




UNIVERSITY OF DUNAÚJVÁROS

EXAMINATION- AND STUDY REGULATIONS

2017.

Dunaújváros

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PREAMBLE

In agreement with the Students' Self-government (hereinafter: EHÖK with Hungarian initials) of the University of Dunaújváros, and based on the:

Act CCIV of 2011 on the national higher education (hereinafter: Nftv),

Act CLXXXVII of 2011 on the vocational training,

Governmental Decree 283/2012. (X.4.) Korm. on the system of teacher training, order of specialization and the list of teacher lines

Governmental Decree 230/2012. (VIII. 28.) Korm. on the higher educational vocational training and certain issues of field work connected with the higher education,

Governmental Decree 87/2015. (IV. 9.) Korm. on enacting certain provisions of the Act CCIV of 2011 on the national higher education,

Governmental Decree 51/2007 (III. 26.) Korm. on the benefits to students participating in higher education and certain compensations to be paid by them,

Governmental Decree 248/2012. (VIII.31.) Korm. on certain provisions necessary for enacting the Act CCIV of 2011 on the national higher education,

Governmental Decree 423/2012. (XII. 29.) Korm. on the admission procedure to higher education,

the Senate of the University of Dunaújváros (hereinafter: University) lays down the examination- and study regulations (hereinafter: the Regulations) as follows:



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I. GENERAL PROVISIONS

Section 1 — The effect of Regulations

- (1) The regulations cover all the educations pursued at the University within students' legal relationship (higher level/higher educational vocational training, basic education, master education, vocational extension training), persons participating in the education in student relationship with the University regardless of nationality (hereinafter: students) as well as civil servants participating in the arrangement of educations, not depending on if he/ she is employed in the frames of public service or in a legal relationship for other kind of employment or in contribution to a tender.
- (2) In addition to those participating in full-time education, the regulations shall apply to the study- and examination matters of those participating in part-time education and distance education according to the sense, if not otherwise regulated by legal rules.
- (3) The regulations also cover the students entered into guest student relationship with the University during their study pursued at the University.
- (4) For those participating in education in order to acquire partial knowledge, the deviations laid down in the relevant legal rules shall apply.
- (5) Benefits and allotments associated with study matters as well as supports granted to and compensations to be paid by the students of University are regulated by the rules for compensation and benefits (hereinafter: TJSZ with Hungarian initials).

Section 2 — Basic terms

- (1) The terms and their definitions used in the regulations and during the application of regulations are found in the Annex 1 to the regulations.

Section 3 — Organs of first instance acting in the matters of study and examination

- 1) Each and every matter in relation to the study and student relationship of the student (with examination activity following the student relationship, still being connected to the studies also included) shall be considered matters of study and examination.
- (2) The provisions laid down in these regulations shall apply in the matters of students' benefits and allotments as well as discipline and damages, with the deviations specified in separate regulations.
- (3) Requests affecting the students shall be submitted exclusively via the system Neptun (hereinafter: Neptun) during the time period of application, using the specific form according to the subject of application established for this purpose.

Section 4 — Authority



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- (1) The bodies and persons (hereinafter: organs) listed below are entitled to proceed in the first instance at the University in study- and examination matters within their own or relegated authority specified in these regulations:
 - a) Director of education,
 - b) Study Committee (TB),
 - c) Credit Transfer Committee (KÁB),
 - d) Deputy rector responsible for general issues and education,
 - e) Rector.
- (2) In study matters initiated officially — if not otherwise regulated in legal rules or regulations — it is the director of education that shall proceed in the first instance.
- (3) In study matters initiated by the student – if not otherwise regulated in legal rules or regulations, especially except the reasonableness specified in these regulations, section 10 — it is the TB that shall proceed..
- (4) In matters affecting credit transfer acceptance — in accordance with the provisions of Ftv, section 49 paragraphs (5) – (7) as well as section 113 paragraph (3 - 4) — it is the KÁB that proceeds in the first instance.
- (5) On joint proposal of the deputy rector responsible for general issues and education and the director of education, the rector proceeds in the matters of reasonability, while asking the opinion of the Legal Office.
- (6) The applications will be judged based on the regulations related to the given competition as well as by the bodies and persons authorized in a procedure specified in procedural rules.

Section 5 — Examination of authority

- (1) The organ proceeding in the study- and examination matters is obliged to examine its authority within each section of the procedure. Should any failure in authority be found, it is obliged to transfer the matter to the organ of authority immediately and properly inform the student — or his/her representative, if any — at the same time.
- (2) If the organ having the authority is unable to be determined or the matter should be transferred to an organ that has already determined the lack of authority, it is the TB that proceeds in the first instance in all the study matters not relegated by any legal rule or regulations to the authority of another organ.
- (3) In addition to the field indicated in paragraph (2), it is the deputy rector responsible for general issues and education that is entitled to designate the organ to proceed within 15 days following the acceptance of the relevant request. This term can be prolonged on one occasion by 15 days.



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Section 6 — Study Committee

- (1) The Study Committee (TB with Hungarian initials, hereinafter: TB) is composed of 6 members. Its president is the director of education, one of its members is the coordinator of equal chances, one teacher member is designated by the rector from among the teachers in civil servant relationship with the University. In the TB, the number of members delegated by the students shall be three. The student members of the TB are delegated by the students in the way specified in the Statutes of Students Self-governement (EHÖK with Hungarian initials). The assignment of members of Committee is valid for one year. Due to their function, the members of Committee obliged to make found statement. The team leaders of the Study Office are members of the Committee having permanent right of discussion.

The assignment of the teacher member in the Study Commission is terminated by:

- a) resignation,
- b) recall,
- c) termination of civil servant relationship,
- d) expiry of assignment,
- e) disciplinary punishment,
- f) death.

- (2) The assignment of the student members in the Study Commission is terminated by:

- a) resignation,
- b) recall,
- c) termination of student relationship,
- d) interruption of student relationship,
- e) expiry of assignment,
- f) disciplinary punishment,
- g) death.

- (3) The decision competence of the Study Committee covers the items as follows:

- a) judgment of requests connected with student relationship and payment obligations,
- b) judgment of complaint connected with schedule of examinations, with those laid down in paragraph (4) taken into consideration,
- c) licensing transfer between institutions according to section 16,
- d) licensing the establishment of guest student relationship with the University for students of other higher educational institutions,
- e) licensing changes in course,
- f) licensing changes in line and specialization,
- g) licensing changes in line within the same field and level of education,



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- h) licensing changes from basic level to higher level vocational training within the same field of education,
 - i) licensing preferential study arrangement,
- (4) The student is entitled to appeal to the TB if, in his/her opinion, the judgment in any of his/her matters of examination or study was not in conformity with the legal rules or the regulation; or in case of individual requests. The request can be submitted by the student exclusively through the application surface of the Neptun accompanied with the necessary certifying documents. Should the decision made by the TB assign any obligation to some educational organization or the decision to be made by the TB requires special knowledge of the given educational organization, the TB is obliged to request the opinion of the educational organizational unit affected.
- (5) The TB holds meetings if required but at least bi-monthly. The order of meetings, quorum and passing resolutions are regulated by the statutes forming the Annex 7 to these regulations. The administration tasks of the Committee are performed by the coordinator appointed by the Study Office (hereinafter: TH)

Section 7 — Credit Transfer Committee

- (1) For the purpose of coordinating the permeability as well as examining the equivalence of attainments, the Senate of University establishes a Credit Transfer Committee. The composition of Committee varies according to educational fields or lines.
- (2) The Credit Transfer Committee is composed of 4 members. Its president is the director of education.
- The two permanent members of the Credit Transfer Committee (K&B with Hungarian initials) are:
- a) the coordinator of equal chances, and
 - b) 1 teacher in civil servant relationship appointed by the rector on proposal made by the leaders of educational organizational units,
- One variable member of the K&B shall be.
- the responsible of the line affected by the relevant request. The team leaders of the Study Office are members of the Committee having permanent right of discussion.
- Any person in student relationship with the University is also allowed to participate in the meetings of K&B as an invited participant.
- The assignment of the permanent members of K&B is valid for three years.
- (3) The assignment of the teacher members in the K&B is terminated by:
- a) resignation,
 - b) recall,
 - c) termination of civil servant relationship,
 - d) expiry of assignment,
 - e) disciplinary punishment,
 - f) death.
- (4) The letter of commission to the person delegated by the rector as indicated in clause (2) b) is issued by the rector
- (5) The commission of president and that of the member indicated in clause (2) a) are terminated on the termination of the underlying function.



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(6) The decision competence of the Káb covers the items as follows:

Within the scope of validation activity:

- a) licensing the acceptance of (attainments) subjects acquired within higher education,
- b) aspects of evaluation and inclusion of experiences gained, determination of procedural order as well as conducting the procedure and decision making on the inclusion,
- c) establishing the qualification and credit equivalence necessary for the participation in master education, specifying the knowledge to be complemented based on the opinion of educational responsible,
- d) considerations for the evaluation and inclusion of attainments acquired by individual learning, higher education studies and research competitions, determination of procedural order, conducting the procedure and decision making on the inclusion

Within the scope of other activity:

- a) concluding kretit agreement between institutions,
 - b) licensing the establishment of guest student relationship for the students of University at another higher educational institution,
 - c) the credit transfer committee of the Hungarian higher educational institution declares that the credit equivalence between the education in possession of line starting license and that forming the subject of agreement reaches minimum 75 percent.
- (7) The decision on credit acceptance during admission procedure falls within the competence of the director of education.
- (8) The Káb makes decision based on the written request of the student, the relevant legal rules and the regulations of the University. The student is allowed to submit requests exclusively in writing on the application surface of Neptun, with the necessary certifying documents attached. The registration book, deed or their authenticated copy certifying the completion of studies together with the authenticated description of program units and thematics shall be annexed.
- (9) The Káb holds meetings as required but at least bi-monthly. The order of meetings, quorum and passing resolutions are provided by the statutes forming the Annex 7 to these regulations. The administrative tasks of the committee is performed by the appointed coordinator of TH
- (10) The Káb is obliged to request the opinion of the subject responsible person competent in the studies affected by the request.
- (11) The line responsible/subject responsible is obliged to report on the request in the Neptun system within 10 net days. On the day immediately preceding the expiry of the deadline, the executive of TH sends a repeated notification to the line responsible/subject responsible. In case of deadline failure, TH sends a notification within the unified document management system to the department leader on the failure.
- (12) The Káb shall decide on the request within 1 week following the return of expert report, however, not later than within 30 days.

Section 8 — Written notification of resolutions



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- (1) The University communicates its decisions relating to the student, warnings and decisions connected with the student's study- and examination matters and the relevant financial claims in cases specified in legal rules and on request of the student through the information system Neptun and/or via mail in registered letter within 8 days following the adoption of resolution.
- (2) The University is obliged to notify the student of its decision,
 - a) if the existence of the student relationship is affected,
 - b) in the matters of discipline and damages, and
 - a) should the request of the student be refused — either in part or in full — and, therefore, the possibility of legal remedy exists.
- (3) In the cases specified in paragraph (2) the organ/person having the proper competence makes decision that includes the compulsory elements specified in these Regulations, Annex 7, section 6 paragraph (2), with special regard to the information on the possibility of legal remedy.
- (4) The resolutions specified in paragraph (1) shall be entered into the study record.

Section 9 — Legal remedy procedure

- (1) In conformity with the provisions laid down in the Nftv section 57 paragraph (3), the student is allowed to resort to a legal remedy against the decision made or measures taken by the University and/or failure to take measures (hereinafter altogether: decision) – within 15 days following the communication or, failing this, that the above came to his/her knowledge — except the decision relating to the evaluation of studies. Request for certification due to the omission of time limit for loss of right, together with an appeal are allowed to be submitted. Any late appeal will be refused without consideration; of which the student will be notified by the appointed coordinator in writing.
- (2) Proceedings against the decision relating to the evaluation of studies can also be initiated — within fifteen days following the communication or, failing this, the acknowledgement — provided that the decision was based on requirements other than those accepted by the University and the decision is in contrast with the Organisational and Operational Statutes of the University, or the provisions relating to the arrangement of examination are violated. .
- (3) In the matter of application for legal remedy, it is the Committee of Appeal that shall proceed according to the procedural order specified in the procedural rules forming the Annex 7 to these Regulations.
- (4) The Committee of Appeal is composed of 3 members. Its president is the Rector and the members are the chief secretary of the University who is the secretary of the Committee of Appeal at the same time, and 1 representative of EHÖK. The rector can be substituted by a person of leader position appointed by it.
- (5) The assignment of the president of Committee of Appeal is terminated by:
 - a) resignation,
 - b) termination of assignment by the rector,
 - c) expiry of assignment,
 - d) disciplinary punishment
 - e) death.
- (6) The assignment of secretary members in the Committee of Appeal is terminated by:



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- a) resignation,
 - b) termination of the chief secretary assignment,
 - c) expiry of assignment,
 - d) disciplinary punishment
 - e) death.
- (7) The assignment of the student member in the Committee of Appeal is terminated by:
- a) resignation,
 - b) recall,
 - c) termination of student relationship,
 - d) interruption of student relationship,
 - e) expiry of assignment,
 - f) disciplinary punishment,
 - g) death.
- (8) Request for legal remedy is not allowed to judged by a person
- a) who made the decision contested or omitted the decision making,
 - b) who is in close relation to the person indicated under a),
 - c) who cannot be expected to judge the matter in an objective way.
- (9) The request for legal remedy shall be submitted exclusively via the Neptun system within the term available, with the copy of the documents necessary for the judgment of the case attached.
- (10) In the legal remedy procedure the student and his/her representative are allowed to proceed - as regulated in the Civil Code.
- (11) The Committee of Appeal can make the decisions as follows:
- a) refuse the request,
 - b) instruct the person omitting the decision to make a decision,
 - c) vary the decision,
 - d) cancel the decision and instruct the decision maker to conduct new procedure.
- (12) The decision shall be incorporated in a resolution and reasoned. During the procedure, the attention shall be drawn to the possibility of legal remedy and the student shall be heard in person at least on one occasion. Should the student and his/her representative, respectively, fail to appear at the meeting of the Committee of Appeal in spite of a proper notification, the personal hearing can be disregarded. The student and his/her representative is also allowed to submit their comments in writing, while asking for the omission of personal hearing.
- (13) The student is entitled to request the court for revision of the decision made by the person judging the request within (30) days following its communication, with reference to violation of some legal rule or provisions relating to student relationship. For the legal proceedings, the provisions relating to administrative lawsuits of the Act on civil procedure shall apply. The court is entitled to vary the decision. The court judges the matter out or turn.



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- (14) The decision of first instance is valid if no request for legal remedy was submitted within the term specified in paragraph (1) or the submission of request was renounced. The decision of second instance becomes valid on its communication. The valid decision can be enforced except if the student requested the court for revision.
- (15) There is no room for legal remedy if the University and the student agree for providing services. In case of breach, the offended party is entitled to apply to court.
- (16) In the legal rules relating to the student relationship as well as in the institutional documents there might be provisions that specify rights and obligations with regard to the students.
- (17) For making the state of affairs clear, calculating the terms, verification, the form of resolution, its content and communication, for altering the decision on request or ex-officio, its replacement, completion, modification or withdrawal, the provisions of the Act on general rules of public administration procedures and services shall appropriately apply.
- (18) In the authority of maintainer's management and the institution, the decision taken in the matters of the student during the practical training that violates the requirement of equal treatment is null and void. Anybody can refer to its invalidity without time limit.
- (19) Establishment of nullity – if the decision was made by the University – can be requested within the procedure regulated in paragraphs (2) – (4) or, if the decision was made by the participant of practical training or the maintainer, it can be requested of the Court.
- (20) Establishment of nullity can be requested by the person affected or, if it is unable to be determined, by anybody. The establishment of nullity can be initiated without any time limit, provided that the preliminary discussion with the decision maker failed to meet with success.
- (21) In the procedure initiated for the establishment of nullity, it is the decision maker that shall certify that no reasons for nullity exist.
- (22) Establishment of nullity fails to affect the rights acquired and exercised in good faith.
- (23) In case of establishment of nullity, the Court is entitled to order the injurious person:
- a) to break-off the violation of rights and forbid to do further violation,
 - b) to give satisfaction by means of declaration or in another appropriate way and to ensure proper publicity at his/her own cost,
 - c) to restore the pre-violation state on the part or at the cost of the injurious person, furthermore, to eliminate the matter produced by the violation and/or deprive it of its violating character.
- (24) The violating decision can be declared valid if the reason of invalidity can be eliminated.
- (25) The Court is entitled to order the suspension of the payment of normative budget contribution in part or in full, if the University or the maintainer of the institution fails to remedy the consequences resulting from violating the requirements of equal treatment by the time specified in the decision of the Court. The suspension can be valid until the fulfilment of those laid down in the decision. The Court makes decision in this matter within thirty days.
- (27) In case of grievance, the student is entitled to make use of the educational mediation service.
- (28) The student is entitled to initiate the procedure of the commissioner of educational rights only if his/her legal remedy practice at the University — except legal procedure — is exhausted.



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- (29) The right of legal remedy and that of completing the legal remedy in progress is also due to the persons with student relationship terminated in the meantime.

Section 10 — Fairness

- (1) In exceptional cases .giving cause for fairness, the rector is entitled to grant exemption from some provisions of these regulations other than those relating to the fulfilment of study requirements to the student on joint proposal of the deputy rector responsible for general issues and education as well as the director of education. The student is allowed to submit his/her request exclusively via the Neptum system with the necessary certifying documents attached.
- (2) The rector is not entitled to give exemption from the issues as follows:
- a) compulsoroy subjects;
 - b) examination requirements;
 - c) fulfilment of kriteria.
 - d) signature
- (3) In addition to the elements specified in Annex 7 to the Regulations, the resolution based on fairness shall include instructions on the conditions of license and its validity as well as an indication that benefits can be granted or not on the grounds of fairness in the future.
- (4) The decision is forwarded to the student by the TH based on the decision made by the rector
- (5) No appeal lies against the resoluton.

II. PROVISIONS RELATING TO THE STUDENT RELATIONSHIP

Section 11 — Establishing student relationship

- (1) Pre-condition for establishing student relationship is the admission or acceptance to the University.
- (2) The applicant admitted or accepted (hereinafter: admitted) is entitled to establish student relationship in the year of decision for admission. The student relationship is established on enrolment based on the decision on admission or acceptance. The applicant admitted is allowed to establish student relationship in the semester that he/she is admitted to during the admission procedure. Should the admitted omit his/her enrolment obligation, his/her right of enrolment on the University will be lost.
- (3) The detailed rules of admission are included in the Governmental Decree and the Regulations for Admission.
- (4) At the time of enrolment, the student is obliged to report his/her student relationship at the student registration.
- (5) The enrolment takes effect on its acceptance by the University, however, not earlier than the first day of the given semester (1st September, 1st February). A pre-condition of enrolment is the conclusion of a study contract and, in case of self-financed students, the payment of contribution. New enrolment is not necessary as long as the student relationship exists; in case of consecutive semesters the student is required to be registered.



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- (6) At the time of enrolment, the TH issues a registry sheet for the student based on the enrolment sheet.
- (7) Consequences of false data supply shall be taken by the student.
- (8) The student enrolled shall make an oath according to the Annex No. 5.

Section 12 — Exercise of student rights and performance of obligations

Section 12/A — The individual rights of students

- (1) The student has the right of freely selecting the higher educational institution to continue his/her studies.
- (2) The student has the right of his/her human dignity to be respected, and within this scope, especially
 - a) his/her personality right and within this, the right of free development of his/her personality, right of self government, free scope to act and right to family life to be respected, provided that the exercise of these rights fails to limit others and in enforcing these rights the health and physical condition of his/her own and its fellows as well as the employees of the University are not endangered,
 - b) while respecting the human dignity, to express his/her opinion on any issue, the work of teachers and the function of the University and the students' hostel,
 - c) to be kept informed of the issues affecting his/her person and studies,
 - d) to make proposals, put questions to the leaders and teachers of the University and the students' hostel and obtain reply not later than within 30 days following the inquiry,
 - e) to give an opinion to the teachers' work,
 - f) his/her religious, ideological and other conviction, belonging to any national or ethnic minority is respected and expressed provided that the exercise of this right fails to violate legal rules, to violate similar rights of others and to limit the enforcement of right of his/her fellows to learn,
 - g) his/her right to correspond and to reside in the students' hostel is respected provided that the exercise of this right fails to violate similar rights of others and to limit the exercise of right of his/her fellows to learn,
- (3) The student has the right to continue his/her studies at the University safety and under healthy environment and to receive assistance for his/her studies, starting on his/her career depending on his/her talents, abilities and fields of interest, in this scope especially
 - a) to make use of the means, projects, services (library, laboratory, devices of information technology, sport and leisure time projects, health advisory services etc.) available at the University and the students' hostel,
 - b) to compile his/her study order, select the subjects as specified in the education schedule and, within this scope, make use of the education possibilities freely that are offered by the higher educational institution,



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- c) to visit the lectures and seminars arranged by the University ,
 - d) to make choice from among lectures, practices, seminars and other occupations announced in parallel as well as teachers with the capacity taken into account,
 - e) to receive full and objective information,
 - f) to receive provision in conformity with his/her physical condition, personal ability, deficiency,
 - g) to receive assistance in adapting himself/herself to the community of University , preserving his/her physical condition and healthy way of living free of harmful passions,
 - h) to be a member of some scientific student group, participate in its activity and in the research and development activity of the University
 - i) to receive scientific and/or research scholarship,
 - j) to submit competition(s) of scientific and/or artistic purpose, publish his/her scientific and/or artistic results, select the subject of his/her theses ,
 - k) to receive advices organized for him/her in respect of studies and career and to make use these services,
 - l) to interrupt his/her student relationship,
 - m) to establish guest student relationship, apply for transfer to another higher educational institution and to establish further (parallel) student relationship.
- (4) The student has the right to get acquainted with the international practice; with this in view, pursue studies in higher educational institutions operating in countries of the European Economic Area; for this purpose, make use of the student credit and — should he /she participate in state financed education —receive scholarship, respectively.
- (5) The student has the right to receive provision in cash or in kind with his/her financial conditions, incomes and study achievements taken into account, in this scope especially
- a) to receive provision in students' hostel or support to reside,
 - b) to receive social or another scholarship (especially study scholarship or national higher educational subsidy), support for purchasing school-books and lecture notes [hereinafter together with those listed under a) and b): student benefits],
 - c) to receive exemption or period of grace for fulfilment of his/her payment obligations in conformity with the conditions and rules specified by the Government,
 - d) to receive student's identity card and to make use the relevant services and allowances,
 - e) to perform work at the University against students' wages,
 - f) to be a member in an economic association established and/or supported by the University; to perform work in it and receive students' wages as a compensation,



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- g) to conclude study contract, student's contract as specified in legal rules; to make use study leave in case of performing work in parallel with studies.
- (6) In conformity with a separate Act, the students' wages mentioned in paragraph (5) items e) – f) are free of rates and taxes up to the minimum compulsory rate of wages in force.
- (7) The rights to enforce the interest and legal remedy are due to the student and in this scope especially
- a) to receive the information necessary for exercising his/her rights,
 - b) to participate in making decisions affecting his/her interests and in the management of the University and the students' hostel in person or through his/her representatives,
 - c) to institute proceeding in case of violation of his/her rights and to make use the publicity,
 - d) to turn to the ministerial commissioner of the right of education,
 - e) to make use of the Educational Mediator Service.
 - f) to be elector and eligible to the Students' Self-government.
- (8) The student is allowed to make use of student credit according to the conditions and rules specified by the Government. Students participating in paid education are allowed to make use higher amount of credit under specific conditions specified by the Government.
- (9) The University is entitled to bind the possibility of using student benefits considered non-compulsory based on legal rules in the Organizational and Operational Statutes to the participation in an activity of community purposes.
- (10) The student is allowed to perform work against students' wages only subject to a student work contract concluded with him/her. For the employment of students performing work under student work contract the provisions of the Act I of 2012 on the Labour Code (hereinafter: the Labour Code) shall appropriately apply.

Section 12/B — Further rights of students

- (1) In the practical training carried out within the undergraduate education, master education and vocational after-schol training, all the rights in respect of protection of interests and labour safety ensured by the Labour Code to the employees are due to the student. In order to enforce the requirements relating to the practical training, the student is allowed to initiate legal disputes in conformity with the provisions relating to legal disputes on labour issues. In the application of these provisions, the employee shall mean the student while the employer shall mean the person organizing the practical training. Labour relations shall mean student relationship.
- (2) In conformity with the Nftv and the Governmental Decree 230/2012.(VIII.28.) Korm. on the higher educational vocational training and certain issues of the practical training connected with the higher education, the student participating in higher educational vocational training is entitled to benefits and allowances. It is the person organizing the practical training that is obliged to ensure the benefits and allowances.



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- (3) For the conclusion of student contract and agreement and in respect of the resulting rights and obligations, the provisions of the Governmental Decree 230/2012.(VIII.28) shall apply. When concluding student contract, the requirements of equal treatment in fulfilling the resulting rights and obligations shall be observed.
- (4) The person organizing the practical training is obliged to effect a liability insurance in favour of the student participating in the higher educational vocational training.
- (5) The student is entitled to exercise his/her rights at every places made by the legal rules in force and the internal regulations of the University available to him/her.
- (6) Should the student hindered in exercising his/her rights laid down in these Regulations, he/she shall turn to the Students Self-governement of the University (EHÖK with Hungarian initials).
- (7) The EHÖK –as laid down in its Statutes – registers the alleged violation of rights and examines it. Should it be considered necessary, EHÖK proceeds in order to terminate the violation of rights.
- (8) Should the student disagree with the procedure of EHÖK described under clause (7), he/she can proceed as described in section 12/A paragraph (7) of these Regulations.

Section 12/C — Remuneration for things produced by students

- (1) Failing any other agreement between the University, the Students' hostel and the students, it is the University and/or the students' hostel as the legal successor of the student that acquires the ownership right of all the things — except intellectual products — produced by the student in connection with the fulfilment of obligations resulting from his/her student relationship and/or C relationship that put into possession of it, provided that the material and other conditions necessary for its production were made available by the University and/or students' hostel. Remuneration is due to the student if the University and/or students' hostel gains incomes by selling the things that came into their possession. The proper remuneration is subject to agreement between the student and the higher educational institution and/or students' hostel provided that the incomes result from selling some thing made occasionally or individually. In case of things made within the scope of education systematically as part of the process of education the appropriate remuneration shall be established to the debit of incomes — after deduction of costs — resulting from the activity performed by the participants in the whole education process. Its rules shall be determined in the Organizational and Operational Statutes in a way that the performance of students is taken into account in the rules.
- (2) Should the thing provided by the student according to those laid down in paragraph (1) be an intellectual product, those described in paragraph (1) shall apply with the deviation that, in case of transferring intellectual products to the higher educational institution and/or students' hostel, the provisions relating to the transfer of intellectual products produced within labour relations or similar legal relations to the employer shall apply.

Section 12/D — Remuneration for trade practice

- (1) If the student participating in basic- and master education participates continuous field practice with an economic organization for as long as six weeks, the economic organization shall pay students' wages a week to him/her in an amount at least equal to fifteen percent of the monthly minimum compulsory wages. For the arrangement of trade practice, the University and the economic



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organization can conclude an agreement that forms the basis of paying out the students' wages by the University to the student.

Section 12/E— Obligations of students

- (1) The student is obliged
 - a) to fulfil the obligations specified in this Regulation and other ones of the University, with special regard to the Ethical Regulation,
 - b) to observe those laid down in the Organizational and Operational Statutes of the University and the student hostel, respectively,
 - c) to observe the order of utilization of the rooms of University and the areas belonging to the University, preserve the order of practical training, handle the means entrusted to him/her in conformity with specifications, protect the establishments and equipment of the University, protect the physical condition and health of his/her own and fellows, get acquainted with and observe the rules of health- and labour safety,
 - d) to respect the traditions of University as well as the human dignity of the employees of University and his/her student fellows,
 - c) to fulfil the payment obligations to pursue his/her studies; in particular, to pay study contribution within the frame of state subsidized education and compensation within the frame of paid education,
 - d) to keep track of is/her study achievements.
- (2) If the student declares that he/she does not intend to fulfil his/her student obligations in the next study period, his/her student relationship is interrupted.
- (3) The student is obliged to fulfil his/her obligations in conformity with those laid down in the Regulations of the University.
- (4) In case of failure to fulfil the student obligations – with the delay in fulfilment also included – the University takes the measures as specified in the legal rules in force.

Section 13 — Contract for study scholarship

- (1) Prior to enrolment, the University concludes a study contract with the student. The registration of study contract is ensured by the University. In addition, the students participating in the education subsidized by the Hungarian state (part-) scholarship are also obliged to fulfil specific conditions specified in the Nftv.
- (2) In respect of fulfilling the obligation undertaken in student (part-)scholarship subsidized and state subsidized (hereinafter in common: state subsidized) education and in study contract, the time of education shall be counted in study semesters (5 months).



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- (3) In case of change in education, the state subsidized or (part-)scholarship subsidized time used up in the study before the change in education is included in the time of state subsidized studies.
- (4) Should the admitted and state subsidized student fail to sign or withdraw the declaration specified in the relevant legal rule, the University is obliged to offer the possibility of participating in the same type paid education.

Section 14 — Preservation of student relationship

- (1) During the existence of student relationship, the student shall declare before starting of semester during the registration period whether he/she continues his/her studies or suspends his/her student relationship (active or passive semester).
- (2) **Common** conditions for maintaining the student relationship and the active semesters are:
 - a) taking at least one subject by the 24th hour in the last day of the registration period,
 - b) settlement of remainders from previous year(s) and fulfilment of financial obligations for the given semester by the last day of registration period.

Section 15 — Suspending the student relationship

- (1) The student relationship is to be suspended following the successful fulfilment of the first semester as well as within the frames specified in section 16 paragraph (5), provided that the student:
 - a) declares during the check-in period in the system Neptun that he/she intends to suspend his/her student relationship during the given semester, and
 - b) fails to perform the registration required to continue his/her studies in the given semester, or
 - c) the student has withdrawn his/her registration within one month following the beginning of education period. The withdrawal shall be submitted in writing through the system Neptun.
- (2) On request of the student, the University can permit the suspension of student relationship even prior to the fulfilment of the semester provided that the student is unable to fulfil his/her obligations arising from the student relationship - e.g. for reasons of childbirth, accident, illness or other unexpected reasons - through no fault of his/her own.
- (3) Should the student omit to report the suspension of his/her studies not later than by the time indicated in paragraph (1) c, the given academic year remains valid even if the student fails to participate in the lessons and to fulfil either of his/her study requirements.
- (4) The student is allowed to make use of the suspension of student relationship more than once with the proviso that the period of continuous suspension shall not exceed two semesters.
- (5) Within the frame of one student relationship, the student is allowed to participate in a given education and financing form for a specified time:
 - a) in state subsidized education, the time of education + 2 semesters;
 - b) in case of education with cost reimbursement, double the time of education.



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The time indicated in paragraph b), both the active and passive semesters shall also be included under condition that the state subsidized semesters used in the given education are also included.

- (6) The student relationship is also suspended if the student is unable to fulfil his/her obligations resulting from his/her student relationship through no fault of his/her own e.g. for reason of childbirth, accident, illness or any other contingencies. In the cases indicated in this paragraph, the restrictions specified in paragraphs (1) – (5) shall not apply. The student or his/her representative shall immediately report the extraordinary event to the TH through the system Neptun and certify its justification by documents within 15 days following that it occurred or became known. The TB makes decision on the justification of suspension. The consequences of delayed report shall be borne by the student.
- (7) The student relationship is also suspended if the student is forbidden to continue his/her studies for a definite time as a disciplinary punishment.
- (8) Should the student suspend his/her studies, the given semester is considered passive. During the given semester the student is not entitled to take courses, participate in examination as well as to receive benefits specified in the TJSZ.
- (9) Should the requirements of education have been changed during the suspension of studies, on request of the student submitted through the system Neptun when registering after the suspended student relationship Neptun the KÁB is entitled to modify the original offered program according to the actual one.

Section 16 — Transfer, change in line

- (1) Within the frame of one student relationship, the student is allowed to participate in a given education and financing form for a specified time. Transfer, changes in line, specialization, place of education, language of education and work order can take place from the end of previous term time relating to the autumn semester as laid down in paragraph (6).
- (2) A student having valid student status at another higher educational institution can apply for his/ her taking over to the University.
- (3) With the capacities taken into account, students can be transferred:
 - a) within the same educational level, or from basic level to higher vocational level,
 - aa) to the same educational field and vocational group, respectively, and/or
 - ab) if one of the final examination requirements/subjects agrees with that of the new line, furthermore
 - b) if the student relationship due to dismissal or disciplinary exclusion has not been terminated and neither the conditions of compulsory dismissal exist at the time of transfer, and
 - c) if a certificate on the student relationship dated not earlier than 15 days is available.
- (4) The application shall be accompanied with the certificate of existing student relationship issued with marking “for the purpose of transfer”.



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- (5) The resolution for acceptance adopted by the TB shall contain provision as to the power of resolution and the study program recommended to the student as well.
- (6) Students transferred from some state subsidized scheme can only be taken over to state subsidized education if the University has any state subsidized vacant status at the line concerned and the student has not used the time specified in section 15 paragraph (5)a. Failing these conditions, the student shall continue his/her studies in cost reimbursement form. Having student relationship with the University created, the student can request for the re-arrangement into the vacant post in the state subsidized education according to the TJSZ in the same way as the other students participating in education with cost reimbursement.
- (7) Only the student can be taken over from an international higher educational institution who proves his student status and studies with the submission of certificates written in Hungarian or in English language.
- (8) The request about the student transfer should be submitted in writing to the TH (Study Office) addressed to the TB. To be registered to the current semester the submission deadline of the request is the 1st September and the 1st February.
- (9) Within the university the Student can apply for his student transfer from a study program to another study program belonging to the same educational area (change in line). Student transfer can be requested only between study programs resulting the same level of qualification, except
 - a) in accordance with the Governmental Decree 283/2012.(X 4.) 8. § on the system of teacher training, the order of study lines and the registry of teacher training degree programs,
 - b) when the transfer goes from the undivided study program to the undergraduate program,
 - c) when the transfer goes from the undivided study program or from the undergraduate program to a higher vocational educational program.

Section 17 — Guest-student relationship

- (1) Following the creation of student relationship, the students of University are allowed to pursue partial studies connected to their studies at other domestic or foreign higher educational institutions within the frame of guest-student relationship.
- (2) Guest-student relationship with other higher educational institutions can be created subject to the consent of the University. The consent can be refused if the credits acquired within the frame of guest-student legal relationship cannot be included in the student's studies. The guest-student legal relationship shall be at least for one semester and subjects of value at least 5 credits/semester.
- (3) Application for consent addressed to the Káb shall be submitted in writing through the system Neptun. The applications shall be submitted prior to the creation of guest-student legal relationship not later than by the first day of the given semester (September 1st, and February 1st, respectively).
- (4) The description of subjects and courses to be taken and their credit values shall be attached to the application for consent.
- (5) Students of the University intending to participate in partial education of other institutions within the given semester are also obliged to report to the University in conformity with section 20.
- (6) Students of other domestic or foreign higher educational institutions are allowed to pursue partial studies connected to their studies at the University within the frame of guest-student relationship.



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- (7) Guest-student relationship with the University can be created subject to the consent of the higher educational institution the student relationship exists with.
- (8) Applications for creating guest-student relationship addressed to the TB shall be submitted in writing to the TH prior to the creation of guest-student relationship not later than by the first day of the given semester (September 1st and February 1st, respectively).
- (9) The application shall be accompanied with the consent specified in paragraph (7) and, in addition, the subjects to be taken shall be indicated in the application.
- (10) The decision licensing the guest-student relationship adopted by the TB shall include provisions as to the term of guest-student relationship, the scope of partial studies pursued by the guest-student and the financing circumstances of the student.
- (11) The guest-student relationship is established on the day of enrolment on the University following the payment of the procedural duty specified in the TJSZ, however, not earlier than on the first day of the given semester (September 1st, February 1st).
- (12) In case of guest-student relationship established established within the frame of inter-institutional agreement the reimbursement of costs is subject to inter-institutional agreement.
- (13) At the time of enrolment, the TH issues a registry sheet for the guest-student based on the enrolment sheet.
- (14) In respect of the partial studies, the guest-student comes under the ruling of the provisions of these regulations during the term of guest-student relationship.
- (15) The guest-student relationship does not entitle to either take lines or acquire diploma at the University Certification on credits acquired during guest-student relationship is issued by the University.

Section 18 — Further (parallel) student relationship(s)

- (1) Following the creation of student relationship, the students of University are allowed to create further (parallel) student relationship with other domestic- and foreign higher educational institution in order to acquire further diploma or certificate.
- (2) The student is obliged to report any parallel student relationship to the TH in writing within 15 days following its creation.
- (3) Students in student relationship with other domestic or foreign higher educational institution can create parallel student relationship with the University, following the valid decision on admission adopted by the University, in order to acquire further diploma or certificate.
- (4) Students participating in parallel education and pursuing studies in parallel
 - a) at two or more higher educational institutions or
 - b) at two or more lines of the same institution or
 - c) in combination of those described under (a) and (b), receive diplomas separately subject to successful completion of studies.
- (5) Creation of parallel student relationship is only allowed within new admission procedure following successful admission.
- (6) Students are allowed to participate in several parallel state subsidized educations.



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- (7) Students are obliged to report their student-relationship already existing with other higher educational institution and, in case of state subsidized education, the number of their subsidized semesters already used at the time of enrolment.
- (8) Students are entitled to request for parallel studies to be accepted and the credits to be recognized by the KÁB according to these regulations, section 7 paragraphs (1) – (7).
- (9) Following a successful entrance examination, the applicants are obliged to enroll in the given semester or, if the student of University is admitted to other line of University, to register.

Section 19 — Acquisition of partial knowledge

- (1) In order to acquire partial knowledge, those fulfilling the conditions as follows can be admitted to higher education:
 - a) those who took diploma certifying any degree and qualification acquired in basic- and master education, respectively, and
 - b) submitted the relevant application in writing to the TH not later than the first day of the beginning of the relevant semester (1st September or the 1st February).
- (2) The student relationship is established — without any special admission procedure — on enrolment. The rights and obligations involved in student relationship are due to and imposed on the student, respectively, with the deviations laid down in this section.
- (3) With its maximum capacity taken into account, the University is allowed to establish student relationship for the purpose of acquiring partial knowledge based on specified education program within cost reimbursement type education with the person not in student relationship with the University.
- (4) Following the completion of the education, the University issues a certificate on the attainments acquired and credit values obtained. The attainment acquired can be counted in the higher degree studies.
- (5) With this student relationship considered, the student is not entitled to pursue studies in order to acquire further qualification and/or professional skill, apply for transfer, create further (parallel) student relationship and/or guest-student relationship, interrupt his/her student relationship — except the grounds specified in section 15 paragraph (6), apply for transfer to state subsidized education and make use of time support.
- (6) The period of student relationship created in order to acquire partial knowledge shall be counted in the time period specified for the use of benefits, advantages, services granted based on legal rules.

Section 20 — Rearrangement for study reasons

- (1) One person is allowed to pursue studies in the higher education within state subsidized education for twelve semesters (hereinafter: time of subsidy), with the higher educational vocational training also included.
- (2) The time of subsidy shall also include the state subsidized semester already entered upon, except that the semester failed to be completed for reasons through no fault of the student.e.g.of illness, childbirth or others
- (3) By means of its resolution adopted at the end of academic year following the completion of the education period, however not later than 30 days preceding the starting date of the next education period (by August 1st) the TB rearranges the students carrying out studies in the state subsidized education if



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- a) they did not acquire at least 18 credits in the average of the last two semesters in which their student relationship was not interrupted and participated in a partial education regulated in the Ntv. section 81 paragraphs (3) and (4) in countries other than in any EEA state, and
 - b) they did not reach the study average or
 - c) they withdraw their relevant declaration and are allowed to continue their studies in a cost reimbursement education.
- (4) With the view of establishing the number of students allowed to be rearranged into state subsidized form for the next education period, the TB shall establish based on the study performance of students:
- a) the number of state subsidized students with student relationship terminated in the given semester,
 - b) how many state subsidized students rearranged into cost reimbursement type education are listed and how many students having the semester completed have already used the subsidized semesters.
- (5) The number of state subsidized semesters available for completion of the given line shall not exceed the education time specified in the legal rule relating to the qualification requirement (Annex No. 2) by up to two semesters.
- (6) Should the student unable to complete his/her studies during the time of subsidy, he/she is allowed to continue it in cost reimbursement form.
- (7) Should the student expiry the time of subsidy available as in clauses (1) and (6), he/she is allowed to continue his/her studies only in cost reimbursement form without consideration to his/her admission to state subsidized education.
- (8) If the student relationship of the student included in the list of state subsidized students is terminated prior to the completion of his/her studies or the student continues his/her studies for any reason in education with cost reimbursement, another student continuing studies in the same line or field of education in cost reimbursement form. can be rearranged to his/her place based on competition.
- (9) Students admitted/rearranged to cost reimbursement type education are allowed to apply for state subsidized education only after two active semesters.
- (10) The application shall be submitted through the system Neptun by using the proper form by the last day of examination period.
- (11) The state subsidized list that became vacant can be filled up with a student that acquired at least 50% of the credits required for the recommended program in the last semesters registered and reached the summarized corrected credit index specified by the TB. The order of rank will be broken up by lines. The student is allowed to be rearranged to state subsidized education only if all those preceding him/her in the list have been already taken over.
- (12) Students participating in education with reimbursement with state subsidized semesters formerly used exceeding the education time of the given line by two semesters — by four semesters in case of handicapped students — are not allowed to be rearranged to state subsidized form of education.
- (13) The student makes a written declaration on the resumption of his/her studies in reimbursement-type education form. Should the student not intend to continue his/her studies in education with reimbursement, his/her student relationship is terminated according to section 21, paragraph (1) clause c).



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- (14) Students not rearranged continue their studies in the same (financing) form of education in the next semester as in the previous one.
- (15) Students subsidized by Hungarian state partial scholarship can also be rearranged to replace students admitted to education subsidized by Hungarian state scholarship.

Section 21 — Termination of student relationship

- (1) The student relationship is terminated:
 - a) on the day of transfer, however, not earlier than the day the student receives the relevant written declaration and settles the outstanding debts, if the student has been transferred to another higher educational institution,
 - b) on the day the relevant notification is received and the outstanding debt is settled, if the student has been terminated his/her student relationship,
 - c) on the day the student's declaration is received and the outstanding debts are settled, if the student is not allowed to continue his/her studies in a state subsidized education and he/she does not intend to continue it in the form of education with reimbursement, ,
 - d) on the last day of the first final examination period following the last education period, and closing the given education cycle, respectively, but not later than the 30th June
 - e) on the day that the decision on termination comes into force, if the student has become unable to continue his/her studies in higher education due to his/her health condition and no other appropriate high educational vocational training is going at the University or the student does not intend to continue his/her studies and he/she is not allowed to continue it failing its necessary conditions, respectively,
 - f) on the day the decision on termination comes into force, if the student relationship of the student — for reason of payment failure — is terminated by the rector following unsuccessful warning and examination of the student's social circumstances,
 - g) on the day the decision on exclusion adopted based on the rules for discipline and damages enters into force,
 - h) on the day the relevant decision on termination enters into force if the conditions specified in the Nftv for the establishment of student relationship do not exist,
 - (i) if the student participating in state subsidized education and/or scholarship holder student withdraw(s) his/her declaration made to fulfil the conditions of education and fail(s) to undertake to participate in education with reimbursement.
- (2) In the case that the student relationship is terminated according to this section paragraph (1) clause (d), the rights associated with passing the final examination are due to and the obligations imposed on the student until the diploma is issued.
- (3) According to clauses d) – e) of paragraph (1), the student relationship of the student participating in basic education shall not be terminated if, following the obtainment of basic decree he/she is admitted to master education for the next semester.
- (4) The University is also entitled to unilaterally terminate the student relationship of the student that:



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- a) fails to fulfil his/her obligations relating to the progress in studies laid down in these Regulations and the study program,
 - b) fails to register for the next study semester three subsequent times,
 - c) fails to start his/her studies following the interruption of student relationship, provided that the student's attention has been called in writing — at least on one occasion — through the system Neptun or by mail in registered letter to fulfil his/her obligation by the specified deadline and he/she was informed on the legal consequences of failure.
 - d) The University is entitled to unilaterally terminate the student relationship of the student with unsuccessful correcting and repetitive examinations in the same education unit the total number of which reaches five.
- (5) The student legal relationship is terminated by dismissal for study reason indicated in clause (4) a) if the student failed to fulfil his/her obligations relating to the progress in studies laid down in these Regulations and the study program as follows:
- a) failure of acquiring at least 10 credits in total during the first two active semesters;
 - b) failure of acquiring the final certificate during double the time of education according to the qualification- and graduation requirements calculated from the enrolment — with both the active and passive semesters equally included. The time available shall be calculated from the beginning of studies even if the student was transferred to the University.
- (6) The resolution on the termination of student relationship specified in paragraph (4) of this section is adopted by the director of education.
- (7) With its unilateral declaration, the University terminates the student relationship at a given line with effect from the day the decision on termination enters into force.
- (8) Should the student fail to fulfil all the conditions necessary for the issue of final certificate within the time specified in paragraph (5) clause b), the rector is entitled to grant further extension for reason of particular fairness.
- (9) The student once dismissed and obtained admission again through new admission procedure is allowed to request for his/her former studies to be counted in. Considering his/her new student relationship established, all the provisions of these Regulations shall apply with their content unchanged.



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III. PROVISIONS RELATING TO THE EDUCATION

III/A - STRUCTURE OF EDUCATION

Section 22 — Educational forms, duration of education

- (1) At the University, the educational cycles — according to the Nftv section 3 — built one upon the other ensuring higher level qualification are as follows:
 - (a) basic education,
 - (b) master education.
- (2) The basic- and master educations can be organized in the form of divided/undivided education in cycles built one upon the other.
- (3) In addition to those laid down in paragraph (1), education not ensuring higher level qualification can also be organized as
 - (a) higher level/higher educational vocational training,
 - (b) vocational extension training.
- (4) At the University, the education can be organized in the form of full-time education according to Nftv. section 17 paragraphs (1) – (3) (in day-time work order), part-time education (evening-time or correspondent work order) as well as distance education. The full-time education can also be organized in the form of dual education.
- (5) At the University, education for those having higher level education and vocational qualification can be organized for the purpose of acquiring partial attainments.
- (6) Time of education in the individual cycles of education specified in the relevant legal rules is as follows:
 - (a) higher educational vocational training: at least four semesters,
 - (b) basic education: at least six, at most eight semesters,
 - (c) master education: at least two, at most four semesters,
 - (d) teachers education: at most five semesters,
 - (e) vocational after-school training: at least two, at most four semesters,
 - (f) teachers undivided education: ten semesters.
- (7) The time of education of a given line is specified by the relevant education and graduation requirements.
- (8) In a higher educational vocational training, higher level qualification certified by a diploma can be obtained. The diploma issued with regard to the vocational training fails to certify independent qualification level. In the higher educational vocational training, at least one hundred and twenty credits shall be acquired. The education and graduation requirements includes the arrangement of higher educational vocational training into educational fields. The number of credits that can be counted in the basic line belonging to the same educational field shall be at least thirty, however not exceeding ninety.



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- (9) The basic education allows basic degree and vocational qualification to be obtained. The basic degree is the first higher degree qualification level of the education cycles of higher education built upon each other that authorizes to enter into master education. In the basic education, at least one hundred and eighty and at most two hundred and forty ones can be acquired.
- (10) The master education allows master degree and vocational qualification to be obtained. The master degree is the second higher degree qualification level of the education cycles of higher education built upon each other. In the master education – with those specified on paragraph (11) taken into account – at least sixty credits and at most one hundred and twenty ones can be acquired.
- (11) In the undivided education, at least three hundred credits and at most three hundred and sixty ones can be acquired.
- (12) The student is allowed to acquire the credits necessary for obtaining the diploma during a time shorter or longer than the time of education. To do this, the student prepares an individual study schedule within the frames of these Regulations. Should the requirements of education and graduation and the model study program suffer changes during the education time, KÁB is obliged to specify the subject equivalences that ensure the students to continue their studies in conformity with the new subjects and model study program so as to meet the requirements of education and graduation in force at the time the student relationship of the student is established.

Section 23 — Periods of education

- (1) The academic year consists in an education organizational period of ten months divided into two semesters of five months each (autumn term and spring term). The time period of the Preparatory Program can be different than the other study programs.
- (2) The time schedule of each academic year with the vacations during term time is approved by the Senate.
- (3) The semester is divided into registration week, term time and examination period.
- (4) Within term time, the student participates in contact hours of the subjects taken and works out the tasks associated with the subjects. The term time takes 13 weeks.
- (5) The examination period serves for passing the examinations. It takes 4 weeks.
- (6) For students appointed for final examination, the examination period before final examination takes two weeks.
- (7) The period of final examination that falls within the third or fourth weeks of the examination period is specified in the time schedule of academic year of the University.
- (8) The enrolment of first-year students takes place during the two weeks preceding the term time.
- (9) The registration period takes the 2 weeks preceding the term time during which the educational organization tasks as follows shall be fulfilled:
 - a) taking subjects and courses (first week of the registration period),
 - b) fulfillment of payment obligations,
 - c) making declarations, submission of requests (weeks 1 and 2 of the registration period),
 - d) modifying the starting time of courses while ensuring the progress according to the model study program with the number of students taken into account (week 2 of the registration period),
 - e) modification in courses taken (week 2 of the registration period)
- (10) Modifying the starting time of courses.



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- a) following that the students' appointment started – section 23 clause (9) a) - the teacher of course, time of education can only be changed subject to the permission of the Director of Educational Affairs for general issues and education. Any relevant requests signed by the teacher concerned shall be submitted to the deputy rector responsible for general issues and education;
- b) following the date specified in section 23 clause (9) d), the procedure is as in clause(10) a) with the proviso that the request shall also be signed by all the student of course and the document signed loaded to the system Neptun as the annex to the request. The permission is issued by the director of education.
- (11) The contact hour takes 45 minutes in day-time work order followed by a pause of 15 minutes.
- (12) Subject to the agreement of students, two contact hours can be combined to take 90 minutes followed by a pause of 30 minutes. Three contact lessons can also be combined subject to the agreement of student to take 135 minutes followed by a pause of 45 minutes. More than three contact hours are not allowed to be combined.
- (13) In correspondent work order, one contact hour takes 45 minutes followed by a pause of 10 minutes, Three contact hours can be combined subject to the agreement of students to take 135 minutes followed by a pause of 30 minutes,
- (14) At the contact hours, sound-and picture records can be taken, subject to the explicit consent of the teacher.
- (15) At the University the educational lectures are open, following preliminary concord with the lecturer and taking the capacity of the classroom into consideration and not disturbing the class anybody can take part in the lectures.

III/B -REQUIREMENTS RELATING TO THE EDUCATION

Section 24 — Education and graduation requirements

- (1) The professional requirements of educational level and professional qualification, respectively, that can be acquired at the University are laid down in the decrees on the education and graduation requirements of the lines.
- (2) The requirements include the specification of educational objective by lines, the most important fields of study to be taught and their proportions, the time of education in semesters, the quantity of study work necessary for obtaining the qualification expressed in credits, the subjects of examination (comprehensive examination), requirements of thesis, type of final examination, special subjects connected to verbal examination and their parts, level of education, professional qualification and the designation of title associated with them as well as any other provisions essential in respect of the line.
- (3) The introduction of new or modified educational and examination requirements i.e. changes in compulsory and selectable subjects connected to lines can take their turn in an ascending system, except the requirement of obtaining the signature with those laid down in these Regulations section 28 taken into account
- (4) On written request, students interrupting their study are allowed to use the subjects valid at the time their study is continued, based on the resolution adopted by the K&B.

Section 25 — The study program

- 1) The detailed educational and study requirements as well as the detailed rules of education are specified in the study program.



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- (2) The study program includes compulsory subjects, subjects compulsory to select and optional subjects. The conditions obtaining the qualification are: completion of compulsory subjects, taking up the subjects from among the subjects compulsory to select connected with credits specified in the study program and their completion. In case of optional subject, the amount of credits specified in the study program shall be acquired.
- (3) The recommended study program (model study program) includes the recommendation to follow by the student in order to complete his/her studies during the time specified for the given line.
- (4) The model study program includes:
- a) the level of education,
 - b) the designation of professional qualification,
 - c) specification of the educational objective,
 - d) the general and professional competences to be acquired,
 - e) the most important fields of study to be taught and their proportions,
 - f) the time of education in semesters,
 - g) the quantity of study work necessary for acquiring the qualification expressed in credits,
 - h) subjects of comprehensive examination,
 - i) all the compulsory subjects, subjects compulsory to select and optional subjects broken down according to educational periods as well as the rules of announcement of subjects compulsory to select,
 - j) number of contact hours/week (or semester) of subjects (lecture + exercise + laboratory work) and the associated credits
 - k) language of education - default language: Hungarian,
 - l) type of control (mid-year mark or examination mark),
 - m) announcement semesters of subject (autumn and/or spring),
 - n) criteria and the term for their fulfilment,
 - o) conditions and rules for selection of line/specialty,
 - p) requirements of preliminary studies,
 - q) provisions for taking up and completion of field work and theses,
 - r) language requirements,
 - s) detailed conditions of admission to final examination, subjects of final examination and rules of their selection,
 - t) qualification method of diploma.
- (5) The study program of higher level/higher educational vocational training shall include which lines and to what value include the attainments acquired in their own education.
- (6) Prior to the national accreditation procedure, the study programs of the individual lines are approved by the Senate.
- (7) The physical training is considered compulsory subject during 6 semesters at each regular BSc, BA education during 4 semesters in 1 hour a week. In the regular education of higher educational vocational training, the physical training is a compulsory subject for the students during 3 semesters in 1 hour a week.



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- (8) Within each regular education of the University the Mentor's lesson is a compulsory subject during the first 2 semesters in one lesson a week. 5 occasions are compulsory to the students while the remaining ones are freely selectable consultations. The requirements of Mentor's lesson are specified in the Mentor's Statutes.

Section 26 — Subject program, subject requirements

- (1) The detailed educational and study requirements, furthermore the detailed regulations of the study program are defined by the curriculum.
- (2) The curriculum includes compulsory subjects, compulsory electives, free electives. The precondition of the attainment of the qualification is the fulfilment of the compulsory subjects and the fulfilment of compulsory electives in the number of credit points given determined in the curriculum. From the freely elective subjects the number of credit points specified in the curriculum has to be acquired by the student.
- (3) The proposed curriculum (the model curriculum) includes the proposal following which the student can complete his/ her studies in the study time period defined for the relevant study program.
- (4) The subject program includes:
 - a) the full name and brief name of the subject,
 - b) registration code of the University,
 - c) language of education,
 - d) purpose of attaining the professional content of subject,
 - e) number of lessons/week (semester) broken down according to lesson, classroom (drawing room) practical, laboratory (computer room) practical,
 - f) evaluation of knowledge acquired, (partial-) skills attained as well as competences (mid-year mark or examination mark),
 - g) method of evaluation, its scheduling and development of marks,
 - h) amount of study work necessary for fulfillment in credits,
 - i) classification of subjects (compulsory or compulsory to be selected),
 - j) department responsible for the subject, subject responsible person and teacher(s) of the subject,
 - k) preliminary conditions to take the subject,
 - l) brief program of the subject, description of the attainments to be acquired, (partial) application ability and (partial) competences together with the mid-year study requirements,
 - m) detailed subject program broken down according to the work order of education,
 - n) possible examination requirements,
 - o) study aids available for the purpose of acquiring attainments, abilities and competences (textbook, lecture notes, collection of examples, bibliography, case studies etc.),
 - p) the most important technical and other aids that can be used,



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- q) the number and type of tasks to be worked out by the student personally,
 - r) type of examination (written and/or verbal).
- (3) The subject requirements formulate conditions necessary for obtaining the signature, the conditions and tasks necessary for fulfillment of the subject and their term.
- (4) The subject requirements are prepared by the subject responsables and approved by the directors of institutions not later than the first day of the registration week.
- (5) The subject responsible shall provide for that the subject programs and subject requirements are loaded on Neptun system of University by Friday, 24:00 on the last week preceding the term time at a place accessible to the students.
- (6) The subject requirements together with the subject program shall be made known to the students in the form that appears at the time of taking the subject and also verbally at the first contact hour. These instructions shall be in conformity with the content that appears on the electronic surface indicated in paragraph (5).
- a) The teacher is obliged to enter the requirements on record – with special regard to the requirements of obtaining the signature – authenticated by the teacher himself/herself and two students.
 - b) The records shall be collected by the executives of institute and forwarded in an electronic way to the Neptun group for loading into the system Neptun. The records shall be submitted in case of regular education not later than the 2nd week of the term time while in corresponding education the week following the first lesson.
- (7) The subject requirements are not allowed to be modified during semesters.
- (8) Updated for the given semester, the subject requirements include:
- a) the requirements to participate in classes within the frames of section 28 paragraphs (28 – (29) , the possibility of supplementing in case of absence, the method and regularity of verifying the attendance, the way of excusing the absence;
 - b) the exact number, subject matter, date and time as well as the possibility and time of correction and/or supplement of mid-year controls (reports, classroom tests) as laid down in section 28 paragraph (8).
 - c) conditions of obtaining mid-year mark and the method of its determination, the possibility of correction during examination period as laid down in section 28 paragraph (8);
 - d) in case of examination marks: in what way and to what extent are the requirements fulfilled during the term time counted in the development of the final mark within the frame specified in section 28, clause (6) b).
 - e) partial tasks unable to be supplemented during the examination period that, according to the set of requirements, can be completed using continuous work done during the whole semester.

Section 27 — Announcement and taking of subjects

- (1) Announcement of subjects means the denomination of course(s). The course is the clear form of appearance of the subject.
- (2) The announcement of courses takes place in the system Neptun with the data indicated as follows::
- a) name and code of subject,



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- b) teacher responsible for the subject and the co-operating teachers,
 - c) institute responsible for the subject,
 - d) set of requirements for the subject,
 - e) minimum required and maximum allowed number of students for launching the subject,
 - f) in case of excessive number of applicants, the aspects of order (if different from the order of application),
 - g) schedule of the subject.
- (3) In case of subjects connected with examination obligation the student is allowed to take the subject evaluated with mark "1" again in the next year and to pass make up examination/repeat examination without attendance at classes. The student without examination mark however with valid signature is allowed to pass examination without attendance at classes.
- (4) The University publishes the courses announced for the next semester in the system Neptun in the form of a schedule by the end of registration week in the current semester.
- (5) The subject requirements fall within the responsibility of the director of institute taking care of the given subject. The announcement of courses associated with the subjects and the modification of announcements fall within the responsibility of the director of education.
- (6) For a subject compulsory according to the model study program, it is always compulsory to launch a course.
- (7) In case of subject compulsory to be selected, it shall be provided for that the student can take freely selectable subjects up to at least five percent of credits required in total for obtaining the diploma.
- (8) In the offer of courses, the possibility of progress according to the proposed study program shall be ensured.
- (9) From among the physical training subjects, it is allowed to take at most 2 ones/semester.
- (10) The number of students permissible for a given course can be limited due to the availability of educational materials and other infrastructural fundamentals.
- (11) The course shall be launched if the number of students appointed not later than by 8:00 a.m. on the first day of registration week reaches the minimum specified at the time of announcement.
- (12) The students have the right (with the provisions of study program taken into account) to select the subjects, teachers, make choice between courses announced in parallel.
- (13) During his/her study, the student is allowed to take subjects of credit value exceeding the total amount of credits specified for the given line by 10% as well as subjects taught in a language other than Hungarian of credit value up to 10% of total amount of credits specified without prime cost and any compensation, respectively; beyond this, the student is obliged to pay credit fee according to the TJSZ.
- (14) The student is allowed to take courses connected to subjects the preconditions of which are fulfilled.
- (15) Marks can only be obtained for subjects taken up by the student in the given semester.
- (16) Appointment for courses and taking subjects shall take place through the system Neptun.
- (17) During the registration week the student is obliged to verify the list of his/her courses recorded in the system Neptun and indicate the deviation(s). If the student can prove that the records are not true (e.g. some course is left out or course(s) not taken by the student is(are) found, the student or his/her representative is allowed to lay a complaint through the system Neptun by the last day of the registration week.
- (18) After expiry of the term specified in paragraph (18) there is no room for legal remedy.



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- (19) After closing the registration period, the student receives notification of the subjects taken within 2 net days via electronic mail.

Section 28 – Evaluation of studies, absence, signature

- (1) The knowledge of subject matter can be evaluated as follows:
- a) five-grade scale: excellent (5), good (4), fair (3), satisfactory (2), fail (1),
 - b) three-grade scale: very satisfactory (5), satisfactory (3), fail(1).
- (2) The student's performance is unable to be evaluated if:
- a) the number of absences exceeds the admissible limit or
 - b) in case of subjects connected with examination obligation, the student fails to attempt to take examination during examination period or
 - c) the fulfillment of other subject requirements fails.
- (3) There is no room for legal remedy against the evaluation, except:
- a) if the decision is based on requirements other than those accepted by the University,
 - b) if it is in contradiction with those laid down in the Organizational and Operational Statutes of the University,
 - c) if the provisions relating to the organization of examinations are violated.
- (4) The verification of attainments can be made by means of:
- a) written or verbal account at contact hours, written (classroom) test, tasks worked out at home (e.g. plan, measuring report, computer program, essay) and the evaluation of the work done at contact hours during term time,
 - b) examination passed during examination period,
 - c) comprehensive examination,
 - d) final examination.
- (5) Mid-year mark can be given in cases as follows:
- a) In case of subjects evaluated by means of mid-year mark (subjects of (f) requirement) the student is evaluated continuously during term time; the final mark is developed based on the result of at least three measuring points in case of full-time education while at least two measuring points in case of not full time education. Multiple fulfilment of a measuring type is considered more than one measuring points.
 - b) In case of subjects evaluated by means of examination mark (subjects of (V) requirement) the mark of the student can be determined – provided that the signature is obtained - only on the basis of performance shown at the examination or with the mid-year measuring points and the performance shown at the examination taken collectively into account. In the latter case, the determination of mark shall be based on the examination to at least 51% extent.
- (6) Types of measurement:
- a) written task to be handed in,
 - b) short lecture,
 - c) classroom test,



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- d) evaluation of work done at practicals
 - e) completion of measuring task, report,
 - f) programming task etc.
- (7) If the mark is determined based on classroom tests in part or in full or the examination mark is determined based on classroom tests in part, at least one opportunity shall be ensured during the term time to complete or correct the classroom test. Should more than one classroom tests have to be replaced, there is the possibility to write a single combined test paper. Possibility of replacing and/or correcting classroom tests is due to each student on his/her own right.
- (8) Mid-year tasks and practicals are allowed to be replaced as laid down in the subject requirements. If the student were unable to acquire a successful mid-year mark even in spite of the opportunity (opportunities) to replace classroom tests, practicals and mid-year tasks, he/she could make attempt to obtain the mid-year mark during the examination period in the form of a make up/repeat examination as laid down in these regulations, section 29 paragraph (25).
- (9) The teacher is obliged to load the dates, type, subject of measuring points into the system Neptun within 5 weeks following the first contact our. The teacher is obliged to load the results of the individual measuring points into the system Neptun within 5 net days following the date of measuring point.
- (10) The comprehensive examination is a call to account for the whole subject matter of a subject fundamental in respect of the purpose of education.
- (11) The study program can specify call to account for more than one subjects collectively.
- (12) The **comprehensive examination is evaluated** by using 5-grade qualification. Both written and verbal account shall be used. The result of comprehensive examination is done by the combined results of written and verbal examinations.
- (13) No comprehensive examination can be specified for final examination subjects.
- (14) In case of subject evaluated with **mid-year mark**, the teacher is obliged to enter the signature or its refusal. The teacher is obliged to determine the mark not later than by the last Saturday inclusive of term time. To do this, the teacher prints the examination sheet from the system Neptun, enters the mark into the examination sheet and signs it. Then, the teacher enters the examination mark based on the examination sheet into the system Neptun.
- (15) On the determination of the mark at the semester end, examination sheet shall be prepared irrespective of that the mark at the end of semester was determined based on mid-year mark or examination.
- (16) **In case of subject evaluated by means of examination mark**, the condition of admission for examination is the existence of signature. The performance of the given semester can only be evaluated by means of a mark determined on the basis of an attempted examination.
- (17) In case of subject connected with examination mark, examination sheet shall be prepared for each examination course.
- (18) The teacher's tasks are:
- a) in case of verbal examination, the teacher records the mark obtained in both the examination sheet and the information sheet printed by the student in advance and authenticates it by signing; the student acknowledges the mark and the acceptance of information sheet by signing the examination sheet; the teacher enters the mark based on the examination sheet into the system Neptun within 5 days;
 - b) in case of written examination, the teacher checks the personal identity of student based on ID card provided with photo and, at the same time, the student certifies his/her appearance at the examination by



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signing the examination sheet; the teacher records the examination result in the examination sheet and authenticates it by signing and enters the result into the system Neptun within 5 days.

- (19) The student does not acquire any credit if his/her performance is evaluated to mark “1” or if the performance of student was unable to be evaluated, and refused to get a signature into the study register.
- (20) The credit value — provided that the performance of student was accepted — is independent of the evaluation of his/her knowledge.
- (21) In case of courses announced parallel for a subject, the call to account takes place in a way agreed by the subject responsible in the same manner as far as possible
- (22) The student is entitled to inspect into the evaluation of written tasks and accounts at times agreed with the teacher.
- (23) Following that the examination period is closed, the student is obliged to verify his/her marks and results recorded in the system Neptun. If the student can prove that the records are not true (e.g. some mark is left out or marks other than those the student received result information of are recorded), the student or his/her representative is allowed to lay a complaint through the system Neptun within 15 days following the closing time of examination period.
- (24) After expiry of the term specified in paragraph (23) there is no room for legal remedy.
- (25) Should any difference between the mark contested and that recorded in the examination sheet be found, the results indicated in the examination sheet or the underlying examination test paper shall prevail.
- (26) At each course announced during the term, the teacher is obliged to keep an attendance sheet printed from the system Neptun with the data of the given course (name of subject /E,GY/L, code of subject, place and code of course, its date and time span, list of students) included, to sign and made signed it by the students and enter the data into the system Neptun within 5 net days.
- (27) In case of **absence** exceeding 15% of practicals and 30% of lessons or, in the case that the student failed to fulfil the measuring points, no credit is due for the subject. In the subject requirements, extent of absence other than that specified in these Regulations can also be specified.
- (28) **It is not qualified as absence** if the student participates in compulsory events of University not included in the schedule i.e.:
- a) study excursion,
 - b) sport- and study competitions permitted by the University,
 - c) school practicals organized by the University,
 - d) meetings of boards specified in the Organizational and Operational Statutes of the University
- (29) In respect of the fulfilment of mid-year requirements the student receives a **signature** or an entry “*Signature refused*” in case of each subject. The signature certifies that the student visited the contact hours of the subject in conformity with the requirements, participated in the activities specified and fulfilled the conditions of obtaining signature.
- Signature can be obtained for subjects taken by the student in the given semester.
- (30) The signature obtained remains valid in the semester in which it is obtained and in the subsequent two semesters. The student is not entitled to renounce a valid signature.
- (31) Should a classroom test, account, tasks to be handed in or another similar requirement be considered the condition of signature, at least one possibility for replacement shall be ensured during the term time.



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- (32) In the case that the examination is arranged in the term time (e.g. preliminary examination), the date of entry relating to the mid-year signature shall precede the date of (earliest) examination in the system Neptun.
- (33) In case of refusal of signature, the student is not allowed to obtain mark in the subject concerned even on the basis of fairness. Application of the student affected in this way for examination made prior to the refusal of signature is also considered invalid. In case of an entry "Signature refused" the student is obliged to pay a fee for leaving course according to the Table 3. of Annex nr. 1. of TJSZ.
- (34) The teacher is obliged to enter the signature or the refusal of signature into the system Neptun during the last week of the term time in case of full-time students and until the end of the first week following the term time in case of distant-learning students. In case of refusal of signature, the possibility of application for examination shall also be prohibited for the student(s) affected. Prohibition for the registration of examination and its cancellation is adjusted by the TH in Neptun system.
- (35) If the entry made in respect of the mid-year signature in the system Neptun is not true, the student is entitled to lay a complaint with the teacher responsible for the entry within 15 days following the publication.

Section 29 — Order of examinations (comprehensive examinations)

- (1) The order of examinations shall be published and announced at least **three weeks** prior to the examination period. The order of examinations includes the planned date of examinations, the examining teacher(s) and the limit number of students.
- (2) The teacher is obliged to announce the examinations in the system Neptun as examination occasions. It is the Head of the Teaching Department that is responsible for announcement.

In case of subjects of "F" requirement the number of places shall be at least the double of students.

In case of subjects of "V" requirement the number of places shall be at least the double of students that have taken the subject, however, **at least one occasion of examination a week** in each subject shall be ensured during the examination period.

If all the student belonging to the subject course passed the examinations with success, no further occasions of examination shall be announced.

- (3) In case of subjects with examination course announced, at least an occasion of examination per week shall be ensured.
- (4) Students are allowed to take examination (comprehensive examination) only if all their obligations according to the TJSZ are fulfilled and have valid signature in the subject concerned. Appointment for examination can be refused or authorized by the TH in the system Neptun. Refusals can be cleared if the student fulfilled his/her payment obligation in the system Neptun.
- (5) Appointment for examination (comprehensive examination) and/or withdrawal are possible up to 13:00 on the days preceding the day of examination.
- (7) Only students recorded in the examination sheet printed in the system Neptun — not earlier than at 13:00 on the day preceding the day of examination — can be examined. The teacher is obliged to examine the student appointed for and appeared at the examination with the necessary documents presented, except that the student appeared in an unsuitable (e.g. drunken) state or shows improper behaviour. The announced examination cannot be postponed or omitted even with reference to the small number of students except the vis maior condition (e.g. the teacher is unable to appear for unexpected and inevitable reasons). In such cases the teacher is obliged to inform the students appointed for and appeared at the examination through the executive of the institute.



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- (8) In case of unjustified absence, the student shall pay an examination organization fee specified in the TJSZ except that the absence can be justified. The certificate justifying the absence shall be handed over through the application surface of system Neptun within 3 net days following the date of examination.
- (9) Examination is allowed only in the official rooms of the University.
- (10) The University and the examining teacher are jointly responsible for the undisturbed arrangement of examination.
- (10) In the exam it is forbidden
- a) to use and to try the use of not-allowed aids (crib on paper, any computer, mobile telephone wrist watch, radio receiver-transmitter or any similar electronic device being able to present or save video or audio information);
 - b) to behave in such a way which disturbs the calm atmosphere of the exam, and impedes and disturbs the examiner to control and supervise the exam and the other students in the tranquil work.
 - c) The pocket calculator which is able to do solely mathematical calculations is not regarded to be a not-allowed aid, if its use is permitted by the examiner.
 - d) The student who violates the order of the exam is not allowed to continue the exam, and will receive a „fail” entry for the evaluation of the exam. For the use of a not-allowed aid the examiner can start disciplinary proceedings in writing at the director of the institute. For the start of the proceedings minutes including the data and the signature of the examiner, the witnesses and the guilty student has to be enclosed. If the guilty student refuses to sign the minutes, it has to be recorded in the minutes, however it does not hinder the launch of the disciplinary proceedings.
- (11) The student is obliged to keep his/her personal ID card and, in case of verbal examination, 1 copy of the result information sheet printed from the system Neptun with him/her; failing these, examination is not allowed.
- (12) Prior to the beginning of examination, the teacher is obliged to provide for the verification of the student’s personal identity and, in case of verbal examination, the acceptance of the result information sheet.
- (13) The teacher is obliged to make the examination sheet signed by the student. This certifies:
- a) the acceptance of the result information sheet and the acknowledgement of the mark obtained in case of verbal examination,
 - b) the appearance of the student and handing in the test paper in case of written examination..
- (14) After the evaluation of each examination, the teacher is obliged to enter the mark attained at the examination into the examination sheet printed from the system Neptun and, in case of verbal examination, into the result information sheet as well in numbers and words; provide the entry with date and signature and load it in the system Neptun within 5 days.
- (15) The comprehensive examination shall be passed before a Board of at least 2 members and minutes shall be drawn up.
- (16) At verbal examinations (comprehensive examinations) and final examinations, time of at least 30 min/final examination subject for the purpose of preparation shall be ensured.
- (17) In case of written examination, the student is obliged to indicate his/her name and Neptun code legibly on each separate sheets of the test paper, together with his/her signature.
- (18) The test papers, verified examination sheets and comprehensive examination records shall be preserved at the institute in conformity with the Document Handling Regulations.



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- (19) Any unauthorized entry into the examination sheet or in the system Neptun is considered forgery that involves disciplinary action and procedure specified in legal rules.
- (20) The teacher hands over the result information sheet in person to the student in the manner regulated in section 28 paragraphs (15) – (19).
- (21) The student is obliged to take over the result information sheet at the verbal examination and to sign the appropriate document (examination register) for certification.
- (22) The student is entitled to inspect in his/her corrected written test paper within 15 days following the entry of results into the system Neptun, however, prior to his/her repeat examination at the time announced by or agreed with the teacher. Within this term, written complaint can be laid with the teacher or — in exceptional cases if it were impossible — with the director of institute in the case that the credits for the test paper were incorrectly calculated or no credit was given for any test paper. In case of incorrect credit calculation and defective evaluation, the teacher modifies the mark accordingly.
- (23) The verbal examinations are public to the students and teachers of the University; sound- and picture records are only allowed subject to the explicit consent of attendants. For well-grounded reasons (e.g. protection of business secret) the publicity can be restricted by the rector.
- (24) At each written- and verbal examination two persons in student relationship authorized in writing by EHÖK are allowed to supervise the examination on condition that the order of examinations is not allowed to be disturbed by the supervision.
- (25) Corrective examination (comprehensive examination), repeat examination (comprehensive examination) are allowed at dates and times indicated during examination period.
- (26) On written request submitted to the director of educational affairs responsible in the student is allowed to pass the repeat examination before another teacher or board. The appointment of examining teacher and/or committee falls within the responsibility of the director of institute, subject to the consent of the director of educational affairs.
- (27) For the third and further examination in the same subject (irrespective of that how many times was the subject taken up), the student shall pay the fee specified in the TJSZ.
- (28) In case of successful examination passed in the given semester, the student is allowed to pass a value increasing examination (comprehensive examination) by the end of examination period. Prior to the value increasing examination (comprehensive examination), the student shall be informed that possibility of worsening at the examination (comprehensive examination) also exists. Improvement on successful examination results in no additional credits. Request for value increasing examination shall be submitted through the system Neptun not later than 3 days prior to the date of examination in the given subject announced.
- (29) The student is allowed to request for preliminary examination in the subject taken in the given semester provided that it is required to take a subject built on. The request for preliminary examination shall be submitted through the system Neptun during the period of taking subjects. The opportunity to pass preliminary examination exists by the last day in the first week of term time.
- (30) If the academic content of the subject provides opportunity to that, in case of the fulfillment of the specified conditions in that the student can get a proposed mark. The lecturer is required to enter the proposed mark in the Neptun system not later than the last Saturday of the exam time period.
- (31) The student can indicate in the Neptun system not later than the end of the first week of the exam time period that he/ she has accepted the offered mark. The student is not obliged to accept the offered mark. The offered



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mark will be put in force, if the student confirms it in Neptun system. The offered mark that is left unconfirmed until the deadline will have to be regarded as a rejected mark.

- (32) If the student who received an offered mark, is given an exam mark in the exam time period, the offered mark becomes invalid.

Section 30 — Indices of the study achievement

- (1) The amount of study work performed by the student is indicated by the number of credits acquired in the given semester or from the beginning of studies onwards.
- (2) The quality of study work is measured by the weighted study average that is the average of marks obtained for the completed subjects weighted with credits:

$$\text{Weighted study average} = \frac{\sum(\text{credit taken}) \times (\text{mark})}{\text{total number of credits obtained}}$$

- (3) In the credit system, it is the corrected credit index that serves for quantitative and qualitative evaluation of study work.

$$\text{Corrected credit index} = \frac{\sum(\text{credittaken}) \times (\text{mark})}{30} \times \frac{\text{credittaken}}{\text{creditundertaken}}$$

- (4) The weighted study average and the corrected credit index can be given for the credits taken by the student in the given semester and for the total number of his/her credits (cumulated average). When calculating the cumulated average, the last valid mark of the subjects shall be taken into account.
- (5) The result of accepted subjects shall not be counted in the weighted study average and corrected credit index as well as the scholarship index, respectively, except that the subject was completed in the semester that the average relates to.
- (6) The level of study scholarship shall be determined based on the scholarship index calculated on the basis of the previous active semester. The method of its determination is specified by TJSZ.
- (7) Following that the semester is closed, the number of credits taken and obtained by the student, the corrected credit index, the weighted study average are recorded in the system Neptum.

Section 31 — Taking subjects repeatedly

- (1) If the student is unable to take the credit for some subject in the semester the subject was taken, he/she is allowed to take it in a later semester again.
- (2) In case of third (second repeated) and any further take of subject the student shall pay for repeated take of subject as laid down in the TJSZ.
- (3) Any subject the credit of which was already taken by the student cannot be taken again.



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Section 32 — Acceptance of subject, credit transfer

- 1) The student can receive credit for acquiring a given knowledge on one occasion. During the procedures listed in section 7 paragraphs (6) – (7) the value of credit is allowed to be taken into account neither in the calculation of study average nor in fulfilling the criterion connected with obtainment of credit.
- (2) The University recognizes the study performance acknowledged by credit of the student during his/her studies pursued at any higher educational institution — provided that its conditions exist — irrespective of the higher educational institution and the level of education. The recognition — based on subject program — takes place exclusively by comparing the attainments serving as a basis for establishing the credit. The University recognizes the credit if at least seventy five per cent of the attainments compared coincide. The comparison of attainments is made by the KáB.
- (3) Acceptance of subjects announced at another institution or educational level into some given education is equivalent to determine the credit associated with the subject, the replaceability of the subject by other one(s) and its difference from other subjects.
- (4) For the fulfilment of any requirement connected with study program, only subjects the subject program of which includes at most 25% of the subjects that were already taken into account when counting in the fulfillment can be taken into account.
- (5) The student is allowed to request for acceptance of subject(s) in an application addressed to the KáB and submitted through the system Neptum. The request is allowed exclusively through the application surface of system Neptun in writing, with the necessary certifying documents annexed. The decision on acceptance shall be adopted by KáB, with paragraphs (1) – (3) and the arrangements concluded with other higher educational institutions on credit transfer taken into account.
- (6) KáB is entitled to recognize former studies and work experiences as fulfilment of study requirements. The number of credits that can be counted in based on work experience (except the credit points gained for the practical internship) shall not exceed 30. The knowledge acquired by work experience shall be verified in the form of verbal- or practical examination based on the decision made by KáB.
- (7) The applicants are allowed to request for the establishment of credits that can be included based on their studies completed and work experiences obtained as soon as prior to the admission.
- (8) The University accepts the fulfilment of subjects (credits) accepted as corresponding subjects included in its study program if any, otherwise as optional subjects if a corresponding subject exists.
- (9) The credits of subject replaced shall be the credits according the study plan while the mark shall be that of the replacement subject. In case of more than one replacement subjects, KáB shall determine the mark based on the average of their marks.
- (10) It is possible that KáB accepts a group of subjects fulfilled elsewhere instead of that in the study program of the line, with paragraph (2) and (3) of this section taken into account.

Section 33 — Professional practice

- (1) The study program may specify the compulsory completion of professional practice (contiguous pedagogic practice). The completion of professional practice can be specified as a preliminary condition of other units in the study program.



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- (2) At lines of basic education requiring practices, professional practice of time period at least as specified by the education and graduation requirements of the given line least shall be organized at external facilities, institutions or with organizations capable of practical training. The completion of professional practice is a precondition of admission for final examination.
- (3) The requirements of professional practice as well as the conditions of its completion and certification are specified in the statutes on professional practice issued by the deputy rector responsible for general issues and education as well as in the study program of the given line. The data relating to the professional practice shall be recorded in the registry sheet of the student.
- (4) In the higher level vocational education, the practical education can also be organized in the form of both full-time and part-time education according to the regulations on professional practice.

Section 34 — Preferential study order

- (1) On request, preferential study order can be permitted by the TB to students that completed the first semester according to the model study program based on their study achievements, participation in part- education, parallel education, communal, social or health reasons as well as results achieved as first-class sportsmen.
- (2) On request, first-class sportsmen can have preferential study order permitted by the TB from the first semester onwards.
- (3) In particularly well grounded cases, the TB is entitled to adopt decision different from those laid down in paragraphs (1) –(2) .
- (4) During the preferential study order, the TB clearly specifies the compulsory contact hours and accounts in writing based on the opinion of the teacher. .
- (5) Based on the permission, the student can be released from the participation in compulsory contact hours in part or in full, the deadline for delivering his/her tasks can be modified, the educational period can be closed earlier or can obtain other benefits.
- (6) The conditions specified in the preferential study order are not allowed to be altered during the semester.
- (7) The permission is valid for one semester. The benefits release from neither the fulfillment of tasks to be completed within the frame of subjects taken nor the fulfillment of criteria necessary for progress.

**IV - REGISTRATION OF STUDY DATA, PROVISIONS FOR ABSOLUTORIUM, THESIS.
FINAL EXAMINATION AND DIPLOMA**

Section 35 — The credit book

- (1) The credit book used at the University is:
 - a) a printed book consisting of numbered sheets produced by printing and bound together inseparably (credit book specified by the Office of Education),
 - b) a deed that is printed from the system Neptun, authenticated by the director of education and bound together inseparably.



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- (2) The study executive sticks the etiquette with the printed data in the credit book of students provided with printed credit book that will be authenticated by the director of education.
- (3) For students enrolled from the academic year 2009/2010 onwards the credit book of format indicated in this section clause (1)b) will be introduced.
- (4) On completion of studies, the TH issues the credit book in the form specified by the University and approved by the Office of Education. The deed printed and bound together is authenticated by the director of education.
- (5) The students are entitled to obtain extract from the credit book free of charge once a semester. The fee for further extracts is specified in the TJSZ.
- (6) The credit book shall include the data of all the studies pursued by the student at the same level and line of education as follows:
 - a) personal ID data of the student (name, native name, place and date of birth, mother's native name),
 - b) name, seat and institutional ID of the higher educational institution,
 - c) data of student relationship, No. of registry sheet.
 - d) educational data of the student,
 - e) subject (units of study program) taken during studies broken down by educational periods, the associated credit values and data of evaluation,
 - f) certification of absolutorium,
 - g) data of theses and certification of their completion,
 - h) data of language examination,
 - i) parts and results of final examination and/or trade examination,
 - j) qualification of diploma and/or certificate,
 - k) resolutions influencing the studies of the student,
 - l) certification of studies pursued at other higher educational institutions,
 - m) certification of studies counted in based on former studies,
 - n) serial number of the deed.
- (7) If the student continues his/her studies at another higher educational institution with transfer, the TH enters the date of terminating the student relationship into the credit book based on the notification made by the student and, within fifteen days following that the student fulfilled his/her administrative and payment obligations, transfers the student officially to the accepting higher educational institution.
- (8) Forbidding to continue the studies, exclusion from the University as well as the unsuccessful completion of studies shall be recorded in the credit book.
- (9) On terminating the student relationship, the credit book shall be delivered to the Student, except the cases laid down in paragraph (7).
- (10) No special credit book is allowed to be issued to guest students with the exception of students studying at foreign higher educational institutions that, on request, can receive guest student credit book, including:



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- a) personal ID data of the student ;
- b) data of student legal relationship, No. of registry shee,
- c) subject (units of study program) taken during studies broken down by educational periods, the associated credit values and data of evaluation,
- d) ref. No. of resolution influencing the studies of the student,

**IV/A - PROVISIONS RELATING TO LINES OF BASIC EDUCATION, MASTER EDUCATION
AND VOCATIONAL EXTENSION TRAINING**

Section 36 — Absolutorium

- (1) The absolutorium confirms that the examinations specified in the study program have been successfully passed - except language examinations passed and theses (diploma theses) prepared - , other study requirements fulfilled and the credits specified in the education and graduation requirements or qualification requirements (within this, all the credits associated with the compulsory subjects and those compulsory to be selected) acquired, to certify without qualification and evaluation that the student met the study- and examination requirements specified in the study program in full. The absolutorium in the credit book of the student shall be signed by the Rector of University.
- (2) The absolutorium shall be acquired not later than during double the time of education according to the qualification and graduation requirements calculated from the beginning of studies – with both the active and passive semesters also taken into account.
- (3) For acquiring the absolutorium, the student is obliged to take at least one third of credits specified in the education at the University — even if the studies pursued at higher educational institutions and other former studies and work experiences are recognized as credit values.

Section 37 — Degree thesis/diploma work

- (1) As specified in the study program, the students prepare thesis (diploma work), portfolio in the last semester to demonstrate that, in the possession of attainments acquired at the University of Dunaújváros, they are capable of solving theoretical and practical tasks in conformity with the line and level of their education alone.
- (2) Completion of thesis is connected with a qualified signature. Taking it up is subject to conditions included in the model study program.
- (3) The student shall hand in the original of the task specification of subject matter to be included in the thesis to the organizational unit of education responsible for the education that shall load the data on the system Neptun. Within the subject matter specified, modification in the title and part-themes are allowed to be modified by the last day of the eighth week in the term time that shall be entered in the system Neptun.



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- (4) The deadline for handing in the thesis is specified in the time schedule of academic year. Once completed, the thesis or thesis and portfolio shall be submitted to the institute that specified the tasks at the same time. Postponements can be permitted by the TB subject to request for postponement submitted through the system Neptun.
- (5) The essential and formal requirements of thesis/ portfolio as well as the general and special aspects of evaluation shall be specified based on the study program and made known to the students. The method of specifying and modifying the thesis, its essential and formal requirements, the general aspects of evaluation are determined by the deputy rector responsible for general issues and education in statutes. The essential requirements of thesis and the special aspect of evaluation are determined by the institutes.
- (6) Only tasks that can be elaborated in the possession of attainments acquired on the basis of study program and of the knowledge obtained during practicals, in a creative way within the specified time, based on the study of professional literature.
- (7) The elaboration of thesis and portfolio is controlled by consultants. For each specified thesis, one of the teachers of University as an internal consultant and a further external consultant shall be invited. The work of consultants will be managed by the leader of institute that specified the task.
- (8) The consultants certify their consultations in the consultation sheet. The thesis and portfolio shall be qualified by the internal and external consultants separately (ready to be handed in – yes/no) on the consultation sheet and confirm it by signatures. If any of the consultants considers them unable to be handed in, neither the thesis nor the portfolio can be handed in.
- (9) The thesis and portfolio handed in by term according to paragraph (8) shall be let for consideration. The director of institute, however, is entitled to refuse the theses and portfolios, respectively, failing to meet the conditions of specification to be judged. External referees shall be of higher level qualification and invited by the University on proposal of the leader of institute/person responsible for thesis. Based on the decision made by the institute, internal referees in addition to external ones are also allowed to submit evaluation separately. Referee and consultant cannot be the same person.
- (10) The referee's report shall be made available to the candidate in the system Neptun at least 5 days prior to the starting date of final examination period. The referees evaluate the thesis and portfolio, respectively, and make proposal for their qualification
- (11) The originals of report along with the qualification proposals of referees attached to the thesis shall be handed over to the Final Examination Board for qualification. The qualification (mark) of thesis and portfolio is determined by the Final Examination Board.
- (12) Should the Final Examination Board find the thesis or portfolio to remain below the acceptable level, it ranks them insufficient. In such cases, the candidate is not allowed to continue his/her final examination.
- (13) On special request of the student made in the system Neptun, the director of education is entitled to permit the thesis to be defended and the verbal examination to be passed within separate final examination period. The fee for special procedure is laid down in the TJSZ.
- (14) The student is allowed to defend the subject matter of thesis approved by the institute within three subsequent final examination periods calculated from the specification of subject matter. If the student fails to appoint for final examination during this period or to attend it,
 - a) the subject matter of thesis shall be made approved again, or
 - b) modified according to the decision made by the director of institute specifying the task, or



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c) new subject matter of thesis shall be selected.

Section 38 — Final examination

- (1) The student completes his/her studies in higher educational vocational training, basic- and master education, vocational extension training by taking a final examination.
- (2) The final examination serves for verification and evaluation of attainments, capacities and talents necessary for obtaining the diploma during which the student shall also demonstrate that he/she is also able to apply the knowledge acquired.
- (3) Condition of admission for examination is the acquisition of final certificate (absolutorium).
- (4) The final examination is allowed to be passed within the first final examination period following the obtainment of final certificate within the frame of student legal relationship and, then, in case of students starting their studies from the academic year 201/2013 onwards in ascending system within any examination period within two years without time limit following the termination of student legal relationship, according to the educational requirements in force. The Regulations may specify conditions for the final examination after two years calculated from the issue of absolutorium. After five years following the termination of student relationship no final examination is allowed to be passed.
 - a) The educations started in conformity with the Act LXXX of 1993 on the higher education are allowed to be completed by September 1st, 2016 — in continuous education — ,with professional requirements, order of examination and issuing diploma left unchanged. The student relationship of students failed to acquire their diploma by this time limit shall be terminated as of this date.
 - b) The former students who were granted a university leaving certificate until the 1st September 2016, are allowed to do the final exam until the 1st September 2018.
- (5) Students failed to fulfil their payment obligations against the University are not allowed to be admitted for final examination.
- (6) The preliminary application for final examination shall be made through the system Neptun by the time specified in the time schedule of academic year, however, not later than by the 14th week of the term time. Final application for final examination shall be made by the time specified in the time schedule of the academic year, however, not later than by the 8th day preceding the final examination period.
- (7) In the time schedule of academic year accepted by the senate two final examination periods are set. Final examination is allowed to be passed only within final examination period.
- (8) The final examination consists of:
 - a) defence of thesis or the thesis and portfolio and, at the same time. followed by
 - b) verbal examination.
- (9) The Final Examination Board is composed of a president and at least two members. The president and the members shall (preferably) be external specialists recognized by the professional field and at least one member shall be a professor and associate professor of university or college, respectively, furthermore at least one member shall not be in employment relationship according to the Nftv. with the University or shall be a teacher at another line of the University. In exceptional cases, senior lecturers can also be members of the committee. The persons cooperating at the final examination as:
 - a) chairpersons can be those invited by the rector occasionally on proposal of the director of institute,



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(b) members of committee can be those invited by the director of institute occasionally.

- (10) Record shall be made on the final examination (annexe 3). The Final Examination Board determines the mark of thesis or the thesis (and within this the portfolio) and subjects of examination as well as the qualification of diploma within the frame of private discussion. In case of dispute, the mark is determined by vote. In case of equality of votes, the vote of chairperson is decisive. The order of the exam is defined by the point (10) of 29. §, and the student is obliged to take his personal identity card with him, and the notary of the final exam is required to verify the personal identity of the student before the start of the exam.
- (11) On completion of final examination, the chairman of board declares the results.
- (12) The final examination is considered successful if the thesis or the thesis (within this the portfolio) and subjects of examination are evaluated to be at least satisfactory. Successful final examinations not allowed to be corrected.
- (13) Following the defence of thesis (within this the portfolio) qualified by the Final Examination Board to be fail, the student is not allowed to continue the final examination. In this case, the student shall select a new subject matter for thesis.
- (14) If any of the subjects of final examination was unsuccessful, the candidate shall take repeat examination only in that subject. If the student did not appear present in the final exam, the next exam will be regarded to be a Repeat Final Examination. Repeat final examination can only be taken in the next final examination period(s).
- (15) For the repeat final examination, application shall be submitted through the system Neptun and the fee specified in TJSZ shall be paid.
- (16) The result of final examination is obtained by calculating the average of the mark determined by the Final Examination Board of thesis, or the thesis (within this the portfolio), the marks of professional examination as well as at teacher line the mark obtained at examination on methodology.
- (17) At vocational extension training lines, the determination of final examination results is made in a manner specified in the study program based on the provisions of qualification requirements.
- (18) In case of students selecting more than one specialties, the final examination shall be organized in a manner that the student is capable of fulfilling the final examination requirement of both specialties before one final examination board. In case of the second specialty, the diploma also including the clause on the completion of the second specialty is allowed to be issued subject to successful verbal examination in the second specialty at the final examination. Should the final examination in the second specialty fail, the clause on the completion of second specialty is not included in the diploma.

Section 39 — The diploma

- (1) The precondition for issuing the diploma to certify the successful completion of higher level studies is the successful final examination.
- (2) Except otherwise regulated by the law, a further condition for issuing the diploma — for admission to final examination as the case may be — is the fulfilment of requirement relating to some state recognized or equivalent language examination (hereinafter: language examination) as specified in the Governmental Decree on qualification and graduation requirements and in the relevant Departmental Decree.
- (3) In case of studies connected with comprehensive examination, the result of diploma shall be calculated as follows: $(ZV + D + SZ)/3$:

where



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- (ZV) arithmetic mean of the marks obtained for final examination subject(s) (the result shall be rounded to two decimals),
- (D) mark given by the Final Examination Board for the thesis or thesis (within this the portfolio) or portfolio,
- (SZ) arithmetic mean of marks for the comprehensive examinations (the result shall be rounded to two decimals).
- (4) In case of studies without comprehensive examination, the result of diploma shall be calculated as follows: $(ZV + D + TA)/3$, where:
- (ZV) arithmetic mean of the marks obtained for final examination subject(s) (the result shall be rounded to two decimals),
- (D) mark given by the Final Examination Board for the thesis
- (TA) weighted study average relating to the total credit value acquired during the whole study period - except the preparation of thesis – (the result shall be rounded to two decimals).
- (5) The diploma shall be evaluated based on the average result calculated according to paragraphs (3) and (4) as follows:
- | | |
|------------|-------------|
| excellent | 4,51 - 5,00 |
| good | 3,51 - 4,50 |
| fair | 2,51 - 3,50 |
| sufficient | 2,00 - 2,50 |
- (6) Honoured diploma shall be issued to those attained excellent result in each subject of final examination, the thesis and each comprehensive examination — if any — are valued excellent, the weighted study average for the whole study period is at least 4.01 and no mark below fair is found between their marks.
- (7) The higher educational institution issues the diploma to the student entitled to it within 30 days following the successful final examination and the certification of specified language examination completed.
- (8) The diploma is an official document provided with the arms of the Republic of Hungary that includes the name of issuing higher educational institution, its institutional identification; the serial number of diploma; the EKKR and MKKR level of the diploma, name, place and date of birth of the holder of diploma; the level of qualification, the designation of degree granted, line, qualification, section, form of education; place and date (year, month and day) of issuing the diploma. The document shall also include the official signatures, the date, as well as the stamp of the University and the clause.
- (9) The diploma is signed by the Rector and the Director of the institute being responsible for the study program.
- (10) If the issue of diploma is impossible due to the failure of presenting the certificate of language examination, the University issues a confirmation. The confirmation witnesses the successful final examination, however, without certifying the educational level and qualification.
- (11) The diploma shall be issued in both Hungarian and English languages.
- (12) The University issues annex to the diploma in both Hungarian and English language according to the model elaborated in conformity with the relevant legal rules.



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IV/B – REGULATIONS RELATING TO THE HIGHER LEVEL VOCATIONAL TRAINING

Section 40 — Final thesis

- (1) The student completes his/her studies in higher educational vocational training by taking a professional examination
- (2) For taking the professional examination the student shall prepare a final thesis. It is a complex individual tasks that requires the knowledge acquired to be synhetized and applied in a creative way.
- (3) The preparation of final thesis is connected with mid-year mark and taking it is subject to preconditions that is not included in the program of subjects.
- (4) The preparation of final thesis is controlled and supported by a consultant.
- (5) The consultant evaluates the final thesis by the qualification „acceptable” /not acceptable and the mark is determined by the Examination Committee.
- (6) The final thesis shall be admitted to judgement. The reviewer shall be a qualified specialist invited by the self-dependent educational unit organizing the examination. The judgements shall be made available to the candidate not later than 5 days prior to the defence of final thesis.
- (7) In the arrangement of examination and issuing the certificate, the legal rules in force on the order or professional examinations and the statutes issued by the deputy rector responsible for general issues and education shall apply.
- (8) The professional examination is a state examination that shall be applied for with the institution taking care of the line and in the sustem Neptun by using the specified application form.
- (9) The Institut registers the application of the student on the web-page of National Labour Office Vocational—and Adults’ Education Directorate only if the student settles the fees specified in the TJSZ.
- (10) Following the registration on the web-page of National Labour Office Vocational—and Adults’ Education Directorate the application of the student is not allowed to be modified and the fee once paid cannot be claimed back.

V. Miscellaneous

Section 41 — Information and advising obligations of the institution

- (1) The rector shall provide for that written guide — in electronic or printed form— is available in customary way at the University to the students, including:
 - a) general presentation of the University,
 - b) presentation of educational and organizational units,
 - c) study services (libraries, laboratories, studios etc.) and devices,
 - d) list of educational levels and qualifications that can be acquired and their brief description,
 - e) presentation of education,



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- f) study programs of credit-type education, educational objective of lines,
 - g) complete model study program of all the lines,
 - h) program of subjects/courses announced by the University and their requirements,
 - i) agreements between lines and department relating to credit equivalences and the possibility of taking into account,
 - j) time schedule of the actual semester,
 - k) Examination- and Study Regulations of the University,
 - l) Rules for Compensation and Benefits,
 - m) name of advisors of the University and their customer service hours.
- (2) The yearly study program guide, the internal network and the Neptun are considered customary way of information at the University.
- (3) The rector shall provide for that the copies of guide are to be bought by the students and are accessible at the TH, the library and the office of Students' Self-government.
- (4) The requests specified in the Regulations shall be submitted through the system Neptun. In exceptional cases (application for transfer, guest student) the requests can also be submitted in writing to the TH. The term and way of submission as well as its formal requirements are published by the TH in the web-page of the institution.
- (5) The Student Consultant has the task of giving advice of psychologic character to the students with the social situation as well as health and mental condition of students in the centre. In some cases: crisis intervention, occasionally career orientation guidance, development of personality.
- (6) The Mentor's tasks include the active cooperation in the education of well-balanced specialists with good conflict management capability and high level of self-knowledge; to do this, continuous, individual, person-tailored advising in the management of affairs of students associated with learning and studies to provide assistance in particular
- a) in finding the way in the life of University, by drawing the attention to the possible difficulties and giving guidance pointing forward with the view of prevention,
 - b) in making the students conscious of the TVSZ and subject requirements while making the rights and obligations known and the causes and consequences recognized,
 - c) in learning the subjects that cause difficulties to the student, scheduling the application for examinations,
 - d) in communication within the University and making contact with other teachers,
 - e) giving advice in the scheduling of courses during the period of taking courses, establishing the time table in case of accumulated subjects,
 - f) planning career view by presenting the industrial experiences; advising in selecting branch - motivation.

Section 42 — Language education and language requirements

- (1) The University ensures instruction in English language (German language in run-out system) to its students at various levels according to the study program of lines.



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- (2) The condition of issuing the diploma to certify the completion of higher level studies is the state recognized or equivalent language examination passed as specified in the Education and Graduation Requirements of the lines
- (3) The linguistic requirements are laid down in the study programs accepted by the Senate.

Section 43 — Complementary provisions for handicapped students

- 1) Handicapped students can be favoured in respect of their study requirements. They can be released from study requirements specified in separate legal rules on qualification requirements of the educational lines that can be fulfilled by them only with serious difficulties or not at all due to their handicapped state.
- (2) On individual request, handicapped students can be released from the requirement of state recognized language examination in part or in full.
- (3) Requests for release addressed to the TB shall be submitted through the system Neptun with the expert opinion certifying the type and extent of deficiency attached.
- (4) The expert opinion certifying the type and extent of deficiency can be accepted if it is issued by a body specified in the Governmental Decree No. 87/2015. (IV.9) Korm.
- (5) The request is judged by the TB.
- (6) If the handicapped applicant obtained any favour in the maturity examination and/or entrance examination, this shall also be ensured to him/her during the studies continued.
- (7) Handicapped student is allowed to make use of favours depending the type of his/her deficiency
 - (7a) For students limited in motion:
 - a) obstacle free environment, conditions necessary for learning as well as — in conformity with the regulations — release from the practical requirements in part or in full or the possibility of fulfilling them in another form shall be ensured;
 - b) written examination can be replaced by verbal one and vice versa;
 - c) release from geometric and drawing tasks if they are unable to use the necessary tools; however, verbal report on the knowledge of rules can be required;
 - d) the use of special means necessary for solving written tasks (especially special copy-books, typewriter, computer) as well as the use of table with anti-slip surface that can be tilted, adjusted and is accessible by wheel-chair or another aid shall be ensured;
 - e) if necessary, preparation time longer than that specified for non-handicapped students shall be ensured,
 - f) for the purpose of administration tasks within the institution, personal assistance shall be ensured,
 - g) release from the language examination or its level in full or in part can be given
 - (7b) For students using hearing-aid (deaf, weak of hearing):
 - a) possibility of written examination in place of verbal one shall be ensured;
 - b) release from the language examination or its level in full or in part can be given,



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- c) due to his/her deficiency, release from fulfilment of practical requirements can be given or the fulfilment of practical requirements can be replaced by the fulfilment of appropriate non-practical requirements,
- d) on request, sign-language interpreter for the verbal examination shall be ensured;
- e) in order to ensure the intelligibility and understanding, the questions and instructions shall be put in both words and writing;
- f) at each examination, the necessary aids (e.g. explaining dictionary, calculator) and visual illustration shall be ensured;
- g) if necessary, preparation time longer than that specified for non-handicapped students shall be ensured,
- h) for the purpose of administration tasks within the institution, personal assistance shall be ensured.

(7/c) For visually impaired students (blind, visual defect):

- a) possibility of verbal examination in place of written one, and the use of special technical aids in case of written examination shall be ensured;
- b) release from the language examination or its level in full or in part can be given,
- c) due to his/her deficiency, release from fulfilment of practical requirements can be given or the fulfilment of practical requirements can be replaced by the fulfilment of appropriate non-practical requirements,
- d) release from geometric and drawing tasks; however, verbal report on the knowledge of rules can be required;
- e) the access to the questions, items on sound cassette, plate, in tactile writing or in magnification, appropriate illumination and, if necessary, preparation time longer than that specified for non-handicapped students shall be ensured,
- f) for the purpose of administration tasks within the institution, personal assistance shall be ensured.

(7/d) Students with impaired speech and other deficiencies (disphasia, dislalia, disphonia, stammering, gabble, aphasia, nasality, disarthria, muism, severe disturbance in detecting and understanding the speech, etral lisping, late development of speech):

- a) students with severe speech defect are allowed to take written examination instead of verbal one in each subject of examination; preparation time longer than that specified for non-handicapped students shall be ensured and the use of special technical aids permitted,
- b) they can be released from the language examination or its level in full or in part,
- c) for the purpose of administration tasks within the institution, personal assistance shall be ensured.

Students with dyslexia/disgraphia, disortography

- a) are allowed to take verbal examination instead of written one and vice versa,
- b) in case of written examination, preparation time longer than that specified for non-handicapped students shall be ensured,
- c) the necessary aids (especially calculator, typewriter, ortographical dictionary, explanatory dictionary, synonymity dictionary) shall be ensured at the examination,
- d) can be released from the language examination or its level in full or in part.



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Students with dyscalculia can be released from calculation tasks; the use of aids used earlier during their study can be permitted (tables, calculator, configuration, mechanical and manipulative tools) and preparation time longer than that specified for non-handicapped students can be ensured.

- (8) Based on expert opinion and on request, **autistic students** are allowed to receive advantages as follows:
- a) adaptation of the conditions of account to their special needs; verbal examination instead of written one and vice versa,
 - b) providing assistance for explaining requirements, questions; putting the questions and instructions in writing, simplifying their formulation in case of verbal examination,
 - c) ensuring preparation time longer than that specified for non-handicapped students,
 - d) use of special means (primarily sound recorder, calculator, explanatory dictionary, other supporting means e.g. info-communication technologies) during both the courses and account,
 - e) release from the language examination or its level in full or in part,
 - f) due to the difficulties arising from his/her development disturbances, release from certain practical requirements or replacement of their fulfilment by that of appropriate non-practical requirements,
 - g) ensuring personal assistance for the purpose of administration tasks within the institution.
- (9) Advantages that can be ensured to **hyperactive** students with disturbances of attention are as follows:
- a) verbal examination instead of written one and vice versa,
 - b) ensuring preparation time longer than that specified for non-handicapped students,
 - c) reducing the waiting time of the student to the minimum in case of examinations,
 - d) use of special means and equipment necessary for solving written tasks,
 - e) dividing the examinations taking longer time in parts or allowing pauses without permitting the student to leave the room, allowing activity connected with movement, tolerating emotional manifestations,
 - f) examination separated from other students.
 - g) on request of the student, putting the questions in writing or repeatedly, dividing complex questions into parts, assistance for explaining requirements and questions depending on the individual particularities,
 - h) during lessons, practicals and examinations, making the questions and items accessible on sound recorders in digital form,
 - i) ensuring personal assistance for the purpose of administration tasks within the institution.
- (10) **Students suffering from behaviour disturbances** (disturbances of socio-adaptive processes, different development of emotional control, aggression towards himself/herself or others, distress, behaviour features showing the weakness of self-control, adaptivity, expedient attitude, self-organization) are allowed to receive the advantages as follows:
- a) verbal examination instead of written one and vice versa,
 - b) dividing the examinations taking longer time in parts or allowing pauses, tolerating individual inclinations and emotional manifestations,



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- c) examination separately from other students,
 - d) in case of verbal examination: on request of the student, putting the questions in writing, explaining requirements and questions, simplifying and explaining their formulation,
 - e) ensuring personal assistance for the purpose of administration tasks within the institution.
- (11) The longer time ensured for preparation shall not exceed the time specified for non-handicapped students by more than 30%; on request, however, the committee specified in paragraph (5) is entitled to permit longer preparation time.
- (12) In case of accumulated deficiencies, any of the advantages listed above can be granted with the needs of the student taken into consideration
- (13) Release from the language examination or its level in full or in part is due to the student that passed a final examination, his/her student relationship has been terminated, however, failed to fulfil his/her obligation to take language examination necessary for acquiring professional qualification.
- (14) It is the Rector that is responsible for the observance of favours ensured to handicapped students.
- (15) The handicapped student shall certify the type and extent of his/her deficiency either definitive or temporary shall be certified by expert opinion:
- a) If the deficiency and/or specific education requirement of student (applicant) have already existed during the secondary education and, considering this, he/she received advantages during his/her studies or maturity examination, the deficiency and/or specific education requirement can be certified by an expert opinion issued by the county (Budapest) pedagogic service institutions and their member institutions proceeding for county- or national expert committees (as well as the learning ability testing expert- and rehabilitation committees and the national expert- and rehabilitation committees from among their legal predecessors), respectively.
 - b) If the deficiency and/or specific education requirement of student (applicant) did not exist during the secondary education and he/she did not receive any advantages during his/her studies or maturity examination with his/her deficiency and specific education requirement taken into consideration, the deficiency can be certified by an expert opinion issued by the rehabilitation expert body and its predecessor, respectively.
- (16) From among full-time teachers, the Rector of University appoints a responsible person i.e. coordinator to assist the handicapped students. In addition to the higher level qualification, the coordinator shall have competences and professional experiences in issues relating to handicapped persons.

The coordinator appointed has the tasks as follows:

- a) participation in the work of committee considering the applications for release submitted by handicapped students,
- b) keeping contact with the handicapped students and their supporting persons as well as with the students of the higher educational institution,
- c) ensuring the possibilities of assistance to handicapped students during their studies and examinations and organizing the consultation possibilities required by handicapped students during term times;
- d) making proposals for the use of normative support for assistance to the studies of handicapped students and for the purchase of assets necessary for assistance,



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- e) continuous registration of the number of handicapped students while observing the data security regulations and ensuring the use of data for statistical purposes,
- f) reporting the statistical data of handicapped students to the TH within 60 days following the enrolment.



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Section 44 — Further special rules relating to students studying in programs subject to tuition fees in foreign currency

Section 44/A – Establishment and termination of student relationship

The admission takes place by submitting the application form serving for this purpose to the University. The order or judging the applications, ranking the applicants — with the language test results of applicants taken into consideration —, the admission requirements, the order of establishing the procedural fee that can be imposed during admission procedure, the maximum amount of fee, the cases of releasing from the payment of fee are specified by the University within the frames of legal rules. The decision on admission falls within the competence of the leader of Office for International Relationships (NKI with Hungarian initials) in his/her competence transferred by the Rector. The necessary documents to be submitted and the payment obligation are included in the Annexes to this Regulation.

Section 44/B- Taking subjects repeatedly

In addition to those laid down in section 31 the foreign student participates in compulsory consultation during the year of preparation.

Section 45 — Final provisions, connection to other regulations

- (1) Introduction of new or modified study- and examination requirements takes place in run-up system, except the requirement of obtaining the signature that covers all the students in student relationship.
- (2) The Regulations were accepted by the Senate with the decision **No. 55-2016/2017. (13th December 2016)** and it enters into force on **2016.12.14** together with its annexes. The Senate modified the Regulations with with the decision No. 82-2016/2017. (28th March 2017), it will be in force from the 29th March 2017.

Dunaújváros, 2017.03.29.

István András. Dr. habil
Rector

President of the Senate



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Annexes

Annex No. 1: Explanatory instructions

Active semester:	In respect of student legal relationship, it is the semester the student is registered with and his/her student legal relationship is not suspended. During the active semester, the student exercises the rights and obligations laid down in these regulations in full measure.
Signature	The signature recognizes that the student visited the lectures of the subject in conformity with the requirements, participated in the prescribed activities and fulfilled the conditions of signature.
Basic module:	The ordered entirety of subjects and knowledge that are indispensable to be attained in respect of other fields of knowledge and/or modules determining the particularities of the given line, and that other (professional) modules (primarily modules of lines within specialized groups) can also be built upon.
State subsidized student	Student participating in state subsidized education as well as student admitted to education subsidized by Hungarian state (part-) scholarship from September, 2012 onward.
Enrolment:	Official procedure serving for establishing student legal relationship
Registration:	Declaration made by the student in the Neptun system whether he/she intends to continue or to suspend his/her studies in the given semester; i.e. starting the active semester.
Individual study work time:	Part of the student's study work expressed in working hours as an average performed by the student alone out of lectures (contact hours) in order to acquire the subject matter and to fulfil the requirements (the time spent on learning during examination period included).
Individual study schedule:	In the credit system, the Examination- and Study Regulations of the University as well as the study program provisions are allowed to offer the possibility that, for each study period, the students make individual choice from among the study obligations offered, subject to conditions specified in regulations and study programs.
Preliminary study order:	Entirety of preliminary requirements of subjects (and criteria) included in the study program of the line.
First-class sports(woman)	<p>He/she who was the member of some NB-I team in an olympic sport during or prior to the year of admission and has a relevant official certificate issued by a competent association; yet, in another non-olympic sport — coming within the profile of University - he/she achieved outstanding results, based on individual judgment.</p> <p>He/she who was a Hungarian champion in an olympic sport in junior or replacement age group or was placed 1st to 3rd in adult age group and selected in junior-replacement-adult group, respectively, during or prior to the year of admission and has a relevant official certificate issued by a competent association; yet, in another non-olympic sport — coming within the profile of University - he/she achieved outstanding results, based on individual judgment.</p>



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Preliminary requirement (pre-condition):	Certified completion of attainment included in another subject or group of subjects necessary for understanding the knowledge of some subject and/or fulfillment of some criterion or requirement. Any subject is allowed to be taken only if the student already fulfilled the subject(s) and criteria indicated as a precondition of it prior to that the given subject is taken up.
Result information sheet:	Document that the student takes along to examinations and that the teacher enters into the result obtained and authenticates it by signing. Without this, the student is not allowed to take either written or verbal examination. In possession of this document, the student is entitled to debate the mark entered into Neptun.
Value increasing examination:	Examination possibility serving for improving the mark obtained at a successful examination passed during the examination period.
Semester	Education organizational period of five month.
Mid-year mark:	Mark serving for expressing the mid-year performance of the student that can be obtained based on tasks fulfilled during term time, classroom test written, laboratory reports etc. within the evaluation procedure specified in the Examination- and Study Regulations.
Upgoing system:	Education organizational principle based on which the new or modified study- and examination requirements can be set to the students that begin their studies following the introduction of said requirements, or to the students that, although began their studies prior to the introduction of said requirements, made the choice to prepare themselves based on the new and modified examination- and study regulations.
Higher level vocational education:	Vocational education pursued — by higher educational institutions and/or vocational secondary schools based on agreement concluded with higher educational institutions — within the frame of student legal relation and apprentice legal relation, respectively, that is built in the basic education of higher educational institutions and, at the same time, gives higher educational vocational qualification included in the National List of Qualifications.
Handicapped student (applicant):	Student (applicant) having some physical deficiency, or deficiency in organ of sense, speech; in case of several deficiencies jointly, accumulated deficiencies, autistic spectrum disturbance or any other psychic development disturbance (severe disturbance in learning, attention- or mehabaviour-control)..
Study work time (total):	Time necessary for students (of average talent, preparedness, performance in learning) to complete the study work successfully (under average conditions) expressed in working hours. i.e. the lectures (contact hours) and the individual study work time added together.
Student (applicant) under disadvantage	Student not completed his/her twenty fifth year at the time of enrolment (application) that was taken under the protection of the notery public or public guardianship authority due to his/her family circumstances and/or social situation during his/her secondary school-type vocational or higher educational studies and child-welfare support was permanently paid to him/her, is entitled to permanent child-welfare advantage or, that was taken into temporary or permanent care, received accommodation in an institute with temporary effect, provided that the title existed in the authority period immediately preceding the enrolment (registration, submission of application); in the higher educational admission procedure, person that is permanently



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	brought up or following his/her permanent bringing up received after-care provision. is also considered person at disadvantage.
Student (applicant) under accumulated disadvantages	Student under disadvantage whose parent making provision for him/her at the time the student becomes of school age was of at most basic educational level — in conformity with the voluntary parents' declaration made in the procedure regulated in the Act on protection or children and guardianship administration — and that who was taken into permanent bringing-up and who received after-care provision following his/her permanent bringing up.
Publication in homepage:	Publication of the information in the homepage of University of Dunaújváros in a range accessible to everybody.
Institute:	Organizational unit coordinating the activity of several departments or performing the tasks of several departments.
Institutional document:	Deed of foundation, as well as the regulations, programs, plans specified by Law, i.e. the Organizational and Operational Statutes, educational program, institution development plan, statutes of students' self-government, internal regulations according to the Act on Accountancy and its enacting decree.
Institutional (study) information:	Information booklet that includes the data necessary for pursuing and planning the studies of the student.
Repeat-corrective examination:	Repeating the failed examination on the second occasion in a given examination period.
Corrective examination	Repeating the failed examination on the first occasion in a given examination period.
Preferential study arrangement:	Within the scope of these regulations and on request, the student is allowed to receive release from specified student obligations, except the fulfillment of study requirements.
Qualification frame:	General characteristics of the individual educational levels in the multi-cycle education relating to each field of education.
Branch of education:	Entirety of lines in a field of education the educational content of which is the same during the initial section of education.
Cycle of education:	Within the frame of higher education, the levels of education built on each other (higher educational vocational training, basic education, master education, undivided education, vocational extension training, doctor education).
Education and graduation requirements:	The entirety of attainments, skill, ability, capability (competence) and the knowledge the acquisition of which allows the diploma at the given line to be issued.
Time of education:	Time specified in legal rules necessary to obtain the specified credits, educational level, vocational qualification.
Period of education:	Breakdown of the time of education to term time and the associated examination period.



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Educational program:	The complex educational document of the institute that includes the detailed educational and study requirements of the basic- and master education, undivided vocational training as well as the higher educational vocational training, vocational extension training, furthermore, the plan of doctor education with the detailed rules of education; thus, in particular, together with the study program, educational program and schedule of subjects as well as the methods of evaluation and verification, procedures and rules.
Field of education:	Entirety of lines and branches of education specified in governmental decree with educational contents similar or partly identical.
Students of outstanding study performance:	Students ranked within the first 5% of the order of rank set up by sections based on the summarized credit index that, in addition to their compulsory study also perform further study-scientific activity.
Credit:	Measuring unit of the students' study work that, in respect of the subject and study program unit expresses the estimated time that is necessary for acquiring specified attainments and fulfilling the requirements; one credit represents thirty working hours; the credit value — provided that the student's performance is accepted — is independent of evaluation given to the student's knowledge..
Credit allocation:	Allocation of credits based on the total average study work performed by the student necessary for the fulfillment of study obligations laid down in study program.
Credit accumulation:	Accumulation of credits during studies; the credits taken in each study period are added to those taken earlier until the student obtains the credits (with those allocated to the knowledge compulsory to be attained also included) necessary for obtaining the diploma..
Credit system type education:	Within the time limit specified for the attainment of university (or college) level of education and the qualification, credits in a number specified in the study program of the given line (pair of lines) shall be collected and the requirements of criteria shall also be fulfilled.
Credit index, corrected credit index:	Within a semester, it is the credit index and the corrected credit index that is suitable for quantitative and qualitative evaluation of the student. When calculating the credit index, the sum formed from the products of credit values and marks of subjects completed within a semester shall be divided by thirty credits to be taken during a semester in case of average progress. The corrected credit index can be calculated from the credit index using a multiplying factor equivalent to the ratio of credits taken during a semester to those undertaken in the individual study program. The calculation of summarized corrected credit index is the same as in case of the corrected credit index except that thirty credits in a semester and the credits taken and fulfilled during the full period shall be taken into account.
Criterion requirement:	Specification compulsory to be fulfilled without any credit allocated, e.g. professional exercise, participation in physical training, language requirement.
Course:	Announcement of the given subject for one semester, with place, time and teacher indicated in the time schedule.
Omission of course:	The absence of student exceeds the limit in respect of the given subject in the given semester



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	as specified in these regulations or the requirements of the subject.
Credit book, (index)	The credit book is an official document serving for certifying the studies and the final certificate (absolutorium), that includes the data connected with the fulfillment of study obligations.
Work order of correspondence education:	Education organizational order in which — unless otherwise agreed with the students concerned — the lessons take place combined at most every two weeks on workdays or on weekly holidays within the institution and, in the remaining parts of the education, by using the methods of remote education..
Mentor program:	A specific form of education in which a student or a teacher of the higher educational institution provides assistance for the preparation of handicapped students.
Model study program	Distribution of the subjects included in the study program into semesters in a way suitable to be followed by students intending to progress at an average rate while fulfilling the preliminary study requirements in respect of all the subjects, take 30(\pm 3) credits in each semester and fulfil their study requirements in full during the time of education specified in qualification requirements..
Module	Study program unit in conformity with the study program of the line that includes subjects summarizing attainments similar in respect of the educational objective of the line or some kind of specialization, or common attainments of several lines; the modules can built on each other or replace each other.
NEPTUN (Unified Study System) – student information system:	Computer-based registration system to manage the education and study organization as well as the financial transactions of students. Access to the Neptun is ensured through the home page of the University.
Career aptitude test:	Aptitude test aimed at determining whether the applicant is in the possession of individual aptitudes and properties that make him/her able to participate in the education and perform the activity connected with the attained educational level and qualification.
Passive semester	A semester in which the student register himself/ herself to a passive semester in Neptun, and his/her student relationship is suspended for any other reasons, in addition, the rights and obligations of the student are effective to a limited extent
Portfolio	An edited collection selected from the works of the student to present the process of his/her learning, the development of his/her professional and/or pedagogical thinking and the documents collected during his/her professional and/or pedagogic competences and/or professional practice.
Pursuing partial studies:	If the student takes credits within the frame of guest student relationship with another higher educational institution.
Obtaining partial knowledge	based on Nftv section 42 paragraphs (1) – (2)
Specialization	Education forming part of the given line ensuring a special professional knowledge without re-



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	ulting in self-dependent professional qualification.
Line:	Education containing the unified system of educational content (attainment, skill, ability) necessary for acquiring some kind of professional qualification.
Line responsible:	Person endowed with authority responsible for the content of line and the whole process of education, indicated in the line launching documents or appointed by the Senate.
Branch	Education forming part of the given line that ensures special professional knowledge within the self-dependent professional qualification.
Professional qualification:	Recognition of professional attainments by means of diploma or higher level professional deed, that are determined by the content of line and branch and prepare for pursuing the trade and can be acquired together with basic level or master level education as well as vocational extension training and higher educational vocational training. .
Vocational aptitude examination:	Examination specified by the higher educational institution that examines the talents necessary for performing the selected professional qualification and examines whether the individual is in possession of aptitudes that can be developed to an optimum extent necessary for successful completion of the preparatory (educational) phase.
Comprehensive examination:	Call to account on the synthesized scope of knowledge extending over several semesters or several subjects.
Term time:	Teaching part of the period of education during which lessons are given and, at the same time, certain forms of calling to account are also available.
Academic year:	Education organizational period of ten months.
Lesson:	Activity (lecture, seminar, practicals, consultation) requiring the personal cooperation of the teacher(s) for the fulfillment of study requirements specified in the study program that takes at least 45 minutes and at most 60 minutes.
Department:	Organizational unit that performs the tasks of education, scientific research and education organization in connection with at least one subject.
Subject:	Professional (thematical) one-semester basic unit of the study program of the line that can be connected with admission and fulfillment conditions.
Subject program:	Description that includes the scope of knowledge to be attained within the frame of a subject and the general conditions for the completion of the subject.
Recognition and acceptance of studies:	It means the establishment of credits associated with subjects/courses announced or obtained at an institute, faculty or line and the determination of replaceability of the subjects/courses by other subjects/courses as well as their difference from other ones.
Remote education	Education relying on the interactive connection between teacher and student as well as on the self-dependent student work, while using specific IT and communication educational appliances.



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	es as well as knowledge transfer and study methods, in which the number of contact hours remains below thirty percent of the number of lessons in the full-time education
Fields of science:	Philosophy, theology, agronomics, technical sciences, medical sciences, social sciences, natural sciences and arts that are divided into branches.
Absolutorium	It certifies the successful completion of examinations specified in the study program – except language examination and preparation of thesis (diploma work) — and the fulfillment of other study requirements and the acquisition of credits specified in the education and graduation requirements or in the qualification requirements (within that all the credit points belonging to the compulsory and compulsorily elective subjects), that certifies without qualification and evaluation that the student completely fulfilled the examination- and study requirements specified in the study program.
Examination	A form of verifying the acquisition and attainment of knowledge, abilities and capabilities associated with evaluation.



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Annex No. 2 — Education times

Serial No.	Basic line	Education	Education time (semester)
1	Andragogy	basic line	6
2	Material engineering	basic line	7
3	Management and Business Administration	basic line	7
4	Business Information Technology	basic line	7
5	Mechanical Engineering	basic line	7
6	Communication and Media Sciences	basic line	6
7	Engineering Information Technology	basic line	7
8	Technical Management	basic line	7
9	Vocational Technical Instruction	basic line	7
1	Undivided teacher's	master line	10
2	Teacher, Teacher of Engineering	master line	4 (3)
3	Teacher-pedagogic evaluation and measurement teacher	master line	2 (3)
4	Mechanical Engineering	master line	4
1	Management and Business Administration	higher ed. voc. tr.	4
2	Business Information Technology	higher ed. voc. tr.	4
3	Engineering Information Technoogy	higher ed. voc. tr.	4
4	TV programmer	higher ed. voc. tr.	4
5	Communication and Media	higher ed. voc. tr.	4
1	Engineering specialized in Industrial Environment	vocational ext. tr.	2
2	Engineering specialized in Technical Environment	vocational ext. tr.	4
3	Qualified EU official	vocational ext. tr.	2
4	EU economist	vocational ext. tr.	2
5	E-commerce specialist	vocational ext. tr.	2
6	E-commerce economist	vocational ext. tr.	2
7	E-commerce engineer	vocational ext. tr.	2
8	E-business economist	vocational ext. tr.	2
9	E-business engineer	vocational ext. tr.	2
10	Technical diagnostics and measuring technology	vocational ext. tr.	2
11	Specialization in Quality Control	vocational ext. tr.	2
12	Engineering specialized in Quality Control	vocational ext. tr.	2
13	Engineering specialized in Rubber Engineering Technology	voc. ext. training	2
14	Regional Development Economist	vocational ext. tr.	2
15	Settlement and Regional Development Economist	vocational ext. tr.	2
16	Mentor Teacher of Practical Internship	vocational ext. tr.	2
17	Mechanical Maintenance Technologist	vocational ext. tr.	2
18	Welding technologist	vocational ext. tr.	2
19	Preparatory Course for Vocational Examination of Mentor Teacher of Practical Internship	vocational ext. tr.	4
20	Preparatory Course for the Measuring Evaluation Tasks and Pedagogical Special Exam	vocational ext. tr.	4
21	Pedagogic Vocational Examination in E—learning Expertise	vocational ext. tr.	4
22	Pedagogic Special Examination for Preparation to the Examination Chairman Tasks	vocational ext. tr.	4
23	Personal Adviser	vocational ext. tr.	2



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24	Personal Organizer	vocational ext. tr.	2
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Educations to be terminated			
1	Tax management administrator	higher level voc. tr	4
2	General IT system manager	higher level voc. tr	4
3	Audiovisual Assistant	higher level voc. tr	4
4	Bank Administrator	higher level voc. tr	4
5	Stock Exchange Administrator	higher level voc. tr	4
6	Assistant Manager of Economics	higher level voc. tr	4
7	Mechanical Engineering Assistant	higher level voc. tr	4
8	Tourism Specialist Manager	higher level voc. tr	4
9	Foreign Language Communicator	higher level voc. tr	4
10	Office Manager	higher level voc. tr	4
11	Budget Management Administrator	higher level voc. tr	4
12	Logistic Technical Assistant	higher level voc. tr	4
13	Mechatronic Engineering Assistant	higher level voc. tr	4
14	Media Technology Assistant	higher level voc. tr	4
15	Information Technology Assistant	higher level voc. tr	4
16	Financial Administrator	higher level voc. tr	4
17	Assistant Project Manager	higher level voc. tr	4
18	Press Technician	higher level voc. tr	4
19	Sports Communicator	higher level voc. tr	4
20	Accounting Administrator	higher level voc. tr	4
21	Assistant Television Producer	higher level voc. tr	4
22	Product Designing Technical Manager Assistant	higher level voc. tr	4
23	Electrical Engineering Assistant	higher level voc. tr	4
24	Web-Developer	higher level voc. tr	4
1	Material Engineering	university	7
2	Economics	university	7
3	Business Administration – Communication	university	8
4	Mechanical Engineering	university	7
5	Engineer Teacher (Mechanical Engineering	university	8
6	Metallurgical Engineering	university	7
7	Communication – Cultural Management	university	8
8	Communication – Technical Information Technology	university	8
9	Communication – Computer Engineer	university	8
10	Technical Information Technology	university	7
11	Teacher of Engineering	university	8
12	Technical Management	university	7
13	Vocational Technical Instructor	university	6



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Annex No. 3: Parts of the report taken at the final examination

1. Header (Annex 3-1)
2. Data relating to the thesis (within this the portfolio) (Annex 3-2)
3. Data relating to the verbal examination (Annex 3-3).
4. Data relating to the term time (Anenx 3-4).
5. Data relating to pedagogic- or teacher practice (Anex 3-5).
6. Data relating to the results of tinal examination (Annex 3-6).
7. Data relating to the qualification of diploma (Annex 3-7).
8. Decision adopted by the Final Examination Board (Annex 3-8).
9. Signatures (Annex 3-9).
10. Data relating to language examination annexes (Annex 3-10).
11. Content of final examination reports of lines by lines

Annex 3-1: Header

FINAL EXAMINATION REPORT

Taken before the Final Examination Board at the final examination held on-----year-----month-----day

_____ student, ID _____

Born on: _____ Mother's name _____

Those attend:

President of Final Examination Board: _____

Members of Final Examination Board:

Invited examiners:

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

Annex 3-2: Data relating to the thesis (within this, the portfolio)

The thesis:



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Title of thesis: _____

Date of handing-in: _____

Date of defending the thesis: _____

Name of institute issuing the thesis: _____

Name of consultant: _____

Name of subject leader: _____

Name of external referee: _____

Defence of thesis (within this portfolio)*

**In case of students admitted with qualified teacher or master graduation only portfolio is required.* _____

Definite mark of the thesis awarded by the Final Examination Board: _____

Annex 3-3: Data relating to the verbal examination

A) Final examination subjects

Final examination subjects /Complex examination

1. Name of subject/complex examination _____

Title of thesis: _____

Mark given on the answer (in numbers and words): _____

In case of several subjects the table shall be repeated.

Arithmetic average of final examination subjects: _____

Annex 3-4: Data relating to the term time

Comprehensive examination passed during term time / cumulated study average weighted by credits

Name of comprehensive examination subject/cumulated study average weighted by credits	Mark of comprehensive examination (in numbers and letters/
---	--

Cumulated study average weighted by credits rounded to two decimals

1 _____

2 _____

Annex 3-5: Data relating to pedagogic- or teacher practice

Teaching practice (grouped) /Contiguous public education practice



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Mark (in numbers and letters): _____

Annex 3-6: Data relating to the results of final examination

Result of final examination:

- 1 Mark of thesis: _____
Mark of final exam subject 1 /complex
2 examination: _____
Mark of final exam subject 2: _____
3 1. Teaching practice _____
2. Continuous public education practice _____

Results of final examination

average $(1+2/1+2/2+3/1+3/2)$ _____

Annex 3-7: Data relating to the qualification of diploma

Summary for determining the qualification of diploma:

1. Mark of thesis determined by the ZVB _____
2. Arithmetic average of final examination subjects /mark of complex
examination _____
3. Cumulated study average weighted by credit /comprehensive exami-
nation average _____

Diploma average: $[(1+2+3)/3]$: _____

Qualification of diploma: _____

Annex relating to language examination: Yes No

(Number of pages in the annex(es) 1)



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Annex 3-8 : Decision of ZVB

A) Basic education, master education, vocational extension training

We hereby state that _____ *student*
_____ *line* _____ *branch*
_____ *specialization* _____ *acquired diploma with* _____ *qualification*

B) Higher educational vocational training

We hereby state that _____ *student*
_____ *Higher educational vocational training* _____ *branch*
_____ *acquired diploma with* _____ *qualification.*

Annex 3-10: Signatures

President of Final Examination Board

Member of Final Examination Board

Member of Final Examination Board

Member of Final Examination Board

Examiner

Examiner

Examiner

Recorder

Annex 3-10: Annex to final examination report relating to language examination

Final examination report

Annex relating to language examination



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Name of student:

Student's ID:

Year and place of birth:

Mother's name:

Enforcement of results obtained relating to the qualification of diploma and issuing the diploma are allowed to take place only following the certification of language examination passed. The language examination requirements are as follows:

- a) requirements specified in educational and graduation requirements of basic- and master education lines,
- b) requirements specified in governmental decree on the educational requirements of higher educational basic education lines,
- c) requirements specified in departmental decree on graduation requirements of vocational extension training lines.

Dunaújváros,

President of Final Examination Board

(b)

passed a language examination

No:

language:

date:

type:

Thus, the specified language requirements are fulfilled.

Thus the final examination passed on:

date is valid

The diploma is allowed to be issued with the date:

Dunaújváros,

President of Final Examination Board

* deputy rector responsible for education and general issues



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* If the specified language examination has been passed following the professional final examination, it shall be signed by the deputy rector responsible for education and general issues

Záróvizsga jegyzőkönyv részei		1. fejléc	2. Szakdolgozatra (ezen belül portfólióra) vonatkozó adatok		3. szóbeli vizsgára vonatkozó adatok	4. A tanulmányi időszakra vonatkozó adatok		5. pedagógiai vagy közoktatási gyakorlatra vonatkozó adatok		6. Záróvizsga eredményre vonatkozó adatok	7. Oklevél minősítésre vonatkozó adatok	8. ZVB döntése	9. aláírás
szak	képzési szint	fejléc	szakdolgozat	portfólió	Szóbeli vizsga*	szigorlati átlag	kreditponttal súlyozott kommunikált tanulmányi átlag	Összefüggő pedagógiai gyakorlat	összefüggő közoktatási gyakorlat	Záróvizsga-átlag	oklevélátlag	ZVB döntése	Aláírások
1	2	3	4	5	6	7	8	9	10	11	12	13	14
andragógia BA	alapszak	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
anyagmérnöki BSc	alapszak	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
gazdálkodási és menedzsment BA	alapszak	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
gazdaságinformatikus BSc	alapszak	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
gépészmérnöki BSc	alapszak	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
kommunikáció és médiatudomány BA	alapszak	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
mérnök informatikus BSc	alapszak	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
műszaki menedzser BSc	alapszak	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
műszaki szakoktató BSc	alapszak	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
osztatlan tanári MA	mesterszak	Igen	Igen	Igen	Igen	Igen			Igen	Igen	Igen	Igen	Igen
tanár-mérnök tanár MA	mesterszak	Igen	Igen	Igen	Igen	Igen		Igen		Igen	Igen	Igen	Igen
tanár-pedagógiai értékelés és mérés tanára MA	mesterszak	Igen	Igen	Igen	Igen	Igen		Igen		Igen	Igen	Igen	Igen
gépészmérnöki MSc	mesterszak	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
gazdálkodási és menedzsment	felsőoktatási szakképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
gazdaságinformatikus	felsőoktatási szakképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
mérnök informatikus	felsőoktatási szakképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
televíziós műsor készítő	felsőoktatási szakképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
kommunikáció és média	felsőoktatási szakképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
ipari környezeti szakmérnök	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
műszaki környezeti szakmérnök	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
diplomás európai unós szakreferens	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
európai unió szakközgazdász	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
e-business szakember	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
e-business szakközgazdász	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
e-business szakmérnök	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
e-gazdaság szakközgazdász	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
e-gazdaság szakmérnök	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
műszaki diagnosztika és mérés technika	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
minőségirányítási szakember	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
minőségirányítási szakmérnök	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
gumiipari technológiai	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
területfejlesztő közgazdász	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
város és vidékfejlesztő közgazdász	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
gyakorlatvezető mentortanár	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
gépészeti karbantartó	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
hegesztő technológus	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
gyakorlatvezető mentortanár pedagógus-szakvizsgára felkészítő	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
mérési-értékelési feladatokra és pedagógus szakvizsgára felkészítő	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
pedagógus szakvizsga e-tanulás szakértői területen	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
vizsgaelnöki feladatokra felkészítő pedagógus szakvizsga	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
személyügyi szaktanácsadó	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
személyügyi szervező	szakirányú továbbképzés	Igen	Igen		Igen		Igen			Igen	Igen	Igen	Igen
anyagmérnöki	főiskolai	Igen	Igen		Igen	Igen				Igen	Igen	Igen	Igen
gazdálkodási	főiskolai	Igen	Igen		Igen	Igen				Igen	Igen	Igen	Igen
gépészmérnöki	főiskolai	Igen	Igen		Igen	Igen				Igen	Igen	Igen	Igen
mérnök tanár - gépészmérnöki	főiskolai	Igen	Igen		Igen	Igen				Igen	Igen	Igen	Igen
kohómérnöki	főiskolai	Igen	Igen		Igen	Igen				Igen	Igen	Igen	Igen
kommunikáció	főiskolai	Igen	Igen		Igen	Igen				Igen	Igen	Igen	Igen
művelődésszervező	főiskolai	Igen	Igen		Igen	Igen				Igen	Igen	Igen	Igen
mérnök tanár - műszaki informatikai	főiskolai	Igen	Igen		Igen	Igen				Igen	Igen	Igen	Igen
műszaki informatikai	főiskolai	Igen	Igen		Igen	Igen				Igen	Igen	Igen	Igen
mérnök tanár - pedagógiai kiegészítő	főiskolai	Igen	Igen		Igen	Igen				Igen	Igen	Igen	Igen
műszaki menedzser	főiskolai	Igen	Igen		Igen	Igen				Igen	Igen	Igen	Igen
műszaki szakoktató	főiskolai	Igen	Igen		Igen	Igen				Igen	Igen	Igen	Igen

Annex 5: Solemn promise of first-year students

**I
the student of the University of Dunaújváros hereby swear to remain faithful to the constitution of Hungary, to observe its laws, to accept and keep the rules of the University.**

I will do my utmost to pursue my studies with results to the best of my ability, to acquire the attainments offered by the sciences and to behave in a way to raise the reputation of the University of Dunaújváros.

By means of my attainments acquired, I want to serve the progress of the human race and my home country as well as to work in the cause of technical, economical and social development.

Annex No.6 : Solemn promise of graduating students

I promise solemnly to remain faithful to Hungary and the Hungarian people at all times.

In the spirit of what I have learnt at the University of Dunaújváros I strive to come up to my mission honestly. I promise to utilize the attainments acquired at the University in the service of my home country and work to renew my knowledge perpetually while improving my attainments.

I will do my utmost to contribute to the improvement of the welfare of Hungarian people and strengthen their democratic traditions. I promise to remain faithful to the Alma Mater, to raise its reputation and to support it in performing its tasks.



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Annex 7: Statutes of boards proceeding in study- and examination matters

Section 1 — Statutes of boards proceeding in study- and examination matters

1. § The effect of this Annex covers the procedures of the Study Board, the Credit Transfer Board and the Board of Appeal (hereinafter in common designation: Board).

Section 2 — Rights and obligations of the members of Board

- (1) The rights and obligations of members include the promotion of the successful function of the Board.
- (2) The member is entitled and obliged:
 - a) to participate in the meetings of the Board,
 - b) if prevented, to report his/her absence to the president or secretary,
 - c) to observe the legal rules and the regulations of University during his/her activity in the Board,
 - d) to put questions in any matters falling within the competence of the Board at the meetings of Board,
 - e) to access all the information necessary for performing his/her tasks arising from the membership in the Board.

Section 3 — Order of meetings of Board

- (1) The Board shall hold its meeting within 15 days following the submission of request. If the Board observes that the number of requests increases in some educational period, the appointed delegation of the Board holds meetings weekly/monthly depending on the decision made by the president of Board.
- (2) The president of the Board is entitled to occasionally invite those the attendance of which is necessary for the discussion of agenda with the right of consultation.
- (3) The meeting is chaired by the president or, if prevented, by a member invited by the president.
- (4) The secretary of the Board supplies information on the implementation of resolutions adopted by the Board at each meeting.

Section 4 — Preparations for the meetings of Board

- (1) The meetings of Board are prepared by the secretary of Board.
- (2) The invitations for the meetings of the Board and the proposals submitted are sent via e-mail to the members of Board by the secretary not earlier than 5 net days prior to the date of meeting. The educational executive is also allowed to inform the student in registered letter, or via e-mail or by phone directly.
- (3) In extraordinary cases, the Board can also be convoked verbally.



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Section 5 — Meetings of the Board

- (1) After opening the meeting the president states the quorum of Board. The meeting has the quorum if at least half of its members are present. Following the statement of quorum, the president of Board makes the agenda known and, then, the Board makes decision on the acceptance of agenda. At the same time, the president asks the members of Board and the person that submitted the request for their declaration relating to the incompatibility.
- (2) If the Board has no quorum, the president of Board makes attempt to restore the quorum and provides for the convocation of a new meeting within 24 hours. The repeated meeting has the quorum irrespective of the number of those present.
- (3) The secretary of Board briefly reports the request and the legal situation. If the presenter of request is present, he/she is allowed to submit his/her request verbally prior to the brief report of the matter.
- (4) Then, the members of Board put questions to the presenter of request and those concerned. The presenter of request is allowed to respond to the comments any time during the meeting.
- (5) If other invited persons having the right of consultation are also present and the members of Board do not want to put more questions to those present, the chairperson invites those other than members of Board to leave the room for the time of adopting the resolution.
- (6) The resolution is proclaimed by the president of Board verbally. The proclamation takes place by means of delivery.
- (7) Following the proclamation of resolution, the president of Board closes the meeting except that more requests are considered at the meeting.

Section 6 — Adoption of resolution

- (1) The Board adopt its resolution by means of open voting with simple majority of votes. In case of equality of votes, the proposal supported by the vote of president of Board (and the current chairperson) will be adopted as a resolution.
- (2) The student shall be notified in writing of the decision of Board within 8 net days following the adoption of resolution. The resolution shall include:
 - a) the name of student, his/her Neptun code, line, place and date of birth, residential address, mother's name, file number and subject of the matter,
 - b) in the operative part: the decision of Board, information on the possibility of legal remedy,
 - c) in the reasoning: the statement of facts and the relevant evidences accepted, the legal rules referred to that serve as a basis for adopting the resolution,
 - d) place and time of adopting the resolution, file number as well as the signature of the president of Board or the chairperson,
- (3) If, in connection with the complaint that gave rise to the resolution adopted in study- and examination matter the student suffered further disadvantage, the resolution shall also cover its remedy.



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- (4) The resolution of first instance shall be put in writing by the study executive of TH while it is the legal adviser of the University that puts the resolution of second instance in writing and submits it to the student and to the educational organizational unit concerned as the case may be.
- (5) The resolutions relating to the student relationship and/or the matters of study and examination shall be entered into the credit book of student and into the Neptun in the “official notes” area.

Section 7 — Memo

- (1) Memo and minutes of meetings of Board shall be drawn up by the secretary of Board.
- (2) The Memo shall include – by the items of agenda - the most important arguments of discussion as well as the resolution and standpoint of Board.
- (3) The minutes shall include – by the items of agenda – the declaration of those heard word by word, the most important elements of discussion as well as the resolution and standpoint of Board .
- (4) The Memo shall be signed by President of Board and the chairperson together with his/her secretary, respectively. .



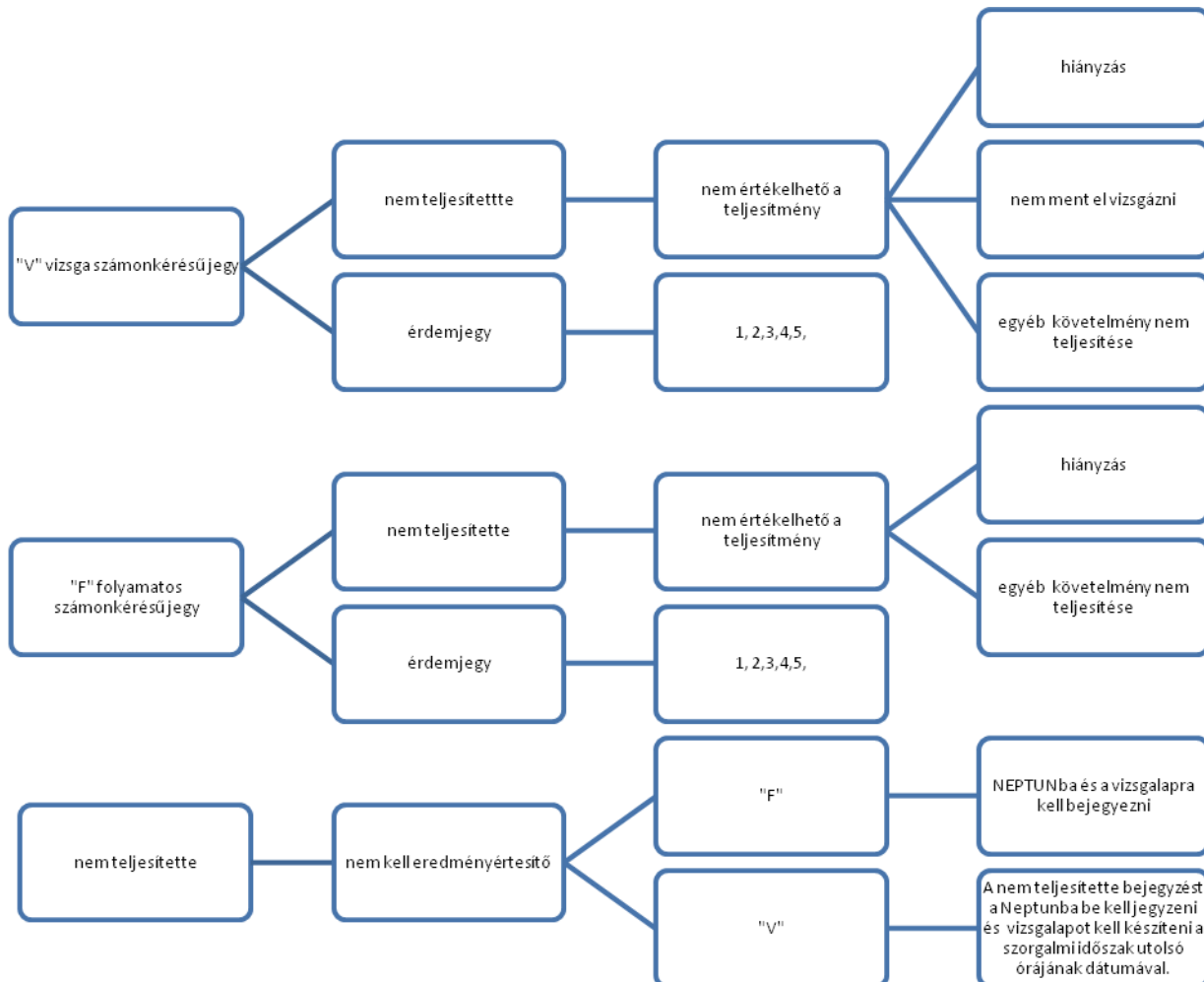
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Annex 8 - Table on the use of qualification



- "V" vizsga számonkérésű tárgy = subject with „V” examination obligation
- aláírás megtagadva = signature refused
- nem értékelhető a teljesítmény = performance cannot be evaluated
- hiányzás = absence
- aláírás = teacher’s signature
- 1,2,3,4,5.... = 1,2,3,4,5 (if appeared at examination)
- nem kell eredményértesítő = result information not required
- nem ment el vizsgázni= did not appear at examination (does not obtain mark)
- egyéb követelmények nem–teljesítése = failure to fulfil other requirements
- “NEM TELJESÍTETTE” bejegyzés = entry “NOT COMPLETED”
- érdemjegy = mark/ grade



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Annex 9 – Provisions relating to the DUE (internal) substituting language examination system

- (1) In conformity with the Act CCIV of 2011 on the national higher education, section 107 paragraph (2), “students that failed to present the document certifying the general language exam to the higher educational institution within three years following the date of successful final examination and, instead of fulfilling the general language exam requirement prescribed to acquire the diploma and/or certificate, enter for a separate language exam arranged by the higher educational institution, are released from the fulfilment of the general language exam requirement prescribed to acquire the certificate. This provision shall apply to those for the last time that enter for a final examination in the academic year 2012/2013.”
- (2) Using this legal possibility, the University of Dunaújváros introduces an internal language examination. The level of language examination falls between levels B1 and B2 of KER (later: replacement language examination 1) and levels B2 and C1 of KER (later: replacement language examination 2), in respect of its content, it is adapted to the attainments acquired during the general language courses launched by the institution and competences. The examination divided into verbal and written parts.
- (3) Table for receiving the earlier studies and passing replacement

Serial no.	Level of language exam specified in study program	Language level performed by the student	Necessity of replacement language examination	Types of request
1	Institutional requirement	DUE basic language exam.	Unnecessary	K+(A) on request initiated by the student
2		DUE basic language exam.	Unnecessary	K+(A) on request initiated by the student
3	General basic level language exam or medium „A” or medium „B”	General basic „A”	Passing replacement language exam 1 written	K+(B) on request initiated by the student
4		General basic „B”	Passing replacement language exam 1 verbal	K+(B) on request initiated by the student
5		None	Passing replacement language exam 1 complex	K+(B) on request initiated by the student
6		DF basic language exam.	Passing replacement language exam 1 complex	K+(B) on request initiated by the student
7	General medium level language examination	General basic level „C”	Passing replacement language exam 1 complex	K+(B) on request initiated by the student
8		General medium „A”	Passing replacement language exam 1 written	K+(B) on request initiated by the student
9		General medium „B”	Passing replacement language exam 1 verbal	K+(B) on request initiated by the student
10		General upper „A”	Unnecessary	K+(A) on request initiated by the student



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11		General upper „B”	Unnecessary	K+(A) on request initiated by the student
12		None	Passing replacement language exam 1 complex	K+(B) on request initiated by the student
13		DUE language exam	Passing replacement language exam 2 complex	K+(B) on request initiated by the student
14		General basic level „C”	Passing replacement language exam 2 complex	K+(B) on request initiated by the student
15		General medium „A”	Passing replacement language exam 2 complex	K+(B) on request initiated by the student
16	General upper „C (instead of professional medium grade language exam)	General medium „B”	Passing replacement language exam 2 complex	K+(B) on request initiated by the student
17		General medium „C”	Passing replacement language exam 2 complex	K+(B) on request initiated by the student
18		General upper „A”	Unnecessary	K+(A) on request initiated by the student
19		General upper „B”	Unnecessary	K+(A) on request initiated by the student
20		None	Passing replacement language exam 2 complex	K+(B) on request initiated by the student

(4) The applicant receives information on the announcement of language examination dates through the system Naptun and the web page.

(5) Planned examination dates

Proposed examination dates:

Criterion of announcement

Every semester

Weeks 1 – 2 of the term time

Weeks 13 – 14 of the term time

Occasional

If required after having the minimum number of students specified (October-November-December, Marcy - April)

Subject to minimum 20 persons going for examination

(6) The management of request for conformity and the complete documentation of language examination takes place in the system Neptun. The applicant is allowed to initiate the conformity procedure and the application for language examination by filling in the petition form

(7) The fee of special procedure is regulated in the TJSZ for Compensation and Benefits).



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Annex 10 — Application form, documents necessary for application and registration in respect of foreign applicants



Office for International Relationships

Phone: +36-25-551-211, Fax: +36-25-551-262

E-mail: international@uniduna.hu

APPLICATION FORM

THANK YOU FOR CHOOSING THE UNIVERSITY OF DUNAÚJVÁROS!

1. Please, choose your study programme you would like to apply for? Would you like to apply for one-year-long preparatory English language studies as well? Tick the necessary box(es)!

<i>Business Administration BA</i>	<input type="checkbox"/>	<i>+ Preparatory studies</i>	<input type="checkbox"/>
<i>Communication and Media BA</i>	<input type="checkbox"/>	<i>+ Preparatory studies</i>	<input type="checkbox"/>
<i>Engineering Information Technology BSc</i>	<input type="checkbox"/>	<i>+ Preparatory studies</i>	<input type="checkbox"/>
<i>Technical Management BSc</i>	<input type="checkbox"/>	<i>+ Preparatory studies</i>	<input type="checkbox"/>
<i>Material Engineering BSc</i>	<input type="checkbox"/>	<i>+ Preparatory studies</i>	<input type="checkbox"/>
<i>Mechanical Engineering BSc</i>	<input type="checkbox"/>	<i>+ Preparatory studies</i>	<input type="checkbox"/>
<i>Teacher of Engineering MA</i>	<input type="checkbox"/>	<i>+ Preparatory studies</i>	<input type="checkbox"/>
<i>Mechanical Engineering MSc</i>	<input type="checkbox"/>	<i>+ Preparatory studies</i>	<input type="checkbox"/>

2. Your personal details



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<i>Family Name:</i> Szöveg beírásához kattintson ide.		<i>First Names:</i> Szöveg beírásához kattintson ide.	
<i>Gender:</i> Male <input type="checkbox"/> Female <input type="checkbox"/>		<i>Mother's Maiden Name:</i> Szöveg beírásához kattintson ide.	
<i>Date of Birth:</i> Dátum megadásához kattintson ide.			
<i>Place of Birth:</i> Szöveg beírásához kattintson ide.		<i>Nationality:</i> Szöveg beírásához kattintson ide.	
<i>Passport Nr:</i> Szöveg beírásához kattintson ide.		<i>Issued:</i> Dátum megadásához kattintson ide.	<i>Valid till:</i> Dátum megadásához kattintson ide.

3. Your permanent address

<i>Street:</i> Szöveg beírásához kattintson ide.	
<i>City:</i> Szöveg beírásához kattintson ide.	<i>ZIP Code:</i> Szöveg beírásához kattintson ide.
<i>Country:</i> Szöveg beírásához kattintson ide.	
<i>Telephone Nr:</i> Szöveg beírásához kattintson ide.	<i>E-mail:</i> Szöveg beírásához kattintson ide.

4. Your spoken languages (Please fill in the blocks with CAPITAL letters!):

<i>Mother tongue:</i> Szöveg beírásához kattintson ide.	
<i>English language proficiency</i>	
<i>Title of Qualification (e.g. IELTS or TOEFL):</i> Szöveg beírásához kattintson ide.	<i>Result:</i> Szöveg beírásához kattintson ide.

5. Your educational background (Please fill in the blocks with CAPITAL letters!):

<i>Level of education:</i>	<i>Name of institution:</i>	<i>Course / specialization:</i>	<i>Date of certificate:</i>
Szöveg beírásához kattintson ide.	Szöveg beírásához kattintson ide.	Szöveg beírásához kattintson ide.	Dátum megadásához kattintson ide.



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Szöveg beírás- ához kat-	Szöveg beírásához kattintson ide.	Szöveg beírásához kattintson ide.	Dátum mega- dásához
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Date:

Signature:

List of NECESSARY documents to be attached to your application:

- *completed application form*
- *a transcript of high school certificate (certificate of secondary education) or higher education degree/diploma*
- *proof of English language knowledge (i.e. international language exam certificates) or equivalent placement test*
- *short curriculum vitae*
- *copies of the relevant pages of your passport (validity, visas, personal information)*
- *2 recent photographs*

Please send the completed application form and the scanned copies of all the necessary documents by e-mail to: international@uniduna.hu.

Original documents have to be presented in the International Relations Office and/or in the Study Office of the University of Dunaújváros upon arrival.

Dunaújvárosi Egyetem
Nemzetközi Kapcsolatok Iroda
Táncsics M. u. 1/A, Pf. 152.
Dunaújváros
2400

Phone: +36-25-551-211

Fax : +36-25-551-262

E-mail: international@uniduna.hu

Web page: <https://www.uniduna.eu>