

**ACADEMIC AND EXAMINATION REGULATION  
OF THE  
UNIVERSITY OF SZEGED**

**19 August 2022, SZEGED**

**SZ-231-XIV/2021/2022.**

## **1. Scope of the Academic and Examination Regulation**

1.1. The Academic and Examination Regulation of the University of Szeged (hereinafter referred to as AER) shall apply to all persons participating in bachelor's, master's or single-cycle educational programmes, higher-level/higher education vocational training programmes, postgraduate specialist training courses (hereinafter referred to as students) and to persons teaching in these educational programmes on the basis of any legal relationship with the University (hereinafter referred to as educators), and for persons providing educational assistance in these programmes (hereinafter referred to as administrators).

1.2. Separate rules apply to students involved in doctoral and other educational programmes not covered by the Act on National Higher Education in force.

## **2. Definitions, Interpretative provisions**

The following definitions shall prevail in the interpretation and application of this Policy, and decisions on academic, examination, and credit matters at university and faculty level.

*recommended curriculum: the curriculum offered to the student to enable him/her to obtain the qualification within the prescribed period of study*

**Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.) Section 49 (4)** The institution of higher education shall issue a recommended curriculum for the compilation of the student study programme. The institution of higher education shall ensure that all students have the opportunity to give an account of their knowledge and to repeat an examination, whether successful or unsuccessful, in such a way that the impartial conduct and assessment of the repeated examination is guaranteed.

*active semester: the semester for which the student is validly registered in accordance with the provisions of this Policy.*

**Implementing regulation of the Nftv (hereinafter: Vhr.) Section 51** With the exception of the provisions of Section 45 (2) of the Nftv, students may withdraw their registration pursuant to Point (5) of Section 42 of the Nftv within one month of starting the semester, but no later than 14<sup>th</sup> of October or 14<sup>th</sup> of March, or may request a suspension of their studies after enrolment up until these specified dates. If, after enrolment or registration, the student does not request the suspension of his/her studies or does not terminate his/her legal status by these specified dates, the semester in question shall be considered an active semester and shall give rise to obligations arising from the acceptance of the conditions of the training supported by the Hungarian State scholarship (full or part) or the obligations contained in the training contract, regardless of the fulfilment of his/her study obligations. If the student discontinues or does not enrol in his/her studies, which consequently does not result in the termination of the student's status, the semester in question shall be registered as a passive semester.

*signature: two-step assessment of criteria subjects.*

*Bachelor degree programme:*

**Nftv. 15. § (3)** Bachelor's degrees (baccalaureus, bachelor of science, bachelor of profession, bachelor of arts) and professional qualifications may be awarded for completing a bachelor programme. The bachelor's degree is the first level of higher education attainment in the successive cycles of higher education and gives access to a master's degree. The training and outcome requirements determine which qualifications can be obtained at the bachelor's level. In the case of bachelor's degree courses requiring practical training, the minimally required duration of the professional internship (hereinafter referred to as "professional internship") as defined in Section 85(3) shall be organised. Completion of the internship is a prerequisite for passing the final examination. At least one hundred and eighty credits and a maximum of two hundred and forty credits shall be completed in the bachelor's degree course. The duration of the course shall be a minimum of six semesters and a maximum of eight semesters.

*basic level examination: an examination that covers several semesters and assesses synthesised knowledge of*

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professional skills. It may be oral, written or practical, or a combination of these. The basic level examination is evaluated with a grade, based on a five-degree scale.

*cross-education*: the student acquires the knowledge and skills required in the curriculum by completing a course taught to students by another Faculty or institution of the University.

*cross-faculty/cross-institutional teaching*: an academic subject included in the curriculum of the Faculty responsible for the educational programme is taught by another Faculty or Department of the University under an agreement.

*report*: examination for a theoretical course, covering the curriculum of a semester, by means of one or continuous examinations during the semester or during the examination period. It may be oral, written or practical, or a combination of these. The report can be evaluated with a grade using a five- or three-degree scale, which can be corrected according to the rules for examinations.

*dual training*:

**Nftv. 108. § 1b.** *dual training*: a form of training in a bachelor's degree in engineering, information technology, agriculture, natural sciences, health sciences or economics, or in a bachelor's degree in social work, or in a master's degree in one of these fields of training, which requires practical training in a full-time course in accordance with a curriculum defined by the training and outcome requirements, which contains specific provisions on the training period, the training methods, the teaching hours and the assessment of the acquired knowledge, and must be provided by a qualified organisation within the framework defined by the Dual Training Council.

*individual study man-hour*: the base unit of a student's individual study time.

*theoretical course*: a contact hour listed in the curriculum in which the educator's oral explanations are the principal aid to acquire knowledge. A theoretical course with a credit value is assessed by means of a colloquium, a comprehensive examination, a report, or a midterm grade.

*number of credits required per year*: it is calculated based on the total number of credits required for the educational programme minus the number of credits recognised as credit points, the difference is then divided by the number of semesters according to the recommended curriculum, and this number is then multiplied by two.

*subject preconditions*: the range of academic subjects or other obligations that must be fulfilled in order to take up another academic subject or to complete required study commitments.

*Preliminary examination*: for subjects which are normally evaluated during the examination period, an examination may be taken in the last two weeks of the academic term, in accordance with the conditions for the examination period. The possibility of a pre-examination must be published in the subject requirements. The requirements under point 12.3 shall be met by taking into account the number of successful candidates in the preliminary examination.

*phasing-in system*:

**Nftv. 108. § 4.** *phasing-in system*: a principle of organising programmes of study whereby new or amended academic and examination requirements apply to students who commence their studies after the introduction of the new or amended requirements and to students who commenced their studies prior to that date but choose to comply with the new or amended academic and examination requirements.

*higher education vocational training programme*:

**Nftv. 15. § (2)** A higher education degree may be obtained in a higher educational vocational training, which is certified by a diploma. The diploma awarded for completing a higher educational vocational training shall not be considered as an independent degree. In a higher educational vocational training, at least 120 credits must be obtained. The training and output requirement includes the training area classification for the higher education vocational education and training. The number of credits that can be counted towards a bachelor's degree in the same field of study must be at least thirty and no more than ninety. The duration of the training shall be at least four semesters.

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*semester:*

**Nftv. 108. § 5.** *semester:* an instruction provision period of five months; in the case of doctoral studies, from 1<sup>st</sup> of September to 31<sup>st</sup> of January and from 1<sup>st</sup> of February to 31<sup>st</sup> of August of each year.

*midterm grade:* a grade expressing the student's performance during the semester, which may be obtained during the semester in accordance with the assessment procedure laid down in the Academic and Examination Regulation.

The main type of midterm grade is a term mark. A failing mark can be corrected both during the semester and during the examination period, and student's must be provided with which possibilities are available to them. The faculty regulations may specify the justified cases (mainly related to continuous assessment) in which it is not possible to correct the grade during the examination period.

*continuous assessment:* an assessment of the student's independent work in which the learning outcomes and student activity are not (only) assessed by means of dedicated assessments, but (also) by the continuous monitoring of the student's participation and performance by the educator. The continuous assessment and the criteria for assessment should be included in the subject requirements. In the case of this type of assessment, the possibility of correcting the mark during examination time may be waived on the basis of the faculty regulations. The mark for continuous assessment is a five- or three-grade report.

*student (applicant) with disability:*

**Nftv. 108. § 6.** *student with a disability (applicant):* a student with a physical, sensory or speech disability, cumulative disability, autism spectrum disorder or other mental disability (severe learning, attention or behavioural disability)

Act CXXXIX of 2005 on higher education (hereinafter referred to as Ftv.) applicable to students admitted from the academic year of 2006/2007 to 2011/2012.

*seminar course:* a contact hour, typically conducted in small groups, in which the student is required to work independently. When the course is allocated for credits, a term mark is used to assess student performance, and when no credits are awarded, it is assessed by lecturer's signature. Examples include calculative practice, laboratory practice, computer practice, educational or professional internship in external training centres.

*seminar grade:* mid-semester grade linked to a practical or seminar.

The seminar grade is obtained during the semester. In part-time and distance learning programmes, it can also be acquired during the examination period, in accordance with the conditions set out in the subject requirements. A failing grade can be corrected both during the semester and during the examination period, and student's must be provided with which possibilities are available to them. Unless otherwise specified in the published subject requirements, the conditions and procedure for the correction of a failed practical grade are the same as the requirements specified in the semester. The faculty's procedural rules may specify justified cases (mainly related to continuous assessment) when it is not possible to correct the examination during the examination period.

*student study hours:* the recognised time to be devoted by the student, under normal conditions and with an average performance effort, in order to complete the study commitments. In general, the basis for the calculation of credits is dependent on the required class hours and student study hours.

*formal and proper notification:* the university shall fulfil its obligation to provide official information, notifications, calls related to the student's education and to the student's status primarily through the study system in the form of a messages registered by the system, with the administrator in charge being obliged to send the notification to the e-mail address provided by the student in the study system.

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*retake examination:* an examination to modify a previously unsuccessful or successful assessment of a course. A correction of an assessment made during a continuous assessment is defined as a retake examination. A repeated retake examination is the second or further retake examination. See also: repeated examination.

*education and outcome requirements:*

**Nftv. 108. § 16.** *education and outcome requirements:* the set of knowledge, proficiency skills and competencies, or learning outcomes, to be acquired for the awarding of a diploma on the completion of a given programme.

*programme duration:*

**Nftv. 108. § 17.** *programme duration:* the period specified in law as necessary for collecting the prescribed number of credits and obtaining the degree and the professional qualification offered for the completion of a programme.

*academic term:*

**Nftv. 108. § 18.** *academic term:* a unit comprising of a study period and a related examination period into which the duration of a programme is divided.

*educational programme:*

**Nftv. 108. § 19.** *educational programme:* a complex educational document in which the higher education institution lays down

- a) the detailed education and study requirements of bachelor, master, and single-cycle programmes, higher education vocational training programme, and postgraduate specialisation programmes, and
- b) the doctoral programme plan, together with the detailed rules of the programme, particularly in relation to the curriculum, or the teaching programme and the course unit syllabi, and the methods, procedures, and rules of assessment and correction

*colloquium:* an examination that concludes the theoretical course and covers the learning material of a semester taken during the examination period, which can also be taken during the semester in the case of a theoretical course that is only announced as an examination-only course. It may be oral, written or practical, or a combination of these. The colloquium is evaluated with a grade based on a five-degree scale.

*co-operative training:* a voluntary, complementary internship module related to the university's higher education programme, not completed under the conditions of dual education, in which the university and a company, enterprise or institution (hereinafter referred to as "partner") cooperate in order to provide students with an internship as defined in the training objective. During the co-operative training, students acquire specific theoretical knowledge at the university, gain professional experience at the trainings provided by the partners, and they prepare their theses with the help of the partner's experts. The details of cooperative training are governed by faculty regulations.

*consultation:*

**Nftv. 108. § 23.** *consultation:* the opportunity for a face-to-face meeting, including electronic communication, provided by the higher education institution's lecturer to the student

*credit:*

**Nftv. 108. § 24.** *credit:* a unit for measuring student's academic work of a course or curriculum unit which expresses in respect the estimated time necessary for acquiring the defined learning outcomes and meeting the requirements; one credit represents thirty academic hours on average, and the value of credit does not depend on the assessment of the learning outcome acquired by the student, provided that the student's performance was accepted.

*credit recognition (credit transfer):* the process, as set out in the study and examination regulations, whereby a previously completed subject or knowledge acquired through non-formal, informal learning of the curricular learning obligations, of one or more subjects, is taken into account and is recognised as a full or partial exemption with credit, with or without conditions. A specific form of credit recognition

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is *validation* (see also: validation).

**Nftv. 49. § (5)** Credit may only be given once for successfully acquiring any given body of knowledge. Based on the prescribed exit requirements of a given subject (module), credits may exclusively be acknowledged by the comparison of the knowledge serving as a basis of the credit. The credit must be acknowledged if at least 75% of the knowledge compared corresponds to the set requisites, or if it is for an elective subject. The committee set up for this purpose by the institution of higher education (hereinafter referred to as Credit Transfer Committee) shall compare the knowledge concerned.

c) The Credit Transfer Committee shall be authorised to acknowledge work experience and knowledge acquired through prior non-formal, informal learning — in accordance with specifications stipulated within the scope of the present act and related government decrees — as the completion of an academic requirement. The ad hoc decision of the Credit Transfer Committee shall be valid for five years to applications for the same credit.

*criterion requirement*: a condition enclosed to the commencement of a period of study, the registration for a subject, the taking of a final examination, or the awarding of a diploma, which is of significance or prevents excessive delays in studies.

*criterion subject*: a criterion-required subject, or another study requirement, to which no credit is assigned.

### *schedule for correspondence training*

**Nftv. 108. § 25.** '*correspondence course timetable*' means a teaching arrangement whereby, unless otherwise agreed with the students concerned, are taught in two week blocks or on the weekly rest day at the institution while the rest of the course is taught by distance learning.

**Nftv. 17. § (3)** Part-time training can be organised as evening or correspondence courses. The duration of part-time training, except for continuing vocational training, shall be at least thirty and not more than fifty percent of the total number of hours of full-time training. The duration of continuing vocational training shall be not less than twenty nor more than fifty percent of the total number of hours of full-time training.

*repeated / retake examination*: retake of a successful examination. If the student fails the examination as a result of willingly changing the successful assessment of an examination to a fail, it is considered as the first retake examination as described in Part 14.

*schedule for full-time training*: see also full-time programme

### *Master's degree*:

**Nftv. 15. § (4)** A master's degree (magister, master of science, master of profession, master of arts) and qualification may be obtained by completing a master programme. A Master's degree is the second level of higher education qualification in the successive cycles of higher education. The programme and exit requirements of the master programme determine the type of qualification which may be obtained by completing the master programme. By taking point (5) into account, a minimum of 60 credits and a maximum of 120 credits can be obtained in the master programme. The minimum period of education is two semesters and the maximum is four semesters.

*minor*: a 50-credit curricular unit from another bachelor's degree programme in the differentiated professional field of a bachelor's degree.

*curriculum*: see also recommended curriculum

*Nftv.*: Act CCIV of 2011 on National Higher Education

### *single-cycle programme*:

**Nftv. 15. § (5)** The minimum number of credits to be acquired for the completion of a single-cycle programme shall be three hundred, and the total number of credits available shall be three hundred and sixty. The duration of the programme shall be not less than ten and not more than twelve semesters.

*parallel programme*: the student is parallelly participating in an educational programme at the university

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and in another programme at a university or other higher education institution.

*passive semester*: a semester in which student status is suspended.

**Vhr. 51. §** With the exception of the provisions of Section 45 (2) of the Nftv, students may withdraw their registration pursuant to Point (5) of Section 42 of the Nftv within one month of the beginning of the semester, but no later than 14<sup>th</sup> of October or 14<sup>th</sup> of March, or may request a suspension of their studies until the same dates after enrolment. If, after enrolment or registration, the student does not request the suspension of his/her studies or does not terminate his/her legal status by these dates, the semester in question shall be considered an active semester and shall give rise to obligations arising from the acceptance of the conditions of the training supported by the Hungarian State scholarship (full or part) or the obligations contained in the training contract, regardless of the fulfilment of his/her study obligations. If the student suspends his/her studies or does not enrol and this does not result in the termination of the student's status, the semester in question shall be registered as a passive semester.

*part-time training*:

**Nftv. 17. § (3)** Part-time training can be organised as evening or correspondence courses. The duration of part-time training, except for continuing vocational training, shall be at least thirty and not more than fifty percent of the total number of hours of full-time training. The duration of continuing vocational training shall not be less than twenty nor more than fifty percent of the total number of hours of full-time training.

*study at another higher education institution (partial studies)*:

**Nftv. 108. § 30.** *courses taken at another higher education institution*: acquisition of credit by a guest student at a higher education institution other than the home institution.

*sub-specialisation*:

**Nftv. 108. § 31.** *sub-specialisation*: a set of courses within a given programme, the completion of which enables the acquisition of specialised knowledge and skills but does not lead to a separate qualification.

*programme*:

**Nftv. 108. § 32.** *programme*: a programme of study delivering the common set of learning outcomes (knowledge, skills, competencies) necessary for obtaining a certain qualification.

*specialisation*:

**Nftv. 108. § 33.** *specialisation*: a set of courses within a given programme, the completion of which enables the acquisition of specialised knowledge and skills and leads to a separate qualification.

*specialist qualification*:

**Nftv. 15. § (6)** Following a bachelor or master degree, a specialist qualification may be obtained by completing a postgraduate specialisation programme. The minimum number of credits to be acquired for the completion of a postgraduate specialisation programme shall be sixty, and the total number of credits available shall be one hundred and twenty. The duration of the programme shall be not less than two and not more than four semesters.

*professional qualification*:

**Nftv. 108. § 34.** *professional qualification*: evidence of professional competence giving access to a profession, determined by the content of the completed programme, specialisation or sub-specialisation, and awarded together with a bachelor or master degree, or for the completion of a postgraduate specialisation programme or a higher education vocational programme, attested by a diploma or higher education vocational diploma.

*off-site programme*:

**Nftv. 108. § 37.** *off-site programme*: a tertiary programme delivered, either in part or in full, away from the higher education institution's place of operation (seat, sites).

*seminar*: an activity listed in the curriculum based on an interactive approach to the learning material. Assessment takes place during the study period. The seminar can be evaluated on a two-degree scale (signature) without credit, on a three-degree scale (assessment), or a five-degree scale (term mark) with credit.

The seminar may also end with a colloquium examination, provided that it is a stand-alone course and

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does not accompany a parallel course concluding with a colloquium. A failing grade can be corrected both during the semester and during the examination period, and students must be provided with which possibilities are available to them. Unless otherwise provided for in the published subject requirements, the method of correction a failed seminar assessment should be the same as the requirements set for the semester. The faculty's rules of procedure may specify the justified cases (mainly related to continuous assessment) when it is not possible to correct the examination during the examination period.

*comprehensive examination:* a comprehensive, synthesising examination of professional knowledge. The comprehensive examination must always contain an oral assessment and be done in front of a committee of at least two members. It can have a practical part. The comprehensive examination is evaluated with a grade based on a five-degree scale.

*study period:* period of education and training from the beginning of the semester to the beginning of the examination period, which includes the educational breaks specified in the university and faculty calendar. During the study period, some forms of assessment are possible.

*learning material:* in relation to a subject, the body of knowledge that forms the basis of education for the acquisition of credit and the subject of the examination, and also the basis for the benchmark for credit recognition.

*unit of study:*

**Nftv. 108. § 39.** a curriculum unit or course for which credit is awarded, and represents one semester of study.

*academic year:*

**Nftv. 108. § 40.** an instruction provision period of ten months; in the case of doctoral studies an instruction provision period of twelve months.

*contact hour:*

**Nftv. 108. § 41.** *contact hour:* a session (lecture, seminar, practice session, consultation) with a duration of not less than forty-five and not more than sixty minutes, where the personal contribution of a lecturer or professor is needed for the fulfilment of the academic requirements laid down in the curriculum.

*subject requirements:* a set of published requirements for the completion of the subject, including:

- attendance requirements for the classes (theoretical courses, seminars, practices, consultation) and the possibility to compensate for absences,
- the method how to justify absence from classes and examinations,
- the number of mid-semester examinations (reports, midterms), their subjects and dates, and the possibility of making up and correcting them,
- requirements for admission to the examination,
- the method on how the grade is determined,
- a list of handouts and literature that can be used (recommended literature).

*subject programme:* a description of the knowledge to be acquired in a subject and the general conditions for its achievement, including at least:

- the name of the subject,
- the name of the department responsible for teaching the subject,
- the number of credits to be gained by completing the subject,
- obligatory and required units of the subject,
- the form of teaching of the subject (units),
- the number of teaching hours per week (semester),
- credits for the subject,
- the conditions for obtaining the credit and the form(s) of the examination(s) (colloquium, term

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- mark, report, basic level examination, comprehensive examination),
- type of assessment (five-degree, three-degree, two-degree),
- the prerequisites for taking up or completing the subject,
- the task and purpose of teaching the subject,
- thematic description of the curriculum,
- the definition of learning outcomes in terms of knowledge, skills, attitudes and autonomy-responsibilities,
- indication of the written curriculum.

### *curriculum:*

**Nftv. 108. § 42.** *curriculum:* the plan according to which a programme is delivered, developed in accordance with the education and outcome requirements and comprising the following components: the subjects by field of study, a course and examination plan developed on the basis of the course and curriculum units, a system of assessing and verifying the fulfilment of requirements, and the syllabi of course and curriculum units;

*study system:* the IT system for the management of the electronic registry sheet and the associated learning processes, including the co-systems for online education, curriculum sharing, assessment, information management, finance, administration.

### *distance education:*

**Nftv. 108. § 44.** *distance education:* a form of education involving the use of ICT-based teaching materials, special teaching and learning methods, and digital learning materials, based on an interactive teacher-student relationship and independent student work, where the number of contact hours is less than thirty per cent of that of a full-time programme.

*distance learning scheme:* for the purposes of the AER, distance learning scheme shall be understood to mean the application of "closed-system electronic distance learning" as defined in the Nftv.

**Nftv. 108. § 49.** closed-system e-learning: a form of training in which the theoretical training content is taught using digital learning material and the instructor and the student collaborate via the IT network (Internet, intranet) using a closed-system distance learning training management system, where the common means of communication between the instructor, the training provider and the student or trainee are the computer and the IT network, and the closed-system distance learning training management system and the study system

### *full-time study programme*

**Nftv. 17. § (1)** [...] The full-time course shall consist of at least 200 hours per semester or, in the case of doctoral studies, at least 40 hours or equivalent closed electronic distance learning.

(2) The full-time training must be organised in a five-day-a-week teaching week on working days, according to the full-time training's timetable. This provision may be waived with the agreement of the student union of the higher education institution. Full-time training may also be organised as dual training.

### *registry sheet transcript:*

**Vhr. 36. § (10)** The higher education institution will issue a certified paper transcript of records upon termination of the student's status

a) ex officio to students who have completed their studies without a pre degree certificate (absolutorium), provided that they have completed at least one semester as an active student,

b) on request, to a student who has obtained a pre degree certificate but has completed his/her studies without obtaining a degree,

c) on request, to a student who has obtained a diploma in a specialised post-graduate course.

(11) A student to whom the higher education institution issues a grade book does not need a certified transcript of records.

(12) The transcript of records shall contain at least the name of the higher education institution, the institution's identification number, the address of the registered office or place of business, the name of the student, the student's identification number and the serial number of the transcript of records, as well as the data specified in points 2, 4 to 14 and 23 of section 2.

*post-examination period:* a special examination period, as defined in the academic year, during which no first examination may be taken, but only a retake or repeated retake examination, except for those who are on a preferential study and examination timetable, or those who have been granted a Dean's exemption on an equitable basis.

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*validation*: the recognition of non-credited prior learning (non-formal, informal learning, work experience, non-university education) in the form of a credit-bearing curriculum unit.

### *The Pre Degree Certificate (absolutorium)*

**Nftv. 108. § 47. *pre degree certificate***: Pre degree certificate: certifies the successful completion of the examinations prescribed in the curriculum and, with the exception of the language examination and the thesis, the fulfilment of other academic requirements and the acquisition of the credits prescribed in the training and outcome requirements, and attests that the student has fully met the academic and examination requirements set in the curriculum in every respect.

*Vhr.:* Government Decree 87/2015. (IV. 9.) - on the implementation of certain provisions of Year 2011 CCIV.

### *examination*:

**Nftv. 108. § 48. *examination***: a form of combined verification and assessment of the knowledge, skills, and competencies acquired or obtained.

Examinations are typically taken during the examination period, with the exception of examination-only courses and the report. Failed examinations can be corrected according to the rules set out in the examination period. The midterm mark is also counted as an examination for the purposes of the examination occasions used. See also: a comprehensive examination, colloquium, report, midterm mark, term mark

*examination-only course*: repeating an unsuccessful course without the obligation to attend classes. Only non-continuous subjects (assessed by exam) can be published as examination-only courses.

### *closed-system distance learning management system*:

**Nftv. 108. § 50. *closed distance learning training management system***: a qualified and certified closed IT system that plans, organises and monitors the training of a trainee, delivers the digital learning material and additional knowledge material required for the training of the trainee (displayed in a web browser) according to the training programme, and records and evaluates the trainee's progress in a non-manipulable manner in the training programme's database, in addition to organising the training and transmitting of it to the study system, answers control questions, results, activities, and implements possible navigation requests according to the training programme, based on the trainee's performance evaluation, and ensures full on-line and off-line cooperation between the trainer, the training provider and the trainee, with interactive and remote interaction.

## 3. General Principles

3.1. At the university, the fulfilment of study requirements regarding student workload is measured in credits. Within the limits of the law, Faculties may waive credit assignments for certain subjects and curricular requirements (see criterion subject).

3.2. Within the framework of the curricula, and in addition to the possibilities set out in this Policy, students have the right to choose the subjects and educators, and to decide on the order of admission to the courses, taking into account the order of preliminary study.

**Nftv. 49. § (1)** In the course of studies at a higher education institution, the fulfilment of academic requirements shall be expressed in academic credit points (hereinafter referred to as "credit"), assigned to specific courses and curriculum units, and shall be assessed by marking. The total of the credits accumulated shall express progress toward the completion of a given programme, while the mark received shall express the quality of performance.

(2) Students shall be granted the opportunity to enrol for optional elective subjects specified in the organisational and operational regulations of the institution up to five percent of the credits required for the acquisition of the diploma — or have the option of engaging in volunteer work —, and shall be offered a range of subjects to select from at least twenty percent in excess of the total number of credits required.

(2a) It must be ensured that the student is able to take up into his/her individual study plan, without paying any extra costs or fees

- a) a subject with a credit value exceeding ten percent of the total number of credits required, and that
- b) a subject taught in a language other than Hungarian up to ten percent of the total number of credits required.

**Vhr. 54. § (7)** The requirements of the curriculum do not need to be met if the student has already mastered them and can

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provide credible evidence of this. Pursuant to Point (5) of Section 49 of the Nftv., credits earned in a course of study - if the prerequisite for it is fulfilled - shall be recognised on the basis of studies at any higher education institution, regardless of the higher education institution and the level of study at which the student obtained them. Credit is awarded - on the basis of the subject programme - solely by comparing the competences [knowledge, application (sub)skills and additional (sub)competences] on which the credit is based.

**Vhr. 57. § (1)** Students may obtain the credits required for the degree in a shorter or longer period of time than the training period specified in the training and outcome requirements.

**(2)** If the student's performance has been accepted, the value of the credit does not depend on the assessment of the student's knowledge.

3.3. The rules of the AER shall apply to the distance education scheme, with the exceptions set out in Annex 7.

3.4. All university citizens (students and academic staff) have a duty to comply with the AER, and any breach of the Code is a disciplinary or ethical offence.

## 4. The Bodies Responsible for Academic Matters

**Nftv. 12. § (5)** If the committee or council set up by the senate handles matters concerning students, it is also necessary to ensure the participation of student representatives in the committee's work with the exception of the credit transfer committee. The senate shall set up a standing committee handling course-related, examination and social matters of the students. Student participation must be guaranteed in the committee acting in matters affecting the students, on condition that the number of members delegated by students and by the higher education institution to the standing committee set up to handle course-related, examination and social matters cannot be less than 25-25 percent of the members on the committee.

4.1. The Faculties shall set up and operate a *Study Committee* to deal with applications from their students, with the number of members delegated by the students being 50% of the members of the Committee. The committees shall operate according to their order of business.

4.2. The Study Committee is responsible for all academic matters that are not the responsibility of the Credit Transfer Committee (especially: student transfer, change of sub-specialisation, specialisation, or minor; preferential study and examination schedules, exceptional passive semester (see 6.4., 6.6.)). Transfers and changes of degree, specialisation, place of training, language of training and working arrangements can take place from the end of the previous academic term until 15<sup>th</sup> of September for the autumn semester and until 15<sup>th</sup> of February for the spring semester.

A legal remedy against the Study Committee decision may be sought in accordance with the rules of the Student Appeals Procedure.

**Nftv. 49. § (5)** Credit may only be given once for successfully acquiring any given body of knowledge. Based on the prescribed exit requirements of a given subject (module), credits may exclusively be acknowledged by the comparison of the knowledge serving as a basis of the credit. The credit must be acknowledged if at least 75% of the knowledge compared corresponds to the set requisites, or if it is for an elective subject. The committee set up for this purpose by the institution of higher education (hereinafter referred to as credit transfer committee) shall compare the knowledge concerned.

**d)** The credit transfer committee shall be authorised to acknowledge work experience and knowledge acquired through prior non-formal, informal learning — in accordance with specifications stipulated within the scope of the present act and related government decrees — as the completion of an academic requirement. The ad hoc decision of the Credit Transfer Committee shall be valid for five years to applications for the same credit.

4.3. Faculties shall establish and operate a *Credit Transfer Committee*. The committees shall operate according to their order of business. The number of credits awarded for the substitute subject(s) completed is equal to the number of credits allocated to the substitute subject(s) in the curriculum of the

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programme, the grade obtained is determined by the committee.

The Faculty's order of business regulates the order of acceptance of major curricular units (modules, milestones), work experience and knowledge acquired via non-formal and informal learning.

The operation of credit transfer committees is regulated by Annex 3-4 of the AER. Appeals against the decisions of the committees can be lodged in accordance with the rules of the Student Affairs Appeals Procedure, but the professional content of the decision cannot be contested.

### 5. Study Schedule

5.1. The academic year consists of two semesters. Semesters consist of a study period and an examination period. The study period is at least 14 weeks, the examination period is 6 + 1 weeks, with the 7<sup>th</sup> week being the post-examination period. Examination days within the examination period are determined by the departments.

Contact hours at the university are 45 minutes.

5.2. The timetable for the academic year (university schedule) is set by the Senate.

5.3. The rector may authorise three days of break per semester, while the heads of the faculties may also authorise three days of break per semester.

The dates of the breaks, if possible should be announced before the start of the study period.

5.4. The head of the faculty may authorise participation in extra-curricular excursions of an academic nature.

### 6. Student Status

**Nftv. 39. § (3)** The student status is established by enrolment on the grounds of the decision made in respect of his or her acceptance or transfer. A student grant contract shall be made with students financed through state grant prior to enrolment in accordance with the conditions described in Section 15 (2)-(6). As defined in Section 15 (2)-(6) a study contract shall be concluded in case of self-financed programmes.

**(7)** Admitted applicants may acquire student status in the semester for which they were admitted during the admission procedure.

6.1. A student who is not enrolled loses the right to start studies at the end of the semester. After the deadline indicated in Section 6.5, the course may only be started by suspending studies, subject to the suspension rules for the first semester in Section 6.4.

**Nftv. 42. § (4)** Anyone who has been admitted or transferred to an institution of higher education shall be entitled to establish a student status by enrolment after the decision on admission or transfer has become final, and shall be obliged to fulfil the obligations specified in Section (2) of Section 43.

**(5)** As long as student status exists, no further enrolment is needed. Students are required to register for academic terms, before the commencement thereof, in accordance with the rules of the higher education institution. Students who have failed to fulfil their expired payment obligations in due time shall not be allowed to register.

6.2. It is considered an intention to continue studies at the university, under student status, if the student has taken at least one credit of the courses belonging to their degree programme by the end of the course registration period. If this condition is not met, the student status will be suspended for the given semester. If a fee-paying/self-funded student fails to meet the payment obligations by the end of the course registration period or if they do not have a request for deferred payment, their student status will be suspended for the relevant study period.

The course registration period (application in study system) lasts from 2 weeks before the commencement of the study period until the end of the second week after the commencement of the study period.

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6.3. a) A student who is participating in a part-time course in which his/her studies can be counted towards his/her studies (e.g. Erasmus+) or who has been granted a preferential study and examination timetable will be granted active status even if he/she does not take a course before the end of the course enrolment period.

**Nftv. 45. § (1)** Student status shall be suspended when a student gives notice of not intending to meet obligations in the coming academic term or fails to register for the next academic term. The period of suspension shall not be longer than two consecutive semesters. Students may suspend their student status more than once, as set out in the policy on study and examination.

**(2)** Pursuant to the request of the student, the institution may authorise the interruption of the student status a) for a combined period exceeding the duration set out in point (1), b) before the end of the first semester, in the absence of a permissible provision in the institutional regulations, or c) until the end of the - already started - training period, for the training period in question provided that the student is unable to fulfil the obligations arising from his/her student status through no fault of his/her own, due to childbirth, accident, illness or other unforeseen circumstances.

**(2a)** If the institution of higher education authorises the suspension of the student status pursuant to Section (2) c), the registration for the given training period shall be deemed to be withdrawn, with the proviso that the legal consequences of the registration cannot be established for the training period - already started - affected by the suspension.

**(3)** Student status shall be suspended if the disciplinary sanction of prohibition from the continuation of studies is imposed on a student.

**Vhr. 51. §** With the exception of the provisions of Section 45 (2) of the Nftv, students may withdraw their registration pursuant to Point (5) of Section 42 of the Nftv within one month of the beginning of the semester, but no later than 14<sup>th</sup> of October or 14<sup>th</sup> of March, or may request a suspension of their studies until the same dates 3.2. If, after enrolment or registration, the student does not request the suspension of his/her studies or does not terminate his/her legal status by these dates, the semester in question shall be considered an active semester and shall give rise to obligations arising from the acceptance of the conditions of the training supported by the Hungarian State scholarship (full or part) or the obligations contained in the training contract, regardless of the fulfilment of his/her study obligations.

If the student suspends his/her studies or does not enrol and this does not result in the termination of the student's status, the semester in question shall be registered as a passive semester.

6.4. The student may take a passive semester instead of the commenced active semester. The passive semester must be reported to the Faculty Admission Office in Modulo. A student who does not report his/her pause of studies by the deadline specified by law (14<sup>th</sup> of October or 14<sup>th</sup> of March), but does not register for the semester in accordance with Section 6.2, will be placed on an undeclared passive status by the Faculty of Studies in the framework of the status adjustment in accordance with Section 6.5 by the deadline specified by law at the latest. After the statutory deadline, a request for pause may be made on reasonable grounds and for a reason specified by law (childbirth, illness, accident or other unexpected cause beyond the control of the student).

6.5. A student may request a passive semester in the first semester of their studies on justifiable grounds (childbirth, illness, accident or other unexpected cause beyond the control of the student), which may be granted by the Faculty Study Committee upon application submitted by the end of the course registration period. This provision does not apply to students who had already completed at least one active semester of higher education at the same level in another course.

6.6. A student

- a) whose student status is not active at the end of the course registration period and
- b) who has not declared a suspension (passive semester) or
- c) who has not paid the first instalment of the fee/reimbursement,
- d) who does not have permission for deferred payment or whose application for deferred payment or a payment reduction has been unsuccessfully completed (the application is not pending), will be requested by the University of Szeged (the Faculty Admission Office) to settle their status within 2 weeks or at the latest by the end of the 3<sup>rd</sup> week of the study period. If the student fails to respond to the request, they will be placed in a "passive - not registered" status at the end of the 5<sup>th</sup> week of the study period and all courses being taken will be deleted.

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6.7. If a student is forced to interrupt their studies through no fault of their own, due to childbirth, accident, illness or other unforeseen reasons, they may request this until the end of the examination period of the given semester. In this case, the decision must provide for the possibility of subsequent crediting or cancellation of the period of study completed.

**Nftv. 59. § (1)** Student status shall cease to exist

- a) in the event of transfer to another higher education institution, on the day of the completion of the transfer,
- b) if a student gives notice of termination of student status, on the day that the notice is given,
- c) if a student who cannot continue a programme funded through a full or partial Hungarian state scholarship does not intend to continue it in self-funded form,
- d) on the last day of the semester in which the student obtained the pre degree certificate (absolutorium),
- e) on the day the decision on the termination of the student status comes into effect involving cases in higher educational vocational training, if the student becomes unfit to continue his or her studies due to health matters and no substitute higher educational vocational training is available at the institution of higher education, or in case the student does not wish to continue his or her studies, or the conditions necessary to continue his or her studies are not provided,
- f) on the day the decision on the termination of the student status comes into effect involving cases where the rector — having formerly warned the student and reviewed the student's social circumstances — terminates the student status due to the student being in arrears with his or her school payments,
- g) on the day the disciplinary decision on the student's expulsion takes effect,
- h) on the day the decision on the termination of the student status comes into effect in cases when a condition to establish a student status stipulated by the present act is no longer satisfied,
- i) if the student participating in a programme supported by a Hungarian state (partial) scholarship withdraws his/her declaration pursuant to Section 48/D (2) and does not agree to participate in the self-financed programme,
- j) on the day of the failure or non-completion of the the complex examination in the case of a doctoral student fails to complete it,
- k) at the end of the eighth semester of the doctoral programme for which the student is registered.
- l) )**
- m) )** Higher education institutions may terminate the student status unilaterally if a student fails to
  - a. fulfil the obligations relating to academic progress laid down in the study and examination policy and the curriculum,
  - b. register for the next semester for the third consecutive time,
  - c. resume studies following the suspension of student status, provided that the student has been called on to meet this obligation until a specified deadline and has been informed of the legal consequences of the failure to comply.
- n) )** Higher education institutions shall terminate the student status unilaterally in cases where the total number of unsuccessful and repeated retake examinations in a given unit of study has reached five.
- s) )** If a student pursues studies in more than one degree programme at the same institution within the framework of his/her student status, the provisions of this Section shall apply with the exception that studies in the given degree programme studies may not be pursued instead of the termination of the student status.

6.8. The University shall unilaterally terminate the student status of a student who has failed to register for the next academic semester for the third consecutive semester (until the end of the course registration period of the third semester). The student must be requested in writing to take an active semester by the end of the course registration period of the third semester at the latest, in a manner that allows for confirmation, with a warning of the consequences and a deadline, and then the decision to terminate the student status must be sent together with the relevant documents. Warning Notices, in accordance with the university rules, are sent via the study system by formal and proper notification.

6.9. For students admitted before the academic year of 2012/2013, Act CXXXIX of 2005, § 76 (2) applies:

**Ftv. 76. § (2)** The higher education institution may also unilaterally terminate the student status of a student who

- a) fails to fulfil the obligations related to progress in studies set out in the Academic and Examination Regulation and the curriculum,
- b) has failed to register for the next academic semester on two consecutive occasions,
- c) fails to commence studies after the suspension of the student status, provided that the student has been called upon in writing - at least twice - to fulfil their obligation by the given deadline and has been informed of the legal consequences of the failure to comply.

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**Nftv. 48. § (2)** In each academic year, higher education institutions shall reclassify students participating in programmes funded through full or partial Hungarian state scholarships to self-funding students in cases where a student failed to collect at least eighteen credits in average or to achieve the average academic performance level defined in the higher education institution's rules for organisation and operation in accordance with the relevant decree of the Government, in the last two semesters that student status was not terminated and the student did not pursue studies abroad, as defined in Section 81(3) and (4), and in cases where a student has withdrawn the declaration referred to in Section 48/D(2). **(2a)** Point (2) shall not apply to doctoral programmes.

**d) )** In the case of students admitted to programmes funded through full or partial Hungarian state scholarships, if student status is terminated before the completion of the programme, or studies are continued in self-funded form for any reason, the vacancy thus caused may be filled by a self-funding student participating in the same programme at the higher education institution, upon such student's request. The higher education institution shall decide on reclassification based on the academic performance of the self-funding student applying for reclassification as a student participating in a programme funded through a full or partial Hungarian state scholarship.

**Ftv. 55. § (1)** If a student admitted to the state-funded student headcount terminates their student status before the completion of their studies, or if they continue their studies on a self-funded basis in case of non-compliance with the condition set out in point c) of point (4) of Section 59, or they continue their studies on a self-funded basis for any other reason, they may be replaced by a student with outstanding academic performance who is studying at a higher education institution on a self-funded programme, upon request. If at the end of the academic year, the higher education institution determines that a student studying in a state-funded programme in a higher education institution has not acquired at least fifty per cent of the credits required in the recommended curriculum in the last two semesters in which their student status was not interrupted, they may continue their studies in the following academic year only in a self-funded programme. Based on the conditions set out in this paragraph, the number of students in state-funded programmes affected by the reclassification shall be up to fifteen per cent of the number of students in state-funded programmes in the higher education institution in the academic year.<sup>1</sup>

**Nftv. 81. § (3)** Students participating in programmes funded through full or partial Hungarian state scholarships may receive the scholarship, in accordance with point (4), from their home institution, for the period of courses taken at another higher education institution in an EEA state, if such courses may be credited toward the programme pursued at the Hungarian higher education institution.

**e) )** Students shall be eligible for the scholarship referred to in point (3) only if the studies abroad are commenced with the consent of the home institution.

**f) 6. § (8)** The conditions laid down in Section 48(2) of this Act, as enacted by Act CXXVI of 2016 amending certain acts regulating higher education, shall apply to students commencing their studies in the first semester of the academic year of 2016/2017 and shall be phased-in progressively thereafter. In each academic year, students who commenced their studies prior to the academic year of 2016/2017 and who are enrolled in a Hungarian (partially) state-funded programme, who have not acquired at least fifty per cent of the number of credits prescribed in the recommended curriculum or the study average recommended by the organisational and operational rules of the institution, or withdraw their declaration under section 48/D (2), in the last two semesters in which their student status was not interrupted, the higher education institution shall be obliged to reclassify them to a self-funded programme.

6.10. Students who started their studies before the academic year of 2016/2017 are not allowed to continue their studies with a state (partial) scholarship or in a state-funded programme and shall be reclassified as self-funded/reimbursed students if they have not completed at least 50% of the annual credits required in their recommended curriculum in the last two semesters for which they have been registered.

6.11. a) A student with a state (partial) scholarship who started their studies in the academic year of 2016/2017 or afterwards, shall be reclassified to a self-funded programme if they have not acquired at least eighteen credits on average in the last two semesters in which their student status was not suspended or has not achieved the grade average as defined by the Government Decree (see Annex 6.).

6.12. b) For the purposes of reclassification, a semester shall be considered as non-enrolled or interrupted if the student has, with the consent of the institution, pursued part-time studies in an EEA State during the given semester, the studies of which can be credited towards the educational programmes of the student's institution.

Students on summer internships and students with a preferential study schedule and examination permit in the spring semester who are on other Erasmus and study abroad courses and students with a Dean's examination permit under point 12.1 will be conditionally reclassified if they take their examination after the reclassification period. Among those conditionally reclassified, those who meet the conditions for

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retaining a state scholarship according to the changed educational data will be reinstated as a state scholarship holder after the index is closed.

6.13. c) By derogation from the main rule, the credits taken into account for reclassification include credits earned by credit transfer for the given semester. However, the grade average to be taken into account for reclassification is not affected by these credits.

6.14. For a vacant state-funded headcount place, a student who has fulfilled the reclassification threshold criteria set out in the previous points during the last two active semesters and who is at the top of the ranking list based on the aggregated adjusted credit index may enroll.

1 This provision still applies to students covered by the former, but now repealed, provisions of the Higher Education Act.

6.15. Method of calculating the number of state-funded semesters:

**Nftv. 47. § (1)** A person may participate in higher education programmes funded through full or partial Hungarian state scholarships, including higher education vocational, bachelor and master programmes, for a total period of twelve semesters (hereinafter referred to as “period of funding”). For students participating in single-cycle programmes the duration of which exceeds ten semesters according to the programme requirements, the period of funding shall not exceed fourteen semesters.

(1) In the case of studies carried out in parallel training with a non-teaching undivided major in the field of art education or in the art teaching major, a professional teaching major taken after the non-teaching major can be taken up for training aimed at obtaining a professional teacher qualification, the support period according to point (1) can be extended by another two semesters.

(2) The funding period for students partaking in doctoral studies is six semesters at most.

(3) In the training according to point (1), the support period that can be used to obtain the diploma may be longer than the training period of the given studies by a maximum of two semesters - by applying point (4) by a maximum of six semesters. The funding period for a given course must include the funding period for the same course previously taken. If the student is unable to obtain the degree (diploma) in question during the period of support thus determined, he/she may continue his/her studies in that course of study on a self-financed basis even if he/she has not otherwise completed the period of support referred to in point (1).

(4) The institution of higher education may extend the funding period set out in point (1) with four semesters at most in the case of students with disabilities. This benefit may be used to obtain more than one degree (diploma), provided that the total period of support under this paragraph does not exceed four semesters.

(5) All semesters for which the student has registered shall constitute part of the period for which funding is received.

(6) The period of funding shall not include

a) the semester begun, if the student has been unable to finish it due to illness, childbirth, or other reasons beyond his or her control,

b) the semester completed within the funding period, if the institution of higher education closed indefinitely before the student was able to complete his or her studies, provided that there was no other institution of higher education the student could have completed his or her studies in,

c) the semester not recognised by the higher education institution for the continuation of his/her studies from the semesters completed at the institution which has ceased to exist,

d) the semester attended by the student who is a student of the National University of Public Service in the legal relationship defined in points a), b) and d) of paragraph (1) of Section 21/A of Act CXXXII of 2011 on the National University of Public Service and on Higher Public Administration, Law Enforcement and Military Education (hereinafter: the National University of Public Service Act).

(7) The existence of a degree and professional qualification obtained in higher education does not exclude participation in programmes funded by a Hungarian state (partial) scholarship, with the proviso that if a person studies with a Hungarian state (partial) scholarship in a training cycle, in case of continuing further (parallel) programme in the same training cycle, the number of semesters corresponding to the number of parallel state (partial) scholarship funded programmes must be deducted from the period of support every semester.

(8) If the period of funding available pursuant to this Section has ended, higher education studies may be continued only in self-funded form.

The following rules apply to students who were admitted before the academic year of 2012/2013 [Ftv. § 55 (2)-(4), § 56 (2)-(3)]:

**Ftv. 55. § (2)** A person may study in higher education for twelve semesters on a state-funded programme (hereafter referred to as the ‘period of funding’), including a higher-level vocational training programme. The period of funding for a student

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with a disability can be extended by four semesters. The period of funding must also include the commenced state-funded semester, unless illness, childbirth or other reasons not imputable to the student prevent the completion of the semester. In calculating the period of funding, the semester completed from the period of funding shall be disregarded if the higher education institution has been dissolved without the student being able to complete their studies, provided that they have not been able to continue their studies at another higher education institution. Any semesters not recognised by the higher education institution for the continuation of studies from the completed semesters at the institution which has ceased to exist shall also be disregarded. The period of funding is increased by up to two semesters if the student is enrolled in a single-cycle programme and the education requirements state that the programme duration exceeds ten semesters. The period of part-time training and distance education can be extended by up to four semesters. The period of funding of a doctoral student may be extended by up to six additional semesters. The possession of a degree or qualification in higher education does not exclude participation in a state-funded programme, with the restriction that a person who has obtained an absolutorium in a programme cycle in a state-funded programme cannot participate in a state-funded programme in the same programme cycle. This provision also applies to a higher-level vocational training programme.

(3) If the student has exhausted the period of funding available, as defined in point (2), they may only pursue studies in higher education on a fee-paying basis.

(4) The period of funding available for a given programme may not be more than two semesters longer than the given programme duration. If the student is unable to complete their studies during the period of support, they may continue their studies on a fee-paying basis.

**Ftv. 56. § (2)** There is no limit on the number of semesters in a fee-paying programme. However, a student may not receive any statutory benefit, allowance or service if the number of semesters they have commenced at the higher education institution, including the period of state-funded education, exceeds sixteen semesters. This provision does not apply to a person who takes up a new student status five years after the termination of their student status.

(3) For the purpose of calculating the period of funding or the time available for a fee-paying programme, the following shall be counted as one semester if the student, with regard to the other (parallel) student status established no later than in the third semester of the first programme,

- a) has student status at more than one higher education institution at the same time, or
- b) is simultaneously enrolled at the same higher education institution for several qualifications.

## 7. Course Registration

**Nftv. 49. § (2)** Students shall be granted the opportunity to enrol for optional elective subjects specified in the organisational and operational regulations of the institution up to five percent of the credits required for the acquisition of the diploma — or have the option of engaging in volunteer work —, and shall be offered a range of subjects to select from at least twenty percent in excess of the total number of credits required.

(2a) It must be ensured that the student is able to take up into his/her individual study plan, without paying any extra costs or fees

- a) a subject with a credit value exceeding ten percent of the total number of credits required, and that
- b) a subject taught in a language other than Hungarian up to ten percent of the total number of credits required.

(3) The student shall be entitled to take credits offered in other degree programmes - including elective subjects - of the institution of higher education the student has enrolled to and may also take these as a guest-student at other institutions of higher education.

[...]

(7) Matters pertaining to the implementation of specifications set out in points (3)-(6) shall be regulated in the academic and examination regulations with the stipulation that in order to be awarded the pre degree certificate — even if a given amount of credits obtained in other, previous studies at the institution of higher education concerned or elsewhere had been acknowledged — the student shall obtain the number of credits required by the academic and examination regulations — but at least one-third of the credits necessary to obtain within the programme — at the institution he or she is a student of..

(7a) The requirement in point (7) to obtain at least one third of the credits of the given course at the institution shall not apply to

- a) doctoral studies,
- b) joint training in the framework of programmes funded by the European Union, the Visegrad Fund and the Central European University Exchange Programme,
- c) a student transferred to a degree course in the same field of study on the basis of an agreement pursuant to point (1) of Section 23, and
- d) a former student enrolled in the same course.

**Nftv. 82. § (2)** The academic and examination regulations of the institution of higher education may stipulate a fee for the

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third or further retakes of examinations in the same subject, or for additional registrations for lectures, seminars, consultations, practical classes, field practices, or the failure to fulfil or late fulfilment of the obligations specified in the reimbursement and benefit regulations of the study and examination regulations. The payment obligation may not exceed five percent of the statutory minimum wage (minimum wage) for full-time work.

7.1. The registration of subjects (courses) is done through the dedicated interface of the study system, late admission is completed at the Faculty Admission Office after an approved application. The latest possible deadline for late applications is the beginning of the 8<sup>th</sup> week of the semester. Late course registration beyond the course enrolment period are regulated by the faculty regulations, taking into account the regulations for late course enrolment.

7.2. Faculties may, with or without additional conditions, allow subjects to be offered, without delivering classes, to students who are repeating the subject. A subject registered for examination purposes only is also included in the number of subjects taken (section 7.3).

7.3. Students may register up to 45 credits of subjects in their degree programme per semester. In particular, the Dean may authorise more than this in the final year if this is necessary to shorten the period of study beyond the training period.

7.4. When announcing an obligatory course unit, it is essential to ensure that students who have progressed according to the recommended curriculum can take the course.

7.5. The student has the right to take the number and number of credits of electives required by law and by the training and outcome requirements. The training plan shall not restrict the optional subject chosen by the student, provided that the optional subject is announced for the appropriate level of training.

7.6. At the request of the student, it shall be ensured that they may take a course taught in a language other than the language of the course, to the extent provided by law (but at least up to ten per cent of the total number of credits required), without paying any extra costs or fees.

## 8. Study Commitments, Knowledge Assessment

**Nftv. 49. § (4)** Higher education institutions shall provide (4) recommended curricula in order to help students create their own study schedules. Higher education institutions shall ensure for all students the opportunity to participate in assessments and to repeat successful or unsuccessful assessments, guaranteeing that such repeated assessments are carried out in an unbiased manner.

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(7) Matters pertaining to the implementation of specifications set out in points (3)-(6) shall be regulated in the academic and examination regulations with the stipulation that in order to be awarded the pre degree certificate — even if a given amount of credits obtained in other previous studies at the institution of higher education concerned or elsewhere had been acknowledged — the student shall obtain the number of credits required by the academic and examination regulations — but at least one-third of the necessary credits to be obtained within the programme — at the institution he or she is a student of.

(7a) The requirement in point (7) to obtain at least one third of the credits of the given course at the institution shall not apply to

a) doctoral studies,

b) joint training in the framework of programmes funded by the European Union, the Visegrad Fund and the Central European University Exchange Programme,

c) a student transferred to a degree course in the same field of study on the basis of an agreement pursuant to point (1) of Section 23, and

d) a former student enrolled in the same course.

**Vhr. 56. § (5)** The definition of the methods of assessment of student performance is part of the curriculum, which has to be

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made public in the higher education institution before the start of the training period.

(6) The student's performance can be assessed throughout the training period. The assessment of the student's knowledge can be carried out using different assessment methods: diagnostic, supportive (formative), summative (summative), and can be continuous or one-off. The assessment methods and occasions may be used in combination. The completion of subjects and curricular units may be done by means of a mid-term mark or an examination mark. The mid-semester mark is based on a continuous assessment of the subject's learning requirements throughout the semester. The examination mark pursuant to point 6 of paragraph (2) of Section 55 shall be determined on the basis of the oral or written examination taken during the examination period.

(7) The assessment of student knowledge can be rated by:

a) five grades: excellent (5), good (4), average (3), fair (2), unsatisfactory (1),

b) three grades: excellent (5), pass (3), fail (1),

c) other assessment systems introduced by the higher education institution and laid down in its regulations, if they ensure comparability with other assessment systems.

**Vhr. 58. § (1)** The higher education institution shall publish, in the manner specified in the institutional regulations, at least three weeks before the end of the learning period a) the dates of each examination, b) the names of the examiners, c) the date and method of application,

d) the date of publication of the results of the examinations; and

e) the possibility of retaking the examination.

8.1. The study commitments, the forms of their performance, the system and forms of knowledge assessment, the consequences of failure to fulfil study commitments, the methods and forms of making up for them are defined by the relevant legislation, the education and outcome requirements, this policy and the programme schedule.

8.2. The programme schedule for each programme shall include at least:

- the subject requirements and subject programmes,
- other study requirements for the qualification.

8.3. Programme schedules and recommended curriculum shall be made available to students. During the student's studies, the training plan in force at the time of admission cannot be changed in any significant way, and a new training plan can only be introduced in an ascending order. If the number of students on the expiring training plan falls below profitability threshold, students may be offered a change of training plan, provided that this does not result in an increase in the time and cost of the recommended curriculum for the student.

8.4. The department or educator responsible for publishing the subject requirements, the subject matter and the examination procedures for students on the dedicated platform of the study system for students by the end of the second week of the study period at the latest.

## 9. Exemption from Certain Study Commitments

### *Preferential study and examinationschedule*

9.1. Upon request, the Faculty may grant the student a preferential study and schedule if the student is unable to fulfil their study obligations in the manner prescribed by the curriculum for a justifiable reason. Preferential study and schedule, whether conditional or unconditional, may include exemptions from attending compulsory classes, taking examinations during the examination period, or the possibility of fulfilling or substituting for other than normal mid-year obligations. Preferential study and schedule shall not be an exemption from the requirements of the qualification, end-of-semester or end-of-year examinations, examinations, final examinations (or part of them), and the writing and defending of theses. The preferential study and schedule may be subject to a specific condition per subject.

The deadline for the submission of applications for preferential study and examination schedules is

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regulated by the faculties in their own study regulations, and the decision granting the application must be made and the student must be notified by the end of the student status adjustment (by the end of the 5<sup>th</sup> week after the beginning of the term). (Until notification of the decision, studies should continue as normal.)

9.2. a) Students who are successful applicants for any type of mobility scholarship or part-time training (e.g. Erasmus+ programme) offered by the University are entitled to a preferential study and examination schedule during the period of application. Students who are successful in their application must inform the Faculty Admission Office responsible for their course in writing (e.g. electronic administrative form) of the duration of the absence.

9.3. Students may continue their studies according to preferential study and examination schedule at the University upon individual request, for up to two semesters or, if the duration of the course is longer than six semesters, for one third of the duration of the course. This does not include cases of ex officio orders or part-time courses with the consent of the institution.

### *Exemption from taking an examination by grade-offering*

9.4. The educator responsible for the teaching and assessment of the subject may exempt the student individually from the assessment by grade-offering on the basis of their performance in class, practical training, and Scientific Student Association during the teaching period. The exemption shall not include exemption from the requirement to take all or part of a comprehensive examination, a final examination, or a basic level examination.

Exemption from writing a thesis is possible on special request, after submission of the appropriate documents - on the recommendation of the competent department - based on the Dean's decision. The conditions for this are regulated by the Faculties within their powers.

9.5. A grade-offering, in the case of a five-degree scale, can only be made for a good (4) or average (3) rating, or, in the case of a three-degree scale, for a *met the requirements with distinction* or *met the requirements* rating.

## 10. Exemption from certain study commitments in the light of previous studies

**Nftv. 49. § (5)** Credit may only be given once for successfully acquiring any given body of knowledge. Based on the prescribed exit requirements of a given subject (module), credits may exclusively be acknowledged by the comparison of the knowledge serving as a basis of the credit. The credit must be acknowledged if at least 75% of the knowledge compared corresponds to the set requisites, or if it is for an elective subject. The committee set up for this purpose by the institution of higher education (hereinafter referred to as Credit Transfer Committee) shall compare the knowledge concerned.

(6) The credit transfer committee shall be authorised to acknowledge work experience and knowledge acquired through prior non-formal, informal learning — in accordance with specifications stipulated within the scope of the present act and related government decrees — as the completion of an academic requirement. The ad hoc decision of the Credit Transfer Committee shall be valid for five years to applications for the same credit.

(7) Matters pertaining to the implementation of specifications set out in points (3)-(6) shall be regulated in the academic and examination regulations with the stipulation that in order to be awarded the pre degree certificate — even if a given amount of credits obtained in other previous studies at the institution of higher education concerned or elsewhere had been acknowledged — the student shall obtain the number of credits required by the academic and examination regulations — but at least one-third of the necessary credits to be obtained within the programme — at the institution he or she is a student of.

(7a) The requirement in point (7) to obtain at least one third of the credits of the given course at the institution shall not apply to

a) doctoral studies,

b) joint training in the framework of programmes funded by the European Union, the Visegrad Fund and the Central European University Exchange Programme,

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- c) a student transferred to a degree course in the same field of study on the basis of an agreement pursuant to point (1) of Section 23, and
- d) a former student enrolled in the same course.

**Vhr. 54. § (7)** The requirements of the curriculum do not need to be met if the student have already mastered them and can provide credible evidence of this. Pursuant to Point (5) of Section 49 of the Nftv., credits earned in a course of study - if the prerequisite for it is fulfilled - shall be recognised on the basis of studies at any higher education institution, regardless of the higher education institution and the level of study at which the student obtained them. Credit is awarded - on the basis of the subject programme - solely by comparing the competences [knowledge, application (sub)skills and additional (sub)competences] on which the credit is based.

### *The credit recognition*

10.1. The Faculty Credit Transfer Committee may, upon request, recognise prior learning as fulfilling certain curricular requirements by awarding credit for the fulfilment of these requirements. Recognition may not be refused by the committee if there is at least 75% compliance between the knowledge materials. The sources of the knowledge credited may be previously completed individual subjects, individual modules, whole training programmes, or knowledge acquired in other ways, while the credit recognition may be for individual subjects, groups of subjects, individual modules, or other learning requirements.

10.2. Credit recognition for a thesis seminar can only be awarded to a student who has been readmitted to the course.

10.3. The credit point for the subject to be replaced is the credit point for the relevant subject in the curriculum of the given degree programme, and the grade for the subject completed is taken as the grade; not having a five-level assessment or if more than one subject is taken, the grade is determined by the Credit Transfer Committee.

10.4. Credits and grades accepted by credit transfer on the basis of prior learning do not count towards the average for the semester. However, the only exception to this rule is that credits will be taken into account for the credit performance on which the reclassification is based, as provided in point 6.9(c).

10.5. In the case of students have successfully applied for any type of mobility scholarship or part-time course (e.g. Erasmus+ programme) offered by the University, the acceptance of credits acquired during the part-time course shall not be refused if the credits were acquired in accordance with the Learning Agreement (or equivalent document), including the possibility of agreed modification during the course, and the non-recognition of the credits included therein was not indicated in advance by the University.

**Nftv 113. § (3)** The conditions of the validation of certificates and diplomas awarded under the 1993 Act on Higher Education for the purpose of programmes launched under this Act, and the number of credits to be awarded for such diplomas and certificates, shall be determined by the credit transfer committee of the higher education institution pursuant to Section 49(5) and (6). A comparison of learning outcomes shall be carried out irrespective of whether the programme leading to the diploma awarded previously was completed before or after the introduction of the credit system.

## **11. Change of Study programme, parallel Studies, Guest Student, Student on a Part-time Programme**

**Nftv. 42. § (1)** Students

- a) may apply for guest student status at another higher education institution in order to take courses related to the programme pursued at the home institution,
  - b) may apply for transfer to another programme within the same field of study, offered by the same or another higher education institution.
- (2) Higher education institutions may, without carrying out an admission procedure, admit persons who are not students of the higher education institution and hold a tertiary degree to any course or module of a programme offered,

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for the purpose of completing only that part of the programme, and may grant student status to such persons, who shall finance their studies themselves. The institution must issue a certificate of academic achievement. The completed course or module may be credited in the tertiary studies in accordance with the rules of credit transfer.

(3) The conditions for accepting the applications referred to in points (1) and (2) shall be defined by the receiving higher education institution.

(4) The person who has been admitted or transferred to an institution of higher education shall be entitled to establish a student status by enrolment after the decision on admission or transfer has become final, and shall be obliged to fulfil the obligations specified in point (2) of Section 43.

**Nftv. 47. § (7)** The existence of a degree and professional qualification obtained in higher education does not exclude participation in programmes funded by a Hungarian state (partial) scholarship, with the proviso that if a person studies with a Hungarian state (partial) scholarship in a training cycle, in case of continuing further (parallel) programme in the same training cycle, the number of semesters corresponding to the number of parallel state (partial) scholarship funded programmes must be deducted from the period of support every semester.

11.1. The student may request to be transferred to another degree programme at the University. The host faculty's study committee decides on the application according to the faculty's rules of procedure as described in Section 4.2. By transfer (change of degree programme), the student may only transfer to a course of the same level and field of study as his/her original degree programme, subject to the exceptions specified by law. An additional condition is that the student would have been admitted to the study programme to be taken up in the year of the original enrolment (his/her entrance score would have reached the required) and that he/she has the specific admission requirements for the study programme to be taken up (e.g. entrance examination test, written examination, advanced level of school-leaving certificate). After completion of one academic year, the retrospective assessment of the entrance threshold may be waived with regard to the academic results achieved in the original course of study.

**Vhr. 52. § (4)** Transfer can only be requested between courses of the same level, except transfers

a) in accordance with Section 8 of Government Decree No. 283/2012 (X. 4.) on the system of teacher education, the order of specialisation and the list of teacher specialisations, b) from an undivided programme to a bachelor's programme, c) from bachelor's programme to higher education vocational training.

**Government Decree 283/2012. (X. 4.) 8. § (3)** A student admitted to a bachelor's programme may apply for admission to the specialisation of the teacher in the field of the bachelor's programme in accordance with the study and examination regulations of the higher education institution. The higher education institution decides which teaching specialisation can be taken up in combination with which teaching programme and for how long and under what conditions the missing credits must be accumulated.

11.1. A student of USZ may establish a guest student status if the faculty where the student has a student status permits it. Permission may be refused by the faculty if it is unable to count the credits earned under the guest student status towards the student's studies.

11.2. Holders of a bachelor's or master's degree or equivalent previous qualification may be admitted to the programmes included in the University's training programme as part of a part-time programme, provided that they have also fulfilled the further enrolment requirements published on the University's website.

■ The self-funded student status is established without a separate admission procedure, upon enrolment.

■ Upon completion of the programme, the faculty issues a certificate of credit to the student for the knowledge acquired.

■ A student enrolled in a part-time programme is not entitled to establish a further parallel or guest student status, to initiate a transfer, to transfer to a state-subsidised programme, or to suspend their status, except for reasons beyond their control.

## 12. The Examination period

**Nftv. 49. § (4)** The institution of higher education shall issue a recommended curriculum for the compilation of the student study programme. The institution of higher education shall ensure that all students have the opportunity to give an account of their knowledge and to repeat an examination, whether successful or unsuccessful, in such a way that the impartial conduct and assessment of the repeated examination is guaranteed.

**Vhr. 58. § (1)** The higher education institution shall publish, in the manner specified in the institutional regulations, at least three weeks before the end of the learning period *a)* the dates of each examination, *b)* the names of the examiners, *c)* the date and method of application, *d)* the date of publication of the results of the examinations; and *e)* the possibility of retaking the examination.

12.1. If a retake of the examination following a failed examination has not been passed, the student must be given the opportunity at his/her request to take the re-examination in front of another teacher or examination board.

12.2. In case of absence from the examination, the student's knowledge cannot be assessed.

12.1. Students of examination-only courses may take examinations during the study period, after consultation with the educator (examiner).

Other examinations outside the examination period (not the preferential study and examination timetable) may be authorised by the head of the faculty, exceptionally, in particular fairness, on a case-by-case basis, and upon request.

Examinations outside the examination period must be entered in the study system with the actual date.

12.2. At the beginning of the study period, the faculty is obliged to publish in its study guide, in the usual local manner, the forms of knowledge assessment and their scheduling, as well as the order extended with a faculty final examination period. At least three weeks before the end of the study period, the faculty is obliged to publish the dates of the examinations, the names of the examiners, the time and method of registration, the date of publication of the examination results, and the possibility of retaking the examination. The date of publication of examination results and the possibility of repeating the examination are regulated in points 13.3, 8.1 and 14.1 et seq. The time restriction on publication does not apply to retake examinations which are published at the request of the student and which exceed the compulsory maximum.

12.3. The faculty is obliged

- to provide a number of examination days and spots so that at least the total number of candidates + 50% are provided for the first examination in each subject during the examination period.

- to organise at least one examination day per week for each subject. Faculties may provide for more than one compulsory examination day per week.

- The instructor/department is obliged to provide at least one examination slot in the post-examination period if the course has a student who has a correctable fail at the end of the examination period.

- In the case of courses which are assessed during the semester but which do not exclude

correction during the examination period, the instructor/department must provide at least two correction examinations during the examination period for students who have been assessed with a failing mark at the end of the semester. When setting these dates, it must be ensured that, in the case of a successful correction, the student can take the examination in the same examination period for the additional, next in the schedule, subject that can be taken in parallel.

## 13. The Examination Process

**Vhr. 56. § (6)** The student's performance can be assessed throughout the training period. The assessment of the student's knowledge can be carried out using different assessment methods: diagnostic, supportive (formative), summative, and can be continuous or one-off. The assessment methods and occasions may be used in combination. The completion of subjects and

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curricular units may be done by means of a mid-term mark or an examination mark. The mid-semester mark is based on a continuous assessment of the subject's learning requirements throughout the semester. The examination mark pursuant to point 6 of point (2) of Section 55 shall be determined on the basis of the oral or written examination taken during the examination period.

13.1. The examination can be oral, written or practical, or it can consist of written, oral or practical parts. Oral examinations are open to the public.

13.2. At the university, postponement of the examination is possible by deregistering. The possibility to deregister is not allowed within 24 hours before the beginning of the examination, and registration may be authorised within 24 hours. It is the responsibility of the student who has deregistered to obtain a further opportunity to take the examination. At the faculties, in cases where the organisational circumstances of the examination justify it (e.g., sports event, concert, final teaching, etc.), the student may be prohibited to deregister. In such a case, students shall be made aware of this fact in the course description.

13.3. The examining department shall notify the student of the marks for oral examinations on the same day, and the marks for written examinations no later than 4 p.m. on the third calendar day (if this period falls on a public holiday, four working days) following the examination. Faculties may specify a shorter duration. The same rule applies to mid-semester examinations, with written marks being communicated to students within five working days.

The mark is not a public data, at the same time, the participants in the public oral examination are entitled to see the assessment of the candidate's verbal test.

The written assessment, the answer key and the assessment criteria must be made known to the students by the examiner and access to the paper must be provided.

**Vhr. 58. § (3)** In case of absence from the examination, the student's knowledge cannot be assessed.

13.4. An unauthorised absence from an examination is considered as a used examination event, and the number of possible retakes must be reduced. In such a case, the entry "did not appear (examination to be counted)" will be entered in the study system record. The student has the right to justify his/her absence within 10 calendar days from the date of the examination, which will be recorded with the entry "no-show (examination not to be counted)".

13.5. The identity of the student must be checked during the examinations. The student's attention should be drawn to the requirements of fairness of the examination before the examination begins. The use of tools and methods not allowed in the examination is a disciplinary offence. In the case of a student caught in the act or reasonably suspected of having been caught in the act, a minutes must be prepared, and at the same time, the student's academic performance cannot be assessed (an unsatisfactory mark cannot be recorded).

The educator must record and sign the grade on the student's (course) performance sheet printed from the study system and brought to the oral examination. Written marks are checked by means of the examination paper, which must include the assessment and the name and signature of the assessor.

13.6. For 14 days after the end of the examination period, the student has the right to dispute the validity of the assessment in the study system at the university unit responsible for the course. The contested assessment must be corrected on the basis of the (course) completion sheet presented or the mark given for the paper, if the validity of the contestation is verified. The correction is made by the educator/department. In the event of a student's contest, the Faculty Studies Committee will bring a decision. In the case of an infringement, an appeal may be lodged in accordance with the Regulations on the Procedure for the Submission and Consideration of Applications for Student Appeals.

Students may request a certified copy of the last completed semester's registry sheet containing their transcript of records free of charge once a semester.

### 14. Retaking Failed Examination

**Nftv. 49. § (4)** The institution of higher education shall issue a recommended curriculum for the compilation of the student study programme. The institution of higher education shall ensure that all students have the opportunity to give an account of their knowledge and to repeat an examination, whether successful or unsuccessful, in such a way that the impartial conduct and assessment of the repeated examination is guaranteed.

**Nftv. 59. § (4)** Higher education institutions shall terminate the student status unilaterally in cases where the total number of unsuccessful and repeated retake examinations in a given unit of study has reached five.

14.1. The student is entitled to retake the examination within the same examination period if they fail. The date of the retake must not be earlier than the third calendar day after the day of the failed examination. Final examinations are governed by the provisions of point 19.4.

14.2. A failed examination in the same subject may be retaken twice in the same examination period, with the addition that a student whose only course taken but not completed in the examination period in question may take a third remedial examination, unless he/she has already used the examination options under 14.3.

14.3. The total number of retake and repeated retake examinations in the same subject for students commencing their studies in the academic year of 2012/13 and after must not exceed 5, and for students who started before the academic year of 2012/2013, up to a maximum of 8.

14.4. In the case of an oral examination, the student may take the retake examination in front of a committee if he/she requests so. The last correction examination under 14.3 must always be taken in front of a committee. The committee, which shall be composed of at least two members who did not examine the student on the last occasion, shall be appointed by the head of the department. A retake examination in front of a committee may only be taken on the date announced. For written examinations, the conditions laid down for oral examinations apply, subject to that the members of the board independently mark the paper and check the results of the online test.

The educator is obliged to assess the candidate's performance in an impartial and unbiased manner. After the second failed examination, the student may request that the same instructor not be allowed to conduct the retake examination.

### 15. Retaking successful examination

**Nftv. 49. § (4)** The institution of higher education shall issue a recommended curriculum for the compilation of the student study programme. The institution of higher education shall ensure that all students have the opportunity to give an account of their knowledge and to repeat an examination, whether successful or unsuccessful, in such a way that the impartial conduct and assessment of the repeated examination is guaranteed.

Upon request, the successful candidate may retake the examination maximum twice during the current examination period, on the condition that in this case no more than three examinations can be taken. The faculty regulations may also allow for additional examination retakes. The result of a retake examination is considered as the performance of the course/subject, even if it is more disadvantageous for the student. After a failed retake test, it is possible to take a repeated retake test. It is not possible to improve a successful grade in practice-type courses.

## 16. Calculation of Study Performance

**Vhr. 57. § (4)** The credit index and the adjusted credit index are used to assess the quantitative and qualitative performance of a student in a given course during a semester. When calculating the credit index, the amount formed by multiplying the credit value and grade of the subjects completed in the semester must be divided by the thirty credits to be completed in one semester, in the case of average progress. The adjusted credit index can be calculated from the credit index with a multiplier corresponding to the proportion of credits completed during the semester and taken in the individual curriculum. The aggregate adjusted credit index is used to assess the quantitative and qualitative performance of a student over several semesters. The calculation of the cumulative adjusted credit index is the same as the calculation of the adjusted credit index, except that thirty credits per semester and credits taken and completed over the entire period have to be taken into account.

16.1. The study performance is calculated either as a simple or weighted study average or as a credit index or corrected credit index. The academic result is calculated to two decimal places.

16.2. In a credit system training programme, the student's performance is monitored by the (cumulative) weighted average grade point calculated for over more than one semester of study or over the whole period of study. The weighted average grade point is calculated by dividing the multiplied sum of the credits and marks of the subjects completed in a given period by the sum of the credits of the subjects completed.

16.3. The credit index and the corrected credit index are equally suitable to assess the quantitative and qualitative performance of a student in a semester. The credit index is calculated by dividing the multiplied sum of the number of credits and the grade of the subjects taken in a semester by thirty credits, that is the average progression to be completed in a semester. The corrected credit index is calculated from the credit index by multiplying it by a factor corresponding to the ratio of credits completed during the semester to the number of credits undertaken in the individual curriculum.

16.4. The faculty student unions may base the calculation of the performance used for the allocation of the scholarship on the results of any of the above averaging algorithms.

## 17. The Pre-degree certificate

**Nftv. 50. § (1)** The higher education institution shall issue a pre-degree certificate (absolutorium) to students who have fulfilled the study and examination requirements prescribed in the curriculum, except for those relating to the language examination and the bachelor or master thesis, completed the required practice period and acquired the required number of credits.

**Vhr. 44. § (1)** If the student has fulfilled the conditions for the issue of the pre-degree certificate, the higher education institution will issue the pre-degree certificate within twenty days of the date of fulfilment..

(2) The student shall be notified of the issue of the pre-degree certificate at the same time as it is issued.

(3) The pre-degree certificate shall be issued as a certified document.

(4) The pre-degree certificate shall be issued with a unique serial number, and its details shall be recorded in the study system of the higher education institution.

(5) The pre-degree certificate is an annex to the registry sheet.

**(45) § (1)** The pre-degree certificate, the certificate of the successful completion of the final examination, the certificate of eligibility for the diploma and the certificate of teaching qualification shall be issued on the basis of the registry sheet, at the request of the student.

(2) The certificates shall be issued with a unique serial number, and their details shall be recorded in the study system of the higher education institution.

17.1. The pre-degree certificate (absolutorium) is signed by the head of the faculty. This right may be delegated in accordance with point 21.4.

17.2. A pre-degree certificate does not give the student a qualification or professional qualification. The faculty issues the pre-degree certificate upon the student's request.

## 18. The Thesis, Diploma Work

18.1. The method of defining the thesis and diploma work topics, the content requirements, the general criteria for evaluation and the deadline for submission are determined by the faculties and published in a notice.

18.2. The credit for the thesis, as defined in the training and outcome requirements, is used to recognise the student's work in the thesis process and is assessed by a term mark. The successful completion of the thesis seminar, but not the thesis itself, is a prerequisite for the absolutorium.

## 19. Final Examination

**Nftv. 50. § (2)** Students participating in higher education vocational, bachelor, master and postgraduate specialisation programmes shall take a final examination upon the completion of their studies.

(3) The final examination shall be taken after obtaining a pre-degree certificate (absolutorium). Students may complete the final examination during the examination period following the award of the pre-degree certificate, before the termination of student status, or in any other examination period within two years after the termination of student status, in accordance with the prevailing programme requirements. The Academic and Examination Regulation may impose conditions on the completion of a final examination after the expiry of the two-year period following the award of the pre-degree certificate. If more than five years have passed since the termination of student status, a final examination shall not be taken.

(4) The final examination is the verification and assessment of the knowledge, skills and competencies necessary for obtaining a diploma, in the course of which students are also required to demonstrate their ability to apply the acquired knowledge. As defined in the curriculum, the final examination may comprise several parts, such as the bachelor or master thesis defence and oral, written and practical components.

(5) Students who have failed to meet any of their payment obligations towards the higher education institution shall not be allowed to take a final examination.

**Vhr 59. § (1)** The final examination must be taken in front of a final examination board composed of the chairperson and at least two other members. The final examination board shall be composed in such a way that at least one member is a university or college professor or associate professor and at least one member who is not employed by the higher education institution concerned, or is not a lecturer in another subject at the higher education institution. Minutes shall be taken of the final examination.

(2) The higher education institution shall lay down in its regulations the method of applying for the final examination, the procedure for organising and conducting the final examination, and the method of calculating the results.

(3) Final examinations can be organised jointly by higher education institutions.

Students who started their studies before the academic year of 2012/2013 are subject to the following [Ftv. § 60 (1)-(6)]:

**Ftv. 60. § (1)** In a higher-level vocational training programme, a vocational examination must be taken in accordance with the provisions on vocational education and training.

(2) The student completes their studies in the bachelor's and master's degree programmes and the postgraduate specialist training course with a final examination.

(3) The final examination is a test and assessment of the knowledge, skills, and competencies required to obtain a diploma, during which the student must also demonstrate that they can apply the knowledge acquired. The final examination may consist of several parts: defence of the thesis or diploma work, additional oral, written, and practical parts, as specified in the curriculum.

(4) In order to be admitted to the final examination, a pre-degree certificate (absolutorium) must have been obtained. A pre-degree certificate is issued by the higher education institution to students who have fulfilled the study and examination requirements and the professional practice prescribed in the curriculum, with the exception of the language examination, thesis and diploma work, and who have earned the required credits. The final examination can be taken in the examination period following the award of the pre-degree certificate as part of the student status, and after the termination of the student status, without a deadline, in any examination period, according to the applicable programme requirements. The Academic and Examination Regulation may set a condition for passing the final examination, after the seventh year from the date of issue of the pre-degree certificate.

(5) The final examination must be taken in front of a final examination board composed of a chairperson and at least two other members. The final examination board must consist of at least one member who is a professor or a college

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professor or associate professor or college associate professor, and at least one member is either not employed by the higher education institution concerned pursuant to the Nftv. or is a lecturer of another faculty or department of the higher education institution. The minutes of the final examination must be kept.

(6) The Academic and Examination Regulation of the higher education institution determines the method of applying for the final examination, the procedure for organising and conducting the final examination, and the method of calculating the results. Final examinations can be organised jointly by higher education institutions.

19.1. Students may register for a final examination at any time after obtaining their pre-degree certificate, subject to the provisions on education and outcome requirements in force at the time of registration.

19.2. The faculty may set a condition for passing the final examination after the second year from the date of issue of the pre-degree certificate. These conditions are regulated by the faculty in its study regulations. No final examination may be taken after the fifth year following the termination of the student status. Valid for students commencing their studies in the academic year of 2012/2013 in a phasing-in system.

19.3. The final examination must be requested after the seventh year from the date of issue of the pre-degree certificate. The request will be processed according to the general procedure for student applications, under the conditions set out in the Faculty's rules of procedure. Valid for students starting their studies on or after 1 September 2006, but before the academic year of 2012/2013.

19.4. a) For courses started before 1 September 2006 and completed with an end certificate, it is not possible to take the final examination.

**Nftv. 112. § (1)** Courses commenced under Act LXXX of 1993 on Higher Education (hereinafter referred to as the Higher Education Act of 1993) may be completed - in continuous training - until the 1st of September 2016 within the framework of unchanged professional requirements, unchanged examination schedule and with the award of unchanged diplomas. The

status of students who have not obtained their pre-degree certificate by this date shall be terminated on that date. Former students who have obtained a pre-degree certificate by the 1st of September 2016 may take their final examinations by the 1st of September 2018.

19.5. Faculties must provide students with the opportunity to take or retake the failed final examination at least once a year. Students who have obtained a pre-degree certificate must be notified of the procedures for that year by means of a notice. The faculty regulations may specify that a failed final examination can be corrected at the earliest in the next final examination period.

19.6. Registration for the final examination is done through the study system. The schedule of the final examination of students registered for the final examination and the verification of the conditions for the pre-degree certificate is carried out by the faculties. In the absence of the conditions, or at the request of the student, the student will be removed from the final examination schedule. Removal can only take place before the beginning of the final examination.

19.7. In the case of absence from the final examination, for people who are no longer students it may be subject to payment of fees and may be retaken in accordance with the rule on retaking a failed final examination (point 19.4).

19.8. The faculties shall determine the following in the rules of procedure and publish them in a notice:

- the final examination periods (dates),
- the composition of the examination board(s)
- the method of calculation of the final examination results according to the current education and outcome requirements for each field of study.

The deadline for publication of faculty notices is 2 months before the beginning of the final examination

period.

19.9. The special rules for the final teacher examination are laid down by the Council of the Teacher Training Centre in separate rules of procedure.

## **20. The Diploma or Certificate (hereinafter referred to as Diploma)**

**Nftv. 51. § (1)** The precondition of issuing the diploma that certifies the completion of the higher educational studies is the successful completion of the final examination, furthermore, unless the present act requires otherwise, the completion of the required foreign language examination. Unless the programme and exit requirements do not require a more rigorous condition, the student shall present the document verifying that he or she has completed a

a) type "C" general intermediate foreign language examination or general (level B2) intermediate complex language examination in bachelor programmes,

b) have passed a state-recognised or equivalent language examination as specified in the training and examination requirements for the Master's degree (hereinafter referred to as 'language examination').

(2) With the exception of the final examination, the prerequisites defined in point (1) shall not apply to cases where the language of the programme is not Hungarian.

(3) For those who have completed the final examination successfully, the diploma shall be issued and delivered within thirty days of the presentation of the certificate attesting to the successful completion of the language examination defined in point (1). For students who present a certificate proving compliance with the requirements under point (1) before the date of the final examination, the diploma shall be issued and delivered within thirty days after the day of the successful final examination.

**Nftv. 107. § (1)** Where the completion of a language examination for general purposes is a prerequisite for the award of a diploma or certificate, exemption from this requirement shall be granted to students who are at least forty years old in the year of commencing their studies in the first year of a programme. This provision shall not apply to those who take a final examination after the academic year of 2015/2016.

(2) If the rules for organisation and operation of a higher education institution provide for the above,

exemption from the completion of a language examination for general purposes, as required for the award of a diploma or certificate, shall be granted, in addition to those defined in point (1), to students who fail to present to the higher education institution a certificate attesting to the completion of a language examination for general purposes within three years from the day of the successful final examination and choose to pass a language examination organised by the higher education institution rather than the language examination for general purposes required for the award of a diploma or certificate. This provision shall not apply to those who take a final examination after the academic year of 2012/2013.

**Ftv. 62. § (1)** Successful completion of the final examination, and unless otherwise provided by this Act, the required language examination, are prerequisites for the award of a diploma attesting completion of higher education. If the education and outcome requirements do not set out stricter conditions, the student must present a document certifying that a) at bachelor level, a language examination for general purposes at intermediate level type 'C',

b) at master level, a state-recognised or equivalent language examination as specified in the education and outcome requirements (hereinafter referred to as 'language exam'). In the curriculum, the higher education institution may specify the languages in which it accepts language examinations, subject to the restriction that it must accept language examinations, certified by the secondary education certificate or accepted as a high school final examination, as a complex language examination for general purposes.

(2) With the exception of the final examination, the provisions of point (1) shall not apply if the language of the programme is not Hungarian.

(3) The diploma shall be issued and delivered to the person who has passed the final examination, within thirty days of the presentation of the document certifying the language examination in accordance with point (1). If at the time of the final examination, the student has already presented the document certifying the fulfilment of the requirements set out in point (1), the diploma shall be issued and delivered to them within thirty days of the date of the successful final examination.

(5) The diploma is a public document bearing the coat of arms of Hungary, which includes the name of the issuing higher education institution, its Education Ministerial identification number, the serial number of the diploma, the name of the holder of the diploma, the name, birth name, date and place of birth of the holder, the level of qualification and degree awarded, the name of the programme, qualification or specialisation, the place, year, month and day of issue. It must also include the original signature of the head of the higher education institution (and the head specified in the policy on examination), the chairperson of the final examination board, and the stamp of the higher education institution. If the student does not have a language examination certificate during the final examination period, and the diploma is therefore issued after the final examination period, the diploma may be signed by the head as specified in the policy on examination instead of the

## Academic and Examination Regulation of the University of Szeged

chairperson of the final examination board. The Academic and Examination Regulation of the higher education institution may provide for the inclusion of additional data not covered by personal data. A central register of the diplomas issued must be kept.

20.1. On successful completion of the final examination, the thesis, and the language requirement, the institution issues a diploma indicating the qualification for the candidate. The diploma shall be signed by the Head of the Faculty, taking into account the delegation procedure in point 21.4.

## 21. Addendum

21.1. In matters falling within the competence of the Head of the Faculty under this policy, their deputy may also act if they were not involved in the first instance decision. Powers cannot be further delegated.

### *Further procedural questions*

21.2. Depending on the nature of the request, the student must justify their requests in academic and examination matters, must provide adequate justify and certify the claims made in the request, and must provide all the requested information in the case of requests submitted in the standardised forms.

21.3. Decisions taken on matters covered by this policy shall be made in a written decision and shall also be recorded in the study system. The decision may also be sent to the applicant in the form of a summary, excerpt, or summary publication.

**Vhr. 34. § (3)** The higher education institution produces and stores the recorded data as a certified document.

(2) Paper documents shall be authenticated by the signature of the person specified in the regulations of the higher education institution, by the stamp of the higher education institution and by the date. Electronic documents shall be authenticated by a time stamp and by the electronic signature of the person specified in the regulations of the higher education institution or by the affixing of an electronic stamp.

21.4. The certification of documents required to be certified by law shall be certified by the dean of the faculty in the case of training, unless otherwise provided for in these Regulations, and by the rector in other cases. The Rector or the Dean may subdelegate the certification by type of document in an instruction.

## 22. Miscellaneous provisions

**Nftv. 49. § (8)** Students with disabilities shall be given the opportunity to prepare for and take examinations in a manner adapted to their disabilities, and shall receive assistance for meeting the obligations arising from student status. In justified cases, disabled students shall be exempted from learning certain subjects, or parts thereof, or the obligation to report. Where necessary, an exemption shall be granted in respect of a language examination, or a part or level thereof. Disabled students shall be allowed a longer preparation period when taking an examination, the use of aids, such as a typewriter or computer, for written examinations and, where appropriate, the option of taking an oral examination instead of a written one, or taking a written examination instead of an oral one. The exemptions pursuant to this paragraph shall be granted only in respect of the grounds thereof and shall not entail exemption from the basic academic requirements to be fulfilled for obtaining the qualification attested by the diploma.

22.1. In matters falling within the scope of this policy, the faculty councils may adopt rules of procedure, within the framework of and in accordance with the law, other university regulations, and this policy, while ensuring the right to consent of the student union. The Dean in the context of the academic administration of the Faculty, subject to the provisions of the central AER and the academic regulations of the faculty concerned, has the right to settle unregulated issues in Dean's instructions or in ad hoc decisions, e.g., to establish faculty procedures to facilitate the legal rights of registered students with

## Academic and Examination Regulation of the University of Szeged

disabilities, may set deadlines for the fulfilment of certain obligations, determine the criteria for the assessment of applications, the specific methods of certifying applications, and provide standardised forms for applications.

In academic matters falling within the scope of this policy, the central academic units of a university participating in a programme shall establish their own regulations and academic management within the framework of this policy, taking into account the academic management.

22.2. Faculties must ensure that this policy and other general policies and rules concerning studies and examinations are available and accessible to educators and students.

The general obligation of the University's departments responsible for the organisation of education is to provide students with complete, accurate and accessible information, primarily through the study system, as required by law and institutional regulations, to enable them to start and continue their studies.

22.3. The faculty is obliged to regulate the substance of all matters the regulation of which is referred to the faculty by this policy (points 2., 3.1., 4.1., 4.3., 5.3., 7.1., 7.2., 7.4., 8.1., 9.1., 9.3., 11.1, 12.3., 13.2., 13.3., 15., 18.1., 19.2., 19.3., 19.4., 19.7., 22.1., 22.2.).

22.4. For the purposes of this Policy, the Dean is the Head of the Faculty.

22.5. Specifications in the field of music, medical training and distance learning are determined by the specific provisions of the Béla Bartók Faculty of Arts and the Albert Szent-Györgyi Medical School, and the specific provisions for distance learning programmes at the Faculty of Economics and Business Administration.

The specific provisions for distance learning programmes at the Faculty of Economics and Business Administration are also applicable to distance learning programmes at other faculties.

The specific rules of academic procedure for teacher training shall be drawn up and adopted by the Council of the Teacher Training Centre within the framework of and in accordance with these Regulations, subject to the right of agreement of the student union.

**Nftv. 112. § (1)** Courses commenced under Act LXXX of 1993 on Higher Education (hereinafter referred to as the Higher Education Act of 1993) may be completed - in continuous training - until 1 September 2016 within the framework of unchanged professional requirements, unchanged examination schedule and with the award of unchanged diplomas. The status of students who have not obtained their pre-degree certificate by this date shall be terminated on that date. Former students who have obtained a pre-degree certificate by 1 September 2016 may take their final examinations by 1 September 2018. The rules of this paragraph shall be applied to former students subject to point (5a) of Section 112 of this Act, established by Act CXXXI of 2015 amending certain Acts on the Regulation of Higher Education, and decisions taken by higher education institutions on the basis of point (5a) of Section 112 shall be amended in favour of former students with regard to this paragraph by 15 February 2016.

(2) Training commenced under Act CXXXIX of 2005 on Higher Education (hereinafter referred to as the Higher Education Act of 2005) shall be completed - in continuous training - within the framework of unchanged professional requirements and examination system, with the awarding of unchanged diplomas and certificates. Unless otherwise provided for by this Act, the body responsible for the operation of the higher education information system is entitled to manage personal data recorded within the framework of the higher education information system pursuant to the Higher Education Act of 2005 until the deadline specified in point (4) of Section 35 of the Higher Education Act of 2005.

(3)

(4)-(5)

(5a)

22.6. The student may appeal against a first instance decision, measure or failure to take, a measure of the Faculty within fifteen days of the notification or, failing this, of becoming aware of the decision. The decision of the first instance shall be final and enforceable if the student does not submit an appeal within the time limit, if the student has waived the right to submit an appeal or if the student has withdrawn the

## Academic and Examination Regulation of the University of Szeged

appeal. In view of the procedural deadline, the first instance decision may be temporarily enforceable even before the expiry of the deadline for appeals, provided that the original status can be restored without prejudice in the case of an appeal (e.g., in the case of reclassification). The appeal procedure is governed by the Regulations of the University of Szeged on the Procedure for the Submission and Evaluation of Applications for Student Appeals.

### 23. Closing provisions

23.1. Current policy enters into force on 19 August 2022.

23.2. Provisions of current policy are applicable in the case of ongoing matters as well.

23.3. Within 90 days of the entry into force of these Regulations, the faculties of the University shall review their own Faculty Study Regulations and make the necessary amendments.

23.4. Current policy includes the text amended by decree SZ-231-XIV/2021/2022. (VIII. 19.) concluded at the Senate meeting of the University of Szeged on 19 August 2022, in a consolidated form.

23.5. Annexes to the Policy:

- Annex 1: Specific provisions diverging from the rules of the Academic and Examination Regulations of the University of Szeged, applicable exclusively at the Béla Bartók Faculty of Arts
- Annex 2: Study and Examination Regulations of the University of Szeged, specific provisions applicable exclusively to the Albert Szent-Györgyi Medical School
- Annex 3: Operating Rules of the Credit Transfer Committees
- Annex 4: Rules for the Maintenance and Use of the Student Registry Sheet
- Annex 5: University of Szeged Academic and Examination Regulation, Special provisions applicable to the Distance Learning Programmes at Faculty of Economics and Business Administration
- Annex 6: For students beginning their studies in the academic year of 2016/2017 or afterwards with state or partial state scholarship, the minimum grade point average set by the government decree for reclassification purposes
- Annex 7: Specific rules for Distance Learning

**Dr. László Rovó**  
**Rector**  
**(signed)**

*ANNEX 1*

University of Szeged

**Specific provisions diverging from the rules of the Academic and Examination Regulations of the University of Szeged, applicable exclusively at the Béla Bartók Faculty of Arts**

**1. Definitions, interpretative provisions**

*diploma work*: a diploma concert concluding the musical studies, in which the student demonstrates the knowledge acquired over the course of the main subject and chamber music studies. The thematic themes and duration of the diploma concert which constitute parts of the final examination are regulated by the programme schedule.

*main subject*: an instrumental, singing or another subject that plays the most pivotal role in the musical art programme, and which is also included in the title of the programme, qualification obtained.

*main subject and chamber music colloquium*: a practical examination held during the examination period, concluding the consultation practice and testing the knowledge acquired in a given semester. The examination concert regulated by the programme schedule must be completed in front of an examination board consisting of all concerned educator of the given faculty. The performance is evaluated on a five-grade scale, which must be given with two decimal places that must be registered in the 'notes' column of the grade book.

*consultation practice*: an interactive individual or small group lesson in a major subject or chamber music, in which the students actively participate in the music education. The consultative practice culminates in a colloquium in the main subject or chamber music, except in the last semester of the course, when it is assessed by a term mark.

**2. Schedule of studies**

2.1 Classes at the Béla Bartók Faculty of Arts shall be a minimum of 45 minutes and a maximum of 60 minutes.

**3. The examination period**

**Béla Bartók Faculty of Arts** (SZTE BBMK) is responsible for organizing the order of the main subject and chamber music examination concerning all students, which must be announced at least three weeks prior to the study period.

The dates of the main subject and chamber music examinations are determined by the head of the Admission Office in consultation with the heads of departments. During the examination period, SZTE BBMK provides one examination opportunity in each main subject. Other examinations must not conflict with the main subject and chamber music examinations; therefore, examiners and students concerned are agreeing on the other examination dates.

**4. The examination process**

4.1 In case the student is absent from the main subject examination, the department must offer a new examination date for the student. If the student is hindered by any health or justifiable reasons to perform at the main subject or chamber music examination, their performance in the semester may be evaluated - upon the recommendation of the student's educator - by the head of the department. In such a case, students may not be given an excellent (5) grade.

**5. Repeating successful examination**

Main subject and chamber music examinations considered successful may not be repeated.

*ANNEX 2*

**University of Szeged**

**Academic and Examination Regulation of the University of Szeged,  
specific provisions applicable exclusively to the Albert Szent-Györgyi Medical  
School**

**1. Definitions, interpretative provisions**

*Year VI: (final year of the medical programme):* continuous academic year, not split into semesters (independent of cycles), consisting of practical weeks of predetermined content and duration, followed by examination weeks.

*Subject requiring parallel completion:* a subject to be taken together in a given semester.

*Study group:* a group of students, an educational organisation unit, determined by the Academic Office.

*The final examination of the one-tier master medical training:* a comprehensive examination - written test, oral and practical examination of patients - to be taken after the acquisition of the pre-degree certificate.

*Summer practice:* compulsory clinical practice outside the school term and the examination period

**2. The schedule of studies**

2.1. Deviations from the weekly timetable of study sessions may only be made by instructors upon written request and with the permission of the Dean.

Students may change their study group by submitting an electronic request to the Academic Board with prior approval of the Department, in case of justified reasons, depending on the number of students in the group.

2.2. Duration of the study placement:

The compulsory clinical summer practices and the internships for students in year VI are 30 hours per week.

2.3. The internships can be carried out primarily at the clinics of the Albert Szent-Györgyi Medical School of the University of Szeged (hereinafter referred to as SZTE SZAOK), or at the hospital departments accredited by SZTE SZAOK, or at the teaching hospitals of other Hungarian Medical Universities, or at a hospital accredited by co-faculties.

Prior approval of the Dean is required for acceptance of an internship at a foreign institution. Acceptance letters from training institutions outside the SZTE SZAOK Clinics must be obtained by the student and submitted to the Academic Office.

SZTE SZAOK will not bear any costs related to the placements undertaken elsewhere.

**3. Student status**

3.1. Before starting their studies, students in medical training shall take a solemn vow of admission. The text of the oath is approved by the Faculty Council of SZTE SZAOK. The student confirms the oath by signing it at the time of enrolment.

3.2. . After enrolment, (not later than 30 November), admitted students must undergo a medical check-

## **Academic and Examination Regulation of the University of Szeged**

up organized by the Occupational Health Service, Department of Family Medicine and performed by the University's Occupational Health Doctor in order to verify their medical fitness to perform health care activities. The registrar department is informed by the services about those students who are found unqualified during their medical check-up. The registrar department records the ineligibility status in the study system and notifies the educational units. Students found unqualified are not allowed to attend classes until the reason for their ineligible status no longer exists. The rules for determining ineligibility are laid down in the Act of LXXXIV 2003, as well as Decree 18/1998 (VI.3.) NM and Decree 33/1998 (VI.24.) NM.

3.3. During their training period, students are required to repeatedly undergo the medical fitness examination whenever the validity of their medical fitness report expires. In case of unfitness, the provisions of point 3.2 apply.

3.4. Transfer to the SZAOK from any other Hungarian Medical University is permissible after at least two successfully completed semesters, taking into account the differences in the subjects, and provided the applicant's student status is active at the time of application. Transfer is possible solely if the student obtains at least half of the credit points assigned to the medical programme at the diploma-issuing institution, namely SZAOK. An additional condition of transfer is collecting at least 36 credit points of the compulsory subjects — which are also compulsory at the SZAOK — in the concluding two semesters. Students who have committed a disciplinary offence during their prior studies, furthermore students who wish to have their formerly completed subjects acknowledged as a part of the transfer process and have had their student status interrupted five years prior to the date of transference may not transfer to the University of Szeged.

3.5. In case of studies pursued abroad, the Academic Board decides in favour or against the request based upon the recommendation of the Credit Transfer Committee taking into consideration the curriculum and the course descriptions of the foreign institution. Similarly, the student must likewise collect at least half of the credit points assigned to the medical programme at the diploma-issuing institution, SZAOK. A transfer student may only start his or her studies in the self-financed programme.

### **4. Course and examination registration**

4.1. Students take part in the practical sessions solely in the group they are assigned to. For education-organizational and financial reasons, only those students may take part in the practical sessions who have registered for the subject concerned. Students who are taking the subject concerned in the form of an examination course may not take part in the practical sessions. They are required solely to take the examination.

4.2. Non-completed courses can be repeated by taking an examination course or by repeating the course in full. Departments are obliged to announce an examination course in subjects that are subject requirements of the course concerned, in the semester subsequent to the semester where the student initially failed. No more than two examination courses may be taken in a semester. Students must have previously attempted to complete the subject by sitting for an examination at least one time to be entitled to take an examination course in the subject concerned. Non-completed practices cannot be taken as examination courses.

4.3. In the case of a full course repetition, the student is also obliged to repeat the already completed and certified non-credit lecture-based practical part of the subject concerned.

4.4. Students of other universities, faculties and departments may only participate in lectures, practices

## **Academic and Examination Regulation of the University of Szeged**

and seminars at the SZTE SZAOK, where there is no patient demonstration and their participation does not violate the patient's right to privacy and data protection (exceptions are participants in exchange training, partial training, and participation in autopsy practices in the case of law, police and firefighter training). Before the practice, students must be made aware of the confidentiality obligation.

4.5. Lecture-attendance for students without a student status is possible by the recommendation of the head of the department and the subsequent permission of the Dean.

Practical sessions are not open to the public.

4.6. In both semesters of year VI, students may take elective courses in addition to the compulsory courses only with the permission of the Dean.

4.7. Voluntary activity in optional subjects

Pursuant to Section 49 (2) of the Act CCIV of 2011 on National Higher Education and Section 7 of the Academic and Examination Regulations of the University of Szeged, it must be ensured that at least five percent of the credit points required to obtain the diploma can be taken from the elective subject category, or that students can take part in volunteer activities instead of taking the mentioned elective subjects. Volunteer activities at the SZAOK include demonstrator tasks, scientific student circle tasks, clinical volunteer work, and health education activity, which can be performed according to the specifications of the regulations concerned.

## **5. Study obligations, knowledge check**

5.1. Compulsory elective subjects shall be launched with a student count of at least ten, while (optional) elective subjects shall be launched with a minimum of five students attending it. The course shall be withdrawn by the end of the course registration period if the student count drops below the above numbers.

At the written request of the Department concerned, the Academic Office will deregister students who will then be eligible to enrol in another course, free of charge.

5.2. The student is obliged to attend and complete the courses registered for in the electronic academic system according to the requirements set by the issuing educational institution in accordance with the current Study and Examination Regulations.

Courses not signed up for in the electronic academic system may not be registered or recorded after the late enrolment period specified for the semester in question.

## **6. Exemption from certain study obligations**

6.1. Individual study plans are approved by the Academic Board on the basis of the student's request submitted in an electronic form and the prior supporting proposal of the educational unit(s). The authorisation shall contain detailed provisions on the content of the individual study plan, exemptions, discounts, study and examination obligations.

As specified in the written decision, the student

- may be exempted from 50% of the compulsory theoretical classes and 25% of the compulsory practical classes,
- may take examinations before or after the start of the examination period,
- may complete the period of study earlier or later,
- may complete the mid-year requirements of certain approved subjects in higher education institutions at home or abroad, is subject to the retention of the examination requirement at the SZTE SZAOK and the permission to complete it later.

## **7. Examination period**

## **Academic and Examination Regulation of the University of Szeged**

7.1. In the case of Year VI, the dates of the examinations shall be determined on the basis of the number of candidates, at the latest three weeks before the examination week. For students with an individual study plan, the examination days are determined individually after consultation with the education department, at the latest two weeks before the examination day.

7.2. In year VI, the student must attempt the examinations (final examination) within 2 weeks after the compulsory practicals. Exceptions are internships abroad, individual study plans and permissions granted on special equitable grounds.

### **8. Special provisions for the sixth year**

8.1. The duration of Year VI is 40 weeks.

8.2. The Faculty Council has the right to regulate the detailed procedure and examinations of Year VI in the Faculty Academic Regulations.

**ANNEX 3**  
**Operational Rules of Credit Transfer Committees**

**Nftv. 12. § (5)** If the committee or council set up by the senate handles matters concerning students, it is also necessary to ensure the participation of student representatives in the committee's work with the exception of the Credit Transfer Committee. [.]

**Nftv. 42. § (2)** An institution of higher education may admit persons who are not students of the institution, for the purpose of part-time studies, to any course or module of the institution – within the framework of a student status – without a separate admission procedure, on a self-financed basis. The institution is obliged to issue a certificate of academic performance from its study system, including the course description (subject). The completion of a course or module may be counted towards higher education studies in accordance with the rules on credit transfer.

(8) A student or a person who has previously been a student may apply for admission, without participating in the central higher education admission procedure on a self-financed basis, to a degree programme in the field of computer science at the same or another higher education institution, where he/she has at least 30 credit points of credit transfer according to the credit transfer rules of the higher education institution in question.

**Nftv. 44/A. § [...]** The credit value of the work experience gained during the student's employment contract shall be determined by the Credit Transfer Committee in accordance with Point (6) of Section 49. [.]

**Nftv. 49. § (5)** Credit may only be given once for successfully acquiring any given body of knowledge. Based on the prescribed exit requirements of a given subject (module), credits may exclusively be acknowledged by the comparison of the knowledge serving as a basis of the credit. The credit must be acknowledged if at least 75% of the knowledge compared corresponds to the set requisites or if it is for an elective subject. The committee set up for this purpose by the institution of higher education (hereinafter referred to as Credit Transfer Committee) shall compare the knowledge concerned.

(6) The Credit Transfer Committee shall be authorised to acknowledge work experience and knowledge acquired through prior non-formal, informal learning, in accordance with specifications stipulated within the scope of the present act and related government decrees, as the completion of an academic requirement. The ad hoc decision of the Credit Transfer Committee shall apply for five years to applications for the same credit.

(7) The decisions of the Credit Transfer Committee and their validity period as well as the course descriptions of all courses and modules of the higher education institution shall be made available to all students and teachers in the study system.

**Nftv. 113. § (3)** The conditions of the validation of certificates and diplomas awarded under the Act on Higher Education of 1993 for the purpose of programmes launched under this Act, and the number of credits to be awarded for such diplomas and certificates, shall be determined by the Credit Transfer Committee of the higher education institution pursuant to points (5) and (6) of Section 49. A comparison of learning outcomes shall be carried out irrespective of whether the programme leading to the diploma awarded previously was completed before or after the introduction of the credit system.

(4) According to the provisions of the Higher Education Act of 2005, at least thirty credits and up to sixty credits can be counted towards a bachelor's degree in the same field of study. Within this framework, the Credit Transfer Committee of the higher education institution shall determine, pursuant to points (5) to (6) of Section 49, the number of credits and under what conditions to be credited to the certificates issued in the training courses commenced under this Act.

**Vhr. 55. § (2)** In the credit based system training, the regulations of the higher education institution must regulate [...] 17. the rules on the preliminary credit transfer procedure prior to further studies, transfer or guest studies

**Vhr. 57. § (5)** The prior declaration of recognition of the student's performance made by the higher education institution during the student's participation in a credit based system cannot be withdrawn subsequently. The prior declaration requires a decision of the Credit Transfer Committee.

(6) The higher education institution must carry out the preliminary credit transfer procedure upon request. In the course of the preliminary credit transfer procedure, the Credit Transfer Committee decides on the recognition of the credit requirements (conditional on completion) completed by the applicant and the credits (conditional on completion) expected to be completed by the end of the semester in progress at the time of application and on the existence of the credits (conditional on completion) included in the admission criteria. The higher education institution will consider the credits accepted by the Credit Transfer Committee as recognised at the time of the actual start of studies without further application.

1. The faculties shall have a Credit Transfer Committee, which consists of at least three educator members. The committee is elected by the Faculty Council and its chairman is appointed by the Dean. The composition of the committees is determined by the Faculties in their rules of procedure.

2. Credit transfer applications

2.1 . Credit transfer applications are submitted in Modulo, only exceptionally on paper.

2.2 Deadline for submission:

■ for newly admitted, transfer students and students changing field of study – for the current semester and for prerequisite subjects – 2 weeks before the beginning of the course registration;

## Academic Evaluation Regulation of the University of Szeged

- for all other students, at least the second month of the study period in each semester, when applications for the following and subsequent semesters may be submitted.
- Erasmus+ students may submit their application out of the above periods, which may be determined by the Faculty and must be published in the Faculty schedule.
- The exact deadlines for the submission of credit transfer applications are indicated in the University's Academic Calendar.

### 3. Requirements of the credit transfer applications

3.1 . A student may request a recognition of credit for - a not completed - academic unit (subject unit, subject, module or milestone) of the programme. The unit to be replaced must have a credit.

3.2 In the case of a unit not having a credit, the acceptance of previous completion is subject to an exemption (physical education, practice), which is at the discretion of the competent professional committee. Exemption from completion of a group teaching practice is the responsibility of the Teacher Training Centre.

3.3 The student must attach to the application a certificate of the completion of the subject to be replaced. If the previous completion was at the University of Szeged and the application was submitted in Modulo, the selection of the completed courses from the study system shall be considered as certification. In the case of an external institution, other Faculty or any other completion, a valid certificate must be submitted. The exact types of certificates are defined by the faculties. If the application is not assessed at the student's home Faculty, the assessing Faculty may not ask for more and different types of certificates.

3.4 . Credit recognition for Erasmus+ studies may only be requested upon presentation of the Learning Agreement and Transcript of Records. Acceptance of credits shall not be refused if they have been acquired in accordance with the Learning Agreement, including the possibility of agreed modification during the course, and the non-recognition of the credits included therein has not been indicated in advance by the University.

3.5 The requested credit recognition cannot be based on previous credit recognition.

3.6 . Credit recognition for a thesis seminar is only possible for students who have been readmitted to the course. Credit cannot be awarded for a completed thesis, but a waiver may be granted for its re-submission.

3.7 . No credit recognition may be requested in a continuous programme on the basis of the completion of the lower level pre-programme, since the entire previous training as a prerequisite for the programme has already been counted by the degree (secondary school for bachelor's degree, bachelor's degree for master's degree). An exception to this is the mandatory crediting, under the legal requirements, between the FOSZK (Higher Educational Vocational Training) and its continuous bachelor's degree, single-cycle master's degree, and the part of the learning outcomes of the prior learning that was not a prerequisite for the baccalaureate.

3.8 . Credit recognition (in the form of validation) may be requested on the basis of non-academic competences, informal knowledge, learning outcomes or work experience.

### 4. The assessment of Credit Transfer Applications:

#### 4.1 The committee may not refuse to accept the credit

- a) if the topics correspondence between the subjects to be replaced and the subjects completed reaches 75% in the case of validation, if the proportion of competences acquired (or corresponding learning outcomes) is at least equal to the learning outcomes established for the curricular unit to be replaced;
- b) if it is required by a valid Credit Recognition Agreement concluded by the University of Szeged or the Faculty;
- c) in cases where identical achievements under identical training conditions have already been recognised by the Committee within five years;
- d) if it has been recognised by a decision in a prior credit transfer procedure and the actual commencement of studies takes place in the semester of the prior credit transfer decision or in a semester not later than the semester specified therein.

## Academic and Examination Regulation of the University of Szeged

4.2 In addition to a formal comparison of the topics, the committee may consider other professional aspects relating to the circumstances of the learning outcomes achieved, which may be taken into account in the assessment process:

- Certain learning achievements have a statute of limitations. There are Sciences in which the development is so rapid that the acquired knowledge becomes out of date within a few years (e.g., Informatics). However, the limitation period may not be less than five years.

- The practice of applying the knowledge is also part of the knowledge. Thus, the quality of knowledge (learning outcomes) may be influenced by more than the mere teaching material, e.g., the teaching method, the assessment system, the depth and proportion of practical or theoretical knowledge, the application of the knowledge acquired, the learning aids (textbooks, notes), the working time spent, the number of contact hours, or the number of credits completed. All of these are included in the course description.

4.3 The detailed transcript of topics does not need to be attached to the application for an optional course, the course title and details of completion are sufficient. An optional course does not have a pre-approved credit value. Completion of a course which is part of the programme is not accepted as optional.

4.4 During credit recognition (validation), the value of the credits recognised is determined by the credit value of the subject for which the student is applying for, as set out in the curriculum. If the learning outcomes (acquired competences) to be recognised are broader and can be matched to more than one subject in the curriculum, the same learning outcomes (acquired competences) may be the basis for parallel credit recognition for more than one subject.

4.5 . The Committee will take a preliminary credit transfer decision upon request, mainly before admission, transfer and guest student status. The procedure for this is the same as for normal credit transfer, but it can be submitted on paper at any time. The provisional credit transfer decision becomes effective with the decision of the Head of Faculty, which must be taken within 30 days of the request. The decision may not be revoked until the end of the semester in progress or of the semester indicated in the decision, and the effective recognition of the credits specified in the decision cannot be refused at the start of the studies indicated in the application.

5. The Credit Transfer Committee must provide professional reasons for its decision on the application for credit transfer. The student may not challenge the professional reasons for rejecting the application. An application which is identical in all respects shall be treated in the same way by the Committee, irrespectively of the identity of the applicant. In cases in which decision on application cannot be refused, the Commission decides by a simple procedure (e.g., without the involvement of an expert).

6. The student may repeat the credit transfer application for the rejected unit if he/she can remove the reason for the rejection in the new request (e.g., he/she can provide new or different supporting documents).

7. Crediting of recognised credits:

7.1 The credits of the accepted subject do not count towards the semester's completion and the semester's credit number, and therefore do not contribute to the average on which the scholarship is based. Exceptions to this rule are made if the student applies for a credit recognition, where the subject was completed as

- a guest student at another higher education institution, or
- in part-time training, or
- as an Erasmus+ student.

7.2 The credits credited count towards the student's total credits and thus contribute to the fulfilment of the curricular requirements.

8. In the case of credit recognition, the Committee must award a mark in addition to the credit. As a general rule, the grade of the subject completed should be accepted (see point 10.3 of the main part of this Policy). If the performance is the result of several previous performances or cannot be placed to a

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five-grade scale, the Committee shall determine the mark.

9. Credit Transfer Decisions - except for the personal data of the student - are public to the students and faculty members of the University of Szeged.

**ANNEX 4.**

**Rules for maintaining and using Student Registry Sheet**

**1. The Student Registry Sheet**

**Vhr. 36.** §(1) The registry sheet serves as recording of the student's personal and study data in connection to the student status marked in the student registry sheet.

(2) The student registry sheet issued and verified on paper or electronically contains the following data registered on the study system: (...)

(3) The higher education institution may only keep one registry sheet in connection to a person's given student status - in case of all types of student statuses. After the termination of a student status, a new registry sheet must be issued for establishing a new student status.

(4) The higher education institution must have a regulation about the serial numbering of student registry sheets, and the unique numbering if the registry sheets must be provided.

(5) The name and institutional identification number of the higher education institution, the student's name and student identification number, and the serial number of the student registry sheet must be indicated on each page of the paper-based registry sheet.

(6) The student registry sheet must be validated within 3 months from the student status termination.

(7) The closed and validated registry sheet must be supplemented and revalidated, if

a) the fulfilment the thesis, diploma work, closing examination or language requirement, or the issue of the certificate and certificate supplement take place after the termination of the student status,

b) the data recorded in registry sheet must be modified due to error correction or transferring data changes,

c) the certificate is amended, a second copy is issued, or the certificate is withdrawn.

(8) The higher education institution may keep parts of the registry sheet separately from the registry sheet by adhering to the specified methods contained by regulation and marking the whereabouts of these parts on the registry sheet.

(9) To replace a destroyed or lost registry sheet - based on the available record, documents and data - a replacement registry sheet must be issued.

(10) At the termination of the student status, the higher education institution hands out a paper-based and validated registry sheet transcript

a) to a student who officially finished his/her studies without pre degree certificate (absolutorium) and completed at least one semester with an active student status,

b) upon request to a student who acquired a pre-degree certificate (absolutorium), but finished his/her studies without a degree certificate,

c) upon request to a student, who acquired certificate in a postgraduate specialized programme.

(11) No registry sheet transcript shall be handed out to students who were given a gradebook by the higher education institution.

(12) The registry sheet transcript must contain at least the name, institutional identification number, registered address and address of the higher education institution, the name and student identification number of the student, the serial number of the student registry sheet, and the specified data defined in points 4-14 and 23 of point 2.

(13) According to point a) of point (10), the handover of the registry sheet transcript must be stated on the registry sheet. The handover must also be proved by a handover acceptance document.

**Vhr. 41.** §(1) The higher education institution must keep a gradebook if it fails to provide the fulfilment of the following conditions:

a) the student receives notification about his/her registered and cancelled courses from the higher education institution, in a time and way defined in the regulations of the higher education institution;

b) in case of an oral assessment, the higher education institution issues a fulfilment sheet with contents defined by point (2)- in a time and way defined in the regulations of the higher education institution;

c) in case of an assessment that differs from point b), the higher education institution sends notification about the student's evaluation in a time and way defined in the regulations of the higher education institution; and

d) the study system used by the higher education institution is suitable to provide the student printable access the data regulated by section 36 (12) on his/her educational registry sheet transcript, and furthermore, upon the student's request provides free of charge validation of data defined by point 7 of section 36 (2), one time every semester.

(2) The fulfilment sheet contains the semester of the given academic year, the name and student identification number of the student, the name of the registered course, the name of the curriculum unit, the time of the examination, the evaluation of the examination, the name of the examining educator, the educator identification number, and signature of the examining educator.

The study system applied by the University of Szeged is suitable for fulfilling the conditions set out in section 41 of the Government Decree (Vhr).

**2. Access rights of the study system**

a) Student rights:

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- the student has the right to access his/her student registry sheet records via the study system using the individual access code throughout the entire duration of his/her legal status, and
- the student is entitled to print out a course completion sheet from the study database during a specified period of study and use it to certify his/her achievements;
- the student is entitled to submit an initiative for the correction of his/her marks to the educator or teaching unit by the deadline specified in section 13.6. In the case of rejection, the request must be submitted to the Faculty Board of Studies.

### **b) Educator rights:**

- An educator may make an evaluative entry in the study system for courses for which he/she is responsible, in accordance with the announced evaluation requirements;
- the educator may check the examination sheets for the courses for which he/she is responsible and correct the marks up to the deadline for the entry of marks (the last day of the examination period).

### **c) Academic administration rights:**

- The Director of Education shall specify in the Study System Administration Policy, in accordance with the University Privacy Policy, what the level of access, the type of data are that an administrative staff has access to;
- from an IP-addressed workstation registered for this purpose and with personal authorisation approved by the Dean/Director of Education, the person responsible for the administration of the study system can view, create, modify or cancel the student master data within the limits set by the administration of the study system. At the request of an instructor, department or faculty members, this also applies to educators' records relating to assessment.

### **d) The rights of the operators of the study system:**

- The rights of the persons involved in the central administration of the study system to administer the digital registry sheet shall be governed by the study administration regulations and other rules of procedure established by the Directorate of Education
- on the authorisation of the Dean of the Faculty, on the basis of an individual written order of the Director of Education and on the basis of the permission of the Head of the Study System Operation, the operation of the study system may carry out maintenance and data correction tasks beyond those regulated in the study administration regulations. The fact of this must be recorded and, if the system logs the data field concerned, the status prior to the change must be retained in the system log.

### **e) ) The system shall send pursuant to Section 41 of the Government Decree:**

- a summary of the courses registered at the end of the course enrolment period;
- notification about courses taken, dropped or cancelled within 24 hours of the end of the enrolment period;
- notification about corrections to on the examination sheet within 24 hours.

The student can deactivate the above notifications in the appropriate interface of the study system at his/her own risk.

## **3. Rules on the authentication of the digital student registry sheet**

At the end of the second week following the end of the course enrolment period, after the central sorting of the students' semester status, a backup of the current semester's student course registration is made on a secure storage medium. The archive containing the backup must be stored in a lockable vault and/or be electronically signed and time-stamped to ensure authenticity. For the remainder of the semester, course registration or deletions and other changes to the record may be made only upon request or by decision, and an official record must be made in the study system.

The student may print out a course admission notification and result sheet (in short course completion sheet) corresponding to the course completion sheet according to Section 41 (1) b) of the Government

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Decree at least three weeks before the beginning of the examination period. Within 5 working days of this date, the student may dispute the entries for his/her courses. The printed course completion sheet is both a course registration notification and a performance record.

At the end of the so-called central semester index closure, which closes the examination period (and the subsequent student complaint period), a backup of the current semester's achievements, administration and acceptance of credits, calculated averages and credit totals is made. The rules are the same as for the backup of course records.

## 1. Definitions, Interpretative Provisions:

**Block:** a unit of study that includes several subjects (courses). The block ends with a block final examination.

**Block registration:** block registration means registering for all the subjects assigned to a given block in the recommended curriculum.

**Block final examination:** an examination covering the course material of several courses, which can be taken in the block final period and may be taken in a form of either oral, written or practical examination, and may also consist of written, oral and practical parts all together.

**Block final period:** the period for taking the block final examination, which covers three periods in a calendar year (January, May, September), taking into consideration the designated final examination periods.

## 2. Study Schedule

2.1 In the distance learning course, it is possible to register blocks continuously throughout the year, and the courses in the blocks can be completed continuously. The semester allocation of the registered blocks is regulated by the notice issued at the beginning of the academic year. Block final examinations may only be taken during the block final period. The block final periods are recorded in the university calendar.

## 3. Student Status

3.1 In the case of students participating in distance learning training, students can prove their intention to continue studies at the university in accordance to the student status if they register at least one block of their degree programme or do not complete at least one block previously registered for by 1 October or 1 March. Failure to meet this condition will result in the suspension of the student status for the given semester.

If fee-paying or self-funded students do not meet their payment obligation by the October/March status adjustment, or if they do not have a submitted application for the allowances available in the decision of the Faculty's Economic Committee, their student status will be suspended for the given period of study.

3.2 The student may opt for a passive semester after having begun an active one. Taking a passive semester must be announced to the Faculty Admission Office and submitted via Modulo. If the student requests a passive semester, they may finish the incomplete blocks by the end of the following active semester during the block final period. No studies may be pursued during a passive semester.

#### **4. Subject Registration**

4.1 In the case a student fails to complete a block (along with the subjects of the block), the block can be taken up to three times during the period of study. There is no limit on the number of times a subject (course) may be repeated within a block. For the completion of a block, one calendar year is available as long as it is not interrupted by a passive semester. If the student does not complete the block within one calendar year (fails the block final exam), the block must be retaken.

4.2 During the training programme, students are entitled to take up to 4 blocks per calendar year.

#### **5. Exemption from certain study obligations in regard to previous studies**

5.1 Upon request, the Credit Transfer Committee of the Faculty may recognize previously acquired studies and knowledge to be fulfilling certain curricular requirements by accreditation (awarding credit) for meeting these requirements. The committee cannot deny the credit recognition if the correspondence between the subjects is at least 75%. The source of the recognized knowledge may be individual subjects, individual blocks, whole programmes or knowledge acquired by other means, while credit transfer may be applied for individual subjects, groups of subjects, individual blocks or other learning requirements.

A block is considered to be completed with transferred credit if the prior knowledge that has been credited covers all the courses within that block. If a course of the block is not covered by the transferred credit, a final examination must be taken for that block.

#### **6. The Examination period**

6.1 The Faculty is obliged to ensure that the number of block final examination dates and the dimensions of the examinations are able to accommodate at least the total number of students + 20% in all the blocks for the block final examinations in the block final period.

#### **7. The Examination Process**

7.1 The courses in the blocks are completed online. The block final examination requires attendance. In the event of a certified absence from the block final examination, the educator(s) concerned shall be obliged to schedule another appointment for the student.

#### **8. Retaking an Unsuccessful Exam**

8.1 The student may retake the block final examination in the next block final period if the examination is unsuccessful. The number of repeats of an unsuccessful block final examination may not exceed 5.

#### **9. Repeating a Successful Exam**

9.1 A successful block final examination cannot be improved.

## **10. Calculation of Study Performance**

10.1 Study performance is calculated either by simple or weighted average or credit index or adjusted credit index, and must be given with two decimals. The results of the block final examinations shall be included in the study performance.

## **11. Closing Provision**

Annex 8 shall enter into force on 19 August 2022.

## ANNEX 6

### For students beginning their studies in the academic year of 2016/2017 or afterwards with full or partial state scholarship, the minimum grade point average set by the government decree for reclassification purposes

*Government Decree 87/2015. (IV. 9.) Section 61/9 in accordance with the provisions set out in Nftv Section 48, the student may not continue his/her studies in a state-funded programme and must be classed to a self-financed status if he/she has not acquired the minimum annual weighted credit score of each academic field set forth by Annex 10 [as the Government Decree refers], unless the organisational and operational regulations of the higher education institution requires a higher score.*

The Government Decree introduces the minimum grade point averages to be attained in a progressive manner, increasing according to the academic year of the reclassification, as shown in the table below:

**Minimum of two semesters cumulative weighted grade point average**

Academic fields	2016/2017	2017/2018	2018/2019	2019/2020	from 2020/2021
Agriculture	2.25	2.5	2.75	3.0	3.0
Arts and Humanities	2.5	2.75	3.0	3.25	3.5
Economic Studies	2.25	2.5	2.75	3.0	3.0
Informatics	2.25	2.5	2.75	3.0	3.0
Law	2.25	2.5	2.75	3.0	3.0
Political Sciences	2.25	2.5	2.75	3.0	3.0
Technology	2.25	2.5	2.75	3.0	3.0
Art	2.5	2.75	3.0	3.25	3.5
Art Mediation	2.5	2.75	3.0	3.25	3.5
Medical and Health Sciences	2.25	2.5	2.75	3.0	3.0
Teacher Training	2.5	2.75	3.0	3.25	3.5
Sport Sciences	2.5	2.75	3.0	3.25	3.5
Social Sciences	2.5	2.75	3.0	3.25	3.5
Natural Sciences	2.25	2.5	2.75	3.0	3.0

Calculation of the weighted grade point average:

**Vhr. 57. § (3)** In credit system training, the student's performance is monitored by the (cumulative) weighted average grade (GPA) calculated for a period of study in the given training. When calculating the weighted academic average, the sum formed by multiplying the credit value and grade of the subjects completed in the given period must be divided by the sum of the credits of the completed subjects.

Figuratively:

$$w = \frac{\sum (j_i \times k_i)}{V^t}$$

where  $n$  is the number of subjects actually completed (in the two completed semesters taken into account for reclassification),  $j_i$  is the value of the marks (2-5) obtained for the completion of these subjects, and  $k_i$  is the number of credits corresponding to each subject completed.

## ANNEX 7

### Specific rules for Distance Learning

**Nftv. 17. § (1)** In higher education, training can be organised as full-time, part-time and distance learning, as set out in the training and outcome requirements. The full-time course shall consist of at least 200 hours per semester or, in the case of doctoral studies, at least 40 hours or of equivalent closed electronic distance learning.

**Nftv. 80. § (2a)** If a non-Hungarian citizen starts or continues his/her studies in Hungary in the context of distance education, he/she may establish a student status without the permit referred to in point a) of section (2). The student shall obtain the permit pursuant to point a) of section (2) prior to continuing his/her studies started in the framework of distance education, in the framework of non-distance education and shall present to the higher education institution the documents presented electronically during the admission procedure and enrolment, which the higher education institution requires.

**Nftv. 108. § 43a.** *study system*: the institutional core system used by the higher education institution for the proper functioning of the higher education institution, for training, [...] for the provision of closed distance learning at institutional level [...] together with its modules and related systems [...];

**49.** *closed distance learning*: a form of training in which the theoretical training content is taught by using digital learning material and the instructor and the student collaborate via the IT network (Internet, intranet) using a closed-system distance learning training management system, where the common means of communication between the instructor, the training provider and the student or trainee are the computer and the IT network, and the closed-system distance learning training management system and the study system;

**50.** *closed distance learning training management system*: a qualified and certified closed IT system that plans, organises and monitors the training of a trainee, delivers the digital learning material and additional knowledge material required for the training to the trainee (displayed in a web browser) according to the training programme, and records and evaluates the trainee's progress as recorded in the training programme in its database in a non-manipulable manner, in addition to organising the training and transmitting it to the study system, answers to control questions, results, activities, and implements possible navigation requests according to the training programme based on the trainee's performance evaluation, and ensures full online and off-line cooperation between the trainer, the training provider and the trainee, with interactive and remote interaction.

#### 1. Definitions

1. *Asynchronous class*: a class held asynchronously, when the lecture is available to the students at the announced time, but the educator is not present online in real time, and the usual feedback is not available to the students. It is considered asynchronous to play a pre-recorded lecture or access other online learning material.

2. *Online examination*: online written examination, online oral examination or mixed online examination.

3. *Online written examination*: written examination via a closed system distance learning training management system over an IT network (internet, intranet).

4. *Online oral examination*: oral examination via an electronic image and sound transmission device (videoconference).

5. *blended online examination*: an online oral examination following the written "pop-in exam". The main part of the examination meets the requirements of the online oral or online written examination.

6. *Synchronous class*: when the educator delivers the class in real time using online tools that allow students' feedback similar to physical presence (it is considered synchronous when the

educator provides an online consultation on the pre-assigned material at the time of the class).

## 2. Principles

- (1) The specificities of distance learning relate to the teacher–student interaction. In other respects, the practice and regulations of the training work schedule apply.
- (2) In the case of distance learning, the rules on distance learning apply only to the teacher–student relationship, which is otherwise in the form of attendance or physical presence.
- (3) The distance learning scheme can be implemented either as a full course of training or blended with physical presence.
- (4) The distance learning shall maintain the prescribed proportion of teaching hours.
- (5) In distance learning, the proportion of asynchronous classes may not exceed half of the total number of classes required in the basic curriculum.
- (6) In distance learning mainly synchronous sessions are used. For part-time training, asynchronous methods are used to a greater extent.
- (7) The timing of synchronous classes must also comply with the organisational requirements of the basic educational timetable (working hours on working days in the case of full-time courses; after 4:00 pm on working days or on the weekly rest day in the case of evening courses; in the case of correspondence courses, on rest days, or on working days in blocks of up to two weeks; etc.). Teaching sessions based on student–teacher interaction must in principle be organised synchronously and embedded in the timetable.

## 3. Distance learning schedule

- (1) Classes in the distance learning schedule should preferably be held synchronously at the time announced in the timetable, so that the usual student–teacher interaction (e.g., student questions) in the form of physical presence can continue to be ensured.
- (2) Classes in the distance learning schedule lecturers of full-time courses must provide at least one weekly consultation session for students.
- (3) Classes in the distance learning schedule care must be taken to ensure that the student should participate in both alternating physical attendance and absence periods. It should be ensured that students who are not able to join the synchronous classes can learn the material afterwards. The above requirements are met if the physical attendance and absence sessions are held in blocks/modules.
- (4) Classes of a practical nature may be held in distance education, where the processing of the training material does not require the use of tools, manual or other skills that can only be acquired through physical presence. In this case, however, students should be given additional consultation opportunities as necessary.
- (5) (a) The primary interface for distance education is the Coospace system and the facilities available on it, in particular:
  - aa) online attendance with BigBlueButton (e.g., video lecture with a limited number of students,

shared screen, drawing board, re-playable recording; seminar sessions in common and group rooms; oral examinations in front of a committee; common consultations);

ab) an online presence session with application of SlideCast (a large number of presentations on a sound channel, with a pre-edited diagram series, without video link but with the possibility of listener feedback, with a re-playable recording);

(ac) examination tests (e.g., online written tests based on a list of questions);

(ad) assignments (e.g., papers);

(ae) video office hours with tutors (e.g., a tutor examining a student; face-to-face consultation session);

(af) folder, course material (asynchronous delivery: e.g., syllabus, SCORM training materials).

(b) If the effectiveness of the training requires so, IT tools other online applications may be used (e.g., YouTube streaming, MS Teams, Zoom, file sharing in the cloud). In this case, the educator is responsible for compliance with the associated data protection, attendance and other documentation requirements.

#### 4. § Examination Procedure

(1) The provisions of Section 13 of the Academic and Examination Regulation (hereinafter referred to as AER) shall apply to examinations in the distance learning scheme, with the following exceptions.

(2) In the distance learning, examinations can also be organised in a distance (online) format, regardless of their type (e.g., mid-term examinations, colloquium, final examinations).

(3) Online testing is not a one-to-one correspondence with the classic oral/written distinction. For this reason, while maintaining that, the core part of the examination must still correspond to the online educational equivalent of the oral–written distinction, the nature of the examination may be blended. Examination formats other than the normal examination format shall be communicated to students as part of the course requirements as set out in section 12.2 of the AER.

(4) Where appropriate (e.g., to verify the identity of students), students may be required to be in visual contact with the instructor via video conferencing while taking the test. The visual link will also provide the instructor with a means of verifying that the Internet connection is satisfactory.

(5) Otherwise, the identity check under the AER is exhausted by the fact under which student ID the student is logged into Coospace (see also the recommendation of the Data Protection Commissioner.)

*Recommendation number NAIH/2020/3535/2 of the data protection officer*

*„III.3. Even though Annex 3. Title I/B. of NHEA does not specifically mention it amongst the contact details that can be lawfully processed by the institution, on behalf of the Government Decree 132/2020. (IV. 17.) about the different application of certain legislation concerning electronic identification conditions, enforcement and media service fees in case of emergency, in the case of data processing - not directly linked to the submission - personal identification may be verified via electronic communication device supporting video technology (hereinafter referred to as video technology identification). As required by the law, the applied solution will only meet the requirements for credible identification, if the following conditions are*

*met:[Government Decree 132/2020. (IV. 17.), section 3 about the different application of certain legislation concerning electronic identification conditions, enforcement and media service fees in case of emergency],,(4) Successful identification by video technology requires that the electronic communication device supporting video technology has proper image resolution and illumination to recognize the gender, age, facial features of the applicant. Furthermore, it is required that the applicant a) looks into the camera, so that his/her face can be recognized and recorded, b) clearly states the identification number the document used for video technology identification, and c) moves the identification document used for video technology identification (hereinafter referred to as document) in a way that the security features and data lines on the document can be recognized and recorded.”*

(6) In the case of reasonable suspicion of the use of unauthorised instruments and methods during the examination, the educator (examiner) may ask the student to introduce the environment in which he/she is taking the examination, ask students to keep their hands visible and raised during the examination. The examiner may ask the student to maintain eye contact if necessary.

(7) Headphones and earphones may be used only with the permission of the examiner.

(8) In the case of online oral examination, the preparation time for oral examination may be altered if the topics of the examination questions, the way of assessment and the procedure are modified accordingly and the reasonable individual competences of the students are taken into account.

(9) In the case of a student with disability who benefits from a disability-related preparation discount, the online examination should be arranged in consultation with the Commission for Students Equal Opportunities.

(10) Students should be informed of the specific rules concerning the preparation period in the study requirements under point 12.1 of the AER.

(11) A video and audio recording may be made of a public examination held via a video system. Participants shall be informed of the fact of the recording. The recording of the examination is not public and may be viewed only by the educator and students taking the examination and by those involved in any appeal or disciplinary proceedings in respect of the answer concerned. The video recording shall be destroyed 30 days after it has been recorded or, in the case of appeal or disciplinary proceedings, after the conclusion of such proceedings.

(12) In the case of online examinations - especially in the case of examinations conducted alongside the examination board - special attention must be paid to the accurate keeping of examination minutes, including the time of participants' joining and leaving, the circumstances of preparation, the drawing of topics, technical and procedural problems of participations, and any indications. In the case of Coospace examinations, the joining and technical information of the system log may replace the relevant parts of the examination minutes.

(13) If someone fails to attend the online examination due a case beyond their control, or are unable to attend the online test due to technical problems or other reasonable cause, they may submit a request for certification to justify the reason.

(14) Absence shall be considered as justified, and no request for justification shall be made, if the educator (examiner) experiences a technical (connection) problem at the time of the online

examination.

(15) The request for justification should be submitted after the reason for the absence or the obstacle has ceased to exist, but no later than 3 days after the missed examination day.

(16) If someone fails to participate an online examination, he/she must provide evidence of the technical circumstances that caused the failure likely at the same time as he/she requests the certification. The attachment of a photograph or screenshot of the error is sufficient evidence of the probable failure.

(17) In the case of examinations in distance learning, the reasonable interests of the student must be taken into consideration. Online examinations that are unsuccessful due to proven technical problems are not considered as a re-take and should be considered as a normal examination attempt. If the request is accepted, the student shall be given a new opportunity to take the same form of examination as the failed examination (a retake online examination).

(18) Due to justified technical problems, the student can also take the first examination during the post- test period.