

Chapter III

Code of Studies and Exams

In force as of 26 April 2018

The Objective of the Code

1. §

- (1) The present Code of Studies and Exams (henceforth: Code) shall define the organization of studies as well as the procedure of the acquisition, monitoring and evaluation of knowledge, skills and competences. The Code also covers transitional rules required to complete previously started studies in a different training system.

The Scope of the Code

2. §

- (1) Irrespective of the form of finance, the Code shall cover the educational and examination matters of Hungarian and foreign students pursuing higher-level vocational programmes, bachelor degree programmes, master degree programmes, undivided programmes, further trainings in any majors and in any form of studies. The Code shall refer to students having a legal relationship (including the legal relationship of guest students and parallel trainings) with the Eszterházy Károly University.
- (2) Questions regarding students of Study Abroad Programmes and matters which are beyond this Code's control shall be in accordance with the rules of the European Credit Transfer System.
- (3) Provisions regarding PhD students are recorded in the Code of Doctoral Schools. However, matters beyond control of the Code of Doctoral School shall be in accordance with the present Code of Studies and Exams.
- (4) The present Code of Studies and Exams also covers the operation of bodies and persons dealing with student matters.

Related Documents

3. §

- (1) Related documents of the present Code of Studies and Exams:
- Act CCIV of 2011 on National Higher Education (henceforth: HEA 2011),
 - Government Regulation no. 87/2015. (IV. 9.) on implementing certain provisions of the Act CCIV of 2011 on National Higher Education, (henceforth: GR 87/2015)

- Act CXXXIX of 2005 on National Higher Education, (henceforth: HEA 2005)
- Act CL of 2016 on General Administrative Code, (henceforth: GAC)
- Act I of 2017 on the Procedural Rules of Judicial Review of Administrative Decisions (henceforth: Kp.),
- Government Regulation no. 248/2012. (VIII. 31.) on implementing certain provisions of the Act CCIV of 2011 on National Higher Education, (henceforth: GR 248/2012)
- Government Regulation 230/2012. (VIII. 28.) on certain aspects of higher education and vocational training within the framework of higher education (henceforth: GR 230/2012)
- Government Regulation 283/2012. (X. 4.) on initial teacher education, specialisation and the register of degree courses in teaching.

Concepts

4. §

(1) According to the Code of Studies and Exams:

- (a) mid-term mark: evaluating student performance related to the given semester. It is given according to the evaluation procedure stipulated in the Code of Studies and Exams.
- (b) phasing-out system: training management principle which states that those students have to follow the rules of Code of Studies and Exams who started their studies before the implementation of the Code and who started their studies after the implementation however, at their free choice, they prepare according to the new rules of studies and exams.
- (c) semester: five-month study period
- (d) disabled student (applicant): it shall be defined according to the Rules of Equal Opportunities stipulated in the Academic Regulations for Students.
- (e) training and outcome requirements: list of knowledge, skills and competences as well as a particular knowledge which shall be obtained to have a degree in a major.
- (f) training time: a statutory period needed to obtain the required number of credits, level of education and qualification.
- (g) training period: training time divided into study period and examination period
- (h) training programme: a complex training document of the university containing all majors' training and learning requirements and the detailed rules of the training. All curricula, educational and course programmes, evaluation and controlling methods and procedures are also included in the training programme.
- (i) training field: list of majors stipulated in a government regulation. These majors have either similar or partly identical training content.
- (j) credit: the main unit of study work which, in respect of the subject and the curricular knowledge, estimates the time needed to meet the requirements. 1 credit means 30 working hours.
- (k) the continuation of periods of study: if the student obtains credits in another higher education institution with a guest student legal status.

- (l) partial training: in accordance with a particular training programme, this is a self-financing, short-cycle module where the applicant (with a higher level qualification and without any student legal relationships) registers for the training. The registration shall take place without an admission procedure and shall follow the rules of the University.
- (m) parallel training: in the same training programme, the student has a second or further training
- (n) specialisation: included in a particular major, a training which does not provide a qualification. It does provide a special field of knowledge
- (o) major: a particular training content (knowledge, skills and competences) needed to meet the requirements of a particular major
- (p) study track: providing a special field of knowledge integrated into the main qualification
- (q) qualification: recognised in a form of higher level diploma obtained in higher-level vocational programmes, bachelor degree programmes, master degree programmes and further trainings: The qualification shall include the chosen specialization or study track and it certifies that the graduate fulfilled all study requirements.
- (r) academic year: ten-month study period
- (s) study hours: a particular 45-minute course with personal assistance (forms: lecture, seminar, laboratory practice, practice, consultation). The requirements of the course are stipulated in the curriculum.
- (t) distance learning: with the help of some IT tools and learning methods, an interactive training where the student may study individually or interactively with the tutor. Study hours are less than 30% of the full-time training.
- (u) courses in blocks: instead of a weekly schedule, courses are taught at a given time. This may mean one or more occasions depending on the number of study hours.
- (v) pre-degree certificate: it states that all course units have completed. Without evaluation, the document certifies that the student fulfilled all of the training-related requirements (with the exception of language exam certificate and thesis defence - and obtained all credits needed to finish studies. These requirements are stipulated in the curriculum-related section of the code of studies and exams.
- (w) exam: a particular mean of controlling and evaluating the acquired knowledge, skills and competences

Level, form and finance of training

5. §

- (1) The following training levels are available in the university:
 - a) Bachelor degree programmes (BA, BSc)
 - b) Master degree programmes (MA, MSc)
 - c) Undivided programmes
 - d) Doctoral programmes

- (2) There are some trainings which do not provide a higher level qualification:
 - a) higher-level vocational training
 - b) postgraduate specialisation programme

- (3) Forms of training:
 - a) full-time training
 - b) part-time training (distance learning)

- (4) The following financing forms are available in the university:
 - a) state-funded programme
 - b) partially state-funded programme
 - c) self-financed programme

- (5) The rules of the admission procedure shall be stipulated in the Academic Regulations for Students (*Rules of Admission* section).

- (6) The rules of different financing forms and reclassification shall be stipulated in the Academic Rules for Students (Section *Rules of Reimbursements and Benefits for Students*)

Bodies and persons dealing with academic and examination affairs

6. §

- (1) According to the Code of Studies and Exams, the authorised persons are the following:
 - a) Rector
 - b) Vice-Rector for Education, Curriculum Development and Academic Affairs
 - c) Dean
 - d) Person with professional responsibility
 - e) Director of Educational Affairs
 - f) Director of Registrars Department
 - g) Director of Registrars Department at Károly Róbert Campus Gyöngyös

h) Director of Registrars Department at Jászberény and Sáropatak Comenius Campus (points f and g shall be considered as Educational Directors)

(2) According to the Code of Studies and Exams, the authorised bodies are the following:

a) Educational and Credit Committees of Faculties (henceforth: ECC)

b) Credit Transfer Committees (henceforth: CTC)

c) Student Appeal Committee (henceforth: SAC)

(3) The abovementioned persons and bodies may share powers: this is outlined in Appendix 1 of Academic Regulations for Students.

Educational and Credit Committees of Faculties

7. §

- (1) Unless indicated otherwise by the Code of Studies and Exams, ECC deals with educational and examination matters.
- (2) Rules of electing ECC members and its structure shall be in line with the Organizational and Operational Rules.
- (3) If some cases need CTC expertise, ECCs of faculties are required to consult the responsible persons and CTC as well. This is also needed if ECC decisions entails tasks for responsible persons.
- (4) ECC decisions shall be issued by the Head of ECC and shall be authorized by the competent person.
- (5) Operational rules of ECC shall be stipulated in the Rules of ECC of Faculties.

Student Appeal Committee

8. §

- (1) Appeals against decisions at first instance shall be dealt by the SAC.
- (2) Rules of electing SAC members and its structure shall be in line with the Organizational and Operational Rules. Provisions referring to its operation shall be in line with Academic Regulations for Students (*Section Rules of Exercising Student Rights and Obligations, the Evaluation of Student Applications and the Rules of Student Appeals*).

Students' Legal Relationship

Creating student legal relationship on the basis of admission decision

9. §

- (1) After the admission decision has been finalized, one, who has been admitted or transferred, is authorized to begin a legal relationship with the University. Conditions of admission are stipulated in the Academic Regulations for Students (*Rules of Admission*). Conditions of transfers are stipulated in the Code of Studies and Exams.

Registration

10. §

- (1) Student legal relationship will be realized upon registration. Once the relationship is complete, students do not need to register again.
- (2) Admitted students shall register until
 - a) September 20th of the current academic year
 - b) February 20th in case of cross semesters
 - c) September 30th in case of postgraduate specialisation programme
 - d) February 28th in case cross semesters of postgraduate specialisation programme at the latest.
- (3) Registration sheet indicates the authentication of registration and it includes the declaration of the admitted student ((partially) state-funded programme). This declaration shall be in line with Appendix 9 of GR 87/2015 and does include that the student has been familiarized with all training-related conditions stipulated in HEA 2011. The applicant shall also declare that (s)he has been familiarized with the Study Information Guide and with Data Processing.
- (4) Registration sheet shall be authorized by the Directory of Educational Affairs.
- (5) If the admitted person doesn't undertake to accept the conditions of partially state-funding programme, (s)he will only be able to continue studies in a self-financing programme in the same training.
- (6) Students who are admitted to self-financing programmes shall pay a tuition fee. Rules of fees are stipulated in Academic Rules for Students (Section *Rules of Reimbursements and Benefits for Students*). Before registration, the student shall pay the first instalment of the fee. If the student fails to pay the first instalment, (s)he is not allowed to register and create a legal relationship.
- (7) After successful registration, the University shall sign a training contract with the student. The training contract is an official authorized document between the student and the University which shall include the following: the official name of qualification, method of evaluation and control, location and duration of training, the amount of fees (tuition fee, service fees, different conditions of payment) and the possible consequences of breach of contract. On behalf of the University, the contract is signed by the Rector. At the Eger Campus, the contract is authorized by the Director of Educational Affairs. At the other campuses, it is done by the

Director of Educational and Research Affairs. The contract shall be issued in two original copies: one copy is for the student while the other copy functions as the annex of the registration sheet.

- (8) If the employer of the student undertakes to pay the tuition fee, it shall sign a declaration of commitment in each semester. This declaration shall be signed at the time of registration and the training contract. On the other hand, an invoice request form shall also be submitted on Neptun before the registration period. This procedure shall be in line with Point 2, Section B of the *Rules of Reimbursements and Benefits for Students*. The declaration of commitment shall be issued in two original copies: one copy is for the employer while the Neptun and Financial Office have got the other copy.
- (9) Students may exercise their rights from the date of registration. Student rights and obligations are included in the Academic Regulations for Students.

Consequences of failure to register, late registration

11. §

- (1) If the admitted student misses the abovementioned deadlines, (s)he may submit a request of late registration.
- (2) The request shall be submitted within the 10th working day of the deadline of registration.
- (3) The request shall be addressed to the Dean and it shall be submitted on Neptun.
- (4) For late registration, students shall pay a particular amount which is stipulated in Appendix 7 of the Academic Rules for Students.
- (5) The Dean shall decide on the request which shall be authorized by the Head of the Dean's Office.
- (6) If the admitted student misses the abovementioned deadlines and if (s)he fails to submit a request of late registration, (s)he will be informed in writing about the possible sanctions and (s)he will be notified to register for the University. This notification is delivered by the Head of Registrars Office at the Eger Campus, the Educational Director at the Gyöngyös Károly Róbert Campus and the Educational Directors at the Sárospatak Comenius and the Jászberény Campus.
- (7) If the student fails to register after the abovementioned notification, (s)he will be informed in writing by the Educational Directors that (s)he will only be able to have a legal relationship after a new admission procedure.
- (8) The University may, when this is appropriate under the circumstances, invalidate the registration of the student within the 30th day of the start of the semester or 14th of October at the latest (March 14th in cross semesters). The request shall be submitted on Neptun. The Dean shall decide on the request which shall be authorized by the Head of the Dean's Office.

Creating student legal relationship with transfer

12. §

- (1) The student may request for being admitted to another higher education institution.
- (2) The transfer can only take place on the same training field with the same output qualification except in cases of:
 - a) transfer according to Government Decree 283/2012. (X. 4.), on the System of Teacher Training, Order of Specialisations, and List of Teacher Training Majors
 - b) transfer from undivided training to bachelor programme
 - c) transfer from bachelor programme or undivided training to higher-level vocational programmes
- (3) If a new legal relationship is being created, transfer is complete only if the receiving institution makes the final decision and if the student registers for the university. If a new legal relationship is not being created, transfer is complete only if the receiving institution makes the final decision and if the student registers for the training.
- (4) In case of transfer, the receiving institution shall inform the sending institution about the date of the student's registration and the official decision on the transfer. These documents shall also be sent to the student as well.
- (5) Transfer can only take place from the end of study period until 15th of September. In a spring semester, it can take place until 15th of February. If the student does not register within 15 days of the transfer, the transfer decision shall expire.

Transfer to other higher education institution

13. §

- (1) The student may request for being admitted to another higher education institution.
- (2) Conditions of transfer are stipulated by the receiving institution. If the student is admitted by another institution, the student's former relationship is terminated on the day of transfer. The day of transfer is the day of the official transfer decision.
- (3) If the student is admitted by another institution, the Eger Campus may ask the head of the Registrars Department to provide the suitable certificates and the training related curriculum as well. These documents are provided by the Educational Director at the Gyöngyös Károly Róbert Campus and the Educational Directors at the Sárospatak Comenius and the Jászberény Campus. If the students certifies that the deadline of transfer procedure in the receiving institution comes up shortly, the Directors shall carry out the assessment of the request within 30 days of its arrival. In this particular case, the deadline of the whole process shall not be less than 5 days.

Transfer to the Eszterházy Károly University

14. §

- (1) A student from another higher education institution may request for being admitted to the Eszterházy Károly University.
- (2) Only those students can be admitted who, during the transfer procedure, (between the submission of request and the transfer decision and registration) has a legal relationship.
- (3) Deadline of submitting the transfer request is one semester prior to the creation of legal relationship. 20th of January in a spring semester and 20th of August in an autumn semester.
- (4) The full and complete request shall include with the following data:
 - a) major
 - b) training programme, form of training (full-time, part-time, distance)
 - c) financing form (state-funded, self-financing)
- (5) The following documents shall attached to the request:
 - a) certificate of student legal relationship
 - b) student declaration in which it shall be stated that the student is not under dismissal or exclusion
 - c) a copy of the course record book authorized by the sending institution
 - d) request(s) of credit transfer (and also the course programme(s) authorized by the sending institution)
- (6) The request shall be addressed to the Head of ECC and it shall be handed over to the Dean's office in person. At the Gyöngyös Károly Róbert Campus, it shall be sent to the Educational Office and to the Educational Directors at the Jászberény and Sárospatak Comenius Campus. If it is sent as a mail, it shall be addressed to the abovementioned offices.
- (7) ECC makes the final decision about the transfer until 15th of September in an autumn semester and 15th of February in a spring semester. The document shall be authorized by the competent ECC person.
- (8) The decision shall be sent to the applicant. The decision shall include the name of the new major and the programme; the form and financing type shall also be stated in this document. The applicant shall be informed about the deadlines of registration and credit transfer. The document shall also contain the curriculum which determines the transfer and, on the other hand, the amount of tuition fee shall also be included in the decision.
- (9) If the student hasn't got a legal relationship during the transfer procedure (or up until the registration), the transfer decision is withdrawn by the ECC.
- (10) After the transfer procedure, the student is supposed to register under Section 10 of the Code of Studies and Exams.

Change of training

15. §

- (1) Within the same training field, if the student would like to change major, training form or location (campus), (s)he is supposed to follow the rules of the previous section. It shall be done as follows:
 - a) the request shall be submitted on Neptun
 - b) the legal relationship is not terminated at the University
 - c) certificate of legal relationship, course programme and the copy of course record book shall not be attached to the request.
- (2) Changing of training between locations (campuses) is only possible after a second active semester.
- (3) In those majors where an aptitude test is a pre-requisite, the certificate of the successful test shall be attached to the request. The student shall apply in writing for the aptitude tests in the relevant department. This shall be done in the first 3 weeks of the examination period prior the training change.
- (4) Upon the request of the student, in the undivided teacher training programme, ECC may allow the student to change one of the majors once until the end of the second semester.
- (5) In the undivided teacher training programme, if the student obtains at least 60 credits of study field, (s)he may request to be admitted to bachelor programmes.
- (6) Bachelor students may request for being admitted to undivided teacher training programme within the same study field. During the transfer, the ECC decides which secondary teacher training major is in line with the primary one; the deadline and conditions of registration shall also be decided by the ECC. In this decision, the total number of credits is also stated.
- (7) In the undivided teacher training programme, if the student can obtain both secondary and primary school teacher qualifications after having obtained 150 credits in the common curricular section, the student may choose whether (s)he would like to have a primary or a secondary school teacher qualification. During changing of major or institution, credits obtained in the common curricular section are considered as completed.
- (8) In case of training change within the institution, the student is supposed to register according to Section 23 of the Code of Studies and Exams.
- (9) In respect of the present section, the student is allowed to change training, location and form only once.

Credit Transfer Committee (CTC) and Credit Transfer

16. §

- (1) Credit transfers shall be handled by the CTC.
- (2) Rules of the structure and members of the CTC shall be stipulated in the Organizational and Operational Rules.

- (3) Operational rules of CTC are included in the order of business of CTC. The order of business of CTC shall be made available to the students. In the order of business of CTC, members can be delegated to the Educational and Credit Committees of Faculties.
- (4) The main tasks of the CTC are the following:
- a) providing interoperability and credit transfer between institutions, majors and training forms
 - b) comparing credit-related information, its analysis
 - c) recognising pre-acquired competences with credits: competences acquired through informal learning or previous work experience as a study requirement (e.g. professional practice)
 - d) recognising a particular course, or module within the framework of a part-time programme
 - e) issuing credit recognition decision for MA/MSc applicants
 - f) recognising credits obtained in a foreign part-time or ERASMUS programme
- (5) Decisions of CTC shall be issued by the Head of CTC and it shall be authorized by the secretary of CTC.

17. §

- (1) If its pre-requisite appears credit-recognised academic performance shall be recognised in any case regardless of the higher education institution and the training programme.
- (2) Credits shall be recognized if the compared competences are 75% identical. The comparison of competences shall be delivered by CTC.
- (3) The credit value of the recognised academic performance is identical with the credit value of that curricular requirement which is considered as complete. However, during the recognition of courses, marks cannot be modified. In the case of substitutional courses, the average of marks shall be considered by the CTC. In case of recognising the substitutional course, the final mark shall be decided by the head of CTC.
- (4) Based on the opinion of the professional person, CTC shall compare the course content and allow the guest student to register for the course (s)he would like to take. Comparison of courses shall be done regardless of whether the student was doing studies in credit-system training or not.
- (5) The deadline of submitting the request is 14th September in an autumn semester and 14th February in a spring semester.
- (6) Requests for recognising planned or completed courses (in another higher education institution) shall be submitted to the president of CTC. It shall be handed over to the Dean's Office in person. At the Gyöngyös Károly Róbert campus, this shall be sent to the Educational Office, while at the Jászberény and Sárospatak campuses, to the educational group. If it is sent as a mail, it shall be submitted to the relevant office.
- (7) The authorised programme of the previously completed courses and the authorised course record book shall be attached to the request.

- (8) CTC shall decide on the request which shall be authorized by the secretary of CTC. It shall be submitted until 20th October and 20th March (autumn or spring semesters).
- (9) The final decision of recognition shall be published on Neptun. If the request is rejected, it shall be sent as a registered letter.
- (10) Until the final decision, the student shall meet the academic requirements.
- (11) Recognising courses completed in a foreign study programme shall be in line with ECTS. After conversion, only a full credit shall be given, rounding up is not possible.
- (12) Credits obtained in a higher-level vocational programme can be recognised on the same study field (Bachelor) as follows: recognisable number of credits shall not be less than 30 and not more than 90. Information about credit recognition shall be provided by the professional person.
- (13) In order to obtain the pre-degree certificate, the student shall complete one third of the total number of credits. This is relevant for studies completed in the university or (its predecessor) as well as for previous studies recognised as credits.
- (14) Students can be exempted from requirements, if: competences acquired through informal learning or previous work experience as a study requirement (e.g. professional practice)

Special Student Legal Relationships

Further Legal Relationship

18. §

- (1) Parallel to the current legal relationship, university students have the right to create a relationship in another higher education institution for the purpose of obtaining a particular qualification. Similarly, students from another university have the right to create a relationship at Eszterházy Károly University (henceforth: parallel student legal relationship).
- (2) In order to create a parallel legal relationship, rules of creating a legal relationship shall be followed.
- (3) Rules of financing forms are included in the Academic Regulations for Students and *Rules of Reimbursements and Benefits for Students*.

Guest Student Legal Relationship

19. §

- (1) Guest students have the right to follow relevant part-time studies in another higher education institution. The student has no legal relationship with that institution.

Authorisation for creating a guest student legal relationship

20. §

- (1) Students at the Eszterházy Károly University are allowed to create a relationship in another higher education institution only if it is authorised by the university.
- (2) The request shall be addressed to the Rector and it shall be handed over to Registrars Department in person. At the Gyöngyös Károly Róbert Campus, it shall be sent to the Educational Office and to the Educational Directors at the Jászberény and Sárospatak Comenius Campus. If it is sent as a mail, it shall be addressed to the relevant office.
- (3) After having consulted CTC, the Rector makes the final decision about the request. The request is denied if credits (obtained in the framework of guest student relationship) cannot be recognized by CTC. The decision shall be authorized by the Director of Educational Affairs
- (4) Further conditions of creating guest student relationship shall be stipulated by the receiving institution.
- (5) The provisions of this section is relevant for foreign part-time studies as well, however, differences in the Erasmus regulation have to be considered.

Creating a guest student legal relationship at Eszterházy Károly University

21. §

- (1) In order to create a guest student legal relationship, the student shall submit a request in writing.
- (2) Deadline of the request is the semester preceding the start of guest legal relationship: August 25th in an autumn semester and January 15th in a spring semester.
- (3) Certificate of student legal relationship shall be attached to the request along with the declaration consent of the student's current institution.
- (4) The request shall be addressed to the Rector and it shall be handed over to Registrars Department in person. At the Gyöngyös Károly Róbert Campus, it shall be sent to the Educational Office and to the Educational Directors at the Jászberény and Sárospatak Comenius Campus. If it is sent as a mail, it shall be addressed to the relevant office.
- (5) The Rector makes the final decision about the request. The decision shall be authorized by the Director of Educational Affairs.

- (6) Guest student legal relationship shall be registered in the filing system of Educational Directory (Department of Curriculum Development and Academic Affairs).
- (7) For the purpose of certifying the acquired knowledge and credit values, an official certificate shall be issued by the Head of Registrars Department at Eger Campus. At the Gyöngyös Károly Róbert Campus, it shall be issued by the Educational Office and the Educational Directors at the Jászberény and Sárospatak Comenius Campus. One copy of this certificate shall be kept in the personal data of the student.
- (8) The guest student legal relationship is being created with the registration.
- (9) Rights of guest student legal relationship can be practiced from the day of registration. Rights and obligations of guest students are included in the Academic Regulations for Students.
- (10) If the student is in the (partially) state-funded programme, within the framework of guest student legal relationship, (s)he is allowed to follow the rules relevant to (partially) state-funded programme.
- (11) If the student is in the self-financing programme, (s)he is required to pay a tuition fee stipulated in the Academic Regulations for Students and *Rules of Reimbursements and Benefits for Students*.
- (12) Before registration, the self-financing student is required to provide and pay the first instalment of the tuition fee. If the student fails to pay the first instalment of the tuition fee, (s)he is not allowed to register for the University.

Part-Time Programme

22. §

- (1) For the purpose of part-time training, persons with higher level qualification (without valid legal relationship with EKV) can be admitted to the Eszterházy Károly University for any major or module. If the student requests for self-financing form, separate admission procedure is not necessary for the admission.
- (2) Deadline of the request is 20th of September, while in a cross semester programme, it is 20th of February.
- (3) The request shall be addressed to the Rector and it shall be handed over to Registrars Department in person. At the Gyöngyös Károly Róbert Campus, it shall be sent to the Educational Office and to the Educational Directors at the Jászberény and Sárospatak Comenius Campus. If it is sent as a mail, it shall be addressed to the relevant office.
- (4) Without separate admission procedure, The Rector makes the final decision about the request. The decision shall be authorized by the Director of Educational Affairs.
- (5) Students admitted to part-time training shall register according to the rules of Code of Studies and Exams. The student legal relationship is being created with the registration.
- (6) Students admitted to part-time training shall pay a tuition fee according Academic Regulations for Students and *Rules of Reimbursements and Benefits for Students*.

- (7) Tuition fee is calculated on the basis of credits. Students admitted to part-time training shall pay the tuition fee until 31st of October, while in a cross semester programme it shall be paid until 31st of March.
- (8) The University shall sign a training contract with students admitted to part-time training. On behalf of the University, the contract is signed by the Rector. This shall be authorized by the Director of Educational Affairs. The declaration of commitment shall be issued in two original copies: one copy is for the student, the other one functions as the annex of the registration sheet.
- (9) If the employer of the student undertakes to pay the tuition fee, it shall sign a declaration of commitment in each semester. The declaration of commitment shall be issued in three original copies: one copy is for the employer, one is for the Directory of Economic Affairs and the final one shall be kept in the personal data of the student.
- (10) At the suggestion of CTC, a certificate about the acquired knowledge and credits shall be issued by the Head of Registrars Department. At the Gyöngyös Károly Róbert Campus, it shall be issued by the Educational Office and the Educational Directors at the Jászberény and Sárospatak Comenius Campus. One copy of the certificate shall be kept in the personal data of the student.
- (11) Acquired knowledge can be accepted into higher education studies.

Registration, Course Registration

23. §

- (1) There is no need to register again if the student has already had a student legal relationship.
- (2) Before the start of the semester, students shall register for the University and (s)he is supposed to register for the courses on Neptun. The student is not allowed to register for courses if, after double written notification, (s)he fails to fulfil his/her financial and information obligations.
- (3) Until the last day of the registration period at the latest, the student shall register for those advertised courses (advertised by the relevant department) (s)he would like to complete. The student shall follow the rules concerning prerequisites and participation in courses. Registering for one particular course automatically means that the student's semester is active.
- (4) Before the study period and until the last day of the registration period at the latest, tutors shall inform the students about the detailed requirements of completing courses.
- (5) Students can register for a course free of charge maximum twice.
- (6) In case of third and additional registrations, students shall pay a fee which is stipulated in Appendix 7 of Academic Regulations for Students.
- (7) The maximum of number of registrable credits is 45/semester excluding those credits which had been registered for the purpose of credit recognition.
- (8) Course registration is possible during the pre – and final registration period. During the pre-registration period, students shall register for the courses for the next semester. During the final registration period, students may modify their registered courses.

- (9) If the student fails to fulfil his/her financial and obligations until the last day of the final registration period, Head of the Registrars Department at Eger Campus deletes the student's courses. At the Gyöngyös Károly Róbert Campus, it shall be done by the Educational Office and the Educational Directors at the Jászberény and Sárospatak Comenius Campus. In this particular case, the student's legal relationship shall be deferred (only if the student has not used two deferred semesters before).
- (10)
- (11) Course registration has some pre-conditions checked by Registrars Department at Eger Campus. At the Gyöngyös Károly Róbert Campus, it shall be done by the Educational Office and the Educational Directors at the Jászberény and Sárospatak Comenius Campus. Incorrectly registered courses are deleted by the relevant offices and the student is informed on Neptun.
- (12) Students may choose from equivalent or parallel courses under given conditions. These conditions are included in Academic Regulations for Students.
- (13) Students can register for courses advertised as "exam-only" only if they previously register for the course but did not complete it. Courses with a seminar mark cannot be registered as "exam-only".
- (14) Ten days before the start of registration period, the relevant director of institute shall finalize the courses for the current semester. In addition to the name of the courses, its code, mode of completion, credit value, numbers of lecture/seminar hours shall also be advertised along with the total number of hours, the name of the tutor, the location of the course and the possible blocks as well.
- (15) If the student still has some credits to obtain during the admission procedure for Master programme, within 2 semester after registration, (s)he is supposed to obtain these credits parallel to the Master programme (if training and outcome requirements allow it).
- (16) The student may submit a request for registering for other courses (or deleting courses).
- (17) This request shall be submitted on Neptun in three weeks of the end of the registration period.
- (18) In order to delete or register for courses after the end of registration period, the student is required to pay a fee stipulated in Appendix 7 of the Academic regulations for Students. If the deletion or registration is not attributable to the student, the student is not required to pay the fee. The student is not required to pay the fee if the repeated course registration took place due to credit recognition procedure.
- (19) The request shall be addressed to the Den on Neptun.
- (20) Without an official decision, the Dean makes the decision which shall be executed by the Head of Dean's Office.

Consequences of failure to register, late registration, deferral

24. §

- (1) If the student misses the deadline of registration, (s)he may submit a request of late registration.

- (2) The request shall be submitted within ten working days of the deadline of registration.
- (3) The request shall be addressed to the Dean and it shall be submitted on Neptun.
- (4) For late registration, students shall pay a particular amount which is stipulated in Appendix 7 of the Academic Rules for Students.
- (5) The Dean shall decide on the request which shall be authorized by the Head of the Dean's Office.
- (6) At the Student's written request, the University can invalidate the registration of the student within the 30th day of the start of the semester or 14th of October at the latest (March 14th in cross semesters).

25. §

- (1) If the student misses the deadline of registration and did not register for any courses as well as (s)he did not submit a request of late registration, the Head of Registrars Department at Eger Campus shall send a written notification containing the possible legal consequences of the failure. At the Gyöngyös Károly Róbert Campus, it shall be done by the Educational Office and the Educational Directors at the Jászberény and Sárospatak Comenius Campus. In this notification, the student is required to fulfil the obligation of registration.
- (2) If the student fails to register after the abovementioned notification, the situation shall be considered as an automatic deferral. Consequently, the student's legal relationship shall be deferred in the next semester (passive semester).

The decision of deferral is made by the Directory of Educational Affairs. The decision shall be authorized by the Head of Registrars Department at Eger Campus. At the Gyöngyös Károly Róbert Campus, it shall be done by the Educational Office and the Educational Directors at the Jászberény and Sárospatak Comenius Campus.

26. §

- (1) At the Student's written request, the student's legal relationship shall be deferred in the next semester (passive semester).
- (2) The student may submit a request of deferral on several occasions. The number of deferred semesters shall not be more than the duration of the training period. This is stipulated in the training and outcome requirements. The maximum number of consecutive deferred semesters shall not be more than two.
- (3) The deadline of the request is October 14th in an autumn semester and March 14th in a spring semester.
- (4) The request shall be addressed to the Dean and it shall be submitted on Neptun.
- (5) The decision of deferral is made by the Directory of Educational Affairs.
- (6) The student may withdraw the written request of deferral within the 30th day of the start of the semester or 14th of October at the latest (March 14th in spring semesters).
- (7) In case of withdrawal, the semester shall be considered as active. Without making a decision, it shall be authorized by the Head of Registrars Department at Eger Campus.

At the Gyöngyös Károly Róbert Campus, it shall be done by the Educational Office and the Educational Directors at the Jászberény and Sárospatak Comenius Campus.

- (8) At the student's request, the ECC may allow more than two consecutive deferred semesters even before the start of the first semester or until the end of an already started training period only if the student certifies that (s)he is not able fulfil the training requirements due to some issues (e.g. childbirth, accident, illness or other unexpected events).
- (9) The request shall be submitted at any time. The abovementioned (8) reasons shall be certified and attached to the request.
- (10) The request shall be addressed to the Dean and it shall be submitted as a registered letter to the Head of Registrars Department at Eger Campus. At the Gyöngyös Károly Róbert Campus, it shall be sent to the Educational Office and the Educational Directors at the Jászberény and Sárospatak Comenius Campus.
- (11) In case of the request, ECC shall make a decision and it shall be authorized by the competent person.
- (12) Other cases of deferral:
 - a) if the student is prohibited from continuing studies (in disciplinary proceedings)
 - b) if the student fails to fulfil his/her financial obligations stipulated in the Academic Regulations for Students (*Rules of Reimbursements and Benefits for Students*).
 - c) if the student has voluntary reserve military training

Expiration and termination of student legal relationship

27. §

- (1) The legal relationship of the student is terminated:
 - a) if the student declares that (s)he terminates the relationship on the day of the arrival of the submitted request
 - b) if the student is transferred by another higher education institution (from the day of the arrival of the transfer decision)
 - c) if the student is not allowed to continue his/her studies in the (partially) state-funded programme and if (s)he does not intend to continue his/her studies in the self-financing programme (from the day of the arrival of the notification)
 - d) in case of higher-level vocational programmes, bachelor's degree programmes, master's degree programmes, undivided programmes, further trainings and postgraduate specialist training course, the last day of the next final examination period following the last training period (considering point 3)
 - e) in higher-level vocational programmes: if the student is medically unfit to continue his/her studies; if there is no other relevant vocational programme or the student does not intend to continue his/her studies; if the conditions are not suitable to continue his/her studies, then the relationship is terminated from the finalization of the decision.

- f) If the student's legal relationship is terminated by the Rector due to arrears (after having notified the student and examined his/her social status), the decision is in force as of the day of the finalization.
 - g) if the student in the (partially) state-funded programme withdraws his/her declaration (stipulated in Section 2, 48/D of the Act cciv of 2011 on higher education) and (s)he does not undertake to study in the self-financing programme.
 - h) on the day of the finalization of the disciplinary proceedings
 - i) in the event of the death of the student
- (2) If points (1)b and (1)d are in force, further decision on termination shall not be made.
- (3) The Bachelor student's legal relationship is not terminated if (s)he has been admitted to Master's programme in the following semester.
- (4) The legal relationship is terminated with a unilateral declaration if:
- a) the student does not register for the semester three consecutive times
 - b) if (s)he does not start his/her studies after a deferred semester
 - c) if (s)he attempts to retake a particular examination five times unsuccessfully (six times in seminars) (at Gyöngyös campus, this is relevant to those students who began their studies in 2012/2013 academic year or later)
 - d) if the periods of study expire
 - e) if the student does not obtain at least 15 credits in the first two semesters until the last day of the second semester's examination period
 - f) if the student's weighted average is lower than 2.0 in his/her last two active semesters
 - g) if the student does not get a pre-degree certificate in the last semester of the study period, his/her relationship is terminated on the last day of the given semester
 - h) if the Master student does not complete the compulsory courses in the first two semesters
- (5) In case of students who are admitted on the basis of a new admission procedure (4f and 4g are in force) and who are transferred (4f and 4g are in force) from another higher education institution, credits obtained during the previous semesters (stipulated in the curriculum) shall be considered as well (credits shall be recognized by CTC!).
- (6) 4a and 4b are possible only if the student had already been notified to fulfil his/her obligations. This notification shall contain the possible legal consequences of the failure.
- (7) In the subject of termination, the Rector shall make a decision which shall be authorized by the Directory of Educational Affairs.
- (8) The decision shall be sent to the student's address in a registered letter.
- (9) The student with a terminated legal relationship shall be deleted from the student system.
- (10) The date of termination - if it is terminated with a unilateral declaration – is the day of the finalization.
- (11) A new student legal relationship can be created with the suitable admission procedure.
- (12) In case of termination, the Directory of Educational Affairs shall issue a registry sheet. This is authorized by the Head of Registrars Department. At the Gyöngyös Károly Róbert Campus, it shall be done by the Educational Office and the Educational Directors at the Jászberény and Sárospatak Comenius Campus.

The leniency application

28.§

- (1) At the request of the student, (s)he may be given leniency two times within the provision of the Code of Studies and Exams and Rules of Reimbursements and Benefits for Students when it is justified within a particular training.
- (2) Leniency application is not an option if:
 - a) it is used as an appeal for the admission decision (in case of refusal)
 - b) it is used as an exemption from the training, outcome and curricular requirements
 - c) the student got into a situation caused by his/her fault
 - d) it is used as an appeal for the evaluation of studies
 - e) it is used as an appeal for the reclassification from state-funded programme to self-financing programme
 - f) it is used for the classification from self-financing programme to state-funded programme
- (3) Leniency may be given in case of incidents and events influencing the student's family and living conditions.
- (4) Leniency shall not be given on the basis of study-related reasons. Leniency decisions are always subject to an individual assessment and the final decision shall not function as a reference in other cases.
- (5) The application can be submitted at any time.
- (6) The request shall be addressed to Vice-Rector for Educational Affairs. At the Eger campus, it shall be handed over to the Head of Registrars Department in person. At the Gyöngyös Károly Róbert Campus, it shall be sent to the Educational Office and the Educational Directors at the Jászberény and Sárospatak Comenius Campus. As a registered letter, it shall be sent to the relevant office.
- (7) The Vice-Rector for Educational Affairs shall make a decision on the request which shall be authorized by the Director of Educational Affairs.

Provisions on the training

Duration of the training, period of study

29. §

- (1) Duration of a particular training is stipulated by the training and outcome requirements.
- (2) To be able to get a degree, students may obtain all required credits before or after the end of the training. Period of study is the duration up until the date of obtaining the pre-degree certificate.
- (3) The period of study shall not exceed a period equal to twice the duration of a particular training (stipulated by the training and outcome requirements). In case of transfer, the previously used duration shall not be considered.

Training programme, curriculum, credit-based training

30. §

- (1) Eszterházy Károly University provides individual learning system with a credit basis.
- (2) In the credit system, 1 credit is 30 working hours. During an academic year, student shall obtain approximately 60 credits which is 30 credits/semester.
- (3) Credits can be obtained by fulfilling educational obligations. The obligations are stipulated in the curriculum and in course requirements. The value of the credit – provided that the student's performance has been accepted – does not depend on the evaluation of that performance.
- (4) One credit can be awarded at a time for acquiring a particular knowledge.
- (5) In a higher-level vocational training, a minimum of 120 and a maximum of 150 credits shall be obtained. The duration of the training is at least 4 semesters unless a longer period is stipulated by the European Community Law.
- (6) In a bachelor programme, a minimum of 180 credits – in case of professional practice, a minimum of 210 credits - shall be obtained. The maximum number of credits is 240. The duration of the training is at least 6 semesters while the maximum number of semesters is 8.
- (7) In an undivided programme, a minimum of 300 and a maximum of 360 credits shall be obtained. The duration of the training is at least 10 semesters while the maximum number of semesters is 12.
- (8) In a master's programme, a minimum of 60 and a maximum of 120 credits shall be obtained. The duration of the training is at least 2 semesters while the maximum number of semesters is 4.
- (9) In a postgraduate specialist training course, students can obtain specialized qualification – after the bachelor or master's studies. A minimum of 60 and a maximum of 120 credits shall be obtained. The duration of the training is at least 2 semesters while the maximum number of semesters is 4.
- (10) In higher-level vocational programmes, bachelor's degree programmes, master's degree programmes, undivided programmes and further trainings, the detailed educational and learning requirements as well as the rules of the particular training can be found in the training programme and in the curriculum.
- (11) The electronic form of the curriculum shall be made available to the student.
- (12) According to the training and outcome requirements, the curriculum shall include the educational purpose, duration and levels of the programme (in higher-level vocational programmes, bachelor's degree programmes, master's degree programmes, undivided programmes and further trainings). On the other hand, the curriculum also includes the minimum number of obtainable credits, the title of qualification, the list of the learnt scientific fields and the list of courses. In this course list, compulsory and optional courses, their descriptions, numbers and credit values are also included. The schedule of professional and field practice, the scientific fields of the final exam and the thesis requirements are also included in this list. The list also stipulates the type of courses, the order of completion and it may give suggestions about the optimal schedule (recommended curriculum). Course list shall be provided for the students on Neptun.

- (13) In those bachelor and higher-level vocational trainings where a 30-credit professional practice is compulsory, the person with professional responsibility shall determine the prerequisites of the practice.
- (14) The curriculum is made up of compulsory, elective and optional courses. Compulsory course means that all students have to complete that course in a particular major. Elective courses are included in a particular list made by the person with professional responsibility (this includes courses of specializations and differentiated professional knowledge fields). In case of optional courses, the University shall not limit the student's choice, with the exception that the student is not allowed to choose courses of postgraduate specialist training course in higher-level vocational trainings, bachelor and master programmes and in undivided programmes. Academic hours and credit value (integer) are added to courses in the curriculum. Only those courses have credits whose evaluation is quantified.
- (15) The curriculum may also stipulate some requirements needed to meet (e.g. compulsory physical education, compulsory foreign language, thesis consultation, knowledge of mother tongue). Credits and grades are not assigned to these requirements however, students who do not complete these units shall not be given a pre-degree certificate. The completion of compulsory courses shall be accepted by the tutor's signature.
- (16) From the beginning of studies, the University offers free language courses for those students whose major is not in one of the foreign languages. These language courses are available through four semesters for four a week. There are some majors where having a (specialized) language exam is a prerequisite to obtain a degree. In these general and specialized language courses, students shall complete a progress test successfully: it includes a written and an oral part where students shall score at least 60% to be able to go to the next level. In some other cases, students shall complete the entrance test of the next level.
- (17) Those students are exempt from language requirements who possess the suitable language certificate and who are exempt by a decision of the Equal Opportunities Committee (EOC). The rules and conditions of exemption are included in the *Rules of Equal Opportunities* in the Academic Rules for Students.
- (18) Those students who shall not meet language requirements can also have these free language courses:
- (19) Students with a language exam (and who shall not meet specialized language requirements) may choose from the courses offered through four semesters for four a week (specialized language and/or second general foreign language). In this category, completed semesters prior to the obtainment of language certification shall be considered.
- (20) Students whose major is in one of the foreign languages may have these language courses offered through four semesters for four a week (specialized language and/or second general foreign language).
- (21) The curriculum stipulates that some courses have prerequisites (pre-curriculum). One course shall have a maximum of three other courses as prerequisites. In some special cases, one course can have another, 15-credit course package (module) as a prerequisite however, this package shall be in line with the main course as far as course topics and purposes are concerned. In some cases, students may be required to complete other courses simultaneously as prerequisites.
- (22) There are two types of prerequisites:

- a) prerequisite of registration: students can only register for a particular course if they had completed the prerequisite previously
 - b) prerequisite of completion: students can only complete a particular course if they had completed the prerequisite previously
- (23) In order to create an individual training schedule, students are given a recommended curriculum. In line with the content requirements of the training and outcome requirements and with the system of credit recognition, the curriculum stipulates the compulsory, elective and optional courses, their semester-based credit value and the suitable prerequisites. In the curriculum – with the exception of postgraduate specialist training courses – considering the stipulated training duration, credit values of semesters must not differ by more and less than 3 credits from the total 30. The description of the course includes the official name of the course, its code, number of working hours and credit value. The following data are also included in the description: the recommended semester of the course, its language, prerequisites, its type (compulsory or optional), the name of person responsible for the course, purpose of the course. It also includes a brief course description which indicates the knowledge to be acquired, skills, competences (henceforth: knowledge), the form of the course (practice, seminar, vocational and field practice, study trip, teaching practice, etc.), the assessment of the course (seminar or examination mark), the method of evaluation (sit-in test, homework assessment, on-the-spot performance etc.), educational and technical aids and material, list of required and optional readings (course book, notes, examples, case studies, etc.).
- (24) The modification of Code of Studies and Exams can only be executed in a new or a phasing out system. The recommended curriculum of the given major functions as a guide to interpret the phasing out system. Students who follow a significantly different curriculum (e.g. (s)he has two or more deferred semesters) shall meet the new and updated requirements when (s)he returns. This is relevant to transferred students who had followed a different form and type of training previously.
- (25) Considering the pre-curriculum, the student may follow a different curriculum. The progress of the student is indicated by the credits obtained (credit accumulation). Credit accumulation means that the newly accumulated credits are added to the previously accumulated credits.
- (26) The University provides the students with some optional courses (this is 5% of the required total number of credits) and the student may choose other subjects as well only if their credit value is not more than 20% of the total credit value. Following an individual study schedule, (partially) state-funded students can register for courses for free only if their credit value is not more than 10% of the total credit value. In another training, students may register for their relevant courses as a guest students. If (s)he exceeds the required number of credits, (s)he shall pay a fee stipulated in the *Academic Rules for Students (Section Rules of Reimbursements and Benefits for Students)*. During the registration period, the University provides the students with priority if a given course (included in other students' curriculum) is compulsory for them.
- (27) Students shall ask for the authorized list of courses in writing: in the relevant dean's office at the Eger campus and in the other relevant departments at the other campuses. The request shall include the major of the student, the year of registration with the

code and name of the course. The authorized list of courses shall be issued within 15 working days.

- (28) List of courses authorized after the termination of student legal relationship shall include courses completed after September 2002. For the list of courses, students shall pay an administrative fee stipulated in Appendix 7 of the Academic Rules for Students.

Registry of Credits

31. §

- (1) At the Eger campus, the Directory of Educational Affairs shall keep records of the accumulation of credits. Its rules are stipulated in the HEA 2011 (Point 49) which includes documents stipulated in Appendix 9 of GR 87/2015.
- (2) Credit recording and its maintenance shall take place on Neptun which is freely available as a “read only” version.

Offering Specializations/Modules/Modules of related fields – Registration

32. §

- (1) Specializations/modules and modules of related fields (henceforth: module) are multiple course units of the curriculum. Students may choose from the modules stipulated in the training and outcome requirements and in the curriculum (parallel modules).
- (2) At the end of the first semester, bachelor students (who would like to go on in MA teacher training) – unless otherwise provided in the training and outcome requirements – may choose courses from the secondary teacher qualification training. This 50-credit module can be completed in the stipulated bachelor majors.
- (3) The choice of the module shall take place with a ranking procedure on Neptun. This shall take place during until the last day of the tenth week of the preceding semester’s study period.
- (4) At the suggestion of the persons with professional responsibility, the starting of the module and its quota shall be determined until the last working day of the study period by the Vice-Rector for Educational Affairs. The decision is based on the proposal of the Educational and Research Directors of Campuses.
- (5) The student may ask for registering for a second and further modules.
- (6) Deadline of the submission of request is the last day of the examination period.
- (7) The request shall be addressed to Dean on Neptun.
- (8) If the student would like to register for a second or further modules, (s)he shall pay a particular amount which is stipulated in Appendix 7 of the Academic Rules for Students.
- (9) The Dean shall make the final decision on the request which shall be authorized by the Head of Dean’s Office.

- (10) The student may ask for the change of the chosen module (second or further module).
- (11) Deadline of the submission of request is the last day of the examination period of the preceding semester.
- (12) The request shall be addressed to the Dean on Neptun.
- (13) The Dean shall decide on the request which shall be authorized by the Head of the Dean's Office.

Information about the requirements, Study guide

33. §

- (1) According to the rules of 87/2015, the Study Guide shall be published in Hungarian and in English and it shall be made available on the website of the University. All students shall receive the URL of the Study Guide.
- (2) The Vice-Rector for Education, Curriculum Development and Academic Affairs is responsible for the publishing of the Study Guide which shall include the following: general information and the main description of majors. The Study Guide shall be published (updated) until 31st August, coordinated by the Vice-Rector for Education, Curriculum Development and Academic Affairs.
- (3) Matters of studies and exams related to the content of training shall be coordinated by the person with professional responsibility. In this respect, the person with professional responsibility exercises the following powers (within the framework of the training programme):
 - a) determining the study requirements of the major
 - b) stipulating the conditions (and a retake if needed) of vocational and field practices
 - c) making a suggestion on recognizing previous studies (completed in another training, in another institution)
- (4) The tutor exercises the following powers (within the framework of the training programme):
 - a) allowing one student absence/semester in a particular course
 - b) recording the absences and determining how to make them up
 - c) allowing the visit of courses
 - d) determining the detailed study requirements of a particular course (seminar requirements, exam requirements, retaking possibilities)
 - e) accepting and authorizing study requirements with a signature
 - f) offering marks

Schedule of semesters

34. §

- (1) Eszterházy Károly University differentiates two study systems: academic year and semester systems. The autumn semester starts in September and ends in January, while the spring semester starts in February and ends in June. The first day of the given semester is the first day of the study period (full-time students).

- (2) The educational period – including the study period, examination period, the professional practice, the winter and summer break – shall be determined according to the curriculum and the schedule of semesters.
- (3) After the proposal of the Vice-Rector for Education, Curriculum Development and Academic Affairs, the Rector shall decide on the schedule of semesters.
- (4) When elaborating the plan of the semester schedule, the following points shall be considered:
 - a) the study period is 10-15 weeks/semester while the examination period is at least 5 weeks
 - b) the first week of the semester functions as a registration week for full-time students
 - c) the combined length of the winter and summer break shall be at least 6 weeks
- (5) The schedule of the summer practice shall be made available to the students until the end of the study period.
- (6) Spring and autumn breaks are one-week long periods. During the study period, the Rector may allow 6 more days off after having consulted the Students' Council.
- (7) The first week of the semester functions as a registration week. In this week, students can finalize their course registrations.
- (8) In the study period, students shall attend courses and shall complete course-related tasks.
- (9) Contact hours indicate a particular period during which students acquire knowledge and the relevant material. This particular time period needs evaluation and tutor assistance as well. Type of contact hours: lecture (consultation), in-class practice, and laboratory practice. A contact hour lasts 45 minutes.
- (10) Examination period provides the students with an opportunity to pass all of the compulsory examinations. Requirements related to the study period shall be met according to the rules of the Code of Studies and Exams.
- (11) Student performance is evaluated in the study period and in the examination period as well.
- (12) If the student is supposed to complete the professional practice after the end of the semester, (s)he is allowed to validate the completion in the semester of registration on Neptun.
- (13) At the end of the last semester, the University shall provide an examination and a final examination period as well.

Participation in courses

35. §

- (1) Rules of course participation are always in force from the first day of the study period to the last day of the study period.
- (2) Students are required to participate in the compulsory courses (practice, seminar, laboratory, vocational and field practice, study trips, teaching practice). The tutor of the course shall record student attendance. The sole exception to this is the student with an individual study schedule.

- (3) If the student is absent from class (s)he is required to certify his/her absence until the 7th working day at the latest. In case of illness, (s)he is required to show the tutor a medical certificate in the next class after the recovery.
- (4) Absences due to illness, shall be certified with an official medical (regional, GP, authority, university doctor) certificate. On this certificate, the day of recovery shall be indicated.
- (5) If justified, the Dean may allow 15 days off for the student. The student may be exempted from a course once by the tutor. The Dean is competent to allow group absences.
- (6) On the basis of a medical certificate, three times the weekly amount of a particular contact hour and three times the overall weekly amount of all contact hours can be considered as a certified absence.
- (7) In case of (2), if the full-time student has 4 weeks certified and 2 weeks uncertified absence, his/her course performance in that course shall be considered as a fail automatically. In case of partially full-time students, the number of absences cannot be more than 50% the total amount (semester) of the contact hour. The tutor may provide the student with that information.
- (8) If the student is not able to attend the class due to schedule change, it is not considered as an absence.
- (9) The student is responsible for any disadvantages (or the need to make it up) caused by absences.

Individual Study Schedule

36. §

- (1) The student may submit a request of individual study schedule.
- (2) The request shall be authorized in each semester.
- (3) In an active semester, the student can request the individual study schedule for the registered courses. From the beginning of the second semester the student can only request for the individual study schedule, if his/her corrected credit value average is at least 3.50.
- (4) Irrespective of the abovementioned conditions, the student can continue his/her studies with an individual study schedule if:
 - a) (s)he receives maternity leave, child care allowance, child-raising allowance or child benefit.
 - b) (s)he received a scholarship and is on a study trip abroad
 - c) (s)he is a member of the Students' Council and (s)he is recommended by the Students' Council in a form of a written declaration or if (s)he certifies his/her professional activity.
 - d) (s)he is a top-class athlete (in line with Section 18 (2) Chapter 7 of the Academic Rules for Students).
- (5) The request of individual study schedule (along with the necessary documents) shall be submitted until 15th September in an autumn semester and 10th February in a spring semester.
- (6) In case of courses at the same time slot, the undivided teacher training student may request the individual study schedule per course.
- (7) Students who study in a different training simultaneously shall not attach a certificate to the request.

- (8) The request of individual study schedule (along with the necessary documents) can be submitted after the end of the deadline in the following cases: students with an infant, disabled students, top-class athletes, students receiving permanent medical treatment, students participating in part-time training abroad, students participating in parallel training, students doing public activities, students with a special social status and those whose status has recently changed.
- (9) The request shall be addressed to the ECC on Neptun.
- (10) ECC shall make a decision on the request which shall be authorized by the relevant ECC person.
- (11) Within 10 working days after the receipt of the decision, the student is required to consult the responsible person who informs him/her about the requirements. If the student fails to meet the abovementioned requirements, the request shall be withdrawn.
- (12) On the basis of the request, the student may complete seminars during the examination period. The completion shall follow the relevant requirements of the course. The student may pass his/her exams one week after the end of the examination period. The student is exempt from participating practices and seminars and (s)he may receive other advantages.
- (13) The Individual Study Schedule can only be provided on the basis the student's status. In higher-level vocational training, bachelor and master's programme and in undivided trainings, it cannot be used as an exemption from completing the basic requirements of obtaining a degree.
- (14) In all other respects, students with an individual study schedule shall meet the regular requirements ((s)he shall pass all compulsory exams, complete all assessments, defend his/her thesis and pass the final examination as well).
- (15) Students with an individual study schedule undertakes to complete all assessments individually. The University is not required to provide the student with any special aid or help other than usual (contact hours, thesis consultation etc.) The student shall not submit a request of special aids.
- (16) If justified, the request may be withdrawn by the ECC.
- (17) The request shall be withdrawn if the student:
 - a) does not fulfil the conditions of giving the permission
 - b) does not meet the requirements stipulated in the authorized decision of the individual study schedule
- (18) In case of withdrawal, the student shall not face any disadvantage and inconvenience during the given period.

Assessment of knowledge, forms of evaluation

37. §

- (1) Assessing knowledge can take place:
 - a) written or oral in-class presentations, sit-in written tests, homework assignments (plan, progress sheet, record)
 - b) examination (during the exam period)

- c) assignment
 - d) comprehensive examination
 - e) final examination
- (2) The student can be given an end-of-term evaluation in case of:
 - a) seminars based on the student's performance. There is a five-scale evaluation system: Excellent (5), Good (4), Fair (3), Sufficient (2) Insufficient (1). On the other hand, a three-scale evaluation system is also applied: Excellent (5), Satisfactory (3) and Fail (1).
 - b) examination mark (k) is determined on the basis of student performance in the examination or on the overall result of mid-term tests and exam performance. Assessment of knowledge is five-scale as well: Excellent (5), Good (4), Fair (3), Sufficient (2) Insufficient (1).
 - c) signature (ai): certifying the completion of the requirements.
 - (3) The tutor shall write the mark on Neptun in the first week of the examination period or – if there are no prerequisites of the course – in the last week of the examination period at the latest. If the seminar mark is the prerequisite of another course, the student shall help the tutor write the mark before the completion of the other course.
 - (4) If the student fails to complete the prerequisites of the seminar mark (e.g. did not write tests, did not submit records or progress sheets), the tutor shall provide the student with an opportunity to complete the course. This shall take place only once in the study period.
 - (5) Seminar marks are given during the study period however, students in the partial or distance programmes shall get 2 additional weeks for completion. In case of a fail mark, retake is not possible in that semester. Retake is only possible with a new course registration.
 - (6) The comprehensive exam aims to assess and evaluate student performance by focusing on those courses which are vital as far as the purpose of the training is concerned. The comprehensive exam is a written or an oral exam evaluated by the exam committee. The content of the exam is stipulated by the curriculum. Prerequisites of the comprehensive exam shall be completed even if they are supposed to be completed in the semester of the comprehensive exam. The comprehensive exam can be a written-only/oral-only exam or it can include a written and an oral part as well. Form and evaluation of the comprehensive exam are determined by the person with professional responsibility.
 - (7) In Master's teacher training and undivided teacher training, the final comprehensive exam and the specialized final comprehensive exam (final comprehensive exam) shall assess the knowledge and competence of the student. This is a complex exam focusing on all aspects of the particular study field. After having obtained all of the required credits, students shall sit the final comprehensive exam. This shall be followed by the compulsory (half a year/a year) teaching practice.
 - (8) Contents, rules, requirements and evaluation form of the compulsory teaching practice shall be included in the description of the course. Compulsory vocational or field practices - depending on the requirements of the curriculum – shall be assessed with a five or three-scale method.
 - (9) Students of foreign language majors shall complete a basic exam. Contents, rules, requirements and evaluation form of the basic exam shall be included in the curriculum. It is assessed with a three-scale method. If the student fails to complete the

basic exam, retake is not possible in that semester. If the student fails to complete the basic exam, (s)he can continue his/her studies.

- (10) After having fulfilled the requirements, if there is a suspicion of plagiarism and if the tutor proves it within 4 days of the examination, the tutor shall notify the Vice-Rector for Education, Curriculum Development and Academic Affairs. In this case, the Vice Rector shall initiate disciplinary proceedings against the student.
- (11) If the student register for the course with a practical mark, it shall be considered as an attempt to complete the course if (s)he does not delete his/her registration until the deadline stipulated in the Code of Studies and Exams. All attempts have a suitable mark. If the student deletes the course registration, it shall not be considered as an attempt to complete the course.

Offered marks

38. §

- (1) On the basis of student performance (or some work in the Scientific Students' Associations) during the study period, the tutor may offer a mark to the student. The student is not required to accept the mark.
- (2) The course description shall include the possibility of offered marks. It shall be made available to the students.
- (3) Until the last day of the study period, the examination mark shall be indicated on the exam sheet and shall be written into the Neptun system.

The examination period

39. §

- (1) The examination period is a five-week long period during which students shall pass all of the exams including retakes as well. The first and last day of the examination period shall be determined by the Rector, at the suggestion of the Vice-Rector for Education, Curriculum Development and Academic Affairs between the first working day after the end of study period and 31st January (or 30th June).
- (2) One course shall have at least three exam opportunities in an examination period. Exam days shall be given reasonably.
- (3) Exam days shall be given reasonably and some gaps shall be given between the last opportunity and the possible retake. At least three days off shall be provided between the opportunities of the same course. The student may freely choose from the opportunities. The tutor reserves the right to minimize the number of examinees on one day. In case of an oral exam, a maximum number of 20 students can take the exam.
- (4) Exam days, name of the examiners, deadline and mode of registration and the mode of possible retake shall be stipulated on Neptun three weeks before the end of the study period.

- (5) Students shall register for all of their compulsory exams on Neptun 24 hours before the start of the exam at the latest. Until the 24-hour deadline, the student can delete the registration.
- (6) After having consulted the tutor, the student can take a pre-exam in the last week of the study period.
- (7) At the request of the student in an international part-time programme, ECC can make a decision in which the student is allowed to take the exams until the last working day of the following study period.
- (8) This request shall be submitted before the last week of the current examination period.
- (9) The request shall be addressed to the Head of ECC on Neptun.
- (10) ECC shall decide on the request which shall be authorized by the relevant ECC person.
- (11) In case of student absence, the examiner (the chair of the exam committee) writes a “did not show up” entry into the system and the record book.
- (12) In case of the examiner’s permanent unavailability, the head of department shall appoint another examiner and shall ensure the smooth and punctual application of the exam.
- (13) The student can certify his/her absence within 15 days of the exam. The request shall be sent to the Registrars Department at Eger Campus. At the Gyöngyös Károly Róbert Campus, it shall be sent to the Educational Office and to the Educational Directors at the Jászberény and Sárospatak Comenius Campus.
- (14) In case of uncertified absence, the student can only re-register for the exam if (s)he shall pay a particular amount which is stipulated in Appendix 7 of the Academic Rules for Students.
- (15) This re-registration shall not be considered as an attempt to register for the same exam again.
- (16) Absence from the exam shall not be considered as an unsuccessful attempt to register for the same exam again.
- (17) If the student is absent from the last exam opportunity, (s)he is not able to register again in the same exam period. This is relevant to retakes as well.

Order of exams

40. §

- (1) The examiner is responsible for the smooth and calm conducting of the examinations.
- (2) The mode of conducting the exam shall be stipulated in the course descriptions. The mark in the course record book is written according to the stipulated evaluation method.
- (3) In case of cheating (the student uses prohibited aids such as electronic device, book, notes, exercise book, sheets of paper, etc.), the course is an automatic fail (1).
- (4) In case of an oral exam, student shall have at least 10 minutes of preparation (but not more than 30 minutes).
- (5) The tutor
 - a) at the beginning of the oral and written exam, checks the student’s identification
 - b) in case of a written exam, the student certifies his/her presence by signing the exam sheet

- c) in case of an oral exam, the tutor writes the mark on the exam sheet and on the student's performance sheet and authorizes it with his/her signature. By signing the exam sheet, the student accepts that (s)he is given the performance sheet.
- d) in case of a written exam, the tutor writes the mark on the exam sheet and authorizes it with his/her signature.
- e) on the basis of the exam sheet, the tutor shall write the mark into the Neptun system within 5 days.
- f) in case of out-of-the-exam marks, the tutor shall issue an exam sheet as well.
- (6) In case of a written exam, at the student's request, the student can take a look at the test within 20 days of the evaluation. This request shall be addressed to the relevant tutor in writing. If the student did not oppose the result of the exam, the evaluated test can be annulled in the following semester.
- (7) In case of an unsuccessful exam, the tutor shall write a "fail" and "insufficient" entry into the Neptun system.
- (8) After the end of the examination period, the student shall check his/her marks in the Neptun system. If the student is able to certify that the record is not correct (missing or incorrect marks), (s)he shall make a written complaint within 10 days of the end of the examination period. No appeal shall lie after the deadline however, the student shall submit a request of certification.
- (9) In case of an oral exam, if there are different marks on the exam and the performance sheet, mark on the written test is relevant (in case of a written exam).
- (10) Students, who use prohibited aids or attempt to commit forbidden actions, shall be excluded from the exam and their completion attempt shall be considered as unsuccessful. The Vice-Rector for Education, Curriculum Development and Academic Affairs shall initiate disciplinary proceedings against the student.
- (11) Oral comprehensive exams shall be conducted with a committee of two people.
- (12) The chair and members of the committee shall be appointed by the head of department.

Retake of unsuccessful and successful exams

41. §

- (1) Unsuccessful exams can be retaken 2 times (retake). In case of third and additional registrations, students shall pay a fee which is stipulated in Appendix 7 of Academic Regulations for Students. Fees shall be paid before the registering for the retake.
- (2) If the student intends to improve his/her mark, (s)he can retake the exam once in a particular semester. If the retake is worse than the first take, the retake shall be considered with the exception of a fail which can be retaken once in the examination period.
- (3) Improving successful exams can only be attempted in the semester in which the successful exam had taken place.
- (4) The fifth retake shall take place with a committee who evaluates the student's performance. The student shall submit a request of composing a committee five working days before the start of the exam. The head of department shall decide on that matter. If the request is not submitted, it shall be considered that the student has renounced his/her rights.

- (5) The committee is made up of at least three people: the person with professional responsibility, the tutor and a student representative of the Students' Council. Three working days before the start of the exam, the department shall inform the student about the composition of the committee.

Re-Registration

42. §

- (1) If the student is not able to fulfil the requirements of a registered course, (s)he can re-register for the course in one of the next semesters.
- (2) The student is not allowed to continue his/her studies if (s)he attempted to complete a compulsory course 6 times unsuccessfully.
- (3) Courses can be attempted to complete 6 times.

Indicators of student progress

43. §

- (1) In every semester, the Registrars' Department calculates such indicators of student progress: grade average, credit value, corrected credit value and scholarship value. If the student intends to change training form or institution, weighted average is also calculated as follows:
 - a) Grade average is the mathematical average of the received marks in a particular semester. When calculating the average, all marks shall be considered except for the retaken fails and thesis prerequisites.
 - b) Weighted average: in the given semester, credit values and received marks (of the completed courses) shall be multiplied then this shall be divided by the total amount of the credit values (of the completed courses). Thesis prerequisites shall not be considered in this calculation.
 - c) Cumulative weighted average: in the whole training programme, credit values and received marks (of the completed courses) shall be multiplied then this shall be divided by the total amount of the credit values (of the completed courses). Thesis prerequisites shall not be considered in this calculation.
 - d) credit value: in the given semester, credit values and received marks (of the completed courses) shall be multiplied then this shall be divided by thirty. Thesis prerequisites shall not be considered in this calculation.
 - e) Corrected credit value can be calculated with the help of a multiplication factor where the rate of the completed and the registered credits shall be considered.
 - f) Scholarship value is a corrected credit value where the recognized credits shall not be considered. When calculating the scholarship value, professional practice (at least 10 credits) and thesis prerequisites shall not be considered.
- (2) When calculating the weighted average, the credit value and the corrected credit value, all marks received in the given semester shall be considered except for the fails. Grade

average, weighted average, credit value, corrected credit value and scholarship value shall be calculated with two decimal places.

- (3) The corrected credit value and the scholarship of students in international part-time programme shall be determined according to the *Rules of Reimbursements and Benefits for Students*).

Management of course record book/registry sheet

44. §

- (1) The course record book:
- a) is a printed, numbered and stitched document (stipulated by the Educational Authority)
 - b) is a stapled document printed from the Neptun system, authorized by the relevant offices
- (2) For students with a printed course record book, the student office clerk shall glue the printed data to the course record book. It shall be authorized by the relevant offices.
- (3) At the time of the termination of the student legal relationship, the Directory of Educational Affairs shall issue the electronic course record book. The form of the book shall be in line with the rules of the University and the Educational Authority. The printed, stitched document shall be authorized by the relevant offices.
- (4) In a particular semester, the student can ask for an extract of the course record book once. This is free of charge. For further extracts, the student shall pay a particular amount which is stipulated in Appendix 7 of the Academic Rules for Students. Content requirements of the course record book, the registry sheet and the registry sheet extract shall be stipulated by the GR 87/2015.
- (5) 1 course record book and 1 registry sheet shall be issued for 1 student with the exception of the fact if the student is spending his/her studies on different training levels simultaneously.
- (6) At the time of the termination of the student legal relationship, an authorized extract of registry sheet shall be issued:
- a) for students who did not obtain the pre-degree certificate
 - b) (at the student's request) for students who did obtain the pre-degree certificate but did not receive a degree
 - c) (at the student's request) for students of postgraduate specialist training course who received a degree
- (7) Course record book shall not be issued for those students who receive an authorized extract of registry sheet.
- (8) At the student's request, the University provides the student to authorize the extract of registry sheet (once in a semester).
- (9) In case of an oral exam, the University provides the student with a performance sheet which shall be in line with GR 87/2015. Performance sheet can be printed out from Neptun and shall be handed to the examiner or the chair or the committee.

- (10) The performance sheet shall include the semester, the name of the student, student ID number, the full name of the course, the start of the exam, the result of the exam, the name of the examiner, the ID number and signature of the examiner.
- (11) After 10 days of the end of the training period, the student may object the evaluation-related data in the registry.
- (12) Within 15 days of the end of registration period, the student may object the registration-related data in the registry. This shall be sent to the relevant offices.

Provisions of finishing studies
Thesis, portfolio, professional report, study
45. §

- (1) In higher-level vocational training, bachelor programme, master's programme, undivided programme and in postgraduate specialist training course, students shall defend their thesis and/or make a portfolio. Before 8 months of the final examination, the list of portfolio documents shall be made available.
- (2) The thesis aims to demonstrate the student's thorough understanding of his/her chosen study field. The thesis also shows how the student is able to collect, analyse and process scientific data, how to outline the main ideas of the chosen field or phenomenon, how to create hypotheses, how to solve scientific problems, how to analyse alternative hypotheses, how to elaborate argument or counter-argument and how to demonstrate his/her main ideas in a coherent and scientifically appropriate manner.
- (3) In master's teacher training and in undivided teacher training, the thesis attempts to demonstrate how the student is able to integrate and apply the acquired knowledge during teaching. (S)he is able to collect relevant scientific data, plan his/her lessons and deliver the tasks appropriately and effectively. (S)he is able to analyse student performance and progress, gain experience about the learning-teaching process, make conclusions, analyse data and apply them in his/her job.

46. §

- (1) Thesis is an individual scientific work, piece, programme or other intellectual product which proves the suitable skills and competences of the student. Thesis defence shall be in line with the rules of Code of Studies and Exams. Stipulated by the training and outcome requirements, thesis is a credited course unit without actual contact hours.
- (2) Thesis topics shall be recommended by the tutors and researchers of the different departments. Topics shall be fit into the major's main training profile: students can apply the acquired knowledge during thesis writing.
- (3) Topic recommendations shall be sent by the head of department (or institute) to the person with professional responsibility until 31st October and 28th February. Until 30th

November and 31st March, the person with professional responsibility shall ensure that the thesis topics should be made available to the students.

- (4) In line with their study field, students can choose a thesis topic. Students shall choose a topic on Neptun until 1st June (1 year before the final exam) and 15th December.
- (5) In his/her thesis, the student shall outline the chosen topic or research field. This shall be in line with the student's study field and shall be authorized by the department. Sufficiency shall be decided by the supervisor. If there is a dispute, the person with professional responsibility has the final decision.
- (6) If the student misses the deadline of topic choice, (s)he shall pay a particular amount which is stipulated in Appendix 7 of the Academic Rules for Students.
- (7) The student can only start writing the thesis if it had been accepted by the person with professional responsibility.
- (8) Modification of topic and supervisor may be possible until 30th October and 28th February. This shall be done as a request submitted by the student.
- (9) The Dean shall make the final decision in the matter of topic and supervisor modification. This shall be authorized by the Head of Dean's Office. The student shall pay a particular amount which is stipulated in Appendix 7 of the Academic Rules for Students.
- (10)

47. §

- (1) Master's thesis includes two components:
 - a) portfolio: It aims to collect and summarize the main ideas of the student's teaching practice. Helped by the mentor teacher, the teaching practice makes the student get acquainted with the teaching profession. On the other hand, the practice attempts to help the student gain insight into the individual activities and practices. The portfolio is a compilation of sharing the experiences of the teaching practice.
 - b) Study: Following a particular specialized pedagogical approach or a general approach of educational science, the student shall elaborate a scientific study in which (s)he shall analyse and evaluate the abovementioned experiences from a particular scientific aspect. The study shall demonstrate that the student is able to elaborate his/her topic by applying the acquired methodological, educational and psychological knowledge. (S)he is also able to utilize this knowledge in the field of specialized trainings or adult education.
- (2) In teacher trainings, students shall solve a particular task in their thesis. This task shall fit into the profile of the training or it shall be in line with the process of education. In this task, students shall demonstrate that they are able to create and apply an education-related material in which they use their expertise to process the relevant literature, elaborate empirical research and create a knowledge they can utilize in the teaching process. The thesis can be identical with the thesis accepted in the study field if it meets the abovementioned requirements.
- (3) In divided and undivided teacher training, thesis includes two components:

- a) portfolio: It aims to collect and summarize the main ideas of the student's teaching practice. Helped by the mentor teacher, the teaching practice makes the student get acquainted with the teaching profession. On the other hand, the practice attempts to help the student gain insight into the individual activities and practices. The portfolio is a compilation of sharing the experience of the teaching practice.
 - b) Study: Following a particular specialized pedagogical approach or a general approach of educational science, the student shall elaborate a scientific study in which (s)he shall analyse, evaluate the abovementioned experiences from a particular scientific aspect. The study shall demonstrate that the student is able to elaborate his/her topic by applying the acquired methodological, educational and psychological knowledge. (S)he is also able to utilize this knowledge in the field of specialized trainings or adult education.
- (4) On the basis of 3b, the study:
- a) can be a methodological work related to the experiences of teaching practice
 - b) can be a specialized work focusing on the teaching of one particular field
 - c) (in divided teacher training) can be a descriptive, theoretical work focusing on a general educational problem. A scientific analysis and evaluation.
 - d) can be an aid (learning tool) focusing on one particular aspect of the specialized subject.
- (5) In divided teacher training, qualified teachers and students of short cycle module shall make a portfolio (functions as thesis) (3a).
- (6) In undivided teacher training, the final examination includes the collection of documents (portfolio) in which the student shall demonstrate his/her expertise in analysing and evaluating the educational experiences of the training. On the other hand, the portfolio shall demonstrate a scientifically accurate profile focusing on the educational aspect of the student's experiences. The student is able to prove his self-reflective skills, integrate and apply the acquired knowledge in his/her study field, evaluate scientific findings and evaluate the efficiency of teaching and pedagogical tasks.
- (7) In divided and undivided teacher trainings, student shall make the portfolio on the suitable online platform. The student shall upload the portfolio until the relevant deadline stipulated in the educational calendar.

48. §

- (1) In postgraduate specialist training course (in the specialized exam programme) - if the training and outcome requirements stipulates - the student shall make a portfolio of collected material. The portfolio shall be uploaded to the online platform 30 days before the final examination.
- (2) The person with professional responsibility is in charge of the student portfolio in postgraduate specialist training course.
- (3) In higher-level vocational training, student shall make a portfolio and a professional report. Its rules are stipulated in the curriculum. Content and formal requirements of the professional report shall be determined by the person with professional

responsibility. The deadline of uploading the portfolio shall be determined by the person with professional responsibility.

49. §

- (1) The supervisor shall help the student in the writing of the thesis. The student may choose his/her supervisor from the University's tutors and researchers. The head of department may ask an external expert as a supervisor.
- (2) Until the submission of the thesis, the Supervisor shall provide a professional and methodological guidance for the student. The Supervisor shall help the student outline the topic effectively.
- (3) The Supervisor shall make she student complete the following tasks:
 - a) after having consulted the relevant literature, the student shall make an individual outline
 - b) on the basis of the outline, the Supervisor shall make the student present his/her data and other professional work. This shall be done in the last two semesters, while, in the case of agrarian bachelor studies this shall be done in the last three semesters.
 - c) until the submission of the thesis, the Supervisor shall provide the student with all possible aids to create the final form of the thesis.
- (4) The Supervisor shall evaluate the thesis and upload the evaluation sheet to the online platform. The Supervisor shall hand over a signed copy of the evaluation sheet to the relevant offices and upload to the online platform.

50. §

- (1) In the following two semesters (three semesters in agrarian bachelor studies) of the topic choice, students shall register for thesis consultation, contact his/her supervisor and ask for the relevant guidance of thesis writing.
- (2) The student shall create an outline and hand it over to the supervisor. In the next period, on the basis of the outline and the supervisor's suggestions, the student shall collect data, process all pieces of information and create the list of cited works. At the same time, (s)he informs the supervisor about the progress (for two semesters and three semesters in case of agrarian bachelor studies).
- (3) The student declares under penalty of perjury that the printed and the online version of the thesis are identical.

51. §

- (1) The formal requirements of the thesis shall be stipulated by a decision made by the relevant dean.
- (2) Unless otherwise provided by the Dean, the formal requirements of the text of the thesis are the following:

- a) in case of a written thesis, the length of the work shall be at least 25 pages (at least 50,000 characters without spaces) – excluding appendices, notes and cited works
 - b) thesis shall be done with a word-processing software and printed out on a A/4 white sheet
 - c) Font: Time New Roman
 - d) Size: text: 12, notes: 10
 - e) line space: 1,5
 - f) margin: 3 cm on the left, rest: 2,5
 - g) text alignment: justified. Chapter titles in the centre, other titles on the right
 - h) Chapters and subchapters shall be clearly separated from the text (in bold or in italics) with one empty space above and under the titles
- (3) Formal requirements of the external appearance of the thesis
- a) One printed copy shall be submitted and uploaded to the online platform. Printed version shall be given to the student after the defence.
 - b) The printed copy (black, bound) shall be submitted as a hardcover on which “thesis” shall be placed on the centre. The author and the year of submission shall appear at the bottom on the right.

52. §

- (1) In the field of art or art mediation – unless otherwise stated by the person with professional responsibility – complete theses shall be submitted until 15th April and 15th November. Within two weeks after this deadline, students shall submit the printed version to the Registrars Department.
- (2) The abovementioned deadline may be extended by 1 week. A request shall be submitted to the head of the dean’s office In case of late submissions, the student is not allowed to defend the thesis.

53. §

- (1) The opponent of the thesis shall be appointed by the head of department. It can be an external person as well.
- (2) After having consulted the supervisor, the opponent evaluates the thesis and gives a recommended mark. (S)he uploads the evaluation sheet to the online platform and hands a signed copy over to the Registrars Department.. The opponent is an expert in that particular field.
- (3) The thesis is evaluated by the Supervisor on Neptun.
- (4) Thesis reports shall be made available to the student one week before the defence. Insufficient theses cannot be defended.
- (5) Students with an insufficient thesis are not allowed to take the final exam. Retake of the thesis can only be possible once. In this particular case, the student shall write a new thesis. A new thesis is considered as a new topic choice.

- (6) The thesis shall be an automatic fail if:
 - a) it contains word-by-word quotes without suitable references (plagiarism)
 - b) it contains illegal or copyrighted data or information
- (7) The mark of the thesis shall be included in the result of the final examination. Thesis defence shall be witnessed by a committee. Thesis defence is included in the final examination process. During the thesis defence, the student shall be given the opportunity to answer the question and defend his/her statements.
- (8) In master's teacher training, thesis report shall be delivered by tutors of pedagogy, psychology and methodology. Opponents shall consider the following aspects: use of the relevant literature, integration of practical experiences, context, individual ideas on the topic, structure, formal features, use of the specialized language, grammar, style.
- (9) In case of teacher training thesis (study), the opponent makes an official report and recommends a mark. After having consulted the supervisor and the opponent, one member of the committee consults the whole committee. The committee then announces the mark of the defence. Evaluation requirements of teacher training theses are included in Appendix 8/3. of the Academic Regulations for Students.
- (10) One copy of the report shall be attached to the final exam record. Portfolio report is part of the final exam record.
- (11) Submitted theses cannot be withdrawn.
- (12) The student can retake an unsuccessful professional report or portfolio once. This can be done in the following semester.
- (13) Theses which are rejected due to plagiarism cannot be retaken. In this case, the Vice-Rector for Education, Curriculum Development and Academic Affairs shall initiate disciplinary proceedings against the student.
- (14) Transferred last year students can defend their thesis with the original supervisor.
- (15) Scientific Students' Associations (henceforth: TDK) assessments can be submitted as a thesis if the person with professional responsibility approves. In this case, (17) shall be considered.
- (16) Unless otherwise stated by the legislation, credits which can be obtained with thesis or portfolio shall be stipulated by the curriculum on the basis of training and outcome requirements.
- (17) If the student presents his/her TDK assessment in the institutional conference, it can be considered as thesis defence if:
 - a) at least two written reports (supervisor and opponent) were written about the assessment
 - b) the student read the reports one week before the presentation
 - c) the student proved his/her professional expertise, answered all of the questions effectively and, on the basis of the committee's opinion, the assessment can be evaluated as excellent (5)
 - d) the committee suggests that the assessment should be sent to the national conference.

- (18) On the basis of point (15) the student is exempt from thesis defence if his/her assessment receives a prize (first, second, third or special prize). In this case, the thesis is evaluated as excellent (5).
- (19) If the TDK assessment is recognized as a thesis, the Institutional Scientific Students' Association Committee (henceforth: ITDB) shall draw up a record.
- (20) 5 days after the Institutional Scientific Students' Association Conference (ITDK), one original copy of this record shall be handed over to the Registrars Department. This certifies that the student can ask for exemption. Original reports (2) on the assessment function as a compulsory annex of the record.
- (21) If the ITDB does not recommend the exemption of the ITDK assessment, the assessment shall be sent through the regular thesis procedure.
- (22) If the student does receive the exemption, (s)he can validate it in the semester of the ITDK or in the following two semesters.

54. §

- (1) Within 2 months of the defence, successful theses are added to the university archive.
- (2) Theses in the archive cannot be borrowed or reproduced. At a request, the student may take a look at the theses with the exception of secured ones. Rules for accessing shall be stipulated by the Rules of University Archive.
- (3) The author of the thesis or the providing organization may submit a written request of securing a thesis. The request shall be submitted to the person with professional responsibility. If the responsible person accepts the securing, the thesis can only be given to the opponent and the final exam committee.
- (4)

Conditions of admission to the final exam, pre-degree certificate

55. §

- (1) In bachelor and master's training, undivided training, higher - level vocational training and in postgraduate specialist training course, students finish their studies with a final examination.
- (2) Final examination is the assessment and evaluation of the acquired knowledge, skills and competences. In the final exam, students are supposed to prove their expertise in the study field.
- (3) Final exam topics shall be made available 8 months before the exam.
- (4) In the final exam period, students can register for the final exam on Neptun until the end of the registration period.
- (5) Late registration is only possible with the Dean's approval. The request shall be submitted 15 days before the start of the final exam period.
- (6) In case of late submissions, students shall pay a particular amount which is stipulated in Appendix 7 of the Academic Rules for Students.

- (7) Two years after the obtainment of the pre-degree certificate, the admission to the final exam is subject to the recommendation of the responsible person. As a condition of admission to the final exam, the responsible person may require the student to meet all curriculum-related requirements.
- (8) A record shall be drawn up in the final exam. Partial results and the final mark shall be written into the course record book and to the registry sheet as well.
- (9) Conditions of admission to the final exam:
 - a) pre-degree certificate
 - b) the student does not have an arrear or unpaid library fines
 - c) the student has submitted the thesis which was accepted (and is in line with the Code of Studies and Exams)
- (10) Obtaining the pre-degree certificate is a condition of the admission to the final exam. Pre-degree certificate can be issued for the student who met all curricular requirements, completed the compulsory practice (with the exception of receiving a language exam certificate and defending thesis) and obtained all of the required credits. After having received the pre-degree certificate, the student can take the final exam in the following final exam period (within the framework of his/her legal relationship). If the student's relationship has expired (s)he can still take the final exam within two years. Students, who received the pre-degree certificate after September 2012, cannot take the final exam 5 years after the expiration of the legal relationship.
- (11) Pre-degree certificate proves that the student met all curricular requirements. It does not enable the student to occupy a position on the basis of the degree.

Final examination committee

56. §

- (1) The final examination shall take place with a final examination committee (henceforth: FEC) which consists of a chair and two members.
- (2) FEC shall be established as follows: at least one member shall be a professor/college professor or associate professor/college associate professor.
- (3) The chair of the committee is a professor/college professor or associate professor/college associate professor or an external expert. The chair and members of the committee shall be appointed for half a year by the Dean of the Faculty at the Eger campus and Educational and Research Director at the Gyöngyös, Sárospatak and Jászberény campus. The Faculty Council shall agree on appointing the chair of the committee.
- (4) The chair of the committee in teacher training final examination is a renowned expert of educational science or psychology. Members of the committee are experts in specialized fields and methodologies. The committee can have other members as well: mentor teachers of external practice schools, the supervisor or the opponent.
- (5) FEC is helped by an administrator who draws up a record but (s)he does not have right to vote.

The final examination and its evaluation

57. §

- (1) Students shall register for the final examination on Neptun until the last days of the registration period.
- (2) Unless otherwise stated by the training and outcome requirements, components of the (teacher training) final exam:
 - a) completion and defence of thesis and/or portfolio or professional report
 - b) oral final examination (specialized) and oral teacher training final examination
- (3) Final exam in foreign language bachelor training may have a written part as well.
- (4) Specialized oral final exam is complex test of the student's acquired knowledge in the particular study field. Specialized oral final exam shall take place with a committee.
- (5) Oral (teacher training) final examination includes:
 - a) pedagogical-psychological unit
 - b) methodological unit
- (6) In divided teacher training and in short cycle teacher training, students with a teacher or instructor qualification shall take an oral final exam which is part of the methodological unit.
- (7) In majors belonging to modern philology, students shall use a foreign language to the extent they were supposed to use it in other exams.
- (8) In the final exam, the student shall choose a topic and (s)he has a 20-minute preparation time. For the preparation, the student shall use an official, stamped paper given by the administrator. At the end of the exam, the student shall give back the paper to the administrator.
- (9) Theses/portfolio/study and oral exams are evaluated with a five-scale method and the committee votes about the final mark of the exam. In case of a draw, the chair has the final decision.
- (10) Unless otherwise stated by the legislation, in higher-level vocational training bachelor and master's training and in postgraduate specialist vocational course, the final mark is the mathematical average of the final examination marks.
- (11) In divided teacher training, the result of the final exam shall be calculated as follows:
 - a) the recommended mark of the teacher training thesis
 - b) the received mark at the time of submission and defence of teacher training thesis
 - c) the mark of the oral part of the final exam
 - d) the mark of the teaching practice
 - e) the mark of the one-year teaching practice
- (12) In undivided teacher training, the result of the final exam shall be calculated as follows:
 - a) the recommended mark of the teacher training thesis
 - b) the received mark at the time of submission and defence of teacher training thesis
 - c) the mark of the oral part of the final exam
 - d) the mark of the teaching practice
 - e) the mark of the exam teaching
 - f) the mark of the one-year teaching practice
- (13) If the thesis or any of the oral parts are unsuccessful, the whole final exam shall be considered as a fail and the student shall retake the exam. If the thesis defence is successful but the oral part is unsuccessful, the mark of the thesis defence shall be

included in the next final exam result in the following two years. After this two-year period, if the student has not completed the final exam, (s)he is supposed to write a new thesis or update the current one. In case of unsuccessful thesis defence, the student is supposed to write a new thesis.

- (14) In the next final exam period, the student can retake one unsuccessful part of the final exam.
- (15) With the consent of the student, the result of the final exam is announced by the chair of the committee.

The degree, its annex, certificate of final exam

58. §

- (1) In bachelor and master's training, undivided training, higher-level vocational programme and in postgraduate specialist training course, if the student passes the final examination and meets the language requirements, a degree is issued by the University. Before the graduation ceremony a copy of the degree shall also be issued which functions as the annex of the registry sheet. Training and outcome requirements and the relevant curriculum include the language requirements (only particular languages shall be accepted).
- (2) The degree shall be issued in Hungarian and in English. In bachelor and master's programme, undivided programmes and higher-level vocational training, the degree annex of the European Commission and the European Council shall be attached to the degree in Hungarian and in English. The degree annex and the degree are authentic instruments.
- (3) Formal and content requirements of the certificates shall be in line with HEA 2011 and GR 87/2015.
- (4) The chair of the final exam committee and the rector are the two issuers of the degree. In case of the unavailability of the chair of the committee, the dean and the rector, the Vice-Rector for Education, Curriculum Development and Academic Affairs is the issuer of the degree. If the student can only certify his/her language certificate after the final examination period, the same case shall be applied. The annex of the degree shall be issued by the Head of Registrars Department at Eger Campus and the Heads of Educational Groups at the Gyöngyös, Sárospatak and Jászberény Campuses.

Rating of the degree

59. §

- (1) In higher-level vocational training, bachelor and master's training, undivided teacher training and in postgraduate vocational specialist training, the rating of the degree is calculated as follows: the mathematical average of the weighted average and the result of the final examination. Fails shall not be considered in the calculation. On the basis of the final average, the degree shall be rated as follows:

- excellent 4.51-5.00
- good 3.51-4.50
- fair 2.51.3.50
- sufficient 2.00-2.50

Miscellaneous and closing provisions
Disabled students

60. §

- (1) At the request of the disabled student, the University may stipulate requirements different from the curriculum, or in some particular cases, the student may be exempted from some requirements. Exemption can only be possible if the circumstances enable the student to be exempted: it cannot provide an exemption from the compulsory requirements and basic obligations.
- (2) The student shall submit the request to the Committee of Equal Opportunities who accepts the student's request according to the rules of *Conditions of continuing studies in the case of disabled students*.

Issuing a copy

61. §

- (1) In case of the theft, loss or destruction of course record book, degree, certificate and degree annex, the student shall inform the Directory of Educational Affairs as soon as possible. A record shall be kept about this event. According the provisions of HEA 2011, the event shall be announced in the Educational Authorities. The record shall include the name, code and address of the student, the time and circumstance of loss, the location and date of the record and the sign and position of the administrator as well.
- (2) In case of stolen or lost degree, the director of registrars' department shall issue a copy of the degree while in the case of stolen or lost course record book, or degree annex, the relevant persons at the registrars department shall issue a copy for which the student shall pay a particular amount. This copy shall be based on the registry sheet within 30 days. In case of course record book copy, completed courses, the student's previous results and the study-related decisions shall be included.
- (3) For the official copy, the document stipulated in the second paragraph of GR 87/2015 shall be used.

Student legal relationship

62. §

- (1) The student's legal relationship is an official certificate issued on Neptun. The content of the certificate shall be in line with GR 87/2015. The certificate proves that student has (or used to have) a relationship with the University.

- (2) If the relationship is not terminated during the semester, one particular period shall be indicated on the certificate: 1st September-31st January in the case of first semester and 1st February – 31st August in the case of second semester.
- (3) Issued certificates shall be recorded on Neptun. This record shall include the identification number of the certificate, the name of the applicant and the date of issuing.
- (4) The legal relationship shall be authorized by the Directory of Educational Affairs.

Transitional provisions

63. §

- (1) After the Code comes into force, all criteria and requirements detailed in the present Code shall be applied in the application procedures.
- (2) Procedural rules of the Neptun system shall be binding on all students from 1st July 2016.
- (3) If the Code of Studies and Exams provides a favourable conditions for the student – if (s)he had started his/her studies in one of the predecessor institutions, shall finish their studies with the same professional and exam requirements (the procedure of degree issuing has to be the same as well).
- (4) In case of discontinuing majors, the University shall provide the student with an opportunity to finish his/her studies after the end of the training. Since the training has a particular amount of required semesters, the University shall provide as many semesters to finish studies as the training stipulates.