

**ELECTRONIC REGISTRATION SYSTEM
ESZTERHAZY KAROLY UNIVERSITY OF APPLIED
SCIENCES**

CODE OF STUDIES AND EXAMS

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ESZTERHAZY KAROLY UNIVERSITY OF APPLIED SCIENCES

CODE OF STUDIES AND EXAMS

Approved by the Senate in their session of 52/2006 (28/06)
(Modified on 5 September, 2015)

The Senate of Eszterhazy Karoly University of Applied Sciences (henceforth EKV) has issued the following regulations of studies and exams governed by the law about National Higher Education: as defined in Subsection 1/b of Section 11 and in Point 3/c of Annex 2 of Act CCIV of 2011 on National Higher Education.

CHAPTER I

General Provisions

The Scope of the Code

1. §

(1) The present Code of Studies and Exams (henceforth: Code) covers the educational and examination matters of Hungarian students pursuing bachelor's degree programmes, master's degree programmes, undivided programmes, further trainings, specialized trainings, full time or part-time studies, online and distance courses, as well as it does those of non-Hungarian students – unless otherwise stated in the law.

(2) Provisions regarding PhD students are recorded in a separate code. Cases which are not regulated in the Rules and Regulations of PhD Programs are to be treated in accordance with the relevant articles of the present Code.

(3) All the employees of EKV are to consider the present Code in all matters usually considered to belong to the sphere of study and exam matters.

Persons and committees acting in study and examination matters

2. §

(1) When accepting or modifying the Code, the University's Student Union is authorized to exercise the right to agree.

(2) The person responsible for the program is to act at first instance in study and examination matters or content related to those.

(9) The head of the Dean's Office is to act in matriculation, and registration matters.

10) The Registrar's Office is to act in matters of students transferring to other institutions and ceasing students' academic status

(11) Duties of instructors at EKV include:

- a) to allow the students one absence/semester
- b) to register and check absences, require justification of absences and to determine the way in which they can be made up
- c) to allow visiting lessons
- d) to assign a detailed description of course requirements (seminar requirements, exam requirements, ways to make up for missed classes)
- e) registering and validating educational requirements with a signature
- f) offering grades

(12) The head of institutes or departments exercise the following rights:

- a) determining the educational requirements of the respective department
- b) determining forms of making up for missed classes due to field work and professional studies
- c) making suggestions for recognizing educational requirements fulfilled at other institutions and majors

(13) All student requests regarding studies must be submitted electronically through the Neptun system, with the exception of requests for changing institutions and recognizing

credits. The latter two must be submitted to the dean's office in an appropriate form, printed and provided with relating attachments.

CHAPTER 2

Provisions concerning studies Frameworks of studies and the system of training

3.§

- (1) EKU offers credit-based programs in individual learning schedules.
- (2) In view of these possibilities, students and instructors all have the right and obligation, based on professional and ethical principles, to choose studies freely, or to announce them. Students and instructors can mutually choose each other.
- (3) The basic unit of courses is called the course unit.
- (4) The course unit is the smallest unit of content and form of study requirements determined in the curriculum of a respective programme. To obtain a degree, one has to complete the course units included in the curriculum of the pursued programme. The curriculum of a respective programme can determine certain criteria regarding taking up and completing course units.
- (7) In the credit framework of the University, one credit equals 30 study hours of students. Completing the academic year equals 60 credits, the work hours of the curriculum per semester usually equals 30 credits.
- (9) Students are obliged to collect the number of credits required in the curriculum of the programme to obtain the certificate of qualifications or degree.
- (11) The University is obliged to put students on self-financed programmes in the following cases:
 - A student who obtains a state scholarship or is partially financed through a state scholarship, who had an active status in the previous two semesters, participated in a training abroad, which is not included in the regulations of Higher Education Act, and/or has not acquired at least 18 credits and/or not earned an average of at least 2,50.
 - A student who withdraws his/her declaration for a state scholarship programme
- (12) Students pursuing self-financed programs may transfer to Hungarian government-funded or state scholarship programmes, or partially state funded programmes as regulated in the Code of Allowances of the University.
- (13) The Registrar's Office is to announce all decisions about the reclassification of students between government-funded, state scholarship, partially state funded programs and self-financed programs – in accordance with the Code of Allowances of the University – at the end of the academic year or 30 days before the next term starts at the latest.
- (14) Students have a certain amount of time – regardless of the form of financing - to complete their studies of a particular programme. The period of study can only be twice the time determined in the requirements of training and output of the particular programme. To determine the period of study, only active semesters can be considered.

Students' legal relationship

4. §

- (1) One may become a student of EKU by admission.
- (2) One who has been admitted or transferred, is authorized to begin a legal relationship with the University. This relationship will be realized upon matriculation.
- (3) Upon enrolment in further trainings, specialized trainings, bachelor's and master's degree programmes, and undivided programmes, students are obliged to sign – in accordance with the law - a declaration of commitments concerning state scholarship and partially state

funded programmes. For students accepted for self-financed programmes, a student training contract must be signed.

(4) If students being accepted refuse to sign a state scholarship contract, the University can offer them an option to pursue the same studies in a self-financed form.

(5) Without matriculation, the legal relationship between students and the University cannot be realized.

(6) In exceptional cases and when duly justified, - when students hand in a written request, until the 30th day following the beginning of the term but through the 14th of October or 14th of March at the latest – students' matriculation and registration can be invalidated even after the matriculation deadline.

(7) A student's legal relationship will be suspended if a student declares that he/she is not going to fulfill the requirements of the next semester. The time of this suspended status cannot be longer than two semesters. A student can ask for a suspension of his/her legal relationship several times, however, the total amount of passive semesters cannot exceed the total period of the particular programme.

(8) A student's legal relationship is also suspended if the student cannot meet his/her obligations in the legal relationship, through no fault of his/her own, due to childbirth, accident, illness or for some other unexpected reasons. Restrictions described in point 7 are not to be applied in cases mentioned in point 8.

(9) A student's legal relationship is also suspended if the student is not allowed to continue his/her studies for a set period (1 or 2 semesters) as a disciplinary penalty.

(10) A student's legal relationship is also suspended if he/she fails to pay the amount determined in the Code of Allowances, by the deadline regulated by Section 5, point 9.

(11) A student's legal relationship with the EKV ceases:

- a) if the student has transferred to another higher education institute, starting on the day of the transfer;
- b) if the student declares that he/she has terminated his/her legal relationship with EKV, on the day of the declaration;
- c) if the student is unable to continue his/her studies in government-funded or state scholarship programmes, and does not wish to continue his/her studies in the privately funded form
- d) on the last day of the first final exam period that follows the student's last semester
- e) if s/he has been discharged or excluded from the University
 - f) on the day when a disciplinary decision to exclude the student becomes legally binding
 - g) if s/he does not activate her status until the last day of the registration period of the forthcoming semester after suspending two succeeding semesters
 - h) in case of further training programme, on the last day of the first vocational examination following the last training period
 - i) on the day when the rector's decision on terminating the student's legal relationship as a result of payment arrears (after ineffectual adjuration and examination of the student's social environment) becomes legally binding,
 - j) on the last day of the examination period of the second semester if s/he does not acquire at least 15 credits in the first two semesters after starting studies
 - k) in the last two semesters when the student's legal relationship was not suspended but his/her grade point average did not reach the weighted average of 2,0.
 - l) on the last day of the examination period of a particular semester if a student does not acquire a pre-degree certificate during the semester when the programme is to end

(13) The University shall unilaterally terminate its legal relationship with a student, by a declaration of dismissal if:

- a) he/she does not fulfill the obligations described in the Code of Studies and Exams or if s/he does not fulfill the course requirements of the curriculum
- b) he/she has made no declaration as to whether he/she will continue or to suspend his/her studies in two consecutive semesters, and if s/he does not begin his/her studies after the suspended period has ended provided that the student has been called upon in written form – at least twice - to meet his/her obligations by a given deadline, and has been informed about the legal consequences of neglecting to give notice of his/her intentions;
- c) he/she has not completed a particular study unit six times

(14) A student

- a) may ask for transfer to another higher education institution
- b) may also establish a guest-student legal relationship with another higher education institution
- c) may maintain simultaneously a legal relationship with another higher education institution

(18) For term(s) abroad, students are to consider the Regulations of ERASMUS programmes to determine its terms and conditions.

(19) Each student is obliged to declare whether he/she is going to continue his/her studies or suspend his/her legal relationship with the university by the end of the registration period in each semester. This obligation is to be fulfilled according to the following regulations:

- a) The intention to continue studies does not have to be handed in a written form. Simply registering for a course in the respective semester through the student information system indicates the intention to continue one's studies. In this case the semester becomes active regardless of whether a student has registered for any more courses or not. This declaration can be withdrawn by handing in a written declaration to the Dean's Office within one month following the beginning of the term but no later than 14 October or 14 March. If a student does not withdraw his/her declaration until the above mentioned deadlines, his/her legal status will not be suspended even if s/he does not participate in the lessons and does not meet any of the course requirements.
- b) If a student does not intend to continue his/her studies in the forthcoming semester, he/she is obliged to hand in a written form to the Registrar's Office until the last day of the registration period at the latest. This declaration cannot be withdrawn. In the respective semester the student's legal relationship is suspended.

Matriculation and Course Registration

5. §

- (1) Following admission, a student is allowed to start his/her studies only if he/she matriculates until the last day of the registration period – or registers for the subsequent academic year following the official decision of admission.
- (3) Students can require a Student's Card upon matriculation as regulated by law.

(4) After matriculation, the University provides students with a Hungarian and English handbook either in an electronic form or on site so that they can plan and pursue their studies.

(5) There is no need for another matriculation as long as the student has a legal relationship with the University. Students are required to register for the respective period of education - as regulated in the Code – before starting their studies. A student who has not met his/her expired payment obligations or has not fulfilled obligations for providing data after being called upon in written form at least twice cannot register.

(7) Upon matriculation, that is until the last day of the registration period, – respecting the obligations of pre-studies and the rules regarding course attendance – students must register for courses announced by the departments in the electronic registration system of studies which they plan to pursue in the respective semester.

(8) During studies, students can register for a course unit free of charge only two times.

(9) Registering for course units is possible during the preliminary and final registration periods. During the preliminary registration period, students enroll on course units in the electronic registration system which they are to pursue during the next semester. Students can modify the list of courses for which they are registered in the finalization period. If a student does not meet his/her payment obligations until the first day of the finalization period, the Registrar's Office deletes all the course units in the student's schedule for the respective semester, as long as he/she does not meet his/her payment obligations.

(10) Three weeks after the registration period, students can ask for permission to register for further units or delete them through the electronic registration system of the Dean's Office, only if the administration fee has been paid. If students' request for registration or deletion cannot be implemented through no fault of their own, they cannot be charged for administrative costs.

(11) The Registrar's Office checks upon the orderliness of registration for course units and deletes all units which have been registered against the rules. If such cases occur, students are notified electronically by the Registrar's Office.

(14) If a course is announced under the following name "only for exam", students can only register for it if they have previously enrolled for the same unit but have not completed it.

The transcript of records and the registry sheet

6.§

(9) The University issues an official copy of the registry sheet when a student's legal relationship ceases:

- a) issues it ex officio to a student who finishes his/her studies without a pre-degree certificate
- b) issues it upon request to students who have obtained their pre-degree certificate but have not earned their degree
- c) issues it upon request to students who have obtained a certificate of qualifications in a further training

(10) The University provides students with an official copy of the registry sheet free of charge once every semester.

(11) Students who are given a transcript of records do not need to be given an official copy of registry sheet.

(12) The University provides students with a form of fulfillment in the case of an oral examination with a content described in section 13. This form of fulfillment can be printed from the electronic registration system and should be given to the examiner and the head of the exam board at the examination.

(13) The form of fulfillment contains the respective semester, the name of the student, the student's ID code, the name of the course, the time of the exam, the result of the exam, the name of the examiner, his/her signature, and the instructor's teaching identification code.

(14) Students may request changes to the data registered in the electronic registration system 10 days after the termination of the study period.

(15) Students may request changes to data related to registration for courses 15 days after the termination of the registration period.

Fulfilling study requirements

7. §

(4) Students can schedule their studies in their own right with respect to the rules included in the Code. They can select course units and decide the order of their completion within the time period of the programme. When scheduling their studies, students are not obliged to follow the recommended schedule of studies.

(6) There are two types of prerequisites as obligations of pre-studies included in the curriculum.

a) The prerequisite for registering for course units: a particular course unit can only be taken up if its prerequisite has been fulfilled in one of the former semesters

b) The prerequisite for completing a course: a particular course unit can only be completed if its prerequisite has been fulfilled in one of the former semesters.

(8) The course description contains the name of the course unit, its code, number of hours, credit points, the semester in which it is normally offered, the language of the course, course prerequisites, categorization of the course (if it is optional or obligatory), the name of the person responsible for the course, the course objectives, a short course description including the skills and competences to be acquired (henceforward: knowledge), the form of processing the material (practice, seminar, field work and workplace practices, study trips, teaching practice etc.), evaluating knowledge acquired (seminar or exam mark), the methods of evaluation (in-class tests, take-home essays, performance etc.), all the required educational equipment, essential technical tools, and a list of compulsory and recommended literature (textbooks, notes, case studies, best practice examples etc.).

(9) The departments announce course units for students can gain credits (Each line of the list of course units and the transcript of records signifies a course unit), which may be

a) compulsory course units

b) elective course units

c) optional course units

(10) Students have to complete the amount of compulsory and elective course units called for in the curriculum.

(11) The University makes it possible for all of its students to take optional course units which may add up to 5% of the total amount of all the credits required to obtain a degree – or these courses can be replaced with voluntary activities – furthermore, to choose from courses with a credit value worth 20% more than the total amount of required credits.

(12) The University provides students with the opportunity – free of charge – to take up course units in either Hungarian or in a foreign language, which have a credit value worth 10% more than the total amount of credits required and to justify the completion of these units. Students may take these course units in other programmes or as guest students in other higher education institutions.

(23) The curriculum can establish requirements for criteria to acquire the pre-degree certificate (e.g. compulsory PE, compulsory foreign language course, thesis consultation, native language capacity). Although a grade or a credit point cannot be given for fulfilling the requirements of criteria, the pre-degree certificate cannot be issued without it. The fulfillment of the course units determined as requirements of criteria is documented by the instructor's signature at the end of the term.

(25) For fulfilling the study requirements of a particular programme of a department, credit points can only be given once but these educational achievements can also be recognized by other departments. Credit points can be given for them independent of the former credit points already acquired.

(26) Students being admitted to and matriculated at the University are obliged to acquire at least 15 credit points in the programme they pursue in the first two semesters of their studies.

Recognition of previous studies

8. §

(1) A student does not have to meet the requirements prescribed in the curriculum if he/she has already done so and if he/she can provide official documentation of this. To be able to recognize the fulfillment of requirements by virtue of professional experience, the University must confirm the level of the acquisition of knowledge in either an oral or written form, or in practice. The total amount of credit points to be recognized by virtue of professional experience is 30 credit points.

(4) The recognition of credit points acquired during studies abroad is regulated by the Regulations of ERASMUS Programmes.

(5) To have credits of previous studies recognized, a petition must be addressed to the Credit Transfer Committee and sent to the Dean's Office before the announced deadline. Petitions sent after the official deadline cannot be considered. Petitions sent after the deadline are not preserved or sent back by the Dean's Office. Petitions must contain a complete and certified copy of the Transcript of Records as well as an appropriate description of the course units (courses, course units). Requests sent lacking these attachments are returned to the applicant with a request to correct the deficiency.

(6) A student may ask for the recognition of all the previous studies documented in the copy of Transcript of Records in his/her petition.

(7) The credit value recognized for previous studies equals the credit value of the requirements of the curriculum recognized as fulfilled but the grade obtained formerly cannot be modified by the recognition of academic achievements.

(11) To obtain a pre-degree certificate, students – even with the recognition of credit value for previous studies, of studies pursued at the University or for professional experience appeals – are obliged to complete at least the third of the credit value of the programme.

The Schedule of the Academic Year

9. §

(1) The length of studies and the time periods of education are regulated in the curriculum in the system of academic years and semesters.

(5) Lessons last for 45 minutes followed by a 10 minute-break (after the 2nd lesson there is a 20-minute break). One can modify this schedule (e.g. laboratory practice), however, this change cannot shorten or lengthen the time of education, or disrupt connecting lessons by reducing work efficiency.

Course Participation

10. §

(1) Rules regarding course participation are valid from the first till the last day of the term.

(2) Students are required to participate in compulsory courses (practice, seminar, workplace practice and field work, study trips, teaching practice etc.). Course participation is monitored by the instructors. Students who have a tailor-made schedule for pursuing studies are an exception.

(3) Students having entered further training in 2010 or starting their studies in further training after 2010 are to respect the provisions of point 2, and are required to attend lectures as well, which is monitored by the instructors.

(4) Students are required to demonstrate documents to their instructors which can justify their absences from the lessons – in case of an illness – in the first lesson following recovery but on the 5th working day at the latest.

(5) In case of an illness, only an official medical certificate can be accepted which has been issued by a medical authority (a GP, a physician at a clinic, hospital, the University) that clearly indicates the date of the recovery.

(6) In a justified case, the dean can allow a 15-day absence. The instructor can allow absence on one occasion. The absence of a group of students can only be permitted and justified by the dean.

(7) A medical certificate can be accepted to justify absences for periods- according to each course unit - three times the total amount of hours of the course unit per week at the most and three times the total amount of hours of all the course units taken.

(8) If a student has justified a four-week-absence, or has not justified a two-week-absence, the completion of a particular course unit will be unsuccessful. If he/she has the opportunity, the instructor notifies the student about it orally.

(9) If a student does not appear in the first lesson of the term due to a change of class schedule, he/she will not increase the number of missed classes with that absence.

(10) A student missing any classes is responsible for all the disadvantages attributable to his/her absences, as well as making up the missed classes regardless of the cause of his/her absence.

The form of education and changing the work schedule

13. §

(1) To change the form of education and the work schedule (full time, part time, correspondence, distance learning) a student must complete 45 credit points. The change in the form of education and work schedule can only be authorized by the Education Board.

(2) The alteration of the form of education and the work schedule can only be requested by a student whose weighted grade point average is at least 3,00.

(3) The request for changing the form of education and the work schedule has to be justified. The request must contain attachments containing credible evidence of the circumstances described in the justification.

(4) The request for changing the form of education and the work schedule has to be submitted to the Dean's Office, addressed to the Education Board at least 15 days before the start of the semester. Requests which are submitted after the deadline will not be considered by the Education Board.

Guest students

14. §

(1) A student from another higher education institution (a guest student) – if the circumstances allow – is allowed to participate in the lectures and other courses, and can obtain credit points by fulfilling the study requirements (that is transfers between degree programmes).

(2) Transfers between degree programmes must be approved. Petitions must be handed in at the Dean's Office, addressed to the Dean of the Faculty.

(3) Petitions must be handed in with attachments showing the approval of the higher education institution with which the student has a legal relationship, which contribute to the establishment of the legal relationship of the guest student.

(4) The dean of the faculty decides on the establishment of the legal relationship of the guest student after examining the personnel and equipment, and considering the opinion of the instructor responsible for the course.

(5) The legal relationship of the guest student is registered in the computer file system of the Registrar's Office. Credit points acquired by the guest student at the completion of studies are justified in a certificate of credit points issued by the Registrar's Office.

The examination period

15. §

(1) Examination period lasts for at least 5 weeks, during which students are required to complete their exams (including re-sits). The first and the last day of the exam period are determined by the rector, which normally takes place from the first working day following the last day of the term time until 31 January or 30 June.

(2) During the exam period an adequate number of exam dates must be provided. Exam dates should be announced in a student-friendly way so that they can complete their exams successfully and repeat unsuccessful ones during the exam period.

(3) On an oral exam, one board of examiners cannot receive more than 20 examinees a day.

(4) Students must be informed about the exam dates at least three weeks before the exam period begins.

(5) Students are obliged to register for exams electronically through the electronic registration system of studies at least 24 hours before the exam starts but at least one working day before the exam is due. A student having registered for an exam can cancel his/her registration in the previously mentioned way and deadline.

(6) A student has the opportunity to take an exam on the last week of the semester after making arrangements with the instructor.

(7) A student taking courses in further education cannot register for exams if s/he has used up all the possibilities for absences as regulated in Points (3), (6) and (7) of Section 10.

The scheme of exams

16. §

(1) Students have the opportunity to take an exam on the assigned date of examination.

(2) Students must be informed about the starting time, place and schedule of the exams one week before the exam is due at the latest.

(3) If the examinee does not appear for the exam, the examiner or the head of the examination board must indicate this in the electronic registration system and the report form under the following category "No appearance".

(4) Students not appearing for exams may justify their absence by demonstrating a certificate of absence to the Registrar's Office within 15 days following the exam.

(5) Students who do not appear for exams and cannot justify their absence can only register for another exam if they pay a fee. An exam in this case is not considered to be another attempt to complete a course unit.

(6) Not appearing for exams is not regarded as an unsuccessful attempt to complete a course unit.

(7) If an examinee does not appear on the last exam date of the exam announced by the department, there is no more opportunity to register again for the same exam during the same exam period. This is equally valid for repeat exams too.

(8) A student can only justify his/her absences from exams no more than ten times within one training period. Any further absence from exams will be considered an inexcusable absence.

(9) Students can retake failed exams on the day of the exam assigned by the department (a re-sit) during the examination period.

(10) If the examiner is prevented from attending the exam for a long period of time, the head of the department is obliged to ensure that the exams start and are held without disruption by appointing another examiner.

(11) The instructor

a) at the beginning of the oral and written exam, students must show their identification documents to the instructor with an ID card having a photo of either type A or B. In a written exam, students document their appearance for the exam by signing the attendance list;

b) in a written exam, the grade obtained has to be documented on the exam sheet and on a printed copy of the completion/mark sheet which is justified by the signature of the students. Students acknowledge their grade by signing and completing the completion/grade sheet containing the same grade as the exam sheet. The instructor is required to register the grade in the Neptun system within 5 days.

c) In case of a written exam, the result of the exam is documented with a signature and registers the grade in the Neptun system within 5 days.

d) exam sheets for evaluations which are not part of an officially organized exam also must be completed.

(12) Following the closing of the examination period, students are required to verify their results, grades in the Neptun system. If a student can prove that the register is not accurate (one of the grades has not been registered or the grade registered differs from the one on the completion sheet), he/she or his/her trustee is obliged to submit a written complaint to the instructor within 10 days.

(13) There is no judicial remedy after the deadline in Point 12.

(14) If the grade at issue differs from the one on the exam sheet, in the case of a written exam, the result of the written test will be considered as valid.

(15) Oral exams – including final examinations – are open to the public. Public presence can be limited or excluded in justified cases.

(16) If an oral exam is carried out with students randomly selecting a topic from a pre-prepared list, 10-20 minutes of preparation time must be provided depending on the type of the exam and the subject, in any other cases, preparation time may be dispensed.

(17) The examiner and the head of the examination board are both responsible for exams being held without disruption.

(18) A student who, in either an oral or a written exam, cheats or makes an attempt to do so, or violates the rules in any other way, shall be excluded from the exam, his/her attempt to complete the course unit is unsuccessful and a disciplinary procedure can be initiated against him/her.

(19) Comprehensive exams that are held orally must be taken in front of an examination board consisting of at least two people and must be documented in the report form.

(20) The chair and the members of the examination board of comprehensive exams are appointed by the head of the department. The chair of the exam board – if external circumstances do not prevent – should be selected from the leading instructors in that field.

(21) If an oral exam was held by only one instructor, the repeat exam – if a student submits a written request to the head of the department – must be held before an exam board.

(22) If the course requirements were fulfilled in written form, students must be given the opportunity to look at their test papers after they have been evaluated. In case of a failed exam, - if a student submits a written request to the head of the department, the repeat exam will be evaluated by an examination board, or he/she may take an oral exam before the board of examiners.

(23) All the exams taken before an examination board must be documented in the report form that is prepared and preserved by the Registrar's Office, and drawn up by the chair in charge. The report form is signed by the chair and by the members of the examination board.

(24) In cases of doubt, the grades obtained in exams taken before an examination board are decided by the chair.

(25) The members of the board are appointed by the head of the department.

(26) The person in charge of the exam is obliged to check the identity of the examinee(s).

The assessment of knowledge

17. §

(1) The knowledge of students or the fulfillment of academic requirements is assessed on
a) five-grade scale :excellent (5), good (4), satisfactory (3), pass (2),fail (1)
or
b) three-grade scale: excellent (5), satisfactory (3), fail (1).

(2) The application of the given grade scale for the assessment of exams and seminar performance is determined by the curriculum.

(3) The seminar grade is based on the evaluation of student performance during the semester including submitted in-class tests, reports, or other projects. Conditions and criteria for the acquisition of the seminar grade during and if needed, after the semester, along with grade improvement are specified by Section 9 accordingly. Point 7 in Section 9 stipulates that instructors must provide a single make-up opportunity during the last week of the semester at the latest.

(4) Unless there are certain prerequisites, seminar grades must be entered at the electronic registration system no later than the first week of the examination period. If the seminar grade is not a prerequisite to earning another course unit, it must be recorded no later than the last week of the examination period. If a seminar mark is a prerequisite to a course unit, students must take reasonable care to enable the instructor to register the given grade before any attempt at fulfilling the respective course unit.

(5) Improvement of a "fail" seminar grade is not permissible within the same semester.

(6) Any attempt to improve a "fail" seminar grade in any semester is subject to re-applying to the given course.

(7) The aim of the exam, either in oral or written form, is to assess the student's knowledge acquisition level related to the respective subject content.

(8) A comprehensive exam entails either oral or written testing of knowledge acquired during more than one course or semester. Student performance on a comprehensive exam is evaluated by a board of instructors. The content of the comprehensive exam is specified by the curriculum. All prerequisites, including courses and other requirements, have to be

fulfilled before taking the comprehensive exam (even if the comprehensive exam is taken in the same year that the given prerequisites are fulfilled)

(9) The comprehensive exam can be either fully written or oral or can contain both forms. The form and the respective assessment criteria are determined by the instructor responsible for the given program.

(10) In the case of M.A.-level teacher training programs the objective of the final comprehensive exam is the assessment of the content knowledge and the competences related to the subject chosen by the respective candidate. The final comprehensive exam fully covers the total professional subject matter of the given area. The final comprehensive exam requirement must be fulfilled after earning the specified profession-related credits prior to the practice teaching semester.

(11) The mandatory professional (production facility or factory-based) field practice requirement must be assessed according to the respective five or three –grade scale, as specified by the given curriculum.

(12) The content, means of fulfillment, and prerequisites of the basic-level foreign language examination are determined by the respective curriculum. The basic-level examination is assessed on a three-grade scale. A failed basic level examination cannot be retaken in the same semester, however failure at the basic level examination does not preclude the continuation of one's studies as passing the basic examination is not a prerequisite of earning further credits while continuing one's studies

(13) With the exception of post-secondary programs graduation at all training formats is subject to passing a final exam. Details of the final exam are specified by the Code of Studies and Exams.

(14) According to the respective vocational or professional training regulations, post-secondary programs are completed by a five-grade scale exam of professional competence.

(15) Instructors have the option of offering an “excellent” or “good” grade in a case of high-level academic performance or of Student Scientific Society (SSS) activity for courses completed by an exam. The same option applies to comprehensive and basic level examinations as well.

(16) Students have the option of refusing the offered grade and taking the examination subsequently.

(17) Both the offered and accepted grades must be treated as regular exam grades by the traditional and electronic registration systems.

(18) If an instructor suspects plagiarism and can substantiate this allegation to the vice rector for academic affairs within four days of the specific exam (test), disciplinary proceedings must be initiated against the respective student.

(19) Disabled students are entitled to preparation and examination methods corresponding to the respective form of disability by the relevant institutional rules and regulations. The institution provides all assistance for students with a disability to fulfill their respective academic requirements. If needed, students with a disability can be exempted from learning certain subjects or subject components. If necessary, students with a disability can be exempt from language examinations as a whole, in part, or from a given level. Students with a disability may be allowed a longer preparation during oral examinations. They may be

permitted to use support devices, including a typewriter or computer, during written examinations. If a need is demonstrated, oral examinations can be substituted for written reports, or written examination can be substituted for oral examinations. Said exemptions can only be granted in relation to conditions substantiating the given exemption and cannot be construed as relieving students from graduation requirements either in undergraduate, post-graduate, specialized post-graduate programs, or in fulfilling the requirements for the completion of post-secondary programs.

Repeated attempt at fulfilling a course unit

18. §

- (1) The fulfillment of the requirements of any subject, with the exception of the degree thesis, can be attempted six times during a course of study.
- (2) Failure to fulfill the academic requirements of a subject deemed mandatory or inevitably necessary by the respective curriculum or the Code of Studies and Exams for the sixth time means that the given student cannot continue his or her studies.
- (3) Improvement of an exam grade is only permitted in the same semester. In case of an exam re-sit, the grade earned last is valid.
- (4) Registration in the electronic academic recording system for a given course completed by a seminar grade and the lack of withdrawal until the date specified in the Code is considered to be an attempt at fulfilling the given course requirements. Students will be given a grade in case of each course unit according to their academic performance. If a student withdraws the registration, or drops the given course prior to the set deadline, it is not regarded as an attempt at fulfilling the requirements of a course unit.
- (5) It is not considered a course unit fulfillment attempt if the student does not register for a given examination, even if the student registered for the given course unit in the electronic recording system at the beginning of the semester. This provision is also applicable to exam re-sits.
- (6) In case of an unsuccessful exam the instructor or examiner must mark the failing grade in the electronic registration system.
- 7) A failed exam can be retaken twice in the given exam period.
- (8) The fifth attempt at passing a failed oral exam (repeated grade improvement exam) has to take place in front of an examination board, or in case of a written examination the given work has to be assessed by an examination board.
- (9) The second and subsequent exam attempts (repeated grade improvement exam) in the same subject are subject to the payment of a fee. The re-sit registration fee must be paid before registering for the given examination.

The calculation of the grade average

19. §

- (1) As a quality indicator of the semester-based academic progress of students, the Registrar's Office calculates the grade average, credit index, adjusted credit index, stipend index for the allocation of stipends and scholarships, and the weighted grade average for students transferring to a different section or institution.
 - a) The grade average is the arithmetic average of all grades earned within a given semester. During the calculation of the grade average all semester grades except improved "fails" must be included in the calculation.
 - b) The weighted grade average is calculated by dividing the product of the given course unit grades and the respective credit value with the sum of the overall fulfilled credit units.
 - c) The credit index is calculated by the division of the product of the assigned credit value and the grades of the course units with 30 credits as the average credit amount expected to be fulfilled in a given semester.
- d) The adjusted credit index may be calculated from the credit index with the multiplication factor corresponding to the ratio of credits completed during the semester and credits undertaken by the student at the registration.
 - e) The stipend index is the adjusted credit index calculated without the grades of included credits earned. During the calculation of the stipend index professional practice extending the credit value of 10 can be disregarded.
- (2) During the calculation of the weighted grade average, the credit index, and the adjusted credit index all grades earned during the given term or training period, except the failed grades, must be taken into consideration. The grade average, the weighted average, the credit index, the adjusted credit index, and the stipend index must be calculated to two decimal accuracy, or rounded to two decimals.
- (3) The adjusted credit index and the stipend of a student studying abroad is calculated according to the specifications of the Reimbursement and Allowance Rules of the University.
- (4) The grade average and credit index are certified and entered into the lecture book by the Registrar's Office.

CHAPTER THREE

REGULATIONS CONCERNING THE COMPLETION OF STUDIES

The degree thesis

21. §

- (1) Students enrolled in post-secondary programs, undergraduate programs, postgraduate MA and teacher training programs, and specialized post-graduate programs are required to prepare a degree thesis and/or a portfolio. The completion of professional training programs requires the preparation of a closing thesis or graduation thesis as well. The respective thesis criteria are defined by the professional and examination requirements or, in lieu of the latter, by the curriculum.
- (2) The degree thesis is a longer complete treatise prepared by the given candidate on his/her own. The defense of the degree thesis, demonstrating the student's creative ability and knowledge of the given subject, is governed by the Education and Examination Rules and Regulations. The degree thesis is considered a course unit without contact hours and its preparation and submission criteria are determined by the Degree Thesis Regulations found in the supplement of the Educational and Examination Rules and Regulations.
- (3) The student's degree thesis contains a scholarly examination of a topic recommended by the Department or chosen by the candidate. The given topic must correspond to the requirements of the respective major or qualification. The thesis topic must be approved by the thesis advisor or in case of dispute, by the instructor responsible for the program.
- (5) In the divided MA-level teacher training programs the degree thesis has two components: the portfolio and the treatise.
 - a) The contents of the portfolio: The systematic and comprehensive summary of experiences gathered via teaching practice, familiarizing candidates with the teaching profession and the relevant tasks under the guidance of a leading teacher, as well as the results of related individual professional practice along with that of the seminars accompanying practice teaching.
 - b) Treatise A scholarly examination, analysis, and the evaluation of practical experiences or the content-based and general pedagogical/didactic/methodological exploration of an aspect of teaching in a given subject, or the preparation of auxiliary materials for the given subject. The treatise must demonstrate the student's ability to explore the given topic while utilizing his or her knowledge of subject specific methodology, pedagogy, and psychology at the level of primary and secondary education or that of vocational education and adult education.
- (6) According to the specification of paragraph (5) the treatise can take the form of:
 - a) a methodological exploration of one aspect of the practice teaching
 - b) the examination of a subfield of a given subject from a subject pedagogical aspect,
 - c) the scientific introduction, analysis, and evaluation of a general pedagogical problem,
 - d) the preparation of an auxiliary material or educational material related to the teaching of a certain aspect of the given subject.

(7) For students holding an undergraduate teaching degree enrolled into the two or three semester teacher training MA program the equivalent of the degree thesis is the portfolio indicated in point 5(a).

(8) For students enrolled into the undivided teacher training programs the portfolio or document collection is part of the final examination. The portfolio includes the summary of the professional practice and the related documents, the self-evaluation of the candidate and his or her development along with the respective pedagogical and scholarly analysis and assessment. The portfolio testifies to the candidate's ability for self-reflection, while demonstrating the integration and application of knowledge acquired in various fields of the training process, in addition to the incorporation of professional research results and the ability of evaluating the efficiency of the teaching or pedagogical effort.

(9) Both in the divided and undivided teacher training programs the student's portfolio must be prepared on the respective institutional electronic surface. The portfolio can be uploaded during the month before the beginning of the final examination.

(10) Both in undergraduate, postgraduate MA and MSc training and, in undivided teacher training programs, the theme of the degree thesis must be reported to the Registrar's Office at least one year before the final examination through June 1st or January 1st of the given academic year. The earliest possible date of the final exam is one year later, during the final examination period.

(11) In post-secondary programs the working title of the final thesis or degree thesis (if specified by the curriculum) must be reported to the Registrar's Office on a specified form after the beginning of the last academic year before either October 1st or March 1st of the given year.

(12) Both in post-secondary programs and specialized post-graduate programs, students produce a portfolio or professional report according to the respective curricular requirements. The content and formal requirements of the professional report are determined by the program director or by the instructor in charge of the program. The portfolio can be uploaded until the deadline established by the program director or by the instructor in charge of the program.

(13) The departments announce the recommended degree thesis topics before March 31st or September 30th of each academic year as well as determining the special requirements and the respective evaluation criteria.

(14) A thesis advisor helps the student in writing the degree thesis. Students can choose thesis advisors from among the instructors and researchers within the institution and, if the Department Head approves, external experts as well.

(15) Unless the program director deems otherwise, a hard copy of the completed graduation thesis or final thesis must be presented at the Registrar's Office until April 15 or November 15 of the last academic year before being submitted to the respective Department. The PDF version of the text must be uploaded into a special repository before the same deadline. A graduation thesis submitted or uploaded after the deadline cannot be defended in the final examination period subsequent to the submission date.

(16) The graduation thesis is read and evaluated by a reviewer appointed by the head of the given Department. Reviewers can be the thesis adviser, some other instructor, or an external expert.

- (17) The reviewer provides a written evaluatory opinion and assigns a grade according to the five grade scale. The candidate receives the review at least one week before the date of the thesis defense. A graduation thesis with a recommended “fail” grade cannot be defended.
- (18) A copy of the review must be attached to the actual degree thesis.
- (19) One copy of the written evaluation of the degree thesis must be submitted to the Registrar’s Office one week before the final examination.
- (20) A failed degree thesis can only be made up by the preparation of a new degree thesis. The new degree thesis requires a new theme and the respective reporting process.
- (21) An unsuccessful (failed) professional report can be made up once during the next semester.
- (22) A degree thesis rejected due to plagiarism cannot be resubmitted. Students proven to have committed plagiarism are to be expelled after disciplinary proceedings.
- (23) A student transferring from another institution can complete his or her graduation or degree thesis with the guidance of the original thesis adviser in the last academic year.
- (24) Treatises submitted to Student Scientific Society Competitions can be considered the equivalent of a degree thesis pursuant to adherence to relevant rules and regulations.
- (25) Unless stipulated otherwise, the number of credits to be earned with the degree thesis and/or the portfolio is determined by the curriculum and the respective qualification framework.
- (26) The presentation of a degree thesis at the institutional qualification for the Student Scholar Society Conference and the respective recommendation for participation at the latter national level forum can function as the equivalent of the graduation thesis if the student submits a written request and the thesis meets the following criteria:

Other criteria include:

- the treatise meets the form and length-related requirements stipulated by the Education and Examination Rules and Regulations and is submitted at least two weeks before the institutional qualification round.
- the given treatise or entry is reviewed by at least two reviewers (thesis advisor and opponent) and the respective evaluatory opinions are submitted on a specific graduation thesis evaluation form.
- the student learns the content of the reviews at least one week before the institutional qualification round.
- the student answered the questions and replied to the observations in a professionally convincing manner.

The final examination and the professional examination

22. §

- (1) The studies carried on in post-secondary programs, undergraduate programs, postgraduate MA and MSc. programs, undivided teacher training programs, and specialized post-graduate programs are concluded with a final examination, while students need a teaching final examination (observed lesson) to graduate from the MA-level teacher training programs.
- (2) As stipulated by regulations related to vocational education, the professional examination must be taken before graduation from post-secondary specialized training programs.
- (3) The final examination consists of the comprehensive evaluation and assessment of knowledge and qualifications required for graduation from the respective program. During the final examination the candidates must demonstrate their ability to apply their acquired knowledge in a creative manner.
- (4) The acquisition of a final certificate or absolutorium is a prerequisite for attempting the final examination. Final certificate can be obtained if all academic requirements and the mandatory professional practice are fulfilled and the respective credits are earned with the exception of the foreign language examination and the graduation or degree thesis. Students can sit for the final examination in the examination period subsequent to the acquisition of the final certificate while maintaining student status, and within two years after the expiration of the student status in any respective examination period. Students cannot attempt a sitting for the final examination more than five years after the expiration of their student status.
- (5) After two years from the acquisition of the final certificate the final examination can only be attempted upon the recommendation of the program director. The program director may prescribe the fulfillment of certain curricular requirements.
- (6) Components of the final examination or the final examination within the teacher training program, unless stipulated otherwise by the Qualification Framework, include:
 - a) the preparation and defense of a degree thesis and/or portfolio, or professional report;
 - b) the completion of a final examination in oral form (according to majors) or oral final examination related to the teacher training program.
- (7) In case of undergraduate programs in foreign language and literature the final examination may include a written component.
- (8) The oral final examination of a specific major requires the student to demonstrate comprehensive and integrated knowledge of major specific subject information. The final examination takes place before an examination board.
- (9) The components of the oral examination completing the teacher-training program include:
 - a) The pedagogical-psychological module of the MA level teacher training program,
 - b) The subject-specific (methodological) component of the MA level teacher training program.

(10) In case of the candidate possessing a teaching qualification, the Ministry of Education Decree 15/2006 (IV. 3.) applies to the oral final examination.

(11) The topics of the final examination must be announced 8 months prior to the final examination.

(12) Unless stipulated otherwise, the final result of the final examination in the cases of undergraduate, postgraduate MA, and specialized post-graduate programs, the final grade or mark is the arithmetic average of the marks received at the respective examination components.

(13) In case of divided teacher-training MA programs the final grade is calculated according to the arithmetic average of the following grades:

- the recommended grade for the teacher training degree thesis,
- the actual grade received at the presentation and defense of the teacher training degree thesis,
- the grade received for the oral component of the final examination,
- the grade received for practice teaching at the demonstration school,
- the grade received for the continuous teaching practice fulfilled at a public education institution in the last semester.

(14) The general final examination and the final examination in the teacher training program must be performed before an examination board including a chair and two members. The examination board should include at least one full professor either at university or University level, one associate professor, and one person either not employed by the University or working at a different faculty or department of the University and functioning as an instructor of a different major program. The chair of the final examination should be a qualified senior instructor of pedagogy or psychology, the members should be representatives of the respective professional disciplines, methodological experts, and mentor teachers of external base schools. The final examination must be documented in the form of official proceedings. Furthermore, the thesis advisor of the candidate or the reviewer can serve as members as well.

(15) The chair and members of the final examination panel are commissioned by the Rector for a term of one year. The appointment of the chair must also be approved by the Faculty Council.

(16) Students are required to register for the final examination or the final examination within the teaching program electronically in the academic registration system prior to the last day of the registration period preceding the final examination period. For the professional final examination, students must register both in writing and in electronic format prior to the deadline established by the Registrar's Office.

(17) If a student receives a "fail" grade for any component of the final examination or of the final examination within the teacher training program, the full examination is declared failed.

(18) A re-sit of the failed component of the final examination or teacher training final examination can take place at the next final examination period or between September 1 and 10, at a time appointed by the Rector.

(19) Students enrolled in programs of modern philology are required to use a foreign language for the final examination to the same extent as in other examinations related to their respective majors.

(20) Students are only permitted to take a final examination (final teaching examination, professional examination) if all financial obligations or debts to the University are settled.

The diploma and the graduation certificate 23. §

(1) Unless stipulated otherwise, passing the final examination and a foreign language examination are prerequisites for receiving a certificate testifying to the completion of one's studies in higher education.

(2) Unless stricter conditions are established by the Qualification Framework, students must meet the following conditions for receiving the graduation document:

- a) for undergraduate programs the presentation of a certificate testifying to the passing of a medium level C type foreign language examination
- b) for post-graduate MA programs a governmentally-recognized language examination or its equivalent as determined by the Qualification Framework, (heretofore language examination) If the language of instruction in the program is not Hungarian, the stipulations of this paragraph do not apply.

(3) Subsequent to a successful final examination, students of post-secondary, undergraduate, post-graduate MA, undivided teacher training, and specialized post-graduate programs will be issued a graduation certificate within 30 days of presenting documentation showing a successful language examination.

(4) In lieu of a document testifying to passing a language examination, students are issued an affidavit. The affidavit does not indicate qualification but documents passing the final examination.

(5) The diploma is issued both in Hungarian and English. Upon request and subject to the payment of a fee, the diploma can also be issued in other languages.

(6) In addition to a graduation certificate for undergraduate, postgraduate MA, post-secondary, and undivided teacher training programs, the University issues a diploma settlement in Hungarian and in English. The diploma supplement is an official instrument. Upon request and subject to the payment of a fee, the diploma supplement can be issued in other languages as well.

(7) If a student does not have a document proving the passing of a language examination in the final examination period and the graduation certificate is issued after the final examination period, a member of the University management, authorized by the Rector (Vice-rector for academic relations, dean, vice-dean) can sign the graduation document instead of the Chair of the Final Examination Board.

(8) After a student passes the professional examination the University issues a certificate testifying to professional qualification as determined by the National Vocational Training Register

(9) In case of post-secondary, undergraduate, post-graduate MA, undivided teacher training, and specialized post-graduate programs, the certificate or diploma is classified according to the arithmetic average of the weighted grade average and the final examination score. During the calculation of the respective average the marks of failed examinations should be omitted. The graduation certificate is categorized according to the calculated averages as:

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

24. §

- (1) Requests related to academic concerns can be submitted electronically via the request processing module of the Neptun system, and in case of due cause, in writing via post to an authority specified by the Education and Examination Rules. In case of electronically submitted requests the decision will be announced electronically as well. Sending a decision via the Neptun system is considered an official response.
- (2) In case of electronically submitted requests the attachments or appendices must be sent electronically, via scanning.
- (3) An application submitted electronically or in printed form cannot be withdrawn or deleted.
- (4) If supplements or any document must be attached to the electronically submitted request, the respective documents can be attached within two hours of submission. If a student does not attach documentation required for his or her request, the respective application is automatically rejected due to formal deficiency. Appeals cannot be made in case of requests rejected due to formal deficiency, but such requests can be resubmitted until the expiration of the submission period.

CHAPTER 4

PROVISIONAL MEASURES

The degree thesis

25. §

(1) Students starting their studies or enrolled according to the specifications of the Higher Education Act of 1993 or 2005 can complete their studies according to the regular and transitory specifications of the current Education and Examination Rules and Regulations with identical academic requirements, examination schedule, and diploma awarded. Pursuant to the 1993 Higher Education Act students in possession of an absolutorium can take a final examination until June 30, 2016.

(2) Students who started their studies before September 1, 2006 can complete their studies according to the official curricular requirements and the earlier version of the Qualification Framework. Pursuant to the 1993 Higher Education Act they will earn a diploma testifying to the completion of University or university level studies.

(3) Students enrolled in University or university-level undergraduate programs before September 1, 2006 can continue their studies for a period of 4 semesters beyond the completion of the term defined by the Qualification Framework. Students carrying on their studies in a scheme differing from the optional arrangement can fulfill the mandatory course units via individual preparation or by attending the respective classes at the BA, BSc. level.

(4) Pursuant to Higher Education Act 2005/CXXXIX, students starting their studies at the undergraduate level can continue their studies in the teacher training MA programs according to the specifications of Governmental Decree 289/2005. (XII. 22.) on undergraduate, post-graduate MA level education and the procedures for establishing higher education majors and the Qualification Framework of the undergraduate and post-graduate MA programs as specified by the 15/2006. (IV. 3.) Ministry of Education Decree.

(5) For training programs eliminated due to the modification of legal regulations, final examination or vocational final examinations can be taken within two years after the completion of the respective training program.

(6) Students who commenced their studies before September 1, 2006, under the auspices of the provisional measures of the present Education and Examination Rules and Regulations but do not complete their studies according to the specifications of the Higher Education Act of 1993, can continue their studies according to the present Rules and Regulations regarding examinations and studies.

(7) If a student enrolled in the teacher training programs does not attend seminars due to participation at teacher training practice, said absence cannot be considered unexcused.

(8) The final teaching or observed lesson is an academic obligation indicating the completion of the school practice. The observed lesson demonstrates the level of independence regarding class preparation, class management, and the ability to integrate the discipline-specific, general pedagogy-related, psychological, and subject-didactic considerations into his or her effort. The observed teaching is evaluated on a five-grade scale.

(9) Failed final teaching or observed lessons cannot be repeated in the same semester.

(10) Pursuant to Paragraph 16.§ (2) of Governmental Decree 289/2005. (XII.22.) and as a form of digression from the respective Qualification Framework, students enrolled in University or university-level training programs before September 1, 2006 carrying two majors can take a closing or final examination and after fulfilling other requirements be awarded a diploma in one major even though their final certificate wasn't received in the other major program.

(11) The teacher qualifying examination is the component of the final examination of a major program providing a qualification as a teacher.

(12) The teacher qualifying examination involves a complex assessment of the candidate's knowledge in general pedagogy, psychology, and special methodology. The teacher qualifying examination must be taken in front of an examination board including at least 3 members. The chair of the committee is also the chair of the final examination committee.

(13) The result of the teacher-qualifying exam is calculated as the arithmetic average rounded to a whole number of the following components:

- a) the grade of the comprehensive exam in pedagogy and psychology,
- b) the grade received at the observed lesson for teaching practice assessment (final teaching),
- c) the average of the grade of the degree thesis and its defense,
- d) the grade of the complex oral exam

(14) The qualification of the diploma is based on the arithmetic average of the grade received at the final examination and the grade of the comprehensive examinations or, in teacher training programs on the grade of the observed lessons for teaching practice assessment.

(15) Students receive a diploma with excellent qualification if all marks on the final exam and on the comprehensive exams are graded as excellent and the weighted average of the other exam grades and seminar grades is at least 4,51, and no grades worse than satisfactory are earned in other course units.

(16) The degree thesis of the teacher training programs consists of the solution of a professional task related to instruction or education. The degree thesis provides proof that the student has a sound background acquired by his/her studies and is able to synthesize and creatively apply information related to the educational process, the respective professional research literature, empirical examinations, and the specific experiences. The degree thesis can be identical to a previous graduation thesis if it fulfills the abovementioned requirements.

(17) Students enrolled in higher education programs aimed at earning an additional University or university diploma must fulfill the foreign language examination requirement at an identical program or one at a higher level, provided the Qualification Requirements of the new program call for the acquisition of a foreign language general examination certificate.

(18) Students starting their studies before September 1, 2013 and enrolled in the Fall semester of the 2013/2014 academic year at the Comenius Faculty fall under the auspices of the Education and Examination Rules and Regulations in effect at the time they begin their the respective studies.

(19) The final exam grades of students starting their studies before September 2013 at the Comenius Faculty are calculated as the arithmetic average of the following grades:

- the recommended and actually-awarded grade of the degree thesis,

- the grade on the final oral exam,
- the grade earned in observed teaching or the teaching practice assessment.

(20) The qualification of the diploma earned at the Comenius Faculty for students starting their studies before September 2013 is calculated as the arithmetic average of the grades earned at comprehensive exams and the final exam.

Degree thesis regulations

I. The objective of the degree thesis

The purpose of the degree thesis is to demonstrate students' knowledge and proficiency in a chosen topic along with the following skills: collecting, systemizing, and analyzing and processing scientific data related to the chosen topic, the scholarly discussion of the chosen phenomenon or problem, the formation of a hypothesis, problem solving, the analysis of alternative hypotheses, refutation of arguments and counterarguments, and a coherent, consistent, and linguistically correct expression of thoughts arranged in a logical sequence.

The degree thesis prepared at the completion of the MA level teacher training programs proves that the student is capable of integrating and applying his or her knowledge acquired at various disciplines while working as a teacher. Graduates will be capable of collecting relevant professional research literature, designing their teaching schedule and evaluating the efficiency of the teaching process or the pedagogical activity. Graduates are also capable of collecting practical experiences related to student's academic performance, and respective development, along with the learning and teaching process while analyzing the respective factual data, arriving at conclusions and applying the respective results in their teaching activity.

II. Selecting degree thesis topics

1. Graduation from each major requires the completion of a degree thesis.
2. The degree thesis written within the University or university level teacher training programs presents the solution of a discipline-specific or instructional-educational task. The degree thesis demonstrates that, based upon their studies, students can independently synthesize and apply information and knowledge while processing the results of subject-specific professional literature, empirical examinations, and direct experiences. The degree thesis in teacher training can be identical with a degree thesis written in the major of the respective subject if it fulfills the abovementioned requirements.

II/A. The components of the degree thesis required by MA level teacher training programs

Degree theses written for the MA level teacher training programs have two main components:

1. A systematic summary of teaching practice guided by a mentor or senior teacher aimed at familiarization with the teaching profession, experiences gained at individual subject related practice, and the attendant seminars (portfolio).
2. The scholarly and systematic presentation, analysis, and evaluation of said experiences or one aspect of the teaching of the respective subject according to professional pedagogical, subject pedagogical or general pedagogical criteria, or the preparation of a subject from specific auxiliary educational material. The degree thesis offers proof of the candidate's capability for productive work at primary, secondary, vocational or adult education institutions while relying on acquired knowledge including discipline or subject specific methodology, pedagogical science, and psychology.

III. The tasks and responsibilities of the thesis advisor

1. Until the submission of the degree thesis the thesis advisor provides professional and methodological guidance while encouraging and assisting students in the independent processing of the given topic.
2. Consequently, the thesis advisor should require students to perform the following tasks:
 - a.) the preparation of a thesis outline after studying the assigned professional research literature,
 - b.) basing the accepted outline on data collection and the respective experimental and other professional activities in the last two semesters
 - c.) using assistance provided during the writing process, the compilation of the respective scholarly data, and achieving the final form until the submission of the thesis.
3. The thesis advisor reviews and evaluates the degree thesis and uploads the completed evaluation form at the respective electronic surface while forwarding the signed copy to the Dean's Office of the given faculty.

IV. The tasks of the degree thesis writer

1. Each student chooses a degree thesis topic according to the specifications of Section II above. The degree thesis theme selection form must be signed by the student, the advisor, and the respective department head before being submitted to the Dean's Office prior to the date stipulated by the Education and Examination Rules and Regulations.
2. During the two semesters following the selection of the topic, the student registers for degree thesis consultation in the computerized recording and registration system, contacts the advisor, and asks for guidance on the completion of the thesis.
3. Students prepare a topic outline and present it to the advisor or consulting instructor and ask for advice. Subsequently, and based upon the outline and the respective advice students gather data, perform the necessary experiments, process the specified material, and compile a bibliography while maintaining regular contact with the thesis advisor for two semesters.
4. Students must submit the degree thesis prior to April 15 of the year of graduation, or if graduating in the winter period, until November 15. Unless the program director or the instructor responsible for the program determines otherwise, the degree thesis prepared according to the formal requirements listed below is submitted in a bound hard copy to the respective department, while a PDF version is uploaded into a repository established for this purpose.
5. Students make a statement that both the paper-based and electronic version of the given degree thesis are fully identical.

V. Formal requirements

1. Formal requirements related to the textual part of the degree thesis
 - a.) Unless specified, by the instructor responsible for the program, the degree thesis must contain a minimum of 25 typed pages including at least 50,000 characters without spacing, excluding the supplements, citations, and bibliography.

- b.) The degree thesis must be written using a word processor on A4-sized white paper.
- c.) Type face: Times New Roman.
- d.) Font size: 12 for text and 10 for footnotes
- e.) Line spacing 1.5.
- f.) Margins: 3 cm margin on the left, the rest 2,5 cm.
- g.) Text alignment: justified. Chapter titles should be placed in the middle, other titles are placed on the left.
- h.) Chapter and subchapter headings should be clearly distinguished from the text via differing font size, bold print or italics. Line spacing is needed above and below the respective titles.

2. Formal requirements of external appearance

- a.) Unless otherwise specified by the instructor in charge of the program, one printed and bound copy of the degree thesis must be submitted as well as uploading a PDF version at the repository established for this purpose. Following the defense the printed copy is returned to the student.
- b.) The printed copy must be bound in a black cover. The term "DEGREE THESIS" is located on the centre of the cover, while in the bottom right corner the name of the author and under it the year of submission are indicated.

VI. The assessment or evaluation of the degree thesis

1. The opponent or reviewer prepares a written opinion and taking into consideration the opinion of the thesis advisor recommends a mark. A printed copy of the review is attached to the bound copy while the electronic version is uploaded into the electronic system. Opponents are usually instructors well-versed in the respective topic and selected by the instructor in charge of the program.
2. The degree thesis is also evaluated by the thesis advisor. One copy of this review is uploaded into the electronic system.
3. Students whose degree thesis was rejected or assessed with a failing grade by the reviewer cannot take a final examination. Failed degree theses can only be corrected once, by a new theme and title registration process.
4. A given degree thesis can be assessed with a failing grade if:
 - a.) the author uses external sources verbatim without indicating the source (plagiarism).
 - b.) it contains illegal data or information.
5. At least five business days before the defense, students can have access to the opinions and questions of the reviewers in the electronic system.
6. The mark assigned to the degree thesis is calculated using the result of the final exam and the qualification of the diploma. Students have to defend their thesis before a defense board. The defense is part of the final examination. Students must be provided the opportunity to provide responses to the respective questions and defend the main ideas of the degree thesis.
7. Degree theses prepared in MA level teacher training programs are evaluated and reviewed by instructors with a background in teaching pedagogy, psychology, and methodology.

The main review criteria include: the extent of processing and utilization of the respective professional, research literature as far as breadth and thoroughness are concerned, the integration of practical experiences, the logical structure of the analyses, identification of correlations, presence of individual conclusions related to the topic, editing, formal aspects, the use of professional terminology, grammatical correctness, and style.

Upon official request the official reviewer prepares an evaluatory review and makes a recommendation for a mark. (A member of the Final Examination Board for teacher training programs, having taken into consideration the advisor's and the opponent's opinions, informs the Board about his/her own position) The presentation and/or defense of the degree thesis is graded by the Final Examination Board for teacher training programs.

Evaluation criteria for degree theses prepared in teacher training programs:

- The current significance of the topic selection, its suitability to the respective training objectives, the originality, and professional message of the thesis
- The presentation of the problem and the selection and introduction of the research apparatus
 - The professional accuracy of the exploration and the introduction of the utilized research literature
 - The introduction and analysis of the problem and the identification of correlations
 - The expression of the candidate's position and the drawing of individual conclusions
 - The scope of documents/sources subjected to analysis
 - The structure, transparence, coherence, style, and linguistic accuracy of the thesis
 - The application of professional terminology
 - Meeting of formal requirements: citations, indication of sources, fonts, pictures and charts, table of contents, supplements
 - Overall impression and the reviewer's opinion

The maximum points to be assigned are 100 with 10 points in each evaluatory category.

Assessment:

0–50 points: fail

51–62 points: pass

63–75 points: satisfactory

76–89 points: good

90–100 points: excellent

VIII. Access to degree theses

Degree theses retained at the repository cannot be borrowed or reproduced in any manner. Upon request, a student can review a degree thesis. Access to the thesis is granted by the repository itself.

Declaration

I as undersigned, fully aware of the relevant legal consequences, acknowledge that the above degree thesis is my own intellectual product. Where I have relied on other sources I have included appropriate citations regarding both printed and electronic sources.

My signature verifies that the paper and electronically uploaded version of my degree thesis are identical.

Eger, year month day.

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