30 days from the beginning of the study period the subsidised semester will not be used, in all other cases it will.

(9) Has been repealed from 29.01.2019.

(10)

Has been repealed from 29.01.2019.

(11) After reaching the limit defined in paragraph (2) subsection d) under no circumstances, including an equity application, can the student obtain further valid grades in the given semester. The supervision of the limit defined in

paragraph (2) subsection d) is done at the end of the exam period. After reaching the limit further exam applications are not forbidden by SIS during the exam period but grades obtained in a given subject as a result of such applications will not be regarded valid and must be deleted!

(12) Has been repealed from 29.01.2019.

(13) If the student status is terminated on the request of the student, and the applicant asks for a modification of the cancellation decision posteriorly, the student must pay the administration fee listed in Annex 13 of the Compensation and Allowances Regulation (hereinafter: CAR)

18.§

(1) The decision at first instance on the termination of student status due to any reasons listed in section 17.§ paragraph (2) is issued by the head of the RD or AEC no later than the end of the second week following the deadline defined in section 17.§ (7).

The decision must state that:

- a) Another student status with the University may only be established after another successful admission,
- b) Students may hand in an appeal based on the rules of the current EER.

(2) Simultaneously of the decision on termination of student status being issued the RD / AEC prepared and sends a certificate to the students listing their studies at the University (Annex 2). The copy of that certificate must be kept on register in the student's file.

(3) All decisions concerning student status must be sent to the student's permanent address by mail with acknowledgement of receipt.

GUEST STUDENT STATUS

19.§

(1) Studies conducted within the framework of guest student status means that students do not complete one or two subjects from the sample curriculum according to their Bachelor's training at their home educational institution but at another (domestic or foreign) educational institution (hereinafter referred to as: Host Institution).

(2) Guest student status can be asked for only one semester.

Guest student status of the students of Széchenyi István University

20.§

(1) Within the framework of guest student status 20% of credit points can be obtained at most based on the curriculum of the Bachelor's training. It can be defined in the curriculum whether the important or highly weighted subjects' credit points obtained during the guest student status (subjects of final exam, basic exam, complex exam subjects) can be accepted or in what proportion they are accepted.

(2) Students have the right to establish guest student status several times during their studies; however, they may establish only one guest student status within one semester.

(3) The establishment of the guest student status is not limited if the student has an additional student status.

(4) The semester spent with guest student status must be considered as an active semester even if the student did not take up any subjects at university.

21.§

(1) Students of the Széchenyi István University can ask for permission to establish a guest student status for the spring semester no later than 1st December and for the fall semester no later than 1 June in writing addressed to the Chairman of the competent SC and handed in to the RD / AEC.

(2) In the application relating to the establishment of the guest student status:

a) The major, the Host Institution, the academic year and semester in which students are planning to establish the guest student status must be indicated.

b) those subjects from the sample curriculum must be listed (with the credit points), which or instead of which, the students wish to complete the subjects at the Host Institution and next to each subject the exact name of those subjects' and the number of credit points at the Host Institution have to be given.

(3) When applying for a guest student status, students must attach the validated syllabus of those subject he/she wishes to study at the Host Institution.

(4) The competent SC based on the rules in Annex 1 makes a decision within 15 days, on those subjects from the application, which can be fulfilled within the guest student status. At the same time of taking the decision a copy of the decision with the application must be forwarded to the RD/ AEC.

(5) The necessary administration at the Host Institution for the establishment of the guest student status is the applicant's responsibility.

(6) Students are also required to register for the semester of the guest student status.

The copy of the permission of the guest student status issued by the Host Institution must be attached to the registration.

(7) The student has to send a copy and a photocopy of the permission of the guest student status issued by the Host Institution to the RD / AEC. Registrations of the guest student status and adding the subjects completed during the guest student status to the other subjects of the student, are done on the basis of the permission.

22.§

(1) The starting date of the guest student status is the first day of the given study period.

(2) The guest student status automatically terminates on the last day of the examination period of the given semester.

(3) The extension of the guest student status may be requested with the same procedure as the permission (21.§) by the beginning of the examination period of the given semester.

23.§

(1) The permitted subjects in the guest student status must be completed in line with the rules of the host higher education institution.

(2) Those permitted subjects that are completed within the framework of the guest student status in the respective semester must be treated as the subjects completed at the University. It is included in the total corrected credit index, in the corrected credit index, in the scholarship index and in the credit collection of the student's major.

(3) The completion of subjects taken up within the guest student status (grades, credit points, etc.) must be proved credible by the RD / AEC. The certificate must be handed in by the deadline of the registration for the following semester. Failure to

hand in the certificate results in 'assessment not acquired' entry and must be registered in the course record and in the SIS.

(4) State-funded students in the semester of their guest student status benefit from the grants based on the rules of their Bachelor's major.

Guest student status for students of other higher education institutions

24. §

(1) The regulations of the current section apply to students from other Hungarian higher education institutions with guest student status.

(2) Student of other higher education institution can ask for the establishment of a guest student status if they have valid and active student status at their home university at the time of their application.

(3) The application relating to the establishment of the guest student status must be handed in writing addressed to the Dean of the given major and handed into the RD by the beginning of the examination period of the planned semester.

(4) The following must be attached to the application:

- a) Certificate of the valid and active student status,
- b) The permission for establishing the guest student status issued by the competent office (Registrar's Department, Dean's Office, etc.) of the higher education institution
- c) Photocopies of both sides of the student ID.

(5) The RD forwards the application with its attachments to the Secretary of the competent SC.

(6) Within 15 days the SC makes a decision on which subject to permit within the guest student status, after consulting with the heads of the individual departments taking into consideration their capacity and expected load.

(7) The form of financing of the guest student status is the same as the form of financing of the original student status.

(8) Parallel to the issuing of the decision, a copy of the decision together with the application must be handed over to the RD/ AEC.

24/A.§

- (1) The regulations of the current section apply to students from other foreign higher education institutions with guest student status.
- (2) The request for establishing a guest student status must be submitted online to the International Office (<http://apply.sze.hu>). The deadline for the planned autumn semester is 1 June and for the spring semester is 1 November.
- (3) The online request must be printed and sent to the International Office together with the following documents:
 - a) The certificate of the valid and active student status in English or Hungarian,
 - b) The permission for guest student right is issued in English or Hungarian by the competent office of the given higher education such as the International Department or the RD.
- (4) The application and the attached documents are sent to the Erasmus Committee by the International Office.
- (5) The Erasmus Committee after consulting with the heads of the individual departments and taking into consideration their capacity and expected load will make the decision within 30 days on which subject to permit within the guest student status.
- (6) Foreign students must pay for the part-time trainings, except for those who take part in an exchange program or there is a bilateral contract between the two institutions. The amount of payment is determined by the current Compensation and Benefits Regulation.
- (7) Decisions regarding foreign students are recorded by the International Office.

25.§

- (1) Student are registered in the SIS as 'guest students' and the RD/AEC issues the appropriate certificate (Annex 3) to them regarding their guest student status.
- (2) The administrator of the RD /AEC takes on the permitted courses for the guest students.
- (3) Guest students must meet the same requirements as the University students to complete the permitted subjects.
- (4) The RD / AEC issue an official certificate of the subject(s), obtained grade(s) and credit point(s) completed during the guest student status, within 15 days from the last day of the examination period of the given semester.

THE ADDITIONAL (PARALLEL) STUDENT STATUS

26.§

(1) Students with student status can establish a student status in a training, which is different from their Bachelor's training, in order to obtain another degree or certificate, this is the additional student status.

(2) The additional student status can be established by admission process and depending on the admission decision it can be continued in state-funded training as well.

THE MODIFICATION OF THE STUDENT STATUS

General rules

27.§

(1) The modification of student status can be defined when the University student initiates to be transferred to

- a) Another major
- b) Another specialization/content area
- c) Another type of course
- d) A course in another language

within the University (hereinafter referred to as: internal move) or more from the above mentioned items have to be altered.

(2) Those University students can ask for an internal move who

- a) Have already obtained at least 30 credit points in their own major
- b) Do not have less than 10 unsatisfactory grades (in the case of continuous assessment the additional exam period is included)
- c) Do not have any outstanding liabilities at the University
- d) Are not subject to any disciplinary action.

(3) The modification of the course or specialization/content area may be applied once a year on the last week of the examination period of the spring semester with a request to SIS. If the student wishes to receive credit transfer, the subjects related to that must be listed in the application.

(4) The modification of the course type can be requested every semester by 15 January and 20 August, and must be submitted to the SIS.

(5) The RD / AEC forward the application for the move over to the competent SC, which is responsible for ranking and decision taking.

(6) All four type of modifications listed in paragraph (1) can be requested once at a time.

(7) If there is credit transfer connected to the internal move the general rules of the credit transfer must be applied (Annex 1)

(8) The form of funding stated in the decision made in the case of a request for an inside transfer commenced in the spring semester or the following summer period, is always overruled by the form of funding stated in the transfer-related decision made after the spring semester.

Modification of academic major or advance level training course **28§**

(1) Modification of the major can be asked only once and must comply with the student's original specialisation. Students can only request a course that will be studied continuously in the future and it is in the same training cycle.

(2) Those students can apply for the modification of their major who over the requirements defined in the 27§ paragraph (2) have obtained less than 80% of the total credit points assigned in their major at the time of handing in the application.

(3) During the modification process the specific admission requirements (language exam, aptitude test, decision on credit acceptance etc.) and pre-study requirements of the designated major indicated in the application, must be met.

(4) The competent SC of the designated major takes a decision regarding the modification of major based on the students' number of credit points, the performance and successful achievements in accordance with uniform principles according to the rules related to its operation.

(5) Students taking part in a state-financed course are eligible for subsidies when modifying their specialization. On the new specialization the number of subsidized semesters cannot be more than the original specialization as stated in unit 9§ (4), the already used subsidies from the original specialization are reduced from the new semesters.

(6) Hungarian state scholarship students who want to modify their major will only obtain their status when the scholarship contract between the given student and the Hungarian state is signed and a copy is received by the RD.

Modification of the language of the course

28/A§

- (1) When requesting the modification of the language of a course only 30 credit points from the Hungarian course can be accepted on the course in English. The 30 credit points must be obtained from the first and second semester compulsory subjects of the sample curriculum.

Modification of specialization/content area

29.§

(1) Modification of the specialization/content area can be asked only once and for another specialization of the given major that will be studied continuously in the future.

(2) Those students can apply for the modification of their specialization/content area who over the requirements defined in the 27.§ paragraph (2) have obtained less than 30 per cent of the total credit points assigned to their specialization/content area at the time of handing in the application.

(3) During the modification of the specialization/content area the specific admission requirements and pre-study requirements of the curriculum of the designated specialization in the application must be met.

(4) The competent SC of the designated major takes a decision regarding the modification of specialization/content area based on the students' number of credit points, the performance and successful achievements in accordance with uniform principles according to the rules related to its operation.

Modification of the type of course

30.§

(1) The modification of the course can only be requested if the students' major is also continuously taught on another course.

(2) During the modification of the course if the students' original specialization/content area is not advertised or it ceases to exist they have to choose a new active specialization/content area. In such case students can ask for credit transfer.

(3) The state-financed students' application for course modification in case of distance learning will automatically change to fee-paying form of financing. Student must be informed about this when they hand in their enquiry.

(4) In a justified case the terms of 27§ (2) b can be ignored.

(5) The competent SC of the given major makes a decision regarding the modification of the course.

EDUCATIONAL RULES

THE SAMPLE CURRICULUM AND STUDY INFORMATION

31.§

(1) For all courses taught at the University the requirements for obtaining a degree are included in the sample curricula developed by the competent Faculty / Institute of the given major, and approved by the Senate.

(2) The sample curricula are included in the University's Training Programme.

(3) The sample curriculum broken down to semesters, contains the recommended order for taking up subjects, the number of lessons per week and the assigned credit points, the type of examination, the form and method of assessment, the semesters in which it is advertised, the rules of taking up the subjects, the pre-study requirements, and the necessary criteria for the continuation of studies, the criteria for the compulsory internship as well as the subjects of the final examination and the rules of assessment. In case of curricula containing specializations/content areas, rules and conditions of choosing a specialization/content area are also included.

(4) The current sample curricula are available via the University's website.

32.§

(1) The modification of the sample curriculum can be effective only from the fall semester. In case of Master's courses the modification can be enacted in the spring semester as well. Stricter modifications of the curriculum must be introduced in ascending order, except when the importance of the modification justifies a Senate decision.

(2) The competent Faculty / Institute develops the proposal for the modification. Changes in the curriculum coming into force in the autumn semester must be submitted to the Senate for approval until 1st March of the previous semester, and changes in the curriculum coming into force in the spring semester must be submitted to the Senate for approval until 1st October of the previous semester.

33.§

(1) Study Information must be made available for students on the University website from the day of their enrolment.

(2) The Study Information contains an extract of the Training Programme, which presents the current sample curriculum and the requirements of the student's own major.

(3) The Study Information besides the issues mentioned in paragraph (2) contains information specified in the Implementing Regulations.

THE ACADEMIC CALENDAR

34.§

(1) The academic calendar is issued by the Rector after consulting with the Deans / the Directors of the Independent Institutes no later than a month before the beginning of the school year. The academic calendar must be published on the University Web page.

(2) The academic calendar includes:

- the start and end date of the study-term, examination period and final examination period,
- educational breaks,
- the start and final deadline of the enrolment and registration for the academic semesters,
- the schedule for the preparation of the curriculum,
- the date and venue of the most important University events,
- The planned schedule of Senate Meetings
- further information required for students and University staff for the organization of their study or work.

(3) The length of the study-term is 14 weeks per academic semester (including public holidays and educational breaks). The lengths of the last study-term and the exam period of the students participating in the vocational training in higher education (FSZ programme in Hungarian) are adjusted to the date of the earliest written exam issued by the Office of National Vocational Training and Adult Learning (NFSZI in Hungarian).

(4) The length of the examination period is 7 weeks or can be less due to reasons relating to the organisation and management of the final exams.

(5) The registration week directly precedes the study-term. The aim of the registration week is that the students finalise their timetable and register for the current academic semester.

(6) The Dean / Independent Institute Director may allow the students of that faculty to have 2 non-continuous days off per semester to organize faculty's / independent institute's events in addition to the breaks defined in the school calendar. Two weeks before the day of the break a written notification must be sent to the Rector Deans / Independent Institute Directors must be informed about these breaks.

THE TIMETABLE

35.§

(1) The timetable of the given semester determines the order of implementation of the sample curricula so it must be considered binding.

(2) Full-time courses begin at 8.30 a.m. on weekdays, 13 lessons can be planned for one day in the timetable but only 9 lessons on Wednesdays, the lecture halls and the classrooms are reserved for written testing on Wednesday after the 9th lesson.

(3) Lessons in correspondence courses must be organized from the 1st lesson on Friday to the 11th lesson on Saturday.

(4) Lessons in full-time programmes last for 45 minutes, the length of breaks between the lessons are 10 minutes long. In practical trainings in the field of music and arts and healthcare the duration of the lesson may differ. This should be regulated in the curriculum. In correspondence courses a different from the above mentioned schedule can also be used.

(5) It is only possible to combine a maximum of 2 lessons with the consent of the students involved. After combined lessons a 20-minute break must be ensured for the students.

36.§

(1) Timetables based on the data provided by the departments on the basis of the sample curricula are prepared in full-time courses by the Education Management Office (EMO) and for distance learning / correspondence courses by the AEC.

(2) The Educational Regulations issued by the Director General determines the schedule of the timetable preparation.

(3) In case of full-time courses the timetable becomes official with the Director General's approval and it is published in the SIS and on the University website no later than 1st June (for the autumn semester) or 1st January (for the spring semester).

(4) In case of correspondence courses the timetable becomes official with the AEC Director's approval and it is published in the SIS and on the University website no later than the beginning of the registration week of the given academic semester.

37.§

(1) No amendments can be made from the published official timetable.

(2) Any special amendment of the official timetable can be initiated by the competent head of department of the given subject in writing with appropriate reasoning by the end of the first week in the study-term. The initiative must be sent to the Director General / AEC Director empowered to take a decision following the official procedure.

(3) The Director General / AEC Director informs the head of department of the decision in writing within 5 working days and if necessary takes charge of the publication of the revised timetable.

(4) In case of deviation from the published official timetable (including the cancellation of an advertised practical class) the head of the department has the obligation to report in writing to the Dean / Director and the Director-General, upon which a disciplinary investigation can be initiated against the concerned tutor.

THE COURSE DESCRIPTION

38.§

(1) The course description contains all the relevant information related to subjects taught in a given academic semester.

(2) The information about the sample curriculum belonging to the course description (the name of the subject, code, credit points, type of assessment (continuous or examination), final requirement, pre-study requirements, general description, the teacher responsible for the course, name of the organisational unit / department, etc.) is available under the heading basic course data, after logging into SIS.

(3) The course description must include the following information related to the given subject:

a) General information generated by NEPTUN,

- name of the subject,
- code,
- name of the department responsible for teaching the subject
- name of the tutor responsible for teaching the subject
- type of assessment (continuous or examination),
- number of lessons per week / semester
- the current semester

b) The aim of education

- the educational objective and role in achieving the goals of the training,

c) Information regarding the content

- weekly progress plan indicated lesson by lesson,

- indicating the exact week the tests and re-taken tests are due to take place over the semester

d) Participation in lessons

- if there is compulsory attendance (lecture/seminar/laboratory)
- number of lessons where absence is allowed
- if attendance is a prerequisite of receiving the signature or the successful completion of the subject

e) Examination and assessment system,

- Schedule of completion and supplementing mid-term requirements (written tests, homework, technical drawings, lab practice etc.) with deadlines and in certain cases the place of the completion (place of the written test, place of handing in the assignment, etc.). If the requirements detailed above are not met, the procedure described in f) and g) points is to be followed.
- Elaborating the assessment system during the semester (making scoring system, grading, etc.),
- in the case of continuous assessment
 - method of determining the final mark
 - conditions of signature if there is any
 - in case of unsatisfactory requirements (mark 1) it can be retaken during the examination period and
 - the rules of retake in the examination period
- in the case of examination assessment
 - requirements for getting access to examinations (signature) and options for making them up,
 - the form of examination (written, oral, practical, mixed, etc.),
 - the announcement of the pre-examination and the requirements for application,
 - the application of the recommended examination grade, its terms and conditions,
 - rules for defining the final grade (scoring system, taking into account the mid-term performance, etc.)

(f) Mandatory bibliography

Listing the titles and availability of the mandatory or recommended materials -either written or electronic - (course books, notes, manuals, sets of examples and tasks, presentations, etc.) to support acquiring knowledge.

(g) Course description must include the title of the website describing the course in the “Course Content” and “Assessment and Evaluation System” menus.

(h) If the tutor responsible for the course is not in the position to give the following information in the course description:

- time and venue of regular and occasional consultation hours
- time and venue of tests and retake tests,

He/she is obliged to advertise them on the previously given website making it available for the students until the end of the second week of the study-term.

(4) Compiling the course curriculum, which is to be in compliance with the accepted curriculum, is the task of the tutor responsible for the course.

(5) The head of department is responsible for publishing the course description regarding the next academic semester in the SIS no later than the week following the previous semester's study period.

(6) The Students' Self-Government is entitled to

- put forth a proposal regarding the modification of the assessment requirements schedule,
- pass a remark on the course description in general if they assume it differs from the requirements in the sample curriculum.

This must be done in writing attaching the reasons and forwarding it to the head of department by the end of the registration week.

(7) In any debate between the Students' Self-Government and the Department, the Dean / Institute Director is entitled to take a decision on the first request. Legal recourse can be given against the decision on the basis of the current EER's provisions (8.§).

PRE-STUDY REQUIREMENT

39.§

(1) The pre-study requirement prescribes subjects that are necessary to be taken up simultaneously and completed before other subjects are taken up.

(2) The sample curriculum contains the pre-study requirements.

(3) The pre-study requirement is strong if the required course must be completed as a requirement in a previous term (academic semester).

(4) The pre-study requirement is weak if the subject and its pre-study requirement can be taken up in the same academic semester, but the subject marked with weak pre-study requirement must be completed first.

(5) It is the task of the tutor of the course with weak pre-study requirement to check until the second week of the study-term whether the student taken up the course meets the pre-study requirements. It is also his/her task to oversee the completion of the weak pre-study requirement in the exam period.

(6) The weak pre-study requirement is indicated in the sample curriculum. In the absence of that pre-study requirements must be considered strong.

(7) No deviation from the pre-study requirements is allowed even on equity basis.

THE ENROLMENT AND REGISTRATION

40.§

(1) After receiving the notification of admission, the student is obliged to enrol for the first academic semester as it is described in the notification.

(2) Failing to enrol as mentioned in paragraph (1) the decision regarding the admission expires without notice. This notice must be sent together with the notification of the admission.

(3) At the time of enrolment students sign the document of the oath to accept and retain students' and civic obligations (Annex 4).

(4) The content of the students' oath must be considered the students' obligations.

41.§

(1) From the second semester of the students' studies he/she must register via the SIS by the end of the registration week of each academic semester, if they want to

- a) Continue their studies (current semester and as an active student) or
 - b) Have a break in their studies (passive semester and as a passive student)
- for the following semester.

(2) The registration to continue the studies can be only considered valid if the students

- a) Prepare their individual timetable for the given academic semester through the SIS and
 - b) Don't have any outstanding liabilities to pay to the University
- over the provisions of paragraph (1).

(3) In the case where there is a lack of fulfilment of the provisions laid out in paragraph (2) the registration to continue the studies must be considered invalid and it must be disregarded and 43.§ paragraph (3) must be applied.

(4) On the first and last day of the previous examination period before the academic semester all the students must be warned of their obligations described in paragraph (1)-(3) and the consequences of failure through the SIS.

42.§

1) If a full-time subsidized student registers for their last subsidized active academic semester based on section (3) and (4) of § 9 and (3) and (4) of § 9/A, they will be informed through SIS within 50 days starting from the day of registration and they will be sent a registered letter confirming the receipt (Annex 5) by RD/AEC in the second week of the subsequent exam period.

(2) The notification must draw the students' attention to the fact that they can continue their studies only if they undertake the non-subsidized training by appearing in person (despite the fact that he/she wants to continue as an active or passive student) at the RD / AEC completing and signing the contract for paying tuition fee / being non-subsidized defined by the Compensation and Allowance Regulations during the registration period of the following semester.

(3) If the student doesn't sign the contract of paying tuition fee / being non – subsidized as laid down in paragraph (2) and within the available period of time defined by the Compensation and Allowance Regulations it is considered that he / she does not wish to continue his/her studies and 18.§ paragraph (1) must be applied.

43.§

(1) If the students fail to complete the registration mentioned in 41.§ paragraph (1), it can be remedied up to the end of the first week of the study-term by handing in a request via the SIS. In case of failing the deadline mentioned above, it is regarded so that the student wishes to suspend his/her student status. Full-time students can also make changes in their timetable until the end of the first week of the study-term, while part-time students can make alterations until the end of the second week of the study-term by handing in a request via the SIS. In both cases the late fees defined by the Compensation and Allowance Regulations must be paid.

(2) The number of passive semesters cannot be more than the number of semesters of the students' major and no more than two uninterrupted passive semesters may be followed by one another.

(3) The RD / AEC issues a decision for the student stating the fact that the student failed to register therefore the student status is suspended. The decision must contain:

- a) According to the rules the student status can be suspended only for 2 successive academic semesters,
- b) Which semester is the given semester with uninterrupted suspended student status,
- c) The maximum number of passive semesters according to the EER
- d) Which passive semester is the given semester
- e) Legal recourse can be handed in against the decision.

(4) If the student is allowed to register and continue the studies within the framework of the legal recourse it must be done based on the provisions in 41.§ paragraph (2) and (3) by the deadline prescribed in the decision.

(5) If the students are given an opportunity within the framework of the legal recourse to register and fail it again their student status must be considered definitely suspended and the

decision issued by the RD /AEC based on the paragraph (2) must indicate that the legal recourse cannot be made against the decision.

(6) If the students do not register after two uninterrupted semesters of suspended student status or have used the maximum number of passive semesters then the RD / AEC send them a decision on the termination of student status using the provisions of 18 §.

44.§

(1) The registered students within a month from the beginning of the study-term may withdraw their registration for the given semester by handing in a declaration to the RD /AEC (re-passive semester) via the SIS.

(2) After receiving the student's declaration the head of the RD / AEC issues a decision stating the fact that the student at his / her own request will be considered as having a retrospectively suspended student status. In the decision it must be indicated that

- a) The student status may be suspended for a maximum two semesters according to the rules
- b) In which of them is the given semester with suspended student status
- c) The legal recourse may be asked against the decision.

(3)The option mentioned in paragraph (1) is not available for those students who suspended their student status in the two previous semesters before the given semester. In that case the students' applications have to be rejected in a declaration.

ANNOUNCEMENT OF COURSES

45§

(1) Head of departments shall ensure that the courses for the next semester in all programmes shall be announced in SIS until the deadline defined by the head of the EMD and published by EMO in the study period of the semester preceding the given semester.

(2) The following details have to be drawn up in the SIS simultaneously with the announcement of courses:

- a) The medium of instruction,

- b) The minimum number of applicants necessary for the commencement of courses and the maximum number of applicants,
- c) Study groups that can be chosen (specialization, fields of study/content area),
- d) time-tables,
- e) Classroom demands,
- f) Announcement of courses only for examinations,
- g) Any other information required by EMO.

46. §

- (1) Compulsory courses outlined in the sample curriculum have to be announced and commence according to the expected number of students in the term that is in accordance with the sample curriculum.
- (2) In full-time programmes, if the anticipated number of students requires the launch of more courses, the number of the courses of the subject shall be determined so that the expected number of students for a seminar reaches 25, for a lecture 150 with a proportionate division. You may deviate from the rules in case of inappropriate infrastructural facilities.
- (3) A facultative subject can be started in full-time education only if the number of students is at least 12. The right to deviate from these rules is given only by the Vice Rector for Education of the University.
- (4) The number of students to be admitted to a course can be limited according to the following:
 - a) the reasonable capacity of the teacher for the course,
 - b) the limited number of educational resources available,
 - c) Other objective reasons (that are in agreement with HÖK).If a compulsory subject of an academic specialization/content area is announced, the registration of the subject has to be guaranteed for active students of the term in accordance with the recommended curriculum.
- (5) Departments are required to announce an adequate number of courses in each term in proportion to the expected number of students.
- (6) The above rules do not apply to correspondence / distance learning programmes.
- (7) Separate courses may not be launched for students applying for modular programmes.

47. §

- (1) If a subject that is closed with an exam grade or a combined exam grade (see 59.§(1)) is announced only once in two terms according to the sample curriculum, courses only for examination can be announced in crossed terms in accordance with the decision of the particular department of the University (hereinafter referred to as Exam Only Course or EOC). In the case of compulsory subjects – with the exception of FSZ qualification courses - the announcement of EOC courses is required.
- (2) An EOC is announced exceptionally for those students who could not acquire a valid grade in the semester but have already completed the mid-year requirements of the subject in question in the course of their legal relations of the particular qualification. This has to be inspected by the particular teacher who will require RD in writing to strike the student off the EOC course.
- (3) Application for an EOC is not compulsory for the students who have not acquired any valid grades by the end of the term but have completed the course requirements during the previous semester. They can register for the particular subject again and they are also allowed to re-do the mid-term requirements.
- (4) In the case of correspondent/distance learning education EOC courses have to be announced in every term for the courses that are to be commenced.

47/A.§

- (1) Subjects that are to be accomplished by the end of the second active term of the university training and which were registered in the credit system in the course of the MSc admission procedure must be accomplished in every case by an MP (MSc supplementary) course.
 - a) MP courses are announced each term by EMO/AEC
 - b) according to ruling RD/AEC admit students to MP courses in the first two active terms
 - c) the particular departments will announce teachers for MP courses in SIS as advised by EMO
 - d) Registering for the MP subjects recorded in the decision and not completed during the first two active semesters must be applied for in SIS from the RD/AEC via the application request available in the application period.
- 2) All requirements of preliminary studies must be regarded accomplished concerning the subjects that have to be fulfilled in an MP course – on the basis of the student's degree that he/she had made during earlier studies.
- 3) Students can learn the teaching material of the MP courses under the guidance of the particular teacher and with the help of tutorial classes as well as by independent work.
- 4) Students of MP courses are required to register at the teacher of the particular course the latest by the end of the second week of the semester in order to get the necessary information about the requirements and the means of the fulfilment of the subjects.
This information has to be given to the students in writing.
- 5) In case of neglecting the indicated deadline indicated in point (4) students are not allowed to accomplish the subject during the particular semester and the teacher will refuse to sign.
- 6) End-of-semester grades of subjects of MP courses can be established if requirements are fulfilled (continuous testing).
Exams of subjects with exam requirements can be organised

during the semester as well (by appointing an individual application period).In other cases rules relating to mid-term grades and exams have to be applied.

- 7) Subjects accomplished on the MP courses shall not be included in the total corrected credit index, the corrected credit index, the scholarship index and in the credit collection of the student's major.

47/B §

- (1) In the case of majors terminated without a descendant major or a change of curriculum defined in Annex 13, subjects belonging to sample curricula to be terminated must be announced as tutorial courses (TC) until there are students with a valid student status.
- (2) Students are obliged to fulfil the requirements of the tutorial courses individually with the guidance and assistance of the teacher in charge.
- (3) Students of tutorial courses must contact the teacher in charge up to the end of the second week of the study period to find out the necessary requirements for completing the course. All the necessary requirements and modes of assessment must be given to the student in writing.
- (4) In case of missing the deadline indicated in point (3) students are not allowed to accomplish the subject during the particular semester and the teacher will refuse to sign.
- (5) Depending on the type of assessment, in case of continuous assessment, end of semester grades can be given during the study period, or in case of subjects ending with an exam, the exam can be held during the study period resulting in the end of semester grade. In all other cases rules referring to mid-term grades and exams must be applied.

48 §

- (1) At the beginning of each semester, based on the data sent to the faculties by EMO, the head of each faculty decides about the specializations / fields of study to be launched. Based on this decision EMO announces the specializations / fields of study in SIS.
- (2) During their studies, students may choose one specialization/field of study. It is not possible to take on two specializations at the same time (parallel specialization), fields of study in teacher training and courses run in cooperation with the theological institutions are exempted from the above.
- (3) To take on two specializations at the same time, a request available in SIS must be submitted during the first two weeks of the spring exam period. The decision shall be taken by the Study Committee (SC). Before the 4th active semester it is not possible to take on two specializations.
- (4) To cancel parallel specialization, a request available in SIS must be submitted in the first two weeks of each exam period. The decision shall be taken by the Study Committee.
- (5) The announced academic specialization/field of study can be started only if it is chosen by at least 25 students on a BSc course. On MSc courses at least 10 students from the current and previous semester must choose the specialization/field of study.
- (6) If the number of students does not reach the limits defined above, the head of the unit responsible for the specialization/field of study can request from the Dean/Director in writing

to start the specialization within 15 days from the closure of the specialization choosing period.

(7) Parallel specializations/fields of study are not permitted for specializations/fields of study not starting in the given period.

49. §

(1) Every head of department will nominate one or two University teachers to be in charge of the credit system (credit officers).

(2) The duty of credit officers is to help students to prepare for their individual curriculum by giving advice concerning the subjects of their department.

(3) The names and consultation times of the credit officers have to be outlined on the notice-board and home page of the department and at the same time HÖK has to be informed as well.

REGISTRATION OF SUBJECTS/COURSES AND THE INDIVIDUAL CURRICULUM

50. §

(1) Students of the University are allowed to attend any of the lectures of the faculties and departments of the University in any subject/content area as far as the seating capacity of the lecture halls allow it.

(2) Students of the University who want to take part in seminars and practical courses that do not belong to their own faculty, department or content area need a preliminary approval from the lecturer of the particular course. Permission can be given for the whole term, for particular periods or for certain seminars.

(3) Students of the University can fulfil the requirements of a certain subject and get credit points provided that they have previously registered for the particular subject observing the rules of EER.

51. §

(1) Subjects in conformity with the sample curriculum are to be registered by the RD/AEC for the first term of the studies. For a determined period of the schedule in the academic year students are to draw up their own

individual curriculum as far as all the subsequent active terms are concerned.

- (2) The individual curriculum contains the subjects that the students want to complete during the following semester in accordance with their own decisions.
- (3) Students draw up their individual curricula on the basis of the sample curriculum and the syllabi and if necessary with the assistance of credit secretaries.
- (4) Students are allowed to fulfil the subject requirements of the sample curriculum in an optional sequence with the consideration of certain restrictions laid down in the sample curriculum (e.g., terms of preliminary studies, terms of specialization/content area). They are also allowed to select from several courses of the same subject within limits of the announced participation rate.
- (5) In the individual curriculum no subjects can be registered that students have already completed or from which they have previously been absolved of on the basis of fulfilment at another institute or at another department/specialisation/content area of the University.
- (6) Students are responsible for monitoring their academic progress in the SIS (regarding compulsory core material, courses for specialisation, groups of optional courses), the study administrator in RD/AEC provides information only at the explicit request of the student.

52.§

- (1) The curriculum can be drawn up within the period settled in the schedule of the current academic year.
- (2) After the end of the registration period, students are not allowed to add or drop any subjects even with equity application. The only exception is when it can be proven that the modification of the individual curriculum was carried out with an identification and password different from the one that belongs to the student in question. In this case students have got the right to appeal to the head of the RD/AEC in writing within 5 days after the end of the registration period. Unless disputed, the individual curriculum for the semester is to be considered as accepted by the student after the deadline mentioned above. According to the present EER, there is an

opportunity for legal recourse against the written decision of the head of RD/AEC.

- (3) If students do not acquire the credit points of a registered subject in the course of the actual semester, they have to (in the case of compulsory subjects) or they may (in the case of elective or optional subjects) register for the particular subject once again in a subsequent term.
- (4) When registering the same subject for the third time and on every subsequent occasion, students are to pay charges determined in CAR.
- (5) In the given semester, students can only acquire credit points and grades from the subjects that are listed in their registered individual programme.

CROSS- STUDIES WITHIN THE UNIVERSITY

53.§

(1) Cross-studies mean that students with a valid student status register for a subject belonging to a BSc course / specialization / field of study curriculum other than their original one.

:

(2) Applications concerning cross-studies have to be registered in the SIS until the beginning of the registration week of the particular semester.

The requests should contain:

(a) which subject/s in their BSc course / specialization / field of study they wish to replace with the subject/s included in the application (it will be calculated into student's accumulated corrected credit index, corrected credit index, scholarship index and credit points collected in their major),

b) if the student wants to complete the subject not belonging to their curriculum of their major /specialization / field of study (it will not be calculated into student's accumulated corrected credit index, corrected credit index, scholarship index and credit points collected in their major).

(3) The competent CCT gives the permission outlined in paragraph (2)a in accordance with the rules of credit transfer. Before the end of registration period, based on the permission of CCT, the RD/AEC registers in the student's curriculum the subject that has been replaced and the subject that it replaces by cross-study procedure.

(4) The head of the department is responsible for giving the permission outlined in paragraph (2)b. Based on this written permission, the RD/AEC registers the subject in the student's individual curriculum until the end of the registration period.

(5) Based on paragraph (2)b), if the total credit value of the registered subjects exceeds 10 % of the total credit points, they have to pay refund costs proportionate to the subsequent credit points stipulated in CAR.

(6) § 19-25 contains rules that are related to the registration and completion of subjects that the students of our University have registered for in another institution or students of another university or college have registered for our University.

PREFERENTIAL CURRICULUM

54.§

The BoS (board of studies) responsible can give a permission for a preferential curriculum for full-time students if they hand in a written application via SIS by the end of the exam period considering the contents of the present section.

- 1) Preferential study curriculum is permissible only for students who
 - a) have received outstanding grades and have shown an exceptional talent in at least one subject or
 - b) study at a foreign or a different national institution in order to achieve a partial training within the framework of a scholarship
 - c) for whom a preferential curriculum is accounted for by their atypical condition such as their state of health, deficiency, etc. or
 - d) participate in an at least three-month long continuous internship programme within the framework of a cooperation agreement between the university and the partner providing the internship and have achieved the 70% of the credits defined in their sample curriculum or
 - e) who are qualified as first-grade athletes (with an enclosed certificate from the head of the P.E. and Sports Centre).
- 2) In the framework of the preferential curriculum full time students can get permission to depart from the rules of the completion of subjects of the specific term that they have registered for in their individual curriculum. Particularly:
 - a) absolution (partly or completely) from the participation in the compulsory courses,
 - b) taking an exam or exams before the exam period
- 3) In the case of preferential curriculum, requirements are determined by the department responsible for the particular subject. Advantages must be clearly defined in the permission.
- 4) Permission for a preferential curriculum can be given only for one semester but it can also be re-requested according to a similar procedure.
- 5) Students participating in the dual training can continue their studies from the first semester of their programme according to a preferential curriculum.

55.§

- 1) The preferential curriculum cannot be used for an absolution from the completion of the requirements laid down in the sample curriculum of studies and cannot result in evading the requirements of the preliminary studies.
- 2) The permission can be withdrawn if the student does not meet the requirements of the preferential curriculum.
- 3) Full-time students who study according to a preferential curriculum are also required to complete all the requirements of the sample study curriculum, the exams of their registered subjects, the requirements of practical courses, the thesis and the final examination.

REGULATIONS ON LECTURING

56.§

- 1) University lessons must be held at the time and place stated in the timetable.
- 2) In certain exceptional cases special permission can be given by the head of department in order to modify the time and/or the place of the courses, and if the lecturer cannot be substituted.
- 3) Students are to be informed of any change in the timetable as outlined in section (2) 24 hours before the start of the lesson, moreover, the University should provide the time and place of the substitution of the cancelled lesson and it cannot clash with the timetable of the majority of students.

57.§

- 1) If it is compulsory to attend a certain University course according to the regulations of the requirements, lecturers are to check up on and document the attendance of students
 - a) at seminars on every occasion
 - b) at lectures on least six occasions
- (2) Deviation from point (1) is only permitted if the teacher responsible records it in the course description.
- 3) Controlling and documentation of attendance are to be carried out in a way to prevent the chance for a dispute.
- 4) In the case of compulsory attendance of a course the following are to be determined in the subject programme:
 - a) The consequences of absence
 - b) The opportunities, deadlines, etc. to excuse absence
 - c) Conditions for making up the absence (in the case it is possible).
- 5.) On specific days of the academic year when students have to write compulsory electronic tests absence from a course lecture has to be considered attended .

58.§

- 1) It is forbidden to use mobile phones and other electrical devices that might disturb the University course. Mobile phones have to be switched off or muted before the beginning of the lecture or the seminar.
- (2) Students are obliged to attend lectures in a physical condition clear of effects of spirits, drugs or any other mind-altering drugs. It is forbidden to behave in a way that might disturb the calm atmosphere of

the lecture/seminar and might disturb either the lecturer in his/her work or the students in their learning.

(3) University teachers and lecturers can refuse student participation in lectures or classes if students violate the rules of section (2) above especially on occasions when the behaviour of students can spell danger to their own health or that of other students or to their material security.

In the case of lectures and classes where participation is compulsory excluded students have to be given the possibility to make up for the absence on one occasion. In this case students have to pay charges determined in the CAR previous to the supplementary lesson and they have to prove the payment in the lesson.

If a student is to be refused to take part in the supplementary lecture as well because of violating the rulings of paragraph (2), his/her absence from a compulsory lesson has to be considered his/her own fault.

4) It is not allowed to make audio or video recordings without the permission of the teacher responsible.

EXAM RULES

THE EVALUATION SYSTEM

59.§

- 1) Students have to complete the requirements of each subject according to the subject programme on the basis of the regulations of the sample curriculum.
 - a) mid-term grade: a mark acquired during the semester on the basis of the evaluation of written examinations, written reports, assignments, etc. (hereinafter referred to as mid-term assignments)
 - b) exam grade: a mark acquired at an exam during the exam period of the current seminar

- c) combined exam grade: a mark that is to be determined on the basis of the results that students acquire from their mid-term assignments and the result of the exam taken during the exam period
- 2) A three- or five-scale assessment is to be used in order to determine the end-of -term grade according to the regulations of the sample curriculum.
 - 3) Grades given by the five-scale assessment:
 - a) excellent (5)
 - b) good (4)
 - c) satisfactory (3)
 - d) pass (2)
 - e) fail (1)
 - 4) Grades of three-scale assessment and the equivalent grades in five-scale assessment:

a) Very good	Excellent (5)
b) Good	Satisfactory (3)
c) Not satisfactory	Fail (1)

60.§

- 1) The accumulated corrected credit index is used to record the achievements of students over the course of their studies. This index is calculated as follows: grades achieved from the beginning of the studies are multiplied by the number of credit points and divided by the multiplication of the number of active semesters and thirty credit points. The result of this calculation is then multiplied by a correction factor, which is the quotient of the credit points that students complete from the beginning of their studies and the number of their registered credit points.
- 2) The corrected credit index is used for the quantitative and qualitative evaluation of the achievement of the students in the course of a specific semester.
- 4) The corrected credit index is calculated as follows: grades achieved from each subject are multiplied by the number of credit points of the same subjects and divided by thirty credit

points. This scoring is then multiplied by a correction factor. The correction factor, as it is called, is given by the quotient of the credit points that students complete in the given semester and the number of their registered credit points.

- 5) Credit points can only be given in the case of those subjects that are evaluated by either the five- or the three-scale assessment method.
- 6) According to the sample curriculum credit points of a given subject can only be given if the grade of students is not a fail mark (1) or the evaluation of their achievement is 'good' or 'very good', according to the three-scale assessment system.
- 7) The corrected credit index and the total corrected credit index are calculated by the EMO(OSZO) once in a semester before the end of the fourth week following the exam period.
- 8) The corrected credit index and the total corrected credit index are to be calculated as figures rounded off to two decimal places and have to be recorded in the SIS and the grade book of the student.
- 9) Fail marks corrected with a retake exam are not taken into consideration when calculating the score of the corrected credit index.
- 10) Credits admitted by credit transfer are to be neglected when calculating the score of the total corrected credit index, corrected credit index, weighted average and scholarship index, however, they are counted for the credit collection in the student's major. An exemption is made for the credits gained over the training periods abroad and acknowledged by credit transfer.

THE END-OF-TERM SIGNATURE

61.9

- (1) In the SIS, the signature of the authorized tutor confirms that students have completed the requirements of the semester and they are allowed to take the examination. If the condition of a signature is a mid-term test or an assignment, at least one occasion for a re-take should be given to the students during the study period. In the SIS, in the line of the given subject under the heading "end-of-semester signature" the word 'signed' has to be recorded.

- (2) The tutor shall mark 'not signed' in the SIS in the line of the registered subject if students have not completed the requirements of the semester and consequently cannot obtain the end-of-semester signature. In the SIS, in the line of the given subject under the heading "end-of-semester signature" the word 'not signed' has to be recorded.
- (3) The fact of giving a signature or refusal has to be recorded in the SIS no later than the last day of the semester irrespective of the form of testing (continuous testing, exam, etc.).
- (4) In the case that the exam is organized during the semester before the beginning of the exam period (e.g., preliminary exams announced in the subject programme, exams of the correspondent or distance-learning education) the documentation date of the end-of-term signature in SIS has to precede the date of the earliest exam.
- (5) In case the signature is not given (not signed), students cannot obtain an end-of-semester grade from the given subject. In such a case they cannot even obtain a grade on the basis of equity and an earlier application for the exam is annulled.
- (6) If the marks recorded in the SIS in relation to the end-of-term signature do not correspond to the facts, students have the right to appeal to the tutor responsible within 15 days after the record was entered. If the record is not appealed to before the deadline it is to be considered as accepted.

GIVING, CORRECTING AND RECORDING OF SEMESTER GRADES

62.§

- 1) At least one opportunity for correcting or retaking has to be guaranteed to students concerning the various independent or correlated requirements (written tests, drafting assignments, measuring, etc.) that are necessary in order to acquire a midterm grade during the semester.
- 2) The grade of a subject completed by a midterm grade according to the sample curriculum has to be recorded in the SIS no later than the end of the first week of the exam period.
- 3) If the grade/word recorded in the SIS in relation to midterm grades is not correct, students have got the right to appeal to the tutor responsible within 15 days after it is recorded. If the mark is not objected before the deadline, it is to be considered as accepted.
- 4) In the case that a mid-term-mark is a 'fail' (1), it is possible in the exam period to correct the mid-term-requirements that have not been

successfully completed during the semester if the subject programme allows it.

- 5) The correction of unsuccessful completion of the mid-term-requirements of the given semester is possible in the exam period:
 - a) in alliance with the course description, but only two possibilities are available and a fee stated in the CAR must be paid the second time.
 - b) In other cases correction has to be carried out according to exam rules.
- 6) The correction of a valid mid-term grade (hereinafter referred to as: level-raising correction) is possible if the subject programme allows it. Level-raising correction of a given subject is allowed on one occasion only. In such a case the grade obtained during the last occasion by date should be considered as the valid mid-term-grade.
- 7) Assignments, drawings, written tests, etc. of students that serve as the basis of the midterm assessment must be kept by tutors until the last day of the exam period of the following semester.
- 8) Tutors have to keep a record of the performance of students during the semester; they have to record the results of students necessary for the completion of the requirements defined in the course description and also they have to keep a record of the method of calculating midterm grades. The tutor is to keep these records until the last day of the exam period of the following semester.

THE ANNOUNCEMENT OF EXAMS

63.§

- 1) The heads of departments, in case of distance learning the head of the AEC, are to make sure that - as far as the subjects of the department are concerned - the exam dates, venues, the maximum number of candidates on a given date and the name of the examiner are announced in the SIS five weeks before the beginning of the given exam period.
- 2) The student self-government has got one week after the publication of the exam dates in the SIS to appeal to the department responsible concerning the announced exams dates.
- 3) It is possible to cancel an exam or change the date and place of an exam only in certain cases with a written permission of the head of department, no later than five days before the announced date of the given exam.

- 4) Students who have already registered for an exam date that is to be cancelled or changed should be informed, at the very least with the help of the SIS.
- 5) Instead of a cancelled exam date a new date has to be announced, which cannot take place earlier than the cancelled date and for which the number of candidates should be at least the same as that of the number of possible candidates announced for the cancelled exam.

64.§

- 1) Information on exams according to 63.§(1) are determined by the department responsible for the given subject. Accordingly the following rules are to be respected:
 - a) the number of exam dates has to be announced evenly in the course of the exam period
 - b) the minimum number of exams dates has to be four
 - c) the maximum number of candidates for a given exam has to be determined – with consideration of previous experience - so as to provide a sufficient number of seats available for a re-take exam of the given subject. (approx. one and a half times the number of students in the given course.)
 - d) in case of distance learning courses, exam dates first must fall on Fridays and Saturdays, where not possible exams should be held after 16h00.
- 2) It is possible to announce an exam date and give an exam only in the exam period that has previously been determined during the session time-table with the exception of postponed exams and exams on the base of the equity principle.
- 3) Exam and testing dates for students of distant-learning education can be announced during the semester, provided that the required consultations have been previously completed. This kind of exam date is not to be taken into account when figuring out the number of exams required in the exam period.
- 4) If the subject's programme results in an exam grade include the announcement of a preliminary exam for full-time students, the date of the preliminary exam has to be given the course during the last week of the semester for students that complete the requirements of the subject programme. In regards to this kind of preliminary exam/exams it is forbidden to decrease the number of exam dates on the basis of paragraph (1).

APPLICATION FOR EXAMS

THE EXAM

65.§

- 1) 1) Students make their own choice concerning exam dates and take responsibility for their choice.
- 2) Students are allowed to register for an exam provided that they have completed the requirements of entering the given exam, which has been determined in the subject programme and provided they do not have any outstanding liability to pay to the University.
- 3) The deadline of application for an exam is 12:00 a.m. on the calendar day preceding the date of the exam.
- 4) The first two exams of the same subject are free of charge. Students can apply for an exam - with the exception mentioned previously - on the condition that they have previously paid the fee determined by the CAR. It is not possible to ask for a refund.
- 5) The deadline to cancel the application for the given exam is 12:00 a.m. on the calendar day preceding the date of the exam.

66.§

- 1) Students are allowed to retake an unsuccessful exam of a subject during the given exam period only on two occasions, this is the maximum (for retake exam and repeated retake exam). Three occasions include the exam opportunity as well as when the students are absent without an excuse. In such a case the note 'absent' is to be recorded in the SIS.
- 2) The valid grade is always the grade obtained over the last exam.
- 3) Over the course of their third attempt to obtain a grade regarding the given course in the given exam period, students have got the right to ask the head of the department responsible or in the case of being concerned the dean to guarantee that an examiner that is carrying out the assessment is different from that of the previous exam/exams.
- 4) If the student aims to enter an exam of the same subject for the third or more time, they are to pay the fees according to the CAR.

5)) If the course description allows it, students can obtain an offered exam grade provided that they have completed the necessary requirements outlined in the same course description . An offered exam grade is to be recorded in the SIS up to the end of the first week of the exam period.

6) Students can accept their offered exam grade recorded in the SIS up to the end of the second week of the exam period. Student is not obliged to accept the offered exam grade. The offered exam grade becomes valid when the student accepts it in the SIS. The exam grade offered but not accepted by the deadline shall be considered rejected. Students shall declare in the SIS whether they accept or reject the offered exam grade by the end of the exam period at the latest. If the student does not make a declaration by the deadline, the offered exam grade shall be considered accepted with the payment of a fee (in the case of each course see Annex 13 in CAR: Further, administrative fee).

7) If the student with the offered exam grade obtains a grade in the exam period, the offered exam grade shall no longer be valid.

8)) The student has to give an excuse for failing to attend the exam no later than two working days after the termination of the reason by presenting proof to the tutor concerned or RD/AEC. Due to medical reasons, Annex 14 shall be used as a sample to hand in the medical certificate. Failure to hand in the medical certificate, the student shall pay the administrative fee determined in the CAR.

9) If the tutor or RD/AEC accepts the submitted written proof of absence, the student receives a 'justified absence' remark in SIS.

10) If students 'do not apply for any of the announced exam dates', the EMO is to record 'assessment not obtained' in the student's index line in the SIS.

67.§

- 1) An examination based on the permission given to a leniency request shall be taken over the period of time appointed in the schedule for the the academic year..
- 2) In possession of the permission, it is the responsibility of students to agree on the date of an exam with the examiners concerned. Examiners have to guarantee an opportunity for students to sit for the exam by the given deadline. Students do not have to register an application for a postponed exam in the SIS..
- 3) Such an exam equals to an exam taken in the exam period..
- 4) Permission given to a leniency examination shall not be cancelled, and it shall be considered used (fees recorded in CAR shall be paid) if the student does not take the exam.

RULES OF THE EXAMINATION

68.§

- 1) Oral examinations and the evaluation of written exams can be carried out only by university teachers, researchers and tutors who work at the University as state employees.
- 2) Exams can be held only in professional premises (lecture halls, classrooms, tutorial offices, premises of the department, laboratories, etc.) in the building of the University. Departure from these rules can be permitted by the Rector of the University alone at the written request of the Head of Department following the official procedure.
- 3) Exams have to be held even if there is only one registered student for the given date.
- 4) In the case of distance-learning education the rule described in (2) above has to be adopted with the following amendment: the potential locale of the examinations include the official consultation centres of the University as well.
- 5) If an exam is cancelled because of any reason, the head of department has the following duties:
 - make a report of the reasons
 - finding out who is responsible (if necessary)
 - starting a disciplinary procedure with the Rector of the University if necessary
 - providing for the immediate announcement of a new date for the given exam in a way that at least the same number of students can register as for the exam date previously cancelled.

69.§

- (1) Students are allowed to sit for an exam provided that they have registered in the SIS respecting the rules of application.
- 2) It is the responsibility of examiners to guarantee undisturbed circumstances during the exam.
- (3) Examiners have to inform the candidates of rules concerning the testing procedure during the exam.
- (4) Examiners have to check the identity of students (using an identity card, passport or other photo identification suitable for establishing identity). Students will verify their presence by signing the test paper in the appropriate rubric. A mark needs to be given to all students with a valid exam application in the SIS (based on 59§ (3) or (4)). If the student does not provide an answer any of the exam questions (in written exams they hand in an empty sheet of paper), they are given a 'fail' or 'not satisfactory'.

- (5) Students who are not able to prove their identity are not allowed to enter the exam.
- (6) In the case of the abuse of identity or an attempt at abusing identity examiners are obliged to start a disciplinary procedure with the Dean of the University/ Head of Independent Institute or with the Rector of the University.
- (7) At the exam it is prohibited
 - a. to use illegitimate aids (conventional cheat sheets; computer, mobile phone, wrist watch, walky talky or any other electric appliance capable of audio and/or visual recording or display)
 - b. to behave in a way that might disturb the calm atmosphere of the exam and might interfere with the examination or disturb examiners in supervision and other candidates in their work.
- (8) Use of conventional pocket calculators not capable of audio and/or visual recording or display are not prohibited if permitted by the tutor in charge of the examination.
- (9) Students are not allowed to continue their exam if they have violated any of the rules described in paragraphs (6) and (7) and receive 'fail'. In the case of using illegitimate aids the tutor in charge of the exam can initiate in writing a disciplinary procedure against the student addressing it to the Head of the Faculty or the Rector. The minutes including the data and signatures of the tutor, witnesses and the student at fault along with the physical evidence must be attached to the initiation. If the student at fault refuses to sign the minutes, this fact must be recorded in the minutes and will not prevent the start of the disciplinary procedure.

PUBLICATION OF EXAM GRADES AND DOCUMENTATION

70.§

- (1) Students are to be informed of the results of oral exams right after the exam and examiners have to:
 - a) Record exam grades on a documentation sheet, then
 - b) Fill in and sign the document 'Oral exam certificate' and hand it over to the students.
- (2) Results of oral exams are to be recorded in the SIS in the section of exam applications no later than the third day after the given exam.
- (3) Results of written exams have to be recorded on the documentation sheet, printed prior, from the SIS and the results are to be recorded in the SIS in the section of exam applications no later than the third day after the given exam.
- (4) Students have to be guaranteed the possibility to look at their written paper before the date of the following exam of the same

subject. In other cases the deadline is the end of the current exam period.

- (5) Within 15 days after the publication of results students have the possibility to appeal to the tutor responsible if their exam grade in the SIS does not correspond to the facts. No complaints regarding the recording of grades can be accepted following the given deadline.

71.§

(1)) Tutors have the following obligations regarding the printed and signed documentation sheet of the exam:

- a) The original copy should be handed over for filing to the secretariat of the department
- b) The duplicate copy should be kept in his/her private file.

(2) Tutors are obliged to keep written examination papers and one copy of the documentation sheet at least until the last day of the exam period of the following semester.

(3) The original copy of the documentation sheet has to be kept on file in the department until the fifth academic year following the exam.

ADMINISTRATION OF END-OF-TERM GRADES

72.§

1) Correction and modification of marks in the SIS can be carried out only by the tutor concerned. In the case of exceptions and long-term prevention this can be done by the tutor responsible for the subject or the head of department or a person authorized by the head of department.

INTERNSHIP

72/A §

(1) Students are obliged to complete an internship according to the time and work schedule defined in their sample curriculum valid at the time of their registration.

(2) The internship may commence after the Declaration of Intent and Cooperation Agreement with an authorized signature in 2-2 original copies has been received from the institution/company providing the internship.

(3) The Declaration of Intent must include the following:

- a) the data of the institution
- b) the data of the company

- c) the data of the student
 - d) the data of the mentor
 - e) the data of the manager in charge at the workplace
 - f) the job description and duties of the student
 - g) student's scope of authority
 - h) the duration of the internship.
- (4) The Cooperation Agreement must contain the compulsory elements defined in the Decree on Internships with special regard to:
- a) the data of the sending institution
 - b) the data of the receiving institution/company
 - c) the data of the student
 - d) the duration of the internship
 - e) the number of students received by the internship place
 - f) statutory reference to payment
 - g) the budgetary allocation of the internship place.
- (5) The job description must be decided by the tutor in charge of the internship in 5 days and must be recorded in the internship system of the relevant faculty.
- (6) The student is obliged to submit the certificate provided by the company/institution together his/her report. When writing his/her report, the student is obliged to use the sample provided by the relevant faculty.
- (7) The tutor in charge of the internship has 10 days to accept the student's internship report and record it in the internship system of the relevant faculty.
- (8) Within 5 days following the acceptance of the student's internship report, the report needs to be recorded in the Neptune system.
- (9) Internships carried out in other higher education institutions, or at another course of the University are not accepted.

DETERMINATION OF STUDIES

UNIVERSITY LEAVING CERTIFICATE

73.§

- (1) University leaving certificates (absolutorium) give evidence of the fact that students have fulfilled all the study obligations prescribed in the curriculum. Language examinations and thesis works are not part of the criterion.
- (2) Absolutorium will not be issued to students who have not completed at least one-third of the credits at this University.
- (3) Students cannot be admitted to final examinations without having obtained the university leaving certificate (hereinafter referred to as: ZV).
- (4) Administrators of the RD/AEC are to print university leaving certificates from the SIS on labels, stick them into registry books and authenticate them.
- (5) Students learning more than one degree course at the University have to obtain university leaving certificates from each department in question.

(6) The monitoring required for the issue of the university leaving certificate shall be completed by the RD/AEC clerk at the end of the examination period previous to the final examinations after the student's application for the final examinations. If any course or group of courses are to be found not completed due to the student's carelessness, they can be completed over the next term.

THESIS

74.§

(1) Students are required to write theses on BSc courses and AVT, theses in the case of unified, undivided programmes and MSc studies (hereinafter shortly and collectively called : thesis). Theses can be classified as essay type, portfolio type or publication type based on the decision of the Faculty Council. Requirements for each type of theses are regulated in Annex 20, the requirements for the particular courses are detailed in the Final Exam Regulations of relevant faculty.

(2) Thesis projects are published by the departments responsible for the instruction under the coordination of the professor of the given subject during the second last week of the semester. Simultaneously departments have to announce the semester of the academic year they have determined for students to defend their thesis projects.

(3) Students have the possibility to work out an individual thesis project. These kinds of thesis projects are to be assigned to departments with the proposal of the given professor. In other cases, rules of paragraph (2) are to be respected.

(4) The University is to keep to the following requirements when assigning and permitting a given thesis project: students need to be able to work out the project under the supervision of a supervisor in the course of one or two semesters with the help of the theoretical knowledge and/or practical application previously acquired on the basis of the curriculum. Moreover, thesis projects are expected to show that candidates have acquired adequate experience in the scientific theoretical development and the practical adoption of the learnt knowledge.

(5) Assignments of thesis projects of various departments are coordinated by the heads of instructors.

(6) It is the responsibility of the heads of departments to guarantee the announcement of courses including tasks such as how to prepare the thesis and making sure that the supervisors are assigned as well. These kinds of courses have to be assigned by the registration week of the next semester after the exam

period along with the requirements of subpoint d) paragraph (3) 38 § will also be published.

75.§

(1) Thesis projects can be given to students who are to be expected not only to obtain the amount of credit points necessary to be allowed to sit for the final exam but to complete other requirements in the course of the semester when their thesis is to be completed (students are required to register all the compulsory subjects).

(2) Students are required to choose one of the thesis projects in a way set by the faculty regulations on the final exam. The deadline is defined by the faculty regulations on the final exam but cannot be later than the beginning of the registration period preceding the semester of the final exam (in case of 2 semester thesis work it is the second semester preceding the final exam).

(3) Supervisors and – when feasible – external consultants have to be designated for the assistance of preparing the thesis project.

The names of the supervisors are determined by the head of the given department. Supervisors can be lecturers of the University, or a teacher, a researcher, an associate lecturer or other public servant with an MSc /in certain cases college or BSc / degree. Consultants and supervisors are required to bear a high-level of knowledge of the profession.

(4) Students have to register for the thesis course under the name of their supervisor in the SIS by the end of the registration week.

76.§

(1) Up to the end of the third week of the semester starting the thesis project the responsible person as defined in the Final Exams regulations and the way also determined there publish all the information in a Thesis Writing Guide necessary for the thesis documents including the formal requirements, the deadline and other instructions that are needed for the consultations, a consultation sheet (as in Annex 7), etc.

(2) The deadline of the thesis work shall be set that it cannot be later than the second week of the exam period. At the Law Faculty the deadline can be set differently.

(3) In the case of failing to meet a deadline concerning the selection of the thesis-project titles the rules of paragraph (2) 52.§ have to be applied.

(4) If students intend to alter the topic of a chosen and approved thesis-project they are allowed to sit for the final examination at the earliest given time in the final exam period of the first semester following the change of the thesis topic (the second semester in the case of students in the Faculty of Law).

77.§

(1) Students have the following duties in the course of thesis writing:

- a) Agreeing on consultation appointments with their supervisor
- b) Asking the supervisor to register the participation of the student at the appointments on the consultation sheets
- c) in the case of students of the Faculty of Law supervisors have to approve a short outline of thesis projects by the end of the final exam period in the semester when the topic of the thesis projects were accepted.

(2) Theses can be handed in after supervisors have certified them on the consultation sheet.

(2) Based on the decision of the Faculty, thesis prepared in accordance with paragraph (1) §76 of the Thesis Writing Guide must be submitted / uploaded - either in hard copies and in an electronic form, or just in an electronic form - up to the date set by the Faculty. The electronic copy of the thesis must be uploaded onto the online platform of the University Library. The electronic versions must be identical to the written one.

(4) Failing the deadline, the students are allowed to sit for the final examination only in the final exam period of the following semester.

(5) Before the end of the given semester, supervisors have to certify in the SIS that students have fulfilled the requirements of the thesis course.

(6) Students can apply for the Final Exam electronically in the SIS during the period open for applications for Final Exam (students who lack a Neptune code shall submit their theses along with a filled registration sheet for the final exam in Annex 8 at the Registrar Department/Adult Education Centre).

(7) If the student at the time of registering for the final examination does not obtain the necessary language exam /exams, the Registrar Department/Adult Education Centre issues a decision about the fact for them. The student can appeal against this decision according to the Education and Exam Regulations.

(8) Each submitted version of the thesis work must contain a confidentiality statement signed by the student as in annex 18.

78.§

(1) Thesis assessment is the duty of the external examiners previously appointed.

(2) External examiners of thesis projects can be professionals with a high level of knowledge concerning the subject of the given thesis project having a university or MSc degree (except in the case of BSc courses and Advanced Level Vocational Trainings , which can allow a college or BSc degree) with high professional knowledge about the topic of the particular thesis but do not have any legal relations with the University as a civil servant. In very special cases and with the consent of the dean, a teacher of the University can be an assessor who does not work at the certain department, has not taken part in the publishing of the thesis work/or consultation and at the same time an impartial professional examination can be expected from him.

(3) The University department responsible for a given thesis project has to invite the external examiner in writing before the deadline of the thesis.

(4) The head of the department sends the given thesis to the external examiner within one week after the submission. An Evaluation Sheet (Annex 9) should be attached to the thesis and the deadline of the external examiner's report also shall be indicated.

(5) The head of department shall determine the deadline of the external examiner's report so that the thesis itself and the evaluation sheet be sent to the department by not later than the last day of the exam period.

78/A.§

(1) The University Library and Archives keeps the electronic version of a thesis except for the confidential theses which must be kept by the relevant department until the confidentiality period expires.

(2) Declaring a thesis confidential can be given on basis of personal, qualified or business data. It can be asked for by a commercial co./institution which ensures the information provided to prepare the thesis makes it necessary to protect business and official interests.

(3) After the end of the filing time determined in section (1), the department has to hand over the printed and electronic version of the thesis projects to the designated worker of the University Library and Archives, in return it receives a receipt of acknowledgement. Then it is the duty of the Library of the University to store thesis projects and guarantee the opportunity for inspection.

THE FINAL EXAMINATION

79.§

(1) Students are obliged to pass final examinations in accordance with the instruction and output requirements, which are a precondition of completing the University studies. The aim of final examinations is to supervise the competence of students in accordance with the instruction and output requirements of the University and check the abilities of students in being able to employ the acquired knowledge.

(2) Has been repealed from 29th January, 2019.

(3) The requirements of the Final Examinations, the topics, the regulations and information are set in the Final Examination regulations. The information is to be published not later than the end of the third week of the semester on the webpage of the department.

(4) Students are allowed to take the final examination in one of the two final examination periods of the academic year determined by the Rector of the University.

(5) Students registering for their final examinations shall pass the exams of the last semester within the timeframe of the academic year until a certain deadline set especially for them.

(6) Within the framework of undergraduate status, students can take the final examination in the final examination period. Later on, after the expiry of the undergraduate legal relations, students can take the final examination only upon special request handed in at the RD/AEC.

a) Those students who established their student status based on Act LXXX issued in 1993 (at a college, university or supplementary programme before 31st August, 2006) and obtained their Final Certificate till 1st September, 2016 can take their Final Examination until 1st September, 2018 (Act CCIV issued in 2011).

b) Those students who established their student status between 1st September, 2006 and 1st September, 2012 can take their Final Examination without any limitations on time. (Act CXXXIX issued in 2005)

c) Those students who established their student status on or later than 1st September, 2012 shall not take their Final Examination after the fifth year followed by having obtained the Final Certificate. (Act CCIV issued in 2011)

(7) When the undergraduate student status has expired, students have to confirm the payment of the necessary fee determined by the

CAR in order to be allowed to prepare a thesis project and take the final examination.

80.§

- (1) Students have to complete the following requirements to be allowed to go in for the final examination: the obtainment of the university final certificate, submission of the thesis project and paying any outstanding liabilities.
- (2) Phases of the final examination:
 - a) Thesis defence
 - b) Complex final examination or specified final exam according to the subjects of instruction and diploma concert – in the case of the Faculty of Musical Arts.
- (3) The defence of the thesis has to reveal whether candidates themselves have prepared the work or not. Students have to be informed of the external examiner's report, they have to be questioned, and they also have to be given the possibility to answer the questions and the critique of the report.
- (4) Complex final examinations or final exams specified according to the subjects of instruction can be a written and/or an oral and /or a practical exam (diploma concert – in the case of the Faculty of Musical Arts) as defined in the curriculum. During the subject specific examination the examinee shall be given at least 10 minutes preparation time each subject. In the case of a complex oral examination the minimum preparation time is 20 minutes.
- (5) No later than ten days before the beginning of the final exam period the head of department responsible for the given thesis project has to appoint the dates of exams, determine the location of exams and the timing of students as far as the requirements of section (2) are concerned (in case of the Faculty of Law these duties are carried out by the secretary of the institute together with the delegate of the student self-government on the basis of student applications).
- (6) Modification of the date of final examination is possible with the consent of the students.
- (7) Dates of the final examinations have to be set so that students can have the necessary time needed for preparation and candidates have to be guaranteed the possibility to initiate modification of timing.
- (8) Candidates for final examinations have to be arranged in groups of maximum 12.

81.§

(1) Final examination must be taken before a Final Examination Board consisting of a Chairman and minimum 2 members. Members of final examination boards shall be selected to include at least one professor, university lecturer or associate professor of the University, moreover, at least one of the members shall be an external expert not employed by the University (external expert) under the National Higher Education Act, or a professor from another faculty of the university. The external expert must have at least an MSc degree. If specifically justified, in the case of BSc courses, members of the Final Examination Board may be experts acknowledged in the given professional field with a BSc degree. The supervisor and the assessor of candidates can also be members of the final examination board. If the external member is not employed by the University, the Head of the Department responsible for compiling the Examination Board jointly with the major coordinator can give permission for the external member to participate in the work of the Board online.

(2) The Chairman and the members of final examination boards are appointed by the Dean.

(3) Members of a board of a specific final examination are set up by the head of department responsible. Head of departments determines who will be the Chairman of the final examination board.

(4) The work of the final examination board is helped by an examiner (teacher that is examining) and an assistant secretary as well. In this nature, they are not members of the board of the final examination.

(5) The task of the assistant secretary is to arrange the administration of the given final examination on the basis of the guide-book received from the director of the RD/AEC.

(6) The thorough grounding of candidates is assessed by the members of the final examination boards in the absence of the students, after that the boards decide on the grade based on a simple majority of its voting members– in the event of a tied vote, the Chairman of the board president's vote counts.

(7) Official reports have to be registered concerning final examinations.

(8) Chairmen of final examination boards have to give information on the experience of final examinations to the Dean/Rector of the University through the director responsible.

82.§

(1) Boards of the final examination have to assess thesis projects on a five-scale grade, which is based on the thesis project defence of the candidates and the external examiner's reports. The performance of candidates in the complex final examination(s) also has to be evaluated on a five-scale grade.

(2) Grades mentioned in section (1) above have to be determined by voting. In the case of a tie, the Chairman casts the deciding vote.

(3) Thesis defence and the complex final examination can be taken at separate times. In this case rules relating to the final examination boards are decisive as far as the evaluation of candidates and the request and composition of boards are concerned – with the exception that it is not compulsory to appoint an external member to the board. The order of the defence and final examinations and the relating regulations are set in the ZV regulations not later than the third week of the semester.

(4) If the thesis-defence and the complex final examination are organized at the same time, the results of the final examination have to be announced by the examination board. If the thesis defence and the complex final examination are organized at different times, the results of the thesis defence and the results of the complex examination are announced by the given boards separately. The results of the final examination and/or the assessment of the diploma have to be announced by the board that sits at the last time given.

(5) Annex 10 contains rules regarding the calculation of the results of the final examination.

83.§

(1) A final examination has to be regarded as unsuccessful if either the thesis project or the thesis-defence or any of the subject-specific/complex final examinations were unsuccessful.

(2) An unsuccessful final examination can be retaken only in the following final exam periods. A successful final examination shall not be retaken.

(3) In the case of the Faculty of Law it is possible to re-take the given exam provided that only one of the subject-specific/complex final examinations is a failure. The dean has to appoint the date of re-takes in the post-final examination period of the academic calendar, which is related to the given final examination period.

(4) If a thesis is not accepted, the competent Final Examination Board decides whether it is possible to rewrite the thesis with the required changes or it is necessary to prepare a new one.

(5) Candidates are allowed to retake unsuccessful final examinations only twice. Subsequently, a new thesis must be prepared and the whole procedure has to be repeated.

(6) In the course of final examinations, the same thesis project can be used within six consecutive final examination periods, the latest after its submission. After its expiry a new thesis must be submitted.

(7) The Final Exam can be taken in any final exam period of each academic year within 2 years from issuing the final certificate under the same conditions. After the expiry of this period, the Board of Studies in charge will decide on the requirements of taking the Final Exam.

(8) Contrary to sections (5), (6) and (7), in the case of students of the Faculty of Law subject-specific final exams

a) can be taken without any additional conditions defined by the Board of Studies for students establishing student status with the University on or after 1st September, 2012 within 5 years after the issue of the absolutorium. The final exam period in which a successful final exam is to be taken in all subjects until the last day of the final exam period must be recorded in the SIS.

b) can be taken without any time restriction for students establishing student status between 1 Sept, 2006 and 1 Sept, 2012, however, subject specific final exams taken outside the five-year limit must be repeated for issuing the certificate. The grade on the final exam certificate will be calculated from the results of the subject specific final exams within this five-year limit.

(9) If students of the Faculty of Law do not pass all the subject-specific finals according to section (8) they are obliged to retake the subject-specific finals they have already passed.

DIPLOMA

84.§

(1) The University is to issue a diploma for students in academic special courses, BSc, MSc and unified undivided courses provided that they have

a) passed the final examination,

b) passed the language examination of any of the languages that are laid down in the curriculum of the given degree subject and accepted by the Senate. According to the preconditions prescribed in the instruction and output requirements, language examinations shall be state-certified or equivalent to state-certified language exams and language examination certificates shall be presented to the RD/AEC (Annex II)

(2) Has been repealed from 29th January, 2019.

(3) A diploma is an official document identified by an individual number. The individual number is to be created according to the following: < code of training form > _ < code of degree subject > - < serial number > / < date of year >. The code of training form: full-time = N, correspondent = L, distance learning = T. The code of a degree subject is equivalent to the last three characters of the code that identifies the degree subject of students in the SIS. Numbering has to be re-started annually. The date of year on a diploma refers to the calendar year when the diploma is issued.

(4) Diplomas are signed by the Dean responsible.

(5) Failing rules of section (4) due to certain exceptional and serious factors impossible to avoid, the rector and the vice-rectors are to be authorized to sign diplomas.

(6) Diplomas certify that the given qualifications have been acquired by the candidates. The mean value of assessment in the case of diplomas has to be determined by two decimals. The calculation method of the mean value – within the framework of instruction and output requirements are included in Annex 10 of the present EER.

(7) According to the mean value the classification of diplomas can be the following:

4,51 – 5,00	excellent
3,51 – 4,50	good
2,51 – 3,50	satisfactory
2,00 – 2,50	pass

(8) The classification of diplomas in the Faculty of Law is as follows:

4,51 – 5,00	summa cum laude
3,51 – 4,50	cum laude
2,00 – 3,50	rite

(9) At the Apáczai Csere János Faculty those students who have achieved an excellent grade in all subjects of the final exam, their grade received for their thesis/diploma work and all comprehensive exams is excellent or their corrected credit index for the entire study period is 4,5 and they have no lower grade than

satisfactory will receive a degree with honours in the 2nd semester of 2015/16 for the last time. The fail grade should also be taken into consideration even if the student has corrected it. In case of level raising correcting exam any correction grade lower than satisfactory should also be taken into consideration so no degree with honours can be issued in such cases.

- (10) On the Faculty of Agricultural and Food Sciences those students who have achieved an excellent grade in all subjects of the final exam, their grade received for their thesis/diploma work is excellent and among their valid grades for all other exams there is no grade lower than good will receive a degree with honours in the 2nd semester of 2015/16 for the last time.

85.§

(1) Diplomas have to be issued in Hungarian and English, in the case of the Faculty of Law diplomas have to be issued in Hungarian and Latin. In case of courses heard not in Hungarian they have to be issued in Hungarian and in the language of the course.

(2)) The diplomas must be issued in Hungarian and English, preferably at the same time, with a diploma supplement the content of which complies with the legislation, but not later than 30 days from the last day of the final exam period.

(3) The appendix of a diploma is authenticated by the Chancellor of the University. In case of serious and unavoidable obstruction the Head of the Educational Directorate is entitled to authenticate the document.

(4) The receiver of the diploma is allowed to use the following English terms abroad according to the level of the given academic qualification:

- a) basic- or college-degree: "Bachelor " (abbreviation: BA, BSc)
- b) master's- or university degree: "Master " (abbreviation: MA, MSc).

(5) Students of the Faculty of Law are to have the title "dr. jur" after they have been awarded the doctoral degree and have signed the affidavit.

(6) A degree is an official document with the arms of the Republic of Hungary. A degree has to contain data determined by the Law, Governmental Decree on Implementation and other rules of law.

(7) Degrees are to be handed over to students at the graduation ceremony, during which students majoring in law, engineering and public health and welfare have to take the vow of profession according to their major (Annex 12).

(8) Students absent from the graduation ceremony because of any reason can receive their diploma at the RD/AEC during office hours. The formal requirements of the graduation ceremony are defined by the Rector.

(9) Students of the Faculty of Law absent from the ceremony conferring the doctoral degree are allowed to receive the diploma only at the following such ceremony.

(10) In case of suspicion on any reason of plagiarism related to the thesis, procedure has to be taken detailed in annex 19.

FINAL CLAUSES

86.§

(1) Students can take part in state-funded studies if they have been admitted to state-financed training and

a) who have established legal relationships as a student before 1st April, 1997, which privity has legal effect until the end of their studies

b) who have established legal relationships as a student after 1st January 1997 in the academic year 1997/1998, with the academic years 1998/1999 and 1999/2000 in which privity has legal effect until the end of their studies if

ba) undergraduates are continuing their studies in order to obtain their first diploma (according to the present article hereinafter referred to as: basic training) or

bb) after the acquisition of college degree and qualifications graduates continue their studies in order to acquire a university degree of the same major or in order to obtain the first college/university degree-based on a teacher's certificate (according to the present article hereinafter referred to as: first supplementary basic training)

c) undergraduates who established a legal relationship as a student in the academic years 2000/2001 and 2001/2002

ca) in the case that they have not established a legal relationship as a student before this privity and are taking part in the first basic training, moreover the number of semesters begun is not more than the number of semesters prescribed in the instruction and output requirements, or

cb) if students have already acquired the teacher's degree of one university branch before beginning their studies and are taking part in their second teacher training course of one branch, moreover the number of semesters begun is no more than the number of semesters prescribed in the instruction and output requirements, or

cc) if students continue their studies at a faculty where according to the instruction and output requirements they are obliged to possess a diploma of higher education, moreover the number of semesters begun cannot be more than the number of semesters prescribed in the instruction and output requirements or

cd) if students are taking part in the first supplementary basic training for four semesters;

d) undergraduates who established a legal relationship as a student in the academic years 2002/2003, 2003/2004, 2004/2005 and 2005/2006, or

da) they have not established a legal relationship as a student before this privity and they are taking part in the first basic training, moreover the number of semesters begun is no more than the number of semesters prescribed in the instruction and output requirements, - the number is increased by three in the case of eight-semester-long training, and the number is increased by two in other cases, or

db) they have already established legal relations as students before this privity, which was abated when establishing new legal relations in the framework of admission procedures and they are now taking part in the first basic training, moreover the number of semesters begun is no more than the number of semesters prescribed in the instruction and output requirements, - the number is increased by three in the case of eight-semester-long training, and the number is increased by two in other cases, or

dc) at the beginning of their studies they were taking part in state-financed teacher-training courses of general knowledge or religious education-upbringing and at present they are taking part in the second one-subject teacher training course of general knowledge, moreover the number of semesters begun is no more than the number of semesters prescribed in the instruction and output requirements, - the number is increased by three in the case of eight-semester-long training, and the number is increased by two in other cases, or

dd) if students continue their studies at a faculty where according to the instruction and output requirements they are obliged to possess a degree of higher education, moreover the number of semesters begun is no more than the number of semesters prescribed in the instruction and output requirements, - the number is increased by three in the case of eight-semester-long training, and the number is increased by two in other cases, or

de) students are taking part in the first supplementary basic training for six semesters;

e) students of any of the majors admitted from an individual-financed place on the basis of the decision of the given institution to an already existing state-financed place at the institution in the remaining period of the training time in which the student previously quit.

a) Students who have started higher-grade vocational training before 1st March, 2006 for a number of semesters and two years more than the time of the given higher-grade vocational training.

87.§

(1) Studies can be finished according to the original terms concerning parallel majors started before the enactment of the present EER.

(2) Students dismissed before the enactment of the present EER are allowed to establish legal relations with the University as students within the framework of the new admission procedures.

88.§

(1) Regulations of the present EER have to be adapted with differences that are determined in Annex 13 if there are any changes in the curriculum of any of the majors or termination of any of the majors.

(2) The Senate cancelled on its 26th October, 2015

(3) One of the samples in Annex 14 is to be considered as doctor's certificate according to the present EER. The certificate shall not include the patient's diagnosis, BNO code of the illness or other information subject to the Privacy Act.

(4) All pieces of information of an incorrect document have to be filed. Such documents have to be annulled every half a year and the filing about have to be kept in RO/ CoAE.

(5) In case of lost or annulled student's register, certificate or annex of certificate the student can apply for a secondary copy. The Rector shall seal it. For issuing such papers the fee determined in CAR and in case legal fees are to be paid. Copies of student registers should only be issued for those students whose data have not been registered in SIS.

89.§

(1) The personal data of students concerning authorization and certain information have to be administered and kept on file in the SIS on the basis of the written permission of students.

(2) Data handling in the SIS is in accordance with the regulations of the repeatedly modified Act CXII issued in 2011 concerning personal data protection and the publication of public data.

(3) Students shall regularly examine data concerning their person and studies in the SIS and in the case of any information that is not true they shall inform the RD/AEC or the given lecturer if necessary and request a correction.

(4) As long as the administrator of RD/AEC notices that the student's personal data do not fit reality or lack some information, they are obliged to send a message about it to SIS.

(5) The SIS is the official means of communication between the University and students and it is the device to manage matters (including financial) concerning their legal relations with the University.

(6) The duty of students is to

a) report changes to the RD/AEC regarding their personal data in writing in the shortest time possible,

b) follow messages, reminders, warnings, etc. from the University with the help of SIS during the full time of their legal relations as students (either in an active or passive semester).

(7) The University does not take responsibility for the inconveniences that derive from neglecting duties described in section (6).

90.§

(1) The Rector of the University is authorized to take measures in the case of vis major (including reasons listed in section (2) §45 of the National Higher Education Act concerning the adoption of the present EER.

(2) In relation to their activity with students lecturers, teachers, research workers who act with consideration of the adoption of the present EER are regarded as people performing public-duties in terms of criminal defence ((3) §35 of NHEA).

(3) In the course of the adoption of the present EER Friday 2:30 p.m. is to be regarded as the latest possible time of the week as a deadline for the full-time students and Saturday 1:00 p.m. for the correspondence/distance learning students of the University.

91.§

(1) The present EER was accepted by the Senate of the University on 11th December, 2017 and regulations are to be applied from the day of acceptance.

(2) §17

- when applying point c) section 2, the students who established their student status before the year 2010/11. and have unsatisfactory marks in the previous years, their marks have to be ignored.

- point g) section 2 is to be applied when establishing student status in the year 2010/11 or afterwards.

(3) when applying point c) section 2 of §17 unsatisfactory marks received before the year 2010/11 must be ignored.

(4) when applying point d) section 2 of §17 unsatisfactory marks received before the year 2012/13 must be ignored.

(5) In case of students establishing student status before 1st February, 2016 at the Apáczai Csere János Faculty and the Faculty of Agricultural and Food Sciences on the courses announced before 1st February, 2016

- points a),b),g) and p) section 2 of §17 must only be applied for students establishing student status from the spring semester of the academic year 2015/2016.
- applying point c) section 2 of §17 unsatisfactory marks received before the spring semester of the year 2015/16 must be ignored.

(6) The Apáczai Csere János Faculty and the Faculty of Agricultural and Food Sciences can deviate from points (2)–(4) of §35 until the end of the spring semester of 2015/2016.

(7) Credits included in section (9) of §60, completed over the training periods abroad and acknowledged by credit transfer are counted into the accumulative corrected credit index, the corrected credit index and the scholarship index from the autumn semester 2017/2018.

92.§

The current EER shall be applied with the following alterations in the case of IPS students. The a) and c) points section 2 of §17 of the EER are not to be applied. Moreover, §10/A, §10/B and §10/C can be exclusively applied with students who were accepted through the Ministry of Human Resources (Stipendium Hungaricum Programme and Christian Scholarship Programme) provided that they are not allowed to transfer to state-funded courses.

93.§

) Based on (4) point §79 of Act No. LVIII on the transitional provisions and epidemic preparedness related to the termination of the state of danger, the spring semester of 2019/2020 must not be taken into consideration when applying (1) §45 and (4) §53 of the Law CCIV in 2011 on the continuous suspension of student status.

(2) Under paragraph (1) of §17

- the passive spring semester of 2019/2020 can be disregarded when applying point g) of paragraph (2).
- the spring semester of 2019/2020 is disregarded when applying point i) of paragraph (2), despite the fact that it is considered to be a valid academic semester, so with regard to all students the calculation of the two subsequent semesters will recommence.
- when applying point p) of paragraph (2), the semester in question must be disregarded if the student status of the student for the spring semester of 2019/20 academic year was suspended.

94. §

(1) With the current EER entering into effect the EER accepted by the Senate on 25th October, 2021 is repealed.

(2) The Head of the Educational Directorate is authorized to issue the rules of procedure for the implementation of the current EER.

Győr, 25th September 2021



Dr. Baranyi Péter Zoltán
Rektor

Dr. Filep Bálint
Elnök

Dr. Kovács Zsolt
Kancellár

ANNEXES

[Annex 1.](#)

THE RULES OF CREDIT TRANSFER

General rules

(1) The credit transfer is the process during which the student asks for the recognition of the fulfilment of the requirements of any of the subjects in the curriculum of their major, referring to the successful fulfilment of one or the maximum three subjects learnt in another higher education institution or in another major.

(2) On the basis of the subjects fulfilled in higher level vocational education and training established before 1st Sept. 2013, and in the case of continuing their studies in a bachelor's course in the given specialization, a minimum of 30 and a maximum of 60 credit points can be transferred if the higher level vocational education and training has been carried out and there is the possession of the appropriate licences - in a higher education institution, with student status - in any vocational institution, under the supervision of a higher education institution and on the basis of their written agreement, with student status.

(3) In the case of higher education vocational programmes established after 1st September 2013 the number of credit points recognized by credit transfer is a minimum of 30 and a maximum of 90 in case a bachelor's degree in the same field of study.

(4) The maximum amount of credit transfer is two-thirds of the credit points of the training and outcome requirements of the given major, according to the student's choice. In doctoral training, this regulation shall not apply. Being accepted or transferred to the same course, any deviation from the two-third regulation shall be based on the decision of the CTC.

(5) The credit must be recognized if the comparative knowledge is at least 75% identical on the basis of the course syllabus.

In order to replace a subject, only at least three previously fulfilled subjects can be used as a basis. Of the three subjects, the level of knowledge of one subject is taken into account to an extent of at least 50%, while the other two subjects can be taken into account together, on the basis of the missing knowledge of an extent of at least 25%.

(6) In case the conditions determined in paragraph (3) are met, as many credit points are transferred as the credit value of the replaced subject in the syllabus of the student's major.

(7) In the case of the subject replaced by credit transfer you have to register the grade, which has been awarded to the student in the subject used as the basis for the credit transfer. In the case of credit transfer based on more than one subject you have to register the grade of the subject that is the base of credit transfer at a proportion of 50%.

The correspondence between the five-point grading scale and the three-point grading scale is the following: good (4) and excellent (5) = well done, average (3) and satisfactory (2) = completed.

(8) The conditions of the given major and the pre-study requirements set in the syllabus of the major cannot be evaded by the credit transfer process.

- (8) Only within the University and only in connection with the change of syllabus or the termination of syllabus
- in order to replace a subject, more than one but at the most three fulfilled subjects can be used. In this case as many credit points are transferred as the number of credit points of the replaced subject in the syllabus of the student's major provided that the sum of the credit value of the subject(s) used for recognition is at least as much.
 - on the basis of a subject fulfilled earlier one or more but at the most three subjects can be replaced but the sum of the credit value of the replaced subjects cannot exceed the credit value of the subject used as the basis of replacement.
 - The restriction mentioned in paragraph (4) is not valid.
 - If more subjects were used to replace one subject, the awarded grade must be registered with their weighted average.

(10) Only in the case of credit transfer of subjects completed abroad, if the completed subject does not have at least 75% matching pairs according to the course syllabus and the subject entitled Exchange Course is included in the student's sample curriculum among the elective subjects, it is possible to carry out the credit transfer procedure. In this case, the student must fill in the "Credit transfer of a subject of a foreign part-time training as an optional subject (Exchange course)" application in the SIS. The application must be accompanied by the Transcript of Records form obtained during the stay abroad.

- The decision-maker and the issuer of the decision at first instance is the RO.
- In the case of applications submitted by the last day of the given diligence period, the accepted subject is recorded in the HIR for the relevant semester, while in the case of applications submitted and judged outside the diligence period, it is recorded in the HIR for the next active semester.

The credit transfer process

(1) The credit transfer is carried out on the basis of the student's request within the credit transfer process. A request can be handed in only by students with valid student status.

(2) The applicants must mark which major they would like to transfer the credit points in the request.

(3) The credit transfer, apart from the exception mentioned in paragraph (4), can be asked for during the registration week in every semester. Keeping to the deadline is of essence, and the credit transfer can only be asked for again in the registration week of the next semester. The University is not liable for the hindrances suffered by the student because of missing the deadline.

(4) In the case of a takeover (from other institutions), the modification of major or specialization/content area, or when fulfilling the studies with guest student status, the credit transfer must be asked for at the same time while handing in the related request.

(5) The request for credit transfer must be presented via the University's official online platform. During a given training relationship, the student may submit the first credit transfer application free of charge, and an additional credit transfer application against payment of a special procedure fee.

(6) A request for credit transfer rejected earlier concerning a given subject cannot be handed in for the second time on the basis of identical documents.

(7) If the subject used as the basis for credit transfer was not fulfilled at the University, the official certificate related to the fulfilment of the subject (e.g., certified copy of the credit book (course record book) and the certified syllabus of the subject must be enclosed with the request.

(8) A syllabus is certified if it contains the (detailed) topics of the given subject, it carries the stamp of the department teaching the subject and the statement of the head of the department certified with a signature, which shows that the student has fulfilled the subject according to the given syllabus.

(9) If the subject used as the basis for credit transfer was fulfilled at the University, it is not necessary to enclose the documents mentioned in paragraph (7).

(10) Has been repealed from 29th January, 2019.

The assessment of the request for credit transfer

(1) The Committee of Credit Transfer (CCT) assigned to the major marked in the request takes a decision regarding the credit transfer according to the general rules related to its operation.

(2) The Committee of Credit Transfer creates a so-called equivalency chart related for each of the majors in its authority and it continuously upgrades it. The equivalency chart contains the subjects of the major and the subjects, which can be recognized as their equivalents and keeping to the regulations of the current EER, and if appropriate together with identification data such as the higher education institution, major, year (period), etc.

(3) The equivalency chart must be made accessible to students on the University website.

(4) If the basis of the credit transfer is a subject, which appears in the equivalency chart of the subject, the Committee of Credit Transfer takes a decision without further studies. They must mark in the justification of the decision that it was based on the equivalency chart.

(5)) If the basis of the credit transfer is a subject which has not appeared in the equivalency chart of the major yet, the Committee of Credit Transfer takes a decision regarding the credit transfer on the basis of the enclosed documents, the opinion of the University's department concerned, and in the case of subject completed abroad, based on the opinion of the respective major coordinator. In the case of a decision approving the credit transfer, the secretary of the Committee of Credit Transfer updates the appropriate equivalency chart and publishes the updated equivalency chart at the same time.

Annex 2.

CERTIFICATE OF STUDIES AT SZÉCHENYI ISTVÁN UNIVERSITY

On behalf of Széchenyi István University I officially certify that _____ (given name and family name) _____ (born: _____ (place and date) _____) was doing his/her studies from the ____ semester of the academic year ____ / ____ to the ____ semester of the academic year ____ / ____ at Széchenyi István University, in the _____ (faculty / institution) as a full-time / correspondence / distance learning student in _____ course (level of training:.....).

Academic year, semester:

Course:

Date of registration:

Student status:

Financial status:

During his/her studies he/she has accumulated ____ credit points.

His/her student status has been terminated because of _____.

Date of the termination of student status: _____ (date)

Győr, _____

.....
Signature of Head of Office / Director

[Annex 3.](#)

CERTIFICATE OF GUEST STUDENT STATUS

As the head of the Office of Education of Széchenyi István University I officially certify that _____ (given name and family name) _____ (born: _____ (place and date) _____) is continuing his/her studies in the _____ semester of the academic year _____ / _____ at Széchenyi István University in _____ (faculty / institution) in _____ (major) as a full-time / correspondence/ distance learning student in the state-financed / fee-paying educational form under guest student status.

Győr, _____

.....

Head of Office

[Annex 4.](#)

THE TEXT OF THE STUDENT OATH

I, _____ swear that I will observe and keep the Fundamental Law and legal order of Hungary. I will be faithful to my country and my nation. I will always give the appropriate respect to the rector and every citizen of Széchenyi István University.

I will keep the rules and traditions of the University. With all my effort I am trying to do my studies with the best results I can, to become a scientifically well-educated person, and by this to prepare for my chosen profession.

Annex 5.

NOTIFICATION OF THE TERMINATION OF A STATE - SUBSIDIZED COURSE

I am notifying You, _____, that in the _____ semester of the _____ academic year You have registered for the last state-subsidized semester according to the Law CCIV. on higher education of the year 2011, within the government decree no. 79/2006 issued for its execution and under the Regulations of Studies and Examinations of Széchenyi István University.

On the basis of Section 3 of the Government Decree 51/2007. (26 March) on the provisions paid to and certain fees to be paid by the students studying in higher education institutions, the number of financed semesters you have spent are semesters from the date of establishing the first student status until thesemester of the academic year

I am informing you that you can continue your studies in a fee-paying / self- financed educational form after the mentioned semester.

If you accept to continue your studies in a fee-paying / self-financed educational form, you have to register personally at RD/AEC in the registration period of the following semester and you have to sign the training/self- financing contract. The contents of the contract have been determined by CAR. This is completely independent of the fact of whether you aim to be a passive or an active student during the semester following the date of the notification above.

I would like to call your attention to the fact that if you neglect or reject to sign the contract according to the rules outlined above; the University has to interpret this act as your unwillingness to continue your studies. In this case, your student status will be terminated on the last day of the examination period of your last semester according to the above listed laws and the EER of the University.

Győr, _____

Head of Office/ Director

Annex No. 6 was cancelled at the session of the Senate on 26 November 2012.

[Annex 7](#)

THESIS CONSULTATION FORM

Date	Topics Covered	Signature

I have revised the thesis. It can be submitted / cannot be submitted.

_____ date

_____ external consultant

The thesis can be / cannot be accepted for evaluation:

_____ date

_____ internal consultant

External examiners	name:		
	position:		
	Recommended mark:		Signature

APPLICATION FORM FOR THE FINAL EXAMINATION

(to submit at RD/AEC)

Personal Information

Student name:.....

Neptun code:.....

Mother's maiden name:

Place of birth: town/city, Time of birth: ____/____/____
(DD/MM/YYYY)

Permanent address:.....postcode.....settlementstreet
.....house number.....

Phone number:..... e-mail:

Study Information:

Major and Specialisation:

Academic year in which applying for the Final Examination: Semester:
.....

Does the candidate possess the language exam needed for issuing the degree at the time of applying for the Final Examination?

YES / NO

If yes, a copy of the language exam must be attached to the application form, and the original copy must be shown handing in the application form at the RD/AEC.

Information on The Final Examination:

Thesis title:

.....
The name of the department at which the thesis is submitted (in the case of the Kautz Gyula Faculty of Economics the name of the faculty must be written):.....

Was the thesis submitted in the current semester? YES / NO

Győr, ____/____/____ (DD/MM/YYYY)

.....
Signature of Student

I verify that Student named above have filled the University's Career Tracking Survey on the Alumni website.

.....
Communication and Service Centre

Annex: Copy of the language exam

6. Reviewer's general opinion of the thesis:

Questions to be answered at the Final Examination recommended by the reviewer:

1.
.....
.....
2.
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.....
3.
.....
.....
4.
.....
.....

Mark recommended by the reviewer:

Date.....

Reviewer

Thesis Mark:

The Final Examination Committee's (hereinafter FEC) final decision (Mark of the Thesis Defense):

date

FEC President's signature

Annex 10

Faculty	Names of Advanced Vocational Trainings	The Final Examination							result
		marks needed for calculating the final mark							
		Thesis	Thesis Defence	Complex examination	Exam marks of subjects	The final examination – practical part	The final examination – written part	The final examination – oral part	
AK	Social and Youth Work	X		X					The mark calculated from the arithmetic mean of the given marks: < 2,00: fail (1); 2,00-2,50: pass (2); 2,51-3,50: satisfactory (3); 3,51-4,50: good (4); > 4,50: excellent (5)
	Tourism and Catering	X		X					
DFK	Legal					X	X	X	
KGK	Commerce and Marketing	X	X		X				
	Business Administration and Management	X	X		X				
MÉK	All Advanced Vocational trainings of the Faculty	X						X	
PLI	Social and Youth Work	X	X	X					

Faculty	Names of Advanced Vocational Trainings	The Diploma										qualification based upon the means	
		marks/average for qualification											
		Thesis	Thesis Defence	Complex Examination	The simple mean of all the marks	Weighted grade point average	The final examination – practical part	The final examination – written part	The final examination – oral part	The final examination - Final mark	The corrected cumulative credit index (given with to decimal)		
AK	Social and Youth Work					X	X	X				arithmetical mean calculated from grades	fail (1); pass (2); satisfactory (3); good (4); excellent (5)
	Tourism and catering					X	X	X					
DFK	Legal						X	X	X				
KGK	Commerce and marketing	X	X		X								
	Business Administration and Management	X	X		X								
MÉK	All Advanced Vocational trainings of the Faculty	X				X							
PLI	Social and Youth Work												

Undivided one-tier programmes

Faculty	Names of undivided courses	The Final Examination							results
		marks needed to calculate the final mark							
		Thesis	Thesis Defence	Complex examination	Exam marks of the subjects	Mark of Continuous Teacher Training Practice in School	Oral Part of Final Examination	Portfolio Defence	
DFE	Lawyer	X			1)				The mark calculated from the arithmetic mean of the given marks: < 2,00: fail (1); 2,00-2,50: pass (2); 2,51-3,50: satisfactory (3); 3,51-4,50: good (4); > 4,50: excellent (5)
ÉÉKK	Architecture	X		X					
GIVK	Technical Teacher	X	X	X		X		X	
MÉK	Agricultural Engineer			X					
	Agricultural Engineering Teacher			X					
VTI	Music Teacher			2)	3)	X			

Notes

- 1) Constitutional Law Final Examination (hereinafter FE); Criminal Law FE; Law and State FE; Administrative Procedural Law FE; Civil Law FE
- 2) Complex oral examination (general and subject methodology)
- 3) Teaching practice in school

Faculty	Names of undivided courses	The Degree								qualification based upon the average	
		marks/averages for qualification									
		Thesis	Thesis Defence	Complex examination	The simple mean of all the marks	Average of subject marks	Weighted grade point average	Average of Portfolio Grades	Final Examination Average		
DFK	Lawyer					4)			X	the arithmetic mean calculated from the given subject marks	2,00 – 3,50 → rite 3,51 – 4,50 → cum laude 4,51 – 5,00 → summa cum laude
ÉÉKK	Architecture	X		X	X						2,00-2,50 → pass 2,51-3,50 → satisfactory 3,51-4,50 → good 4,51-5,00 → excellent
GIVK	Engineering Teacher								X		
MÉK	Teacher of Agricultural Engineering					X			X		
	Agricultural Engineer					X					
VTI	Music Teacher	X	X			5)			X		

Notes

- 4) The simple arithmetic mean of the preliminary exams' results: Criminal Procedural Law and Civil Procedure Law, International Law
- 5) The average of solmisation – theory of music and history of music comprehensive examination

Bachelor programme

Faculty	Names of Bachelor Courses	Result							
		Thesis	Thesis defence	Complex Examination Grade	Final Examination Practical Part	Final Examination Writing Part	Final examination oral part	Final mark for Teacher Training Practice	Diploma Concert
		AK	Andragogy	X		X(*)			
	Special education (for children with learning disability specialisation)	X		X(*)			6)		
	Special education (speech therapy specialisation)	X		X(*)			7)		
	Recreation and Health Improvement	X		X(*)					
	Social pedagogy	X		X(*)					
	Primary school teacher	X		X(*)			8)		
	Tourism and Catering	X							
	Vocational instructor in Commerce	X					8)		
DFK	Judicial Administration		X	X					
	Labour Law and Social Security Administration		X	X					
	International Administration	X	X	X					
KGK	Business Administration and Management	X	X	X					
	Commerce and Marketing	X	X	X					
	Public Governance	X	X	X					
	International Relations	X	X	X					
AHJK	Vehicle Engineering		X	X					
	Logistics Engineering		X	X					
	Engineering Management		X	X					
	Environmental Engineering	X		X					
ÉÉKK	Architectural Engineering	X		X					
	Civil /Highway/ Engineering	X		X					
	Transportation Engineering		X	X					
GIVK	Computer Economics	X	X	X					
	Mechanical Engineering		X	X					
	Mechatronics Engineering		X	X					
	Computer Engineering		X	X					

The final mark calculated from the arithmetic mean of the given marks;
 < 2,00: fail (1);
 2,00-2,50 pass (2);
 2,51-3,50: satisfactory (3);
 3,51-4,50: good (4);
 > 4,50: excellent (5)

	Vocational Teacher Training		X	X				X	
	Electrical Engineering	X							
MÉK	On all bachelor courses of the Faculty	X					X		
PLI	Nursing	X		X					
	Health care management	X		X					
	Social work	X	X	X					
VTI	Classical instrumental musical performance (all specializations)							X	

Megjegyzés

6) Average of the final practical teaching rounded up to a whole.

7) Final lesson

8) Final teaching practice

9) Taking into account the topic of the thesis, the marks / final results of two main electrical engineering subjects and one course specific subject if the student is specialised in automation; and the final marks of subjects of 10 credit points if the student is specialised in telecommunications.

Faculty	Names of Bachelor Courses	<i>The diploma</i>									qualification based upon the average
		marks/averages for qualification								average	
		Thesis	Thesis Defence	Complex Examination	Simple mean of all the marks	Weighted grade point average	Average of subject marks	Subjects' marks	Final Examination Average		
AK	Andragogy					X			X		2,00-2,50 → pass; 2,51-3,50 satisfactory; 3,51-4,50 → good; 4,51-5,00 → excellent →
	Special education (for children with learning disability specialisation)					X			X		
	Special education (speech therapy specialisation)					X			X		
	Recreation and Health Improvement					X			X		
	Social pedagogy					X			X		
	Primary School Teacher					X			X		
	Tourism and Catering					X			X		
DFK	Vocational Instructor in Commerce					X			X		
	Judicial Administration	X					10)		X		
	Labour Law and Social Security Administration	X					11)		X		
KGG	International Administration						12)		X		
	Business Administration and Management	X	X	X	X						
	Commerce and Marketing	X	X	X	X						
	Public Governance	X	X	X	X						
AHJK	International Relations				X				X		
	Vehicle Engineering	X		X	X						
	Environmental Engineering	X		X	X						
	Logistics Engineering		X	X	X						

	Engineering Management	X		X	X						
ÉÉK K	Architectural Engineering	X		X	X						
	Civil /Highway/ Engineering	X		X	X						
	Transportation Engineering		X	X	X						
	Computer Economics	X	X	X	X						
GIV K	Mechanical Engineering	X		X	X						
	Mechatronics Engineering	X		X	X						
	Computer Engineering		X	X			13)				
	Vocational Teacher Training	X		X	X						
	Electrical Engineering	X		X	X						
	MÉK	On all bachelor courses of the Faculty					X				X
PLI	Nursing				X					X	
	Health care management				X					X	
	Social Work				X			14)		X	
VTI	Classical instrumental musical performance (all specializations)			X			15)			X	

Notes:

10) Concerning the **Judicial Administration** course it is the average of the exam marks of the main subjects: Civil procedures and non-contentious procedures, The fundamentals of criminal procedures, Judicial authorities and administration, Prosecutorial system, procedure and management, Basic Court Procedures, Law Offices' Procedures, Executive body, procedure and management, Notarial body, procedure and act.

11)) Concerning **Labour Law and Social Security** course it is the average of the exam results of the main subjects:

- regarding all specialisations: Labour Law I- II., Public Service Labour Law, Social Law.
- regarding the specialisation of Social Security Administration, you also need: Health Insurance Law, Pension Insurance Law.

12) The average of the exam results of the main subjects:

Regarding **All** specialisations : Introduction to the Science of Public Law, Communicational Skills, Administrative Law I-II, The Basics of International Law, EU Law, The Law of International Economic Relations, Managerial Studies, International protocol and etiquette

In the specialisation of the **Administration of International Institutions**: The Theory of International Politics, Diplomacy in practice

In the specialisation of the **Management of International Companies**: EU aid policy, tenders

13) The credit weighted average of the science subjects together with the all the marks of the professional core material subjects

14) Intensive internship

15) The average of the last exam marks of Solmisation, Music Theory and Music History rounded to the nearest whole number

Master's programmes

Faculty	Names of the Master courses	The final examination						result
		marks needed for calculating the final mark						
		Thesis	Thesis defence	Final Mark Closing the Pedagogical Practice	Final Mark For Continuous Teaching Practice	Complex Examination	The final examination –oral apart	
AK	Human resource advisor	X				X		average rounded up to two decimal points
	Cultural mediation	X				X		
	Recreation	X				X		
DFK	European and International Administration		X			16)		Arithmetic mean rounded to the nearest whole number
KGK	Marketing	X	X			X		
	Marketing (in English)	X	X			X		
	International Economy and Business Economics	X	X			X		
	Regional and Environmental Economic Studies	X	X			X		
	Logistics Management	X	X			X		
Management and Leadership	X	X			X			
AHJK	Vehicle engineering	X				X		
	Vehicle Engineering (in German)	X				X		
	Logistics Engineering		X			X		
	Technical Manager	X				X		
ÉÉKK	Infrastructure-Civil Engineering	X				X		
	Infrastructure-Civil Engineering (in English)	X				X		
	Transportation Engineering		X			X		
	Structural Engineering	X				X		
	Urban Systems Engineering	X				X		
GIVK	Economic Informatics		X			16)		
	Mechanical Engineering	X				X		

	Mechatronics Engineering	X				X			
	Teacher of Engineering, 3 semester			X	X	X			
	Teacher of Engineering, 4 semester	X	X	X	X	X			
	Computer Science and Engineering		X			X			
	Electrical Engineering	X							17)
MÉK	On all Master's courses of the Faculty	X						X	
PLI	Community and Civil Development Studies	X	X				X		
VTI	Classical Musical Instrumental Performance	18)							
	Teacher – Teacher of Music	X		19)	20)				

Notes

16) Complex oral examination on the scope of the announced group of subjects

17) Marks of subjects of at least 15 credit points depending on the topic of the thesis.

18) Diploma concert gra doubled

19) Final Teaching Practice

20) Portfolio abo

Faculty	Names of the Master courses	<i>The diploma</i>									számtani átlag	qualification based upon the average
		marks/averages for qualification										
		Thesis	Thesis defence	Complex examination	Simple mean of all the marks	Weighted grade point average	Average of subject marks	Final examination average	Final comprehensive examination	Cummulated GPA credits		
AK	Human resource advisor					X		X				2,00-2,50 → pass; 2,51-3,50 → satisfactory;
	Cultural mediation					X		X				
	Recreation					X		X				

DFK	European and International Administration								X						3,51-4,50 → good; 4,51-5,00 → excellent
KGK	Marketing	X	X	X	X										
	Marketing (in English)	X	X	X	X										
	International Economy and Business Economics	X	X	X	X										
	Regional and Environmental Economic Studies	X	X	X	X										
	Logistics Management	X	X	X	X										
	Management and Leadership	X	X	X	X										
AHJK	Vehicle engineering	X		X	X										
	Vehicle engineering (in German)	X		X	X										
	Logistics Engineering		X	X	X										
	Technical Manager	X		X	X										
ÉÉKK	Infrastructure-Civil Engineering	X		X	X										
	Infrastructure-Civil Engineering (in English)	X		X	X										
	Transportation Engineering		X	X	X										
	Structural Engineering	X		X	X										
	Urban Systems Engineering	X		X	X										
GIVK	Economic Informatics		X	X					22						
	Mechanical Engineering	X		X	X										
	Mechatronics Engineering	X		X	X										
	Teacher of Engineering, 3 semester			X					X	X					
	Teacher of Engineering, 4 semester		X	X					X	X					
	Computer Science and Engineering		X	X					22						
	Electrical Engineering	X		X	X										
MÉK	On all Master's courses of the Faculty							X	X						
PLI	Community and Civil Development Studies								23)				X		
VTI	Classical Musical Instrumental Performance	21)		X											
	Teacher-Teacher of music	X							X						

Notes:

- 21) The mark of the diploma concert is doubled
- 22) The credit weighted average of the science subjects together with the all the marks of the professional core material subjects
- 23) Final examination mark.

FOREIGN LANGUAGES ACCEPTED FOR A DEGREE IN BACHELOR'S, MASTER'S AND UNDIVIDED COURSES

- (1) For students accepted for the academic year of 2016/17 and subsequent years, the foreign language requirements are determined by the existing Training and Outcome Requirements of the given major in the year of the student's acceptance. In case of students establishing their student relationship earlier, the language requirements are included in points (2)-(14) of Annex 11., or, if it is more favourable for the student, in the language requirements of the Training and Outcome Requirements related to the given major, valid at the time of obtaining the diploma.
- (2) In all the majors of the Ferenc Deák Faculty of Law and Political Sciences, independent of the level of the major (bachelor/college or master/university): official languages of the European Union or Russian. The student can meet the requirements in a language different from the above mentioned ones but this intention must be presented to the Committee of Studies entitled to issue the permission at the earliest possible date and it must be justified as to how much (s)he will be able to use this language in her/his practical work.
- (3) In all the majors of the Gyula Kautz Faculty of Economics and those of the Faculty of Agricultural and Food Sciences, independent of the level of the major (bachelor/college or master/university): **official languages of the European Union or Russian**. The student can meet the requirements in a language different from the above mentioned ones but this intention must be presented to the Committee of Studies entitled to issue the permission at the earliest possible date and it must be justified as to how much they will be able to use this language in their practical work.
- (4) In all the majors of the Audi Hungaria Vehicle Engineering, the Architecture, Civil and Transportation Engineering and the Mechanic, IT and Electrical Engineering Faculties, independent of the level of the major (bachelor/college or master/university): **English, French, German, Italian, Russian, and Spanish languages**. Concerning the Faculty of Engineering Sciences and all its successor faculties, paragraph (7) of the present annex is not applicable from the academic year of 2011/12.
- (5) In all the majors of Faculty of Health and Sports Sciences, independent of the level of the major: **official languages of the European Union member states, or Russian**.
- (6) In all majors of the Tibor Varga Institute of Musical Art, independent of the level of the major (bachelor/college or master/university): **official languages of the European Union member states or the Russian language**.
- (7) In all majors of the Apáczai Csere János Faculty independent of the level of the major (bachelor/college or master/university): **official languages of the European Union member states or the Russian, the Lovari (Romani) or Beás language**. The student can meet the requirements in a language different from the above mentioned ones but this intention must be presented to the Committee of Studies entitled to issue the permission at the earliest possible date and it must be justified as to how much (s)he

will be able to use this language in her/his practical work. **Esperanto** is also acceptable if the student has enrolled at the university with a student status before 1st January 2016.

(8) An exception to the above rule can be granted by the competent Committee of Studies by request of the student if the student can sufficiently explain how much (s)he will be able to use the requested language in her/his theoretical or practical work.

(9) Students with successful final exams on bachelor courses or in majors at a similar level completed before 1st September 2013 can meet the language examination requirements set as a condition of the degree by taking an internal language exam organised by the University from the languages listed in paragraph (10) and following the rules stipulated in paragraphs (2) – (7) if

(a) the curriculum of the bachelor course prescribes the general language exam as a requirement

(b) 3 years have passed since the completion of a successful final exam.

(10) The internal language examination referred to paragraph (9) may be taken only in English, French, Lovari, German, Italian, Russian or Spanish languages. The internal language examination can be taken in the Lovari language in case the Lovari language is accepted as a condition for the award of the diploma in the major concerned.

(11) In case (one of) the professional language examinations required in the major concerned may be replaced by a general language examination, the internal language examination can be accepted instead of this.

(12) The internal language examination can be an only written or an only oral examination as well if the student disposes of the language examination certificate of the oral or written part of the state language examination required as a condition of the award of the diploma, in the given language.

(13) The rules of the organization, the conduct and the assessment of the internal language examination are included in a separate regulation.

(14) The University determines the language requirements of the undivided, terminating university major of Business Informatics similarly to those of the Business Informatics master's course on the basis of the authorization of the Government Decree 289/2005 (22 December). To obtain the degree, it is necessary to possess a state-acknowledged intermediate level (B2) complex language examination or a school-leaving examination certificate or diploma equivalent to it in any living foreign languages in which the profession has scientific literature.

TEXTS OF THE PROFESSIONAL OATHS

The text of the oath of Ferenc Deák Faculty of Law and Political Sciences graduates

I (.....) swear that I will always be faithful to the Constitution of the Republic of Hungary and to the Hungarian people, that I always give the appropriate respect to Széchenyi István University, to its Rector Magnificus and its Senate.

In this sublime hour I devote myself to the service of my profession and justice, and I am aspiring to use my knowledge to provide glory for my country and my nation, and to help my fellow man. I am trying to continuously improve my knowledge while reflecting the honesty of Széchenyi István University.

The text of the oath of Gyula Kautz Faculty of Economics graduates

I (.....) swear that I will serve the development of my Country, the Republic of Hungary, the advancement of its people with my knowledge and my qualification. I will always regard its people's well being and the harmony of the environment of utmost importance while practising my profession. During my work, within the limits of my competence I will try to behave objectively, fairly and in an ethical manner, continuously observing the moral rules. I shall carry on improving my present knowledge with up-to-date ideas. I shall keep and preserve the name and reputation of the Széchenyi István University and the Gyula Kautz Faculty of Economics and contribute to its development with my deeds, professional work and behaviour.

The text of the oath of the Faculties of Audi Hungaria Vehicle, Architecture, Civil, Transportation, Mechanical, IT and Electrical Engineering graduates

I(,,) a graduate student of the Faculty of Audi Hungaria Vehicle, Architecture, Civil, Transportation, Mechanical, IT and Electrical Engineering, swear that

- I will serve the development of my Country, the Republic of Hungary, its people and its advancement in technology with my knowledge and my qualification;
- I will always regard its people's safety and health and the harmony of the environment of utmost importance while practising my profession;
- During my work, within the limits of my competence I will try to behave objectively, fairly and in an ethical manner by observing the moral rules;
- I shall carry on improving my present knowledge with up-to-date ideas;
- With my work I will also fight for the honourable recognition of the engineering profession;

- I shall keep and preserve the name and reputation of the Széchenyi István University, and contribute to its development with my deeds, professional work and behaviour.

The text of the oath of the graduate nurses and students of the Faculty of Health and Sports Sciences

I, (.....) swear that I will exercise my profession in full awareness of my duties. I will always serve human life and health with my professional knowledge. I will keep the secrets entrusted to me. I will never use my professional knowledge contrary to the requirements of humanity. I will give due respect to my teachers and colleagues. I will always behave in a manner worthy of my profession. I will perform my duties in accordance with the provisions of the legislations, the given instructions and the professional rules. I will swear to my conscience and honour to keep all of them.

The text of the oath of the graduates of General Social Workers and Social Work of the Apáczai Csere János Faculty

I (.....) swear that I will consider the recognition of the value and dignity of all people as the basis of my work, I will respect their individuality and personality. I will maintain my obligation of confidentiality. I am striving to relieve or prevent the deprivation and suffering of individuals, groups and communities. I will draw the attention of those in power and of society to the situation of the vulnerable. I will consider it my duty to protect their interests. I will serve the above goals impeccably and with expertise.

The text of the oath of the Apáczai Csere János Faculty graduates

I (.....) swear that I will always be faithful to the Constitution of the Hungarian Republic and to the Hungarian nation. Using the knowledge acquired at Széchenyi István University I shall continue to do my work with great honesty and respect for my profession. I shall strive to continuously improve my theoretical and practical knowledge for the benefit of my fellow people, my country and to ensure sustainable development. I shall keep and preserve the traditions of the Széchenyi István University and the Apáczai Csere János Faculty. So help me God!

The text of the oath of the Faculty of Agriculture and Food Sciences graduates

I (.....) swear that my behavior will set an example of integrity, and reflect trust and esteem for my profession. I will continuously improve my knowledge acquired at the Faculty of Agriculture and Food Sciences of Széchenyi István University and strive to turn this knowledge towards the development of my nation and fellow people. I shall keep and preserve the traditions, mentality and reputation of our university.

[Annex 13.](#)

SPECIAL RULES FOR THE MODIFICATION OF A SYLLABUS AND FOR THE TEMPORARY/TRANSITIONAL PERIOD RELATED TO THE TERMINATION OF A SYLLABUS

Introduction

1.§

1) The current annex is the summary of rules, which must be used alongside the general rules, in the case of modification of a syllabus and the termination of a syllabus in the temporary/transitional period, which appears for students (see 3.§ par. (1)), who have started their studies in accordance with the terminating syllabus.

2) The current annex summarizes the general rules related to the temporary/transitional periods listed below:

- a) introduction of a new syllabus in the case of the same major or instead of a terminating major, as its “descendant” (hereinafter referred to as: modification of the syllabus),
- b) a major or syllabus to be terminated without a “descendant”.

3) The rules of the current annex are not valid for the possible slighter modification of the syllabi.

4) The current rules together with the modifications included in the closing decrees apply both to full-time and correspondence/distance learning students.

Modification of the syllabus

2.§

(1) The beginning of the modification of the syllabus is the first semester of the academic year when the first students studying according to the new syllabus begin their studies.

(2) The period of the modification of the syllabus lasts as many semesters as the new sample syllabus contains.

(3) In the period of the modification of the syllabus the new syllabus is introduced in a phasing-out system, the terminating syllabus is terminated in parallel with it, so the two syllabi are not used in parallel with each other.

(4) The termination of the syllabus in a phase-out system means that in any semester of the modification of the syllabus the subjects from the terminating syllabus with a number

designating their place in the sample syllabus (recommended semester) less than the number of semesters from the beginning of the modification of the syllabus to the given semester plus two will not be launched any more. (For example: in the first semester of the period of the modification of the semester, the subjects recommended for the first and second semesters of the phase-out syllabus will not be launched, and so on.)

(5) The rule in paragraph (4) does not concern some of the subjects in the terminating syllabus which are launched only for students to fulfil them by passing an examination. The registration for the subjects launched in the above method can only be done according to the general rules.

3.§

(1) The students doing their studies according to the terminating syllabus (hereinafter referred to as: the students concerned) have to be classified as backward from the terminating syllabus if it can be stated before the beginning of the semesters of the period of the modification of the syllabus that by the given date they have not registered for a subject, which will not be launched as a result of the phase-out system any more.

(2) The rule mentioned in paragraph (1) has to be extended to students in a passive semester.

(3) The students concerned according to paragraph (1) can either choose to be accepted in the syllabus launched instead of the terminating syllabus, or in the case of the termination of a major to the syllabus of the major exchanging it from the following semester and all their performance to be taken into account.

(4) Changing of the syllabus shall not include the automatic acceptance of credits of the already completed subjects.

(5) Changing of the syllabus can be requested once.

Termination of a major without a “descendant major”

4.§

(1) The beginning of the termination of a syllabus is the first semester of the academic year when the last students continuing their studies according to the syllabus of the terminating major begin their studies.

(2) The period of the termination of a syllabus is a semester longer than the study time according to the given syllabus.

- (3) In the period of the termination of the syllabus the syllabus is terminated in a phase-out system.
- (4) The termination of the syllabus in a phase-out system means that in any semester of the termination of the syllabus the subjects from the terminating syllabus with a number designating their place in the sample syllabus (recommended semester) less than the number of semesters from the beginning of the termination of the syllabus to the given semester will not be launched any more. (For example: the subjects recommended for the first semester of the terminating syllabus will not be launched in the second semester of the period of the termination of the syllabus, and so on.)
- (5) The rule mentioned in paragraph (4) does not concern some of the subjects, which are launched only for students to fulfil them by passing an examination. The registration for the subjects launched in the above method can only be done according to the general rules and cannot be used in the case of subjects with a number designating their place in the sample syllabus less than the number of semesters elapsed from the beginning of the termination of the syllabus minus one. (For example: in the second semester of the period of the termination of the syllabus a subject recommended for the first semester of the terminating syllabus can be launched as an “only for examination” registration.)

5.§

- (1) The students doing their studies according to the terminating syllabus (hereinafter: the students concerned) have to be classified as backward from the terminating syllabus if it can be stated before the beginning of the semesters of the period of the termination of the syllabus that by the given date they have not registered for a subject, which will not be launched, as a result of the phase-out system any more.
- (2) In relation to paragraph (1), students who have not registered for a subject, which appears in the syllabus of another continuously taught major, are not considered students concerned because these students can be admitted to this subject according to rules set in other parts of the Regulation of Studies and Examinations.
- (3) The points mentioned in paragraphs (1) and (2) have to be extended to students in a passive semester.

Closing decisions

6.§

- (1) In the case of the introduction of a new syllabus/major the subject-equivalency chart, which presents which of the terminating predecessor subjects (if there are any) and which subjects of the continuously taught major(s) of the given institution are equivalent with the subjects of the syllabus to be introduced, is part of the syllabus documentation.

- (2) The subject-equivalency chart belonging to the new syllabus must contain at least the data concerning the major, which was the predecessor of the new syllabus and the other bachelor's majors looked after by the institution concerned.
- (3) The subject-equivalency chart mentioned in paragraphs (1) and (2) must be submitted to the Faculty Committee competent according to the major or to the Board of Directors in the case of a separate institution for approval before the introduction of the new syllabus/major.
- (4) The equivalency is not by all means interpreted between a subject of the new syllabus and a subject of another syllabus. A subject of the new syllabus might be equivalent with a group of more subjects of another bachelor's major.
- (5) The "Acceptance" mentioned in the present annex is based on the subject-equivalency chart. The student concerned does not need to hand in a specific application for subject acceptance.
- (6) In the period of the syllabus modification, the subjects, which can be completed with individual preparation, shall be launched in every semester upon the student's request, independent of the recommended semester given in the terminating sample syllabus.

7.§

- (1) In connection with the liability for payment of tuition fee of the concerned full-time student taking part in state-financed education the general rules of the Regulation of Recompense and Allowance must be used.
- (2) For the period of state financing (grants and other bursaries, supplementary (social) benefit, etc.) of the concerned full-time student taking part in state-financed education and for their liability for payment of expenses the special rules of the Regulation of Recompense and Allowance must be used.
- (3) In connection with the liability for payment of expenses of the concerned full-time or correspondence/distance learning student taking part in fee-paying education the special rules of the Regulation of Recompenses and Allowances must be used.

8.§

- (1) From the beginning of the period of syllabus modification and syllabus termination
 - a) students cannot be accepted to the terminating major (syllabus) either from other majors at the University or from other higher education institutions,
 - b) parallel studies cannot be started in the terminating major or its specialization.
- (2) The concerned student can exercise their rights laid out in the Regulations of Studies and Examinations and those related to the completion of the new syllabus in the case

of their acceptance to a terminating or another major/syllabus with the restrictions incidentally resulting from the decrees of the present annex.

[Annex 14.](#)

SAMPLE DOCUMENTS OF ACCEPTABLE MEDICAL CERTIFICATES

The sample of a medical certificate issued at a GP's/doctor's surgery

.....GP's surgery /doctor's surgery

address:

code:

PSZ:

Patient's name:

TAJ (Social security) number:

Address:

Date of birth:

CERTIFICATE

The loss of earning capacity, the period of the illness, the date and the reason of being at the surgery, etc.

Code of the loss of earning capacity (BNO code):

Diary number:

date

stamp (not black)

signature

[Annex 14.](#)

SAMPLE DOCUMENTS OF ACCEPTABLE MEDICAL CERTIFICATES

The sample of a medical certificate issued at a GP's/doctor's surgery

.....GP's surgery /doctor's surgery

Address:

Code:

PSZ:

Patient's name:

TAJ (Health Insurance) number:

Address:

Date of birth:

CERTIFICATE

The period of the illness, the date and the reason for being at the surgery, having bed rest etc.

Diary number:

Date

Stamp (not black)

Signature

Sample of the certificate after hospital treatment

CERTIFICATE

regarding treatment in order to determine the illness in a hospital (clinic) in-patient health institution, or in order to provide medical treatment or to give birth

Name of the Hospital:

Name of the Hospital Department:

Address:

Code:

Patient's name:

TAJ (health insurance) number:

Address:

Date of birth:

Hospital care at the clinic in our department:

Diary number:

Date

Stamp (not black)

Signature

Annex 15.

RULES RELATED TO ACQUIRING KNOWLEDGE IN SUPPLEMENTARY COURSES

1. §

- (1) Those students can apply for the supplementary courses who have acquired a degree and a certificate proving that their qualification was obtained at a bachelor's or a master's course.
- (2) Students can only apply to supplementary courses in the fee-paying educational form either as full time, correspondence or distance learning students.
- (3) Students can apply to supplementary courses in all forms after handing in the application form found in Annex 16 of the present Regulation of EER with all the attached documents of the Office of Education.
- (4) The application must be handed in by 1st December for the spring semester, and by 1st June for the autumn semester.
- (5) The application is forwarded to the department competent for the marked subject(s) for judgment by the Office of Education. On the basis of the judgment of the departments the Office of Education notifies the students in writing of the decision, by 1st January in connection with the spring semester, and by 1st September in connection with the autumn semester.
- (6) A rejected decision may not be appealed.
- (7) Students graduated in a primary teacher training BA course with a specialization are permitted to complete further specializations as a modular / supplementary training.
- (8) The RD shall issue a certificate defined in the decree about the completed newly selected specialization.

2. §

- (1) An educational contract must be signed with the student accepted to the supplementary course according to the related rules of the Regulation of Recompense and Allowances. The length of the educational contract cannot be longer than two semesters.
- (2) The listed chapters of the present Regulation of Studies and Examinations are not valid for the students doing their studies in supplementary courses:
 - a) rules related to student status
 - b) closing of studies.

- (3) The chapter of the present Regulation of Studies and Examinations dealing with registration is valid for the students doing their studies in supplementary courses with the difference that the student cannot ask for a passive semester except in the case mentioned in the (2) chapter of 50. § of the Law.
- (4) According to the decree, a certificate on the completion of studies and the receipt of credits carried out in the framework of the supplementary course must be issued within 30 days of the expiry of the contract.

[Annex 16.](#)

APPLICATION FORM FOR SUPPLEMENTARY COURSES

Name of the candidate: _____

Name at birth (maiden name): _____

Mother's maiden name: _____

Place of birth: _____ Date of birth: _____

Nationality: _____

Address: _____

Phone number: _____ E-mail address: _____

ID / passport number: _____

Title of degree: _____

Number: _____ Date: _____

Issuer: _____

I am requesting my acceptance to the spring / autumn* semester of the academic year _____, for one/two* semesters, as a full-time/correspondence/distance learning course* to obtain partial knowledge.

Subject code	Name of the subject / major	Academic year and semester in which you are planning to complete it

I acknowledge that in case of my acceptance I must pay the total amount of the fee in a single installment, which is defined in the acceptance decision, before beginning my studies.

Győr, _____

Signature

*Underline the chosen one(s).

[Annex 17.](#)

CERTIFICATE OF SUPPLEMENTARY COURSE ATTENDANCE AT SZÉCHENYI ISTVÁN UNIVERSITY

As the head of the Office of Education / Centre of Adult Learning, I officially certify that _____ (given name and family name) (born in _____ (place of birth) on _____ (date of birth)), from the _____ semester of the academic year ____ / ____ to the _____ semester of the academic year ____ / ____ fulfilled the subjects listed below at Széchenyi István University in the _____ (faculty / independent institution) in a full-time/correspondence/distance learning course to obtain partial knowledge.

Subject code	Name of the subject / major		Credit points	Grade

Győr, _____

Head of department / Director

[Annex 18.](#)**DATA CONTENT OF THE COURSE RECORD BOOK****Student's personal data:**

- name (own hand-written, block capital letters), given name and family name printed from the registry system
- signature
- country, county, city (town) of birth
- date of birth
- nationality
- mother's maiden name

Data related to the studies of the student:

- student identification number
- registration card number
- date of the beginning of student status
- date of the end of student status
- name of course(s)
- name of specialization(s)/field of speciality
- order of work of the courses
- ***in terms of each of the study periods (semesters):***
- academic year / semester
- number of the semester
- student status
- number of supported semesters
- number of credit points taken and gained during a semester
- number of cumulated gained credit points
- index of grant
- corrected credit index
- cumulated corrected credit index
- code, name, credit point(s), requirements of the subjects taken in a semester, their weekly lesson numbers, their lesson numbers per semester (weekly lesson numbers divided into theoretical / practical / laboratory lessons)
- in connection with the fulfilment of the subjects taken in a semester: the semester signature ("signed" or "signature denied" registration) and the date of acquiring the signature
- in connection with the fulfilment of the subjects taken in a semester: grade according to the evaluation form of the subject (five-scale, three-scale, two-scale) and the date of acquiring it

- official registrations in connection with the fulfilment of the subjects taken in a semester (“acknowledged with credit transfer”, “evaluation not acquired”, “doesn’t belong to credit collection”, etc.)
- in connection with the professional practice: name and address of the company, the duration of the practice (number of weeks), exact date of the practice (period: fromto....), the person who certifies the fulfilment of the practice
- results of written and/or oral exam after 1 or 2 years of study of a topic from comprehensive examinations/board examinations
- decisions in connection with studies
- data of language examinations, name of the language, level of the language examination, type, examination in a language for special purposes / general language examination, certificate number, date, and issuer
- Pre-degree certificate (see data content and form below)
- title of the thesis work, result, evaluating teacher's name
- registrations in connection with the final examination, evaluation and date of the final examination

Data content and form of the pre-degree certificate (absolutorium)

Pre-degree certificate (absolutorium)

I certify that _____ (name) who was born in _____ (place of birth) _____ (county of birth) _____ (country of birth) on _____ (day) _____ (month) _____ (year) with the student identification number of _____ fulfilled the study requirements of the _____ course and the ones necessary to take the final (professional) examination at Széchenyi István University (institution identification number: FI38696).

This leaving certificate does not provide a qualification to fill a job with degree.

Comments: _____

Date _____, _____ day, _____ month _____ year

signature

Annex 18

STUDENT DECLARATION

The undersigned(name) (NEPTUN code), student offaculty, declare that the thesis/diploma work titled is a work of my own and I have only used sources indicated, in the proportion indicated and in compliance with the rules of citation with the exact indication of the origin of the citation.

Date:

.....

signature

Annex 19

*PROCEDURE AND DECISION IN PLAGIARISM CASES RELATING TO THESES/DIPLOMA WORKS***The effect and jurisdiction of the regulation****1. §**

- (1) The personal effect of the regulation comprises procedures establishing the fact of plagiarism relating to all theses and diploma works compiled by all faculties of the University and its legal predecessor.
- (2) The rector is authorised to start the procedure.
- (3) The operative control of the procedure is carried out by the Head of the Educational Management (hereinafter Director).
- (4) In cases related to plagiarism the Senate of the University makes its decision on an extraordinary session assembled solely for this purpose. The decision can be:
 - a) rejecting the suspicion of plagiarism due to unfounded reporting
 - b) with regard to the merits of the plagiarism suspicion, annulment of the thesis, annihilation of the final exam and revocation of the degree
- (5) After the decision, there is no possibility for legal remedy at the university but within thirty days from the receipt of the decision it is possible to initiate a review by handing in a petition to the Educational Management addressed to the Court of Justice of Győr.

Basic principles of the procedure**2. §**

- (1) The author (hereinafter Author) whose thesis (hereinafter Writing) is involved in the plagiarism case has the right of the presumption of innocence. The breach of copyright has to be proved by the university. The Author cannot be compelled to prove his/her innocence.
- (2) It is the task of the Director to clarify and establish the facts of the case and prepare a proposal for the Senate to take a decision.
- (3) In the procedure it is possible to use all means of evidence suitable for establishing the facts. University staff contacted by the Director as part of the procedure are obliged to cooperate in the procedure.

- (4) The Director is obliged to form an investigatory committee (hereinafter IC) from the persons requested by the Director.
- (5) Personal data (if they are known) of the person reporting the plagiarism are strictly confidential and the Director is responsible to handle these data within the closest circles. It is particularly important that the Author, the President and members of the IC as well as members of the Senate have no access to these personal data.

3. §

- (1) The procedure consists of two parts:
 - a) proceedings of inquiry
 - b) hearing
- (2) In the inquiry part, a comparative examination is done on the 'Paper' in question, based on which a detailed report of inquiry including justification is prepared for the Director.
- (3) A hearing is only ordered if at the end of the inquiry part the prepared report found that the charge of plagiarism is grounded.
- (4) In the hearing before the Case Committee (hereinafter CC) convened and chaired by the Head Official the Author has the opportunity to react to the statements in the report of inquiry. After hearing the Author, the CC will act by a simple majority whether they agree with the statements of the report or not. Minutes are prepared from the CC session in which the position/standpoint of the Author must also be recorded.
- (5) The Director, based on the report of inquiry and the position of the CC, prepares the proposal for decision for the Senate of the University. The report of inquiry and the minutes of the CC session, containing the Author's standpoint, form the attachment of the proposal for decision.

4. §

- (1) The Author has the right of representation; according to the rules of authorisation of the Civil Code he/she can be represented by any person in capacity of action authorised in writing.
- (2) The Author has right for defence, which can be exercised personally or through a representative.
- (3) The Author can make an evidence motion before the hearing of the CC but latest by the termination of the hearing.
- (4) The Author has right for acquiring a decision within 30 days after the CC session.

Starting of the procedure and the inquiry part

5. §

- (1) The Rector is liable to start the procedure when he/she believes that based on the facts that came to his/her attention, there is a well-grounded suspicion of plagiarism and the

Author, the Writing, the publications, the theses, etc. (in sum the publications) with which connection to the plagiarism is presumptive, and are clearly verifiable.

- (2) The Head Official requests the head of the professionally competent department/faculty to set up an investigating committee (hereinafter IC) of at least three people to elucidate the facts of the case. The chairman of the IC is appointed by the head of the involved department or faculty.
- (3) The chairman and the members of the IC can only be professionally competent people. Those who had participated in the consultation or evaluation of the Writing, or who according to the civil code are closely related to the person charged cannot be members of the IC, as well as any witnesses of the case or people involved in the case in any way.
- (4) The Writing in question is thoroughly scrutinised by the chairman and members of the IC.
- (5) The chairman of the IC is responsible for putting the results of the investigation in writing and preparing the investigation report. In the investigation report the members of the IC, based on voting, must clearly declare if the suspicion of plagiarism is grounded or ungrounded. If the members (together with the chairman) are even in number and there is a case of a tied vote, the vote of the chairman decides.
- (6) Part of the investigation report is a detailed justification. The justification must contain concrete references (chapter, page, line, etc.) based on which it is clearly definable which parts of the Writing are identical or similar in such extent with those of the publications' (chapter, page, line, etc.) that the suspicion of plagiarism is grounded.

6. §

The Case Committee and the hearing part

- (1) The president of the Case Committee (CC) is the Head Official; the members are the chairman of the Investigating Committee and the dean/head of the involved faculty/institute.
- (2) The CC is summoned by the Head Official within 5 days after the receipt of the investigation report.
- (3) The CC does not need to be summoned and the Rector does not need to suggest the closure of the investigation if the IC in its report concluded that the suspicion of plagiarism is not grounded and that in case of the Writing involved with regard to the Publications forming the bases of the investigation the suspicion of plagiarism is not provable.
- (4) The venue of the CC can only be premises of the university.
- (5) The date of the CC has to be set so that the Author receives the written invitation at least 5 days before the date of the CC meeting.

7. §

- (1) The Author must be invited to the CC meeting.
- (2) The invitation sent to the Author must inform him of
 - (a) the fact that there is an investigation
 - (b) date, time and venue of the CC meeting
 - (c) his/her rights discussed in 4§, indicating that if he/she wishes to use legal representation for defence, the Head official must be informed, in a letter with acknowledgment of receipt, one day prior to the start of the CC meeting.
 - (d) the fact that the CC meeting can be held in his/her absence, unless he/she can prove credibly that his/her staying away was due to unavoidable external reasons. This has to be done in a written form addressed to the Head official sent with acknowledgement of receipt two days prior to the CC meeting.
 - (e) the fact that he/she is not obliged to be present in person and that he/she can present his/her defence in a written form addressed to the Head official sent with acknowledgement of receipt two days prior to the CC meeting.
- (3) A copy of the investigation report must be attached to the invitation sent to the Author.
- (4) Notification sent to the Author can only be regarded delivered if there is a written record of its receipt or in the case of personal delivery the written record taken from the repudiation of receipt is also included.
- (5) If the Author excuses him/herself based on paragraph (2) point d) of this section, the president of the CC sends another invitation for a new date which is within 30 days from the original date.
- (6) In the new invitation it is to be highlighted that the CC can make a decision despite the Author's staying away for any reason.

8. §

- (1) The hearing of the CC is not public.
- (2) The CC is only has a quorum if the president and both members are present.
- (3) Both the president and the Author can invite witnesses, experts if seen necessary.
- (4) During the hearing the president of the CC presents the facts and asks the Author (if present) if he/she admits his/her culpability.
- (5) If the Author admits culpability and does not dispute the findings of the investigation report, further evidence is not needed.
- (6) If the Author does not admit to plagiarism, the President calls up him/her to give a general and a detailed presentation with reference to the points of the investigation report.
- (7) The president of the CC must make sure that the Author has given his/her reaction to each concrete statement of the investigation report.
- (8) The CC in all cases makes its decision in private choosing and suggesting to the Senate from the two possibilities defined in 1§ (4). The CC decides in simple open voting.
- (9) The president of the CC announces the decision in front of the Author or his/her representative and informs him/her that the final decision shall be made by the senate

of the university within 30 days and to which the Author will receive an invitation and will have the opportunity to define his/her position.

The decision of the Senate and the closure of the procedure

9. §

- (1) After the decision of the CC the Head official without delay puts together the proposal for decision for the Senate, agrees with the president of the senate on the date of the extraordinary session and takes steps to invite and inform members of the senate.
- (2) The Head official informs the Author in writing with acknowledgement of receipt about the date of the senate's session and draws his/her attention to the following:
 - (a) The Head official must be informed in writing with acknowledgment of receipt one day prior to the Senate's session if the Author wishes to appear with a legal representative.
 - (b) the Author is not obliged to be present in person and that he/she can present his/her defence in a written form addressed to the Head official sent with acknowledgement of receipt two days prior to the Senate's session, which will be read out at the session before the decision.
 - (c) The senate will make a decision despite the presence of the Author for any reason.

10. §

- (1) On the session of the Senate the Head official
 - (a) introduces the circumstances of the start of the procedure
 - (b) summarises the conclusions and statements of the IC's investigation report
 - (c) introduces the proposal of the CC and separately gives details about the Author's standpoint relating to the findings of the investigation report.
- (2) Before the debate the Author or his/her representative gets the floor. If neither of them is present but they have sent their standpoint in writing, then the Head official reads it out.
- (3) In the debate the dean/director of the involved Faculty gets the floor first.
- (4) At the end of the debate the Senate decides by secret voting about the declaratory resolution in the decision proposal.
- (5) Voice recording is made and the resolution and its reasons of judgement must be taken down in writing.
- (6) After the decision is made, within 8 days the Head official sends the senate's resolution in writing with acknowledgment of receipt to the Author. The resolution must contain detailed reasons of judgement and must draw the Author's attention to the legal remedy possibilities defined in 1. § (5).

11. §

- (1) If the Author does not use the possibility of legal remedy, the decision of the Senate will enter into effect.

- (2) If the whereabouts and person of the announcer initiating the procedure is known, the Head official is obliged to inform him/her in writing about the decision made after the closure of the procedure, 15 days after the decision of the Senate has entered into effect.
- (3) Based on point a) of 1. § section (4), besides the steps taken according to section (2) further measures are not necessary after the Senate's decision has come into effect.
- (4) Based on point b) of 1.§ section (4), after the Senate's decision has entered into effect besides the steps taken according to section 2 the Head official
 - a) calls upon the Author to return his/her degree
 - b) publishes the announcement about the withdrawal of the degree
 - c) takes measures to modify the official records of the university
 - d) ensures that the documentations of the procedure are filed and kept among the official documents of the Author

12. §

- (1) If the Author uses the legal remedies offered in 1§ section (5), the decision of the Senate does not enter into effect and the procedure thereafter will continue according to the regulations of the Civil Code. In this case the measures described in 11§ section (2)-(4) shall be carried out upon the final closure of the case and the Senate will be informed about the final decision.
- (2) The present regulations are applicable in cases - also the ones in progress – from 30 April 2013.

Faculty	Names of the Master courses	The Degree								average	qualification based upon the average	
		marks/averages for qualification										
		Thesis	Thesis Defence	Complex Examination	Simple average of all the marks	The average of all the subjects	The average of the Final Examination	The Final Comprehensive Examination	Corrected cumulative credit index			
DFF	European and International Administration						X				arithmetic mean	2,00-2,50 → pass 2,51-3,50 → satisfactory 3,51-4,50 → good 4,51-5,00 → excellent
KGF	Marketing	X	X	X	X							
	Marketing (in English)	X	X	X	X							
	International Economy and Business Economics	X	X	X	X							
	Regional and Environmental Economic Studies	X	X	X	X							
	Logistics Management	X	X	X	X							
	Management and Leadership	X	X	X	X							
FES	Economic Informatics		X	X		19)						
	Mechanical Engineering	X		X	X							
	Infrastructure-Civil Engineering	X		X	X							
	Infrastructure-Civil Engineering (in English)	X		X	X							
	Vehicle Engineering	X		X	X							
	Vehicle Engineering (in German)	X		X	X							
	Transportation Engineering		X	X	X							
	Logistics Engineering		X	X	X							
	Mechatronics Engineering	X		X	X							
	Teacher of Engineering, 3 semester			X			X	X				
	Teacher of Engineering, 4 semester		X	X			X	X				
	Computer Science and Engineering		X	X		19)						
	Technical Manager	X		X	X							
	Structural Engineering	X		X	X							
	Urban Systems Engineering	X		X	X							
Electrical Engineering	X		X	X								
PLI	Community and Civil Development Studies					20)		X				
VTI	Classical Musical Instrumental Performance	18)		X								
	Teacher – Teacher of Music	X					X					

Note

- 18) The mark for the Diploma Concert is doubled
 19) The credit weighted average of all the subjects of the theoretical and professional core material
 20) The mark for the Final Examination

Annex 20

The Requirements of Each Thesis Type

A) Essay type thesis

An essay type thesis is a conventional type of thesis prepared following the instructions of the Thesis Writing Guidelines of each faculty, typically with a length of 40-80 pages. It is the student's own work, which is assisted by his/her supervisor and external consultant. The topic of an essay type thesis can be assigned by the supervisor or it can be the student's own idea. Students actively working in their field of study can bring in topics from their workplace as well if it meets the criteria defined by the department and if it is accepted by a competent supervisor.

The compulsory content elements of the essay type thesis:

- Cover page
- Internal cover page
- Thesis topic form (including the type of the thesis)
- Declaration (see "Declaration stating the student's individual work in case of essay type thesis and portfolio type thesis without a co-author").
- Abstract (in Hungarian and in English)
- Table of contents
- An appropriate structure of the thesis (eg. introduction, literature research, material and method, presentation, analysis and assessment of results, making proposals and summary)
- References

The assessor of the essay type thesis is selected based on the §78 of this EER.

B) Publication type thesis

A publication type thesis is a publication jointly written by the student and his / her supervisor(s) of scientific value (i.e. not educational or promotional), which have been published or accepted for publishing (with a written verification of acceptance) in a national or international journal, book, edited volume or conference paper. In case of publications of thesis /theses, the student's affiliation as an author is Széchenyi István University. A publication can be accepted as a publication type thesis if it achieves as many points from the publicational requirements of the relevant Doctoral School as defined in the Faculty's Final Exam Regulations, the Thesis Writing Guidelines and meets the proofreading standard of the relevant Doctoral School.

If the topic of the thesis does not correspond to either of the University's Doctoral Schools' field of expertise, the publicational requirements of any national Doctoral School with the relevant field of study must be met with the same conditions as indicated above.

Publications for which the student has already received credits during his/her studies cannot be accepted as a publication type thesis.

The compulsory content elements of the publication type thesis:

- Cover page
- Internal cover page
- Thesis topic form (including the type of the thesis)
- Declaration (see "Declaration stating the student's individual work in case of publication type thesis and portfolio type thesis with a co-author".)
- Abstract (in Hungarian and in English)
- Table of contents

- Summary: A 3-5 page long description of the student's work which details the student's own contribution to the research and content represented in the publication(s) submitted as the thesis.
- Paper(s) published or accepted for publication.
- Assessors' reviews and evaluations.

In case of publication type theses, it is not necessary to invite an assessor since the assessor is replaced by the review process. The supervisor makes a proposal for the grade of the thesis.

C) Portfolio type thesis

A portfolio type thesis is a portfolio compiled on the basis of the requirements of the course concerned. Where applicable, the formal and content criteria of a portfolio type thesis must be defined for each course individually. The parts of a portfolio may be a paper for an academic year, scientific publications (typically lower in standard than a publication type thesis, review not necessary), conference and other presentations, project reports, papers prepared for competitions etc.