

# BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS



**Rector's Order № 7 of 2017 (6 November 2017)  
with the amendments of  
Rector's Order № 3 of 2018 (30 August 2018)**

## **CODE OF STUDIES**

in force as of 1 December 2017

Rector's Office  
Department of Academic Affairs

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Based on the mandate given in subsection 1 of Section 233 of Senate Decision № X./10./2015-2016. on the Code of Studies of the Budapest University of Technology and Economics and acting in my scope of duties as set in subsection (1) of Section 13 of Act CCIV of 2011 on National Higher Education, in agreement with the Chancellor and the University Student Council, I issue the following order to regulate the studies and exams of foreign students:

## **Chapter I      GENERAL PROVISIONS**

### **Title 1      Scope and interpretation of the Code**

#### **Section 1**

- (1) This order ('Order') aims to
  - a) regulate the rights and obligations of students, instructors and the Budapest University of Technology and Economics ('University') arising from the student's legal status;
  - b) set uniform organisational and governance procedures for the actors of education,
  - c) help create and maintain the set of conditions and the institutional framework required for sharing and acquiring competitive knowledge.
- (2) This Order can be cited as the 'BME CoS'.

#### **Section 1 <sup>1</sup>**

- (3) The acting body or person shall, in all its actions, take into account facts that concern the given matter, evaluate each evidence according to its weight and build decision-making on real facts.
- (4) The decision-making person or body organises its activity in a manner that allows, without prejudice to the requirements of establishing facts and with the application of modern technologies, for the completion of the procedure as rapidly as possible.
- (5) Any party concerned by the case, be it studies or exams, may make a statement or remark at any time in the course of the procedure.
- (6) In exercising rights and fulfilling obligations, as laid down by the present Code, the parties concerned shall carry out their actions in accordance with the principles of good faith, fair dealing and obligation of cooperation.
- (7) The requirements of good faith and fair dealing shall be considered breached where a party's exercise of rights is contradictory to his previous actions which the other party had reason to rely on.

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<sup>1</sup> Inserted by Rector's Order No 3 of 2018. In force as of 1 September 2018.

- (8) The parties concerned may not conduct themselves in such a manner as to mislead the acting person or body or cause an unjustifiable delay in decision-making or enforcement. The parties concerned shall be presumed to act in good faith, the burden of proof for bad faith lies with the acting body or person.
- (9) Unless otherwise provided for by this Code, in exercising rights and fulfilling obligations, what can be expected of or by a person, or in a particular situation, is a reference to what can reasonably be expected.
- (10) A person may not rely, in support of his claim, on an unlawful act he has committed.
- (11) A person who himself engaged in an unlawful act may also rely on the wrongful act committed by others.

## **Section 2**

- (1) The personal scope of the Code extends
  - a) to any person with a student's legal status with the University subject to subsection (2) of Section 39 of Act CCIV of 2011 on National Higher Education ('Higher Education Act') who established their student's legal status in compliance with Section 41 of Government Decree 423/2012. (XII. 29.) on the Higher Education Admission Procedure;
  - b) to any person without a student's legal status with the University for the period of making arrangements for their final exam who enter for a final exam after the termination of their student's legal status (in this case, the personal scope of the Code extends to them only to the extent of the provisions related to their final exam);
  - c) to any organisational unit, instructor, researcher and professor or person with teaching and education management duties ('instructor').

## **Title 2 Bodies and persons acting in study-related matters**

### **Section 3** [*Study Committee*]

- (1) The Study Committee of the Faculty (FSC) is the body of first instance responsible for study and exam matters. A subcommittee can be formed to decide on the study matters of foreign students.
- (2) The powers of the Study Committee of the Faculty (FSC) or its subcommittee extend to any matter related to the student's legal status not referred to the powers of any other body or person by Government Decree 87/2015. (IV. 9.) on the implementation of certain provisions of the Higher Education Act or any university regulation.
- (3) The Study Committee of the Faculty (FSC) or its subcommittee elaborates its standing orders that will be approved by the Faculty Council.
- (4) In matters included in the Study Committee of the Faculty's powers, its Chair, Vice Dean for Education or a person appointed by the Dean, shall proceed in agreement with the student delegate appointed by the Chair of the Faculty Student's Union.

- (5) In individual matters initiated based on a request or inquiry, the Study Committee of the Faculty (FSC) or its subcommittee adopts a case-by-case resolution.
- (6) In a group of identical matters, it adopts a general resolution in principle.
- (7) Study Committee of the Faculty (FSC) resolutions are binding at the faculty.

#### **Section 4** [*Credit Transfer Committee*]

- (1) Credit transfer and recognition matters under subsection (5) and (6) of Section 49 of the Higher Education Act are addressed at the first instance by the Credit Transfer Committee of the Faculty.
- (2) The Credit Transfer Committee shall elaborate its standing orders itself.
- (3) The Chair of the Credit Transfer Committee is the Vice Dean for Education.
- (4) The right to make decisions on behalf of the Credit Transfer Committee is delegated to the Chair or Vice Dean for International Relations.

### **Title 3    Education management and education-related information and guidance**

#### **Section 5** [*General student information*]

- (1) The University ensures that students can access the following information in the language of their training on the website of the Central Academic Office:
  1. this Order;
  2. policies on student matters related to disciplinary action, compensation and legal redress;
  3. schedule of the academic year and the academic term;
  4. procedure and opening hours for managing students' study matters by the Central Academic Office;
  5. name and contact details of the international exchange programmes [*mobility*] coordinator and the equal opportunities coordinator responsible for disabled students;
  6. ways of accessing university-level study guidance and life-long guidance;
  7. detailed description of enrolment and registration for bachelor, master and single-cycle programmes;
  8. information important for foreign students [*including but not limited to obtaining a residency permit, living costs, healthcare services, insurance*];
  9. general terms of agreement for bachelor, master and single-cycle programmes;
  10. detailed description of admission, enrolment, registration and financing for part-time studies and supplementary studies for students with a guest student's legal status;
  11. opportunities for accommodation in a dormitory or halls of residence;
  12. library and computer services;
  13. sports and leisure facilities;

14. brief description of the university's talent management programmes;
  15. brief description of the university's remedial programmes;
  16. ways of accessing services available at the institution.
- (2) The Dean of the faculty responsible for the programme makes sure that students of the programme can access the following information in the language of their training on the faculty's website:
1. training programme of the programme;
  2. provisions on the modification of the training programme;
  3. faculty regulations applicable to studies;
  4. schedule of the academic year including faculty-specific features *[including but not limited to choice of specialisations, final exam period, internship period, faculty-level holidays]*;
  5. opening hours for students at the Dean's Office;
  6. ways of accessing faculty-level study guidance and contact details of study consultant(s);
  7. names and contact details of persons responsible for programmes and those responsible for majors and specialisations, if any;
  8. general terms of agreements for postgraduate specialist training programme programmes and doctoral programmes;
  9. detailed description of application, admission, enrolment and registration procedures for postgraduate specialist training programme programmes and doctoral programmes;
  10. names and contact details of persons responsible for talent management;
  11. information on Students' Scientific Association activities;
  12. contact details of faculty-level students' representation.

## **Section 6** *[System of student consultancy]*

- (1) Students are provided with information and consultancy in the language of their training – based on the division of labour outlined in subsection (2) – by students' data controller, the Chancellor's Office, the faculty's Student Representation, the faculty's Dean's Office and the competent educational organisational unit ('EOU').
- (2) Students can contact
  - a) their data controller or the competent employee of the data controller organisation with issues related to the establishment, suspension and termination of their legal status and a change in their form of financing;
  - b) the faculty's Student Representation with issues related to study obligations and associated problems, general issues related to institutional regulations, legal relationship as a student, as well as issues related to education grants, social benefits and halls of residence accommodation;
  - c) the Dean's Office of the faculty managing their programme and the faculty's Vice Dean for Education or a person appointed by the Dean with issues related

- to the management of their studies, the training content of programmes and faculty-level regulations;
- d) the training officer of the competent educational organisational unit, the Dean's Office of the faculty managing their programme or the faculty's Vice Dean for Education or Vice Dean for International Relations with issues related to concluding their studies at a programme, internship, final exam arrangements, majors and specialisations (if any at the programme);
  - e) the Chancellor's Office with issues related to life coaching career management or psychological guidance
- (3) If the organisation or person contacted by the student is not competent in the given issue, they are obliged to refer the student to the competent organisation or person or the organization or person they believe to be competent immediately but not later than in three days.
- (4) Student consultancy is supported and overseen by the Rector's Cabinet for matters specified in subsection (2) a) to d) above.

## **Chapter II      STRUCTURE OF STUDIES**

### **Title 4    Types of studies**

#### **Section 7** [*Levels of training*]

- (1) At the University, students can pursue studies providing a higher education degree and qualifications at the following levels:
- a) bachelor training programme (BA, BSc);
  - b) master training programme (MA, MSc);
  - c) single-cycle training programme;
  - d) doctoral training programme (PhD, DLA).

### **Title 5    Academic programmes and training**

#### **Section 8** [*Programme*]

- (1) The programme is the unified system of training content (knowledge, competences, skills) required for obtaining specific qualifications.
- (2) The University offers the following types of programmes based on their level of training:
- a) bachelor programmes;
  - b) master programmes;
  - c) single-cycle programmes.

- (3) The training content of a programme is determined by the person responsible for the programme, while the management of studies is the responsibility of the head of the organisational unit managing the programme.

#### **Section 9** [*Training*]

- (1) In the Study Administration System (SAS) used by the University, training shall comprise the programme, its type, language and study mode.
- (2) In the SAS, students should be assigned to training.
- (3) In the SAS, training needs to be identified with a training code.

### **Title 6    Basic structural components of training**

#### **Section 10** [*Subject*]

- (1) A study unit or subject is the structural/logical basic unit of University studies that cannot be divided any further. It sets professional requirements that can be fulfilled by completing specific studies (e.g. course(s) assigned to the subject) or a single study action (a comprehensive exam or internship) specified for a given term.
- (2) By its nature, a subject can be
  - a) a study unit with a specified number of contact hours as set out in the curriculum and in the timetable including a given number of (average) weekly or term-based instructor-led contact lessons for a term (lecture, practice, laboratory practice, field practice, teaching practice or their combination);
  - b) a study unit without contact hours in the timetable including a given number of weekly (term-based) lessons in the curriculum (e.g. bachelor thesis, master thesis writing, independent or group exercise, design exercise, project, project task, research, publication activity);
  - c) a study unit without contact hours in the curriculum or in the timetable including no lessons that can be fulfilled with a single action (e.g. a comprehensive exam or internship).
- (3) Based on its role in the curriculum, a subject can be
  - a) mandatory;
  - b) elective whose adding and completion is mandatory, and of which students have to add and complete a given number of credits as specified in the curriculum;
  - c) optional, not identified by the curriculum on an itemised basis, but of which students have to add and complete a given number of credits; or
  - d) a criterion requirement of which students have to add and complete a given number of subjects to obtain their degree or qualification.
- (4) The same subject can fill several roles of those identified in subsection (3) and it can be included in the curricula of several degree programmes.

### **Section 11** [*Types of evaluation*]

- (1) The quality of fulfilling study requirements assigned to a given subject at the University – other than the criteria specified in the curriculum – is evaluated with a grade based on a scale of five in compliance with point a) of subsection (7) of Section 56 of Government Decree 87/2015.
- (2) A grade can be:
  - a) a mid-term grade (abbreviated as ‘m’) or
  - b) an exam grade (abbreviated as ‘e’).
- (3) The mark as in section (2) can only be used to evaluate learning outcomes for a subject with credits.
- (4) Evaluation of learning outcomes for a criterion requirement without credits can be completed
  - a) with a signature (abbreviated as ‘s’) or
  - b) with a grade on a scale of five (abbreviated as ‘c’).
- (5) The value of a signature can be either ‘Signed’ or ‘Denied’.
- (6) In cases specified hereunder, besides the grade given on a scale of one to five, the value of a mid-term grade can also be ‘Not completed’.
- (7) In cases specified hereunder, besides the grade given on a scale of one to five, the value of an exam (comprehensive exam) grade can also be the lack of any entry.

### **Section 12** [*Subject code*]

- (1) Subjects are unambiguously identified by a subject code.
- (2) The first three characters of a subject code
  - a) are ‘BME’,
  - b) the fourth and fifth character are the two-letter code of the faculty managing the subject (EO – Faculty of Civil Engineering, GE – Faculty of Mechanical Engineering, EP – Faculty of Architecture, VE – Faculty of Chemical Technology and Biotechnology, VI – Faculty of Electrical Engineering and Informatics, KO – Faculty of Transportation Engineering and Vehicle Engineering, TE – Faculty of Natural Sciences, GT – Faculty of Economic and Social Sciences),
  - c) the sixth and seventh characters identify the educational organisational unit assigned by the faculty managing the programme (training),
  - d) the eighth character identifies the level of training,
  - e) if not regulated by the faculty, the ninth, tenth and eleventh characters are given by the subject coordinator.

### **Section 13** [*Criterion requirement*]

- (1) Criterion requirements are mandatory requirements without a credit in the curriculum.
- (2) Criterion requirements can include attending PE classes, language classes, sitting for comprehensive exam(s), completion of mandatory knowledge assessment, participation in health and safety and accident prevention training, or a prerequisite

subject to be completed by a student of a master programme – based on a statutory requirement.

- (3) Unless otherwise provided by training and outcome requirements, internship is a criterion requirement.
- (4) Criterion requirements are subject to regulations outlined for the given subject in Section 10 to Section 12, as appropriate.

## **Title 7    Training programme, curriculum and recommended curriculum**

### **Section 14** [*Training programme*]

- (1) The training programme is the University's complex training document that
  - a) includes the detailed training and study requirements of bachelor, master and single-cycle training programmes and postgraduate specialist training programme,
  - b) the doctoral training plan,together with the detailed rules of training including but not limited to the curriculum, recommended curriculum, study programme, subject descriptions, as well as the methods, procedures and rules of evaluation and assessment.

### **Section 15** [*Curriculum*]

- (1) As part of training and outcome requirements, the curriculum is a programme's set of requirements accepted by the Senate specifying the fundamental professional requirements of completing the programme including but not limited to
  - 1. the level of qualifications, its classification based on the Hungarian Qualifications Framework and the European Qualifications Framework;
  - 2. the name of the qualifications and the associated title;
  - 3. the training goal;
  - 4. the learning outcomes in the detail and in the way as specified in the training and outcome requirements;
  - 5. the subjects and their description, the requirements and the types of quality evaluation;
  - 6. the description of methods used for evaluating students;
  - 7. the list of autonomous curricular units;
  - 8. the conditions of entering for a final exam and the issuance of a degree certificate, the method and subjects of the final examination;
  - 9. other provisions relevant for the specific programme.
- (2) The curriculum can be based on or be substituted by the combination of a training programme and the recommended curriculum.

## **Section 16** [*Recommended curriculum*]

- (1) The recommended curriculum is the University's proposed form of curriculum. The recommended curriculum is a course schedule including a breakdown of subjects by term and the sequence and scheduling of subjects as recommended by the University.
- (2) Scheduling their studies according to the recommended curriculum, students can complete their studies based on an even workload within the length of training specified in the training and outcome requirements and meeting the preliminary study requirements for all subjects.
- (3) In addition to the requirements set out in subsection (1) of Section 15 about the curriculum, the recommended curriculum includes
  1. all mandatory, elective and recommended optional subjects (if any) in a breakdown by term;
  2. the credit value of subjects;
  3. the weekly (term-based) number of lessons for the individual subjects in a breakdown by type of course;
  4. the autonomous curricular units;
  5. the process of announcing elective and recommended optional subjects and autonomous curricular units;
  6. the prerequisite subjects of master programmes;
  7. the preliminary course schedule;
  8. the checkpoints (milestones) to be fulfilled in order to ensure progress within the curriculum;
  9. the criterion requirements and the deadline for meeting them and
  10. detailed rules for selecting specialisations and other autonomous curricular units unless this is regulated in a separate faculty regulations.
- (4) In the recommended curriculum, the completion of a subject concluded with an exam cannot be the precondition of a comprehensive exam scheduled for the same term.
- (5) The recommended curriculum is published on the website of the faculty responsible for the programme. The recommended curriculum should be published so that any student can develop a clear understanding of the recommended curriculum regulations applicable to them.
- (6) Students of bachelor, master and single-cycle training programmes should be given a choice of optional subjects with a credit value at least twenty percent higher than the total number of credits required in the recommended curriculum of the given programme.
- (7) Students should create an individual course schedule based on the recommended curriculum according to their capabilities and opportunities and pursue their studies accordingly.

## **Title 8    Credit accumulation system**

### **Section 17**

- (1) The University has a credit accumulation system that measures the credits for the fulfilment of all study requirements demanding a specific number of study hours and set as a precondition for obtaining a diploma for a qualification or degree (other than the criterion requirements), regardless the level of training and the study mode. One credit is equivalent to thirty study hours by a student on average. To complete a term, a student has to earn thirty credits on average.
- (2) The University enables students to proceed based on the recommended curriculum and provides a timetable and a plan for the evaluation of learning outcomes to ensure that the dates of the mandatory and elective subjects of the same term do not coincide or overlap in the timetable and in the evaluation of learning outcomes.
- (3) Based on the way it is obtained, a credit can be earned or recognized.
- (4) In a programme (training) a credit is earned if it is obtained by the student through completing the study requirements in the curriculum of the given programme (training). A credit is recognized if it is assigned to a study performance recognized based on the process outlined in Title 30 hereunder.

### **Section 18**

- (1) Optional subjects are subjects not specified by the curriculum. The University may not limit students' choice of optional subjects from those announced by higher education institutions – apart from capacity limits and preliminary study requirements.
- (2) If a student earns more credits with their elective subjects than mandatory for elective subjects under the curriculum, the excess credits should be included in the number of credits for optional subjects without any further consideration.

## **Title 9    Learning outcomes**

### **Section 19**

- (1) Learning outcomes are the sum of statements related to the knowledge, skills and competences acquired by the student expressing what the student knows, understands and is able to perform – independently or with assistance – at the end of a study process.
- (2) In compliance with the Hungarian Qualification Framework, they specify the learning outcome to be achieved at the end of the study process based on the following competency units:
  - a) knowledge,
  - b) skills,
  - c) attitude and
  - d) autonomy and responsibility.

## **Title 10 Subject description and subject requirements**

### **Section 20** [*Subject description*]

- (1) A subject description needs to be prepared for subjects announced by the University and it has to be made available in the SAS, through the SAS or on the faculty's website.
- (2) Subject descriptions have to be prepared in Hungarian, in English and in the language of training.
- (3) For subjects specified in Section 10 (3)a) and b), the subject description has to be approved by the Faculty Council of the faculty responsible for teaching the given subjects, while for subjects specified Section 10 (3) c), it should be approved by the body or person authorized for this by the Faculty Council.

### **Section 21**

- (1) In addition to the requirements set out in the curriculum, the organisational unit managing the subject can specify special enrolment requirements with the Study Committee of the Faculty's preliminary consent.
- (2) Such special enrolment requirements can be
  - a) studying in a given programme or its exclusion,
  - b) studying in a given autonomous curricular unit (specialisation, major) or its exclusion.
- (3) The organisational unit managing the subject specifies an exclusive enrolment requirement, if the completion of the given subject would provide credit to the student for knowledge already acquired.
- (4) Special enrolment requirements and preliminary study requirements have to be recorded in the SAS by the faculty responsible for teaching the given subject.

### **Section 22** [*Subject requirements*]

- (1) A subject requirements document needs to be prepared for subjects announced by the University and it has to be made available in the SAS, through the studies information system or on the faculty's website.
- (2) Subject requirements have to be prepared in the language of training.
- (3) Subject requirements should include the following:
  - a) attendance requirements for contact lessons and the opportunity for delayed completion in case of absence, the way and regularity of checking attendance, if it is different from the regulation hereunder;
  - b) the number and type of the evaluation of learning outcomes, the opportunity for repeat, retake and delayed completion,
  - c) information about evaluating the completion of subjects, including the way to obtain a signature or determine a grade.
- (4) The subject coordinator publishes the subject requirements in the SAS or the subject data sheet by the end of the last week of the previous study period the latest.

- (5) The subject coordinator or the instructor of the given subject course should introduce the subject and course requirements during the first week of studies.

## **Title 11 Course**

### **Section 23 [Course]**

- (1) The course or exam course is the form of a subject the way it appears in each term or academic year enabling students to fulfil the subject requirements.
- (2) For subjects specified in Section 10 (2)a), a course is a contact lesson with contact hours included in the timetable where the study process is completed through personal interaction between the student and the instructor (lecturer, practice leader, etc.) at regular intervals or through a longer period of time once or several times in a study period.
- (3) Subjects specified in Section 10 (2)b) or c) have no time and contact hours assigned to them in the timetable.
- (4) Courses with contact hours can have the following types:
  - a) lecture,
  - b) practice or
  - c) laboratory, drawing room or field practice ('laboratory practice').
- (5) Courses can be of the following nature:
  - a) autonomous course – a course that inherits only its goal from the subject for whose fulfilment it was announced but its content can be freely adjusted to the subject's learning outcomes; or
  - b) derived course – an exclusively practice- or laboratory practice-type course with the goal to reach the learning outcomes of the subject for which it was announced (this course does not have learning outcomes of its own); in terms of content, it is subordinated to the lecture-type course of the subject.
- (6) Depending on its type, nature and content, a course can have timetable data, organisational unit, instructor, opportunities for the evaluation of learning outcomes, and qualification procedures assigned to it. Students have to be provided with an opportunity to consult about the course.
- (7) An exam course is a course without contact hours not included in the timetable.
- (8) An exam course can be one of the following:
  - a) an act of study required to pass a comprehensive exam;
  - b) an exam opportunity where a student can complete a subject with contact hours and concluded with an exam if they have a "Signed" entry for the given subject from an earlier term but have not yet completed the given subject even if no course(s) with contact hours were announced for it in the current term;
  - c) an opportunity to complete a subject for a student who enrolled in the given subject with a laboratory practice-type course concluded with a mid-term grade

in the previous term and met all requirements other than the summative evaluation of learning outcomes even if no course(s) with contact hours were announced for it in the current term.

- (9) Courses specified in Section (8)a) and b) have to be announced in every term, while courses specified in c) have to be announced as regulated by the faculty regulations.

## **Section 24**

- (1) A subject can have several courses of the same type announced for it.

## **Section 25**

- (1) The organisational unit managing the subject can set requirements for enrolling in a course.
- (2) Requirements for registering a course can be as follows:
- studying in a given programme or its exclusion,
  - studying in a given autonomous curricular unit, specialisation or its exclusion.
  - concurrent registration of a different type of course for the same subject,
  - concurrent registration of a specific subject.
- (3) If a student is eligible for registering a subject, they need to be given an opportunity to register the course(s) required for completing the given subject.

# **Title 12 Preliminary course schedule**

## **Section 26**

- (1) The conditions of progress in the studies of a particular programme are determined by the prerequisites laid down in the recommended curriculum. A prerequisite of registering or completing a subject may be the completion of another curricular unit in advance or in parallel. The same subject may have more than one prerequisite.
- (2) The subject prerequisites are determined by expected learning outcomes and by clearly defining the subject ensuring the expected learning outcome.
- (3) The following may be set as a prerequisite for a subject:
- the completion of a subject or criterion requirement in advance [*strong prerequisite*],
  - obtaining a signature for a subject culminating in an examination [*weak prerequisite*] or
  - simultaneously taking another subject [*co-requisite*].
- (4) The prerequisites defined in subsection (3) may also be applied in combination with the following restrictions:
- a total of at most three other subjects or criterion requirements may be set as direct prerequisites for a subject.

- (5) As a prerequisite for master thesis writing-type subjects defined under Title 33, a milestone may also be given irrespective of the requirements given in subsection (3) and (4).

## **Section 27**

- (1) The prerequisites for a subject must also be completed by a student who wishes to register for a particular subject as the student of another programme. The Credit Transfer Committee may acknowledge that a subject set as a prerequisite is satisfied provided that the student has the learning outcomes expected in advance.
- (2) The Dean's Office inspects the milestone type prerequisites which are published in the programme's educational programme and cannot be set in the SAS, and deletes any subject or course registration which does not comply with the requirements by the end of the sixth week of the study period while simultaneously informing the student concerned.
- (3) In the event that a subject with a prerequisite in the recommended curriculum which is incorrectly set in the SAS is completed, this will remain valid even if the prerequisite is not satisfied.

## **Chapter III      LEGAL BOUNDARIES OF STUDY**

### **Title 13   Student's legal status, rights and obligations**

#### **Section 28** [*Forms of the legal relationship*]

- (1) Studies may be pursued at the University under three legal relationships:
  - a) as a student (including PhD or DLA student),
  - b) as a PhD or DLA candidate or
  - c) as a guest student.
- (2) The student's legal status may be established in the term in which the applicant is admitted to the University under the admission process specified by the Higher Education Act or the Government Decree, or in which the Study Committee of the Faculty (FSC) accepts the student's transfer request. The law or University regulations may also impose further conditions.
- (3) Guest student's legal status may be established in the term in which the request of the student who has a student's legal status at another higher education institution is accepted by the Study Committee of the Faculty.

## **Section 29** [*Student rights and obligations*]

- (1) Is a legal relationship established between the University and a student pursuing studies in one of its programmes, based on which both the University and the student are mutually granted rights and are bound by obligations in accordance with the provisions of the law and University regulations.
- (2) With a legal status, the student is entitled to pursue studies in a particular programme (training) in accordance with the law and University regulations, in particular this Code of Studies, and the particular programme's curriculum.
- (3) With a legal status, the student is obliged to organise studies in accordance with the law, University regulations, in particular this Code of Studies, and the curriculum of the particular programme, and to fulfil study obligations to the best of the student's ability.
- (4) For the duration of the student's legal status, the student is obliged to use the SAS, and to monitor and observe University information and announcements published in the SAS in general or addressed specifically to the given student with the following regularity: continuously in an active term; at least every three days in the registration period, term time and exam period; outside these periods at least every ten days, and every eight days in a passive term. Students will bear the consequences of ignoring such information and this may not provide the grounds for any objection or legal redress.
- (5) With regard to students with a legal status at the University, the University is entitled to process their personal data and data related to their studies in accordance with the law and University regulations, and to inspect and assess their study activity and, while doing so, in justified cases and in compliance with the law, the University may require students to have a medical examination to establish their fitness required for a particular type of training.
- (6) With regard to students with a legal status at the University, the University is obliged to provide the personal and material conditions to complete the programme, and to provide students with all the information necessary to pursue their studies pursuant to the law and University regulations, in particular this Code of Studies, and the curriculum of the particular programme.
- (7) If a student obtains knowledge of information classified as confidential whose disclosure would infringe the personal rights of others (in particular but not exclusively information that may infringe the human dignity of or abuse the trust of people who are ill or disabled, or information that is classified as confidential for another reason), such information must be kept secret. If the obligation of confidentiality is infringed, the student concerned will bear the legal consequences of this.

## **Title 14 Admission and transfer**

### **Section 30** [*The legal framework of admission*]

- (1) Within the framework of the law, the conditions of admission are determined by the electronic publication 'Information on Higher Education Admission' and the University's Regulations of Admission.
- (2) The University is obliged to ensure that applicants who have been granted admission may enrol and thus establish a student's legal status. If an applicant who has been granted admission already has at the University, the rules for establishing such a legal relationship will be applied accordingly to the tasks related to registration for the particular programme.
- (3) The decision of admission entitles a student's legal status to be established in the first term after admission.

### **Section 31** [*Conditions of transfer*]

- (1) Persons with a student's legal status at another higher education institution or on another programme or training course at the University may request their transfer to a different programme within the same field of study at the University in accordance with the provisions of Government Decree 87/2015.
- (2) The transfer request is to be submitted
  - a) by an applicant without a student's legal status at the University through the IT system operated by the Central Academic Office,
  - b) by a student of the University in the SASaddressed to the Study Committee of the Faculty (FSC) offering the programme (training).
- (3) Only students whose student's legal status has been continuous during the transfer procedure or until enrolment following the transfer decision or until registration may request a transfer. In other cases the University will withdraw its decision on transfer.
- (4) The applicant may only be transferred to a bachelor training programme and single-cycle training programme – subject to the training capacity and the number of places available – after at least one completed active term provided the applicant
  - a) has at least an average of eighteen completed credits for each active term,
  - b) has a cumulative grade point average of a value of at least 2.75, and
  - c) has satisfied the conditions laid down in the training and outcome requirements and in the Information on Higher Education Admission for the programme the transfer concerns.
- (5) The applicant may only be transferred to a master training programme – subject to the training capacity and the number of places available – after at least one completed active term provided the applicant
  - a) has at least an average of eighteen completed credits for each active term,
  - b) has a cumulative grade point average of a value of at least 3.00, and

- c) has satisfied the conditions laid down in the training and outcome requirements and in the Information on Higher Education Admission for the programme the transfer concerns.
- (6) As regards the provisions points a) and b) of subsection (4), and points a) and b) of subsection (5), the faculty may set different requirements for each programme it offers, which it is obliged to publish on the faculty's home page at least six months prior to the earliest possible time for the transfer decision.

### **Section 32** [*Transfer procedure*]

- (1) Students submitting a transfer request must attach the following documents to their request some of which are issued by the transferring higher education institution:
  - a) confirmation of existing student's legal status,
  - b) student register extract,
  - c) proof of credit recognition for previously completed study units,
  - d) application for a credit recognition procedure,
  - e) copy of the documents applicants in the admission process need to submit (school-leaving certificate, degree certificate, language exam certificate, verification of suitability) and
  - f) the classification decision and the admission decision.
- (2) In a transfer procedure within the University, the applicant only needs to submit the document listed in point d) of subsection (1).
- (3) The Study Committee of the Faculty (FSC) acts in assessing transfer requests at first instance and the Credit Transfer Committee is responsible for conducting the credit recognition procedure based on an application submitted as an attachment to the transfer request.
- (4) The period open for transfer, change of programme, change of training location, language of instruction or study mode is from the end of the previous study period until 15 September for the autumn term and until 15 February for the spring term. A transfer request must be submitted by 31 August at the latest for the autumn term and by 30 January at the latest for the spring term.

## **Title 15 Enrolment and Registration**

### **Section 33** [*Enrolment*]

- (1) The Student's legal status is established based on a final admission decision or transfer decision when the declaration for enrolment is authenticated by the University.
- (2) Any student may only have one legal relationship as a student on any programme (training) at the University at any one time. If a student has more than one legal relationship, a declaration must be made by the end of the registration period as to which status is to be regarded as valid.

- (3) Applicants admitted to a fee-paying programme must enter into a student's training contract with the University upon enrolment. If the applicant does not undertake the conditions of the fee-paying programme (i.e. does not sign the contract), the student's legal status may not be established.
- (4) Upon enrolment, admitted or transferred applicants must provide the University with their personal data specified by law, which are necessary for record keeping and for providing information by electronic means. If the data provided are insufficient, the University will refuse to authenticate the declaration for enrolment.
- (5) Enrolment must take place by the end of the registration period unless the faculty responsible for the programme sets a different date due to the specific nature of the programme in question. Thereafter, late enrolment, which is subject to the payment of the fee specified in the relevant regulation, is possible by the following deadlines:
  - a) a student who enrolls late during the first week of instruction may enrol for that term also with active status,
  - b) starting from the second week of instruction until 14 October in the fall term and until 14 March in the spring term late enrolment is only possible for the first term with passive status upon registration.
- (6) After 14 October in the fall term and 14 March in the spring term enrolment is not possible.
- (7) Students state whether they wish to pursue studies in the particular term in the SAS during registration.

### **Section 34** [*Registration*]

- (1) Students state before every academic term whether they are starting or continuing their studies [*registration for active term*], or suspending their studies [*registration for passive term*] (together 'registration') in that term. A previous registration may be withdrawn until 14 October in the autumn term and until 14 March in the spring term. Thereafter, registration or withdrawing registration for that term is not possible. Student's legal status may be suspended after entering into the legal relationship (enrolment), even in the first term.
- (2) If registration for an active term is withdrawn, that term will be classified as a passive term.
- (3) If a student fails to comply with the obligation to register described in subsection (1), that term will be registered as a passive term and the student's legal status will be suspended for that term.
- (4) A student may request the ex post activation of a passive term by applying in the SAS by the end of the second week of instruction provided that the student satisfies all the conditions of registering for the active term. The ex post activation of a term may be made subject to a fee by regulation.
- (5) Students are obliged to report any changes to their recorded personal data during the entire academic period. If there is a change in a student's personal data that has to be verified by presenting a document in proof, this can be done in person

through the data controller while simultaneously presenting the original document. Students are obliged to report any change in their notification address (including the electronic e-mail address), their tax identification number or social security (TAJ) number immediately, in other words within eight days of the change taking place, also during the term. Students are liable for all consequences arising from failure to report such changes in data.

- (6) In the extraordinary cases listed in subsection (2) of Section 45 of the Higher Education Act, such as giving birth, having an accident or illness, or other unforeseen involuntary reasons, students may request in person or in the SAS or an authorised person that their registration be withdrawn by the end of the academic term at the latest by simultaneously presenting the original document in proof of the unforeseen reason. In such cases the Study Committee of the Faculty (FSC) decides whether or not to withdraw the registration [*ex post classification as a passive term*].
- (7) The decision of the Study Committee of the Faculty (FSC) on withdrawing registration must make provisions for the method and extent of reimbursing the fee paid by the student as well as any grant or other allowance paid to the student.
- (8) By the end of the registration period the data controller summarises the list of names of registered students (having active and passive status) and informs students whose registration is classified as invalid in the SAS [*ex officio classification as a passive term*].
- (9) <sup>2</sup>Registration for an active term shall be considered as invalid if, prior to or by the beginning of the term, based on the data provided by the Higher Education Information System (hereinafter: FIR), the student who has been reclassified to fee-paying training (due to the exhaustion of individual or program-based support) does not declare, by the end of the registration period (by signing the training agreement), the continuation of his/her studies in a fee-paying form. (*ex post cancellation of registration*)

## **Title 16   Suspension of student legal status and studies**

### **Section 35**

- (1) Students may request that the University suspend their legal status by submitting a declaration to this end [*notification*].
- (2) If a student does not fulfil an existing payment obligation towards the University by 23:59 on the penultimate working day of the registration period or does not submit a request to postpone payment by the same deadline, the student's legal status will be suspended in the given academic period.

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<sup>2</sup> Inserted by Rector's Order No 3 of 2018. In force as of 1 September 2018.

- (3) During the suspension of a student's legal status, students do not fulfil their study obligations and are not obliged to pursue their studies. The Central Academic Office informs the Immigration and Asylum Office of the suspension of the legal relationship within eight days.
- (4) During the period of suspension, the student is not entitled to free services and student's allowances with the exception of the use of the library and, in the entire period of the subject and course registration, the use of the computer room.

### **Section 36**

- (1) The period of continuous suspension of a student's legal status may not be longer than two terms.
- (2) A student may use the option of suspending the student's legal status more than once.
- (3) The total period of time of the suspension of a student's legal status in a given programme (training) may not exceed
  - a) four terms in programme forms divided into cycles and
  - b) six terms in single-cycle programme forms.
- (4) If a student suspends studies for two terms, in the second term of the suspension the student's data controller draws the student's attention in writing to the potential legal consequences of failing to register in the third term by the end of the ninth week of the study period at the latest [*by means of a personal message in the SAS*].

### **Section 37**

- (1) The student's legal status is suspended in all the programmes (training) that the student is enrolled in if the student has been prohibited from continuing studies for a specific period of time as a disciplinary penalty.
- (2) Students must register for a passive term during the period of time specified in paragraph (1) and, after its expiry and without any separate notification, are obliged to register in order to continue their studies.

## **Title 17 Termination of student legal status**

### **Section 38**

- (1) The student's legal status will terminate in a particular programme if the student
  - a) completes the required studies and obtains a leaving certificate (absolutorium) or a degree certificate [*termination of legal relationship on the completion of studies*],
  - b) does not achieve satisfactory academic results [*dismissal for academic reasons*],
  - c) so requests [*dismissal at own request*],
  - d) is transferred to another higher education institution or programme [*dismissal by reason of transfer*],
  - e) fails to comply with the registration obligation [*dismissal by reason of non-registration*],

- f) exceeds the maximum number of passive terms permitted [*dismissal by reason of exceeding number of passive terms*],
  - g) has an overdue payment obligation [*dismissal by reason of payment arrears*],
  - h) no longer fulfils a condition required by law for establishing a student's legal status [*dismissal by reason of discontinuation of a condition required for establishing a legal relationship*],
  - i) commits a disciplinary offence [*disciplinary dismissal*] or
  - j) die [*termination of legal relationship by reason of death*].
- (2) The student's data controller notifies the student of the termination of the student's legal status in the SAS with the exception of point j) of subsection (1).
- (3) The Central Academic Office notifies the Immigration and Asylum Office of the termination of the student's legal status within eight days.

### **Section 39** [*dismissal for academic reasons*]

- (1) The Student's legal status is terminated by dismissal for academic reasons in the particular programme through the unilateral statement of the University on the day the decision of first instance concerning termination enters into force if the student fails to satisfy an obligation laid down in this Code of Studies or the educational programme related to academic progress:
- a) the student fails to obtain the leaving certificate (absolutorium) upon the expiry of twice the programme duration specified in the training and outcome requirements calculated from the start of the studies in the particular programme,
  - b) the total number of the student's unsuccessful exams (comprehensive exams), retake or repeated retake exams (comprehensive exams) [*with a fail grade*] in the same programme and same subject taken after 1 September 2012 reaches six,
  - c) the student fails to obtain the credit points for the same subject in the same programme after 1 September 2015 having taken the same subject six times,
  - d) the student's cumulative grade point average on a bachelor training programme or in single-cycle training does not reach the value of 2.25 at the end of the fourth active term after enrolment,
  - e) the student's cumulative grade point average on a master training programme does not reach the value of 2.50 at the end of the second active term after enrolment,
  - f) the student did not obtain at least 20 credit points in the last three active terms in which the student did not take part in part-time studies abroad in a European Economic Area ('EEA') member state where the studies pursued count towards the studies pursued in the University's programme or
  - g) the student's legal status had been previously terminated but the student was readmitted into the particular programme through the admission process and is now pursuing studies and did not obtain at least 10 credit points in the first three active terms following enrolment in which the student did not take part in part-time studies abroad in an EEA member state where the studies pursued count towards the studies pursued in the University's programme.

- (2) In the case of students who have been readmitted through the admission process and are currently pursuing studies, the provisions of point g) of subsection (1), must be applied to the first three active terms following enrolment, and thereafter for the subsequent active terms the provisions of point f) of subsection (1), must be applied.

**Section 40** [*dismissal by reason of non-registration*]

- (1) The Student's legal status is terminated by dismissal by reason of non-registration in the particular programme through the unilateral statement of the University on the day the decision of first instance concerning termination enters into force if the student fails on three consecutive occasions to report either the continuation or the suspension of the studies provided that the student has been called upon in a message sent in the SAS to fulfil this obligation by a given deadline and has been informed of the legal consequences of failure to do so.
- (2) If a student fails to register even after their legal status has been suspended for two terms, the University will unilaterally terminate the legal relationship due to failure to comply with the registration obligation.

**Section 41** [*dismissal at own request*]

- (1) The Student's legal status will terminate in a particular programme at the student's request if the student
  - a) gives notice in writing of the wish to terminate the student's legal status from the day of giving notice.
- (2) If a declaration in accordance with Section 33 (2) is not made, the University will unilaterally terminate the legal relationship which was established first on the same programme from the day preceding the establishment of the new legal relationship, simultaneously informing the student of this in the SAS. A legal relationship thus terminated cannot be re-established.

**Section 42** [*termination of the legal relationship on the completion of studies*]

- (1) The student's legal status is terminated on the completion of the studies in the particular programme by obtaining the leaving certificate (absolutorium) or degree certificate on the last day of the first final examinations period following the particular training cycle or the last academic term for postgraduate specialist training programme.
- (2) With regard to persons taking part in the pre-engineering course, the legal relationship terminates simultaneously with the completion of the training.

**Section 43** [*dismissal by reason of transfer*]

- (1) The student's legal status is terminated in the particular programme if the student has been admitted to another programme, institution or training location, or has changed the language of instruction or the study mode, and has informed the University of this, or the accepting higher education institution has informed the University of this, with effect from the day preceding the day of transfer.

**Section 44** [*dismissal by reason of exceeding number of passive terms*]

- (1) The student's legal status is terminated in the particular programme in which the student has taken advantage of the maximum number of passive terms in accordance with Section 36 (3) provided that the student's current term would be classified as a passive term again based on this Code.
- (2) The day of terminating the legal relationship is the last day of the registration period for the term.

**Section 45** [*dismissal by reason of payment arrears*]

- (1) The University will unilaterally terminate the student's legal status in a particular programme due to payment arrears if calling upon the student to settle them was without effect and the University, at the student's request, has examined the student's social situation. The day of terminating the legal relationship is the day the decision on termination enters into force.
- (2) The University calls upon the student in a message sent in the SAS within eight days of the expiry of the payment deadline, specifying a sixty-day period of grace, to settle the payment arrears, or to apply for an option to pay in instalments or to change the payment deadline due to the student's social situation – with the exception of the fees imposed pursuant to subsection (5) of Section 4 of Government Decree 51/2007, and at the same time draws attention to the legal consequences of failure to pay. If the student is still in arrears with payment after the expiry of the period of grace given in the notice and the student has not submitted an application for payment in instalments or for changing the payment deadline within this period, the student's legal status will be terminated on the day following the expiry of the period of grace. If the student has submitted an application for payment in instalments or for changing the payment deadline but the application is rejected, the legal status will be terminated on the day the decision rejecting the application enters into force but on the first day following the expiry of the period of grace at the earliest.
- (3) The student's social situation will be examined by the Social Committee.

**Section 46** [*dismissal by reason of discontinuation of a condition required for establishing a legal relationship*]

- (1) The University will unilaterally terminate the student's legal status in a particular programme if a condition specified by statute or by government decree for establishing a student's legal status no longer exists with effect from the day the decision on termination enters into force.

**Section 47** [*disciplinary dismissal*]

- (1) A student's legal status is terminated in all programmes the student has enrolled in with effect from the day a decision on disciplinary dismissal from the institution enters into force.

**Section 48** [*termination of legal relationship by reason of death*].

- (1) A student's legal status is terminated in all the programmes the student has enrolled in upon the death of the student with effect from the day of the death.

**Title 18 Guest student legal status, partial transfer**

**Section 49**

- (1) The University grants its consent to its students pursuing studies for a period in the capacity of a guest student at another higher education institution in Hungary or abroad provided the accepting institution makes this possible [*partial transfer*].
- (2) Guest student legal status is for a minimum of one term.
- (3) With the exception of inter-institutional agreements and international exchange programmes conducted in an EEA member state, the University will not reimburse the costs of studying at another institution.
- (4) The credits obtained by a student at another higher education institution as a guest student can be recognised based on the proof of credit recognition or an equivalent document (e.g. transcript) issued by the accepting institution in accordance with the rules of credit transfers.
- (5) Students pursuing studies abroad in a foreign higher education institution may request that the credits obtained for completing the courses count towards their study obligations at the University in accordance with the provisions of the study agreement or programme provided the study agreement concluded prior to travelling to the foreign institution contains the credits to be achieved. In such cases the credit recognition is reviewed prior to starting the studies abroad and may not be revoked by the Credit Transfer Committee.

**Section 50**

- (1) Students of other Hungarian or foreign higher education institutions may pursue studies at the University based on an inter-institutional agreement as guest students.
- (2) For partial transfers under an inter-institutional agreement, the inter-institutional agreement provides for the reimbursement of costs.
- (3) In the absence of an inter-institutional agreement, students of other higher education institutions may pursue their studies at the University with guest student legal status in a fee-paying financing form.
- (4) Guest students will be entered into the SAS and for the duration of their studies at the University they will be subject to the relevant University regulations.

## **Title 19 Parallel studies**

### **Section 51**

- (1) After the establishment of student legal status, a student at the University may enter into other (parallel) legal relationships with the University on another programme or with another Hungarian or foreign higher education institution in order to obtain another degree or a professional qualification.
- (2) Participation in parallel studies is possible for students whose legal status is not suspended in at least two programmes or at two institutions and who are able to satisfy their study obligations simultaneously in all programmes.
- (3) Students may notify their data controller of the parallel legal status within eight days of its establishment. Students are not obliged to make the notification but they are liable for any legal consequences arising from failure to do so.
- (4) Students having a legal status at another higher education institution may enter into a parallel legal status with the University after a valid admission decision in order to obtain another degree or further qualifications.
- (5) Students may request the inclusion of parallel studies and the recognition of related credits in an application submitted to the Credit Transfer Committee in accordance with the provisions of this Code.

### **Section 52**

- (1) Students pursuing parallel studies must fulfil all the specific requirements relevant to them, and comply with the provisions of this Code and other University regulations applicable to students.
- (2) With studies pursued in parallel in different programmes, the successful completion of a particular subject may contribute to accumulating credits in all programmes in accordance with the rules of credit recognition.

## **Title 20 Instructors' obligations and rights**

### **Section 53**

- (1) Instructors have an obligation
  - a) to perform their duties competently to the best of their ability,
  - b) to hold scheduled lessons, except in extraordinary circumstances, in person and at the time announced in the timetable,
  - c) to convey knowledge in an objective and multifaceted manner,
  - d) to take into account the students' individual ability, talent or disability during teaching activity,
  - e) to regularly provide information on issues relevant to students in the subjects taught or supervised by them, and to give substantive replies to students' questions,
  - f) to enforce the principle of equal treatment when evaluating the learning outcomes of students,

- g) to respect the human dignity and rights of students.
- (2) Instructors hold the right
- a) to have their human dignity and personality rights respected and their teaching activity valued and acknowledged,
  - b) in the context of the educational programme and this Code, to determine the knowledge to be taught based on the requirements of the subject coordinator, and to choose the methods of teaching, training and evaluation of learning outcomes to be used,
  - c) to perform their teaching activity based on their own worldview and values without compelling or urging students to accept them,
  - d) to choose students and to guide and assess the students' work in accordance with the provisions of University regulations.

## **Chapter IV**

### **ORGANISATION OF ACADEMIC WORK, EVALUATION OF LEARNING OUTCOMES**

#### **Title 21 Periods of study**

##### **Section 54**

- (1) The academic year is a period of ten months for the purpose of organising education, which is divided into two terms (fall and spring terms), both consisting of five months. The academic year starts with the autumn term.
- (2) The term is comprised of the registration period and the academic period.
- (3) The registration period is at least three and at most five working days in length.
- (4) Dependent on the training and outcome requirements, the academic term consists of
  - a) a study period of at least fourteen weeks and at most seventy working days,
  - b) a delayed completion period of at least five working days,
  - c) an exam period of at least twenty working days and
  - d) a final examinations period of at least ten working days, part of which is after the exam period.
- (5) The first day of the academic term is also the first day of teaching. A delayed completion period and exam period which consist of more than five working days may share at most one working day in common.
- (6) The academic year and the term at the University start as follows uniformly in every training cycle, irrespective of the study mode:
  - a) the first week of the academic term of the fall term is the week starting with the first Monday of September,

- b) the first week of the academic term of the spring term is the week starting with the first Monday of February.

#### **Section 55**

- (1) The schedule of the academic year and term of the doctoral programme is determined by the dean in harmony with the contents of Section 54 with the consent of the head of the Doctoral School.

#### **Section 56**

- (1) Contact lessons with a specific time in the timetable must be held within the framework of a lesson, under the continuous supervision of the instructor, and, apart from extraordinary cases, at the time and place indicated in the timetable. Laboratory practice, due to its nature, may also be held at a location other than that indicated in the timetable provided the students concerned are notified in advance.
- (2) A lesson at the University is forty-five minutes and the breaks between lessons are fifteen minutes long. Provided the instructor and students agree, lessons may be held back-to-back and the breaks between them may also be taken consecutively. No more than two lessons may be held consecutively except for laboratory practices where the nature of the work processes requires more consecutive lessons.

#### **Section 57**

- (1) Internships required by the curriculum may be held in the period between the end of the spring term and the beginning of the autumn term as well as in the terms indicated in the recommended curriculum [*term internships*].
- (2) At the student's request, the Study Committee of the Faculty (FSC) may permit the internship to take place in a period of time other than specified in subsection (1). Permission thus obtained does not authorise the student to take advantage of other concessions.

### **Title 22 Announcement of subjects and courses**

#### **Section 58**

- (1) The process of announcing subjects and courses is supervised and directed by the vice-dean responsible for education in each faculty.
- (2) The announcement of a subject specifies the courses which make the completion of a subject possible.
- (3) The course(s) required to complete a compulsory or a compulsory elective subject are announced by the educational organisational unit responsible for the subject in the term indicated in the recommended curriculum.
- (4) Subjects and courses must be announced in order to enable all students to complete the requirements of the recommended curriculum applicable to them.
- (5) The exam course described in Section 23 (8) a) and b), is obligatory in every term.

## **Section 59**

- (1) The EOU responsible for the course may set a minimum and maximum number of places for the courses. These numbers must be published in the SAS.
- (2) The number of students per instructor in courses described under Section 23 (4) b) and c), may not exceed thirty-six students.
- (3) In order to enable the completion of the compulsory subject stated in the recommended curriculum, the number of courses announced must be sufficient for all students entitled to register for the subject and course to take these.
- (4) The number of students that can be accepted for the course of an elective subject may be restricted by the EOU responsible for the subject based on the instructor's capacity, the limited number of pieces of teaching equipment and, with the Study Committee of the Faculty's agreement, other objective reasons.

## **Title 23   System and framework of subject and course registration**

### **Section 60** [*Subject and course registration periods*]

- (1) Subject and course registration is comprised of preferential, preliminary and finalisation periods.
- (2) Unless provided for otherwise by an order concerning the schedule for the academic year, the preliminary subject and course registration period starts at 18:00 on the third working day following the exam period and ends at 12:00 on the last working day of the week preceding the registration period.
- (3) The preliminary subject and course registration period may, with the consent of the Students' Union at the University, differ from the period defined in subsection (2) for each programme and may be organised in a number of phases in time.
- (4) The finalisation period of the subject and course registration starts at 18:00 on the first working day of the registration period and ends at 23:59 on the last day of the registration period.

### **Section 61**

- (1) Preliminary subject and course registration is not compulsory for students, and during the finalisation period they may register courses which they did not register for during the preferential or preliminary periods.
- (2) A student may only register for a subject or course if the requirements for its registration are fulfilled or when the Credit Transfer Committee has acknowledged the completion of the requirements based on the student's request.
- (3) The course registration requirement as provided for in Section 25 (2) may be modified by the start of the preferential course registration period at the latest with the Study Committee of the Faculty's consent.
- (4) Registration for a subject or course announced in order to complete a comprehensive exam or withdrawing such a registration may take place continuously until

the end of the twelfth week of instruction at the latest irrespective of the subject and course registration periods.

## **Section 62**

- (1) Students are entitled to register for a course or exam course announced by any of the University's educational organisational units in the SAS (course registration) provided they fulfil the requirements for the subject and course registration with the restriction specified in subsection (2).
- (2) Students pursuing studies in more than one programme (training) may only register for courses listed in that particular programme's recommended curriculum from the other programme (training) with the joint permission of the Study Committee of the Faculties of both the students' principal faculty and the other faculty concerned.
- (3) Under subsection (2) of Section 82 of the Higher Education Act, students are obliged to pay a separate fee per course for re-registering for a course in any subject previously registered for but not completed for any reason.
- (4) Students may only obtain credits or a grade for a subject if they have registered for the courses required for the subject's completion in the given term.

## **Section 63** [*Re-registering for a subject to improve the grade*]

- (1) At the student's request, the Study Committee of the Faculty (FSC) may permit re-registration for a previously completed subject in order to improve the grade.
- (2) When re-registering for a subject to improve the grade, the courses of the subject may not be registered for but, under subsection (2) of Section 82 of the Higher Education Act, the student is obliged to pay the fee for re-registering for a course in advance. The fee paid cannot be reimbursed.
- (3) If the fee specified in subsection (2) is not paid, the previous grade may not be improved.
- (4) When re-registering for a subject to improve the grade, the credit previously obtained for that particular subject will not be lost and, of the previous and new results, the one which is more favourable for the student will be taken into account.
- (5) When a subject is completed again in order to improve the grade, the grade will replace the previously obtained grade when calculating the grade point average but it may not be taken into account when calculating the credit index, the corrected credit index and the performance index.
- (6) It is only possible to re-register for subjects to improve the grade during the entire study period for up to ten per cent (rounded up) of the credit amount stated in the training and outcome requirements necessary to obtain a degree certificate.
- (7) Students may only take advantage of the option of re-registering for a subject to improve the grade once for each subject.
- (8) The fact of re-registering for a subject in order to improve the grade must be recorded in the SAS.

**Section 64** [*Finalisation of the subject and course registration*]

- (1) Between 00:00 and 18:00 on the first working day of the registration period, the educational organisational unit or the person responsible acting on its behalf determines, in the knowledge of the number of students who have registered for the courses and fulfilled the requirements, the finalised list of available courses offered by the organisational unit. The finalised list of available courses offered must be determined in accordance with the provisions of paragraphs (2)–(6), and simultaneously the vice-dean of the faculty responsible for education must be informed.
- (2) The course for the subject must be held if
  - a) at the end of the preliminary subject registration period the number of students registering reaches or exceeds the minimum number stated in the course's announcement or
  - b) it is a course for a compulsory subject to be taken in that term in the recommended curriculum whose registration and completion is compulsory in order to complete the subject and at least one student has registered for it.
- (3) If at the end of the preliminary subject and course registration period the number of students registering for the course is below the minimum number stated in the announcement of the course and the course is not subject to the contents of point b) of subsection (2), dependent on the decision of the educational organisational unit responsible for the course, the course either will not be held or a decision about holding it will only be reached later in the registration period.
- (4) Students must be informed in the SAS if a course is not to be held or, if a decision on holding the course has not yet been taken, of the date of the decision, which may not be later than 14:00 on the penultimate working day of the registration period. The fact of a postponed decision must appear in the 'Notes' field of the course in the SAS. The educational organisational unit may limit withdrawing registration from courses with a postponed start provided that the students have been informed in advance.
- (5) If there are students on the waiting list for a course,
  - a) for a compulsory subject in a particular term in the recommended curriculum, registration for the courses for that subject must be made possible for all students for whom this is required by the recommended curriculum either by raising the number of places on the courses or by starting a new course or courses,
  - b) for compulsory elective subjects or elective subjects, the educational organisational unit may decide at its own discretion either to raise the number of places on the courses or to start new courses.
- (6) Students may be transferred from the waiting list for a course to the actually admitted students based on previously given ranking criteria or, in the absence of these, based on the order of application.
- (7) After the finalisation period, on the first working day of the first week of instruction, the study administrator of the educational organisational unit will delete

- a) the course and subject applications of students on the waiting lists for the started courses and
  - b) the applications of students for subjects and courses with a parallel prerequisite where the parallel prerequisite is not fulfilled.
- (8) After the registration period the educational organisational unit may only transfer a student to another course at the student's written request with the joint consent of the subject coordinator and the course instructors.

## **Section 65**

- (1) If a student's course application has been deleted because the final course registration requirement was not recorded in time, the student must be ensured the option of registering for the originally intended course in the preliminary or finalisation period.

## **Section 66**

- (1) If a student withdraws registration for the particular term in the particular programme (training) or the student's legal status is suspended for any reason, the student's data controller will delete all the student's subject and course registrations for that term in that programme (training).
- (2) At the student's request submitted in the SAS, based on the Study Committee of the Faculty's decision, registration for a subject or course must be deleted if attendance at the course did not occur for a reason verifiably attributable to the University or the instructor.
- (3) Students may submit a request for the subsequent registration or dropping of a subject or course in the SAS by 23:59 on the first day of the second week of instruction. The Study Committee of the Faculty (FSC) decides about the request.
- (4) If the subsequent registration or dropping of a subject or course occurs for a reason that can verifiably be attributed to the University, the educational organisational unit or the instructor, the University provides this as a service free of charge.
- (5) The data controller of a student may subsequently register the student only for a subject or course which has free capacity and with the decision of the Study Committee of the Faculty (FSC) approving this.

## **Title 24 System of contact lessons, attendance requirements**

### **Section 67** [*System of contact lessons*]

- (1) The University's students may attend any lecture-type contact lesson without special permission or registering for the subject (course). In order to attend practical courses and laboratory practice, the instructor's prior consent is required if the student has not registered for the course. Attending without registering for a subject or course means that the student's learning outcomes will not be assessed.

- (2) In laboratory practice, the course instructor may refuse to allow students who arrive late to attend. Refusal to allow attendance for this reason is classified as absence.
- (3) The instructor and the head of the competent educational organisational unit are responsible for holding contact lessons. If the course instructor is unable to attend, the head of the educational organisational unit will instruct another replacement instructor to hold the contact lesson. At the request of the students on a course, contact lessons not held for a reason attributable to the instructor must be held within the same study period at a time previously agreed with the students on the course.
- (4) At contact lessons, including lessons where evaluation of learning outcomes takes place, audio and video recordings may only be made with the prior consent of the instructor, and for practical courses and laboratory practice the consent of the other students present is also required. Students with special needs (a disability) may record the material of the contact lessons in a way justified by their disability without special permission, but the instructor must be advised of this and the decision describing the special need presented in advance.
- (5) Students may only use an audio or video recording made under the provision laid down in subsection (4) for the purposes of their own studies. It is forbidden to disclose, sell or share the recording through electronic information systems.

**Section 68** [*Attendance requirements*]

- (1) Attendance at contact lessons may be required in the subject requirements as a condition for obtaining the credits for the subject.
- (2) Lectures are an integral part of the academic process and thus the University expects students to attend them. Attendance at lecture-type contact lessons is only compulsory when this is specified as a subject requirement. When attending a lecture is compulsory, the instructor will check the students' attendance at every lecture or in a group of lectures. Checking must be documented (e.g. attendance register, electronic attendance check) and the records of attendance must be kept until the end of the following term.
- (3) As regards lectures, attendance may not be required for more than seventy per cent of the total number of lectures.
- (4) If absence from the total number of practical and laboratory practice lessons exceeds thirty per cent, the credits for the subject cannot be obtained. Subject requirements may, with the Study Committee of the Faculty's consent, make obtaining the credits for the subject conditional upon absence of less than this.
- (5) On practical courses and in laboratory practice, the instructor checks attendance in the manner and with the regularity specified in the subject requirements. The documentation of checking attendance must be kept until the end of the following term.

## **Title 25    General rules for the evaluation of learning outcomes**

### **Section 69**

- (1) Students are obliged for the duration of their studies to strive to the best of their ability in the pursuit of their studies at the highest possible standard without any unjustified omissions or repetitions and within the framework of the options to retake and repeat incorporated in the process of education in order to acquire knowledge which may be applied in a committed, independent and responsible manner. It is the students' right and obligation to pursue their studies continuously in the academic term.
- (2) A subject may be completed and the credits attributed to it obtained by
  - a) completing the courses, academic activities and other requirements attributed to the subject and fully acquiring the learning outcomes [*completion*] or
  - b) having previously acquired knowledge, including knowledge acquired by formal, informal and non-formal means, recognised in accordance with Title 30 [*recognition*].
- (3) A student completes a subject or obtains the credits for the subject by receiving a grade other than 'fail (1)' on a scale of one to five or the classification 'not completed', or, for criteria subjects without credits or grades, obtaining the entry 'signed'.

### **Section 70** [*methods of evaluation and assessment of learning outcomes*]

- (1) Learning outcomes are evaluated and assessed in order to achieve the following objectives:
  - a) to discover existing competences necessary for the completion of an academic activity through diagnostic assessment [*diagnostic assessment*],
  - b) to register mid-term progress with continuous feedback from the instructor through formative assessment [*formative assessment*] or
  - c) to assess competences acquired during a particular study period through summative assessment [*summative assessment*].
- (2) Within the same subject the assessment methods described in subsection (1) can be applied in combination, adjusted to the nature and purpose of the subject.
- (3) Any of the evaluation or assessment methods can be employed to examine the existence of knowledge and skill type competences.
- (4) In order to examine the existence of attitude, and independence and responsibility type competences, primarily formative assessment and secondarily summative assessment may be applied.

### **Section 71** [*Characteristics of evaluating learning outcomes*]

- (1) Diagnostic assessment must be used prior to an academic activity (e.g. prior to performing a practical or laboratory practice task) within a subject (course) in order to check whether the preliminary knowledge and skill type competences necessary for successful performance exist. One form of this may be a quiz.
- (2) Diagnostic assessments to discover existing competences may be graded

- a) as 'satisfactory' or 'fail', which may not be taken into account when awarding a grade for the subject (course) or when signing for completion or
  - b) by giving points, which may be taken into account when awarding a grade for the subject (course) or when signing for completion.
- (3) Formative assessment may be conducted based on
- a) continuous performance and activity at the subject's contact lessons (active participation, contributing thoughts, participation in organised teamwork and discussions, etc.),
  - b) single activities (oral reports, laboratory measurements and records of these, regular submission of independent assignments that aid acquiring the course material, etc.),
  - c) continuous creation of work(s) aided by the instructor's supervision and consultation (homework, essay, project assignment, presentation, plan, artistic creation and its documentation) or
  - d) solving practical tasks in dual training.
- (4) The result of compulsory formative assessments, with the exception of criterion requirements for the subject, must be considered with a weight of at least fifteen per cent when awarding a grade for the subject (course) or when signing for completion at the end of the term.
- (5) Summative assessments can be made by a single activity (midterm exam, written, practical or oral exam, comprehensive exam, etc.).

## **Section 72** [*System of evaluating learning outcomes*]

- (1) The system of evaluating learning outcomes in subjects must be set up so as to aid and encourage the continuous studying of students and not to overburden students unnecessarily.
- (2) The number of evaluations of learning outcomes for each subject that are necessary for the successful completion of a subject during the study period must be defined as follows:
  - a) the number of diagnostic assessments aimed to check existing competences is not restricted but this type of assessment may only be used for a subject which has a practical or laboratory practice type course,
  - b) the total number of formative assessments described in Section 71 (3) c), may be a maximum of four for subjects assessed by a mid-term grade and a maximum of two for subjects assessed by an exam grade,
  - c) as regards activities for the summative assessment of competences acquired mid-term (e.g. mid-term exam)

- ca) the number of such assessments may be a maximum of three for subjects assessed by a mid-term grade and a maximum of two for subjects assessed by an exam grade or
  - cb) the total working time necessary for their completion may be at most as many times sixty minutes as the number of credits that is attributed to the particular subject for subjects assessed by a mid-term grade and at most forty-five minutes times this number for subjects assessed by an exam grade.
- (3) Subjects such as bachelor or master thesis writing and some other subjects specified in the curriculum which are not assessed by an exam grade (e.g. internship, design task, project assignment) are assessed by formative assessment.
- (4) The subject requirement may classify the evaluation of learning outcomes as described in Section 70 (1) b) and c), as non-compulsory (optional or voluntary evaluation of learning outcomes). Preference may be given to the successful completion of non-compulsory evaluation, and its result may be taken into account when awarding a mid-term grade or exam grade, or when signing for completion.

## **Title 26 Scheduling and planning of the evaluation of learning outcomes during the study period**

### **Section 73** [*Mid-term grades*]

- (1) If a student has not been granted exemption from fulfilling the attendance requirements based on the provisions related to the preferential course schedule or exceptional course schedule of this Code, due to failure to fulfil the attendance requirements
- a) instructors may not deny a mid-term grade if a student has not been absent from more than 20 per cent of the published practical course,
  - b) in case the absence from the practical course is in excess of 20 per cent but does not exceed 30 per cent, instructors – if allowed by the subject or course requirement – may require the student to complete additional assignments,
  - c) unless otherwise specified by the subject requirement, instructors will deny a mid-term grade if a student has failed to complete the required laboratory practice including missing the opportunity for a repeat option.
- (2) Mid-term grades will be determined based on the combined results of all the evaluations of learning outcomes taking the following into consideration:
- a) the achievement level (points) required to receive a pass (2) grade may not exceed fifty per cent of the level (points) earned by the full and correct completion of all mandatory evaluations of learning outcomes,
  - b) the evaluation will be 'Not completed' if a student has failed to participate in any of the evaluations of learning outcomes of a subject (course) or their absence is in excess of the extent allowed by the subject requirement.
- (3) The process and rules to improve mid-term grades are specified in Title 28 of this Code.

- (4) <sup>3</sup>If a summative (not retake or repeat) assessment of a compulsory subject, announced in line with the recommended curriculum, is failed by more than two-thirds (but at least 10) of the students taking the subject for the first time, the matter shall be investigated by the educational organisational unit in charge of the subject, at the request of the Faculty Students' Union or the head or lecturer of the given educational organisational unit in charge of the subject. The investigation
- a) may be requested within three working days after the publication of results,
  - b) shall be conducted within 5 working days after the submission of the request,
  - c) shall be conducted by an ad hoc committee of two lecturers invited by the head of the organisational unit, and applying, *mutatis mutandis*, the provisions on conflict of interests laid down in 57. § (4) of the Higher Education Act,
  - d) shall be followed by a proposal of the ad hoc committee specifying the reasons for either confirming the result of the summative assessment or (partly) retaking it,
  - e) may involve student(s) and shall involve the delegate of the Faculty Students' Union,
  - f) is followed by the publication of its result on the website of the educational organisational unit.
- (5) <sup>4</sup> The head of the educational organisational unit decides, within one working day upon reception of the proposal laid down in subsection (4)), on either confirming the result of the summative assessment or (partly) retaking it.
- (6) <sup>5</sup> The student may not be obliged to participate in the retake of the summative assessment specified in subsection (5). In this case, the result of his/her previous assessment shall remain applicable. The retake shall be organised by the given educational organisational unit and held earliest on the eighth day from the publication of this decision in the Student Information System.
- (7) <sup>6</sup>The lecturer in charge of teaching and assessing the subject of the given educational organisation unit shall make the results of the assessment public in such a manner as to clearly establish the existence of the condition specified in subsection (4).

#### **Section 74** [*Signatures*]

- (1) In case of subjects ending in an exam, students are required to obtain the 'Signed' mark until the end of the instruction period or the end of the delayed completion period at the latest to be able to register for an exam.
- (2) In order to obtain a signature, students are required
  - a) to fulfil the attendance requirements defined in the subject requirement pursuant to this Code and

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<sup>3</sup> Inserted by Rector's Order No 3 of 2018. In force as of 1 September 2018.

<sup>4</sup> Inserted by Rector's Order No 3 of 2018. In force as of 1 September 2018.

<sup>5</sup> Inserted by Rector's Order No 3 of 2018. In force as of 1 September 2018.

<sup>6</sup> Inserted by Rector's Order No 3 of 2018. In force as of 1 September 2018.

- b) the individual or aggregate results attained in the evaluation of learning outcomes will correspond to the level (points) defined in the subject requirement, which level (points) may not exceed fifty per cent of the level (points) earned by the full and correct completion of all evaluations.
- (3) If a student fails to meet the criteria to obtain a signature until the end of the study period, they will receive a 'Denied' mark.
- (4) Students receiving a 'Denied' mark at the end of the study period may attempt to obtain the 'Signed' mark – as specified by Title 28 of this Code – in the delayed completion period.
- (5) The 'Signed' mark – unless otherwise specified in the subject requirement – will be valid in the term when it was obtained and for six consecutive terms regardless of the potential interruption of the student's legal status of any student.

## **Title 27 Rules regarding exams and comprehensive exams**

### **Section 75 [Exams]**

- (1) Exams are a form of evaluating specific learning outcomes related to a single subject, completed – in whole or in part – in the exam period.
- (2) Exams may comprise
  - a) an oral evaluation,
  - b) a written evaluation,
  - c) the completion of practical exercises,
  - d) the complete or partial inclusion of the results of interim evaluation of learning outcomes or of a group of such evaluations
 or the combination of any of the above parts.
- (3) Exams may be single or combined. Single exams include only one while combined exams include at least two of the parts defined in subsection (2).
- (4) The subject requirement defines
  - a) which parts from subsection (2) will be included in a specific combined exam,
  - b) the order in which the parts are required to be completed,
  - c) what minimum performance criteria in each part are required to successfully pass the exam,
  - d) how specific groups of interim evaluations of learning outcomes will be included in the exam result and
  - e) if specific parts are allowed to be separately retaken or repeated with the purpose to improve the result.
- (5) All parts of a combined exam are required to be completed in the same term, however specific parts may be completed on different days.
- (6) An exam failed for any reason – including any failed part of an exam with the exception of the part in a point d) of subsection (2) – reduces the number of exams available to a student by one.

- (7) In case of the partial inclusion of interim results, the part of an exam taken during the exam period will be incorporated in the exam grade minimally at a rate of fifty per cent and the results achieved in the study period incorporated in the exam grade – unless otherwise specified in the subject requirement – will be incorporated in all terms for which a ‘Signed’ mark has been granted.
- (8) The complete inclusion of interim results means that the exam grade is entirely based on a student’s interim achievements. In such cases, students will be allowed to modify the grade received in the above described manner in an exam taken in the exam period as specified by the subject requirement.

#### **Section 76** [*Comprehensive exams*]

- (1) Comprehensive exams are a form of comprehensive evaluations of specific learning outcomes related to multiple subjects.
- (2) Comprehensive exams are evaluated with a single grade on a scale of 1 (fail) to 5 (excellent).
- (3) Comprehensive exams may be simple with an oral part only or combined including an oral part. In case of a combined exam, exam parts will be scheduled for a single term.
- (4) Combined type comprehensive exams may not include a part described in Section 75 (2) d).
- (5) If a combined type comprehensive exam results in a fail, only the unsuccessful part is required to be retaken while the result of the successful part of the exam remains valid for a period of thirty days or not longer than the end of the term.
- (6) The requirements of comprehensive exams (elements of competence to be evaluated, type, exam questions etc.) will be published simultaneously with the course and may not be modified in the specific educational period.
- (7) The oral part of a comprehensive exam will be taken in the presence of a board of examiners including at least two members. Unless otherwise specified by the faculty regulations, the board of examiners includes at least one university professor or associate professor. One of the board members – appointed by the head of the relevant educational organisational unit – also acts as chair of the board.
- (8) When a board of examiners has two members, the oral comprehensive exam will be suspended if one of the members is temporarily absent. Oral comprehensive exams may not be held in absence of any members of the board of examiners for comprehensive exams.

#### **Section 77** [*Planning exams and comprehensive exams*]

- (1) Exams (comprehensive exams) will be planned to ensure that all students meeting the necessary exam (comprehensive exam) eligibility criteria may be able to apply for and take the exam (comprehensive exam) and that students may also be able to retake an unsuccessful exam (comprehensive exam) in the specific training period.

- (2) Comprehensive exams may be held at any time during a term. The educational organisational unit will schedule at least one date for a comprehensive exam within and one date beyond the exam period in each term.
- (3) Exam dates will be evenly distributed across the exam period. At a minimum, three exam dates will be available to complete the written or practical part of the exam (comprehensive exam). At a minimum, three exam dates will be available to complete the oral exam/oral part. Based on a reasonable request from the educational organisational unit, the Study Committee of the Faculty (FSC) may permit a lower number of available exam dates.
- (4) Exam dates will be scheduled for working days. Exams or parts of an exam may not start earlier than 8 a.m. and may not finish later than 8 p.m. The Study Committee of the Faculty (FSC) may allow deviation from this provision.
- (5) A maximum number of students may be determined for each exam date. The maximum number of students for each exam date – in case of combined exams, for each component – may not be lower than 150 per cent of the students that have enrolled on the specific course. Based on a reasonable request from the educational organisational unit, the Study Committee of the Faculty (FSC) may permit a lower total number of students. The cumulative maximum number of students must be divided evenly between the exam options.
- (6) The educational organisational unit responsible for teaching a subject may schedule an early exam for students meeting the exam eligibility requirements in the study or delayed completion period which exam will be published in the SAS at least three weeks prior to the exam date. An early exam may only be included in the total number of exams defined in subsection (3) if the relevant subject only has an exam course in the specific term.

#### **Section 78** [*Rules regarding exams and comprehensive exams*]

- (1) Exams or parts of an exam defined in Section 75 (2) will be deemed as commenced with the handover of the exam task (question etc.). Any exam or part of an exam commenced will conclude in an evaluation.
- (2) In case of oral and practical exams or parts of an exam, students – prior to the answer or the completion of the practical exercise – will be offered some preparation time in line with the type of the exam. This requirement may only be disregarded based on the student's request.
- (3) If the exam is taken in the presence of a board of examiners, any member of the board may ask the examinee, however the student's learning outcomes are evaluated by the chair of the board taking the opinion of the other members into consideration.

#### **Section 79**

- (1) Any published exam/comprehensive exam or part of an exam/comprehensive exam for which any student meeting the exam eligibility requirements has registered will be held.

- (2) Within the time frame of the individually published oral exam or oral part, the EOU or the examiner may designate the time of the exam or part of an exam for a group or for single persons. Examinees will be notified of this designated time in the SAS at least eight hours prior to the start of the exam. In absence of a precisely designated time, the time of the exam for all registered examinees is the start time of the exam.
- (3) The head of the relevant EOU is responsible for holding any published exam or part of an exam and for holding any exam or part of an exam cancelled due to the instructor's absence. Any student complaints regarding the cancellation of an exam (comprehensive exam) will be filed with the Study Committee of the Faculty.
- (4) The EOU organising an exam (comprehensive exam) may designate certain exam or parts of an exam dates as retake or repeated retake exam dates. These exam dates may not be included in the determination of the number of exam dates defined in Section 77 (3) and the total maximum number of students for each exam date defined in Section 77 (5).
- (5) <sup>7</sup>If a (partial) written exam of a compulsory subject, announced in line with the recommended curriculum, is failed by at least two-thirds (but at least 10) of the students, within one exam occasion and except retake or repeated retake (partial) exams, the matter shall be examined at the request of the Faculty Students' Union or the head, lecturer of the given educational organisational unit, submitted within three days after the publication of results.
- (6) <sup>8</sup>A (partial) exam (comprehensive exam) having been declared as invalid by the Study Committee of the Faculty (FSC) ex post shall not be counted in the number of exams.
- (7) <sup>9</sup>The educational organisation unit that organises the exam (comprehensive exam) may indicate certain (partial) exam occasions as retake or repeated retake exam occasion.

#### **Section 80** [*Attending an exam, comprehensive exam*]

- (1) Only students with a valid 'Signed' mark for a specific subject may attend the relevant exam.
- (2) Only students having met the preliminary criteria in the recommended curriculum and acquired the credits of the subjects relevant for the comprehensive exam may take a comprehensive exam.
- (3) Registration for an exam date and cancellation of a registration is only available in the SAS until 12 a.m. on the day preceding the exam.
- (4) The relevant EOU may set a special exam registration time frame in the SAS for the oral part of a comprehensive exam and for early exam dates which time frame may not end earlier than seventy two hours prior to the start time of the exam or part of an exam.

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<sup>7</sup> Inserted by Rector's Order No 3 of 2018. In force as of 1 September 2018.

<sup>8</sup> Inserted by Rector's Order No 3 of 2018. In force as of 1 September 2018.

<sup>9</sup> Inserted by Rector's Order No 3 of 2018. In force as of 1 September 2018.

- (5) Students having failed an exam or part of an exam in a specific exam period or wishing to earn a better grade after a successful exam or part of an exam may have priority during registration for exam dates preliminarily published as retake or repeated retake exam dates.
- (6) Students are required to attend any exam or part of an exam they registered for in the SAS. If any student fails to do so, their knowledge is not assessable and the specific exam date or date for a part of an exam will be indicated with a 'Failed to attend' mark in the SAS.
- (7) Any student having failed to attend an exam or part of an exam they registered for must provide evidence for their absence in person, in writing, electronically or via proxy to the EOU organising the specific exam within eight days. The evidence for absence will be approved by the EOU or in case of a dispute between the student and the organisational unit, the Study Committee of the Faculty. In case of an unexcused absence, students may be required to pay an extra charge. The EOUs records in the SAS if an absence is excused or unexcused.
- (8) Based on student request and in duly justified instances, the Study Committee of the Faculty (FSC) may allow the student to take an exam after the exam period but not later than the beginning of the next term [*deferred exam*].

## **Title 28 Rules regarding retake and delayed completion**

### **Section 81** [*General rules regarding retake and delayed completion*]

- (1) The University provides an opportunity for each student to demonstrate their knowledge and repeat their successful or unsuccessful evaluation of learning outcomes ensuring unbiased execution and evaluation of the repeated evaluation of learning outcomes.
- (2) Students will be denied the opportunity for retake or delayed completion option if
  - a) they have failed to meet the attendance requirements defined in this Code or in the subject requirement
  - b) or the opportunity is excluded by the provisions in Title 32.
- (3) Unless otherwise specified by this Code, the first occasion published by the EOU for retake or delayed completion option of the evaluation of learning outcomes will be available free of charge for students.
- (4) Unless otherwise specified by the subject requirement and this Code, in case of repeated evaluation of learning outcomes, the result of the repeated evaluation will be considered.
- (5) The opportunities for retake or delayed completion option related to mid-term evaluation of learning outcomes will be planned to ensure that students using the opportunities in Section 82 (1)–(5) and meeting the required criteria
  - a) may receive a different grade than 'fail' as their mid-term grade and/or
  - b) may receive a 'Signed' mark in subjects concluded with an exam.

**Section 82** [*Retake or delayed completion option of the evaluation of learning outcomes conducted in the study period*]

- (1) Diagnostic evaluations to monitor progress in the study period may only be completed in combination with the academic activity whose performance requires its successful completion as specified by the subject requirement.
- (2) In case of the group of formative assessments in the study period where the subject requirement specifically permits (e.g. home assignment, drawing, work of art, student work), late submission until the end of the delayed completion is allowed upon payment of an extra charge defined in the code. At a minimum, one week will be allowed between the original and the new submission date. The aspect of late submission may be considered in the evaluation of the assignment up to twenty per cent of the assignment's value (score).
- (3) Completed (submitted) formative assessments, if their type allows, may be repeated – free of charge – until the end of the delayed completion by the repeated completion of the evaluation of learning outcomes or by its repeated submission in a corrected and extended format. A repeat is only allowed if it is permitted by the subject requirement and the completed or submitted evaluation of learning outcomes has previously been approved (graded as satisfactory) as specified by the subject requirement including completion or submission in a timely manner.
- (4) All students having enrolled the course have the right for retake or delayed completion option of all summative evaluations completed in the study period one time and free of charge provided that they have met the attendance requirements defined in the subject requirement and in this Code.
- (5) Retake or delayed completion option of summative evaluations in the study period will take place
  - a) independently for each evaluation [*single retake or delayed completion option*] or
  - b) in an aggregate manner for all evaluations [*combined retake or delayed completion option*]
- (6) At subsection (5) retake or delayed completion options published for the study or delayed completion. Single retake or delayed completion options cover the same body of knowledge and are based on the same methodology as the evaluation repeated or completed after the due date. The combined retake or delayed completion option may be applied if it is approved by the Study Committee of the Faculty (FSC) in charge of the academic programme (training programme).
- (7) If retake or delayed completion option of any group of the evaluation of learning outcomes is prohibited by any provision of the subject requirement, the (partial) result for these groups of evaluations will be based on the most favourable two-third – rounded down – for the specific student.
- (8) Delayed completion defined in point a) of subsection (5) will be held in the delayed completion if it may not be scheduled for the study period due to the deadline specified in Section 85 (4).
- (9) If specifically allowed by the subject requirement, the retake or delayed completion option for summative assessments in the study period is allowed for a second

time upon payment of a special charge defined in this Code. Second retake and delayed completions are organised as defined in subsection (5) and are required to be completed until the third day of the first week of the exam period. The EOU must allow access to a second retake or delayed completion option if at least one-third of the students failed to earn a 'Signed' mark or a mid-term grade better than fail in the previous summative assessment.

- (10) Second retake or delayed completions for summative assessments will be published in the SAS and students must apply for them according to the rules of exam application. No grades, results will be recorded for exam dates published as described above. Students are only allowed to participate in second retake or delayed completion of summative evaluations if they have participated in the evaluation or its retake or delayed completion option.

**Section 83** [*Retake or delayed completion of exams and comprehensive exams*]

- (1) The EOU responsible for teaching a specific subject may publish a date for a retake (comprehensive) exam for students obtaining an unsuccessful result in an exam or part of an exam in the specific exam period based on the number of students with unsuccessful results if such an exam date has not previously been designated pursuant to Section 79 (4).
- (2) Students may modify a grade earned in a successful exam earlier in the specific exam period in a retake exam.
- (3) Based on the student's reasonably explained request submitted to the head of the EOU responsible for teaching the specific subject, the student may take a retake or a repeated retake exam in the presence of a different instructor or board of examiners subject to the decision of the head of the educational organisational unit. If the head of the organisational unit is engaged in the examination process, the student may request the dean of the faculty responsible for teaching the specific subject to appoint a different examiner. Such requests will be submitted in writing or electronically three days prior to the start of the exam at the latest addressed to the head of the EOU or the dean.
- (4) Exams considered as repeated retake exams in a specific exam period will be held – based on the student's relevant request – in the presence of a board including two examiners at a minimum. The board of examiners may include only one person who has given the student a fail grade in any exam in a specific exam period.
- (5) In case of a written exam or written part, supervision by a board of examiners means independent evaluation of the written part by two examiners at a minimum. The result of the exam or part of an exam will be established by the board of examiners.
- (6) Third or any further exams or comprehensive exams in a specific subject are subject to payment of a charge. The amount of such a charge and the rules regarding its calculation are defined by university policy.

## **Title 29 Public availability of the evaluations of learning outcomes, records of results**

### **Section 84** [*Public availability of the evaluation of learning outcomes*]

- (1) Written and practical evaluations of learning outcomes (mid-term exams, exams, comprehensive exams etc.) are not open to the public, they may only be attended by students and instructors.
- (2) Oral evaluations of learning outcomes – as allowed by the venue of the evaluation – may be attended by the University's instructors and students, however, based on the student's explicit and reasonable request, public availability may be restricted by the instructor, and in case of a comprehensive exam or final exam by the chair of the board of examiners.
- (3) In case of oral evaluation of learning outcomes, a third person will be present apart from the student and the instructor conducting the evaluation who may be a student or an instructor.

### **Section 85** [*Publication of the results*]

- (1) In case of assessments conducted in the study period, students will be informed directly or in the SAS as follows:
  - a) the result of diagnostic assessments will be preferably published before the academic activity the assessment was related to,
  - b) the result of formative assessments will be published immediately after the assessed activity if the assessment was conducted as defined in Section 71 (3) a) or d) or if the assessment was conducted as defined in points b) or c) of the above article, the result will be published within 15 days from the submission of the assessed activity or student project,
  - c) the result of summative assessments will be published within 8 days from their completion (submission).
- (2) The result of written exams or written parts of an exam as well as the written part of a comprehensive exam taken in the exam period will be made available to students directly or in the SAS until the end of the second working day after their completion.
- (3) The result of oral or practical exams or parts of an exam as well as the oral or practical part of comprehensive exams taken in the exam period will be made available to students immediately after their determination.
- (4) At a minimum, forty eight hours will be allowed between the publication of the results of any evaluation of learning outcomes and the start time of the relevant opportunities for a retake or delayed completion option.
- (5) <sup>10</sup>Results shall be disclosed to the student either in person or in any other form not accessible by a third party.

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<sup>10</sup> Modified by Rector's Order No. ... In force as of 1 September 2018.

- (6) Students will be allowed access to review corrected and graded written evaluations until the end of the exam period. Students may raise complaints with instructors, examiners, subject coordinators – in special cases – heads of the department until the last day of the exam period. In case of scoring errors or incorrect evaluations, instructors will adjust the grade of the evaluation for which the complaint was raised.
- (7) Instructors or examiners will allow access to review the evaluations defined in subsection (6) at preliminarily published times. The time to review evaluations will be scheduled to precede the start time published for the retake or delayed completion option for the relevant assessment by at least twenty four hours.
- (8) If an instructor fails to comply with subsections (4) and (7) herein, the dean may instruct them to publish a new time for the retake or delayed completion option.

### **Title 30 Subject equivalency and credit recognition**

#### **Section 86** [*General rules regarding credit recognition*]

- (1) Credits for the acquisition of any body of knowledge will be awarded one time only.
- (2) A subject or group of subjects may be equated with another subject or group of subjects. Pursuant to subsection (3), equivalency may be unilateral or bilateral. Subject equivalency is determined by the Credit Transfer Committee of the Faculty and the faculty managing the subjects records it in SAS.
- (3) Students are not required to meet the requirements of the curriculum if they have previously done so and are able to provide adequate proof for that. The credits collected during the studies in accordance with subsection (5) of Section 49 of the Higher Education Act will be recognised based on studies conducted at any higher education institution regardless of at which higher education institution and on what training level students received their credits. Recognition is based on the comparison of learning outcomes associated with each subject. Recognition may not be denied if the learning outcomes of the previously completed subject and of the subject to be equated correspond at least to an extent of seventy five per cent or sixty per cent in case of subjects completed in an international exchange programme.
- (4) The credit value of academic achievement recognised according to Section 49 (5) of the Higher Education Act corresponds to the credit value of the subject considered as completed, however the grade earned may not be modified at a recognition of a subject. When multiple subjects are recognised as a single subject, the grade is determined based on the arithmetic mean of the grades of the completed subjects weighted with credits.
- (5) In case of a subject completed in an EEA member state, grades based on the European Credit Transfer System (ECTS) will correspond to grades used in the University as follows:
  - a) A (excellent) equals grade 5 (excellent),

- b) B (very good) equals grade 5 (excellent),
  - c) C (good) equals grade 4 (good),
  - d) D (satisfactory) grade 3 (satisfactory),
  - e) E (pass) equals grade 2 (pass),
  - f) F (fail) equals grade 1 (fail).
- (6) When a subject having a credit value without grades is recognised, a grade 5 (excellent) will be awarded.

**Section 87** [*Special rules regarding credit transfer and recognition*]

- (1) No credits of subjects completed in a bachelor training programme whose completion was required to be awarded a degree certificate may be recognised in a master training programme.
- (2) Students will submit a request to the Credit Transfer Committee of the Faculty for specific subjects completed in a bachelor training programme to be recognised in a master training programme. No credits may be recognised for a subject in this procedure that has been recognised in the bachelor training programme.
- (3) Students may request the Credit Transfer Committee of the Faculty of the faculty managing the specific programme (training) to recognise subjects to be completed or previously completed – as a guest student or as part of supplementary studies – in a different programme (training), at a different faculty, at a different higher education institution.
- (4) Persons applying for a master training programme may submit a request to the Credit Transfer Committee of the Faculty managing the relevant programme to conduct a preliminary credit recognition procedure. In this procedure, the Credit Transfer Committee of the Faculty
  - a) determines whether the academic requirements (meeting compliance criteria) previously fulfilled or expected to be fulfilled by the applicant until the end of the ongoing term may be recognised and whether in case of availability of credits (meeting compliance criteria) specified in the admission requirements, the applicant meets the entry criteria defined in the training and outcome requirements of the relevant master programme
  - b) and also determines prerequisite subjects to be completed.
- (5) The faculty managing the master training programme will consider credits recognised by the Credit Transfer Committee of the Faculty in a preliminary credit recognition procedure as recognised at the actual commencement of the training without any further requests.
- (6) No preliminary credit recognition statement made by the Credit Transfer Committee of the Faculty may be subsequently repealed.

## **Title 31 Preferential course schedule**

### **Section 88**

- (1) Based on a specific student request, the Study Committee of the Faculty (FSC) may consent to a preferential course schedule if a student is not able to meet the relevant academic obligations in the manner defined in this Code and the training programme or their abilities allow them to meet such obligations in a different manner.
- (2) At a minimum, one of the following criteria must be met to request a preferential course schedule:
  - a) outstanding academic results and/or participation in talent management programmes,
  - b) participation in parallel training including international exchange programmes, mobility programmes and other scholarships,
  - c) demonstration of continuous excellence in studies in combination with outstanding performance of professional activities and/or community activities or public services,
  - d) active engagement in elite sports at national level,
  - e) childbirth, childcare and maternity leave,
  - f) social and/or health problems.
- (3) In the decision on preferential course schedule, the Study Committee of the Faculty (FSC) may grant – conditional or unconditional –
  - a) exemption from mandatory attendance of specific curricular contact hours or certain types of contact hours,
  - b) an opportunity to take exams and comprehensive exams beyond the exam period,
  - c) permission to fulfil specific interim obligations in a manner or schedule different from the one defined in the subject requirement.
- (4) The preferential course schedule may in no way mean exemption
  - a) from fulfilling obligations defined in the training and outcome requirements as well as the curriculum,
  - b) fulfilling preliminary requirements,
  - c) completing exams, comprehensive exams (or any part thereof) or
  - d) writing and defending a bachelor thesis.
- (5) Special criteria of a preferential course schedule may be defined for each subject which will be included in the relevant decision of the Study Committee of the Faculty.

### **Section 89**

- (1) Requests for a preferential course schedule will be submitted
  - a) in cases defined in Section 88 (2) a)–d) until the end of the registration period at the latest,

- b) in cases defined in Section 88 (2) e), and f) after the birth of the child or the start of maternity leave, childcare or the change in social or health status in the SAS addressed to the Study Committee of the Faculty (FSC) responsible for the specific programme (training).
- (2) Requests for a preferential course schedule will include
- a) the relevant training periods (academic terms),
  - b) the relevant subjects
  - c) and the relevant benefits.
- (3) Requests for a preferential course schedule will include attached
- a) in case of a reason defined in Section 88 (2) b), a certificate confirming active legal status as a student in a parallel training programme, participation in an exchange, mobility programme if it is unavailable in the SAS,
  - b) in case of a reason defined in Section 88 (2) c), certificate(s) confirming the relevant activity/activities,
  - c) in case of a reason defined in Section 88 (2) d), a certificate confirming training for the Olympic or Paralympic Games issued by a senior official of the relevant national sports federation, the Hungarian Olympic Committee or the Paralympic movement,
  - d) in case of a reason defined in Section 88 (2) e), a certificate confirming taking maternity leave, being pregnant or the birth certificate and statement of the parent(s) or
  - e) in case of a reason defined in Section 88 (2) f), certificate(s) on social status or its change and/or doctor's certificate(s) on health status.

## **Section 90**

- (1) The Study Committee of the Faculty (FSC) will make a decision on requests submitted as specified in Section 89 (1) within fifteen days.
- (2) A preferential course schedule in one procedure is only allowed for a single term.
- (3) Requests defined in Section 88 (2) a) may only be approved if a student
  - a) has at least two completed active terms,
  - b) has earned at least fifty credits in their last two active terms
  - c) and the grade point average of their last two active terms is at least 4.00.
- (4) When criteria defined in paragraph (3) are reviewed for a student in a master training programme, the last two completed terms and if required, the last terms of previous studies completed with a degree certificate may be taken into consideration.
- (5) Students will notify the instructors of the relevant subjects and courses of the permit granting them a preferential course schedule and its details within fifteen days and agree in advance on the special method and scheduling of the requirements. Failure to notify and make agreements with their instructors will invalidate the permit for a preferential course schedule.

## **Title 32 Academic honesty, sanctions against academic and exam offences**

### **Section 91**

- (1) Students will perform work to meet academic requirements including especially individually or jointly completed homework assignments, design assignments, projects, engineering works, theses (collectively 'student work') using works of another person exclusively in compliance with copyright laws, pursuant to Section 92 (1) of this Code. The definition of student work does not include written or oral exams, laboratory (measurement) reports and midterm exams.
- (2) The meaning of work of another person under Section 92 of this Code includes all literary, scientific and artistic works not created by the student, student work created by other students or other creations of the intellect regardless of
  - a) their creator,
  - b) their format (e.g. created in Hungarian or in a foreign language, printed or online source, conference presentation),
  - c) the extent of their public availability (widely available work or a work with limited access),
  - d) whether the work of another person is protected by effective copyright or other similar laws.

### **Section 92** [*Rules regarding use of works of another person*]

- (1) The works of another person will be used as follows:
  - a) if a work of another person is used in whole or in part (e.g. by copying, citation, translation from another language or presentation), the source and the name of the author will be indicated if this name is included in the source or – in case of orally presented works – may be clearly identified;
  - b) the work of another person or any part of that will be used – up to a quantity reasonably corresponding to the nature and purpose of the student work – identified as quotations.
- (2) Instructors are entitled to review compliance with requirements in this article with computer programmes and databases.
- (3) The use of works of another person and the acknowledgement of use will be governed by applicable laws and the relevant rules of the specific discipline.

### **Section 93**

- (1) If a student fails to meet rules regarding use of works of another person in whole or in part, the student work will be considered as not assessable and the student will not be allowed to obtain the credit of the concerned subject in the specific term.
- (2) It will be deemed a disciplinary offence if a student – in breach of the rules regarding use of works of another person – submits or presents a work of another person

fully or in a significant part verbatim (word for word) or in terms of its basic concepts or the combined version of several works of another person(s) as their own work.

- (3) Based on subsection (1) of Section 52/A. of the Higher Education Act, compliance with the rules regarding the use of works of another person in a master thesis may be reviewed up to five years following the issue of the degree certificate. In case of violation of the above rules, section 52/A of the Higher Education Act will apply.

#### **Section 94**

- (1) In the evaluation of learning outcomes completed in the study period and the exam period, instructors will act with the utmost care and provide adequate supervision as well as conduct a subsequent review to ensure the correct fulfilment of academic requirements.
- (2) In the evaluation of learning outcomes requiring physical presence of students (midterm exams, written, practical and oral exams, comprehensive exams, oral evaluations etc.) including final examinations, instructors are required to check the identity of students.
- (3) In written, practical and oral evaluations of learning outcomes, students may authenticate their identity with any identity document including a photograph (identity card, driver's license, passport) or with their student card. Instructors may record the number of the identity document used on the exercise sheet, test paper or exam sheet. Students unable to authenticate their identity may not participate in the evaluation of learning outcomes. If required by the instructor, students will place their handwritten signature on the submitted papers.

#### **Section 95**

- (1) Students
  - a) using any aids in the evaluation of learning outcomes other than the ones authorized by the subject requirement and allowed by the instructor responsible for conducting the assessment (books, notes, info-communication devices, electronic data storage and transmission devices etc.) or requesting or accepting any assistance – other than borrowing authorized aids – from other students or
  - b) subsequently changing or attempting to change corrected and assessed evaluations or assignments received following the publication of the results of written assessments or during the review of evaluations

commit an academic and exam offence and consequently may not receive the credit of the specific subject – may not complete criteria requirement type subjects having no credits – in the given term.

- (2) Students acting in place of another person – including identity document abuse – during the review of attendance requirements, completing an academic assessment in place of another person, requesting another person to complete the academic assessment in their place or attempting such acts commit an academic and

exam offence. Collaborating students may not receive the credit of the subject related to such offence in the given term and may not complete criteria requirement type subjects having no credits.

- (3) The University will take action against students engaged in acts defined in subsection (2) as specified by relevant laws and regulations.
- (4) Instructors may conduct the comparative review of written assessments, reveal unauthorized collaboration or use of non-permitted aids and apply legal sanctions defined in this article (in case of a disciplinary procedure this deadline means the initiation of a disciplinary procedure) within fifteen days from the submission of test papers.
- (5) Acts defined in subsections (1) and (2) will be recorded in a report including
  - a) time and place of the act,
  - b) the identification data of the affected subject, the form of the evaluation,
  - c) the identification data of student(s) engaged in the act (name, student identification number, programme),
  - d) brief description of the act,
  - e) reference to physical evidence and their location (if any),
  - f) the identification data and handwritten signature of at least one witness (name, instructor or student identification number, organisational unit or programme),
  - g) the identification data of the instructor reporting the act (name, instructor identification number, organisational unit) and
  - h) a statement from the students engaged in the act admitting or disputing the act they are accused of and their handwritten signature or the fact that such a statement and/or signature has been denied by the students.
- (6) The report describing the act defined in subsections (1) and (2) may exclude items specified in point a), f) and h) of subsection (5). The report may be drawn up during the affected written evaluation.
- (7) Reports defined in subsections (5)–(6) will be forwarded to the Dean's Office of the student's core faculty. If a student disputes the act they are accused of, the dean will conduct a procedure to reveal and evaluate relevant facts.

**Title 33 Writing a bachelor and master thesis**

**Section 96**

- (1) To obtain a degree certificate, students are required to write a bachelor or master thesis for subjects holding specific credits defined in the training and outcome requirements and the curriculum.
- (2) Students will write an independent bachelor or master thesis for each programme (training).
- (3) The topic of the bachelor, master thesis is required to be within the framework of the training and outcome requirements.
- (4) In case of programmes defined in point a) of Section 7 (1), students will write a bachelor thesis while in case of programmes defined in point b) and c) of Section 7 (1), students will write a master thesis.
- (5) Subjects related to the writing of a bachelor or master thesis are mandatory subjects evaluated with mid-term grades. The grade for a subject is determined by the supervisor based on a student's achievement in the term and the subject requirement or the faculty regulations. Unless otherwise specified by the faculty regulations, the completion and submission of a bachelor or master thesis until the end of the term is not required to award a grade other than fail.
- (6) The writing process of a bachelor or master thesis is controlled by a supervisor whose work may be supported by engaging a thesis advisor.
- (7) The rules regarding the writing of a bachelor or master thesis, requirements concerning the contents and format of a bachelor and master thesis, the detailed regulations related to the rights and responsibilities of the persons engaged are determined – in compliance with the provisions of this Code – by the faculty regulations.

**Section 97**

- (1) EOUs responsible for a programme (training) – specialisations (if any) – will propose potential topics for a bachelor, master thesis for students under their control until the beginning of every term.
- (2) Proposed topics will be published in the SAS or the information system, website operated by the EOU managing a programme (training) or specialisation.
- (3) An assignment specification will be developed for a bachelor or master thesis to be approved by the head of the supervisor's EOU.

**Section 98** [*Responsibilities and rights of supervisors controlling the writing of a bachelor and master thesis*]

- (1) Supervisors will be responsible for
  - a) the review, professional management and supervision of the elaboration or completion of an assignment,

- b) the continuous supervision of students preparing an assignment by conducting checks every second week at a minimum (requiring students to report on their progress),
  - c) responding to student queries within a reasonable time, determining reasonable deadlines for students to complete the required assignments,
  - d) the professional revision and the review of the contents and format of student assignments and
  - e) the evaluation of the completed assignment based on the evaluation criteria defined in the faculty regulations and proposal for a grade/classification.
- (2) Supervisors will be entitled
- a) to select from students applying for topics published by a specific supervisor,
  - b) to evaluate and provide feedback on student assignments,
  - c) to receive information on the elaboration of an assignment from the student or thesis advisor and
  - d) in case of disputes occurring during the preparation of an assignment, to refer at first to the head of the EOU and – if the dispute fails to be settled – to the dean of the faculty controlling the programme (training).

**Section 99** [*Thesis advisor*]

- (1) The thesis advisor is primarily an employee of a company or institution outside of the university who provides professional help and advice for the student and checks the student's thesis.
- (2) The thesis advisor ensures regular consultations with the student, guarantees the conditions for completing the assignments at the company or institution, informs the supervisor about the student's work and progress and can make recommendations for the selection of the reviewer and the evaluation of the student's work.

**Section 100** [*Rights and responsibilities of the student preparing the bachelor and master thesis*]

- (1) Responsibilities of the student preparing the bachelor or master thesis
  - a) presenting the topic chosen from the options announced by the educational or organisational units (EOU) or the student's own proposed topic to the EOU's representative of the relevant field or to the supervisor chosen by the student, by the third day of the first week of the term,
  - b) continuous contact with the supervisor, at least every two weeks,
  - c) regular contact with the thesis advisor (if any), at least three times,
  - d) timely completion of the tasks given by the supervisor or the thesis advisor and
  - e) using the procedures, stipulated by the professional field's rules and principles to the best of the student's abilities and care during the completion of the task.
- (2) During the completion of the assignment students must
  - a) respect the human dignity and inherent rights of all those involved in the assignment and
  - b) work with the utmost care and attention by complying with the relevant professional rules.

- (3) If all or part of the task is carried out outside of the university, the students must also comply with the rules of the external institution or company.
- (4) The students have the right to
  - a) choose from the announced topics and supervisors as far as this is possible,
  - b) receive the best available professional supervision and consultation,
  - c) have their human dignity and inherent rights respected,
  - d) receive their supervisor's and thesis advisor's opinions, suggestions and further instructions, regarding the assignment, on time, so that they can respond properly and
  - e) in case of disputes occurring during the preparation of an assignment, to refer at first to the head of the EOU and – if the dispute fails to be settled – to the dean of the faculty controlling the programme (training).

#### **Section 101** [*Reviewer and the thesis review report*]

- (1) The bachelor or master thesis prepared by the student and accepted by the supervisor must be checked by a reviewer. The review criteria, as well as its content and formal requirements will be specified by the faculty's code. The reviewer makes a suggestion for the grade of the thesis. This can also be a 'fail (1)'.
- (2) The bachelor or master thesis review report and the supervisor's evaluation must be made available for the students at least five days before the thesis is defended, so that they can respond to the observations and questions included therein.
- (3) The bachelor or master thesis review report must be written in the same language as the programme's language. If the bachelor or master thesis is written in a language different from that of the programme, the thesis review report can also be written in the language of the thesis.

### **Title 34 Public availability of the bachelor and master theses**

#### **Section 102**

- (1) The university regards it as a primary goal to ensure the public availability of bachelor or master theses in order to realise the programme's objectives, therefore accessibility may be restricted in exceptional cases only.
- (2) The students' theses, together with all supplements, are publicly available in the library of the educational organisational unit which announced the assignment for the thesis or in the faculty's designated IT system. No copies of the thesis or parts thereof can be made without the prior written consent of the student it was written by.

#### **Section 103**

- (1) The restriction of the public availability and accessibility of the thesis may be initiated by the supervisor and requested by the head of the competent educational organisational unit by sending a written request to the dean of the faculty in charge of the programme in question.

## **Title 35 Final examination**

### **Section 104** [*Criteria for taking the final examinations*]

- (1) Students complete their bachelor, master or single-cycle training programme and postgraduate specialist training programme by taking their final examinations.
- (2) Students may take the finals after they have obtained their leaving certificate. Students may take the final examination after obtaining their leaving certificate. The final examination may be taken in the exam period after the leaving certificate (absolutorium) was obtained both within the framework of the student's legal status and after its expiry within a period of two years in any given exam period in accordance with valid academic requirements.
- (3) After the expiration of the second year following the issue of the leaving certificate (absolutorium) students may take their final examinations if the programme owner approves the bachelor thesis subject as currently relevant after consulting with the head of the EOU organising the final examinations and the person in charge of the specialisation (if any). If the topic is deemed to be obsolete, the applicant must write a new bachelor thesis.
- (4) Final examinations may not be taken after the end of the fifth year following the termination of the student's legal status.
- (5) Students may not take their finals, if they
  - a) failed to settle their payment obligations towards the University,
  - b) failed to return any equipment owned by the University and previously given to the students for use or
  - c) failed to submit their bachelor or master thesis by the specified deadline.

### **Section 105** [*The final examination*]

- (1) The final examinations shall serve to verify and evaluate the knowledge, skills and abilities required for obtaining the degree certificate, during the course of which the students shall also attest that they are capable of applying the knowledge acquired.
- (2) Students must take separate finals for each programme, unless otherwise stipulated by law.
- (3) The final examination will test the students' synthetised knowledge and will consist of several parts – such as defending the bachelor or master thesis and exams per subject or subject group, as well as final comprehensive examinations – in accordance with the criteria set out in the curriculum.
- (4) If the bachelor or master thesis is defended in front of the Final Examination Board, the supervisor, thesis advisor and reviewer may be invited to the final examination and will be awarded consultation rights.
- (5) The final examinations will be organised by the educational organisational unit in charge of the student's specialisation. If the programme does not have a specialisation, the finals will be organised by the EOU announcing the bachelor or master thesis topic.

- (6) Finals may be organised jointly by EOUs, including the EOUs of other higher education institutions, based on their agreement.
- (7) The finals must be held in the language of the programme. If the languages of the programme and the specialisation are different, the finals must be held in the language of the specialisation.

**Section 106** [*Organising the final examinations*]

- (1) The faculty in charge of the programme designates a final examinations period in the SAS, for which the students can register. Only students who registered for the final examinations period may take the final examinations. The EOUs designate final examination dates within the final examinations period.
- (2) Students or former students can register for these final examination dates, announced in the SAS for the final examinations period by using the Study Administration System or students can be registered also by the EOU organising the final examinations.
- (3) Students or former students may cancel their registration by no later than 24 hours prior to the start of the final examinations in person or by sending an e-mail to the EOU organising the final examinations. If the students or former students fail to turn up at the finals, their learning outcomes cannot be evaluated. This fact must be entered in the minutes of the final examinations.
- (4) The reason for the absence from the finals must be verified within eight days of the finals at the EOU in charge. In case of an unexcused and unverified absence the student will have one less available repeat options for the final examinations.

**Section 107** [*Evaluation of learning outcomes at the finals*]

- (1) The parts of the final examinations (defending the thesis, subject exams) are independent from each other, their order can be set freely and the successful pass (grades) or fail of the individual parts do not impact the organisation or result of the other parts.
- (2) Any member of the Final Examination Board and any examiner has the right to ask questions from the examinee.
- (3) The learning outcomes of the examinee at the finals are evaluated and graded by the finals committee at a closed session. At the closed session the committee makes a decision
  - a) on the grade of the thesis, based on the reviewer's recommendation, the supervisor's evaluation and the student's performance in defending the thesis,
  - b) on the grade or grades of the subject exam or exams, based on the recommendation of the examiner or the ad hoc committee,
  - c) on the grade of the final examinations and the classification of the degree certificate in accordance with this Code and
  - d) on the eligibility for an honours degree.
- (4) The Final Examination Board takes its decisions by a simple majority voting. In the event of the parity of votes, the vote of the chairperson shall be decisive.

- (5) The results of the final examinations are announced by the chairperson of the Final Examination Board at an open session.
- (6) The final examinations are deemed as successful if the examinee has completed each part with a minimum pass grade.
- (7) A successful final examination cannot be retaken.

**Section 108** [*Result of the final examinations*]

- (1) The results of the final examinations (*RFE*) are calculated as follows:  $0.5 \times AGS + 0.5 \times T$ , where *AGS* is the average of the grades of the subjects of the final examinations and *T* is the grade given for the bachelor or master thesis.
- (2) The final examination is unsuccessful and the *RFE* is zero if any of the grades given at the final examination is a fail.

**Section 109** [*Retaking an unsuccessful final examination*]

- (1) A thesis graded as failed by the finals committee may be repeated once by submitting a new bachelor or master thesis. If a new bachelor or master thesis is submitted, the earliest time for taking another final examination is the next final examinations period.
- (2) The criteria and deadline for preparing and submitting a new bachelor or master thesis will be specified by the dean of the faculty in charge of the programme, based on the opinion of the head of the EOU organising the finals.
- (3) If only one of the exams in the final examination subjects was unsuccessful, the examinee only has to sit a retake exam in that subject. There is an option for a repeated retake exam after an unsuccessful retake exam. After that there are no other options available for retakes. Failed first or repeated retake exams in a subject cannot be repeated within two months of the failed exam.
- (4) Following a failed repeated retake the secretary of the finals committee will notify the data manager about the fact that the examinee has used up the available retake options. The data manager will make a decision and notify the student about the unsuccessful completion of the studies and will also add this decision to the official records in the master data.

**Title 36 Degree certificate, diploma supplement, student register and register extract**

**Section 110** [*Issuing the degree certificate*]

- (1) Based on a successful final examination the University issues a degree certificate for the student in Hungarian and English, with the contents stipulated by the government decree, within 30 days following the successful final examination or within 30 days following the presentation of a document attesting the language exam if the latter is presented after the final examinations.
- (2) In the case of foreign-language programmes the degree certificate must be issued in Hungarian and in the language of the programme.

- (3) Based on a successful final examination, providing the student met all the criteria for issuing the degree certificate, the data manager will issue a certificate for the issue of the degree certificate, the content of which is stipulated by the government decree.

**Section 111** [*Degree certificate result*]

- (1) The result of the degree certificate must be rounded up to two decimals, but partial grades should not be rounded up.
- (2) The following formulas must be used for the calculation of the degree certificate result:
- a)  $0.2 \times AGS + 0.3 \times T + 0.3 \times GPA + 0.2 \times CE$  if the curriculum also prescribes the completion of comprehensive exam(s) during the studies,
  - b)  $0.2 \times AGS + 0.3 \times T + 0.5 \times GPA$  if the curriculum does not prescribe the completion of comprehensive exam(s) during the studies,

where *CE* is the mathematical average of the comprehensive exam grades required for the degree certificate, *GPA* is the cumulative grade point average for the whole of the study period, while the definitions of *AGS* and *T* are applied according to Section 108 (1).

- (3) If students have taken comprehensive exams in more subjects than necessary for the degree certificate, the average of these comprehensive exam grades must be calculated by using the exams with the best grades. If the recommended curriculum prescribes the completion of comprehensive exams for the specialisation of the student, the average must be calculated by using the grades of the comprehensive exams of that specialisation.

**Section 112** [*Classification of the degree certificate*]

- (1) The classification of the degree certificate must be calculated by using the degree certificate result, rounded up to two decimals, as follows:
- a) excellent, if the grade is at least 4.50,
  - b) good, if the grade is at least 3.50, but less than 4.50
  - c) satisfactory, if the grade is at least 2.50, but less than 3.50,
  - d) pass, if the grade is at least 2.00, but less than 2.50.
- (2) The degree certificate is classified as excellent with distinction, if the examinees
- a) have an excellent grade in all subjects of the final examination,
  - b) their thesis received an excellent grade in the finals,
  - c) all their comprehensive exam results, required for the degree certificate (if any) were graded excellent and
  - d) their cumulative grade point average for the whole study period is at least 4.25.
- (3) A fail (1) grade subsequently replaced by a first and repeated retake exam or a re-registration for the subject does not exclude the issuance of an honours degree.

### **Section 113** [*Diploma supplement*]

- (1) A diploma supplement, specified by the European Commission and the Council of Europe, must also be issued free of charge with the degree certificate in Hungarian, English and in the programme's language if different from Hungarian and English.
- (2) Students eligible for the degree certificate may request a diploma supplement in a language other than those specified in subsection (1) for a fee, which must be issued within sixty days.
- (3) The aim of the diploma supplement is to help third, primarily foreign, persons to understand the knowledge and competencies acquired by the training.
- (4) Diploma supplements are issued by the data manager organisation of the student eligible for the degree certificate.

## **Chapter VI**      **STUDY AND EXAM RELATED PROCEDURES OF THE FIRST INSTANCE**

### **Title 37**    **General rules of procedure**

#### **Section 114**

- (1) Study and exam related matters include all matters related to the student's studies and the student's legal status, specified in the curricula and this Code and related to the student's responsibilities regarding their studies and exams, not including in particular, matters related to payments by and to the student, their disciplinary actions and compensation claims, work safety and protection, collective rights and other services provided for the students (library, career guidance, independent student activities).
- (2) All applications must be reviewed on the merit of their content. The incorrect title of the application alone should not result in a dismissal.

#### **Section 115** [*Launching the procedure and submitting the application*]

- (1) <sup>11</sup>Procedures regarding students can be launched ex officio or by the student. In the case of procedures launched by the student, rules other than the present Code may charge a fee to launch the procedure. Procedures ex officio are free of charge.
- (2) A procedure is launched ex officio when the University is obligated to do so by law or by the University's regulations, and also when based on a law or this Code the student submits an application to a call by the University for all or some of the students (e.g. call for applications, etc.).
- (3) A procedure is launched at the request of the student when based on the law or this Code the student has the right to launch such procedure.

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<sup>11</sup> Modified by Rector's Order No.... In force as of 1 September 2018.

- (4) Unless stipulated by law or any university regulations, the obligatory elements regarding the content and format of the application in a procedure launched by the student shall be governed by subsection (7) of this Section.
- (5) Applications must be addressed to the competent body or person and submitted in the SAS to the student's data manager, who will register the application and immediately forward it to the body or person in charge.
- (6) If the applicant does not have access to the SAS, the application must be submitted in writing or through the electronic interface created for certain matters and operated by the Central Academic Office. The content of such an application must comply with subsection (7).
- (7) The application shall contain
  - a) the student's name, student ID number, programme (study) or programmes (studies), as well as the faculty or faculties where the student conducts their studies,
  - b) in case of applications not submitted in the SAS, the student's address, postal address and other contact details (e-mail, telephone number),
  - c) the faculty or university body or person to which or whom the application is addressed,
  - d) reference to the law or regulation (this Code) that the application is based on,
  - e) an application with a clear and understandable content, addressed to the faculty or university body,
  - f) the facts on which the application is based and the evidence on which the facts are based (if any),
  - g) authorisation if the applicant is represented by another person.

## **Section 116**

- (1) During the procedure, the principle of equal treatment must be respected.
- (2) During the procedure the acting body or person takes into account the facts regarding the case concerned, evaluates all evidence in accordance with its due weight, and establishes its decision on true facts.
- (3) During the procedure the parties concerned have the right to fair proceedings and the right to a decision made by a deadline stipulated by law or this Code.

## **Section 117**

- (1) The parties concerned must act in good faith during the procedure.
- (2) The conduct of the parties concerned must not be aimed at misleading the acting body or person or unduly delaying the decision-making or the implementation of the decision. The good faith of the applicant must be safeguarded during the procedure and the burden of proof for any alleged bad faith lies with the acting body or person.
- (3) In the interest of cost-efficiency and effectiveness, the acting body or person shall organise the procedure with the minimum costs for the parties concerned and ensure that the procedure can be concluded as quickly as possible.

- (4) The contact between the applicant and the other parties involved in the procedure will be made primarily in the SAS. Contact with applicants with no access to the SAS will be made electronically.

#### **Section 118** [*First instance decision*]

- (1) The acting body or person will issue its first instance decision, which will be sent to the applicant in the SAS in case of applications submitted in the SAS, in writing in case of applications submitted in writing and through the Central Academic Office's electronic interface in case of applications submitted there.
- (2) If the application is approved by the acting body or person of the first instance, a simplified decision can be made without including any explanatory statement and information about legal remedies. The explanatory statement can also be omitted from a decision which only determines the date and time of a procedural act.

### **Title 38 Equity**

#### **Section 119**

- (1) In case of circumstances meriting special considerations, the Study Committee of the Faculty (FSC) may adopt a decision or resolution which differs from the stipulations of this Code, furthermore it may allow certain curricular requirements to be tailor-made to individual needs.
- (2) Requests based on equity may be submitted during the entire period of the student's legal status, including its suspension.
- (3) A student within a given programme - during the entire period of the programme - may use the option of a request based on equity on one occasion.
- (4) This request must include the reason(s) meriting the use of the equity option and the document(s) supporting such reasons must be attached to the application.
- (5) The option of a request based on equity may be used free of charge.

#### **Section 120**

- (1) Students may not use the option of a request based on equity in accordance with Section 119 if their extraordinary situation is the result of their deliberate actions.
- (2) Equity may not be applied in case of requests for the partial or full exemption from mandatory legal provisions, in particular
  - a) from the fulfilment of obligations included in the training and outcome requirements,
  - b) from the fulfilment of obligations included in the recommended curriculum,
  - c) from the provisions of Section 34 (1), point b) and c) of Section 39 (1), Section 40 (1), Title 32, Section 96 (2), Section 104 , Section 105 , Section 107 (7) and Section 109 of this Code,
  - d) from the fulfilment of preliminary studies or
  - e) the legal consequences of disciplinary decisions.

## **Section 121**

- (3) Requests based on equity will be reviewed by the Study Committee of the Faculty (FSC) in a fast-track procedure within eight days by adopting a decision. Decisions on equity matters must be recorded in the SAS and the student's register.

## **Chapter VII**

### **APPEAL PROCEDURES IN STUDENT MATTERS**

## **Title 39 General rules of appeal procedures**

### **Section 122**

- (1) During the appeal procedures and the review of decisions the provisions of this Code must be applied with the differences included in this Section.
- (2) The decisions of the first instance body or person may be appealed.
- (3) The appeal procedure is launched at request, while the review of a decision is launched at request or ex officio.
- (4) The provisions of this section will apply in every case where the applicant has a right to appeal against a first instance decision or against the failure to observe the obligation to take action.

## **Title 40 Appeal procedure**

### **Section 123** [*General appeal procedure*]

- (1) Students may lodge an appeal against the decision or measure taken by the University or a failure to take such decision or measure (together: 'decision') within 15 days of the communication or receipt (being informed of the decision) thereof, with the exception of the evaluation of their academic achievement. An appeal procedure may be also launched against the decision on the evaluation of academic achievement when the decision is not based on the requirements adopted in the recommended curriculum or the subject and course requirements, or when the decision contradicts the University's codes and regulations.
- (2) In addition to persons with a student's legal status, the right to launch an appeal procedure is also granted to
  - a) persons applying to the University within the admission process,
  - b) persons submitting an application to the University for a transfer procedure,
  - c) PhD or DLA students and PhD or DLA candidates, and
  - d) former students whose legal status as a student has ceased to exist.

**Section 124** [*Competence*]

- (1) Decisions on the appeal application are made by the Student Appeal Panel only.
- (2) The Student Appeal Panel will not apply the principle of equity.

**Section 125** [*Submitting an appeal*]

- (1) Appeals may only be submitted by the students of the University in the SAS.
- (2) Persons without a student's legal status can submit their appeal in writing, through the electronic system operated by the Central Academic Office. Appeals submitted this way will be forwarded immediately by the Central Academic Office to the secretary of the competent ad hoc committee.

**Section 126** [*Procedure by the ad hoc committee*]

- (1) The ad hoc committee meets at least once every month during the term. At the meeting the ad hoc committee may review appeals which have been submitted according to the rules of this Code at least eight days prior to the meeting.
- (2) If the location, date and time of the meeting is not known to the applicant, the applicant and their representative must be informed of the location, date and time of the meeting by the secretary of the committee electronically at least seven days prior to the meeting.

**Section 127** [*Appeal decision*]

- (1) The ad hoc committee of the Student Appeal Panel may adopt the following appeal decisions:
  - a) dismiss the appeal,
  - b) order a decision to be made by the body or person that failed to make the decision,
  - c) amend a decision,
  - d) annul a decision and order the decision maker to conduct a new procedure.
- (2) Appeal decisions become final, binding and enforceable upon their communication, unless the student requested the judicial review of the decision, submitted a request to suspend the enforcement of the decision in their complaint, which was subsequently approved by the court.
- (3) If the first instance decision is declared null and void, the body or person making the first instance decision in the repeat procedure is bound by the ruling and explanation of the ad hoc committee's decision.
- (4) If possible, the decision of the ad hoc committee must be recorded in the SAS and the student register, and put into writing.
- (5) The decision shall include
  - a) the name of the acting body or person, the case number and the name of the administrator,
  - b) the name, permanent address or usual residence of the entitled person or obligor, as well as their student or instructor ID,
  - c) the subject of the case,

- d) the ruling shall include
    - da) the decision and the information about the appeal option,
    - db) the date or deadline of performing the obligation and the legal consequences of failing to perform such obligation voluntarily,
  - e) the explanation shall include
    - ea) the established facts,
    - eb) reference to the laws and regulations on which the decision was based and explanation as to what degree and why the decision in the ruling is based on these,
    - ec) reference to any evidence offered by the student and if there was, to what degree it was considered by the decision maker or why was it dismissed,
    - ed) if the reason for dismissal was the lack of evidence, including the failure to submit them, the fact and time of the notice to correct it and the fact that the notice was not complied with,
    - ee) in case of a decision by discretionary power or equity, the criteria and facts used for applying the discretionary power or equity,
    - ef) if the reason for dismissal is a missed deadline, this fact, together with the missed deadline and the date and time of the actual submission,
  - f) the location, date and time of the decision-making, the name and official position of the person issuing the decision,
  - g) in case of paper-based documents, the signature of the person issuing the decision.
- (6) The written document bearing the decision is attested by the signatures of the chairperson and secretary of the ad hoc committee, then the secretary of the ad hoc committee makes sure that it is delivered by post to the parties concerned by the deadline specified herein.

#### **Section 128** [*Appeal for equity procedures*]

- (1) Decisions on requests based on equity pursuant to Section 119 may be appealed against by the student within fifteen days from the receipt of (being informed about) the decision by requesting to postpone the execution pending appeal.
- (2) Appeals must be submitted in the SAS, addressed to the dean of the competent faculty in charge of the programme (study).
- (3) The dean shall have authority to make a decision on appeals. The deadline for the dean's decision shall be eight days from the receipt of the appeal. The dean's decision will be sent to the student's data manager, who records it in the SAS and on the student's register, while also informing the student about the decision.
- (4) The student's data manager will inform the person(s), educational organisational unit(s) or body (bodies) involved about the decision made during the appeal procedure.
- (5) The student has the right for a judicial review of the appeal decision.

**Title 41    Definitions**

**Section 129** For the purposes of this Code:

1. *Absolutorium*: see leaving certificate;
2. *Active term*: term for which students have declared their intention to start or continue their studies and have not withdrawn such intention within one month from the start of the term, but no later than 14 October in the autumn term and 14 March in the spring term;
3. *Bachelor training programme*: first part of a multicycle programme, where a bachelor's degree and professional qualifications can be obtained and entitles the holder to apply for a master training programme;
4. *Enrolment*: the administrative act of establishing the student's legal status, during which, following admission or transfer to a programme or permission for a part-time course or module, the admitted student prints, completes and signs the enrolment form downloaded from the Study Administration System (SAS) once during the registration period of the term. This process requires the direct involvement of the competent data manager organisation and becomes final after the verification of the enrolment form. Prior to enrolment a contract will be signed by the student when required by law;
5. *Master thesis (bachelor thesis)*: a complex individual task (thesis) which requires the synthesis and creative application of the competences [*knowledge, skills, attitude, independence and responsibilities*] acquired on the degree programme, prepared at the end of the higher education studies, the content of which is prescribed by the qualification, training and outcome requirements and the mandatory specifications on length, content and format may be stipulated by the individual faculties;
6. *Individual course schedule*: every term students may choose from the available study options, providing it is in accordance with the curriculum and the regulations, that is the criteria specified in the regulations and the curricula, which may differ from the recommended curriculum;
7. *Dismissal*: termination of the student's legal status;
8. *Quiz*: every written form of the evaluation of learning outcomes which is taken in a controlled environment under the supervision of an instructor with a maximum completion time frame of 30 minutes;
9. *Lecture*: contact lesson where the knowledge is primarily acquired through the instructor's oral presentation;
10. *Prerequisite*: completed subject which is specified as a prerequisite for registering another subject or curricular unit. The subject prerequisite can be compulsory or recommended.

11. *Preliminary course schedule*: all the subject prerequisites for the subjects in the programme's recommended curriculum;
12. *Preliminary requirements*: all the learning outcomes that can be achieved in other subjects and subject groups, required for the acquisition of a particular subject's learning outcomes. The preliminary requirement can be compulsory or recommended.
13. *Student's legal status*: legal relationship between the student and the university, established with the enrolment, to which certain rights and obligations are attached;
14. *Student's learning or training agreement*: Section 108 (8) of the Higher Education Act: contract concluded between the higher education institution and the student accepted to a fee-paying programme in accordance with Section 39 (3) of the Higher Education Act;
15. *Assessment of the student's knowledge*: obligatory evaluation of the learning outcomes of students admitted to a bachelor training programme or a single-cycle training programme, organised in the term of their admission, during which the University tests the competencies acquired in secondary education;
16. *Repeated retake exam*: exam aimed at improving the results of a successful exam or a retake exam in the same exam period. A third and any subsequent retake exam in the same subject is considered the same as a repeated retake exam, irrespective of the term it is taken in and will be subject to a fee;
17. *Retake exam*: exam aimed at improving the results of a successful or unsuccessful exam in the same exam period;
18. *Derived course*: course (practical course or laboratory practice only) aimed at achieving the learning outcome of a subject from which it is derived (the course does not have its own learning outcome). Regarding its content it is subordinated to the lecture-type course of the given subject;
19. *Late submission*: subsequent admission of the homework assignment. In case of a late submission the homework assignment can be submitted with the original criteria, but with a new deadline;
20. *Contact lesson (lesson)*: Section 108 (41) of the Higher Education Act: lesson: contact lessons requiring the personal cooperation of the instructor for the fulfilment of the academic requirements specified in the curriculum (lecture, seminar, etc.), with a duration of minimum 45 minutes and maximum 60 minutes;
21. *Thesis advisor*: person helping students with their bachelor or master theses;
22. *Consultation*: informal meeting between instructors and students within or outside of a lesson environment, where the instructor gives advice to and helps one or more students with revising, meeting the evaluation requirements or acquiring knowledge. During the consultation on the students' individual homework assignments the progress of the students must be documented;

23. *Corrected credit index (CCI)*: Section 57 (4) of Government Decree 87/2015 (...) The corrected credit index can be calculated from the credit index by the factor corresponding to the ratio of credits obtained during the term to credits undertaken in the individual course schedule. (...)

$$CCI = CI \cdot \frac{\text{completed credits in the term}}{\text{registered credits in the term}}$$

24. *Direct prerequisite*: prerequisite specified as a criteria for registering a subject;
25. *Indirect prerequisite*: subject prerequisite of a prerequisite specified as a criterion for registering a subject;
26. *Credit*: Section 108 (24) of the Higher Education Act: unit of student's work which represents, in relation to the subject or curricular unit, the estimated time necessary for the acquisition of a specific body of knowledge and the fulfilment of requirements; one credit equals 30 study hours on average, and the value of a credit – supposing that the student's performance was accepted – does not depend on the evaluation of the student's knowledge;
27. *Proof of credit recognition*: Section 43 (1) of Government Decree 87/2015: the proof of credit recognition is a paper-based document issued by the higher education institution with the description of the subject (curricular requirements) completed by the student, which enables decision makers to assess to what extent the student's recognised results match those of the substitute subject in accordance with Section 49 (5) of the Higher Education Act;
28. *Credit index*: index for the evaluation of the student's studies in accordance with Section 57 (4) of Government Decree 87/2015: (...) To calculate the credit index, the aggregate sum of the products of the credit value of the completed subjects and their grades will be divided by the thirty credits obtainable during a term in the case of prescribed progress. (...)

$$CI = \frac{\sum [(completed\ credit(s)) \times grade]}{30}$$

29. *Course*: actual opportunity provided and announced in a study period for the completion of a subject. It is a combination of contact lessons and the evaluation of learning outcomes. Depending on its type, the course may be linked to a specific location, time slot and instructor. The types and characteristics etc. of a course correspond to those of the study unit for which it was announced (duration, number of contact lessons, type of lesson, type of evaluation of learning outcomes). The content of the courses may be stand-alone or combined;
30. *Course (subject) registration*: registration for and final confirmation of the subjects and courses in the Study Administration System (SAS) the student wants to complete in a given term;
31. *Laboratory practice*: practice during which the students use instruments and equipment;
32. *Recommended curriculum*: curriculum recommended in accordance with Section 49 (4) of the Higher Education Act, in which the curricular subjects and

sets of criteria are allocated to terms in a way that they can be followed by students who wish to progress at an average pace so that they comply with the prerequisites of every subject, therefore they are able to fulfil the study requirements of a subject within the study period specified in the training and outcome requirements;

33. *Degree certificate*: official document issued in Hungarian and foreign languages, certifying the higher education qualifications and skills;
34. *Diploma supplement*: official document with a set format and content, issued by the university in Hungarian and English, certifying the knowledge, skills and competencies acquired by the student during the studies leading to the acquisition of the degree certificate, as well as providing information about the qualification level and the exam results;
35. *Single-cycle training programme*: programme where the bachelor and master programmes are not separated and after which a master's degree and qualifications can be obtained;
36. *Homework assignment*: given assignment, used as formative assessment, where most of the work is done by the student outside of the lessons. The subject of the homework assignment, the submission deadline and location are included in the instructions to the home assignment. The performance deadline of the homework assignment is the submission deadline and the subsequent submission is the deadline for the late submission;
37. *Autonomous course*: course where only the objective of the subject for which it is announced is adopted. Its content can be modified according to the learning outcomes of the subject;
38. *Autonomous curricular unit*: thematic grouping of subjects which can be completed regularly or occasionally according to the decision of the organisation unit in charge of the given programme; The completion of the programme can be certified by adding an insert to the degree certificate. Specialisation is a unique form of an autonomous curricular unit;
39. *Cumulative corrected credit index (CCCI)*: In accordance with Section 57 (4) of Government Decree 87/2015 (...) The purpose of the cumulative corrected credit index is the quantitative and qualitative assessment of a student's performance over several terms. The cumulative corrected credit index is calculated the same way as the corrected credit index with the exception that the 30 credits per term and the total of credits undertaken and obtained during the whole period are used for the calculation:
$$CCCI = \frac{\sum [(completed\ credit(s)) \times grade]}{(number\ of\ active\ terms) \times 30} \cdot \frac{completed\ credits\ in\ total}{registered\ credits\ in\ total}$$
40. *Combined retake or delayed completion option*: one-time summative type of the evaluation of learning outcomes that covers the curriculum of the entire term;
41. *Passive term*: term when the student's legal status is paused;

42. *Parallel legal status*: additional legal relationship between the University and the student of another higher education institution or additional legal relationship between the student of the University and another higher education institution;
43. *Delayed completion period*: period for retaking or repeating the evaluations of learning outcomes completed in the study period. There are no contact lessons in the delayed completion period;
44. *Project*: homework assignment for the entire study period, which may also be completed by the students in teamwork;
45. *Registration*: statement by the enrolled student made in the Study Administration System (SAS) at the start of the term, confirming the start or continuation of studies;
46. *Registration period*: period available to enrol, sign-on and finalise a registration for a subject or course;
47. *Part-time studies*: studies where students collect credits in another higher education institution, with which they have guest student's legal status;
48. *Unsuccessful exam (unsuccessful comprehensive exam)*: exam (comprehensive exam) that students attempted to take, but failed to meet the requirements thereof. The grade given for an unsuccessful exam (comprehensive exam) is a fail (1). All unsuccessful first and repeated retake exams (comprehensive exams) count towards the number of exams (comprehensive exams) specified in Section 59 (4) of the Higher Education Act;
49. *Specialisation*: Section 108 (31) of the Higher Education Act: studies within a programme, which do not result in separate qualifications, but provide special knowledge;
50. *Grade point average*: According to Section 57 (3) of Government Decree 87/2015, it is the weighted cumulative grade point average used for tracing the performance of the student in a credit-based education in a given term or in the course of the student's studies so far. When calculating the grade point average, the aggregate sum of the products of the credit value of the courses successfully accomplished in the given period and their grades shall be divided by the aggregate sum of the credits of the completed courses:
$$GPA = \frac{\sum [(completed\ credits) \times grade]}{completed\ credits}$$
51. *Internship*: Section 108 (36) of the Higher Education Act: partially independent student activity carried out in an external practical training location or the higher education institution's practical training location as part of higher education vocational training, bachelor, master or a single-cycle training programme
52. *Comprehensive exam*: set of criteria to test the synthesised, analytical knowledge of a subject, announced in the form of exam courses. Its requirements must be published no later than the start of the registration period;

53. *Subject*: part of the curriculum. The combination of the required learning outcomes, the evaluation of learning outcomes and additional requirements;
54. *Subject data sheet*: a document with the subject description, which includes the description of the subject and its requirements, and may include the description of the courses assigned to that subject;
55. *Subject requirement*: description of the activities required to pass a subject, as well as the methods of evaluation and assessment;
56. *Subject description*: all the learning outcomes and data of a subject;
57. *Curriculum*: Section 108 (42) of the Higher Education Act: educational plan based on the training and outcome requirements, made up of: the class and examination plans according to study units broken down by programmes, the assessment and evaluation system of the completion of requirements and the specific programmes of study units;
58. *Course schedule*: all the subjects and courses, announced in a term according to the curriculum, to which the student registered;
59. *Study Administration System (SAS)*: electronic registry of the students' personal and study data, as well as the decisions and official announcements regarding their studies, which also serves as one of the communication platforms between the students and the University;
60. *Evaluation of learning outcomes* method of checking whether the student has acquired the learning outcomes assigned to a subject;
61. *Completed subject*: each subject in which students have achieved at least a pass result and thus obtained the credits associated with the subject. In the case of criteria subjects (with the exception of comprehensive exams and remedial subjects) completion is certified by a signature and no credits can be obtained;
62. *Transcript*: certified official document of a programme, printed from the SAS at the student's request, listing the courses completed in the past terms, as well as the courses of the given term to which the student applied and the marks given in the completed courses;
63. *Supervisor*: instructor supervising students with their bachelor or master theses;
64. *Student register*: in accordance with Section 36 (1) of Government Decree 87/2015, the means to register all of the student's personal data and study data related to their legal status;
65. *Register extract*: certified official document, printed from the SAS, containing the data of the student's register, apart from data regarding the leaving certificate, finals, degree certificate, diploma supplement, foreign language requirements, the student's disabilities and accidents;
66. *Guest student's legal status*: student's legal status, where the student carries out part-time studies connected to their initial studies;

67. *Leaving certificate* (absolutorium) In accordance with Section 108 (47) of the Higher Education Act, it certifies that students have successfully passed the exams stipulated in the curriculum and fulfilled the other academic requirements - apart from passing the language exam and completing the bachelor or master thesis and that they have obtained the necessary number of credits as set forth in the training and outcome requirements. It attests without assessment or evaluation that students have met all the study and exam requirements set in the curriculum.
68. *Exam*: form of assessment to assess and evaluate the acquisition of the learning outcomes assigned to a subject;
69. *Exam course*: the opportunity to complete the study unit assigned to a comprehensive exam. Exam course also means the opportunity to complete a subject, granted by the curriculum, where a remedial criteria subject or a contact lesson, subject to completion with a mid-term grade or exam, to which the student registered in the previous term, but failed to complete it, can be completed by the student in a term when the contact class course is not launched;
70. *Mid-term exam*: every written summative type of the evaluation of learning outcomes which is taken in a controlled environment under the supervision of an instructor with a completion time frame of 30 minutes or more.

## **Title 42 Commencement**

### **Section 130**

- (1) This Code come into force at 1 December 2017.

*Prof. Dr. János Józsa*  
Rector