

## EDUCATION AND EXAM POLICY

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Based on Act CCIV of 2011 on National Higher Education and in line with the provisions of the relevant government decrees and other pieces of legislation, the University Council of the Pázmány Péter Catholic University hereby enacts the following policy as an annex to its Organizational and Operational Rules.

#### Part I

#### General Provisions

#### Policy scope and application

**Section 1** (1) This Policy applies to all educational programs attended by university students at the University, with the exception of doctoral education.

(2) The scope of the Policy shall cover all persons with student legal status at the University - with the exception of doctoral students - regardless of the time when such legal status was established. The provisions of the Policy shall also apply to persons without student legal status who intend to take final examinations, regardless of the fact that they do not have a student legal status at the University.

(3) The scope of the Policy extends to all the educational organizational units and teachers involved in education, as well as employees performing education organizational tasks in any legal standing.

(4) In view of the characteristics of purely theological education and based on the unique regulations stipulated for the proper observance of the mandatory requirements of the Holy See, the Faculty of Theology and the Postgraduate Institute of Canon Law may deviate from the provisions of the Policy.

(5) Within the framework defined in the Policy as well as in issues not regulated herein, the Faculties have the right to add complementary provisions to the Policy. The complementary provisions added by the Faculties may not be in conflict with the provisions of the Policy - unless expressly stated otherwise by the Policy - and shall apply solely to the students studying at the Faculty concerned and only in relation to the education provided by the given Faculty.

(6) In their complementary provisions pertaining to students participating in postgraduate specialist training or to students taking part in studying courses abroad based on an international or interinstitutional agreement, the Faculties may adopt rules that deviate from the provisions of this Policy.

(7) In the event of any doubt, the Rector has the right to provide for the authentic application of the Policy and to issue any provisions needed for the enforcement of the Policy, without prejudice to the Grand Chancellor's right set out in the University's Organizational and Operational Rules to provide the correct interpretation of the University's rules and regulations.

#### Bodies and persons acting in study-related matters

##### *Dean*

**Section 2** (1)<sup>1</sup> The Dean of the Faculty – or the Assistant Deans appointed by the Dean – shall have sole competence to proceed in the first instance regarding the following issues:

- deciding on applications for transfers between full-time and correspondence education,
- terminating student legal status for study-related reasons,
- deciding on transfer applications,
- deciding on applications for changing majors,
- permitting passive semesters before the completion of the first study period,

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<sup>1</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

- permitting passive periods exceeding two subsequent semesters - due to child birth, accidents, or other unexpected reasons,
- deciding on applications for equity submitted to the Dean.

(2) The competent Assistant Dean shall be responsible for proceeding in the first instance in respect to all educational and exam related matters of students where the decision-making rights are not reserved for any other body or person. In relation to postgraduate specialist training programs, the Assistant Dean may transfer this right to the person in charge of the program in question.

#### *Study Committee*

**Section 3** (1) The Study Committee is a permanent committee organized at each Faculty.

(2) The Study Committee shall be competent in making decisions on

- permitting deferred enrollment/registration,
- allowing special schedules,
- permitting the establishment of guest student legal status.

(3) The Faculties may also determine the types of cases belonging to the competence of the Study Committee.

(4) Decisions on certain issues included in the work order of the Study Committee may be transferred to the head of the Registrar's Office. Such transfers shall take place in writing and with the Dean's approval.

(5) The Study Committee shall have four members, and its chair shall be a teacher elected by the Faculty Council. A further teacher member of the Committee shall be elected by the Faculty Council, and two student members shall be elected by the Students' Union, for a term of one year each.

(6) Any decision of the Study Committee shall be valid if made by at least two persons (the chair and one student member). Decisions shall be made with simple majority votes. In the case of a tie, the chair's vote shall decide.

(7) The Study Committee shall determine its own schedule for holding meetings and its operating rules, in consultation with the competent Assistant Dean.

#### *Credit Transfer Committee*

**Section 4<sup>2</sup>** (1) For the recognition of credits earned in any other domestic or foreign higher education institution, or at this University, the Credit Transfer Committees operating at the individual Faculties shall determine the rate of recognition in line with the opinion of the person responsible for the major (or subject) or the competent department, as necessary. The Credit Transfer Committee shall make such decisions until the deadline set by the Faculty. The Credit Transfer Committee shall establish equivalence if the completed subject shows at least a 75% rate of correspondence with the learning materials required by the curriculum.

(2) The Credit Transfer Committee may recognize earlier studies and work experience as the fulfilment of study-related requirements; however, no more than thirty credits may be awarded for work experience. The recognition of any competence learnt in non-formal (education not belonging to the school system but provided in an organized form) or informal (education not belonging to the school system but based on empirical ways of learning) education, or experience earned during work may take the form of accepting any specific competence (knowledge, performance, achievement, abilities, further competences) in the given major by means of credits, or exemption from certain requirements. Students shall be required to provide credible evidence of earlier studies and work experience, including the detailed contents of those.

(3) As a special case of credit transfer, if a student has successfully completed a subject at the University in other than the current educational program and could presently transfer the results for current studies with the same subject code, contents, and credit value (but has not done so), the Registrar's Office shall transfer the results for the student's current studies, upon the student's request.

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<sup>2</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

- (4) In the given semester, the credit values of the recognized subjects shall not be added to the completed credits and may not be considered for any calculations of averages, with the exception of the subjects actually completed in the given semester in the framework of guest student legal status.
- (5) Upon the student's request, the Credit Transfer Committee may also conduct a preliminary credit recognition procedure for admission to any masters educational program or guest student status.
- (6) The Credit Transfer Committee shall consist of at least two but no more than seven teachers. The members shall be elected by the Faculty Council at the Dean's recommendation, so that all major fields of science are represented. The chair of the Committee shall be appointed by the Dean from among the Committee members. The Committee shall be appointed for a term of three years.
- (7) The Credit Transfer Committee shall form a quorum if its meeting is attended by the majority of the members. The Committee shall decide its own schedule of meeting and operating rules, in agreement with the competent Assistant Dean.

#### *Committee for the Review of Student Affairs*

- Section 5** (1) Students may file an application for legal remedy against any decisions passed or omitted on the basis of this Policy. Such applications shall be submitted within 15 days following the communication of the decision or, if not communicated, following their becoming aware of the decision, with a reference to the violation of rights provided by law of the Policy.
- (2) An application for legal remedy may be lodged against a decision relating to the evaluation of studies only when the decision is based on requirements not adopted by the University, is in conflict with the provisions of the University's organizational and operational rules, or is in violation of the provisions relating to the organization of exams.
- (3) With the exception of the violation of procedural rules, no application for legal remedy may be lodged against decisions made by way of individual consideration, especially decisions passed as a result of requesting equity or regarding a special schedule.
- (4)<sup>3</sup> Applications for legal remedy shall be submitted via the Neptun system.
- (5)<sup>4</sup> The Dean of the Faculty concerned shall review applications for legal remedy. If the Dean agrees with the contents of the application, the decision in question may be withdrawn or amended, or the omitted decision may be passed. If the Dean disagrees, the application for legal remedy, together with all the available documents of the case and, if necessary, the Dean's own comments, shall be submitted to the Committee for the Review of Student Affairs within 8 days.

**Section 6** The detailed rules pertaining to legal remedy procedures are set out in the Rules for Legal Remedy for Students at the Pázmány Péter Catholic University.

#### *Student Welfare Committee*

- Section 7** (1) The Student Welfare Committee shall act as a standing committee organized at each Faculty to decide on:
- a) applications of students participating in self-funding educational programs for payment in instalments or payment extensions, and
  - b) the provision of certain student benefits.
- (2) The detailed rules pertaining to reimbursements and benefits are set out in the Student Reimbursement and Benefit Policy at the Pázmány Péter Catholic University.
- (3) The composition of the Committee shall be regulated by the individual Faculties in their complementary provisions to this Policy.

#### *Equal Opportunities Committee*

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<sup>3</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

<sup>4</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

**Section 8** Decisions concerning the provision of education-related allowances to students with disabilities shall be made by the Equal Opportunities Committee, as required by the provisions of this Policy.

### **The rules for submitting and evaluating applications**

**Section 9<sup>5</sup>** (1) Applications shall be submitted in writing to the Faculty's organizational unit appointed for the receipt of the applications in question or via the Neptun system, for the types of cases defined therein. The applicant shall provide evidence pertaining to the contents of the application and the underlying reasons. To this end, certificates confirming the grounds of the application shall be attached to the application. It is not necessary to provide proof of facts that the University is officially aware of.

(2) If there is a dedicated form for the given application, the application may be submitted only with the use of such form. If the application can be submitted via the Neptun system, the application must be submitted through Neptun.

(3) The deadlines for the submission of certain applications not included in the schedule for the semester and the place and method of the submission of such applications shall be determined and published by the Faculties.

(4) If the application is submitted by mail, the date of submission shall be the day it is delivered to the competent Faculty.

(5) A prerequisite for the evaluation of the application shall be the payment by the student of any service fee required for such application, concurrently with the submission of the application. The service fee will be automatically charged to the student when submitting the application via Neptun. The service fee may not be paid after the expiry of the application submission deadline, even if the application has already been submitted. In this case, the application will not be evaluated.

(6) Applications may be submitted via the Neptun system only by the student. The student and other authorized persons and representatives may submit applications by other means. If the application is submitted by other than the authorized person, the authorization for representation must be credibly proven at the time of submitting the application.

(7) The authorization for representation shall be valid solely in writing and if

- a) it includes the personal information of the person authorized to submit the application and of the authorized agent (e.g. place and date of birth, mother's maiden name, home address, personal identification card (or other official identification) number) and the signature of the person granting the authorization,
- b) it indicates the procedural issues in which the authorized person is entitled to act,
- c) it is signed by at least two witnesses.

(8) An application shall be declined without any review on the merits if

- a) it is incomplete,
- b) it was submitted by other than the authorized person or his/her representative,
- c) it was submitted with the use of the required form,
- d) an application that can be submitted only via the Neptun system was submitted by any other means,
- e) it was submitted after its deadline.

(9) The deadline for the evaluation of applications shall be thirty days following the date of submission, unless provided otherwise by applicable rules. In justified cases, the Dean of the competent Faculty may extend the deadline of administration - by simultaneously notifying the applicant or the applicant's representative - on one occasion and for no more than thirty days.

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<sup>5</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

## **Customary communication and information disclosure methods at the University**

**Section 10** (1) The Educational Information Notice, the public information posted on the notice board of the competent organizational unit (hereinafter: the notice board), the Faculty website, the Neptun system, and correspondence posted via e-mail or mail are used to communicate with students of the Faculty.

(2) Communications pertaining to all students or a specific group of students shall be posted on the notice board and the Faculty website. Such information may also be sent out via the Neptun system.

(3) Decisions involving a specific student shall be communicated in writing via the Neptun system.

(4) If the student has provided a permanent home address and a different mailing (notification) address in the Neptun system, notices sent via mail will be sent to the mailing (notification) address.

(5) Students are obliged to continuously follow notices on the competent organizational units notice boards and websites, e-mails, and messages in the Neptun system. Information so published shall be deemed to have been communicated on the 8th day following the date of sending or posting. In the case of any correspondence sent by mail, if postal delivery is unsuccessful because the addressee or the addressee's authorized representative declares that he is not willing to take over the letter, the document shall be deemed to have been delivered on the date of the attempted delivery. If the document is returned marked as "not collected", it shall be considered as having been delivered on the 10th workday following the first attempted postal delivery.

(6) The student shall be liable for the consequences of providing an inaccurate or incorrect e-mail or mailing (notification) address or failing to update the data upon any change of such addresses.

### **Deadlines**

**Section 11** (1) Deadlines defined in days or workdays shall not include the day of the occurrence of any act or circumstance that causes the given deadline to commence, or the day of the communication, delivery, posting, or removal of any related notice.

(2) A deadline expressed in months or years shall expire on the day which corresponds to the starting date; or if the month of expiry does not include that date, the expiry shall take place on the last day of the month.

(3) If the last day of any deadline is a day when office hours at the University are suspended, the deadline shall expire on the next workday unless the deadline pertains to the execution of any action that can be performed on holidays, with special respect to actions that need or can be executed via the Neptun system (registration, signing up for subjects, payment, submission of applications).

(4) Where a right is contingent upon a specific day, it shall take effect at the beginning of that day. The deadline shall be considered to have been missed and the legal consequences of default shall take effect on the last day of the deadline.

(5) The deadlines set by the University shall be deemed as terms of preclusion, with special respect to deadlines for the submission of applications - unless otherwise required by this Policy or the complementary provisions to this Policy defined by the Faculty with competence in the given matter. Thus, if a deadline is not met, no application for certification may be submitted.

(6) In the event of doubt, the deadline shall be considered to have been met.

## **Part II**

### **The training system and the rules of education**

#### **Training system**

**Section 12** (1)<sup>6</sup> The University shall provide education at the Bachelor and Masters levels, as well as single-cycle long programs and postgraduate specialist training, for full-time, correspondence, and evening students. A major is the educational program that covers the uniform system of the

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<sup>6</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

educational contents (knowledge, abilities, skills) necessary for the attainment of a professional qualification.

(2) University students shall pursue studies based on the educational and output requirements of the given major and the curricula elaborated with respect to such requirements.

The curriculum determines the subjects that are required, elective, and offered as optional for the given major, the credit values assigned to the individual subjects, as well as the substantive requirements and conditions for the issuance of the final certificate, the granting of the permission to take the final examination, and the issuance of the degree. The curriculum shall further determine what subjects need to be completed as a condition of admission to certain other subjects (rules on prerequisite studies), as well as the types of the requirements belonging to specific subjects, the number of the associated classes, and the subject codes. The prerequisites for any specific subject may include up to three other subjects or a group of subjects of no more than fifteen credits. Registering for certain subjects may require students to register for other subjects at the same time (parallel registration).

(3) The successful completion of the student's studies is assisted by the model curriculum, which covers the subjects to be completed and the recommended scheduling of their completion. The model curriculum may also be defined as parts of the curricula of the individual majors. When planning their studies, students may deviate from the model curriculum at their own risk. Students may also obtain the credits required for the degree over a longer or shorter period of time. When compiling the model curriculum, it is recommended for students to take thirty credits each semester, including optional subjects.

(4) The various curricula may set out special rules for the given Faculty as compared to this Policy and the complementary provisions of the Faculty. The Faculty's complementary provisions to this Policy shall define the mandatory contents of the curricula, the rules for amending those - with special respect to their introduction in a phasing-in system - and the academic issues relating to specific majors that have to be regulated in the curricula.

(5) In the case of certain majors, students are entitled to complete minor programs or specializations within the framework of the given curriculum.

(6)<sup>7</sup> Specializations are forms of training that provide an independent professional qualification as part of the given major, giving specialized knowledge.

(7) Minor programs are packages of associated subjects compiled from the offering of any given major, adding up to 50 credits. The completion of a minor program does not provide any specific professional qualification. Minor programs are not mandatory. The Faculty's complementary provisions to this Policy define special rules for the minor programs.

(8)<sup>8</sup> A sub-specialization shall be a form of training that provides specialized knowledge but does not result in any independent professional qualification as part of the given major. Successfully completed sub-specializations are indicated in the clause to the degree. The individual Faculties may define additional rules pertaining to sub-specializations in their complementary provisions to this Policy.

**Section 13** (1) The educational program shall be organized into semesters, with an academic year consisting of two semesters. Semesters (educational periods) consist of term times and exam periods. Term times are fifteen weeks long and the subsequent exam times are no more than six weeks long. Classes are generally not held in the first week of term time.

(2)<sup>9</sup> The schedule of any semester shall be determined by the Educational Directorate in agreement with the Faculties, and approved by the University Council. The approved schedule shall be published on the University website no later than the last day of the term time of the previous semester. The schedule shall provide for the following in particular:

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<sup>7</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>8</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>9</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

- a) the date of enrollment,
- b) the first and last day of term time,
- c) the deadlines for paying tuition,
- d) the first and last day of the registration period,
- e) the first and last day of the subject registration period,
- f) the first day of the exam registration period,
- g) the first and last day of exam time,
- h) breaks.

(3) The Dean of the Faculty shall pass decisions on any deadline not included in the schedule for the semester - with the prior approval of the Educational Directorate. The Dean shall then inform the Rector's Office in writing of such decisions.

**Section 14** (1) Subjects for any given semester shall be announced by making the available courses public.

(2)<sup>10</sup> Subjects shall be completed by completing the associated courses. A course is the educational pursuit in which a student meets the specific academic requirements. A subject may be associated with one or more courses. Courses may be

- lectures,
- seminars,
- laboratory practices, and
- exam courses.

(3) The courses associated with subjects shall be announced in line with the requirements of the model curriculum.

(4) Courses may be announced as including classes or as exam only courses.

(5) Courses for the given subject and concluding with their own exams may also be announced without holding classes (i.e. as CV (exam only) courses) in semesters when the model curriculum does not require the courses to be announced or when the courses would not otherwise be announced. Only those students may sign up for CV (exam only) courses who have already met the conditions required for being admitted to the exam in the given subject. Signing up for a CV (exam only) course is considered registration for a subject.

(6) Early exam courses (exam only courses) may be announced for subjects that are prerequisites for any other subject as defined by the rules on prerequisite studies. Only those students may sign up for early exam courses who have met the conditions for being admitted to examination in the given subject in the previous semester. Signing up for an early exam course shall be deemed as registration for a subject. Exams in the framework of early exam courses may be held outside of exam time, i.e. in the early exam period defined by the schedule for the semester. Students who fail early exam courses they have registered for in the given semester may not receive a signature for the subject that had the completion of the early exam course as a prerequisite (succeeding subject). Such subjects are qualify as uncompleted.

### **Part III Student legal status**

#### **Establishing student status, enrollment, and registration**

**Section 15**<sup>11</sup> (1) Those students who have gained admission to a major or who have transferred by means of a final decision and have thus established a student legal status shall be authorized to commence studies at the University. The student legal status permits the student to study at one or more of the University's Faculties, including more than one major at a time. Students may pursue

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<sup>10</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>11</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

studies concluding in separate degrees only in majors where they have been admitted in the framework of an admission procedure, transfer, or a change of majors.

(2)<sup>12</sup> The student's legal status as a student is established upon enrollment. Enrollment is initiated with the completion and signing of the enrollment form. At the time of enrollment, students have to provide their personal information required for the pursuit of studies and - concurrently with the presentation of the original counterparts - have to submit the copies of the documents required for admission.

(3) Students are obligated to report any changes to the information they provided to the University without delay. Students shall be liable for any damages incurred in relation to provide such notification or providing false information.

(4)<sup>13</sup> The University shall notify admitted students of admission and of the time and rules of enrollment via email. The competent Dean shall ensure that students commencing their studies receive the appropriate information in relation to the accessibility of the educational information.

(5) Admitted applicants who are unable to participate in enrollment for a fault other than their own and do not enroll during the first week of the semester may submit an application, no later than the end of the second week of the term time, for deferred enrollment to the competent Faculty. The reasons for such omission shall be attached to the application. The detailed rules of submitting the application shall be set forth in the Faculty's complementary provisions to this Policy.

(6) Following first enrollment and during the term of the student's legal status, there is no need to enroll again, not including enrolling for educational programs (majors) that provide additional separate degrees.

(7) As part of the enrollment procedure, the University shall conclude the student employment contract with each of the admitted applicants entitled to enroll and initiating enrollment for self-funding education. As part of the enrollment procedure, applicants admitted to education with state scholarships shall declare - in line with the rules defined in the relevant legal regulations - on accepting the conditions of the educational program.

(8) Any applicants who receive a state scholarship but refuse to make the declaration may register for the same educational program in self-funding form.

(9) If an applicant admitted to a self-funding educational program fails to validly conclude the student employment contract for any reason, the enrollment shall be invalid and no student legal status shall be established.

(10) The declaration on the acceptance of the conditions of the educational program and the student employment contract shall be signed by the admitted applicant or by his/her representative.

Admitted applicants may be represented by a legal representative or any person provided authorization in the form of a private or public deed with full probative value. An original copy of the document certifying the authorization of the representative shall be attached to the declaration or the contract.

(11) The enrollment in a given major by a student attending self-funding education shall be invalid unless the entire amount of the respective tuition fee is paid by the deadline - or, if the University has granted any allowance for payment in instalments, the amount due until the deadline for the payment of the total amounts of tuition fees, unless he has been granted a payment extension.

(12) In the first semester after enrollment, the student is obligated to register for an active semester in the Neptun system. Failing to do so invalidates the enrollment and does not result in a student status.

(13) After the last day of the registration period, the Registrar's Office checks whether all the conditions for enrollment have been met and, if yes, validates the enrollment form. The enrollment process is concluded with the validation of the enrollment form.

**Section 16** (1) Before the educational period but by the deadline set forth in the schedule for the given semester, students are required to indicate in the Neptun system whether they intend to continue

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<sup>12</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

<sup>13</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.



their studies in the semester in question (active semester) or to suspend their student status (passive semester). Students studying for more than one major in the framework of their student status have to register separately for each major; the legal status of such students shall not be suspended if they register for at least one major. The student status of students who fail to register for any of the majors until the respective deadline shall be suspended for the given semester. Students who study more than one major and, though not suspending their student legal status, fail to register for any of these majors may not study any major in the given semester.

(2)<sup>14</sup> The student legal status may only be suspended before the completion of the first semester in particularly justified cases, with the Dean's special permission. The associated request shall be submitted by the student via the Neptun system until the last day of the registration period at the latest.

In spite of having submitted such a request, the student is obligated to register for an active semester. However, if the request is granted by the Dean, the Registrar's Office shall cancel the active semester along with all registered subjects.

(3)<sup>15</sup> Students with overdue amounts owed to the University -for any reason - may not register, and their semester shall be set to passive.

(4)<sup>16</sup> The registration of students attending self-funding education for a given major shall be invalid unless the entire amount of the respective tuition fee is paid by the provided deadline or, if the University has granted any allowance for payment in instalments, the amount due until the deadline for the payment of the total amount of tuition fees by other students, or leaves any financial administration obligation unfulfilled.

(5) The condition for exercising the rights stemming from active student legal status - not including rights associated with signing up for subjects - is the payment of the due amount of the respective tuition fee as set out in Section (4).

(6) The number of active semesters used for the obtainment of the final certificate is not restricted.

### **Suspension of the student legal status and studies**

**Section 17** (1)<sup>17</sup> The student legal status shall be suspended if:

- a) the student fails to comply with the registration obligation for any major until the respective deadline, or such registration is invalid,
- b) the student has validly declared by the given deadline his/her intention of suspending the student legal status for the semester,
- c) the student has been banned from continuing studies as a disciplinary sanction and therefore may not pursue studies in the given semester,
- d) <sup>18</sup>any student attending self-funding education who fails to pay the total amount of the respective tuition fee - or, if the University has granted any allowance for payment in instalments, the amount due until the deadline for the payment of the total amounts of tuition fees by other students - until the prescribed due date of payment, or leaves any financial administration obligation unfulfilled until the same date; if the student pursues studies in more than one major, such obligations are not met for any of the majors,
- e) the student withdraws registration for the active semester within one month following the first day of the semester, in writing at the Registrar's Office,
- f) the student is not able to meet study-related obligations due to child birth, accident or other unexpected reasons not attributable to the student.

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<sup>14</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

<sup>15</sup> Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

<sup>16</sup> Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

<sup>17</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>18</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

(2)<sup>19</sup> During the suspension of their student legal status, students may not exercise the rights stemming from such legal standing, perform study-related requirements, receive benefits, or have final certificates issued; however, they shall remain entitled to submit requests and applications in connection with their studies. During the suspension of student legal status, study-related requirements and credits recognized via credit transfer may be taken into consideration in the student's subsequent active semester.

(3) The number of passive semesters shall not be restricted. However, the subsequent time of the suspension of the student legal status or studies in any given major may not exceed two semesters. The Dean of the competent Faculty may permit additional passive semesters beyond the subsequent time of two passive semesters in case the student is not able to meet obligations arising from the student legal status for reasons of child birth, accident, or other unexpected reasons not attributable to the student. In this respect, the burden of proof shall be with the student.

(4)<sup>20</sup> If the student is not able to meet his study-related obligations due to child birth, accident, or some other unexpected reason not attributable to the student, this fact may be notified via the Neptun system at any time during the semester. The respective proof shall be attached. The Dean of the competent Faculty shall decide on the authorization of suspension. If such authorization is granted, the student legal status shall be suspended for the given semester, and therefore - upon the student's request - the Registrar's Office shall cancel all the subjects for which the student registered in the given semester, regardless of the fact of whether they have been completed in part or full by the student.

(5) The legal status of students studying more than one major at the same time shall not be suspended, but they may not study in the given major if

- a) they fail to comply with the registration obligation for the major until the respective deadline, or such registration is invalid, or
- b) they validly declare by the given deadline the intention to suspend studies for the semester.

(6)<sup>21</sup> If the legal status of the student is still suspended after registration for any reason during the given semester, the Registrar's Office shall cancel all the subjects for which the student registered in the given semester, regardless of the fact of whether they have been completed in part or full by the student.

### **Exemption from the performance of academic obligations**

**Section 18** (1) If it is no longer possible to withdraw registration, a student may, during the education period, request exemption from under academic obligations. Such request may be filed on one occasion, and shall be submitted in writing no later than the last day of term time to the Faculty with competence for the given major. The method, place, and deadline for submitting the application shall be set out in the Faculty's complementary provisions to this Policy.

(2) At the student's request, the Registrar's Office shall cancel all the subjects for which the student registered in the given semester, regardless of whether they have been completed in part or full by the student. Such exemption from the fulfilment of academic obligations may be requested only in relation to all the subjects for which the student registered in the given semester and not for individual subjects.

(3) Students participating in more than one educational program at the same time may request exemption from under the performance of academic obligations separately for the individual majors, but only once for each major.

(4) The exemption from the fulfilment of academic obligations may not result in the suspension of the student legal status or the studies pursued in the given major.

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<sup>19</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>20</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

<sup>21</sup> Enacted by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

## Guest student legal status

**Section 19** (1) Without any separate permission or authorization, the students of the University are authorized to attend studies in other domestic or foreign higher education institutions as guest students. The conditions for establishing guest student legal status shall be determined by the receiving higher education institution.

(2) Credits obtained in other domestic or foreign higher education institutions may be transferred to the student's current education in line with the general rules of credit transfers.

(3) The student is entitled to seek the Credit Transfer Committee's preliminary opinion as to whether any subject attended in the framework of the guest student legal status can be accepted for the current studies. Students shall attach to their applications the information provided by the given higher education institution regarding the contents of the subject to be completed. In all other respects, the procedure shall be governed by the general rules of credit transfers.

In the case of students requesting the recognition of any subject that was completed in the framework of a guest student legal status in studies deemed acceptable based on the Credit Transfer Committee's preliminary opinion, the Registrar's Office shall transfer the results to the student's current studies upon the student's request, after having confirmed the results. For recognition as a subject completed in the given semester, students are obligated to submit the credit certificate relating to the completion of the subject to the Registrar's Office until the last day of exam time. However, if the title or credit value of the subject as specified in the credit certificate issued by the other higher education institution differs in any way from the subject examined in the preliminary procedure, the general rules of credit transfers shall be applicable.

(4)<sup>22</sup> The credit transfer request may not be fulfilled in the given semester for the recognition - or transfer - of a subject in which the student has attempted to pass an exam in the given semester during the studies at the University.

(5) If the student establishes guest student legal status in a domestic or foreign higher education institution where the institution as a whole or the selected major was not awarded official accreditation as required in the given state, then the completed study units may not be recognized in the framework of a credit transfer procedure. An exception to this rule is when the higher education institution in question or the selected major belongs to any education that is officially recognized by the Holy See. If the subjects completed in the guest student status were closed before the withdrawal of official accreditation, then the decision on their recognition shall be made by the Credit Transfer Committee pursuant to the general principles of credit transfers set out in this Policy.

(6) The costs of studies pursued in the framework of the guest student legal status shall not be covered or supported by the University to any extent - unless required otherwise by the affected Faculty's complementary provisions to this Policy.

**Section 20** (1) The students of other - domestic or foreign - institutions of higher education may attend studies at the University in the framework of guest student legal status with the permission of the affected Faculty's Study Committee.

(2)<sup>23</sup> Applications for guest student legal status shall be submitted to the Faculty concerned, by the deadline defined in the schedule for the semester and in the manner and place specified by the given Faculty.

(3) The application shall include the subjects intended to be taken, and the certificate of the student legal status issued by the student's mother institution shall be attached. The validity of the student legal status during the term of the guest student legal status shall be certified every semester. The individual Faculties may set further requirements regarding the contents of the application.

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<sup>22</sup> Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

<sup>23</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

(4) Guest students shall be subject to the rules imposed by their own institutions.

(5) The guest student legal status shall be terminated immediately if the student legal status of the student is terminated. Students are obligated to notify the Registrar's Office immediately of the termination of their student legal status.

(6) Upon termination of the guest student legal status, the credit certificate defined in relevant legislation shall be issued to the guest student. The certificate suitably certifies the fulfilment of the educational requirements by the student and can be used as the basis of a credit transfer procedure.

## **Section 21<sup>24</sup>**

### **Training providing partial education**

**Section 22<sup>25</sup>** (1) Any person with a higher education qualification and without student legal status at the University may be admitted to programs for the obtainment of partial education.

(2) The individual Faculties shall have the right to announce programs providing partial education. Such educational programs may include individual subjects and subject groups.

(3) For the purpose of programs providing partial education, the student legal status shall be established by enrollment, without any separate admission procedure. Studies for obtaining partial education are available as self-funding only.

(4) Upon termination of student legal status, the credit certificate defined in relevant legislation shall be issued to students participating in programs providing partial education. The certificate suitably certifies the fulfilment of the educational requirements by the student and can be used as the basis of a credit transfer procedure.

(5) The rules of the institute applicable to its own students shall be suitably applied to students participating in any program providing partial education, with the additional condition that such students are not entitled to the following under any circumstances:

- transfer to any other higher education institution or between full-time and correspondence education,
- suspend the student legal status,
- request a decision on equity from the Dean,
- request reclassification to education funded by a state scholarship, and
- request any allowances for the fulfilment of payment obligations.

(6) The student legal status of a student participating in any program providing a partial education shall be terminated in the cases that lead to the termination of the student legal status pursuant to this Policy.

(7) The ban from pursuing studies may not be applied as a disciplinary sanction against students participating in a program providing a partial education.

(8) The other rules pertaining to programs providing partial education shall be determined by the individual Faculties.

### **Preparation courses**

**Section 22/A<sup>26</sup>** (1) Foreign students may attend preparation courses for a maximum of two semesters - within the framework of their student legal status - prior to the commencement of their studies in Hungarian higher education.

(2) Enrollment in preparation courses may be offered, or made compulsory, to admitted applicants in the decision on admission.

(3)<sup>27</sup>

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<sup>24</sup>Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

<sup>25</sup> Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

<sup>26</sup> Enacted by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>27</sup>Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

(4) The other rules pertaining to preparation courses shall be determined by the individual Faculties.

### **Transfers, changing majors**

**Section 23**<sup>28</sup> (1) During their student legal status, students pursuing studies in the same study field of another higher education institution may request a transfer to the University's respective major. In case of such transfer, the student legal status with the previous institution shall be terminated as at the day preceding enrollment at the University.

(2)<sup>29</sup> During their student legal status, students studying a major at the University may request a change to any other major at the University belonging to the same study field (changing majors). If such change in majors is authorized, the student may not study the previous major following the date of registration for the new major.

(3) Transfers and changes in majors may be requested only between identical levels of education, with the exception of transfers and changes in majors

a) from a Bachelor level education to single-cycle teacher training,

b) from single-cycle education to a Bachelor level education.

(4)<sup>30</sup> Applications for transfers and changes in majors may be submitted until August 20 or January 20 of the given year.

(5) The decision authorizing the takeover or change in majors shall lapse if the applicant fails to enroll or register for the first semester following the passing of the decision, and if the student legal status of the applicant is terminated before the enrollment or registration based on the decision.

(6)<sup>31</sup> The minimum requirements of transfers and changes in majors shall be set out in the affected Faculty's complementary provisions to this Policy. The Dean of the competent Faculty shall decide on transfers. Applications for changing majors shall be submitted via the Neptun system.

(7) The Faculty involved in the transfer or change in majors shall be the University's Faculty that provides education for the given major where the student wishes to transfer.

### **Transferring between full-time and correspondence education**

**Section 24**<sup>32</sup> (1)<sup>33</sup> Upon the student's request, the Dean may, in justified cases, authorize changes to other educational programs with different schedules within the same major.

(2)<sup>34</sup> Applications for changing educational programs may be submitted via the Neptun system until August 20 or January 20 of the given year.

(3)<sup>35</sup>

### **Changing financing forms**

**Section 25** (1)<sup>36</sup> The Student Reimbursement and Benefit Policy lays down the rules for changing between educational programs provided state scholarship and self-funding programs, as well as other provisions relating to the student's financing status.

### **Termination of the student legal status**

**Section 26** (1)<sup>37</sup> The student legal status shall be terminated

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<sup>28</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

<sup>29</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

<sup>30</sup> Amended by Decision 2032 of October 30, 2015 of the University Council.

<sup>31</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

<sup>32</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>33</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

<sup>34</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

<sup>35</sup> Repealed by Decision 68 of June 27, 2017 of the University Council.

<sup>36</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>37</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

- a) <sup>38</sup>if the student has been transferred to another higher education institution, as of the day preceding the day of enrollment to the receiving institution, provided that the student does not study any other major at the University,
- b) if the student gives a written notice terminating the student legal status, as of the date of the notification,
- c) if the student is not allowed to continue studies in a state scholarship-funded program and does not wish to continue studies as part of a self-funding program, or refuses or fails to conclude the student employment contract in due time, provided that the student does not study any other major at the University,
- d) on the last day of the first final examination time following the given educational cycle or the last educational period, provided that the student does not study any other major at the University,
- e) if the Rector cancels the student legal status for any payment arrears, after the student has been warned ineffectively and the student's social standing has been reviewed, on the effective date of the decision on the termination,
- f) by expulsion, on the effective date of the disciplinary decision.

(2) If, after two subsequent semesters of the suspension of the student legal status, the student fails to register for an active semester without the required permission to do so provided by the Dean, or is forced to register for a passive semester within the meaning of this Policy, the student legal status shall be terminated on the first workday following the last day of the registration deadline. If a student has two subsequent passive semesters, the Registrar's Office shall send a written warning via the Neptun system to the student no later than the last day of the term time of the second semester of having to continue studies and the legal consequences of its omission.

(3) If the student does not continue studies in any major for two subsequent semesters, the student shall be subjected to the procedure defined in Section (3), with the difference that if the student has the right to study another major, the student legal status shall not be terminated but the student may no longer continue the given major.

(4)<sup>39</sup> The student legal status of students shall not be terminated if they declare in writing that they do not intend to continue studying a given major, have been transferred to another higher education institution for the given major, or are not allowed to continue studies in any educational program with state scholarship and do not wish to continue such studies in self-funding form but still have the right to study another major at the University. However, they may no longer study the major referred to in the declaration, involved in the transfer, or where the self-funding program was refused.

(5) The student may not continue a major for failing to fulfil obligations relating to academic advancement if the student

- a) is not able to obtain at least 30 credits until the end of the exam time of the second active semester following first registration,
- b) failed to complete any given subject after three attempts.

If the student is not entitled to study any other major, the student legal status shall also be terminated.

(6) The individual Faculties' complementary provisions to this Policy may define additional obligations in relation to academic advancement and, in the event of failure to meet such obligations, the student shall not be allowed to continue the given major (causes of dismissal). If the student is not entitled to study any other major, the student legal status shall also be terminated.

(7) Sanctions against the student for failing to fulfil obligations in relation to academic advancement may be applied only if the student has been warned in writing of the need to fulfil such obligations in due time and advised of the legal consequences of omission.

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<sup>38</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

<sup>39</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

### **The Dean's decisions on equity**

**Section 27** (1) In representation of the Dean of the competent Faculty responsible for the given major, the competent Assistant Dean may provide exemption to any student from under sanctions for failing to perform obligations in relation to academic advancement. Such decision based on equity may be passed once during the term of the student legal status. Such a decision shall require the student to obtain at least 30 credits until the end of the exam time of the third active semester following first registration, or provide one more opportunity to register for a subject that was not completed in three attempts.

(2) No exemption may be provided to a student based on equity if the combined number of unsuccessful exams and repeated exams in the same subject is at least five. (3)<sup>40</sup> Applications for decisions on equity shall be submitted via the Neptun system after the last day of term time in the given semester but no later than the fifth workday following exam time.

(4) With respect to the causes of dismissal determined by the Faculties, the Dean's option to make decisions on equity shall be regulated in the Faculties' complementary provisions to this Policy.

### **The Rector's decisions on equity**

**Section 28** (1) In cases deserving especial equity, the Rector may provide exemption from the application of sanctions due to failing to perform obligations in relation to academic advancement, not including the cases covered in Section 27 (2), to those students who

- a) have exhausted the option to request the Dean's decision on equity, i.e. have been granted equity by the Dean or have had their application for such equity denied in a final decision, and
- b) do not have more than fifteen credits to obtain for the issuance of the final certificate in single-cycle training, nine credits in Bachelor level education, or six credits in Masters level education.

(2)<sup>41</sup> The Rector's decision on equity may be requested only once in each training. Applications shall be submitted via the Neptun system.

(3)<sup>42</sup> The student's educational administrator shall inform the Rector's Office in an email of having received the application so the Office can have the Rector pass a decision. If the Rector does not exercise this right within five workdays, the Dean of the competent Faculty shall be obligated to proceed in the given case without any action taken by the Rector, in proper consideration of the facts and circumstances.

(4) No further legal remedy is available against decisions made by the Rector on equity.

## **Part IV**

### **Performance of academic obligations**

#### **Registering for subjects**

**Section 29** (1)<sup>43</sup> The following shall be entered in the Neptun system by the last day of the term time of the previous semester:

- the courses belonging to the various subjects,
- course descriptions,
- the exact location and times of the classes and the teacher of the given course,
- any prerequisites for the subject,
- the testing methods.

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<sup>40</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

<sup>41</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

<sup>42</sup> Amended by Decision 68 of June 27, 2017 of the University Council.

<sup>43</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

(2)<sup>44</sup> At least one week before the subject registration period, the following details shall be entered in the Neptun system:

- the educational materials required by the subject,
- the minimum and maximum number of students that can apply for the various courses, and
- the data required by the given Faculty.

(3) In addition to the announced courses, new courses may be announced on the basis of the actual figures of student registration until the last day of the subject registration period at the latest, or those subjects shall be cancelled on the second day before the last day of the course registration period - with the concurrent notification of the students concerned - where the number of applicants has not reached the announced minimum.

(4) The times of the announced courses may not be changed during the subject registration period.

(5) The courses for the subjects that have to be completed for the obtainment of the final certificate shall be announced in a manner that takes into account the number of students who are expected to sign up for the subject in the given semester on the basis of the model curriculum and the total number of students.

(6) The Faculties' complementary provisions to this Policy may determine different rules for certain groups of students in relation to registration for certain courses.

When registering for these courses, especially those students may be preferred who need the completion of the given course for the fulfilment of their major-related or specialized education to the detriment of students who want to complete the course as an optional subject.

**Section 30** (1) Students shall register for subjects and the courses serving their completion in the subject registration period via the Neptun system. Only those students shall be eligible to register for subjects and courses who have validly declared their intent to continue studying the given major during the semester and whose student legal status has not been suspended. The subjects in the given majors of students who withdraw their registration by the provided deadline shall be cancelled by the Registrar's Office ex officio.

(2)<sup>45</sup> The subject registration period shall be included in the schedule for the semester. The subject registration period may not end earlier than the last day of the first week of the term time.

(3) The subjects that a student can register for shall be regulated in the rules on prerequisite studies set out in the model curriculum. Students may sign up for subjects that are bound to prerequisites only when they have already performed the prerequisites or, if the prerequisite is the concurrent completion of any other subject (parallel registration), it is completed in the same semester.

**Section 31** (1)<sup>46</sup> If the student does not register for a subject or course for any reason during the course registration period that would otherwise be permitted by the rules on prerequisite studies, the student may request registration for the subject or course within six workdays following the last day of the subject registration period from the Registrar's Office. Based on the request, the Registrar's Office may register the student for the course, unless the given subject is not announced in the given educational period or all of its courses have been filled.

(2) The Faculties may provide for the option to cancel subjects following the subject registration period in the complementary provisions to this Policy.

(3) Students are obliged to complete registered subjects. If the student fails to complete a registered subject, then the subject shall remain unfulfilled. The student may register for any unfulfilled subjects again in later semesters. Subjects that have already been completed and courses serving the completion of a completed subject may not be taken again.

(4) The maximum number of incomplete subjects may be defined by the individual Faculties in their complementary provisions to this Policy in the form of study advancement obligations.

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<sup>44</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>45</sup> Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

<sup>46</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.



(5)<sup>47</sup> If the student participates in a practice period outside the educational period, the associated certificate shall be promptly submitted following its completion to the appropriate organizational unit of the Faculty that is deemed to be competent with respect to the training. The performance of this requirement shall be recorded in the Neptun system for the current active semester at the time of the submission of the certificate or the first active semester following submission.

**Section 31/A**<sup>48</sup> (1) On the workday following the last day of the deferred subject registration period, the student shall receive written notification from the Registrar's Office in the form of a Neptun message that the subjects and courses registered for the given semester have been finalized and may be viewed in the Neptun system.

(2) Upon the student's request, the "Registered courses" form printed out by the student from the Neptun system shall be certified by the competent educational administrator following the last day of the deferred subject registration period. The authenticated document shall certify the subjects for which the student had registered in the given semester. Deviations from this list are possible only if any of the student's deferred subject registration or cancellation cases were concluded after the authentication. In this case, authentication of the form may be repeatedly requested as described in the decision.

(3) Within five days following the sending of the notice - or if any of the student's deferred subject registration or cancellation cases is concluded after the workday following the last day of the deferred course registration period, within five days following the sending of the relevant resolution - the student may file a written complaint to the Registrar's Office in case the student is of the opinion that the received notice states erroneous data:

- a) any course that the student has not registered for, or
- b) the lack of a course that the student has registered for, or
- c) any unlawful change took place in the material data of the registered course after registration.

(4) Based on the data entered in the Neptun system, the student's complaint shall be examined within 5 workdays by the head of the Registrar's Office, who shall notify the student of having corrected the error or rejecting the complaint. The rejection shall be properly justified.

(5) An application for legal remedy may be lodged against the rejection of the complaint in accordance with the general rules.

### **Special schedule**

**Section 32** (1) In justified cases, the Study Committee may provide a special schedule for studies at the student's request. A special schedule may be justified, in particular, by pregnancy, care for a small child, studies abroad, serious illness of the student or relative, and professional athletic activities. However, the Study Committee shall decide individually in each case whether or not it is justified to authorize a special schedule in the given situation. The maximum duration of the preference permitted in the framework of any single procedure shall be one semester.

(2) In their applications, students are obligated to describe the justification of the special schedule and provide credible proof of such. The requested preference, the completion of which specific subjects is planned in the preferential period, and the manner and schedules of performance shall also be specified.

(3) The application for the special schedule may not be targeted at exemption from under administrative obligations that are mandatory for all students (e.g. registration, financial administration, etc.), at financial obligations (e.g. payment of tuition or other fees, etc.), or at the continuation of studies during a passive semester. Applications that would result in a violation of the law may not be permitted.

(4)<sup>49</sup> In the framework of special schedules, the following may be granted in particular:

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<sup>47</sup> Enacted by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>48</sup> Enacted by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

<sup>49</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

- a) exemption from the obligation to attend classes,
  - b) examination options during the preferential exam time specified in the semester schedule.
- (5) The Study Committee has the right to offer a preference different than that requested in the application if the application would be otherwise impossible to fulfil, while the goal specified therein could be ensured by authorizing such other preference.
- (6) If options pertaining to exams taken during the preferential exam time have been authorized, it shall be ensured that in case any exam shall be unsuccessful, the student can take a repeated exam in the same educational period.
- (7) The application for the preferential schedule of studies shall be submitted to the Faculty concerned in the manner and until the time specified by the given Faculty.

### **Records on Academic Advancement**

**Section 32/A<sup>50</sup>** (1) The University shall keep records of the student's academic advancement and other details in the Neptun system.

(2) The University ensures students have continuous access to the personal and study-related information that is maintained in connection with them in the Neptun system.

(3) Hardcopy certificates associated with the studies of students and certificates of the student legal status shall be issued by the Registrar's Office of the competent Faculty.

Documents so issued shall be authenticated with the signature of the competent administrator at the Registrar's Office and the stamp of the organizational unit.

(4)<sup>51</sup> Hardcopy certificates issued in relation to the studies of students, certificates of the student legal status, and other study-related documents can be received in person at the Registrar's Office of the competent Faculty. Upon the student's request - following the payment of the mailing fee - such documents may be sent to the address specified by the student via registered mail with return receipt.

(5)<sup>52</sup> Any information related to the student's studies or student legal status may be disclosed to a third person only

- a) upon authorization by the student,
- b) upon the request of the authorities,
- c) to parents obligated to pay child support, and
- d) in the framework of data service obligations required by law.

## **Part V Testing knowledge**

### **The general rules of testing knowledge**

**Section 33** (1) The curriculum defines the method used for testing in each subject.

(2)<sup>53</sup> The student's performance may be evaluated:

- in a five-grade system with the following grades: excellent (5), good (4), satisfactory (3), pass (2), and fail (1), or

- in a three-grade system with the following grades: excellent (5), satisfactory (3), and fail (1).

(3) Any subject completed with a grade that is better than failing or is qualified as passing shall result in the associated credit points.

(4) The grade or qualification given to any specific subject may consist of several partial qualifications, while eligibility to take an exam may require the preliminary fulfilment of study-related obligations.

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<sup>50</sup>Enacted by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>51</sup> Enacted by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>52</sup> Enacted by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>53</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

(5)<sup>54</sup> The available grading methods:

- mid-term testing during the semester: for a signature (signed if passed or denied signature if failed), practice grade (using the three or five level grading system), written assignment (with a three-level grade), or a term paper (with five-level grade),
- exam-type testing: mid-term exam (with five-level grades), preliminary exam (with five-level grades), comprehensive exam (with five-level grades), exam (with three or five-level grades), final examination (with five-level grades).

(6) Exam-type testing may be organized particularly in the form of:

- oral exams,
- written exams,
- combined exams.

(7) Combined exams shall be organized in a form where students are tested both in writing and orally, and the qualifications of these two shall result in the ultimate grade of the exam.

(8)<sup>55</sup> Oral exams may also be organized so that on the same exam occasion the student shall take the exam both in writing and orally, and both parts of the exam shall be considered as the prerequisite of the other. In especially justified cases, written exams may also be held as electronic exams, pursuant to the provisions of this Policy.

(9) Attendance at lectures - unless provided otherwise in the complementary provisions to this Policy defined by the Faculty in charge of the major - is mandatory. The attendance of seminars and practical courses, as well as the fulfilment of mid-semester study-related requirements, is mandatory.

(10) The competent teacher shall have the right to determine the mid-semester study-related requirements stipulated for admission to the exam or resulting in determining the practice grade, as well as the extent of absences still allowed for admission to the exam - unless otherwise required in the complementary provisions to this Policy defined by the Faculty in charge of the major - with the additional condition that they shall be announced and communicated to the students on the first study occasion at the latest. In connection with courses not resulting in independent qualification, the mid-semester study-related requirements shall not be considered testing, because they do not evaluate the performance of the student but only check active participation in the course.

(11)<sup>56</sup> Unless otherwise required by the Faculty's complementary provisions to this Policy, the teacher shall inform the student in question about the evaluation of the fulfilment of mid-semester study-related requirements until the last day of the term time. The practice grade and the signature confirming the fulfilment of the mid-semester study-related requirements for admission to the exam shall be recorded in the Neptun system and on the exam form. The information relating to practice grades, graded mid-semester tests, as well as the granting or refusal of signatures needed for admission to exams shall be provided to students in writing, via the Neptun system.

(12)<sup>57</sup> If the student fails to meet the required mid-semester study-related requirements, the teacher shall refuse the signature of confirmation and the student shall not be admitted to take an exam in the subject; moreover, the student's registration for the exam - if any - shall be cancelled. The teacher shall record refusal of providing a signature in the Neptun system on the last day of the term time at the latest.

(13) The complementary provisions to this Policy defined by the individual Faculties may a grade to be offered on the basis of the student's mid-semester study-related performance, without holding an exam.

(14) In case the teacher concerned is incapacitated in any way, the head of the department or institution shall have the right and obligation to record the grades and signatures for the confirmation of the mid-semester study-related requirements in the Neptun system.

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<sup>54</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>55</sup> Amended by Decision 2032 of October 30, 2015 of the University Council.

<sup>56</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>57</sup> Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

(15)<sup>58</sup>

(16)<sup>59</sup> The student's semester shall be closed by the Registrar's Office within three workdays following the last day of the exam time. Students who consider their exam time to be finished may request the competent Registrar's Office in writing to close the semester earlier - but shall acknowledge that such closing cannot be withdrawn, meaning that no further exams may be taken within the given exam time and no exams can be registered, and any existing registrations for exams shall be cancelled.

### **Preparations for exams**

**Section 34** (1) The times and dates of exams, the starting time of registration for the exam, as well as the persons participating in testing shall be announced at least three weeks before the end of the term time. The number of the optional exam places announced for the exams shall be 10% more than the number of students registering for the given exam. At least two exam days shall be announced for all courses, so that at least one week shall elapse between the two occasions. In addition to the exam dates announced as described above, exam dates according to the number of failed exams, but at least one more exam date, shall be announced for the last week of the exam time, which shall be the week of repeated exams.

(2) In the case of oral exams, a single teacher may test no more than 30 students a day.

(3)<sup>60</sup> With the exception of electronic exams, exams shall be conducted in the official premises of the Faculty concerned, between 8:00 AM and 6:00 PM on school days. On the day of the exam, the time of the exam may be specified by the examiner for groups or individuals separately, if the examinees are notified accordingly within a reasonable time.

Examinees shall arrive at the place of the exam by the starting time of the exam or shall otherwise be considered to not have attended the exam. The examiner and the head of the organizational unit where the examiner is employed are responsible for holding the announced exams.

(4)<sup>61</sup> Only those students may take exams who have registered for the given exam via the Neptun system. Only those students may register for exams who have registered for the given course and fulfilled any mid-semester study-related requirements. If a student takes an exam without having validly registered for it or for which the student was not authorized, the exam shall be invalid irrespective of its results, and the associated entries shall be deleted from the Neptun system.

(5) A student may be registered only for one exam date in connection with any specific course. Student may withdraw a registration for an exam until 12:00 PM on the day preceding the day of the exam without consequences. In this case, the student may register for another exam date, provided there is any vacancy on other exam dates.

(6) If the student fails to appear at or does not start the exam, the student's performance cannot be assessed.

(7) Unless otherwise provided by the complementary provisions to this Policy defined by the Faculty responsible for the major, the student shall have the right to sign up for the exam date announced for the week of repeated exams as the first exam occasion. However, in this case the student acknowledges that the University is not obligated to offer the option of a repeated exam during the same exam time. The same provision shall be applicable in case the student has already signed up for an earlier exam date but only commences the exam on the exam date announced for the week of repeated exams.

(8) As regards CV (exam only) and EV (early exam) courses, as well as comprehensive exams, the Faculties may stipulate different rules in their complementary provisions to this Policy concerning the announcement of and registration for exams.

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<sup>58</sup> Repealed by Decision 2015 of June 4, 2015 of the University Council. Repealed as of August 15, 2015.

<sup>59</sup> Enacted by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

<sup>60</sup> Amended by Decision 2032 of October 30, 2015 of the University Council.

<sup>61</sup> Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

### **Holding exams**

**Section 35**<sup>62</sup> (1) With the exception of electronic exams, exams shall be considered to have been started when the student has received or drawn an exam question in an oral exam, or the examiner has begun to distribute or dictate the exam questions in a written exam. Before the commencement of the exam, the examiner shall verify the personal identities of the attending examinees and check whether they have signed up for the exam. Any withdrawal from the exam declared after its commencement shall result in a failing grade.

(2)<sup>63</sup> The examiner or the chair of the board of examiners shall be responsible for the order, undisturbed implementation and calm atmosphere of the exams. At the exam, prohibited devices and aids, or methods and means prohibited by the examiner shall result in a failing grade, if there is no suspicion of a disciplinary offense. In case of a suspicion of a disciplinary offense, the examiner or, in the case of a final examination, the chair of the board of examiners, may suspend the exam with the concurrent initiation of disciplinary proceedings and the taking of minutes. In such cases, the student's performance will not be evaluated and shall be considered as not having started the exam.

(3) Exams shall be closed events, meaning that they may be attended only by the examiners and examinees. With the consent of the examinee, the examiner may allow other persons to attend the exam as listeners in case they do not disturb the order of the exam.

(4)<sup>64</sup> With the exception of electronic exams, exams shall be considered as completed when, in the case of a written exam, the examiner has taken the test form over from the student or, in the case of an oral exam, the student's achievement at the exam has been graded.

(5)<sup>65</sup> For any written exam or graded partial exam, the teacher concerned is obliged to check and correct the exam tests within five workdays following the date of the exam, but no later than the last day of the exam time, and to record the results on the test forms and in the Neptun system. The grade shall be entered by the teacher on the test as well. The student shall be notified in writing about the awarded grade, via the Neptun system.

(6)<sup>66</sup>

(7) The student may inspect the checked and corrected test within fifteen days following the entry of the grade in the Neptun system, at a time agreed with the teacher.

(8) Students registering for oral exams are obligated to print out the performance evaluation sheet from the Neptun system and bring it to the exam. In the absence of the performance evaluation sheet, the exam may be taken only at the student's express request, and in this case the student irrevocably waives the right to be provided a hardcopy certification of the grade earned at the given exam.

(9) At oral exams, the grade earned by the student shall be recorded by the examiner in the exam form and the student's performance evaluation sheet.

(10) The examiner shall ensure that the grade of the oral exam is entered in the Neptun system on the workday following the exam at the latest. The student shall receive an automatic Neptun message of the grade having been registered in the Neptun system.

(11) In the event of the incapacitation of the examiner, the subject owner, the head of the competent department or institution, or the Dean shall be responsible for entering the exam grade in the Neptun system.

(12)<sup>67</sup> No grades may be entered in the Neptun system for any semester that has already been closed.

**Section 35/A**<sup>68</sup> (1)<sup>69</sup> Written exams may be organized as electronic exams only for exceptionally justified educational organizational reasons, with the express written permission of the Dean(s) of the

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<sup>62</sup> Amended by Decision 2032 of October 30, 2015 of the University Council.

<sup>63</sup> Amended by Decision 4 of January 25, 2018 of the University Council.

<sup>64</sup> Amended by Decision 2032 of October 30, 2015 of the University Council.

<sup>65</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>66</sup> Repealed by Decision 2015 of June 4, 2015 of the University Council. Repealed as of August 15, 2015.

<sup>67</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>68</sup> Enacted by Decision 2032 of October 30, 2015 of the University Council.

<sup>69</sup> Amended by Decision 44 of June 10, 2016 of the University Council.

Faculty (Faculties) concerned or the Rector of the University when involving all Faculties. A student or a group of students may not request the organization of a written exam as an electronic exam in full or part: such requests shall be turned down without any consideration on the merits.

(2) Electronic exams may be organized only in a written format and with the use of the University's dedicated software.

(3) At the time of the announcement of the exam, students shall be clearly notified if the written exam is held in an electronic format.

(4) The information pertaining to the use of the software used for holding electronic exams shall be made available to the students. If a student uses his/her own computer to take an electronically held exam, the student shall be responsible for having a suitable software environment on the computer and a browser that is compatible with the University's exam software. The Faculty organizing the written exam in an electronic format shall ensure that a sufficient number of computers suitable for taking the electronic exam should be available for the students in the Faculty's computer room.

(5) The announcement of electronic exams and registration for these exams shall be governed by the general rules pertaining to exams. Students may choose when to start the electronic exam between the starting and closing time of the exam. If a student registers for an electronic exam but fails to start taking the exam within the available time period, the student's knowledge cannot be assessed and the student shall be considered as not having attended the exam.

(6) An electronic exam shall be considered to have been started when the student starts the exam by pressing the Start button after logging in with his/her own credentials.

After pressing the Start button, the exam shall be considered to have been started even if the student does not answer any questions.

(7) During the electronic exam, the student is given the number of randomly selected questions determined by the examiner from the list of questions included in the exam software.

(8) In the exam software, the examiner is obliged to enter at least five times as many questions in total and in each of the question groups as the number of questions given to a student at the exam.

The questions may be arranged in groups according to topics, or the exam can be sectioned so that a certain number of questions or question groups are included on each page.

(9)<sup>70</sup>

(10) The examiner shall set a time limit for answering the exam questions, which shall be displayed on the starting page of the electronic exam software. After the commencement of the exam, the time still available for the completion of the exam shall be continuously visible in the bottom right corner of the screen.

(11)<sup>71</sup>

(12) The electronic exam shall be considered completed if it is finished by the student by pressing the appropriate button, or the time limit made available for the completion of the exam has expired. Students may, at their own responsibility, decide on finishing the exam at any time.

(13) Before the exam, students shall be informed of the rules of evaluating the electronic exam.

(14)<sup>72</sup> After the electronic exam, students may review the achieved score or percentage result. The answers given during the electronic exam shall be kept by the system for 30 days following the last day of the exam time, and they can be inspected by students upon their request.

(15) The University may take any technical problem or other disturbing factor arising during an electronic exam due to any external, uncontrollable reason into consideration if the exam has been taken on any computer operated in the University's dedicated computer room, provided that the University's competent employee has taken certified minutes of the occurrence of the disturbance or fault.

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<sup>70</sup> Repealed by Decision 14 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

<sup>71</sup> Repealed by Decision 14 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

<sup>72</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

## Retake and modifying exams

**Section 36** (1) An exam shall be considered successful if the student has been given a grade that is better than failing or receives a passing grade. The first attempt to improve the result of any failed exam shall be deemed as a retake examination and all additional attempts shall be defined as repeated exams (hereinafter collectively referred to as: exam).

(2) The student may attempt to pass a failed exam during the same semester only once.

(3) If the student is unable to improve the result of a failed exam, or the retake examination is not successful either, the student has the right to sign up for the course in later semesters and complete it in line with the general rules.

(4)<sup>73</sup> If an unsuccessful exam is retaken within the same semester, the student may sign up for a new exam only after the closing time of the last exam date. At least 4x24 hours have to elapse between the starting dates of the two exams.

(5) In the case of repeated exams, if the exam and repeated exam of the student were held by the same examiner, the student shall have the right to request in writing at least three working days before the day of the exam to have another examiner or board of examiners hold the exam. The method, place, and deadline for submitting the application shall be set out in the Faculty's complementary provisions to this Policy.

**Section 37** (1) If an exam is successfully passed, students may take a modifying exam to improve the results of the exam.

(2) A modifying exam may be attempted only once for any subject in the same semester and if the student is able to find a vacant place at the announced exams and signs up for the exam in line with the general rules.

(3) Starting the modifying exam invalidates the grades earned by the student at previous exams, and only the results of the modifying exam may thereafter be taken into consideration.

**Section 37/A**<sup>74</sup> (1) Within 15 days following the last day of exam time, the student is authorized to file a written objection in relation to the evaluation indicated in the Neptun system, to the organizational unit in charge of holding the given exam.

(2) Based on the data recorded in the Neptun system, the head of the organizational unit shall review the student's complaint and notify the student of the correction of the error or the rejection of the objection. The rejection shall be properly justified.

(3) In the case of oral exams, the student's grade can be certified with the performance evaluation sheet or the exam form and, in the case of written exams, the exam test itself. The opinion of the examiner concerned may also be requested as necessary.

(4) In view of the objection, the only aspect that can be reviewed is whether the grade has been correctly entered in the Neptun system. The review of the content behind the grade correctly entered in the Neptun system may be initiated with the application of the general rules pertaining to legal remedy.

(5) An application for legal remedy may be lodged against the rejection of the complaint in accordance with the general rules.

## Determining average grades

**Section 38** (1) The following methods to calculate average grades may be used to evaluate the study results of students.

(2) Weighted study average (for the given semester):

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<sup>73</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>74</sup> Enacted by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

- $$\frac{\sum (\text{credit values of the subjects completed in the semester} \times \text{their grades})}{\sum \text{credits completed in the semester}}$$
- (3) Cumulated weighted study average (for all studies):
- $$\frac{\sum (\text{credit value of all completed subjects} \times \text{their grades})}{\sum \text{all completed credits}}$$
- (4) Credit index (for the given semester):
- $$\frac{\sum (\text{credit values of the subjects completed in the semester} \times \text{their grades})}{30}$$
- (5) Adjusted credit index (for the given semester):
- $$\frac{\sum (\text{credit values of the subjects completed in the semester} \times \text{their grades})}{30} \times \frac{\text{credits completed in the semester}}{\text{credits registered for the semester}}$$
- (6) Aggregated adjusted credit index (for all studies):
- $$\frac{\sum (\text{credit values of all completed subjects} \times \text{their grades})}{30 \times \text{number of active semesters}} \times \frac{\sum \text{completed credits}}{\sum \text{registered credits}}$$
- (7) For students who are studying more than one major at the same time, averages shall be calculated separately for the individual majors.
- (8) In the given semester, the credit values of the recognized subjects shall not be added to the completed credits and may not be considered for any average calculation, with the exception of the subjects actually completed in the given semester in the framework of guest student legal status.

## Part VI Completion of studies

### The final certificate

- Section 39** (1) The final certificate shall be issued to students who have met the study and exam requirements set out in the curriculum and the required practice period - with the exception of the completion of language exams and writing the thesis - and have obtained the required number of credits. The requirements pertaining to practice periods may be defined by the individual Faculties in their complementary provisions to this Policy.
- (2)<sup>75</sup> The final certificate shall be a certified hardcopy document issued by the University. Upon its issuance, the final certificate shall be affixed with a unique serial number, and its data shall be recorded in the Neptun system.
- (3)<sup>76</sup> If the conditions are met, the final certificate shall be issued as of the effective date of fulfilment, within twenty days following the date of fulfilment by the Registrar's Office ex officio, and the student shall be notified accordingly.
- (4) The final certificates shall be issued separately for the individual majors in the case of students studying more than one major.
- (5)<sup>77</sup> If any previous studies attended at the University or in other higher education institutions, as well as any other earlier studies or previously gained knowledge are recognized in the form of credit values, students are still obliged - unless stricter requirements are stipulated in the given Faculty's complementary provisions to this Policy - to acquire at least one-third of the number of credits required for the issuance of the respective degree at the given training as a condition of the issuance of the final certificate.
- (6)<sup>78</sup> The final certificate may only be issued to students with active student legal status. Following the issuance of a final certificate for a certain education program,
- a) the registration for the active semester may not be withdrawn in the semester in which the final certificate is issued, and

<sup>75</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>76</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>77</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>78</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.



- b) the student may not register for an active semester again in future semesters.

### **The thesis**

**Section 40** (1) The thesis is a special paper prescribed in the educational and output requirements in association with the conclusion of studies that the student is obligated to write and successfully defend in order to earn his degree. Students studying more than one major at the same time are required to write and defend their theses in all majors separately.

(2)<sup>79</sup> Theses may be submitted whether or not the student has a student legal status.

(3) The rules for the recommendation, selection and approval of thesis topics shall be set out in the Faculty's complementary provisions to this Policy.

(4) The supervisor shall assist the student in preparing the thesis. The supervisor shall be a teacher employed by the University, preferably with the appropriate qualifications. During a single semester, a teacher may contribute to the preparation of the maximum number of theses specified in the given Faculty's complementary provisions to this Policy. In justified cases, the head of the educational unit of the organization competent in the given thesis topic may also request an external expert to act as supervisor. The detailed rules on thesis consultations may be defined by the individual Faculties in their complementary provisions to this Policy.

(5) If, before the submission of the thesis, the supervisor renounces the thesis consultation for any reason or is unable to provide for the thesis consultation due to any external circumstance (hereinafter collectively: resignation) but did commence consultation activities with the student before resigning, the educational unit of the organization that is competent in the given thesis topic is obliged to offer a new, appropriate supervisor for the student with respect to the given topic.

If the resigned supervisor has not yet had any consultations with the student and the student does not wish to collaborate with the recommended new supervisor but cannot select an appropriate supervisor for the given topic from those offered by the University, the student shall change or select a new topic in line with the general rules. If, before the resignation of the supervisor, the supervisor had already begun consultations, the date of the announcement of the student's original topic shall be considered as regards the calculation of the time limitation of the announcement of the topic, regardless of whether or not the student has been forced to select a new topic.

(6)<sup>80</sup> The thesis shall be submitted in one printed hardcopy, as well as electronically via the Neptun system. The supervisor is assigned to the student by the Faculty's competent organizational unit in the Neptun system.

(7)<sup>81</sup> A thesis may be validly accepted only if the submitted printed copy includes

- a) the supervisor's declaration stating that the thesis is suitable for submission, and
- b) the student's own declaration that the thesis is exclusively the student's intellectual product and only the sources specified in the thesis have been used only to the described extent for its preparation, and the same paper has not been submitted earlier by any other person as a thesis.

(8)<sup>82</sup> The thesis shall be submitted electronically - in pdf format - by uploading it to the Neptun system. The method and due date of submitting the thesis and the detailed requirements pertaining to its content and form shall be set out in the Faculty's complementary provisions to this Policy.

(9) The head of the educational unit that is competent in the given thesis topic shall ask one or more reviewers to evaluate the submitted thesis. If more than one reviewer is asked to contribute, the supervisor may act as a reviewer in justified cases. The reviewers shall submit their opinions in writing to the organizational unit appointed by the Faculty, at least two weeks before the date of thesis defense. The method for defining the details of evaluation shall be set out in the Faculty's

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<sup>79</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>80</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

<sup>81</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

<sup>82</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

complementary provisions to this Policy. In postgraduate specialist training, the reviewer may be identical to the supervisor.

(10) The thesis shall be graded in a five-grade system.

(11) If a thesis receives a failing grade, the student is obligated to submit a new thesis.

(12) The thesis shall be defended as part of the final examination. During the thesis defense, the board of examiners shall verify the authorship of the thesis, the knowledge of the author on the topic of the thesis, and whether or not the student is able to defend the concepts explicated in the thesis.

(13) Theses that have been awarded the grand prize or ranked in the first three places by the National Conference for Student Researchers, otherwise meet the requirements set out for theses, and have been submitted in line with the general rules may be accepted by the board of examiners without a separate evaluation. Such theses shall receive a grade of "excellent".

(14)<sup>83</sup> The Faculty's competent Library shall store theses awarded passing grades.

(15)<sup>84</sup> In justified cases, the student may request that the thesis be handled confidentially, at the latest at the time the thesis is submitted. The license on confidentiality shall be bound to the printed copy of the thesis, and the fact that a request for confidentiality has been submitted must be indicated in the Neptun system at the time the thesis is submitted electronically. The Faculty shall specify - in the complementary provisions to this Policy - the formal and content requirements of the application and the assessment procedure.

(16)<sup>85</sup> Unless the thesis has been deemed confidential as per the student's request, it can be viewed in the library for research purposes. Theses may not be borrowed from the library and no electronic copies may be made.

### **The final examination**

**Section 41** (1) The final examination shall be conducted for the verification and evaluation of the knowledge, skills and abilities required for the obtainment of the degree. In the exam, students shall also prove their capability of applying the attained knowledge. As defined in the curricula of the individual majors, the final examination may consist of several parts. The thesis defense is part of the final examination. The requirements of the final examination and the topics (questions) to be asked shall be published on the Faculty websites.

(2) Student may register for the final examination if they

- a) have been awarded a final certificate, and
- b) have validly submitted a thesis, and
- c) do not have any outstanding payment obligations towards the University.

(3) The final examination may be taken during the exam time following the obtainment of the final certificate in the framework of the student legal status, or during any exam time within five years following the termination of the student legal status, in line with the relevant educational requirements. After two years have elapsed following the termination of the student legal status, the Faculty with competence in the given educational program may set, in the complementary provisions to this Policy, specific conditions for taking the final examination.

(4)<sup>86</sup> The final examination shall be taken at the board of examiners, which consists of a chair and at least two additional members. The board of examiners shall be set up so that at least one member shall be a university or college professor or an assistant professor, while another member should not be employed in any form by the University or be the teacher of another major of the University. The reviewer(s) of the thesis shall also be invited to the board of examiners for the duration of the student's exam. Minutes shall be kept regarding the final examination. The maximum number of persons who

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<sup>83</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>84</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

<sup>85</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

<sup>86</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

may take the final examination at the board of examiners during a single day shall be regulated in the Faculties' complementary provisions to this Policy.

(5) The chairs of the boards of examiners shall be commissioned by the Rector upon the recommendation of the Faculty Council for the given academic year, whereas the permanent members shall be appointed by the Dean for a term of no more than 3 academic years.

(6) The final examination may be attempted only once per final examination period. Students are not provided the opportunity to retake final examinations awarded a passing grade.

(7) The method and deadline for registering for the final examination, the rules for publishing the topics (questions) to be tested, and the method for calculating the result of the final examination shall be regulated in the Faculties' complementary provisions to this Policy.

## The diploma

**Section 42** (1) The diploma is a public document carrying the image of Hungary's coat of arms and including the name of the issuing higher education institution; the institution identification number; the diploma serial number; the name, name at birth, place and date of birth of the holder of the degree; the level of qualification; the awarded level of the degree and major; the place, year, month and day of issuance; and the classification of the qualification attested by the diploma under the Hungarian Qualifications Framework and the European Qualifications Framework.

(2) The diploma shall also include the original signature of the Dean of the Faculty with competence in the given educational program or the competent Assistant Dean, as well as the stamp of the higher education institution.

(3) The prerequisite for the issuance of the diploma is a successful final examination and the language exam certificate defined in the educational and output requirements: in Bachelor level education, at least an intermediate-level, type "C" general language exam certificate or an intermediate-level (level B2), general, complex, state-accredited or equivalent language exam certificate is required. The curricula of the individual majors may limit the languages accepted for language exam certificates, with the additional condition that any language exam certificate certified by a high school final exam or accepted as a high school final exam in the given language shall be considered a general language examination.

(4) With the exception of the final examination, the provisions of paragraph (3) shall not be applicable in case the language of the educational program is other than Hungarian.

(5)<sup>87</sup> The diploma shall be issued to the student who has passed the final examination within thirty days following the presentation of the language exam - or, in case it was already presented at the time of the final examination, following the date of the final examination. If the document certifying the language exam requirements is presented, the diploma shall be issued in the year of the final examination even if there are less than thirty days left in the year of the final examination.

(6) If the diploma cannot be issued because the language exam certificate has not been presented, the Faculty concerned shall issue a certificate of this fact. This certificate shall not certify any school or professional qualification, but shall certify the successful completion of the final examination.

(7) As an appendix to the Bachelor, single-cycle education, and Masters diplomas, the University shall issue a diploma supplement in Hungarian and English.

(8) The conditions for issuing diplomas with honors shall be defined by the individual Faculties in their complementary provisions to this Policy.

(9) The method for determining the qualification or grading of degrees shall be defined in the curricula of the individual majors.

(10)<sup>88</sup> In line with the general rules of official administrative proceedings, the University may invalidate any diploma or diploma supplement issued by the University or its legal predecessor if it is found that

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<sup>87</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>88</sup> Enacted by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

the diploma was obtained illegally. Invalidated diplomas shall be withdrawn and destroyed by the University.

(11)<sup>89</sup> If requested, the University shall issue a duplicate degree based on the registry sheet, including a duplicate clause and authentication, to replace any diplomas lost, stolen or destroyed after their delivery. The rules for the record-keeping of duplicates shall be identical to those that apply to the original diplomas. The procedure used for the issuance of the first duplicate shall be followed when making additional duplicates of the same diploma.

(12)<sup>90</sup> Ex officio or upon any related request, the University shall withdraw and destroy erroneously issued diplomas, record the correction of the error in the registry sheet, and re-issue the diploma on the basis of the corrected registry sheet. The diploma so issued shall include the correction clause and authentication. If the change also affects the contents of the diploma supplement, it too shall be re-issued concurrently to the withdrawal and destruction of the former diploma supplement.

## Part VII

### Special provisions pertaining to various groups of students

#### Students with disabilities

**Section 43** (1) Students with disabilities shall be provided with facilities allowing preparation and exams adjusted to their disabilities. Furthermore, assistance shall be provided to them so that they can fulfil their obligations arising from the student legal status. In justified cases, disabled students shall be exempted from taking certain subjects, studying certain units, or taking exams and being tested. If required, disabled students shall be exempted from taking language examinations, a part of those, or their level. A longer preparation period shall be ensured during exams. The use of technical aids, and therefore, in particular, typewriters and computers, shall be provided for compiling reports in writing, or by substituting a written exam with an oral one and vice versa.

(2) Students with disabilities may be granted allowances in the pursuit of studies upon their related request, based on the decisions of the Equal Opportunities Committee.

(3)<sup>91</sup> Such request shall include an expert opinion confirming the existence of the disability, which opinion may be issued by

- a) if the disability or unique educational requirement of the student (applicant) had already existed during his/her high school education and was therefore granted allowances during his/her studies or the high school final exam, the county (or Budapest) education expert services or their member institutions proceeding as county or national expert committees (and, of their legal predecessor, the expert and rehabilitation committees for examining studying abilities and the national expert and rehabilitation committees),
- b) if the disability was diagnosed thereafter, the expert body of rehabilitation or its legal predecessors.

In absence of the prescribed certification, the request shall be declined without any review on the merits. Certificates of disabilities shall be sent by the Equal Opportunities Committee ex officio to the Registrar's Office for the purpose of registration in the Neptun system.

(4) If the student's disability was existent during the studies in public education and the student was therefore provided any allowance, the request shall include copies of the documents issued by the public education institution - as certified by the institution - that confirm that the given disability was existent during high school studies, for which allowances were granted.

(5) Students with disabilities may submit an application for an allowance at any time, but the procedure of the Equal Opportunities Committee shall not have a suspensory effect with respect to the student's current academic matters. The established benefit may not be enforced with retrospective effect.

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<sup>89</sup> Enacted by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>90</sup> Enacted by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>91</sup> Amended by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

(6) The Equal Opportunities Committee may grant a student with disabilities the allowances and exemptions defined in relevant legislation, with the additional condition that any exemption may be granted only in respect of the circumstance serving as its basis and may not lead to any exemption from the fundamental academic requirements needed for the obtainment of the professional qualification certified by the diploma.

(7) With respect to the allowances and exemptions, the Equal Opportunities Committee is not bound by the details in the student's application. Thus a decision may be made within the relevant legal framework on the provision of allowances and exemptions that are different from the ones described in the application in view of the submitted professional opinions and all the circumstances of the given case.

(8)<sup>92</sup> The provision of assistance to students with disabilities is facilitated by equal opportunities coordinators acting on behalf of the University and the various Faculties. The coordinators shall have higher education qualifications and competence or professional experience in matters relating to people with disabilities.

### **Students studying courses abroad**

**Section 44**<sup>93</sup> (1) The provisions of this Policy shall apply to students who study courses abroad based on any international or institutional agreements (hereinafter: studying courses abroad) - unless otherwise regulated in the competent Faculty's complementary provisions to this Policy and with the deviations set out in this Section.

(2) The provisions of this Section shall only apply to studying courses abroad that are not managed by the University or as part of an international mobility program that required an application for a scholarship if the student has informed the Faculty's competent organizational unit dealing with foreign affairs of participation in studying courses abroad no later than at the time of their commencement.

**Section 45** (1)<sup>94</sup> Students may apply for international mobility scholarships (especially Erasmus, CEEPUS, etc.) through the University under the conditions defined in the respective calls for proposals and the complementary provisions to this Policy issued by the Faculty competent in the student's studies.

(2) The calls for proposals shall be published by the Faculty competent in the student's studies.

(3) The place, method, and deadline for submitting applications shall be defined in the call for proposals.

**Section 46** (1)<sup>95</sup> The data of students participating in international mobility programs (especially Erasmus and CEEPUS) and managed by the University shall be entered by the organizational unit of the competent Faculty ex officio in the mobility section of Neptun in each semester, until October 15 or March 15, respectively.

**Section 47** (1)<sup>96</sup> Students awarded Erasmus or CEEPUS scholarships shall register for active semesters for the duration of studying courses abroad for at least one educational program at the University. Participation in studying courses abroad does not prevent the student from registering for subjects in the domestic educational program during the active semester, provided they can be fulfilled in line with the general rules.

With respect to studying courses abroad, students have the right to request preferential schedules of studies in line with the general rules.

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<sup>92</sup> Enacted by Decision 2015 of June 4, 2015 of the University Council. Effective as of August 15, 2015.

<sup>93</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

<sup>94</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

<sup>95</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

<sup>96</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

(2) While studying courses abroad, students awarded Erasmus or CEEPUS scholarships are obligated to achieve at least 15 credits every semester, including credits recognized for the same semester in the domestic educational program from studying courses abroad.

**Section 48** (1)<sup>97</sup> At the time the international mobility scholarship is announced, the list of those subjects can be published (and, in the case of dual/multiple or joint programs based on interinstitutional agreements, shall be published by the last day of the term time of the previous semester) that can be accepted in the student's educational program - based on the preliminary opinion of the Credit Transfer Committee - when the student is admitted to a foreign partner institution.

(2) As regards subjects announced in foreign institutions of higher education that do not qualify as automatically recognizable within the meaning of paragraph (1), the student may request the Credit Transfer Committee's preliminary opinion until April 15 in the spring semester or November 15 in the fall semester. If the preliminary opinion of the Credit Transfer Committee is positive, the credit transfer procedure may be ignored in line with the general rules.

(3) In the case of students who have been awarded an Erasmus or CEEPUS scholarship, the competent Faculty organizational unit dealing with foreign affairs shall, no later than April 15 or November 15, respectively, ex officio initiate - after consulting with the student beforehand, if necessary - the preliminary credit transfer procedure based on the learning agreement concluded in the mobility program. The learning program may only be approved in the case of subjects that is adjudged to be recognized for the student's studies based on the Credit Transfer Committee's preliminary procedure. In exceptional cases, the Credit Transfer Committee may approve subjects that do not correspond to any required, elective or optional subject in the student's domestic educational curriculum as optional subjects with values of two credits.

(4) In cases not regulated in paragraphs (1)-(3), the subjects completed as guest students in the framework of studying courses abroad may be recognized for domestic education under the general rules of credit transfer.

**Section 49**<sup>98</sup>(1) The student's semester spent studying courses abroad shall be closed by the Registrar's Office as soon as it is practicable, but no later than by October 15 in the fall semester and until March 15 in the spring semester of the semester following that in which the credit certificate on subjects completed in the courses studied abroad.

(2) Students shall be obligated to submit, as soon as possible after returning home, the credit certificate on completion of the subjects completed abroad, subject to automatic recognition, and which can be recognized on the basis of the Credit Transfer Committee's preliminary

- a) decision, to the competent Faculty organizational unit dealing with foreign affairs in case of Erasmus and
- b) CEEPUS mobility programs and to the organizational unit designated by the Faculty in the case of other courses studied abroad.

(3) If the credit certificate is not submitted by October 10 or March 10, respectively, the subjects falling under automatic recognition or which can be recognized on the basis of the Credit Transfer Committee's preliminary decision will be recognized only for the student's subsequent active semester.

**Section 50**<sup>99</sup> (1) Any subject completed while studying courses abroad that - based on the rules of credit transfer or the Credit Transfer Committee's preliminary opinion or special decision - corresponds to a required, elective or optional subject that is a part of the student's domestic educational

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<sup>97</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

<sup>98</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

<sup>99</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

curriculum and that the student has not yet fulfilled during his studies shall be accepted with the name and credit value belonging to the given subject in the student's domestic educational curriculum.

(2) Subjects completed while studying courses abroad that do not correspond to any required, elective or optional subject in the student's domestic educational curriculum shall be recognized as optional subjects and entered in the Neptun system with the use of the technical names of the subjects.

With the application of these rules, subjects may be recognized as optional subjects up to a maximum of thirty credits for the given semester.

The original names of the subjects recognized on the basis of this rule shall be entered in the Neptun system.

(3) Subjects that have already been completed by the student may not be recognized as completed abroad.

(4) In the event of any doubt, the qualification of a subject completed and recognized while studying courses abroad shall be decided by the Credit Transfer Committee.

**Section 51** (1) In the semester after having taken the courses, the student may register for an active semester even if the semester spent studying courses abroad - as provided by this Policy - has not yet been closed.

(2) If the student intends to register for a subject that is a prerequisite for any subject to be fulfilled in the previous semester - spent studying courses abroad - but, according to this Policy, the previous semester has not yet been closed, registration for the succeeding subject may be requested from the Registrar's Office if

- a) the student has been provided the prior positive opinion of the Credit Transfer Committee for the prerequisite subject, and
- b) this is communicated to the Registrar's Office before the subject registration period of the new semester, at the same time requesting the registration of the prerequisite subject for the semester of studying courses abroad in writing, as well as the registration of the succeeding subject for the next semester.

(3) If the prerequisite subject is not recognized for the semester spent studying courses abroad by the closing of the semester in due time under this Policy, the Registrar's Office shall cancel both the prerequisite subject and the succeeding subject.

#### **Students participating in dual or joint education programs implemented in cooperation with partner foreign institutions**

**Section 51/A<sup>100</sup>** (1) The provisions of this Policy shall apply to students participating in dual or joint education programs held in cooperation with partner foreign institutions, with the deviations set out in this Section.

(2) Only such education shall be deemed as a dual or joint education program implemented in cooperation with a foreign partner institution that is expressly declared as such in the announcement of admission. In itself, attending a foreign higher education institution shall not result in the application of the rules set out in this Section.

(3) In the case of students participating in dual or joint education programs held in cooperation with foreign partner institutions, the rules pertaining to transfers - with the exception of the rules on deadlines - may differ from those applicable to students participating in other forms of education. Such rules shall be set out in the provisions decided by the Faculty concerned in connection with this Policy.

(4) In the case of students participating in dual or joint education programs held in cooperation with a foreign partner institution, exams may also be held in the official rooms of the collaborating foreign higher education institution.

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<sup>100</sup> Enacted by Decision 2032 of October 30, 2015 of the University Council.

(5) In the context of joint education programs implemented in cooperation with foreign partner institutions, the student shall have to obtain at least 30 credits at Pázmány Péter Catholic University to earn a final certificate. The general rules shall apply to dual education programs.

(6)<sup>101</sup> Students participating in dual or joint education programs held in cooperation with a foreign partner institution, are authorized to submit the same work to all cooperating institutions as their theses.

## **Part VIII Interpreting provisions**

**Section 52**<sup>102</sup> If a grade in a five-step system has to be established as the average of several grades, the following method is used to round the average result to an integer:

under 1.50 - fail (1)

1.50-2.49 – pass (2)

2.50-3.49 – satisfactory (3)

3.50-4.49 – good (4)

4.50-5.00 – excellent (5)

## **Part IX Transitional and Final Provisions**

**Section 53** (1) This Policy shall enter into effect on the date of its promulgation and its provisions shall be applicable to students in phasing-in system - with respect to the provisions of paragraph (2) - commencing their studies in the 2012/2013 academic year and thereafter. Concurrently to the entry into effect of this Policy, the Pázmány Péter Catholic University's previous Education and Exam Policy shall lapse, with the additional condition that its provisions shall be applicable in the cases defined in this Policy.

(2) The procedural rules of this Policy that do not concern academic issues shall be binding on all students, irrespective of the date they commenced their studies.

(3) The provisions of this Policy shall also apply to students who established their student legal status before the time specified in paragraph (1) but, as a result of a requested transfer, change in major, or transfer between full-time and correspondence education, pursue their studies in a different educational format.

(4) Students who commence studies in new educational programs after a new admission procedure in addition to their existing student legal status shall be subject to the regulations in effect at the given institution for the different educational programs concerned, at the time of the commencement of the respective educational programs.

(5)<sup>103</sup>

(6) Students who started their studies in the first semester of the 2006/2007 academic year or thereafter but before the first semester of the 2012/2013 academic year shall be subject to the provisions of the Education and Exam Policy that entered into effect on September 1, 2011, with the additional condition that in case the provisions thereof or the associated complementary provisions of the Faculty - especially as regards dismissal for study-related reasons - contain more stringent requirements than the ones in the Education and Exam Policy in effect at the time of the commencement of the student's studies, the provisions in question may not be applied vis-a-vis the student, but the rules in effect at the time of the commencement of the student's studies shall be applied.

(7)<sup>104</sup>

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<sup>101</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

<sup>102</sup> Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

<sup>103</sup> Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

<sup>104</sup> Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.



(8)<sup>105</sup> The rules set out in Section 42 (2) of this Policy pertaining to signing diplomas shall be applicable to all the diplomas issued after the effective date of this Policy.

(9)<sup>106</sup>

(10)<sup>107</sup> Students who commenced their studies before September 1, 2006 and were granted final certificates without earning their degrees may take final examinations until September 1, 2018.

(11)<sup>108</sup>

## **Section 54<sup>109</sup>**

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<sup>105</sup> Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

<sup>106</sup> Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

<sup>107</sup> Amended by Decision 44 of June 10, 2016 of the University Council.

<sup>108</sup> Repealed by Decision 14 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

<sup>109</sup> Repealed by Decision 1141 of June 11, 2014 of the University Council. Repealed as of the 2014/2015 academic year.