

ORGANISATIONAL AND OPERATIONAL RULES AND REGULATIONS OF THE
BUDAPEST BUSINESS SCHOOL

VOLUME 3

REQUIREMENT SYSTEM
FOR STUDENTS OF THE
BUDAPEST BUSINESS SCHOOL
2018

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PREAMBLE

Pursuant to the currently effective provisions of Act CCIV of 2011 on National Higher Education (hereinafter: Higher Education Act), Government Decree 87/2015 (9 April) on the Implementation of Certain Provisions of Act CCIV of 2011 on National Higher Education (hereinafter: Implementation Decree), Government Decree 51/2007 (26 March) on Grants Available for Higher Education Students and Fees Payable by Them (hereinafter: Grants Decree), Government Decree 423/2012 (29 December) on Admission to Higher Education Institutions (hereinafter: Admission Decree) and Act CL of 2016 on General Public Administration Procedures (hereinafter: General Public Administration Procedures Act), the Senate of Budapest Business School (hereinafter: University) has adopted this Requirement System for Students (hereinafter: Regulations) as volume 3 of the Organisational and Operational Rules and Regulations. The student union (hereinafter: SU) exercises the right of consent with regard to the following chapters of the Regulations during the approval and amendment thereof pursuant to Section 61(1) a) and c) of the Higher Education Act and Section 171(2) of the Organisational and Operational Order (hereinafter: OOO) constituting Volume 1 of the Organisational and Operational Rules and Regulations:

- Chapter II of the Regulations: procedures for student affairs, assessment of requests submitted in relation to the legal relationship and rules of legal remedies;
- Chapter III of the Regulations: study and examination regulations - with the exception of the rules governing the registration of study data and the provisions concerning training records and documents;
- Chapter IV of the Regulations: the order of establishing and fulfilling payment obligations imposed on students, the order of allocation of the student benefits (regulations on fees and benefits)
- Chapter V of the Regulations: the order of adjudication of student disciplinary and compensation cases.

Section 1 Scope of the Regulations

- (1) The scope of these Regulations covers all individuals participating in higher educational vocational programmes, bachelor programmes, single-cycle programmes, master programmes and postgraduate specialisation programmes as well as study programmes where only part of the programme is completed organised and operated by the University as students, as well as all educational organisational units, non-educational organisational units, teachers and employees performing educational, education organisation and administration tasks under any contract or legal relationship.
- (2) The Regulations set out provisions for applicants for the training programmes of the University as well as those former students of the University whose student status has terminated.
- (3) The scope of these Regulations also covers individuals establishing a legal relationship with the University as guest students, during their University studies.
- (4) As a general rule, these Regulations do not cover students attending doctoral training; the University's Doctoral Regulations shall apply to them.¹ The provisions of the Student Requirements System shall apply to doctoral students only if this is set out by the Doctoral

¹ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

Regulations.²

Section 2 Interpretive provisions

(1) For the purposes of these Regulations:

1. *absolutorium*: see final certificate;
2. *active semester*: the semester for which the student announced their start or continuation of studies and did not withdraw that statement within one month of the beginning of the semester, or in relation to which, upon the student's request, the University did not allow the student to suspend the student status by the end of the training period that had already begun pursuant to Section 45 (2) c) of the Higher Education Act;
3. *bachelor programme*: the first stage of a multi-cycle programme, where a bachelor degree and professional qualification can be obtained and which entitles the holder of such degrees to apply for a master programme;
4. *state-funded student*:³ a student participating in state-funded programme and a student been admitted, transferred or reallocated⁴ to a programme funded fully or partially through Hungarian state scholarships from September 2012;
5. *orphan*:⁵ a student aged less than 25 years, both parents of whom, or a spinster, bachelor, divorced or separated parent sharing the same household with the student deceased, and the student has not been adopted;
6. *reallocation*: decision to change the form of financing;
7. *enrolment* the administrative act of establishing student status, which takes place following the admission to the programme, student transfer, or authorisation for partial educational programmes or guest studies, in the form of a declaration made in the electronic study and student administration system (hereinafter: Electronic Study System) with the involvement of the Studies and Administration Department; prior to enrolment a contract must be established with the student in cases required by the law;
8. *registration*: the academic act in which the student declares that they will start or continue their studies during the current semester. If a student does not intend to register during the academic semester, they do not fulfil academic obligations, and cannot be required to undertake academic performance
9. *family provider*:⁶ the student,
 - who has at least one child,
 - who is entitled to a nursing allowance pursuant to Act III of 1993 on Social Administration and Social Services;
10. *diploma work (thesis)*: a paper written for the completion of the studies for higher education according to the training and output requirements, for the scope and the formal requirements of which the faculties may lay down mandatory standards;
11. *dual study programme*:⁷ a bachelor programme including extensive practice launched in

² Modified by Resolution No. (VI. 22.) 90. adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

³ Section 2 (1) of the Grants Decree

⁴ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

⁵ Section 2 (1) of the Grants Decree

⁶ Section 2 (1) of the Grants Decree

fields of study such as technology, information technology, agriculture, natural science, health science⁸ and economics, or a bachelor programme in social work, or a master programme pertaining to the aforementioned fields of study, where practical training is delivered, according to the curriculum of the programme developed in line with the training and output requirements, for full-time studies, containing specific provisions for the academic term, the methods of training, lessons and the assessment of the acquired knowledge and skills, within the framework set by the Council for Dual Education, at qualified organisations;

12. *individual study schedule*: the student can choose individually from the offered study options individually in each semester i.e., within the curricular and regulatory framework, may deviate from the model curriculum under the terms and conditions laid down in the regulations and curricula. Individual study schedule is not the same as the exceptional academic system;
13. *dismissal*: termination of the studies of the student in the programme, which may also entail the termination of the student status when the student does not conduct studies in other programmes.
14. *Electronic Study System (hereinafter: SS)*: the electronic registration of individual decisions and official announcements of students' personal and study data and studies, which is also a means of official communication between students and the bodies of the University;
15. *lecture*: a contact lesson during which the verbal explanation of the teacher helps to acquire knowledge;
16. *pre-requisite*: a condition of taking on a curricular unit;
17. *early exam*: an examination organised prior to the start of the examination period;
18. *semi-orphan*:⁹ a student under the age of 25 years of age one of whose parents has died and was not adopted;
19. *semester completion certificate* a certificate printed and certified by SS at the student's request, which contains the academic results of a given semester;
20. *higher educational vocational programme*: a programme leading to a higher level professional qualification, which does not certify any individual level of qualification;
21. *catch-up subject*: a study opportunity as a learning opportunity without any credit value, aiming at making up for shortcomings in secondary school knowledge;
22. *semester*:¹⁰ a period comprising five months, defined for the purposes of organising education;
23. *student with disabilities or in need due to a health condition*:¹¹ a student who
 - is in permanent or increased need of supervision, has to be cared for due to their disability, or who regularly needs personal and / or technical assistance and / or service because of their disability; or
 - has lost at least 67% working capacity lost or have had at least 50% degree of health damage, and this state has lasted for a year, or is scheduled to last at least a year;
24. *student (applicant) with disability*:¹² a student with motor, sensory or speech disability, or

⁷ Section 108 Item 1b of the Higher Education Act

⁸ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

⁹ Section 2 (1) of the Grants Decree

¹⁰ Section 108 item 5. of the Higher Education Act

¹¹ Section 2 (1) of the Grants Decree

- multiple disabilities, autism spectrum disorder or any other disorder of psychological development (serious learning, attention-deficit or behavioural disorder);
25. *practice*: a contact lesson academic unit based on active, independent student work; special form: seminar, laboratory practice;
 26. *course unit grade*: based on the tasks performed during the study term, the grade closing a subject during the term (for correspondence or distance education programmes, the course unit grade can be given in the examination period as well);¹³
 27. *student status*: legal relationship between the University and the student established with enrolment to which rights and obligations are attached;
 28. *study contract*:¹⁴ a contract established under section 39 (3) of the Higher Education Act between a higher education institution and a student who is classified as a self-financed student;
 29. *multiply disadvantaged person*:¹⁵ a person who is under the age of twenty-five during the enrolment (registration) and is classified as increasingly multiply disadvantaged as defined in the Child Protection and Guardianship Act;
 30. *disadvantaged*:¹⁶ disadvantaged: a person who is under the age of twenty-five during the enrolment (registration) and who is classified as disadvantaged as defined in the Child Protection and Guardianship Act;
 31. *corrective exam*: a type of corrective exam that is determined by law and aims to improve the outcome of a successful or failed exam;
 32. *training and output requirements*:¹⁷ the complexity of the knowledge, expertise, skills, abilities (competence), the acquisition of which is followed by the issue of the diploma in the particular programme;
 33. *educational period*:¹⁸ the statutory time required to obtain the prescribed credits, qualification level, professional qualification;
 34. *academic term*:¹⁹ the educational period is divided into a study term and the related examination period;
 35. *training programme*:²⁰ the institution's complex training document, which contains:
 - a) the detailed training and study requirements of the bachelor, master and single-cycle tertiary vocational programmes and postgraduate specialisation programmes,
 - b) the doctoral training plan
 including the detailed rules of the training, in particular the curriculum, the educational program and the subject programmes, as well as the evaluation and control methods, procedures and rules;
 36. *training field*:²¹ all of the programmes defined in the Government Decree which have similar or partially equivalent training content;

¹² Section 108 item 6. of the Higher Education Act

¹³ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

¹⁴ Section 108 item 8. of the Higher Education Act

¹⁵ Section 108 item 9. of the Higher Education Act

¹⁶ Section 108 item 10. of the Higher Education Act

¹⁷ Section 108 item 16. of the Higher Education Act

¹⁸ Section 108 item 17. of the Higher Education Act

¹⁹ Section 108 item 18. of the Higher Education Act

²⁰ Section 108 item 19. of the Higher Education Act

²¹ Section 108 item 20. of the Higher Education Act

37. *exceptional academic system*: the requirements for the different fulfilment of time and content of the study requirements, also containing preferences. An exceptional academic system may be authorised based on a request
38. *contact lesson*: see *lesson*;
39. *consultation*:²² an opportunity for personal discussion provided by the teacher of the higher education institution to a student, including by means of electronic communications;²³
40. *adjusted credit index*: The credit index and the adjusted credit index are used for evaluating the student's performance in a given programme, in a semester in terms of quantity and quality. During the calculation of the credit index, the amount of the credit value multiplied by grades of the subjects completed in the semester should be divided by thirty credits to be earned in the course of one semester, if average progress is made. The adjusted credit index can be calculated from the credit index by a multiplication factor that corresponds to the ratio of credits earned during the semester and undertaken in the individual study schedule. The cumulative adjusted credit index serves to evaluate the student's quantitative and qualitative performance over multiple semesters. The calculation of the cumulative adjusted credit index is the same as the calculation of the adjusted credit index, although thirty credits for every semester and credits undertaken and completed during the whole period must be taken into account.
41. *compulsory subject*: a subject to be completed in order to obtain a final certificate in that particular programme;
42. *compulsory optional subject*: a subject to be chosen from a closed subject group (list) defined by the curriculum. The curriculum determines the amount of credits that must be achieved from a particular group. The subjects of special programmes and specialisations are to be jointly selected, with the application for the special programme or specialisation.
43. *compulsory optional foreign language proficiency subject*: students who do not have the language exam required by the curriculum for the diploma are required to choose from the offered language courses. Students with the appropriate language exam can take on foreign language subjects or additional business foreign languages under their business language credit limit. Students can only add a subject as a foreign language subject that is optional in the given programme.
44. *credit*:²⁴ the unit of study work of students, which expresses, for the subject or the curricular unit, the estimated time required for the acquisition of specific knowledge to meet the requirements; one credit means an average of thirty study hours, the value of the credit - provided that the student's performance is accepted - does not depend on the student's assessment of their knowledge;
45. *credit certificate*:²⁵ *A credit certificate is a paper-based document issued and verified by the University, which contains a description of the subjects (curricular requirement) of the student, which allows, in order to make a decision pursuant to Section 49(5) of the Higher Education Act, to examine and assess whether the knowledge and other competencies acquired and certified by the student corresponds to the competences of the replaced subject (curriculum requirement).*

²² Section 108 item 23. of the Higher Education Act

²³ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

²⁴ Section 108 item 24. of the Higher Education Act

²⁵ Section 43(1) of the Implementation Decree

46. *credit index*:²⁶ During the calculation of the credit index, the amount of the credit value multiplied by grades of the subjects completed in the semester should be divided by thirty credits to be earned in the course of one semester, if average progress is made;
47. *criterion*: the requirement set out in the curriculum as a pre-requisite for a specific part or closure of the studies, but it may also be performed independently of university studies, beyond the scope of institutional training and the existence of which is governed by university requirements but the way in which it is performed is not;
48. *course*: the actual opportunity offered for completing an academic unit in a given academic period, consisting of all of study sessions, exams and qualification procedures. Depending on the type, each course has a specific place, time, and teacher. The course type, properties, etc. are the same as the type and characteristics of the academic unit for the performance of which it is announced (duration, contact lesson number, nature of exercise, type of assessment);
49. *registration for a course (subject)* registration for courses and exam courses to be completed in the given semester in the SS;
- 49A. *foreign resident Hungarian student*:²⁷ a student having residence abroad but declaring himself/herself as having Hungarian nationality, including students covered by the Preference Act;²⁸
50. *correspondence programme schedule*:²⁹ Correspondence programme means a schedule of study provision where, unless otherwise stated in an agreement concluded with the students concerned, the contact lessons of students are delivered in a condensed form, in the institution on working days or on regular holidays once every two weeks at the most, and the methods of distance education are applied in the rest of the studies;
51. *programme funded fully or partially through Hungarian state scholarships*:
- a) a programme started in September 2012, and thereafter as a programme funded fully or partially through Hungarian state scholarships which did not become self-financed;
 - b) a programme started in September 2012, and thereafter which was reclassified as a programme funded fully or partially through Hungarian state scholarships;
52. *master programme*: the second phase of a multi-cycle programme which is based on a bachelor programme and where a master degree and professional qualification may be obtained;
53. *model curriculum (recommended curriculum)*: the allocation of subjects for semesters in a manner that it may be followed by a student wishing to make average advancement in a manner that they shall fulfil the prerequisite requirements for each course unit before taking it, and shall complete their study requirements during the educational period set forth in the training and output requirements;
54. *mobility window*: the period dedicated to international student mobility and integrated into the curriculum in order to promote an exchange programme abroad in bachelor and master programmes, in order to allow participants in international mobility without extending their academic period;
55. *module*: set of curricular units that belong together according to professional or education organisation aspects;

²⁶ Section 57(4) of the Implementation Decree

²⁷ Section 2 (1) of the Grants Decree

²⁸ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

²⁹ Section 108 item 25. of the Higher Education Act

56. *student with a large family*:³⁰ is a student
- who has at least two dependent brothers or sisters or three children or
 - apart from their providers (provider), the monthly income of at least two individuals sharing the same household with the student is below the minimum wages, or
 - is the guardian of at least two minors;
57. *certificate*: an authentic instrument in tertiary education and professional qualification in Hungarian and English or in the language of instruction;
58. *diploma supplement*: an authentic instrument issued by the University which, in a specific form and content, in Hungarian and English, certifies the student's knowledge, skills and competencies obtained in relation to the diploma and provides information on the level of qualifications and the exam results;
59. *single-cycle programme*: a programme in which the stages of bachelor and master programmes are not separated from each other and where a master degree and professional qualification can be obtained;
- 59A. *self-financing*: the fee payable for the services identified under Section 81 (1)–(2) of the Higher Education Act;³¹
60. *self-financed programme*:
- a) a programme started in September 2012, and thereafter as a self-financed programme which did not become a programme funded fully or partially through Hungarian state scholarships;
 - b) a programme started in September 2012, and thereafter which was reclassified as a self-financed programme;
- 60/A. *self-financed student*: a student admitted, transferred or reallocated to a self-financed programme;
61. *cumulative adjusted credit index*: The cumulative adjusted credit index serves to evaluate the student's quantitative and qualitative performance over multiple semesters. The calculation of the cumulative adjusted credit index is the same as the calculation of the adjusted credit index, although thirty credits for every semester and credits undertaken and completed during the whole period must be taken into account;
62. *passive semester*: the semester for which the student announces that they suspend their studies or withdraws registration within one month of the start of the semester or, at the student's request, the University authorizes the suspension of the semester In the cases specified in Section 45 (2) of the Higher Education Act, and any semester when the student does not fulfil their obligation to register, provided in all cases that the conditions for termination of the student status are not met;
63. *plagiarism*: use of any third party's work defined in Section 66(3) for any purpose that is contrary to these Regulations;
64. *registration*: a statement by an enrolled student at the beginning of the semester, in SS indicating that they will start or continue studies;
65. *registration period*: the time available for registration, which is organised prior to³² the

³⁰ Section 2 (1) of the Grants Decree

³¹ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

³² Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

training period;

66. *part-time training*:³³ Part-time training may take the form of the schedule of correspondence training course. The duration of part-time training, with the exception of postgraduate specialisation programmes, may be at least 30% and no more than 50% of the lessons of full-time training. The duration of postgraduate specialisation programme may be at least twenty and no more than fifty percent of the lessons of full-time training.
67. *partial educational programme*:³⁴ A higher education institution may admit individuals with higher education qualifications who do not have a student status in the institution for a partial educational programme, with a student status, for any course or module in a self-financed programme without any admission procedure. The institution is required to issue a certificate of educational performance. A completed course, module, can be included in higher education studies according to the rules of credit transfer rules.
68. *own revenue*:³⁵ own revenue means the fee, specified under Section 82 (1)-(2) of the Higher Education Act, the service fees defined in the institutional regulation, the revenues of the institution from business activities and revenues from support received from corporations, as well as support granted in application expressly for grant purposes;
69. *failed examination*: an exam that the student tried to take but did not meet the respective study requirements. Each failed examination reduces the total of examinations available to complete a given academic unit and course;
70. *specialisation*:³⁶ Specialisation means studies aimed at the acquisition of specialised knowledge which forms part of the programme and does not result in the acquisition of a separate professional qualification;
71. *weighted grade average*:³⁷ In credit based education, the student's performance is monitored by means of the (cumulative) weighted grade average calculated for one academic term or for the duration of studies in a programme. *For the calculation of the weighted grade average of the study, the amount of credits and grades of the subjects completed in the given period must be divided by the sum of the credits of the completed subjects.*
72. *optional subject*: a subject that is announced and credited by domestic or foreign higher education institutions, for which the choice of student may not be restricted. The curriculum determines the amount of credits that must be achieved from optional subjects. The possibility of unrestricted registration for subjects does not mean exemption from the pre-requisite(s).
73. *programme*:³⁸ a complex programme aimed at the acquisition of training content required for obtaining some professional qualification (knowledge, expertise, skills).
74. *thesis*: see diploma work;
75. *special programme*:³⁹ studies aimed at the acquisition of specialised knowledge which forms part of the programme and does not result in the acquisition of a separate professional qualification,
76. *postgraduate specialisation programme*: training for acquiring further professional

³³ Section 18 (3) of the Higher Education Act

³⁴ Section 42 (2) of the Higher Education Act

³⁵ Section 2 (1) of the Grants Decree

³⁶ Section 108 item 16. of the Higher Education Act

³⁷ Section 57(3) of the Implementation Decree

³⁸ Section 108 item 32. of the Higher Education Act

³⁹ Section 108 item 33. of the Higher Education Act

- qualification following a bachelor or master degree;
77. *professional qualification*:⁴⁰ evidence of specialised knowledge awarded with a bachelor or master degree or acquired in postgraduate specialisation programme or higher educational vocational programmes, determined by the content of the programme and special programme or specialisation preparing the student for practice of the profession and certified in the diploma or advanced-level vocational certificate.
78. *aptitude test*:⁴¹ a form of control determined by the University examining the abilities needed to perform the chosen professional qualification, i.e., whether the individual has the abilities that may be optimally developed for the successful completion of the preparatory (training) stage;
79. *internship*:⁴² partially independent student activity carried out in an external practical training location or a practical training location belonging to the higher education institution as part of higher education vocational training, bachelor, master or single-cycle programme.
80. *student entitled to social benefits*:⁴³ a student participating in a full-time higher educational vocational programme, bachelor and master programme, in a single-cycle programme and doctoral training who
- participates in state-funded programme or as a beneficiary of Hungarian state (partial) scholarship or
 - began their studies on a state-funded course and, based on the number of semesters started in a particular programme or vocational programme they would be entitled to participation in a state-funded programme;
81. *study term*: the semester period for lessons;
82. *academic unit*: the basic unit of studies in which the requirements are usually met by a semester of specific studies (by completing a course) or a one-off study act (e.g., examination, authoring a paper);
83. *lesson*:⁴⁴ a session requiring personal co-operation by the teacher (lecture, seminar, practice, consultation) with a duration of at least forty-five, at most sixty minutes, to complete the study requirements specified in the curriculum;
84. *subject*: part of the curriculum, a set of interconnected academic units consisting of consecutive knowledge of one or more semesters;
85. *curriculum*:⁴⁵ a training plan compiled according to specific training and output requirements, the elements of which are: a course and examination plan based on the subjects and curricular units broken down by training programme, the control and evaluation system of the fulfilment of the requirements and the programme of the subjects and curricular units,
86. *curricular unit*: a module, a subject, an academic unit;
87. *grade average*: see *weighted grade average*
88. *registration for a subject* registration for a course;

⁴⁰ Section 108 item 34. of the Higher Education Act

⁴¹ Section 108 item 35. of the Higher Education Act

⁴² Section 108 item 36. of the Higher Education Act

⁴³ Section 2 (1) of the Grants Decree

⁴⁴ Section 108 item 41. of the Higher Education Act

⁴⁵ Section 108 item 42. of the Higher Education Act

89. *distance education*:⁴⁶ a particular form of education, involving the use of IT and communication teaching aids, teaching-learning methods and digital study materials, based on the interactive relationship between teacher and student and the student's individual work, where the number of lessons is less than thirty per cent of the lessons in full-time programmes;
 90. *full-time programme*:⁴⁷ Full-time training should be organized on working days, according to the schedule of day-to-day training, within a five-day teaching week. This provision may be waived with the agreement of the student union of the higher education institution. Full-time training can also be organized as dual study programme.
 91. *completion certificate*: a certificate printed and certified by SS at the student's request, which contains the academic results of a given semester, as well as the courses taken in the current semester and when they are completed, their results;
 92. *master sheet*: all data of the student relating to all studies within the framework of the student status, stored in SS and electronically produced and certified after the termination of the student status;
 93. *master sheet statement*: an official document printed and authenticated by the SS containing the data of the master sheet as well as data of the final certificate, final examination, diploma, diploma supplement, foreign language requirements, disciplinary and compensation cases, disability and student accident data;
 94. *guest student status*: in the framework of the guest student status, the student pursues relevant guest studies in relation to their own studies.
 95. *final certificate (absolutorium)*:⁴⁸ it is a document to certify the successful passing of examinations set out in the curriculum – with the exception of the passing of (an) exam(s) in (a) foreign language(s) and the completion of the student's thesis (diploma work) – and fulfilment of other academic requirements and the acquisition of credit points prescribed in the training and output requirements; it proves, without qualification and assessment, that the student, in every respect, has met all their academic and exam requirements;
 96. *examination*:⁴⁹ a form of control and assessment of the acquisition of knowledge, skills and abilities;
 97. *postponing an examination*: cancellation of registration for an examination and certified absence from an examination;
 98. *examination period*: the time of the semester for passing the examinations
 99. *exam course*: form of a course ad that does not include contact lessons, is only an examination; exam courses can only be taken by students who have previously completed the semester interim requirements of the subject in their training relationship and obtained a signature.
 100. *final paper (project work)*: a paper and project work written at the conclusion of studies in higher educational vocational programme.
- (2) Abbreviations, key words
- General Public Administration Procedures Act: Act CL of 2016 on General Public Administration Procedures
 - SWC: Student Welfare Committee

⁴⁶ Section 108 item 44. of the Higher Education Act

⁴⁷ Section 17 (2) of the Higher Education Act

⁴⁸ Section 108 item 47. of the Higher Education Act

⁴⁹ Section 108 48. of the Higher Education Act

- University: Budapest Business School
- AB Appeals Board
- FDC: Disciplinary Committee
- Admission Decree: Government Decree 423/2012 (29 December) on Admission to Higher Education Institutions
- Authority: Educational Authority
- SU: Student Union
- SSC: Student Social Committee⁵⁰
- SFBC: Student Fees and Benefits Committee
- Grants Decree Government Decree 51/2007 (26 March) on Grants Available for Higher Education Students and Fees Payable by Them
- CTC: Credit Transfer Committee
- DAC: Dormitory Admission Committee
- DC: Dormitory Admission Committee
- Higher Education Act: Act CCIV of 2011 on National Higher Education
- DE: Directorate of Education
- SH: Stipendium Hungaricum
- SH Decree: Government Decree 285/2013 (26 July) on Stipendium Hungaricum
- SNSC: Special Needs Students Committee
- Regulations: Requirement System for Students
- OOO: Organisational and Operational Order
- SC: Study Committee
- SS: Electronic Study System
- Implementation Decree: Government Decree 87/2015 (9 April) on the Implementation of Certain Provisions of Act CCIV of Act CCIV of 2011 on National Higher Education

⁵⁰ Enacted by Resolution No. (VI. 22.) 90 adopted by the Senate, effective as of 1 August 2020.

I. CHAPTER V: THE ADMISSION PROCEDURE

Section 3 Scope of the admission procedure

- (1) The scope of this chapter applies all applicants applying for a higher educational vocational programme, bachelor programme, master programme, single-cycle programme and postgraduate specialisation programme offered in all faculties of the University.
- (2) The scope of this Chapter does not cover applicants falling within the scope of Government Decree 285/2013 (26 July) on Stipendium Hungaricum (hereinafter: 'SH Decree') or Government Decree 120/2017 (1 June) on the Amendment of Government Decree 51/2007 (26 March) on the 'Scholarship Programme for Christian Young People' and on Grants Available for Higher Education Students and Fees Payable by Them.
- (3) The centralised higher education admission procedure is carried out by the Educational Authority (hereinafter: "Authority"), the institutional admission procedure specified in the Admission Decree is carried out by the University.

Section 4 Admission procedures

- (1) ⁵¹ Two recruitment procedures can be advertised each year:
 - a) the deadline for applying a training programme starting in February (hereinafter: 'cross-semester admission procedure'), for each level of training is 15 November of the year preceding the start of training;
 - b) the deadline for applying a training programme starting in September (hereinafter: general admission procedure) is 15 February of the year when the training starts.
- (2) ⁵² After the general admission procedure, the Minister may allow an additional admission procedure on the basis of the outcome of the admission procedure by also taking into account the specificities of the training programmes of the higher education institutions.
- (3) ⁵³ In the additional admission procedure with the exception of Section (4) the rules of the general admission procedure shall be applied. The additional admission procedure is an electronic procedure with the exception of Sections (6) and (8).
- (4) ⁵⁴ During the additional admission procedure
 - a) those may submit an application who have not applied for, or have not been granted admission in the general admission procedure;
 - b) the applicant may submit an application only for one training programme of one higher education institution;
 - c) the applicant whose total score does not reach the fixed point limit for training announced in the same institution, in the same programme, in the schedule, in the same form of financing in the general admission procedure;
 - d) the offered programmes, deadlines and conditions for admission must be published on the official website of the Ministry and the higher education admission procedure within one

⁵¹ Section 8 (1) of the Admission Decree

⁵² Section 8 (2) of the Admission Decree

⁵³ Section 8 (2a) of the Admission Decree

⁵⁴ Section 8 (3) of the Admission Decree

week of the establishment of the limits of scores of the general higher education admission procedure;

- e) the deadline for applications is the 10th day after the announcement;
 - f) the documents to be attached to the application must be uploaded simultaneously with the application;
 - g) the Authority shall call for completing the application by the 5th day prior to the fixing of the point limits; the deadline for completing the application is 2 days;
 - h) the higher education institution shall make a decision on the admission the 20th day following the deadline for applications;
 - i) the submission of an application by the deadline is when the applicant registers the data by the deadline specified in paragraph (e), and posts the signed, signature-verified application in the manner prescribed in Section 6 (1) (a) of the Regulations. If the last day of the application deadline is a public holiday, the deadline will expire on the next working day.
- (5) ⁵⁵ The University may also stipulate a deadline other than the deadline in Paragraph (1) in the case of foreign language training programmes for foreign nationals, which the University shall publish on its website.
- (6) ⁵⁶ The submission of an admission application within the deadline in a cross-semester admission procedure and in a general admission procedure also includes cases when the applicant registers the data within the deadline specified in Section 6 (1) of the Regulations within the deadline stated in Paragraph (1) and sends the printed and assigned application by post within the subsequent 5 days
- (7) ⁵⁷ In the cross-semester admission procedure, applications for bachelor programme with public scholarship, single-cycle programme and vocational programme in higher education may not be offered.
- (8) ⁵⁸ The University may offer training programmes with state scholarship in the announcement of training programmes outside the cross-border seat taking into account of Section 73 (3) h) of the Higher Education Act.) In that case, the application may be submitted on a paper-based form provided by the University, and, contrary to the provisions of this Decree relating to electronic administration, the other documents may also be submitted on paper.

Section 5 Admission Guide

- (1) ⁵⁹ The University shall provide data to the Authority for the compilation of the Higher Education Admission Guide (hereafter: 'Guide') and the procedure related to the application and, in that framework, for the central registry.
- (2) ⁶⁰ The rector of the University is responsible for fulfilling the reporting obligation. The dean of the faculty is responsible for providing the faculty data to the rector within the deadline.
- (3) ⁶¹ Deadline for the submission of data

⁵⁵ Section 8 (4) of the Admission Decree

⁵⁶ Section 8 (5) of the Admission Decree

⁵⁷ Section 8 (6) of the Admission Decree

⁵⁸ Section 8 (7) of the Admission Decree

⁵⁹ Section 3 (1) of the Admission Decree

⁶⁰ Section 3 (2) of the Admission Decree

⁶¹ Section 3 (3) of the Admission Decree

- a) in the case of communications concerning training courses in February, 30 September of the year preceding the start of training;
 - b) with regard to the announcements concerning the training programmes commencing in September, 31 October of the year preceding the start of the training.
- (4) ⁶² The Authority shall arrange for the publication on the Guide electronically
 - a) for training programmes starting in February, until 15 October of the year preceding the start of the training;
 - b) for training programmes starting in September, until 15 December of the year preceding the start of training.
- (5) ⁶³ The Authority may publish a supplementary notice amending the admission announcement published in the Guide no later than 15 days prior to the application deadline, based on the data supplied by the higher education institutions no later than 30 days prior to the application deadline.
- (6) ⁶⁴ The Ministry of Education (hereinafter: 'Minister') and the Authority shall publish the full contents of the Guide in a publicly available form on the official website of the Higher Education Admission Procedure.
- (7) ⁶⁵ The Ministry and the Authority shall publish, when applicable, the announcement containing the supplementation of the Guide in full, on their official websites, accessible to everyone.
- (8) ⁶⁶ The Guide contains the bachelor programme, single-cycle programme, higher education vocational programme and master programme offered by the higher education institutions where the Hungarian State (partial) scholarship (hereinafter: 'state scholarship') awarded by the Minister is available, and the minimum admission requirement (score) to be fulfilled for the programme supported with state scholarship offered in the given admission procedure and the student capacity of the programme stipulated in Paragraph (9) of this Section.
- (9) ⁶⁷ The admission notice published in the Guide contains the student capacity which the University offers for each programme in the particular year in total in the various forms of financing, taking into account the financier's contribution defined in Section 73 (3) h) hb) of the Higher Education Act and the available personal and material conditions. As the student capacity in each programme, the Guide may also contain the student capacity approved by the financier in addition to the student capacity established by the Authority for each field of study by no later than 10 October of the year preceding the programmes launched in February and by no later than 10 December of the year preceding the programmes launched in September.
- (10) ⁶⁸ The Guide contains, for each higher education vocational programme, bachelor programme and single-cycle programme announced by the University,
 - a) information on the work schedule of the given programme, the organisation of training, the form of financing (state scholarship or self-financed),
 - b) the duration of training, expressed in semesters,
 - c) the place of training if the institution, faculty, teacher training centre announcing the

⁶² Section 3 (4) of the Admission Decree

⁶³ Section 3 (5) of the Admission Decree

⁶⁴ Section 3 (6) of the Admission Decree

⁶⁵ Section 3 (7) of the Admission Decree

⁶⁶ Section 4 of the Admission Decree

⁶⁷ Section 5 (1) of the Admission Decree

⁶⁸ Section 5 (2) of the Admission Decree

- training announces it in multiple settlements,
- d) the number of credits to be acquired during training,
 - e) the specializations of the given training leading to independent professional qualifications,
 - f) information on the fees and costs to be paid by students studying with state scholarships and the benefits available for them,
 - g) information on the fees and costs to be paid by students studying in self-financed courses and the benefits available for them,
 - h) the list of documents to be attached to the application,
 - i) information on the principles of ranking of the applicants and the method of ranking,
 - j) the language of the training, if it is non-Hungarian,
 - k) information on the scoring system and the extra points,
 - l) within the training, the time of internship, if any
 - m) the specialisations planned by the University within the training.
- (11) ⁶⁹ The total number of student capacity referred to in Paragraph (9) shall not exceed the maximum number of students stated in the operating licence reduced by the projected number of students with a student status at the University by September in the case of programmes starting in September, and by no later than February in the case of programmes starting in February.
- (12) ⁷⁰ Payment obligations and potential benefits must be paid in the legal tender of Hungary.
- (13) ⁷¹ The Guide contains, for the higher educational vocational programmes announced by the University,
- a) the following pre-requisites defined by the University for admission
 - aa) matriculation exam subjects and exam level, vocational qualification;
 - ab) health, career requirements and the requirements of a professional aptitude test;
 - b) the additional points defined for the given field of education and higher educational vocational programmes by higher education institutions providing training in the respective field of education, taking into account the provisions of Section 21 of Admission Decree.
- (14) ⁷² The Guide contains, for the bachelor programmes and single-cycle programmes announced by the University,
- a) the subjects in which an enhanced level matriculation examination must be taken as a condition of application pursuant to Annex 3 of the Admission Decree;
 - b) matriculation examination subjects specified from the list of maturity examination subjects in Annex 2 of the Admission Decree at least two years prior to the year of the admission procedures of the given year and two years later and published in the official journal of the Ministry;
 - c) the requirements for the oral aptitude test as contained in Annex 1 of the Admission Decree by training programme and defined by the higher education institutions offering training in the respective field of education as a condition of admission at least two years prior to the admission procedures of the year in question;
 - d) the medical, career requirements, aptitude test requirements and practical examination requirements defined by the University as set out in Annex 1 of the Admission Decree;

⁶⁹ Section 5 (6) of the Admission Decree

⁷⁰ Section 5 (7) of the Admission Decree

⁷¹ Section 6 (1) of the Admission Decree

⁷² Section 6 (2) of the Admission Decree

- e) the additional points defined for the given field of education and programmes by higher education institutions providing training in the respective field of education, taking into account the provisions of Section 21 of Admission Decree .
- (15) ⁷³ in single-cycle teacher training programmes the requirements of enhanced level matriculation examination of the respective bachelor programme must be applied with the proviso that the applicant may be obliged to pass one enhanced level matriculation examination.
- (16) ⁷⁴ The Guide includes the dual study programmes supported by the Council for Dual Education and announced by the University no later than by 30 September of the year preceding the programmes launched in February and by no later than 30 November of the year preceding the programmes launched in September.
- (17) ⁷⁵ The Guide contains a notice of admission opportunities in a way that it should provide applicants with full information on the programmes funded through state scholarships by the students, their level and forms for that year.
- (18) ⁷⁶ The University publishes in the Guide the conditions under which the announced programme will not be launched.
- (19) ⁷⁷ The Guide does not contain information on international joint programmes and foreign language training programmes offered to foreign nationals. The University published that information on its website and informs the Authority of the programmes.
- (20) ⁷⁸ The deadlines for applicants are set out in the Guide, in accordance with the date of the allocation decision made pursuant to Section 12 (8) of the Regulations.
- (21) ⁷⁹ The distribution among the institutions of the number of students who can be admitted to master programmes funded through state scholarships, defined by the Minister, must be published in the Guide.
- (22) ⁸⁰ The Guide shall contain, in addition to what is specified in these Paragraphs (9)-(12), for the master programmes announced by the University,
- a) the designation of the bachelor degrees obtained in bachelor programmes or previous qualifications and professional qualifications defined by the institution as a condition for applying for a master programme;
 - b) the number of students who can be admitted;
 - c) the method and principles of evaluation of the performance in bachelor, master programmes or in former university or college programmes;
 - d) special rules for applying for a teaching master programme and the special rules of admission;
 - e) the terms and conditions and requirements of admission to the institution, the manner in which they are to be taken into account, and their conditions.
- (23) ⁸¹ The deadline for the data submission for postgraduate specialisation programmes as specified

⁷³ Section 6 (3) of the Admission Decree

⁷⁴ Section 6(4) of the Admission Decree

⁷⁵ Section 7(1) of the Admission Decree

⁷⁶ Section 7(3) of the Admission Decree

⁷⁷ Section 7(4) of the Admission Decree

⁷⁸ Section 7(5) of the Admission Decree

⁷⁹ Section 33(1) of the Admission Decree

⁸⁰ Section 33(2) of the Admission Decree

⁸¹ Section 36(2) of the Admission Decree

- in Paragraphs (1)-(20) of this Section is 15 October of the year before the start of the training.
- (24) ⁸² The Authority published the Guide for postgraduate specialisation programmes in electronic form by 31 December of the year preceding the start of the training.
- (25) The admission information must be published separately and in an aggregated form on the University's website.

Section 6 Application for admission

- (1) ⁸³ The application for admission shall be submitted in a centralised admission procedure to the Authority by means of an electronic form filled in with the information system provided for this purpose by the Authority
- a) printed, signed, posted as registered mail, or
 - b) with authentication through the citizens' portal.
- (2) ⁸⁴ In accordance with subtitle II/D of Annex 3 of the Higher Education Act, the application must contain the following personal data of the applicant:
- a) surname and forename;
 - b) the family and first name of the birth,
 - c) the surname and first name of the mother at birth,
 - d) the place of birth (country, settlement),
 - e) the date of birth,
 - f) the nationality,
 - g) the sex,
 - h) their contact details [address of their domicile and place of residence (notification) and electronic mailing address]
 - i) the educational identification number if they took the matriculation exam in a secondary school using the Hungarian education system in 2005 or later.
- (3) ⁸⁵ The application for admission form must also include at least one educational institution in accordance with Paragraph (7)a) of this Section and proof of payment of the supplementary fee with a copy of the transfer.
- (4) ⁸⁶ The applicant must attach the documents (received earlier) available at the time of submission of the application for admission and required for the evaluation of the application for admission.
- (5) ⁸⁷ In the case of foreign language training courses for foreign nationals, the application must be sent to the University, which arranges for the admission procedure and informs the Authority about the applicants' data and the admission results by the start of the training programme and no later by 15 October at the latest.
- (6) ⁸⁸ In one procedure each applicant may apply to a higher education institution, faculty, programme, vocational programme, training place and schedule for no more than six offered places, regardless of their previous qualifications, professional qualification and vocational qualifications.

⁸² Section 36(3) of the Admission Decree

⁸³ Section 9(1) of the Admission Decree

⁸⁴ Section 9 (2) of the Admission Decree

⁸⁵ Section 9(3) of the Admission Decree

⁸⁶ Section 9(4) of the Admission Decree

⁸⁷ Section 9(5) of the Admission Decree

⁸⁸ Section 10(1) of the Admission Decree

- (7) ⁸⁹ Where an applicant wishes to use the option provided for in paragraph (6), the shall indicate at the time of submission of the application for admission
- a) the higher education institutions, faculties, or programmes, vocational programmes, if applicable, the special programmes required for independent professional qualifications, the place of training and training language and form, full-time (daily schedule), part-time (evening, correspondence schedule) or distance education, and the type of funding they apply for and
 - b) the order they ask for the evaluation of their application for admission.
- (8) ⁹⁰ The applicant may modify the order of their application within a time limit of 14 days prior to the date of the allocation decision in the admission procedure, electronically, once. The applicant may cancel individual application locations during the admission procedure within the deadline of 14 days prior to the date of allocation. Irrespective of this Paragraph (6), a new application cannot be submitted to the cancelled application site, the cancelled application site will not be a basis of the repayment of the additional fee.
- (9) ⁹¹ In the case of incomplete submitted applications for admission, the Authority shall instruct the applicant in the general admission procedure to complete the application for admission in an email message sent to the applicant's email address provided in the application, no later than by the 28th day before the deadline for the classification decision, in a cross-semester admission procedure by the 20th day before the deadline for the allocation decision or no later than by 3 January of the current year. In the absence of an email address, the Authority shall instruct the applicant to complete the application by telephone or, in case it fails, by post. There is no legal remedy for an order to supply the missing information.
- (10) ⁹² An application is submitted incomplete in the following cases:
- a) lack of data indicated in Paragraph (2) of this Section;
 - b) lack of the year of issuing a matriculation certificate according to the Hungarian system of education in case of applying for a bachelor programme, single-cycle programme or higher educational vocational programme;
 - c) lack of a copy of a matriculation certificate according to the Hungarian system of education in case of applying for a bachelor programme, single-cycle programme or higher educational vocational programme if it was issued before 1 January 2006;
 - d) lack of a copy of a matriculation certificate according to a non-Hungarian system of education in case of applying for a bachelor programme, single-cycle programme or higher educational vocational programme;
 - e) the absence of the anticipated higher educational qualification, professional qualification, or proof of previous higher educational qualification or professional qualification in the case of applying for a master programme;
 - f) lack or incorrectness of the data on the places of application when they are different from the offered opportunities or do not contain all data thereof;
 - g) the lack of copies of the relevant copies of the secondary school certificate by the applicant in the application required for the calculation of the points of study;
 - h) where the method of submission does not comply with subparagraphs a) or b) of Paragraph (6) of this Section, with the exception of Section 4 (5) of the Regulations;

⁸⁹ Section 10(2) of the Admission Decree

⁹⁰ Section 10(3) of the Admission Decree

⁹¹ Section 11(1) of the Admission Decree

⁹² Section 11(2) of the Admission Decree

- i) lack of data on the applicant's state-recognized language examination certificate indicated by the applicant in the application, if the certificate was obtained after 1 January 2003;
 - j) the absence of a copy of the state-recognized language examination certificate indicated by the applicant in the application form if the certificate was obtained before 1 January 2003.
- (11) ⁹³ The Authority shall, in addition to an incomplete application defined in paragraph (10), request additional information when
 - a) no data stated in paragraph (10) b) of this Section are contained in the public education information system about the matriculation certificate,
 - b) no data stated in paragraph (10) i) of this Section are contained in the records of language exams for the language examination.
- (12) ⁹⁴ The applicant shall immediately provide the missing information. With the exception of the additional admission procedure referred to in Section 4 of the Regulations
 - (4) the deadline for the supply of additional information is 8 days after receipt of the notice. In the event of the lack or inadequate supplementary information, the admission procedure shall be based on the available data or in case of their insufficiency, the procedure can be terminated and the total admission score cannot be calculated for the applicant or certain places of application shall be excluded.
- (13) ⁹⁵ The University, if the applicant fails to submit an attachment required by the institution, which is compulsory only in the institution, no later than 45 days before the date of allocation decision, for 30 days in the case of a cross-semester admission procedure.
- (14) ⁹⁶ In the absence of documents to be submitted for a single examination or assessment conducted pursuant to Section 10 (2) of the Regulations, that higher education institution shall issue a request for additional information, at the latest 10 days prior to the applicant's examination or assessment, where the applicant took the single examination or where the assessment was made.
- (15) Applicants must complete an application form available on the University's website for study programmes and postgraduate specialisation programmes offered by the University to foreign citizens and shall submit the documents indicated in the application form to the Directorate of Education (hereinafter: 'DE').
- (16) Pursuant to Section 6 (5) of the Regulations the Director of Education is responsible for informing the Authority on the data of applicants and on the admission results.
- (17) The application deadline in the institutional admission procedures shall be published on the University's website 30 days prior to the deadline.

Section 7 Central registration of applicants in the centralised admission procedure

- (1) ⁹⁷ During the electronic application process and on the basis of the data provided and authenticated on the application form and the data in the submitted documents, the Authority shall establish a central register of applicants.

⁹³ Section 11 (2a) of the Admission Decree

⁹⁴ Section 11 (3) of the Admission Decree

⁹⁵ Section 11 (5) of the Admission Decree

⁹⁶ Section 11 (6) of the Admission Decree

⁹⁷ Section 12 (1) of the Admission Decree

- (2) ⁹⁸ The Authority shall forward to the University, in the general admission procedure, no later than 50 days, in the cross-semester admission procedures, no later than 15 days, after the application deadline, the identification data, contact details of natural person applicants and their application date relevant for that institution (programme title, level, schedule, financing form).
- (3) ⁹⁹ In general and cross-semester admission procedures the data, certificates and documents necessary for the evaluation of the application which were not available to the applicant at the time of submitting the application form shall be electronically submitted within 50 days prior to the date of the allocation decision. The data, documents, certificates, related to language certificates, matriculation certificates, diplomas, professional qualifications and other evidence of formal qualifications obtained following the submission of the application for admission shall be submitted within 14 days prior to the date of the allocation decision. In the course of a given year, a matriculation or an applicant who has completed a diploma has been refused by a different deadline but not before the grade 8.
- (4) ¹⁰⁰ Documents may be submitted in a simple copy in the admission procedure, but the establishment of a student status is conditional on the presentation of the original documents when enrolling in the University.
- (5) ¹⁰¹ During the admission procedure, the University or the Authority may request additional information and evidence from the applicant for the evaluation of the application.
- (6) ¹⁰² The Authority processes the data and sends a unified notice to the applicants by the 28th day before the allocation decision, informing them on the documents required for the different scoring modes, and calls on the applicants to check attachments necessary for the score calculation they wish to be applied. The information should also be sent to those who have been asked to supply additional information.
- (7) ¹⁰³ After the establishment of the central register of applicants, the Authority shall grant access to the applicants, from the 14th day following the deadline set out in Paragraph (2) of this Section, to the data registered on them and the state of processing of the submitted documents submitted within the framework of an electronic service through the personalized administration interface provided on the official website of the admission procedure. The applicant may, within the deadline specified in Paragraph (3) of this Section, request the correction of the data recorded about them on the basis of relevant evidence. Regular control of the data is the responsibility of the applicant.
- (8) ¹⁰⁴ At the request of the applicant, the Authority shall ensure at all stages of the procedure the correction of the data within 30 days, not including the provisions of Section 6 (8) of the Regulations.
- (9) ¹⁰⁵ If at the time of enrolment during the examination of the original copy of the simple copies submitted for the application the University determines that untrue data were submitted and it influences the admission result, the head of the University annuls the decision on admission.

⁹⁸ Section 12 (3) of the Admission Decree

⁹⁹ Section 12 (4) of the Admission Decree

¹⁰⁰ Section 12 (5) of the Admission Decree

¹⁰¹ Section 12 (6) of the Admission Decree

¹⁰² Section 12 (8) of the Admission Decree

¹⁰³ Section 13 (1) of the Admission Decree

¹⁰⁴ Section 13 (2) of the Admission Decree

¹⁰⁵ Section 13 (3) of the Admission Decree

Section 8 Administration during the admission procedure

- (1) ¹⁰⁶ The date of transmission of the electronically uploaded documents is the date of sending the document.
- (2) ¹⁰⁷ Deadlines and deadline dates are extended with the days affected by any operational breakdown.
- (3) ¹⁰⁸ No request for proof may be submitted in the first instance procedure. Anyone who has missed a deadline, deadline date in the appeal procedure, including deadline for appeal through no fault of their own, may file a request for proof.
- (4) ¹⁰⁹ Unless the law, international treaty provides otherwise, or it follows from reciprocal practice, an authentic instrument issued abroad, a private document certified by a foreign court, an administrative body, a notary or other person with a public authority, shall qualify as evidence only if it carries an apostille of the Hungarian foreign representation authority operating in the state of issue. Any authentic instrument issued in non-Hungarian language can only be accepted with authentic Hungarian translation. Documents submitted in the English, German and French languages, as well as in the language of the procedure stated on the Authority's website and in the Guide, must be accepted without translation.
- (5) ¹¹⁰ Any document issued in a non-Hungarian language may only be accepted with authentic Hungarian translation.
- (6) ¹¹¹ Applicants perform certain actions during the admission procedure electronically.
- (7) ¹¹² The Authority shall provide full information to applicants and to the University on the terms and conditions of electronic administration, as well as full guidance on the services, functions and use of the system.
- (8) ¹¹³ The University shall provide the data required for the compilation of the Guide and the entire process of admission procedure through the electronic system provided by the Authority.
- (9) ¹¹⁴ The tasks necessary for the performance of the data supply shall be carried out by the rector of the University or an authorised person by him.
- (10) ¹¹⁵ The Authority shall establish and maintain the central register of the applicants in electronic form.
- (11) ¹¹⁶ The applicant is obliged to notify the Authority of any change in their data immediately, but no later than 8 days after the occurrence of the change, as specified in the Admission Guide.
- (12) ¹¹⁷ The Authority collects data on the matriculation examinations electronically from the public education institution, the public education information system, pursuant to the legislation on the processing of personal data. The service provider is responsible for the authenticity of the

¹⁰⁶ Section 7/A (1) of the Admission Decree

¹⁰⁷ Section 7/A (2) of the Admission Decree

¹⁰⁸ Section 7/B of the Admission Decree

¹⁰⁹ Section 7/C (1) of the Admission Decree

¹¹⁰ Section 7/C (2) of the Admission Decree

¹¹¹ Section 29 (1) of the Admission Decree

¹¹² Section 29 (3) of the Admission Decree

¹¹³ Section 30 (1) of the Admission Decree

¹¹⁴ Section 30 (2) of the Admission Decree

¹¹⁵ Section 31 (1) of the Admission Decree

¹¹⁶ Section 31 (2) of the Admission Decree

¹¹⁷ Section 30 (3) of the Admission Decree

- data so obtained.
- (13) ¹¹⁸ The Authority obtains the data required to establish the authenticity of the certificate for the language examination electronically from the examination centre issuing the language examination certificate. The service provider is responsible for the authenticity of the data so obtained.
- (14) ¹¹⁹ In the course of the admission procedure, the applicant shall pay an additional fee and, subject to the regulations of the institution, an institutional procedural fee, and a special procedural fee.
- (15) ¹²⁰ In the case of applications for a vocational programme, bachelor programme, single-cycle programme or master programme in higher education, the applicant may simultaneously submit applications for three training programmes simultaneously.
- (16) ¹²¹ For each additional application following the three training applications specified in Paragraph (15), an additional fee of HUF 2,000 shall be paid.
- (17) When applying for a postgraduate specialisation programme at the University, no procedural fee shall be paid.
- (18) In the case of an entrance examination organised for master programmes and language aptitude examinations the University applies a special procedural fee of HUF 4,000 to cover the costs of organisational implementation of the examinations, which is payable to the faculty organising it.
- (19) ¹²² For the purposes of paragraphs (15)-(18) of this Section simultaneous application for multiple types of financing of the same programme shall constitute one application.
- (20) ¹²³ During the admission procedure the additional fee shall be paid to the Authority, the institutional fee shall be paid to the University.
- (21) ¹²⁴ The payment method of fees specified in Paragraphs (14)-(19) of this Section, the rules of certification and the rules for refund claims shall be published in the Guide.
- (22) ¹²⁵ The additional admission procedure regulated in Section 4 (4) of the Regulations is free of charge.
- (23) ¹²⁶ In the case of applications for foreign language training for foreign students, the University may determine an institutional procedural fee.¹²⁷
- (24) ¹²⁸ The admission procedure fee to be paid for the higher educational admission procedure shall be reimbursed if the applicant
- a) withdraws application not later than the expiry of the application deadline;
 - b) submits the application late and it is rejected;
 - c) paid a higher amount than the specified admission procedure fee, up to the difference;
 - d) did not submit an application.

¹¹⁸ Section 30 (4) of the Admission Decree

¹¹⁹ Section 42 (1) of the Admission Decree

¹²⁰ Section 42 (2) of the Admission Decree

¹²¹ Section 42 (4) of the Admission Decree

¹²² Section 42 (7) of the Admission Decree

¹²³ Section 43 (1) of the Admission Decree

¹²⁴ Section 43 (3) of the Admission Decree

¹²⁵ Section 44 (1) of the Admission Decree

¹²⁶ Section 44 (2) of the Admission Decree

¹²⁷ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

¹²⁸ Section 44 (4) of the Admission Decree

Section 9 Committees participating in the admission procedure

- (1) The faculty responsible for the programme establishes an examination board for the organisation and implementation of the centralised admission procedure and the examinations used during the institutional admission procedure.
- (2) The Chair and the members of the examination board shall be designated by the dean of the faculty responsible for the training. The examination board shall be chaired by the individual designated by the head of the faculty and its other members shall be at least two teachers and at least one representative of the faculty's SU.
- (3) The number of the examination boards must be defined on the basis of the number of applicants. An examination board must be established for each programme.
- (4) No person may take part in the examination board who is a relative of the applicant or depends on the applicant, or who took part in the preparation of the applicant or who is not expected to assess the examination objectively for any other reason.

Section 10 Entrance examination, aptitude test

- (1) As defined in Annex 1 of the Admission Decree, during the admission procedure of bachelor programmes and single-cycle programmes the following exams can be organised:
 - a) aptitude test,
 - b) practical examination,
 - c) Hungarian language aptitude test for non-Hungarian citizens,
 - d) oral aptitude test,
 - e) higher educational entrance practical examination.
- (2) If the requirements of Paragraph (1) a)-b) or examination requirements are uniform in one or more programmes, by way of derogation from Paragraph (1), the requirements set out in the Guide for the programme(s) shall govern.
- (3) ¹²⁹ The result of the evaluation of the test carried out or the examination pursuant to Paragraph (1) a), c), d) and e) may be 'qualified' or 'not qualified'. In the case of a 'not qualified' rating, with the exception of subparagraph e), the total score of the applicant is zero.
- (4) ¹³⁰ In the centralised admission procedure an applicant may fulfil the requirement of an advanced matriculation exam, which is defined as a prerequisite of application, within the framework of the admission procedure in the form of a higher educational admission professional exam organised by the University in which they achieve at least 45% and providing that in the particular subject
 - a) they took an exam and it is stated in their Hungarian matriculation certificate obtained before the introduction of the two-level matriculation exams,
 - b) they took a matriculation exam and it is stated in the matriculation certificate issued by any EEA Member State or they took a matriculation exam in the Ukraine or in Serbia
 - c) international secondary school leaving certificate (Diploma of the International Baccalaureate), or
 - d) an examination result in a European Baccalaureate defined in Government Decree

¹²⁹ Section 18 (2) of the Admission Decree

¹³⁰ Section 17 (8) of the Admission Decree

- 322/2004 (6 December) on the promulgation of the Convention on the Statute for the European Schools, signed in Luxembourg on 21 June 1994
- (5) Organisation of a higher educational admission professional examination
- a) The time and topics of the higher educational admission professional exam are defined by the Authority.
 - b) During the organisation of the higher educational admission professional examination the Director of Education maintains contact with the Authority.
 - c) The higher educational admission professional exam is organised by the Director of Education who shall perform the following tasks during the organisation of the exam:
 - ca) collection of the examination sheets from the Authority,
 - cb) multiplication of the examination sheets,
 - cc) keeping the examination sheets locked away by making sure that nobody can have access to them until the examination starts.
- (6) The invitations to the higher educational admission professional exams are sent to the applicant by the DE. The invitation to the examination contains:
- a) the date of the examination,
 - b) the detailed rules of conducting the examination
 - c) the list of the instruments of aid required for the exam,
 - d) the mode of publication of the examination results and the details of access to them.
- (7) The Authority sends the examination sheets and the information required for organising the exam, as well as the correction and evaluation guide to the Director of Education in an encrypted form prior to the higher educational admission professional exams.
- (8) Applicants must take part in a mandatory aptitude test in single-cycle teacher training programmes. the details of the test must be provided in the Guide and on the University website.¹³¹ If the same applicant applies for multiple single-cycle teacher training programmes in a number of institutions, the mandatory aptitude test must be taken in the institution which has the lowest serial number in the order of evaluation at the time defined in Section 7 (7) of the Regulations.
- (9) During the additional admission procedure of master programmes, the following examinations can be organised:
- a) aptitude test,
 - b) Hungarian language aptitude test for non-Hungarian citizens,
 - c) written or oral practical entrance examination.
- (10) The aptitude test and the Hungarian language aptitude test for non-Hungarian citizens can have the results of 'pass' or 'fail'. In the case of a 'not qualified' rating, the total score of the applicant is zero.
- (11) The requirements of the aptitude test must be published in the Admission Guide and on the University's website by the competent faculty.
- (12) In the case of postgraduate specialisation programmes the institutional admission procedure and requirements are defined by the University and are published on the University's website.
- (13) The Dean's office of the faculty responsible for the training informs the applicants of the examination dates and of the information relating to the examination in writing with the involvement of the DE. The notification date must be defined by making sure that the applicant receives the notification of the examination at least 15 days in advance.

¹³¹ Section 18 (4) of the Admission Decree

- (14) The Chair of the examination board shall present the scores obtained by the applicants to the DI no later than when the exams of the day are finished, and the DI shall take steps for the registration of the same in the admission system.¹³²
- (15) If an exam is taken in writing, it must be organised by making sure that the questions of the written test (hereinafter: 'paper') are kept in secret until the examination starts.
- (16) Once the papers have been completed, they must be evaluated by indicating the points and the teacher correcting them must initial each paper.
- (17) The papers are encrypted by the faculty responsible for the programme and informs the applicant by it. Papers can be handed in for correction and evaluation only without the students' names and must carry only numbers for identification. Consequently, the same number or motto must be put on the envelope containing the applicant's identification form and on the paper for the purpose of subsequent identification. This procedure must be conducted separately for each subject. Identification takes place when all papers have been corrected and the scores have been established.
- (18) The applicants have a right to see the corrected paper prior to the admission decision.
- (19) The faculty responsible for the programme informs the applicant of the date, place and option to view the paper in the invitation to the examination. Applicants can view their papers under supervision, during which it must be ensured that they cannot make any correction in the paper, yet they are allowed to take notes.
- (20) The applicant may request the Dean of the faculty responsible for the programme to investigate any detected error in the correction of the calculation of the score in writing by the end of the second working day after the inspection of the evaluated paper. No certified excuse can be accepted if that deadline is missed.
- (21) If the exam is not taken in writing, the applicant may request the Dean of the faculty responsible for the programme to review the objection to the examination that influences the examination result in writing by the end of the second working day after the date when the score was communicated to the applicant. No certified excuse can be accepted if that deadline is missed.
- (22) The request must be submitted to the Dean of the faculty responsible for the programme. The Dean of the faculty shall assess the request within 3 working days. Following the assessment of the request, the faculty shall make the required amendments in the ranking records immediately. The faculty informs the applicant of the decision in writing.

Section 11 The admission scoring system

- (1) The acceptance of applicants must be decided on the basis of uniform ranking. Ranking must be expressed with scores on a scale of 500 point in higher educational vocational programmes, bachelor programmes and single-cycle programmes and on a scale of 100 point in master programmes. The overall admission score must be established on the basis of the Admission Decree.
- (2) In the case of applications for master programmes the score shall be calculated in the manner described in the Guide. Applicants eligible for preferences listed in the Admission Decree can be granted in total 10 additional points.
- (3) Applicants in postgraduate specialisation programmes are ranked in a manner described in the Guide, on the University's website and in the faculty's publication.

¹³² Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

- (4) Foreign students applying for self-financed programmes in foreign languages are ranked in a manner defined on the University's website and in the faculty's publication. If the applicant is not an EEA Member State citizen and has no domicile in the territory of Hungary, then they must obtain a permit for entry and stay in Hungary specified in a special legal regulation.¹³³
- (5) ¹³⁴ The University may also rank applicants with higher educational qualification applying for a bachelor programme, a single-cycle programme or a higher educational vocational programme on the basis of their diploma certifying higher educational qualifications, by waiving the requirement of an advanced-level matriculation exam, as indicated and published in the Guide. In this case the score given for the diploma must be established in the basis of the grade of the diploma, on a pro rata basis between the point limit defined in Section 14 (5) and Section 23 (1) of the Admission Decree and 400 points. In order to establish the total score of the applicant, the additional points defined in Section 20-21 and in 24 (1) of the Admission Decree must be added to the score established in this manner. An admission application is only considered incomplete pursuant to Section 6 (10) b)-d) of the Regulations if the applicant requests the calculation of the score both on the basis of the matriculation certificate and the secondary school certificate.

- (6) In the case defined in Paragraph (5) the admission score shall be as follows:

Qualification of the diploma obtained in previous higher educational studies	Admission scores for bachelor programme (A), for single-cycle programme (O) and for higher educational vocational programme (F):
Pass (2)	280
Average (3)	320
Good (4)	360
Excellent (5)	400

Further, maximum 100 additional points can be obtained pursuant to Sections 20-21 and 24 (1) of the Admission Decree.

- (7) ¹³⁵ Pursuant to Chapter II of Act C of 2001 on the Recognition of Foreign Certificates and Diplomas in any procedure launched by an applicant taking part in the centralised higher educational admission procedure for the recognition of their matriculation certificate and level of qualification certified by a higher educational diploma for the purposes of further studies that higher education institution shall have competence which is indicated by the applicant in the first row of the admission application.
- (8) ¹³⁶ An application for a procedure under this Paragraph (7) shall be submitted by the applicant to the Authority together with their application. The Authority shall forward the application to the competent higher education institution with its expert opinion.
- (9) ¹³⁷ The subject included in the certificate recognised as a matriculation certificate by a higher education institution referred to in Paragraph (7) of this shall be recognized by the Authority as advanced level if its content examination requirements contain at least 75% of the higher content requirements of the Hungarian subject. An additional condition for recognition as advanced level is that the exam questions are determined independently of the examiner and the institution preparing for the exam, and that the examination performance is assessed and evaluated by persons, organizations and organizations independent of the examiners and the

¹³³ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

¹³⁴ Section 15 (6) of the Admission Decree

¹³⁵ Section 17/A (1) of the Admission Decree

¹³⁶ Section 17/A (2) of the Admission Decree

¹³⁷ Section 17/A (3) of the Admission Decree

institution preparing for the exam.

- (10) ¹³⁸ The Authority treats a matriculation examination subject of a foreign or foreign system not recognized at an advanced level automatically as an ordinary matriculation examination subject. In the case of a different name of a subject of examination and upon the applicant's request, the Authority examines the equivalence of the foreign or foreign system examination subject and the Hungarian examination subject and if the equivalence is at least 50% of the content elements, it can be counted as an ordinary level examination subject. Scoring is automatic if the matriculation examination subject of a country or a secondary school has already been recognised in an earlier procedure.
- (11) ¹³⁹ The Authority publishes in the Guide the foreign or foreign system matriculation exam subjects that are recognised as advanced-level exams in its procedures launched upon request or ex officio pursuant to paragraph (9) of this Section automatically as advanced-level matriculation exam levels providing that a matriculation certificate recognised as a completed matriculation exam is available in the procedure conducted by the higher education institution pursuant to paragraph (7) of this Section.

Section 12 The allocation decision

- (1) ¹⁴⁰ The Authority and higher education institutions are involved in preparing the allocation decision.
- (2) ¹⁴¹ The University shall transfer to the Authority the results of the applicant by the date of the allocation decision made by the Authority pursuant to paragraph (3) of this Section.
- (3) ¹⁴² Pursuant to Section 39 of Higher Education Act, preparing the classification decision, the Authority shall make a draft for the point limit of each programme, based on the available data, in preparation for the allocation decision.
- (4) ¹⁴³ The University can initiate, on the basis of the proposal,
- a) the increase of the highest number of students published in the Guide for each programme;
 - b) the reduction of the lowest number of students published in the Guide for each programme,
- (5) ¹⁴⁴ Based on the decision of the University, the Authority shall prepare a new draft.
- (6) ¹⁴⁵ The procedure according to Paragraphs (4)-(5) of this Section may be repeated several times until the date of allocation decision.
- (7) ¹⁴⁶ The University shall transfer to the Authority the results of the applicants by the date of the preparation of the proposal defined by the Authority in paragraph (4) of this Section.
- (8) ¹⁴⁷ The Authority makes the allocation decision
- a) in the case of a cross-semester admission procedure not later than 25 January of the year in which the training commences

¹³⁸ Section 17/A (4) of the Admission Decree

¹³⁹ Section 17/A (5) of the Admission Decree

¹⁴⁰ Section 25 (1) of the Admission Decree

¹⁴¹ Section 25 (3) of the Admission Decree

¹⁴² Section 25 (4) of the Admission Decree

¹⁴³ Section 25 (5) of the Admission Decree

¹⁴⁴ Section 25 (6) of the Admission Decree

¹⁴⁵ Section 25 (7) of the Admission Decree

¹⁴⁶ Section 25 (8) of the Admission Decree

¹⁴⁷ Section 26 (1) of the Admission Decree

- b) in the case of a general admission procedure, not later than 5 August of the year in which the training commences;
 - c) in the case of an additional admission procedure not later than 28 August of the year in which the training commenced.
- (9) ¹⁴⁸ In its allocation decision the Authority establishes the first training programme among the training programmes indicated and ranked by the applicant in the admission application in which the applicant has achieved the score required for admission. In the same admission procedure, an applicant may only be allocated to one place on the basis of the ranking order specified by them.
- (10) ¹⁴⁹ The Authority decides on the allocation on the basis of uniform ranking in the case of applicant for higher educational vocational programmes, bachelor programmes, single-cycle programmes by programme (training programme resulting in individual professional qualifications), or on the basis of the institutional ranking order and the maximum student capacity established by the minister for the particular institution in the case of applicants for master programmes and applicants already possessing a diploma.
- {11} ¹⁵⁰ While ranking applicants, the following must be taken into account:
 - a) pursuant to Section 6 (7) b) of the Regulations the order of applications defined by the applicant, also including the application for a master programme;
 - b) the Minister's Resolution referred to in Section 46 (4) of the Higher Education Act;
 - c) the institutional capacity stated in the operating licence of the University.
- (12) ¹⁵¹ Applicants must be allocated on the basis of uniform ranking, by applying point limits. No one can be classified for the given programme with a result below the point limit. Anyone who has reached or exceeded the point limit must be classified unless they have already been classified in the order of precedence.
- (13) ¹⁵² The Authority informs the applicants of the allocation decision by no later than the deadline specified in paragraph (8) of this Section on the official website of the admission procedure, through the personal administration interface.
- (14) ¹⁵³ The Authority informs the applicant of the allocation decision and how it may be viewed in writing, by
 - a) electronic mail or
 - b) in a letter sent by post, if no electronic mail address is available.

Section 13 Decision on admission

- (1) ¹⁵⁴ In a centralised admission procedure the University informs the applicant of its decision on admission
 - a) within eight days from the date of the allocation decision in a cross-semester admission procedure;
 - b) by 8 August in a general admission procedure,
 - c) by 31 August in an additional admission procedure

¹⁴⁸ Section 26 (2) of the Admission Decree

¹⁴⁹ Section 26 (3) of the Admission Decree

¹⁵⁰ Section 26 (4) of the Admission Decree

¹⁵¹ Section 26 (5) of the Admission Decree

¹⁵² Section 27 (1) of the Admission Decree

¹⁵³ Section 27 (2) of the Admission Decree

¹⁵⁴ Section 28 (1) of the Admission Decree

in a resolution. The University accepts an applicant who has been allocated to it according to the notice of the Authority. The decision on admission is adopted and the respective resolution is signed by the Dean of the faculty.

- (2) ¹⁵⁵ Where a legal remedy decision to appeal against an allocation decision is the basis for an amendment to the decision on admission, the University shall arrange for the amendment of the decision. If based on the legal remedy decision against the allocation decision the applicant is allocated to a different higher education institution, both institutions shall arrange for an admission decision.
- (3) ¹⁵⁶ The decision shall contain
 - a) the name and institutional ID of the University;
 - b) the exact description of the programme chosen by the applicant;
 - c) the name and domicile, and, where applicable, the educational identification number of the applicant;
 - d) information on the possibility of legal remedies available;
 - e) a call for the establishment of a student status, a warning about the consequences of the failure to enrol;
 - f) the legislative basis on which the University has taken the decision;
 - g) the place and time of the decision-making process, the name and the official position of the person issuing the decision.
- (4) ¹⁵⁷ The decision may contain
 - a) additional information on the establishment of student status;
 - b) the offer to applicants who are non-Hungarian citizens for admission to the preparatory year.
- (5) ¹⁵⁸ If the applicant has an electronic address, the decision may also be sent by electronic mail.
- (6) In the institutional admission procedure, the decision on admission is made and the resolution is signed by the Dean of the faculty.
- (7) Decision on the admission of foreign students must be adopted within a deadline that allows the admitted applicant to fulfil the enrolment obligation according to the schedule of the academic year.
- (8) The decision on the admission of applicants for postgraduate specialisation programmes must be adopted within one month after the application deadline stated in the Guide under the terms and conditions announced on the University's website in a manner that allows the admitted applicant to fulfil the enrolment obligations according to the schedule of the academic year.

Section 14 Legal remedy against admission decisions

- (1) An administrative lawsuit may be launched against the allocation decision adopted in the centralised admission procedure pursuant to Section 41/H (1) of the Higher Education Act.
- (2) An appeal may be submitted against the decisions adopted in the admission procedure within the scope of competence of the University, with reference to the violation of a specific legal regulation or the rules of the procedure within 15 days from the receipt of the decision on admission in compliance with Section 40 (4) a) of the Regulations. The provisions of Sections 40-48 of the Regulations must be applied to the appeal with the difference that the request

¹⁵⁵ Section 28 (1a) of the Admission Decree

¹⁵⁶ Section 28 (2) of the Admission Decree

¹⁵⁷ Section 28 (3) of the Admission Decree

¹⁵⁸ Section 28 (4) of the Admission Decree

must be submitted on paper.

II. CHAPTER V: PROCEDURES FOR STUDENT AFFAIRS, ASSESSMENT OF REQUESTS SUBMITTED IN RELATION TO THE LEGAL RELATIONSHIP AND RULES OF LEGAL REMEDIES

PROCEDURES FOR STUDENT AFFAIRS

Section 15 The concept of student matters

- (1) Student matters include any matter in which the individual or body referred to in these Regulations proceeds (takes measures, decides or fails taking a measure) in any issue related to the student status, or the student's rights or obligations.
- (2) Individuals and bodies proceeding in student matters shall fully comply with the provisions of the Regulations in each part of the procedure.

Section 16 Individual and committees proceeding in student affairs

- (1) ¹⁵⁹ The Senate shall set up a permanent committee for dealing with the studies, examinations and social affairs of students. Student participation shall be ensured in committees acting in matters that concern students, with the stipulation that the number of members delegated by students to the permanent committee set up for dealing with the studies, examinations and social affairs of students shall not be less than twenty-five percent of all members of the committee.
- (2) In student affairs the following bodies and people may proceed at the University:
 - a) the Rector or the Vice-Rector for Education within the authority delegated by the Rector;
 - b) the Dean or the Vice-Dean for Education within the authority delegated by the Dean;
 - c) the DE,
 - d) the Study Committee (hereinafter referred to as: SC);
 - e) the Credit Transfer Committee (hereinafter referred to as: CTC);
 - f) the Student Fees and Benefits Committees (hereinafter referred to as: SFBC);
 - g) the Student Welfare Committee (hereinafter referred to as: SWC),
 - h) the Special Needs Students Committee (hereinafter referred to as: SNSC),
 - i) the Disciplinary Committee (hereinafter referred to as: FDC);
 - j) the Dormitory Admission Committee (hereinafter referred to as: DAC),
 - k) the Appeals Board (hereinafter referred to as: AB),
 - l) the Student Social Committee (hereinafter referred to as: "SSC").¹⁶⁰
- (3) The Rector decides in the following matters:
 - a) equity requests submitted to the Rector by the students pursuant to Section 67 of the Regulations,
 - b) termination of the student status due to payment arrears pursuant to Section 49 (4) f) of the Regulations,
 - c) admission in the dormitory for equity reasons pursuant to Section 111 (10) of the Regulations.
- (4) The Deputy Rector for Education may decide, within the competence delegated by the Rector,

¹⁵⁹ Section 12 (5) of the Higher Education Act

¹⁶⁰ Enacted by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

- in equity requests submitted by the students to the Rector pursuant to Section 67 of the Regulations.
- (5) The Dean may decide, within the competence delegated by the Rector, on the termination of the student status due to payment arrears pursuant to Section 49 (4) f) of the Regulations and on dormitory admission for equity reasons pursuant to Section 111 (10) of the Regulations.
 - (6) The Dean and, in the competence delegated by the Dean, the Deputy Dean for Education shall decide on the matters delegated into the competence of the Dean in these Regulations, including especially the following:
 - a) equity requests submitted to the Dean by the students pursuant to Section 67 of the Regulations,
 - b) establishment of a guest student status pursuant to Section 51 (4) of the Regulations;
 - c) establishment of a student status in order to conduct partial studies pursuant to Section 52 (3) of the Regulations;
 - d) on transfers pursuant to Section 53 (8) of the Regulations;
 - e) on the approval of exchange programmes pursuant to Section 54 (3) of the Regulations;
 - f) organisation of study trips and excursions pursuant to Section 55 (4) of the Regulations;
 - g) allocation of students to specialisation pursuant to Section 57 (26) of the Regulations;
 - h) exams that may be taken in front of an examination board pursuant to Section 63 (5) of the Regulations;
 - i) on transfers pursuant to Section 88 of the Regulations and on the ex officio termination of the student status;
 - j) on granting the 'Secure Future' scholarship pursuant to Section 97 (7) of the Regulations;
 - k) on corporate scholarship pursuant to Section 98 (5) of the Regulations;
 - l) on the use of grants for textbooks pursuant to Section 110 (1) of the Regulations;
 - m) on requests related to the fulfilment of the payment obligations of students pursuant to Section 112 (10) and Section 114 (7) of the Regulations;
 - n) on the preference that may be granted to the payment of the dormitory fee pursuant to Section 115 (3) and (4) of the Regulations;
 - o) on launching disciplinary proceedings against the student pursuant to Section 122 (2) of the Regulations;
 - p) as well as in cases set out by law in connection with the termination of the student status, as laid down in Section 49 or the Regulations.¹⁶¹
 - (7) The Deputy Dean for Education decides on demonstrators applications pursuant to Section 117 (2) of the Regulations, as well as investigates students' complaints in line with Section 56 (21) of the Regulations.¹⁶²
 - (8) The DE shall decide in the following matters:
 - a) on the acceptance of enrolment pursuant to Section 56 (2)-(3) of the Regulations;
 - b) rendering a semester passive ex officio pursuant to Section 56(11) of the Regulations;
 - c) rendering a semester active subsequently pursuant to Section 56(13) of the Regulations;
 - d) on student's credit transfer requests pursuant to Section 59 (16) of the Regulations;
 - e) on the correction of the results of students in the SS pursuant to Section 65 (3) of the Regulations;
 - f) on the withdrawal of any erroneously issued diploma ex officio or upon request pursuant

¹⁶¹ Enacted by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

¹⁶² Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

to Section 84 (8) of the Regulations;

g) on the payment of Bursa Hungarica scholarship pursuant to Section 96 (10) of the Regulations;

h) on deadlines of study related administrative matters (submission of applications or post registration), subject to consultation with the Faculty;¹⁶³

i) on the assessment of certificates of absence from examinations, pursuant to Section 62 (17) of the Regulations.¹⁶⁴

Section 17 The Study Committee (SC)

- (1) At the University, an SC shall be established at each faculty, with powers applicable at the faculty.
- (2) The SC consists of six members: three teachers and three students.
- (3) The teacher members of the SC are appointed by the Dean, the student members are appointed by the Rector based on the proposal of the Faculty Student Union, for three years.
- (4) The mandate of the members of the SC shall terminate:
 - a) after three years,
 - b) based on resignation;
 - c) based on recall;
 - d) when their public employee or student status at the University is terminated,
 - e) upon the death of the member.
- (5) Any member who is impeded in the performance of their tasks related to their committee membership for a long time (likely longer than one month) shall be recalled.
- (6) A new member must be delegated immediately for a vacant position in the committee.
- (7) The SC elects its chair from its own teacher members.
- (8) The SC decides on the following study matters of the students pursuant to the Regulations:
 - a) in exceptional academic system pursuant to Section 58 of the Regulations,
 - b) on the approval of a passive semester pursuant to Section 50 (1) of the Regulations,
 - c) on the request for a model curriculum switch pursuant to Section 56 (5) of the Regulations,
 - d) on the objections of students against registration for a subject pursuant to Section 56 (21) of the Regulations,
 - e) on the recognition of voluntary activities pursuant to Section 57 (34) of the Regulations.
- (9) The DE assist the activities of the SC with preparations and with reviews.
- (10) The SC shall have at least one meeting in each semester. The meeting shall have a quorum if more than fifty percent of the members are present. A written vote is valid if more than fifty percent of the members have cast a vote. The SC adopts its decisions with a majority vote. In case of a tied vote, the chair's vote shall decide.
- (11) The general rules of operation of the SC are included in the Rules of Procedure of the SC.

Section 18 The Credit Transfer Committee (CTC)

- (1) The CTC shall be established at the University, with powers applicable across the university.

¹⁶³ Enacted by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

¹⁶⁴ Enacted by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

- (2) The CTC consists of four members, being the chair and one teacher from each faculty.¹⁶⁵
- (3) The chair of the CTC are appointed by the Rector, and its members are appointed by the Rector for three years based on the proposal of the Deans.¹⁶⁶
- (4) The mandate of the members of the CTC shall terminate:
 - a) after three years,
 - b) based on resignation;
 - c) based on recall;
 - d) when their public employee status at the University is terminated,
 - e) upon the death of the member.
- (5) Any member who is impeded in the performance of their tasks related to their committee membership for a long time (likely longer than one semester) shall be recalled.
- (6) A new member must be delegated immediately for a vacant position in the committee.
- (7) The CTC decides on equivalence requests pursuant to Section 59 of the Regulations.
- (8) The teachers responsible for subjects assist the activities of the CTC with reviews.
- (9) The CTC shall have at least one meeting in each semester. The meeting shall have a quorum if more than fifty percent of the members are present. A written vote is valid if more than fifty percent of the members have cast a vote. The CTC adopts its decisions with a majority vote. In case of a tied vote, the chair's vote shall decide.
- (10) The general rules of operation of the CTC are included in the Rules of Procedure of the CTC.

Section 19 The Student Fees and Benefits Committee (SFBC)

- (1) The SFBC shall be established at the University, with powers applicable across the university.
- (2) The SFBC consists of eight members; the chair of the committee, one teacher from each faculty and four students.¹⁶⁷
- (3) The SFBC chair is appointed by the Rector, the teacher members are appointed by the deans and the student members are appointed by the Rector based on the SU proposal, for a period of three years.
- (4) The mandate of the members of the SFBC shall terminate:
 - a) after three years,
 - b) based on resignation;
 - c) based on recall;
 - d) when their public employee or student status at the University is terminated,
 - e) upon the death of the member.
- (5) Any member who is impeded in the performance of their tasks related to their committee membership for a long time (likely longer than one month) shall be recalled.
- (6) A new member must be delegated immediately for a vacant position in the committee.
- (7) Tasks of the SFBC:
 - a) It may establish in each semester the state (normative) subsidy amount that can be used to fund the student benefits.
 - b) It decides, in each semester, on the allocation of the amount specified in paragraph a) to

¹⁶⁵ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

¹⁶⁶ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

¹⁶⁷ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

the student benefit titles in compliance with Sections 89-110 of the Regulations.

- c) It decides, in each semester, on the lower credit index required for establishing the study scholarship and the minimum amount of study scholarship.
- d) It decides, in each semester, on any further benefit that is transferred into the competence of SFBC by the Regulations.
- (8) The activities of SFBC are assisted by the DE, the Finance Directorate and the Legal Directorate with data supply and with a right to express an opinion. The SU Chairman is a permanent guest in the SFBC meetings without a voting right.
- (9) The SFBC shall have at least one meeting in each month. The meeting shall have a quorum if more than fifty percent of the members are present. A written vote is valid if more than fifty percent of the members have cast a vote. The SFBC adopts its decisions with a majority vote; in the case of a tied vote, the chair's vote shall decide.
- (10) The SFBC has an exceptional decision making right in relation to public life scholarships pursuant to Section 92 (9) of the Regulations.
- (11) The general rules of operation of the SFBC are included in the Rules of Procedure of the SFBC. The DE shall administer the documents of the SFBC.¹⁶⁸

Section 20 Student Welfare Committee (SWC)

- (1) An SWC shall be established at each faculty, with powers governing the faculty.
- (2) The SWC consists of five student members.¹⁶⁹
- (3) The members are delegated by the student union.¹⁷⁰
- (4) The mandate of the members of the SWC shall terminate:
 - a) based on resignation;
 - b) based on recall;
 - c) when their public employee or student status at the University is terminated,
 - d) upon the death of the member.
- (5) Any member who is impeded in the performance of their tasks related to their committee membership for a long time (likely longer than one month) shall be recalled.
- (6) A new member must be delegated immediately for a vacant position in the committee.
- (7) The SWC elects its chair from its own teacher members.
- (8) Tasks of the SWC:
 - a) It prepares the decision of the SFBC in relation to the granting of funds allocated to the particular faculty for student benefits.
 - b) It prepares the decision-making by the Dean regarding the grant of resources available as student benefits, whether allocated to or provided by the faculty.¹⁷¹
- (9) ¹⁷²The SWC shall have at least one meeting in each semester. The meeting shall have a quorum if more than fifty percent of the members are present. A written vote is valid if more than fifty

¹⁶⁸ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

¹⁶⁹ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

¹⁷⁰ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

¹⁷¹ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

¹⁷² Deleted by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, revoked as of 1 August 2020.

percent of the members have cast a vote. The SWC adopts its decisions within its power to make proposals with a majority vote, in the case of a tied vote, the chair's vote shall decide.¹⁷³

- (10) The general rules of operation of the SWC are included in the Rules of Procedure of the SWC.

20/A § Student Social Committee (SSC)¹⁷⁴

- (1) The SSC shall be established at the University, with powers applicable across the University.
- (2) The SSC consists of sixteen members, i.e. one public employee and fifteen students.
- (3) The public employee member of the SSC is delegated by the Rector, while the student membership consists of members of the SWC.
- (4) The mandate of the members of the SSC shall terminate:
 - a) based on resignation;
 - b) based on recall;
 - c) when their public employee or student status at the University is terminated;
 - d) upon the death of the member.
- (5) Any member who is impeded in the performance of their tasks related to their committee membership for a long time (expectably longer than one month) shall be recalled.
- (6) A new member must be delegated immediately for a vacant position in the committee.
- (7) The SSC elects its chairperson from among its members.
- (8) Tasks of the SSC:
 - a) Making a proposal to the SFBC regarding the scoring system for the students' social status at the beginning of each semester.
 - b) Assessment of student applications for the review of their social status according to the scoring system adopted by the SFBC, and determining the score of each student based on this.
 - c) Making a proposal to the SFBC for the amount of the regular social scholarship payable after one social point.
 - d) Making a proposal to the SFBC for the definition of the documents certifying eligibility to the basic funding.
 - e) Assessment student applications for the basic funding and presentation of the proposed decision to the SFBC.
 - f) Definition of the criteria of the extraordinary social funding, assessment of the applications submitted and presentation of its proposed decisions to the SFBC.
- (9) The SSC shall have meetings at least twice in each semester. The meeting shall have a quorum if more than fifty percent of the members are present. A written vote is valid if more than fifty percent of the members have cast a vote. The SSC adopts its decisions made under its proposing powers with a majority vote; in the case of a tied vote, the chair's vote shall decide.

¹⁷³ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

¹⁷⁴ Enacted by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

- (10) The general rules of operation of SSC are included in the Rules of Procedure of SSC.

Section 21 Special Needs Students Committee (SNSC)

- (1) The SNSC shall be established at the University, with powers applicable across the University.
- (2) The SNSC consists of seven members; its chair is the institutional coordinator who satisfies the requirements of Section 64 (4) of the Implementation Decree and one teacher from each faculty and three students.¹⁷⁵
- (3) With the exception of the institutional coordinator, the teacher members of SNSC are appointed by the deans, while student members are appointed by the Rector based on the SU proposal for a period of three years.
- (4) The mandate of the members of the SNSC shall terminate:
 - a) after three years,
 - b) based on resignation;
 - c) based on recall;
 - d) when their public employee or student status at the University is terminated,
 - e) upon the death of the member.
- (5) Any member who is impeded in the performance of their tasks related to their committee membership for a long time (likely longer than one semester) shall be recalled.
- (6) A new member must be delegated immediately for a vacant position in the committee.
- (7) Tasks of the SNSC:
 - a) assessment of requests of disabled students for assistance, exemption and preferences;
 - b) control of the activities of coordinators assisting disabled students;
 - c) decisions on personal and technical assistance and services provided to disabled students by the University or in other ways and on the purchase and use of special textbooks and technical devices substituting textbooks or assisting preparations with other methods;
 - d) propose alternatives for the use of normative subsidies aimed at the assistance for disabled students' studies and for the procurement of instruments of aid required for this assistance.
 - e) decisions on the state subsidies additional semester that may be granted to disabled students upon request pursuant to Section 87 (4) of the Regulations.
- (8) At the end of each academic year the SNSC prepares a report on its activities and experience gained during the work.
- (9) The SNSC shall have meetings as and when necessary, or at least once in each semester. The meeting shall have a quorum if more than fifty percent of the members are present. A written vote is valid if more than fifty percent of the members have cast a vote. The SNSC adopts its decisions with a majority vote; in the case of a tied vote, the chair's vote shall decide.
- (10) The general rules of operation of SNSC are included in the Rules of Procedure of SNSC.

Section 22 Disciplinary Committee (FDC)

- (1) At the University a FDC shall be established at each faculty, with powers applicable at the

¹⁷⁵ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

faculty.

- (2) The FDC consists of three members: two teachers and one student.
- (3) The teacher members of the FDC are appointed by the Dean, the student members are appointed by the Rector based on the proposal of the faculty SU organisation for a period of three years.
- (4) The mandate of the members of the FDC shall terminate:
 - a) after three years,
 - b) based on resignation;
 - c) based on recall;
 - d) when their public employee or student status at the University is terminated,
 - e) upon the death of the member.
- (5) Any member who is impeded in the performance of their tasks related to their committee membership for a long time (likely longer than one semester) shall be recalled.
- (6) A new member must be delegated immediately for a vacant position in the committee.
- (7) The FDC elects its chair from its own teacher members.
- (8) The FDC proceeds in disciplinary cases of the students pursuant to Chapter V of the Regulations.
- (9) The FDC meets depending on disciplinary reports. The meeting shall have a quorum if more than fifty percent of the members are present. The FDC adopts its decisions with a majority vote; in the case of a tied vote, the chair's vote shall decide.
- (10) The detailed rules of the procedure are included in Chapter V of the Regulations.

Section 23 Dormitory Admission Committee (DAC)

- (1) Each faculty of the University must establish a DAC with faculty competence.
- (2) The DAC consists of three members: one public employee and two students.
- (3) The public employee member of the DAC is the dormitory manager or a public employee delegated by them, while one member of the student members is delegated by the dormitory committee and one member is delegated by the faculty SSC from their own student members.¹⁷⁶
- (4) The mandate of the members of the DAC shall terminate:
 - a) based on resignation;
 - b) based on recall;
 - c) when their public employee or student status at the University is terminated,
 - d) upon the death of the member.
- (5) Any member who is impeded in the performance of their tasks related to their committee membership for a long time (likely longer than one semester) shall be recalled.
- (6) A new member must be delegated immediately for a vacant position in the committee.
- (7) The DAC is chaired by the dormitory manager or the public employee delegated by them.
- (8) In the dormitory admission procedure the DAC proceeds pursuant to Section 111 (6) and (9) of the Regulations and adopts its decisions accordingly.
- (9) The DAC shall have meetings as and when necessary, or at least once in each semester. The

¹⁷⁶ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

meeting shall have a quorum if more than fifty percent of the members are present. The DAC adopts its decisions with a majority vote; in the case of a tied vote, the chair's vote shall decide.

- (10) The general rules of operation of the DAC are included in the Rules of Procedure of the DAC.

Section 24 The Appeals Board (AB)

- (1) The AB shall be established at the University, with powers applicable across the university.
- (2) The AB consists of six members; the chair of the committee, one teacher from each faculty and two students.¹⁷⁷
- (3) The AB chair is a lawyer who has passed a special exam in law or a lawyer with a public employee status with, or working for, the University under contract, delegated by the Chancellor.
- (4) The teacher members of the AB are appointed by the deans and the student members are appointed by the Rector based on the SU proposal, for a period of three years.
- (5) The mandate of the members of the AB shall terminate:
 - a) after three years,
 - b) based on resignation;
 - c) based on recall;
 - d) when their public employee or student status at the University is terminated,
 - e) upon the death of the member.
- (6) Any member who is impeded in the performance of their tasks related to their committee membership for a long time (likely longer than one month) shall be recalled.
- (7) A new member must be delegated immediately for a vacant position in the committee.
- (8) The AB decides on legal remedy requests submitted by students against a decision or measure or failed measure of the University pursuant to Sections 45 and 46 of the Regulations.
- (9) The general rules of operation of AB are included in the Rules of Procedure of AB.

Section 25 Competence and powers

- (1) At the University the persons and bodies listed in Section 16 (1) a)-j) of the Regulations proceed in first instance procedures in the student matters falling within their competence.
- (2) Unless the law or the Regulations provide otherwise, the competent individual or body are those who belong to the faculty in which the student takes part in a training programme.
- (3) If the same student takes part in training programmes at multiple faculties, then that individual or body shall have competence who belongs to the faculty organising the programme affected by the student matter.
- (4) If a student takes part in a programme at multiple faculties but the student matter is not related to the programme, then that individual or body shall have competence who belongs to the faculty organising the programme stated in the statistics on student status.
- (5) Unless the law or these Regulations provide otherwise, the AB shall proceed in second instance in student matters.
- (6) The individual or body proceeding in a student matter (hereinafter: 'proceeding body') shall

¹⁷⁷ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

assess its competence and jurisdiction in each phase of the procedure. When the lack of competence or jurisdiction of the proceeding body is established, they shall transfer the matter to the individual or body who has competence and jurisdiction immediately, or not later than within 3 days and shall simultaneously inform the student about it.

- (7) If the individual or body that has competence and jurisdiction cannot be established or a number of individuals or bodies have established that they have competence or jurisdiction or a procedure was launched in front of a number of individuals or bodies and the dispute on competence or jurisdiction cannot be resolved between them, then the Rector shall have the right to allocate the proceeding body.
- (8) The proceeding body may be appointed in any phase of the procedure.
- (9) The Rector of the University shall appoint the proceeding body within 15 days from the receipt of the request for appointment.

Section 26 Launch of procedures

- (1) In student matters a procedure may be launched ex officio or upon the student's request.
- (2) A procedure is launched ex officio if the University is obligated to do so by the law or any University policy.
- (3) A procedure is launched upon request when, based on the provisions of the law or a University policy, the student is entitled to launch the procedure.

Section 27 Submission of a Request

- (1) In any procedure launched upon a student request the student request must be submitted electronically, through the SS, and the interface open for it. If the applicant does not have a code generated by SS or Regulations or a call for applications does not require the application to be submitted through SS or it cannot be submitted through SS, it can also be submitted on paper in person or sent by post or electronically via e-mail. When it is prescribed in the Regulations or in the call for applications, the request can only be submitted on the specific form.
- (2) The deadline for the submission of the individual requests is published by the DE on the University's website prior to the start of the academic year.
- (3) When a request must be submitted within a specific deadline, then the deadline for the submission of the request:
 - a) is the date of submission registered by the SS for requests submitted through the SS;
 - b) the date of acceptance of the request by the University for requests submitted in person;
 - c) the date of posting for requests submitted by post;
 - d) the date of sending the electronic message in the case of requests submitted electronically, via e-mail.
- (4) When the submission of a request entails a fee, the request shall become accepted only after the payment of the procedural fee. If the submission of the request must be made within a specific deadline, the procedural fee shall be paid by the deadline for the submission of the request, otherwise it will not be accepted.
- (5) If the submission of the request must be made within a deadline, any request submitted over that deadline shall be late.
- (6) The student may withdraw any submitted and accepted request until the respective decision is made.

Section 28 Administration deadline

- (1) Unless the law or the Regulations provide otherwise, student requests must be addressed within 15 days from their receipt or, if a deadline date is specified for the submission of the request, from that deadline date (hereinafter: 'administrative deadline').
- (2) The proceeding individual or chair of the body may extend the administrative deadline by no more than 30 days on one occasion.
- (3) The student must be notified of the extension of the administrative deadline.
- (4) When a student submits an incomplete request, the administrative deadline shall be extended with the deadline for the supply of additional information if such a request is issued.

Section 29 Supply of additional information

- (1) If in a procedure launched upon the student's request the student's request is incomplete or during the clarification of the facts the supply of additional information is not precluded in the procedure, the proceeding body calls upon the student to supply the missing information within a short deadline of no longer than 5 days.
- (2) In the request for the supply of additional information the missing information and the method of replacement as well as a warning about the legal consequences of default must be indicated.
- (3) When no additional information may be supplied in the given procedure, no additional information can be submitted. If no additional information can be supplied in the given procedure, then that fact must be indicated in the call for applications, on the application form or in the notice published on the University's website.

Section 30 Calculation of time limits

- (1) All deadlines must be calculated in calendar days, months or years.
- (2) The deadline established in days shall not include the day of an event or circumstance triggering the deadline or the day the communication, delivery or of the display or removal of the notice.
- (3) A time limit expressed in months or years shall expire on the day which corresponds to the starting date; if the month of expiry does not contain such a date, expiry shall take place on the last day of the month.
- (4) The deadline for applications that may be submitted in the SS is the exact deadline stated for the application (according to the hour setting of the server).
- (5) Where a right is contingent upon a specific day, it shall take effect at the beginning of that day. The legal consequences of the missed deadline or delay apply after the last day of the deadline.
- (6) In the case of any doubt the deadline shall be considered kept.
- (7) The duration of any operational fault must be ignored during the calculation of the deadlines and the deadline for submission shall be amended.

Section 31 Default

- (1) Anyone who fails a deadline or deadline date cannot submit anything with legal effect unless the law or these Regulations provide otherwise.
- (2) It shall not be deemed a missed deadline or deadline date when it is the result of a natural

event which is part of public knowledge or any other extraordinary event. The student shall report any fault in the operation of the SS to the DE via e-mail immediately. In such cases the DE extends the deadline for submission after the fault has been eliminated with the period of unavailability. The Director of Operation decides on the extension of the deadline by taking into account the period of unavailability, which shall be at least 1 day.

Section 32 Request for proof

- (1) Anyone who has missed a deadline or deadline date in the procedure through no fault of their own may file a request for proof.
- (2) In the request for proof the reason for default must be presented, the fact that it was through no fault of the student shall be certified and, simultaneously with the request, the failed act shall also be taken if its conditions prevail.
- (3) A request for proof with justification may be submitted within 5 days from the time of becoming aware of the default or from the time the obstruction is eliminated, where applicable, but not later than within 15 days from the last day of the time limit or deadline in question.
- (4) The individual organisation or body decides on the request for proof during the procedure on which the default took place.
- (5) When the proceeding body accepts the request for proof, the failed deadline or deadline date shall be considered made. In order to do so, the proceeding body may modify or withdraw the decision or may repeat certain procedural acts.

Section 33 Representation

- (1) Unless the Regulations provide otherwise, students may also proceed through a proxy in student matters.
- (2) The authorisation must be provided in an authentic instrument or a private document fully acceptable as proof or must be dictated into minutes.
- (3) The proceeding body shall always assess the legality of the proxy's procedure and of the authorisation. If the student concerned does not submit a regular authorisation in the procedure despite the request to do so, the procedural acts taken by the proxy shall not be effective and the proceeding body shall reject the proxy's procedure.

Section 34 Minutes

- (1) Minutes shall be prepared of any public consultation or meeting of a body prior to the resolution as well as of any hearing of any person conducted irrespectively of the procedure.
- (2) The minutes must contain the name of the proceeding body, the place and time of the preparation of the minutes, the list of the person present, in the case of a hearing the name of the interviewed person, the mother's name and home address; in the case of students the code generated by SS and the legal status in the procedure (applicant, respondent, proxy, witness, expert etc.), a warning about the rights and obligations and important declarations and findings concerning the case and, in the case of a proceeding individual or body, the signature of the chair of the body and of the keeper if the minutes.
- (3) No minutes shall be prepared when the body adopts its decision with a written vote. In that case a memo must be prepared of the adopted decision(s). The memo is signed by the chair of the committee/body.

Section 35 Summons

- (1) Summons must be issued to anyone whom the body entitled to proceed in the student matter intends to interview in person.
- (2) The summons must indicate the name of the proceeding body, the case number, the subject matter of the case, the interview time and date and the questions and the status (e.g. witness) during the interview.
- (3) The summons must be delivered in writing in a verifiable manner, no later than 3 days prior to the interview. Any party who attends in person may also be summoned for another interview verbally and, in urgent cases, the summons can also be issued on the phone.
- (4) Verbal summons must be stated in the transcript of the personal interview, while summons made on the phone shall be stated in a separate record.
- (5) If the party has a proxy, the summons for a personal interview must be delivered both to the party and the proxy.

Section 36 Rejection of a request

- (1) The student's request shall be rejected by the proceeding body if
 - a) any condition of launching the procedure defined in the law or university policy is not fulfilled and the law or a university policy does not attach any legal consequence thereto or
 - b) a request for enforcing the same right has already been assessed by the proceeding body and the contents of the request or the governing regulations did not change,
 - c) the request is submitted late, or¹⁷⁸
 - d) the request is not submitted by an authorised person.¹⁷⁹

Section 37 Termination of the procedure

- (1) The proceeding body shall terminate the procedure if
 - a) the request should have been rejected but the reason for the rejection was revealed to the proceeding body after the procedure has been launched,
 - b) the applicant does not provide a declaration upon the proceeding body's request, and without that the request cannot be assessed and the proceeding body does not continue the procedure ex officio,
 - c) the procedure has lost its relevance,
 - d) the applicant fails to fulfil the obligation to pay the procedural fee,
 - e) the procedure was launched upon request and the applicant has withdrawn the request unless the procedure can also be launched ex officio and the proceeding body continues the procedure ex officio,
 - f) the proceeding body establishes that another body has already proceeded in the case or a

¹⁷⁸ Enacted by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

¹⁷⁹ Enacted by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

- different proceeding body has been allocated;
- g) the relevant decision in the case depends on the prior assessment of an issue that falls within the competence of a different agency and the applicant fails to comply with the request to launch the procedure.

Section 38 Decision

- (1) The proceeding body issues a resolution for its decision adopted in the student matter.
- (2) The decision shall contain:
- a) the name of the acting body, the file number,
 - b) the name and domicile or place of residence of the eligible or obliged student and their code generated by SS,
 - c) the indication of the subject matter of the case,
 - d) in the operative clause:
 - da) the decision and information on the available legal remedy,
 - db) the deadline date or deadline of meeting the obligation and the legal consequences of default on voluntary meeting of an obligation,
 - e) in the explanatory note:
 - ea) the stated facts
 - eb) those provision of the law and the regulations based on which the resolution was adopted and to what extent and why the decision described in the operative part was made,
 - ec) the reference indicating whether the student offered evidence and if so to what extent it was taken into account or omitted by the decision maker,
 - ed) when the request was rejected due to any inadequacy, also including the lack of submission of evidence, the request for the supply of additional information and its date and the failure to comply with the request,
 - ee) in the case of resolutions adopted within the competence of deliberation or equity the factors and facts involved in the deliberation or the exercise of the equity rights,
 - f) reference to the law or university regulation setting out the powers and competence of the acting body,
 - g) the place and time of the decision-making process, the name and the official position of the decision-maker,
 - h) signature of the individual authorising the communication of the decision on paper.
- (2) When the body proceeding in the first instance accepts a request, a simplified resolution may be adopted without any reasoning or information on the legal remedy.
- (3) If a student request is rejected the decision must be explained with the exception of decision made on equity requests.

Section 39 Communication of the decision

- (1) ¹⁸⁰ The University shall communicate the decisions regarding the student in writing, in the cases specified in the Higher Education Act, the Government Decree and the Organizational and Operational Regulations and, if so requested by the student, in writing. The decision of the University regarding the student is final if the student does not submit a legal remedy within the time limit set in Section 40 (2) of the Regulations or has resigned from the

¹⁸⁰ Section 57 (2) of the Higher Education Act

application.

- (2) ¹⁸¹ The acting body communicates the decision must be communicated to the student in a provable manner.
- (3) The relevant decision adopted in a student matter shall be delivered in person, in writing by post or through an announcement or electronically through the SS to the student and to anyone else in relation to whom the decision contains a provision.
- (4) When delivery is made in person, the acceptance, and its time, as well as a signature of the recipient of the document must be indicated on the second copy of the document to be delivered.
- (5) If in a procedure launched upon the student's request the student submits the request through the interface available in the SS, the proceeding body shall communicate its decision electronically through the SS, informing the student about it in a message. An electronic decision shall be deemed delivered on the 5th day after it has been uploaded into the SS.
- (6) In procedures launched upon request decisions on the termination of the student status or transfer and decisions on requests not submitted through the SS shall be communicated to the student by post, in registered mail with a record of delivery.
- (7) Any document sent by post shall be deemed delivered on the date of attempt of delivery if the recipient rejected acceptance. If delivery fails because the document is returned to the sender from the recipient's address included in the records under the title of 'not claimed', 'unknown' or 'moved', the document shall be considered delivered on the fifth working day from the date of attempt of delivery.
- (8) The consignee may submit an application for the rebuttal of the presumption of service to the proceeding body within 5 days after becoming aware that service can be presumed to have taken place and, on pain of being time-barred, not later than 30 days from when it can be presumed that service has taken place. The proceeding body accepts an objection when the recipient did not collect the document because it was delivered through the violation of the rules pertaining to delivery or not in line with the regulations, or when the recipient was unable to collect it for any reason other than through a fault of their own. The application shall contain the facts and circumstances which prove the irregularity of service and the absence of any fault on the part of the consignee.

¹⁸¹ Section 65/C of the Implementation Decree

RULES OF ASSESSING LEGAL REMEDY REQUESTS SUBMITTED IN STUDENT MATTERS (SECOND INSTANCE PROCEDURE)

Section 40 Right to Appeal

- (1) ¹⁸² In the event of the infringements of their rights, students may
 - a) seek legal assistance from the student union,
 - b) lodge an appeal, which shall be examined by the University,
 - c) may initiate the proceedings of a Commissioner for Educational Rights provided that they have exhausted their right of appeal, except in the case of legal proceedings, as regulated by this Act.
- (2) ¹⁸³ With the exception of decisions relating to the assessment of academic achievements, any decision or measure, or failure to act, of the University (hereinafter: 'decision') shall be subject to appeal within fifteen days after notification or, in the absence of notification, the student's becoming aware of it.
- (3) ¹⁸⁴ Students may also initiate proceedings against a decision relating to the assessment of academic achievements if it was not based on the requirements adopted by the University , or conflicts with the University 's rules for organisation and operation or any provision applicable to the organisation of examinations has been violated.
- (4) ¹⁸⁵ The provisions of Sections 40-48 of the Regulations shall be applied accordingly to the following:
 - a) applicants to higher education institutions,
 - b) decisions concerning students whose student status has been terminated and to default.

Section 41 Competence

- (1) Unless the law or the Regulations provide otherwise, the AB has exclusive competence to conduct second instance proceedings.

Section 42 Grounds for exclusion

- (1) ¹⁸⁶ The person
 - a) who has taken the appealed decision or failed to make a decision,
 - b) who is a close relative of the person set out in point a)
 - c) who cannot be expected to deliver an impartial opinion may not review the appeal claim.
- (2) Whenever any reason for exclusion is detected, the AB member shall report the reason for exclusion to the AB chair immediately. Whenever a reason for exclusion applies to the AB chair, the AB chair shall report to the Rector of the University.
- (3) The student can also report a reason for exclusion.
- (4) Concerning exclusion related to an AB member the AB chair, while in relation to the exclusion relating to the chair, the Rector shall decide.
- (5) If the reason for exclusion was reported by a student, a written decision must be adopted on the exclusion and it must be communicated to the student.

¹⁸² Section 57 (1) of the Higher Education Act

¹⁸³ Section 57 (3) of the Higher Education Act

¹⁸⁴ Section 57 (3) of the Higher Education Act

¹⁸⁵ Section 58 (3) of the Higher Education Act

¹⁸⁶ Section 57 (4) of the Higher Education Act

Section 43 Submission of a request for legal remedy

- (1) Any legal remedy request shall be submitted and addressed to the AB. A legal remedy request may be submitted electronically through an interface open in the SS for such purposes, or on paper in person or by post.
- (2) If the student did not submit a legal remedy request through the interface open in SS for such purposes, their legal remedy request shall be submitted to the AB immediately or within no later than 3 days.

Section 44 Request for proof

- (1) In case a student fails the deadline for submitting legal remedy requests through no fault of their own they may submit a request for proof.
- (2) The requests for proof are assessed by the AB.
- (3) A request for proof with justification may be submitted after the time of becoming aware of the default or from the time the obstruction is eliminated, where applicable, but not later than within 45 days from the last day of the time limit or deadline in question.
- (4) If a deadline is missed, the legal remedy request shall also be submitted simultaneously with the request for proof.
- (5) If the AB grants the request for proof, the failed deadline shall be considered made.

Section 45 Deadline for assessing legal remedy requests

- (1) The deadline for assessing legal remedy requests is 30 days. The procedure starts on the day following receipt of the request by the proceeding body.¹⁸⁷

Section 46 Procedure of the Appeals Board

- (1) During the examination of the appeal, the clarification of the facts, the calculation of time limits, failure to meet a deadline without fault on the part of the appellant, the form, content and notification of the decision, and the correction, replacement, supplement, amendment or revocation of the decision upon request shall be governed, as appropriate, by the provisions of the Act on General Public Administration Procedures.
- (2) The rules pertaining to the AB procedures are included of the Rules of Procedure of the AB.
- (3) If the available data are not sufficient for making a decision, the AB shall conduct an evidence procedure.
- (4) In the second instance procedure all pieces of evidence can be used that are suitable for clarifying the facts. No evidence obtained by the AB through the violation of the law can be used as evidence.
- (5) Facts officially known by the AB and generally known by the public shall not be proved.
- (6) The AB can freely decide on the manner of supplying proof and shall assess the available evidence according to its own free beliefs.

¹⁸⁷ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

Section 47 Second instance decision

- (1) ¹⁸⁸ The AB may adopt the following decisions in respect of the appeal:
 - a) rejects the claim,
 - b) instructs the person or body who has failed to make the decision to actually make the decision,
 - c) changes the decision,
 - d) annuls the decision and instructs the decision-maker to conduct a new procedure
 - e) terminates the procedure¹⁸⁹
 - f) rejects the request.¹⁹⁰
- (2) ¹⁹¹ The second instance decision is final.
- (3) The second instance decision must be delivered by post in registered mail with record of delivery but may also be communicated through an announcement to applicants present.
- (4) The announcement of the decision must be stated in the minutes.
- (5) The date of communication of the resolution is the day when it is delivered or announced.
- (6) Any document sent by post shall be deemed delivered on the date of attempt of delivery if the recipient rejected acceptance. Where delivery fails because the document is returned to the sender from the recipient's address included in the records, it shall be considered delivered on the day of the second attempt of delivery, if the title is 'not claimed', and on the fifth working day from the date of attempt of delivery, if the title is 'unknown' or 'moved'.¹⁹²
- (7) The consignee may submit an application for the rebuttal of the presumption of service to the AB within 5 days after becoming aware that service can be presumed to have taken place and, on pain of being time-barred, not later than 30 days from when it can be presumed that service has taken place. The AB accepts an objection when the recipient did not collect the document because it was delivered through the violation of the rules pertaining to delivery or not in line with the regulations, or when the recipient was unable to collect the document through any reason other than a fault of their own. The application shall contain the facts and circumstances which prove the irregularity of service and the absence of any fault on the part of the consignee.

Section 48 Administrative Lawsuits

- (1) ¹⁹³ The student may apply for the judicial review of the decision adopted in respect of the appeal within thirty days after its notification, on the grounds that it violates the law or the provisions applicable to student status. The filing of the application has suspensive effect.
- (2) ¹⁹⁴ The application may also be made by reference to the violation of the provisions relating to the student status. For the purposes of these provisions, the provisions on student status are provisions in the law and in the institutional documents that establish the rights and obligations of the student.

¹⁸⁸ Section 57 (5) of the Higher Education Act

¹⁸⁹ Enacted by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

¹⁹⁰ Enacted by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

¹⁹¹ Section 57 (6) of the Higher Education Act

¹⁹² Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

¹⁹³ Section 58(1) of the Higher Education Act

¹⁹⁴ Section 58 (2) of the Higher Education Act

- (3) The student may submit a petition in four original copies addressed to the Budapest Court of Public Administration and Labour but submitted at the Legal Directorate of the University (1149 Budapest, Buzogány utca 11-13).

CHAPTER III: ACADEMIC AND EXAMINATION REGULATIONS

PROVISIONS PERTAINING TO STUDENT STATUS

Section 49 Student status

- (1) ¹⁹⁵ Student status shall be acquired on the basis of a decision on admission or transfer, upon enrolment. Students participating in the programmes set out in Article 15(2) to (6) of the Higher Education Act shall fulfil the special conditions prescribed in the Higher Education Act if their programmes are funded through a full or partial Hungarian state scholarship. Self-funding students participating in the programmes set out in Section 15(2) to (6) of the Higher Education Act shall sign a study contract.
- (1a) ¹⁹⁶ Beyond the central admission procedure, the student may also acquire additional student status at a teacher training programme registered in parallel with the master programme.
- (2) ¹⁹⁷ Admitted applicants may acquire student status in the semester for which they were admitted during the admission procedure.
- (3) ¹⁹⁸ If the application for admission or transfer to the University has been accepted, student status may be acquired by enrolment after the decision on admission or transfer has become final.
- (4) ¹⁹⁹ The student status shall cease
- a) if the student is admitted by another higher educational institution, on the day of the transfer,
 - b) if the student announces the termination of his or her student status, on the day of such announcement is made,
 - c) if a student who cannot continue a programme funded through a full or partial Hungarian state scholarship does not wish to continue it in self-financed form,
 - d) on the last day of the semester when the student obtains the final certificate (absolutorium),²⁰⁰
 - e) if a student participating in a tertiary vocational programme becomes medically unfit to continue studies, and the higher education institution cannot offer another suitable tertiary vocational programme, or the student does not wish to continue studies, or is unable to continue studies because the necessary conditions do not exist, on the day that the decision on the termination of student status becomes final,
 - f) if the rector or, within the competence delegated by the rector, the dean terminates the student status of a student who remains in arrears of payment after an unsuccessful demand for payment and examining the social situation of the student, on the day that the decision on the termination of student status becomes final,
 - g) on the day that the disciplinary decision on expulsion becomes final,
 - h) if a condition for student status defined in the Higher Education Act is no longer met, on the day that the decision on the termination of student status for that reason becomes final,

¹⁹⁵ Section 39 (3) of the Higher Education Act

¹⁹⁶ Section 39 (4a) of the Higher Education Act

¹⁹⁷ Section 39 (7) of the Higher Education Act

¹⁹⁸ Section 42 (4) of the Higher Education Act

¹⁹⁹ Section 59 (1) of the Higher Education Act

²⁰⁰ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

- i) if a student participating in a programme financed through a full or partial Hungarian state scholarship withdraws the declaration referred to in Section 48/D(2) of the Higher Education Act and does not undertake to participate in a self-financed programme,
- (5) ²⁰¹
- (6) ²⁰² The University may terminate the student status unilaterally if a student fails to
- a) fulfil the obligations relating to academic progress laid down in the study and examination regulations and the curriculum pursuant to Sections 50 (1), 57 (30) and (32) of the Regulations,
 - b) has not registered for the subsequent academic semester on third consecutive occasion,
 - c) does not commence their studies following the suspension of student status,
- provided that the student has been called on to meet this obligation within a specified time limit and has been informed of the legal consequences of the failure to comply
- (7) ²⁰³ The University shall terminate the student status unilaterally in cases where the total number of unsuccessful and repeated examinations in a given academic unit has reached five, i.e., the number of failed results has reached six in the same academic unit .
- (8) ²⁰⁴ Paragraphs (4), (6- (7) of this Section shall apply to students who participate in more than one programme at the University with the exception that termination of student status shall be understood as termination of a given programme.
- (9) ²⁰⁵ If the student fulfils the conditions of the final certificate by the last day of the final examination period pursuant to Section 55 (2) of the Regulations, the end date of the student's programme shall be the last day of the final examination period of the particular semester. In the case of such students at the particular higher education institution the date of termination of the student status shall be the same as the end date of the programme referred to in paragraph (4) d) with the exception of students taking part in parallel programmes.

Section 50 Suspension of the Student Status

- (1) ²⁰⁶ The student status shall be suspended when a student gives notice of not wishing to meet obligations in the coming academic term or fails to register for the next academic term. The period of the continuous interruption of the student status may not be longer than two semesters. Students may suspend their status more than one, but for no more than four semesters within one programme.
- (2) ²⁰⁷ The higher education institution may allow the suspension of student status upon the student's request
- a) for a continuous period that is longer than what is specified in Paragraph (1) ,
 - b) prior to the first semester, or
 - c) until the end of an academic term already commenced, for the given academic term, provided that the student is unable to meet obligations arising from student status due to childbirth, accident, illness or any other unexpected cause, without any fault on the part of the student.

²⁰¹ Section 59 (2) of the Higher Education Act; repealed by Section 32 i) XC of 2018.

²⁰² Section 59 (3) of the Higher Education Act

²⁰³ Section 59 (4) of the Higher Education Act

²⁰⁴ Section 59 (5) of the Higher Education Act

²⁰⁵ Section 56 (3) of the Implementation Decree

²⁰⁶ Section 45 (1) of the Higher Education Act

²⁰⁷ Section 45 (2) of the Higher Education Act

- (3) Upon the student's request the suspension of the student status may also be permitted over four passive semester specified in paragraph (1) providing that the student is unable to fulfil the obligations arising from the student status due to childbirth, an accident or illness or some other unexpected reason through no fault of their own.
- (4) If the University authorises the suspension of the student status pursuant to paragraph **Hiba! A hivatkozási forrás nem található.**²⁰⁸ c), the registration for the particular academic term shall be considered withdrawn with the proviso that the legal consequences of registration cannot be applied for the academic term already started but suspended later.
- (5) Requests for passive semesters may be submitted electronically through the SS.
- (6) The requests are assessed by the faculty SC.
- (7) ²⁰⁹ The student status shall be suspended if the disciplinary sanction of prohibition from the continuation of studies is imposed on a student.
- (8) ²¹⁰ The student status shall be suspended for the period of actual service performed by members of the voluntary military reserve force, during which period students shall be exempted from the obligations defined in the Regulations.
- (9) In case of a suspended (i.e., passive) student status, subsequent to the next registration, the student shall continue their studies under the curriculum valid at the time of enrolment. An exception is made for the case when the student commence their studies with a passive semester after enrolment based on the request referred to in Section **Hiba! A hivatkozási forrás nem található. b)**²¹¹.
- (10) In the case of a suspended (passive) student status the student is not eligible for any benefit specified in Chapter IV of the Regulations.

Section 51 Guest student status

- (1) ²¹² Students may apply for guest student status at another higher education institution in order to take courses related to the programme pursued at the home institution.
- (2) ²¹³ Article 81 and 82 (1) to (3) of the Higher Education Act shall apply to students financed through full or partial Hungarian state scholarships even when studying as a guest student.
- (3) Guest student status may be established at the University if the higher education institution where the student has been granted student status consents to it.
- (4) Applicants intending to establish a guest student status with the University (students of other higher education institutions) shall submit their application on the form available on the University's website by 25 July²¹⁴ in case they intend to start their studies in the autumn semester or by 25 January²¹⁵ in case they intend to start their studies in the spring semester. The request is assessed, and the decision is made by the Dean of the host faculty. The decision

²⁰⁸ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

²⁰⁹ Section 45 (3) of the Higher Education Act

²¹⁰ Section 45 (4) of the Higher Education Act

²¹¹ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

²¹² Section 42 (1) a) of the Higher Education Act

²¹³ Section 82 (4) of the Higher Education Act

²¹⁴ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

²¹⁵ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

must also include a decision on covering the costs of education.

- (5) The detailed rules of the education organisation tasks related to guest students at the University are defined in separate rules of procedure.

Section 52 Status established for partial training studies

- (1) ²¹⁶ The University may admit individuals with higher education qualifications who do not have a student status in the institution for a partial educational programme, with a student status, for any course or module in a self-financed programme without any admission procedure. The institution issues a certificate of educational performance. A completed course, module, can be included in higher education studies according to the rules of credit transfer rules.
- (2) Based on this status the student may not conduct further studies in any further specialised training or obtain any further professional qualifications, or request a transfer, or establish any other (parallel) student or guest student status, or suspend his student status, or claim for any support period.
- (3) Individuals intending to establish a student status with the University for partial studies must submit their applications to the DE on the form available on the University's website by 15 August if they intend to start their studies at the University in the autumn semester or by 15 January if they intend to start their studies in the spring semester. The request is assessed, and the decision is made by the Dean of the host faculty. A study contract must be established with the student during the enrolment.

Section 53 Transfer, change of programme, special programme, specialisation, training place, training language and schedule

- (1) ²¹⁷ Students may apply for transfer to another programme within the same field of study, offered by the same or another higher education institution.
- (1a) ²¹⁸ Except as defined in paragraph (6), the transfer under paragraph (1) may take place between programmes offering the same level of qualification only.
- (2) ²¹⁹ Transfer or any switch in the training programme, specialisation, special programmes, training place, training language and schedule may be made by 15 September for a period from the end of the previous study term for the autumn semester and by 15 February for the spring semester.
- (3) The deadline for the submission of request for transfer to the University is 25 July for the autumn semester and 25 January for the spring semester. The deadline for submitting request for any change in the special programme, specialisation, training language, training place and schedule is 25 August for the autumn semester and 25 January for the spring semester.
- (4) ²²⁰ If a new student status is established, the transfer according to Paragraph (1) takes place upon enrolment following the decision of acceptance of the receiving higher education institution. If no new student status is established, the transfer takes place upon registration to the programme following the decision of acceptance of the receiving higher education institution. Upon receipt, the DE will send the date of enrolment or registration after the

²¹⁶ Section 42 (2) of the Higher Education Act

²¹⁷ Section 42 (1) b) of the Higher Education Act

²¹⁸ Section 42 (6) of the Higher Education Act

²¹⁹ Section 52 (1) of the Implementation Decree

²²⁰ Section 52 (2) of the Implementation Decree

enrolment or registration of the received student to the dismissing higher education institution and the student after the resolution on the transfer and the decision on the transfer. The receiving higher education institution announces the date of receipt and the name of the dismissing institution to the FIR, the student at the dismissal institution, the dismissing institution in the FIR indicates the receipt as the reason for the termination of the training.

- (5) ²²¹ In the course of the transfer procedure, the student must have a permanent status upon enrolment or registration after the decision on the transfer, otherwise the decision on the transfer shall be revoked by the higher education institution in accordance with Section 57 (6) of the Higher Education Act.
- (6) ²²² Transfer may be requested only between the same level of programmes, except
 - a) pursuant to Section 8 of Government Decree 283/2012 (4 October) on the system of teacher training, specialization order and list of teachers,
 - b) from a single-cycle programme to a bachelor programme,
 - c) from a bachelor programme or single-cycle programme to a higher educational vocational programme.
- (7) In relation to transfers from a different higher education institution the minimum requirements of the subjects specified at the University and defined in Section 68 (5) shall be taken into account during the acceptance of the subjects, and for transfers to programmes conducted in foreign languages, the rules applicable to the issue of the diploma, as set out in Section 81 (2).²²³
- (8) Within the University requests for changes in the training programme, special programme, specialisation, training place, training language or schedule may be submitted by students who have completed at least one active semester.²²⁴
- (9) The request is decided by the Dean of the receiving faculty by taking into account the capacities. The decision on the transfer shall also include a statement on the form of financing.
- (10) Transfer requests within the University shall be submitted through the SS. Requests for transfer from different higher educational institutions must be submitted on the form available on the University's website. The request may be submitted with the payment of the fee specified in Section 113 (10) of the Regulations.

Section 54 Exchange programme, mobility window

- (1) Based on a prior request, a student may be granted permission to continue studies in a different higher education institution (in Hungary or abroad) for a particular period.
- (2) Even students taking part in exchange programmes shall register for the particular semester, i.e. they must register for at least one subject at the University.
- (3) The exchange programme is approved by the Dean. The consent may be rejected if the credits adopted within the framework of the guest student status cannot be included in the student's studies.
- (4) In order to promote exchange programmes abroad in the bachelor and master programmes of

²²¹ Section 52 (3) of the Implementation Decree

²²² Section 52 (4) of the Implementation Decree

²²³ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

²²⁴ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

the University there is a period integrated into the curriculum for international student mobility (hereinafter: 'mobility window'). The purpose of this mobility window is to enable students to take part in international mobility without extending their study period. This objective may be assisted with the following options:

- a) definition of a particular semester(s) in the recommended curriculum where only or mainly optional subjects are offered;
 - b) inclusion of a semester(s) in the recommended curriculum, the compulsory subjects of which are clearly equivalent to specific subjects of foreign partner institutions.
- (5) The mobility window can be applied no sooner than in the 3rd semester of the recommended curriculum in a bachelor programme and in the 2nd semester of a master programme. The mobility window may also extend to multiple semesters. The last semester of the recommended curriculum or the semester of a consecutive internship may not be defined in the curriculum as the single mobility window. The mobility window must provide at least 24 credits in one semester within the framework of an exchange programme abroad.
 - (6) The detailed rules of the mobility window are included in the curriculum. The recognition of credits collected during an exchange programme abroad are regulated in Section 59 (28) of the Regulations.
 - (7) Students taking part in exchange programmes abroad may apply for an exceptional academic system pursuant to Section 58 of the Regulations during the mobility semester in order to complete the subjects taken on at the University. Students at the University may register for subjects that are equivalent to any subject of an exchange programme abroad providing that the equivalent is registered in the SS prior to the start of the registration period of the particular semester.
 - (8) An exchange programme conducted within the cooperation of the University and a partner institution is entered into a clause in the diploma supplement of the student.

STUDY REGULATIONS

Section 55 Academic Calendar

- (1) Education at the University is organised according to academic years and semesters. The term 'academic year' is defined as follows: 'calendar year denoting the start of an academic year/ calendar year denoting the end of an academic year'; the term 'semester' is further divided into an 'autumn semester' and a 'spring semester'. Semesters are independent of each other. The academic timeframe shall be determined by the Senate not later than by 1 March of the previous academic year.
- (2) ²²⁵ In the last semester, after the study term, an examination period and a final examination period must be provided successively. Exams should be organised in such a way that all students concerned can apply and be examined and that the student can repeat the failed exam (except for the final exam) during the given academic term.
- (3) The dean may allow maximum 5 days off (holidays) and 1 extraordinary day off during a semester, furthermore, the rector may allow additional 2 days off in an academic year.
- (4) The permission of the dean is required for organising study trips, outings etc., that involve larger student groups (more than 25 persons) and exceed a 3-day period during the study term or the examination period.

²²⁵ Section 56 (2) of the Implementation Decree

- (5) In case of higher educational vocational programme and bachelor programme, part of the summer holiday and the study term may be used for work placement (internship) related to the programme for a period set forth in the curriculum.
- (6) The educational units may announce an early exam within the framework of an exam course pursuant to Section 56 (20) of the Regulations during the registration period, except for its last two working days.²²⁶
- (7) The first week of the study term shall be considered to be the week when the full-time training starts. As regards correspondence and distance education courses, educational activity may also be conducted on Friday or Saturday of the week preceding the above.²²⁷

Section 56 Enrolment, study schedule completion and registration obligations of the student

- (1) ²²⁸ Enrolment may be initiated by filling in and signing the enrolment sheet.
- (2) ²²⁹ Annexes of the enrolment sheet:
 - a) during the admission procedure, the copy(ies) of the document(s) submitted as a requirement of admission, authenticated by the DE after comparison with the original document,
 - b) an original copy of the study contract between the University and the self-financed student, signed by both parties
 - c) other declarations requested by the University, and
 - d) in the case of a student enrolled through a representative, the document authorising the representative for representation.
- (3) ²³⁰ If on the basis of the data of the enrolment form the status can be established, the DE authenticates the enrolment form within five working days. Enrolment may be initiated by filling in and signing the enrolment sheet.
- (4) Enrolment takes place with the procedure defined by the DE. Enrolment may be refused, if the student fails to make a declaration concerning acknowledgement of the Occupational and Fire Safety Regulations. A certificate may be issued to the student after enrolment and the student can apply for a student card subsequently. Students starting their studies in dual study programmes must notify the DE of the place of the dual study programme by 30 September at the latest. By 10 October at the latest, the dual education partner shall supply all data that the institution is required to report in the FIR.²³¹
- (5) Students whose student status was terminated due to the failure of fulfilling the study requirements but were re-admitted in a repeated admission procedure may request the automatic recognition of their credits assigned to previously completed subjects prior to the start of their studies. Furthermore, provided that the law does not prevent it, they may also

²²⁶ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

²²⁷ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

²²⁸ Section 38 (1) of the Implementation Decree

²²⁹ Section 38 (4) of the Implementation Decree

²³⁰ Section 38 (5) of the Implementation Decree

²³¹ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

apply to the SC for an order issued according to the requirements of a model curriculum, effective in a system that is phasing out in the particular training programme.

- (6) ²³² The study contract contains
- a) the description of the training,
 - b) the actual cost of training which cannot be changed during the student's student status.
- (7) ²³³ The study contract is annexed to the enrolment sheet in accordance with Paragraph (2) b). If the study contract is concluded for reallocation, the study contract must be attached to the master sheet.
- (8) ²³⁴ No further enrolment is required when the student status prevails. No student can register who has not met an expired payment obligations.
- (9) Each student shall verify the data included in the SS during registration and report any change in the data through the SS. Any consequence arising from the failure to do so shall be borne by the student. The DE reports any change in the data to HEIS within 15 days.
- (10) ²³⁵ With the exception of the provisions of Section 50 (1) of the Regulations, the student may withdraw a registration made pursuant to Paragraph (8) within one month from the start of the semester or may request the suspension of the studies after enrolment within the same deadline. If, after enrolment or registration, the student does not request the suspension of their studies, the semester will be considered as an active semester and will result in obligations under the terms and conditions of the programme funded through Hungarian state (partial) scholarship or under the study contract, regardless of the fulfilment of their academic obligations. If a student suspends the studies or fails to register and it does not need to termination of the student status, the particular semester must be recorded as a passive semester.
- (11) The student must make a declaration in the SS by the end of the registration period as to whether they will continue their studies in the particular semester, (beginning an active semester) or not intended to register for the particular academic term and suspend their studies. If the student does not provide a declaration within the deadline, the DE shall ex officio change the term to a passive term. If a student intends to continue the studies of a particular semester, they may also activate the semester by changing the status of the semester to active in the SS and by registering at least for one subject. Students taking part in self-financed/cost reimbursement-based programmes shall pay the first instalment of their fee imposed for the particular semester and all outstanding debt, otherwise the semester cannot be activated. If a student finances the funding of the course their cost reimbursement from a student loan, the registration of the student loan agreement number in the SS is a pre-requisite of activating the semester. The student shall register for a subject by the end of the registration period of each semester, otherwise the semester shall be deemed passive even if its status has been changed to active.
- (12) Each student shall prepare a preliminary curriculum with the exception of the term of the enrolment. The subjects recommended in each term are included in the model curriculum. The preliminary curriculum shall be prepared by the end of the week that follows the end of the examination period of the previous semester. During the registration period the curriculum must be finalised. In an exception case, the student may request the addition or cancellation of a subject in an electronic request through the SS after the closing of the

²³² Section 50 (1) of the Implementation Decree

²³³ Section 50 (2) of the Implementation Decree

²³⁴ Section 42 (5) of the Higher Education Act

²³⁵ Section 51 of the Implementation Decree

registration period but no later than by the end of the first week of the study term at the educational unit, in exchange for the fee for a special procedure. The student may reclaim the special procedural fee if they can certify that they request for an additional registration for or cancellation of a subject for any reason not attributable to them. The educational unit may refuse the subsequent registration for a subject only if the required capacities are not available. The request can be rejected in agreement with the deputy dean for education.²³⁶

- (13) If a student has prepared a preliminary curriculum but failed to register for the active semester by the end of the registration period, the DE shall instruct the student for registration and the student may request the activation of the semester in an electronic request submitted through the SS by the end of the first week of the study term, in exchange for the payment of a special procedural fee. The subsequent activation of the semester is decided by the head of the DE. If the request is not submitted, the registered subjects shall be deleted by the DE in the second week of the study term.²³⁷
- (14) Only those subjects can be added to the curriculum, the registration conditions of which (the prior study or concurrent registration obligations specified in Paragraph of the Regulations) have already been fulfilled by the student. The subject determined as a requirement for concurrent registration may be completed in any earlier semester. A subject that requires pre-requisites are referred to in the Regulations as continued subject.²³⁸
- (15) In order to prepare the curriculum, the unit responsible for the teaching of the subject shall announce the courses of the subjects launched in the subsequent semester in the SS by the end of the preceding term or, in the case of special further training, by the end of the week prior to the registration period. In order to do, the educational units shall submit the requirements of the launched forces, and the teachers, as well as the number of minimum applicants required for launching the course, and the maximum number of students who can register for the course in the SS by the deadline specified by the DE.
- (16) In order to launch a new subject, the Deputy Dean shall submit the syllabus of the new subject to the DE, attaching the decision of approval, by no later than the eleventh week of the study term of the previous term. The DE then arranges for adding the subject to the SS.²³⁹
- (17) If the allocation to a particular course requires a level test (such as in the case of language courses), the student shall apply for a summary course and, depending on the result of the level test, the educational unit shall allocate the student to the course that matches their knowledge. The educational unit shall delete the applications of students remaining in the summary course by the end of the first week of the study term.²⁴⁰
- (18) The compulsory subjects must be announced in the semester of the model curriculum. In the case of optional subjects, the minimum student number is indicated in the subject announcements. The minimum student number must be established on the basis of the applicable rector/chancellor order. When the minimum number of students has been achieved, it is compulsory to launch the subject. The subjects can also be announced in a semester other than included in the model curriculum.

²³⁶ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

²³⁷ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

²³⁸ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

²³⁹ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

²⁴⁰ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

- (19) The registration for a compulsory subject may not be denied in any semester of the model curriculum to students who have fulfilled the pre-requisites of the subject. The unit responsible for education can accept conditional student applications with a waiting list or by applying a summary course, but in such cases the educational unit shall arrange for the allocation of the student to real courses. In the case of optional subjects, when the educational unit is unable to provide additional capacity, the conditional applicants must be deleted.
- (20) In the case of subjects where the examination method allows it, an exam course must be announced in a semester other than the semester of the subject included in the model curriculum. The student can enrol for the exam course if they have satisfied the conditions of the signature in the subject of the exam course in a previous semester. In the case of exam courses, there are no lessons according to a timetable. Registration for an exam course is considered as registration for a subject. An exam course allocated to a particular semester may be announced and the exam related to it may be organised in compliance with Section 55 (6), and 62 (8) of the Regulations, during the registration period of the semester, except for its last two working days, and therefore if it is successfully completed, the student can still take on the continued subject(s) in the same semester in compliance with paragraph (14) of this Section. If an exam is organised after the closing of the registration period, the continued subject(s) can only be taken on a subsequent semester. If a student took a preliminary examination during the registration period, the given semester may not be made a passive semester with the exception of Section 50 (2) c) of the Regulations.²⁴¹
- (21) The student may submit a complaint concerning the data included in the records to the Deputy Dean for Education within five days from the closing of the registration period for a subject. The objection cannot relate to any condition that is disadvantageous for the student only for comfort reasons. In the case of any clash in the timetable, the student cannot raise any objection if at least one of the subjects included in the clash is not registered in the semester recommended according to the model curriculum. The Deputy Dean for Education investigates the objections of the students concerning the registration for a subject. The student receives notification from the DE via e-mail, by the end of the third week, after the registration for a subject about the result of the registration for a subject, after which time no subject can be taken on or cancelled.^{242 243}
- (22) Whenever a student registers for a subject for the second time and for any additional occasion, whether in respect of a normal or exam course, they shall pay a subject re-registration fee pursuant to Section 113 (4) of the Regulations.²⁴⁴

Section 57 Rules of collecting credit

- (1) ²⁴⁵ The University shall deliver programmes on the basis of a training programme. As part of the training programme, the higher education institution prepares the curriculum on the basis of the training and output requirements issued by the Minister in the vocational training, and the basic and master training of higher education, and freely in joint programmes and

²⁴¹ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

²⁴² Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

²⁴³ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

²⁴⁴ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

²⁴⁵ Section 15 (1) of the Higher Education Act

postgraduate specialisation programmes resulting from the Erasmus+ and its successor programmes. Curricula should be reviewed every five years.²⁴⁶

- (2) ²⁴⁷ In studies at the University, the fulfilment of the study requirements shall be expressed with academic points assigned to each subject and curricular unit (hereinafter referred to as 'credit') and assessed with grades. The progress of the student in the given training is expressed by the total of obtained credits and the quality is illustrated with the grades.
- (3) ²⁴⁸ The student must be assured that during their studies they will be able to take on optional subjects, or voluntary activities instead of those subjects, for at least five per cent of all credits required for obtaining the certificate, and to choose from subjects with a credit exceeding the total credit by at least twenty percent.
- (4) ²⁴⁹ It must be ensured that each student is able to take on, without any separate costs, cost reimbursement or fees, in their individual schedule,
 - a) subjects with a credit equivalent of more than ten percent of all required credits, and
 - b) subjects not taught in Hungarian, up to ten percent of all required credits.
- (5) ²⁵⁰ The student shall register for the subjects of their studies in a different programme of the same higher education institution in which they have a student status, or in a different higher education institution as a guest student.
- (6) ²⁵¹ The University shall issue a recommended curriculum for the compilation of the student's study plan.
- (7) ²⁵² For determining the credit value, the total number of student working hours includes the lessons and the individual student hours of study. With the exception of postgraduate specialisation programmes, in the curriculum recommended by the University the credit value of the individual semesters may be thirty credit plus minus three credits by taking into account the academic term defined by the University.
- (8) ²⁵³ The curriculum determined on the basis of the competencies acquired under the training and output requirements consists of compulsory, compulsory optional and optional subjects, curricular units and criteria requirements. In the case of an optional subject, the University should not restrict the choice of student among the subjects announced by higher education institutions.
- (9) The optional subjects the selection of which is compulsory or (*compulsory optional*) subjects may be picked by the students from a defined, generally small group of subjects. The *foreign language proficiency subjects the selection of which is compulsory* constitute a separate type. In that framework students who do not possess a language exam which is a pre-requisites of the issue of the diploma may choose from the available language proficiency courses. Students with the appropriate language exam can take on foreign language subjects or additional business foreign languages under their credit limit.
- (10) The specialisation subjects constitute a special group among the subjects the selection of which is compulsory. They may be selected jointly, by applying for the specialisation. Following allocation to specialisation, its subjects shall become compulsory. In the case of any

²⁴⁶ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

²⁴⁷ Section 49 (1) of the Higher Education Act

²⁴⁸ Section 49 (2) of the Higher Education Act

²⁴⁹ Section 49 (2a) of the Higher Education Act

²⁵⁰ Section 49 (3) of the Higher Education Act

²⁵¹ Section 49 (4) of the Higher Education Act

²⁵² Section 54 (1) of the Implementation Decree

²⁵³ Section 54 (2) of the Implementation Decree

change in the specialisation, the previously completed subjects of the cancelled specialisation shall be accounted as optional subjects.

- (11) ²⁵⁴ The curriculum shall assign classes and credits to lessons and curricular units. The credit value indicates how much study work is required to meet the requirements and how much credits the student can obtain by taking on the subject, the curricular unit and the fulfilment of the study requirements. A credit is only to be assigned to a subject, curricular unit, which is classified according to Section 62 (3) of the Regulations. Only full credit may be assigned to a subject. Any compulsory curriculum element that has no credit value shall qualify as a *criterion requirement*.
- (12) ²⁵⁵ The average individual student hours of study for the entire duration of training shall not exceed three times the number of full-time training courses, three times the number of classes in part-time training, seven times the number of classes in evening classes, twelve times the number of classes in correspondence training schedule, and twenty-five times the number of lessons in distance learning.
- (13) ²⁵⁶ The number of credits to be completed in part-time training for a specific training is equal to the number of credits for full-time training.
- (14) ²⁵⁷ The curriculum determines which other subjects must be completed before taking on a particular subject (pre-study order). Up to a maximum of three other subjects or a subject group (module) with a credit equivalent to 15 credits that includes more than one subject relating to the training objective can be assigned to a particular subject as a pre-study obligation. For certain subject defined in the curriculum, the concurrent registration for other subjects may also be defined as a requirement.
- (15) ²⁵⁸ A student may obtain the credits required for a certificate in shorter or longer periods of training than specified in the training and output requirements.
- (16) ²⁵⁹ The training can be organized as full-time, part-time and distance education in accordance with the training and output requirements. Full-time training consists of at least two hundred lessons in a semester.
- (17) ²⁶⁰ Full-time training should be organized on working days, according to the schedule of day-to-day training, within a five-day teaching week. This provision may be waived with the agreement of the student union. Full-time training can also be organized as dual study programme.
- (18) ²⁶¹ Part-time training may be organised with an evening or correspondence programme schedule. The duration of part-time training, with the exception of postgraduate specialisation programmes, may be at least 30% and no more than 50% of the lessons of full-time training. The duration of postgraduate specialisation programme may be at least twenty and no more than fifty percent of the lessons of full-time training.
- (19) ²⁶² If an internship, examination, other educational activity (hereinafter together: student activity) is organised outside the academic year, the curriculum must clearly state the semester directly before or after the academic year to which the student activity relates.
- (20) The *curriculum* of the programme contains, in Hungarian and in English, the following:

²⁵⁴ Section 54 (3) of the Implementation Decree

²⁵⁵ Section 54 (4) of the Implementation Decree

²⁵⁶ Section 54 (5) of the Implementation Decree

²⁵⁷ Section 54 (6) of the Implementation Decree

²⁵⁸ Section 57 (1) of the Implementation Decree

²⁵⁹ Section 17 (1) of the Higher Education Act

²⁶⁰ Section 17 (2) of the Higher Education Act

²⁶¹ Section 17 (3) of the Higher Education Act

²⁶² Section 56 (1) of the Implementation Decree

- a) the purpose of training of the programme, the professional competences to be acquired, the duration of the training, the number of credits to be obtained and the name of the qualifications and vocational qualifications;
 - b) the *recommended curriculum* describing the structure of the training and listing the various subjects (otherwise known as *model curriculum*), which contains the following:
 - ba) all compulsory and compulsory optional subjects, broken down by study periods and the individuals responsible for those subjects at the institution [Paragraphs (8)-(10) of this Section];
 - bb) the number of lessons in a week or semester in the subject and the credit points allocated to them [Paragraph (11) of this Section];
 - bc) the type of evaluation of the subjects [Section 62 (2)];
 - bd) the preliminary study system [Paragraph (14) of this Section];
 - c) the *criterion requirements* and the deadline for their fulfilment [Paragraphs (8) and (11) of this Section];
 - d) the terms and conditions of the *special programme* and *specialisation* [Paragraphs (26)-(28) of this Section];
 - e) the definition of the mobility window [Section 54 (4)-(7)];
 - f) the period and conditions of completion of *internship* [Paragraph (29) of this Section];
 - g) the requirements for the *thesis (diploma work)* [Section 69 (1)-(14)];
 - h) the detailed conditions of the closing of the training and the final examination [Section 70 (1)-(6)];
 - i) the requirements and the method of calculation of the results of the *final examination* [Section 70 (7)–(13)];
 - j) the conditions of the issue of the diploma (the language exam requirement) [Section 81];
 - k) the method of calculating the grade of the diploma [Section 81(12)];
 - l) the special requirements of the programme (e.g. special requirements for any programme or dual study programme conducted in a foreign language).
- (21) The *syllabus of the subject* specifies the tasks of the subject according to the purpose of the programme, the competencies to be developed, the classification according to the level of training, the number of lessons during the educational period, the credit points, the individual responsible for the subject, the faculty coordinators, presents the study material by topic and defines the competencies and recommended literature for it.
- (22) The *subject requirements* include: the educational methodology of the subject, the method of examination, the type of interim tasks, the conditions of signing off the course, the method of establishing and correcting grades and the options and conditions of offering a grade.
- (23) The subject syllabus and the requirements are defined by the teacher responsible for the subject, in cooperation with the coordinators of the faculty.
- (24) The subject requirements shall be finalised no later than by noon of the working day prior to the first day of the registration period. Any change in the finalised requirements may be initiated by the teacher in agreement with at least 50% of the students registering for the course and it also requires the involvement of the DE. A memo must be prepared about the change and the students registering for the course must be notified.
- (25) The *lessons according to the timetable* (lessons) constitute the basis of the training process and their attendance is the primary responsibility of the student. The allowed absence from individual courses shall be defined in the requirements of the subject as part of the conditions of signing off the course. Compulsory attendance may be required if the performance of the students during the lesson is included in the evaluation of the student's performance during the semester on the basis of the requirements of the subject. If the teacher makes attendance of the lessons compulsory, they shall also arrange for authentic records of student attendance.

The signature cannot be denied even in the case of compulsory attendance of lessons if the student certifies the presence in some acceptable manner (medical certificate, dean's permission, etc.) or when the unauthorised absence does not exceed 20% of the number of lessons. If all practices of a course must be completed, one occasion must be provided to make up for the required absence in the case of unauthorised absence or authorised absence. No compulsory attendance of lessons may be required in the part-time training programmes.

- (26) In programmes, where the curriculum includes specialisations each student *shall choose a specialisation* in the SS after the examination period prior to the first specialisation semester. The allocation to specialisation shall be based on the cumulative credit index of the student: the student capacity of specialisation shall be filled on the basis of the ranking order created on the basis of the credit index. When the number of students allocated to a particular specialisation has been reached, the faculty may decide to increase the student capacity or to allocate other applicants to other specialisation programmes. The decisions related to allocation to specialisation are made by the dean on the basis of the proposals of teachers responsible for programmes and specialisation.
- (27) In addition to Paragraph (26) , the curricula may also change the pre-requisite of subjects for allocation to specialisation. No more than two subjects may be specified as pre-requisites for specialisation, on which no more than may be included in the recommended curriculum in the semester that directly precedes the start of the specialisation. Any student who does not complete the subject(s) defined as a pre-requisite may register for specialisation subjects as optional subjects.
- (28) The curriculum may also allow for the fulfilment of the study requirements of the programme without any selection of specialisation. In that case, the credit limit allocated to the specialisation may be used for registration for optional professional subjects, specialisation subjects and exchange programmes (in Hungary or abroad).
- (29) The recommended schedule of the one semester *consecutive internship* included in the training and output requirements, and the conditions of its start and requirements of completion are laid down in the curriculum. The exceptional academic system may be requested for any subject to be taken on in the semester of the internship in compliance with Section 58 (1)-(4) of the Regulations.
- (30) Progress in the studies, expressed with the number of credits collected during the active semesters is a pre-requisite of the continuation of the student status, pursuant to Section 49 (6) of the Regulations. In the bachelor programmes of the University at least 75 credits must be achieved in the first 5 active semesters. The required credit quantity is referred to in these Regulations as the *filter level*.
- (31) During the verification of the availability of the number of credits referred to in Paragraph (30) the credit values of subjects accepted from previous studies cannot be taken into account.
- (32) During the active semesters that corresponds to twice the educational period defined in the training and output requirements all conditions of the issue of the final certificate must be satisfied.
- (33) In full-time programmes students must attend compulsory physical education lessons in 2 hours a week for 2 semesters. Each student may choose freely from the announced courses by taking into account the capacity limits but can only complete one physical education subject in each semester. The completion of a physical education subject is certified with a signed-off course. The completion of the physical education subjects is a pre-requisite of the issue of the absolution. Physical education completed in former studies shall be recognised in compliance with Section 59 (23) of the Regulations upon the student's request.
- (34) The *voluntary activities* that can be performed to replace optional subjects are defined by the faculty SC together with their evaluation.

Section 58 The exceptional academic system

- (1) In case a student is unable to fulfil the study requirements for any additional commitment (involvement in an exchange programme or scientific research work, community activity) or due to any special situation in life, in compliance with the general regulations, they may apply for an exceptional academic system. The exceptional academic system may be approved by the faculty SC. The request for a particular semester shall be submitted through the SS no later than during the registration period of the semester.
- (2) Within the framework of an exceptional academic system the student may request the following:
 - a) full or partial exemption from the attendance of classes,
 - b) early closing of the educational period,
 - c) conditions of completion of individual subjects other than the general requirement (in the case of absence due to participation in an exchange programme abroad if the nature of the particular subject allows it).
- (3) In the case of an exceptional academic system no preference may be requested which is contrary to the requirements of the curriculum, including especially exemption from the preliminary studies.
- (4) An exceptional academic system may be requested only for subjects registered in the SS. The request may be submitted in exchange for the payment of the fee defined in Section 113 (10) of the Regulations.

Section 59 Rules of credit recognition

- (1) ²⁶³ Credit may only be granted once for the acquisition of a given piece of knowledge. Based on the output requirements of the subject (module) only with the comparison of the knowledge based on which the credit is established. Credits are to be recognised if the compared pieces of knowledge are identical up to seventy-five per cent. The knowledge shall be compared by the CTC.
- (2) ²⁶⁴ The CTC may, in accordance with the provisions of law, recognise the knowledge or work experience previously acquired in the course of not formal, informal studies as fulfilment of academic requirements.
- (3) ²⁶⁵ The requirements of the curriculum need not be met if the student has already mastered them and justifies it in a credible manner. Credits obtained in any programme pursuant to Paragraph (1) must be recognised, providing that the pre-requisites prevail, on the basis of studies conducted in any higher education institution regardless of the higher education institution of the level of studies where student obtained them. Recognition is based on the study programme, and only the comparison of the competencies underlying the credit assessment [knowledge, application (partial) skills and further (partial) competencies].
- (4) ²⁶⁶ the credit value of the study performance recognised pursuant to Paragraph (1) equals the credit value of the curricular requirement that is deemed completed, but the obtained grade may not be modified when the subject is recognised.
- (5) ²⁶⁷ The student may request the higher educational institution to recognise any competence acquired in formal, non-formal or informal form of studies as academic results in a curricular

²⁶³ Section 49 (5) of the Higher Education Act

²⁶⁴ Section 49 (6) of the Higher Education Act

²⁶⁵ Section 54 (7) of the Implementation Decree

²⁶⁶ Section 54 (8) of the Implementation Decree

²⁶⁷ Section 57 (7) of the Implementation Decree

unit (hereinafter referred to as: recognition of competence).

- (6) ²⁶⁸ If the student's performance is accepted, the credit value does not depend on the assessment of the student's knowledge.
- (7) ²⁶⁹ In the course of the credit system training, a prior statement by the University on the recognition of the student's performance during internship cannot be withdrawn. The preliminary statement requires the decision of the CTC.
- (8) ²⁷⁰ The University shall carry out the prior credit transfer procedure upon request. During the prior credit transfer process the CTC shall decide on the recognition of the credits fulfilled by the applicant and on the credits to be completed by the end of the semester in progress at the time of submission of the application (subject to fulfilment) and the existence of credits included in the admission criteria (subject to fulfilment). The credits recognised by the CTC are deemed to be recognized without further request when the studies are actually started.
- (9) The credit recognition procedure consists of an *equivalence test* and a *credit transfer procedure*. The requests may be submitted in exchange for the payment of the fee defined in Section 113 (10) of the Regulations..
- (10) The *equivalence test* of the subjects falls within the competence of the CTC and applies to subjects within and outside the institution. During an equivalence test, the CTC compares the knowledge of the student in a subject already completed in a different training (hereinafter: *subject to be recognised*) and of the subject included in the curriculum and to be replaced through recognition (hereinafter: *equivalent subject*).
- (11) The equivalence test may be requested by the
 - a) student,
 - b) teacher,
 - c) programme officer,
 - d) educational unit.
- (12) The student may submit a request for an equivalence test through SS. The authentic syllabus permitting comparison must be submitted as an attachment if the subject to be recognised was not completed at the University.²⁷¹
- (13) The knowledge of an equivalent subject may be accepted from the knowledge of no more than five subjects to be recognised.
- (14) During the equivalence test the comparison of the knowledge related to the subjects is the responsibility of the teacher responsible for the equivalent subject.
- (15) The competence of the CTC includes control and compliance with the formal requirements, based on which it adopts its decision.
- (16) The CTC assessed the requests in accordance with the general rules laid down in Chapter II of the Regulations, within the deadline specified therein.²⁷²
- (17) The CTC decisions must be recorded in the SS and they must be published.
- (18) During an equivalence test the matching comment must be examined in each case.
- (19) The CTC can adopt the following decisions:
 - a) accepted, if the knowledge of the subject(s) to be recognised matches the knowledge of the equivalent subject(s) in at least 75%;

²⁶⁸ Section 57(2) of the Implementation Decree

²⁶⁹ Section 57(5) of the Implementation Decree

²⁷⁰ Section 57(6) of the Implementation Decree

²⁷¹ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

²⁷² Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

- b) rejected, if the knowledge of the subject(s) to be recognised does not match the knowledge of the equivalent subject(s) in at least 75%;
 - c) rejected for formal reasons, where the application is incomplete.²⁷³
- (20) During the comparison of the knowledge, it is not necessary to strictly insist on the 75% overlap between the subjects if the recognised subject(s) contribute significantly to the achievement of the educational objectives of the programmes and are acceptable as an alternative of the equivalent subject. In that request the teacher responsible for the subject may request the opinion of a responsible officer.
- (21) In the case of multiple recognised subjects, the ratio of inclusion of the individual subjects must be specified.
- (22) The student may request *credit transfer* from the previous completion of subjects in a particular programme, when
 - a) there is accepted equivalence (equivalent subject) in the SS for the completed subject(s) and the subject to be replaced through recognition and the pre-requisites of the equivalent subject has been fulfilled in a training programme, or
 - b) the code of the fulfilled subject is the same as the code of the subject included in the model curriculum of the training (subject identity), or
 - c) the student intends to have it accepted as an optional subject.
- (23) The student must submit the credit transfer request through the SS. If the student did not complete the subject to be recognised at the University, they must also attach a copy of the registration book with the results of the completion of the subject, or a credit certificate or a master sheet statement to the request. In the case of equivalence submitted with conditions a certificate of the completion of the conditions shall also be attached.
- (24) The assessment of the student's credit transfer request and the credit transfer SS administration is the responsibility of the DE.
- (25) If the knowledge of the subject consists of the knowledge of multiple recognised subjects, the grades must be weighted with the ratio of the knowledge related to the recognised subjects. The grade shall not change in the case of identical subjects or when the subject is accepted as an optional subject.
- (26) If the curriculum of a programme is modified or a new curriculum is introduced in the programme, the teacher responsible for the subject shall initiate the establishment of the equivalence of the subject included in a former curriculum (curricula) following the official acceptance of the changes made to the curriculum. In cooperation with the deputy rector for education, the teacher responsible for the programme may make a preliminary proposal for the system of equivalence. Whenever the curriculum is modified or a new curriculum is introduced, the competence development expected in the training shall be assessed in a complex manner, and therefore a reasonable departure can be made from the cases described in Paragraphs (18) and (19) .
- (27) The dual diploma agreements concluded between the University and its foreign partners must define the subject equivalence forming the basis for the mutual recognition of credits. Equivalence can be defined between both subjects and subject groups. Any equivalence must be entered into the SS by the date of the entry into force of the agreement.²⁷⁴

²⁷³ Enacted by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

²⁷⁴ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August

- (28) In order to achieve the objective defined in relation to the *mobility window* [Section 54 (4) special rules apply to the acknowledgement of credits obtained in an exchange programme abroad. Credits obtained in exchange programmes within the framework of cooperation between the University and foreign higher education partner institutions, not falling within the scope of Paragraph (27) (e.g. ERASMUS, Campus Mundi) are acknowledged and included as specified below.
- a) Credits obtained in an exchange programme may be included under the *optional* credit without any restriction (any equivalence test).
 - b) If the student is in possession of a language exam required in the compulsory optional as a pre-requisite of the issue of a diploma, the credits obtained in the exchange programme may be included without any restriction (any equivalence test) under the limit of the *compulsory optional foreign language proficiency subjects* [Section 57 (9)] (credits of foreign language proficiency subjects in one language may be recognised as a language exam).
 - c) The credits obtained in an exchange programme may be included in the limit of *compulsory optional subjects* on the basis of the modular structure, without any detailed comparison of the knowledge. The modular structure in the curriculum is indicated with the names of the compulsory optional subjects (e.g. 'social science objects', 'professional knowledge', 'skill development subjects', etc.). In that case, the CTC shall evaluate the subject to be accepted only according to the above criteria.
 - d) In the case of *compulsory subjects* that may be taken as part of the *special programme* or *specialisation* credit recognition is based on the prior registration in the SS of the University subjects, equivalent to the *subjects* of the partner institution. The teacher responsible for a subject makes a proposal to the CTC for the establishment of equivalence. The teacher responsible for the subject must make arrangements to ensure that at least the equivalence of the subjects (according to the recommended curriculum) included in the mobility window period are registered. The teacher responsible for the subject must define the equivalence as a pre-requisite of any mobility contract envisaged to be concluded with a new partner institution.
 - e) If the curriculum allows for the completion of a programme without any specialisation [Section 57 (28)] the total credit limit allocated to the specialisation may be used and included in the credits achieved in an exchange programme abroad.
- (29) The CTC decides on the recognition of previously acquired competences achieved in non-formal or informal studies or during work [see Paragraph (5)] in an individual procedure after a consultation with the teacher responsible for the subject. During the procedure some of the above requirements (e.g. credit comparison) may be waived. The grade is the final result of the evaluation procedure fulfilled by the student.
- (30) For subjects allocated to the model curricula of master programmes, no equivalence request may be initiated for subject that the student has completed in a bachelor or higher educational vocational programme.²⁷⁵

Section 60 Information to students

- (1) ²⁷⁶ The University shall prepare the institutional guide in Hungarian and at least in one foreign

2020.

²⁷⁵ Enacted by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

²⁷⁶ Section 53(1) of the Implementation Decree

(preferably English) language. The institutional guide of the University must include general information about the University and, separately by training period, information on each training programme.

- (2) ²⁷⁷ The general information on the University must be structured in the institutional guide in such a way that the following may be learned from it before the beginning of the training period:
- a) the name, address and institutional identification number of the University;
 - b) the general characteristics of the University, the specific conditions of the training supported by the Hungarian state (partial) scholarship;
 - c) the student requirements system or its electronic access;
 - d) the timetable for the academic year and the academic terms with the relevant dates for students;
 - e) the order of the student's academic affairs, the timing of the reception;
 - f) the order of entry for the final examination, parts of the final examination;
 - g) name and contact details of the coordinator for institutional mobility and disability, brief description of their activities;
 - h) student legal remedy procedures;
 - i) the mode of access to study and career counselling;
 - j) the enrolment and registration process;
 - k) special information for international students (temporary residence permit, pre-requisites of admission to the University, living costs, medical attendance, insurance);
 - l) the sum of the fees and the cost of the University, the general conditions for training contracts;
 - m) accommodation possibilities of student hostels, dormitories;
 - n) library and computer services;
 - o) possibilities for sports and leisure activities.
- (3) ²⁷⁸ The part of the institutional information that contains the information on the training should be structured in such a way that the student can get acquainted with the recommended curriculum before completing the study term prior to the registration for a subject of the relevant semester:
- a) a recommended curriculum for students who establish student status during a particular academic term, which includes the achievement of the knowledge define din the training and output requirements by subject and curricular units, broken down according to the training period, also indicated in the training and output requirements, the preliminary study obligations, the subjects, the credit values assigned to the curricular units, the criterion requirement, the methods of student performance evaluation and the conditions of passing a final exam,
 - b) for each subject
 - ba) title of the subject, number of lessons, credit value and code of the subject, number of semesters according to recommended curriculum and the frequency of its announcement,
 - bb) the language of training if it is not the Hungarian,
 - bc) prerequisite requirements,
 - bd) the classification of the subject as compulsory, compulsory optional or optional

²⁷⁷ Section 53(2) of the Implementation Decree

²⁷⁸ Section 53(3) of the Implementation Decree

- subject,
 - be) subject within the schedule,
 - bf) person responsible for the subject and lecturer,
 - bg) the aim of the professional acquirement of the subject,
 - bh) a description of the subject, which allows for decision-making pursuant to Section 59 (1) of the Regulations, and a description of the knowledge to be applied, the application (partial) skills and (partial) competences (attitudes, views, independence and responsibility),
 - bi) requirements during the semester,
 - bj) the methods of evaluation of the acquired knowledge, acquired (partial) skills and (partial) competences, their scheduling,
 - bk) the supplementary subject material available for obtaining knowledge, skills and competences (attitudes, opinions, self-determination and responsibility)
 - bl) recommended literature.
- (4) ²⁷⁹ The Institutional Guide shall be published on the website of the University, in paper format or on an electronic medium, so that all changes and changes in the scope of the change can be clearly seen by the students as long as their student status prevails.
- (5) ²⁸⁰ Published by the University in the SS at least three weeks prior to the end of the study term
- a) the dates of each examination,
 - b) the names of those contributing to the examination,
 - c) the time and manner of the application,
 - d) the date of publication of the examination results, and
 - e) the possibility of repeating an examination.
- (6) The information described in Paragraph (3) is included in the recommended curriculum, the syllabus of the subject and the requirements of the subject [Section 57 (20)-(22)] of the Regulations.
- (7) The requirements of the subject must contain the following, with details according to Paragraph (3) bi)-bj):
- a) the requirements for the attendance of the lessons [if it is a condition of signing off the course pursuant to Section 57 (25) of the Regulations];
 - b) the definition of the educational methodology of the subject;
 - c) the forms of interim tasks and controls, the related requirements, the number of such checks and the approximate dates, the possibility of replacement and correction;²⁸¹
 - d) the conditions of obtaining a practical (interim) grade and the conditions of attending an exam (jointly refer to as conditions of the signature);
 - e) the conditions of obtaining the recommended grade;
 - f) the method of establishing a grade.
- (8) The subject requirements defined by the teachers responsible for the subject, the dates of interim checks and the deadline of fulfilment or additional fulfilment of the interim requirements, the correction options by 12 a.m. of the working day prior to the first day of the registration period must be communicated to the students through the SS.

²⁷⁹ Section 53 (4) of the Implementation Decree

²⁸⁰ Section 58 (1) of the Implementation Decree

²⁸¹ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

- (9) The requirements of a particular subject may be different in the various schedules if the individual versions are suitable for controlling the achievement of the training objectives.

Section 61 Special Provisions Pertaining to Students with Disabilities

- (1) ²⁸² For students with disabilities it shall be ensured that preparation and examination are adjusted to the given disability and assistance is rendered to enable them to meet requirements ensuing from their student status. In justified cases, he or she shall be exempted from studying certain course units or parts of course units or the examination in them. If required, he or she shall be exempted from taking language examinations or a part of the exam or level thereof. A longer preparation period shall be ensured during exams. At written tests, the application of different technical aids – typewriter, computer in particular -, shall be ensured, if it is necessary, the substitution of the written test by an oral one, or an oral one by a written test. Exemptions granted subject this Section shall exclusively be ensured in connection with circumstances serving as grounds for exemption and it may not lead to the exemption from fundamental academic requirements necessary for the acquisition of professional qualifications attested by a diploma.
- (2) ²⁸³ Upon the request of disabled students the SNSC shall establish requirements, which are partly or fully different from the requirements of the curriculum and, in view of Paragraph (1) of this Section, shall also waive their completion by providing at least one, or, when necessary multiple, preferences from the preferences defined in Paragraphs (3)-(8) of this Section if, on the basis of the findings of the professional opinion certifying disability the student is eligible for preferences or exemption.
- (3) ²⁸⁴ Benefits for disabled students:
- a) either partial or full exemption from the obligation of meeting practical requirements, or shall be ensured the fulfilment of thereof in another form,
 - b) substitution of the written exam with oral, written replacement of the oral exam,
 - c) exemption from taking language examination or a part or level of it.
 - d) discharge from the tasks requiring manual skills by requiring theoretical knowledge,
 - e) to allow the use of special tools and fixtures for solving written tasks,
 - f) to provide a longer preparation time than the preparation time for non-disabled students,
 - g) providing personal assistance to students during their studies.
- (4) ²⁸⁵ Benefits for hearing impaired students (deaf, hard of hearing):
- a) either partial or full exemption from the obligation of meeting practical requirements, or shall be ensured the fulfilment of thereof in another form,
 - b) substitution of the oral examination by written form, in the case of oral examination, in the case of a student request, provision of a sign language or oral interpreter,
 - c) exemption from taking language examination or a part or level of it.
 - d) for the purpose of comprehensibility and understanding, the presentation of the information in delivered lectures and examinations to the student at the same time,
 - e) supply of instruments of aid and visual demonstration for all examinations,

²⁸² Section 49 (8) of the Higher Education Act

²⁸³ Section 62 (1) of the Implementation Decree

²⁸⁴ Section 62 (2) of the Implementation Decree

²⁸⁵ Section 62 (3) of the Implementation Decree

- f) granting a longer preparation time than the preparation time for non-disabled students,
 - g) providing personal assistance, note keeping interpreter, sign language interpreter to students during their studies.
- (5) ²⁸⁶ Benefits for visually impaired (blind, hardly sighted, partially sighted) students:
- a) either partial or full exemption from the obligation of meeting practical requirements, or shall be ensured the fulfilment of thereof in another form,
 - b) the option of an oral exam instead of a written examination or special purpose instruments available to them in the case of a written test,
 - c) exemption from taking language examination or a part or level of it.
 - d) discharge from the tasks requiring manual and visual skills, but requiring theoretical knowledge,
 - e) the availability of questions, topics on a sound carrier, digitally, scoring or enlarging at lectures, exercises and examinations,
 - f) granting a longer preparation time than the preparation time for non-disabled students,
 - g) providing personal assistance to students during their studies.
- (6) ²⁸⁷ Benefits for students with speech disabilities (dysphasia, dyslalia, dysphony, stuttering, wrestling, aphasia, nodule speech, dysarthria, mutism, severe speech perception and speech comprehension, central obedience, delayed speech development)
- a) the option of a written examination instead of an oral examination or special purpose instruments available to them in the case of an examination,
 - b) exemption from taking language examination or a part or level of it.
 - c) granting a longer preparation time than the preparation time for non-disabled students,
 - d) providing personal assistance to students during their studies.
- (7) ²⁸⁸ Benefits for students with disorders of psychological development:
- a) in the case of a dyslexic-dysgraphic-disortographic students:
 - aa) written examinations instead of oral examinations, or oral instead of written examinations,
 - ab) in the case of a written examination, a longer preparation time than the preparation time for non-disabled students,
 - ac) supply of instruments of aid during exams (in particular computer, typewriter, dictionary of orthography, explanatory dictionary, dictionary of synonyms),
 - ad) exemption from taking language examination or a part or level of it.
 - b) for the student with dyscalculia:
 - ba) discharge from calculation tasks, but theoretical knowledge may be required,
 - bb) during the examinations, the use of all the instruments of aid that the student has worked with in the course of their studies (in particular, tables, calculators, configurations, mechanical and manipulative tools) and providing a longer preparation time;
 - c) in case of hyperactive, distracted students:
 - ca) an oral examination instead of a written examination or a written examination instead

²⁸⁶ Section 62 (4) of the Implementation Decree

²⁸⁷ Section 62 (5) of the Implementation Decree

²⁸⁸ Section 62 (6) of the Implementation Decree

of an oral examination,

- ca) granting a longer preparation time than the preparation time for non-disabled students,
 - cc) during examinations reduction of the student's waiting time to a minimum,
 - cd) the use of special tools and fixtures required to solve written tasks,
 - ce) conducting a longer-term examination in several instalments or allowing of pauses or motion-based activity without leaving the examination room, tolerating emotional manifestations,
 - cf) a separate examination from the other students,
 - cg) depending on the individual characteristics of the oral examination - in the case of a student request - descriptions or repetition of the questions, breakdown of complex issues into sub-units, help to clarify expectations and questions,
 - ch) in the case of lectures, practices and examinations, digital accessibility of questions, topics on a sound carrier
 - ci) providing personal assistance to students during their studies.
- d) for students with behavioural disorders: (socio-adaptive disorders, emotional control, self-aggression, aggression towards others, anxiety, behavioural features indicating a weakness in self-conduct, adaptability, targeted behaviour, self-organisation, and different development of metacognition):
- da) substitution of the written exam with oral, oral examinations with written,
 - db) conducting a longer-term examination in several instalments or allowing of pauses, tolerating individual incentives and emotional manifestations,
 - dc) a separate examination from the other students,
 - dd) during the oral examination - in case of a student request - description of the questions, clarification of the expectations and questions, simplification of the questions asked, instructions,
 - de) a longer preparation time than the preparation time for non-disabled students,
 - df) personal assistance to students during their studies.
- (8) ²⁸⁹ Benefits for students with autism:
- a) adjustment of the circumstances of the examination to the special needs of the student; oral examination instead of a written examination or a written examination instead of an oral examination,
 - b) help in clarifying the expectations and questions during an exam, asking questions and giving instructions in writing, simplifying their wording during an oral exam,
 - c) a longer preparation time than the preparation time for non-disabled students,
 - d) use of special tools (in particular voice recording devices, computers, encyclopaedias, other supporting and info-communication technologies) during the course and the exam,
 - e) exemption from taking language examination or a part or level of it.
 - f) exemption from certain practical requirements or replacing them with non-practical tasks due to difficulties arising from development disruptions,

²⁸⁹ Section 62 (7) of the Implementation Decree

- g) providing personal assistance to students during their studies.
- (9) ²⁹⁰ At least 30% longer preparation time than that for non-disadvantaged students.
- (10) ²⁹¹ In the case of cumulative disability, any of the benefits provided for in paragraphs (3) to (8) of this Section may be given, taking into account the individual needs of the student.
- (11) ²⁹² At the request of the student, in justified cases, the SNSC may provide the student additional or benefits other than those provided for in paragraphs (3)-(8) of this Section.
- (12) ²⁹³ Exemption or partial exemption from a language exam or part or level of it shall be awarded to a disabled student who has completed a final examination and whose student status was terminated but has failed to complete the language examination required to acquire the qualification.
- (13) ²⁹⁴ The type of disability of the student (applicant) with disability) is certified by the body defined in paragraph (14) or (15) with an expert opinion issued by it.²⁹⁵
- (14) ²⁹⁶ If the student (applicant) has a disability or special educational needs already during the secondary school studies, the disability and special educational needs may be certified with an expert opinion issued by county (capital) pedagogical institutions or their institutions proceeding as county or national expert committees.²⁹⁷
- (15) ²⁹⁸ If the disability or special educational needs of the student (applicant) did not exist during the secondary studies, the disability can be justified by expert opinion issued by ELTE Practitioner National Pedagogical Service.²⁹⁹
- (16) ³⁰⁰ With regard to student's disability, on the basis of the expert opinion pursuant to Paragraph (13) of this Section, students may request their partial or entire exemption from the fulfilment of academic requirements, and exams, or may request an alternative way to fulfil requirements.
- (17) The SNSC evaluates the requests according to the general rules laid down in Chapter II of the Regulations, within the deadline specified therein.

PROVISIONS RELATED TO EXAMINATIONS

Section 62 Order of examinations

- (1) ³⁰¹ It shall ensure for all students the opportunity to participate in assessments and to repeat successful or unsuccessful assessments, guaranteeing that such repeated assessments are carried out in an unbiased manner.

²⁹⁰ Section 62 (8) of the Implementation Decree

²⁹¹ Section 62 (9) of the Implementation Decree

²⁹² Section 62 (10) of the Implementation Decree

²⁹³ Section 62 (12) of the Implementation Decree

²⁹⁴ Section 63 (1) of the Implementation Decree

²⁹⁵ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

²⁹⁶ Section 63 (2) of the Implementation Decree

²⁹⁷ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

²⁹⁸ Section 63 (3) of the Implementation Decree

²⁹⁹ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

³⁰⁰ Section 64 (1) of the Implementation Decree

³⁰¹ Section 49 (4) of the Higher Education Act

- (2) ³⁰² Student performance can be evaluated throughout the academic term. Student assessment can be evaluated by several evaluation methods: diagnostic, supportive (formative), summative and can be done on a continuous or one-off basis. Evaluation methods and occasions can be used together. The subjects and curricular units may be completed by an interim grade or examination grade. Interim grade is based on the interim or continuous evaluation of the study requirements of the subject. The examination grade shall be based on an oral or written, or a mixed oral and written³⁰³ examination in the examination period.
- (3) ³⁰⁴ Evaluation of student knowledge may be:
- a) five grades: excellent (5), good (4), average (3), pass (2), fail (1),
 - b) There are three grades: excellent (5), pass (3), fail (1),
 - c) other evaluation system introduced by and described in the curriculum when it allows comparability to other evaluation systems.
- (4) ³⁰⁵ In case of absence from the examination, the student's knowledge cannot be evaluated.
- (5) The methods of assessment (course unit grade, examination, etc.) of individual subjects shall be specified in the curriculum. The method of fulfilling the conditions are defined jointly by the teacher responsible for the subject and the educational units and they are published in the SS pursuant to Section 60 (6)-(9) of the Regulations.
- (6) Each student may only take an exam in a subject that is included in their individual study schedule finalised at the beginning of the semester in accordance with Section 56 (12) of the Regulations.
- (7) The method of substituting and correcting a course unit grade shall be defined in the requirements of the subject. When it is permitted by the nature of the examination, an exam³⁰⁶ may be organised for substituting and correcting a course unit grade. The corrective exams must be announced to enable the student to take no more than two corrective exams in one examination period.
- (8) An early exam can also be taken during the study term with the permission of the educational unit. The result of the early exam becomes effective when the conditions of attending an exam are fulfilled. The early exam is included in the number of exams in the semester in compliance with Section 63 (2) of the Regulations. An early exam may be organised (only in the case of an exam course) during the registration period, except for its last two working days, in compliance with Section 56 (20) of the Regulations. The result of the early exam made during the registration period will then be included in the average of the given semester.³⁰⁷
- (9) On the basis of the student performance during the educational period, or the student's work in a special study group or in academic student circles the teacher may offer a grade to the student. The teacher informs the student of the offered mark (grade) no later than during the last lesson of the subject in the semester and then it is also registered in the SS. The student shall not be obliged to accept the offered assessment, may ask to be allowed to take an exam. If the student accepts the offered grade, it must be registered in the SS. Any grade offered but not accepted by the end of the examination period shall become null and void. The student

³⁰² Section 56 (6) of the Implementation Decree

³⁰³ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

³⁰⁴ Section 56 (7) of the Implementation Decree

³⁰⁵ Section 58 (3) of the Implementation Decree

³⁰⁶ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

³⁰⁷ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

must be informed about the deletion by the DE three working days in advance.³⁰⁸

- (10) The examination and the retake examination of a course unit grade shall be organised in a way that every student shall be able to register for and take an exam. In correspondence or distance education schedules at least one examination time must be announced for Friday afternoon or a Saturday. The number and schedule of exam dates shall be determined in a way that one and a half times the number of students concerned shall be able to take exams, and the student shall be able to take exams allocated proportionally. Considering the number of students obliged to take exam at least three exam dates for each course unit shall be set in a way that the maximum number of students at an oral examination on one occasion may not exceed twenty. Prior to the publication of exam dates, the DE handover the list of exam dates to the SU, the faculty organisation of SU expresses its opinion on it, and, in justified cases, may propose modifications to the Deputy Dean for Education.
- (11) If the student, before the examination period, fails to comply with the requirements for taking an exam, specified in the Student Information Guide, the item 'signature denied' (approval refused) shall be entered into the SS, the deadline of which is the last day of the study term.
- (12) Registration for exam dates determined by educational units shall be performed through the SS, in accordance with the provisions of the Student Information Guide. If the student has failed to meet the registration deadlines, they may not take an exam. A registration may be altered or withdrawn 24 hours before the actual date of an examination. The student shall appear in the exam and take it in the order of registration determined by educational unit on date of exam in accordance with the accepted registration. Failure to do so might place the student at a disadvantage (reduction of supplementation opportunities, fully booked additional exam dates) for which no one but the student shall be responsible.
- (13) An exam may only be commenced if the students have proved their personal identities in a credible way. Each exam already commenced shall be assessed. The final result of an exam shall be entered in the electronic student registration system. The grade cannot be degraded to fail for the request of the student.
- (14) During the examinations, students must be provided a short preparation time before answering the questions. In the case of written exams, the time limit defined for the exam also includes the preparation period. The undisturbed and peaceful atmosphere of the exam is the responsibility of the examiner and the chair of the examination board.
- (15) Whenever the examiner is impeded, the educational unit must provide for substitution. If it is not possible, a new date must be established in agreement with the students.
- (16) In case a student is absent in the exam, the entry of 'no show' must be made into the study records.
- (17) Students may justify their absence from an exam to the DE by way of an application submitted via the SS within five working days after the cause has ceased to exist. The DE³⁰⁹ decides whether to accept the justification. If a student does not justify the absence, they shall pay a fee defined in Section 113 (3) of the Regulations.³¹⁰
- (18) Any student who uses forbidden tools or relies on help from others during the exam shall be marked as fail in the exam and cannot take corrective exam in the subject in the particular semester. In the course of the exam, the examining teacher shall record protocol of the

³⁰⁸ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

³⁰⁹ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019, effective as of 1 July 2019.

³¹⁰ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

offense, which shall be signed by two students attending the exam but not involved in the given case as witnesses. The invitation of witnesses may be waived if the student involved in the case voluntarily enters the text “I admit the offense” in the protocol with his/her own hands, and then signs the protocol.³¹¹

- (19) The examiner/teacher must organise the verbal exam or the viewing of the paper by making sure that other students³¹² are also present in addition to the student taking the exam.
- (20) After the evaluation of each exam the examiner shall enter the mark given in the examination into the examination sheet printed from the SS with a number and also in words apply a date and the signature to the entry and register the exam in the SS in compliance with Section 79(1)-(3) of the Regulations. The examination results must be published in the SS within three working days after the examination. The results of mid-semester written exams shall be presented within five working days from such written exams.³¹³ At the end of the examination period an aggregated examination sheet must be printed out from the electronic study records system, which must also be compared to results of the examination. By signing the aggregated examination sheet, the teacher certifies the authenticity of the data entered into the electronic study records system. The head of DE may verify the examination sheets and may modify the grades included in the electronic study records system in case there is any discrepancy between the grade indicated in the examination sheet or in the written paper, either when requested by the teacher or on the basis of justified objection from a student.
- (21) In general, the same rules apply to interim in-class papers, the viewing of papers and the announcement of the results as the rules applicable to the exams. The following exceptions apply:
 - a) the rules relating to the number of dates and additional attempts, which must be regulated in the requirements of the subject in accordance with Section 60 (7) of the Regulations;
 - b) the rules related to the administration of the results, if no printed statement must be prepared for the results of the in-class papers.
- (22) The evaluation of interim student work (in-class papers, papers prepared at home, other measured performance) must be kept in the SS for each task recorded among the course data. Whenever any student performance is evaluated in the electronic education framework system (e.g. Moodle, Coospace), the DE shall arrange for the importation of the grades of each subject result into the SS at the end of the study term.³¹⁴
- (23) At the end of each examination period, the DE prepares a statement for the educational unit on the dates of registration of the examination results in the SS comparing them to the dates of the exams. During the annual performance evaluation by the teachers, the heads of the educational units shall also pay attention to particular teachers who regularly exceed the three-working day disclosure deadline.
- (24) Following the disclosure of the results of the written exam or in-class papers each student can view their paper and present their comments and questions concerning the valuation of the paper. The papers can be viewed at the time(s) defined by the educational unit organising the

³¹¹ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

³¹² Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

³¹³ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

³¹⁴ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

examination (which must be within five working days for written exams, and within ten working days for in-class papers).³¹⁵ The place and time of such viewing shall be communicated to the students concerned in a message sent via the SS.

- (25) At the display of examination or in-class paper the teacher shall provide a key in writing to the papers in which part of scores assigned to part of tasks are indicated as well.
- (26) If teachers change the result on the basis of the student's observation, and this leads to the modification of the grade, they shall indicate it on the paper, the examination sheet and enter it in the SS without delay.

Section 63 Repeating failed exams, corrective exams, repeated registration for a subject

- (1) In the case of an unsuccessful exam, the examiner shall enter the failed mark and the failed exam in the examination sheet and in the SS.
- (2) The student may attempt to correct a failed work during the examination period. Students have three opportunities to take the exam of a given subject in a semester. If, according to the requirements of the subject the course unit grade can be corrected during the examination period, the student has two opportunities to take a corrective exam in a semester.
- (3) During the first examination period of a registered subject, the student can take a corrective exam for a failed exam and, if that fails again, can take a second corrective exam in the same subject. Resits and repeated resits shall be taken on examination dates previously made public and no sooner than the 3rd day following the day of the unsuccessful exam. If a failed grade is not corrected during the particular examination period, the subject must be re-registered in compliance with Section 56 (22) of the Regulations. If the student did not complete the subject but has obtained the a signature for it, when they register for the subject again, they can take an exam course pursuant to Section 56 (20) Regulations. When the subject is re-registered, the number of exams must be calculated continuously by taking into account the previous attempts.
- (4) ³¹⁶ If the repeated exam that followed a failed exam was unsuccessful, upon the student's request, the student must be permitted to take another repeated exam in front of a different teacher or examination board.
- (5) The student shall be entitled to the right described in Paragraph (4) even if the examination is taken in the new training period. In the first case, the exam to be taken in front of the board shall be requested at the head of the competent educational unit and in every further case, it must be requested in writing at the faculty dean, at least three working days prior to the examination date for which the student is registered. The president of the examination board may not be the teacher concerned. An SU delegate may be a member of the examination board as an observer.
- (6) ³¹⁷ The University shall terminate the student status unilaterally in cases where the total number of unsuccessful and repeated retake examinations in a given academic unit has reached five.
- (7) Section (6) also applies to subjects for which the curriculum provides a course unit grade. In that case the rules shall be interpreted in a way that the student status shall be terminated after the sixth failed grade obtained in a particular subject if that grade evaluated the performance throughout the semester.

³¹⁵ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

³¹⁶ Section 58 (2) of the Implementation Decree

³¹⁷ Section 59 (4) of the Higher Education Act

Section 64 Improvement of a successful exam

- (1) In each semester the students may request to improve a successful exam (good, average or pass grade) in a related exam in one single subject.³¹⁸
- (2) There is no option to repeat an exam for a subject closed with a course-unit grade. It is an exception from this rule when the particular subject is included in the average of the diploma according to the curriculum and the student requests an improvement. Upon the student's request the DE shall perform the registration for an exam.
- (3) If the repeat exam is a 'fail', the credit points already accrued in that course unit shall be lost and the student shall have to repeat it.
- (4) An exam may be repeated in a subject completed with a successful exam in the semester in which the student passed a successful exam. Exceptions are subjects included in the average of the diploma, in which the student can also request an opportunity to improve in a subsequent semester. The improvement can only apply to the establishment of the average of the diploma. The exception set out in this paragraph may last apply to students who started their studies at the University in the 2018/2019 academic year.³¹⁹

Section 65 Calculation of the grade average

- (1) ³²⁰ In credit-based education, the student's performance is monitored by means of the (cumulative) weighted grade average calculated for one academic term or for the duration of studies in a programme. For the calculation of the weighted grade average of the study, the amount of credits and grades of the subjects completed in the given period must be divided by the sum of the credits of the completed subjects.

Weighted grade average formula:

$$TA = \frac{\sum_{i=1}^n E_i K_i}{\sum_{i=1}^n K_i}$$

where **TA** is the weighted grade average, E_i is the grade obtained for the i -th completed subject, K_i is the credit value of the i -th completed subject and n is the number of subjects completed during the averaging period.³²¹

- (2) ³²² The credit index and the adjusted credit index are used for evaluating the student's performance in a given programme, in a semester in terms of quantity and quality. During the calculation of the credit index, the amount of the credit value multiplied by grades of the subjects completed in the semester should be divided by thirty credits to be earned in the course of one semester, if average progress is made. The adjusted credit index can be calculated from the credit index by a multiplication factor that corresponds to the ratio of credits earned during the semester and undertaken in the individual study schedule. The cumulative adjusted credit index serves to evaluate the student's quantitative and qualitative performance over multiple semesters. The calculation of the cumulative adjusted credit index

³¹⁸ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

³¹⁹ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

³²⁰ Section 57 (3) of the Implementation Decree

³²¹ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

³²² Section 57 (4) of the Implementation Decree

is the same as the calculation of the adjusted credit index, although thirty credits for every semester and credits undertaken and completed during the whole period must be taken into account.

Credit index formula:

$$KI = \frac{\sum_{i=1}^s E_i K_i}{30}$$

where **KI** is the credit index, **E_i** is the grade obtained for the *i*-th completed subject, **K_i** is the credit value of the *i*-th completed subject and **s** is the number of subjects completed during the semester.³²³

Adjusted credit index formula:

$$KKI = \left(\frac{\sum_{i=1}^s K_i}{\sum_{j=1}^r K_j} \right) \frac{\sum_{i=1}^s E_i K_i}{30}$$

where **KKI** is the adjusted credit index, **E_i** is the grade obtained for the *i*-th completed subject, **K_i** is the credit value of the *i*-th completed subject, **K_j** is the credit value of *j*-th subject registered for (i.e. undertaken in the individual study schedule), **s** is the number of subjects completed in the semester and **r** is the number of subjects registered for (i.e. undertaken in the individual study schedule) in the semester.³²⁴

Cumulative adjusted credit index formula:

$$SKKI = \left(\frac{\sum_{i=1}^n K_i}{\sum_{j=1}^m K_j} \right) \frac{\sum_{i=1}^n E_i K_i}{30f}$$

where **SKKI** is the cumulative adjusted credit index, **E_i** is the grade obtained for the *i*-th completed subject, **K_i** is the credit value of the *i*-th completed subject, **K_j** is the credit value of *j*-th subject registered for (i.e. undertaken in the individual study schedule), **n** is the total number of subjects completed in all active semesters, **m** is the total number of subjects registered for (i.e. undertaken in the individual study schedule) in all active semesters, and **f** is the number of completed active semesters.³²⁵

- (3) The DE closes the study records of a student in the SS at the end of the academic term (semester). Within 14 days from the last day of the examination period the student may raise an objection against any evaluation data included in the records by submitting an electronic request if, according to their opinion, there is an erroneous record in the SS. The DE shall investigate the objection and inform the student of the result of the investigation.
- (4) The grade average of the student must be established for the 21st days following the examination period.
- (5) The final grade obtained in the particular subject must be taken into account in the examination period.
- (6) The evaluation of any subject not recognised with any credit point cannot be included in the grade average.

³²³ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

³²⁴ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

³²⁵ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

Section 66 Legitimacy of the work performed by students

- (1) During the performance of the study obligations, students may use works of other authors while preparing especially papers at home, the annual papers, the final papers, the thesis and diploma work only be respecting the copyrights. To verify legitimacy, the University may perform checks with software (plagiarism) screening.
- (2) Written or verbal examinations and in-class papers do not constitute a student work.
- (3) Work by other authors includes any literary scientific art or other intellectual product not prepared by the student, irrespective of the author, type of publication or date of publication or whether or not it is protected by copyright.
- (4) Whenever a product of another author is used in part or in full:
 - a) the source and the name of the author must always be specified;
 - b) whenever anything is quoted word by word, the quoted text must be indicated with quotation marks.
- (5) In every other aspect, the rules of the particular area must be applied to the use of works of other authors as the indication of such use.
- (6) When a student violates the rules pertaining to the use of works of third authors in full or in part, the student's paper shall be considered a fail.

Section 67 Principle of equity

- (1) In relation to the study and examination matters, students may submit equity requests to the dean of the particular faculty or, after the dean's equity has been exhausted to the rector of the University with the exception of the evaluation of study requirements.
- (2) In study matters, equity requests can only be submitted when a student was unable to fulfil any study or examination obligation through no fault of their own. No equity request can be submitted in relation to a failed deadline.
- (3) No equity can be applied to request already assessed if another equity request is submitted in the same case under the same facts.
- (4) The student must sufficiently document the reason intended to be accepted as the basis of equity.
- (5) The request must be submitted through the SS. The request may be submitted in exchange for the payment of the fee defined in Section 113 (10) of the Regulations.
- (6) A student may submit an equity request to the dean or to the rector, on one occasion in a justified case during the studies conducted in a particular course. An equity request can only be submitted to the rector only after the dean's equity options have been exhausted or the items included in the equity decision of the dean have been fulfilled. The competence of assessing equity requests may be delegated by the dean to the deputy dean for education and by the rector to the deputy rector for education.
- (7) Within the framework of equity exemption may be granted to the student in cases reserving special equity from any provision of these Regulations if the student's obligation is specified by law or if the request is aimed at avoiding such an obligation.
- (8) A decision of this sort is always based on the considerations of individual circumstances; therefore, the outcome thereof shall not be used as precedence in any other case under review.
- (9) No appeal can be submitted against any decision adopted on principle of equity.
- (10) The decision on request for the principle of equity shall be entered in the 'Official notes' line of the SS.

PROVISIONS CONCERNING THE COMPLETION OF THE TRAINING

Section 68 Conditions of obtaining the absolutorium

- (1) ³²⁶ The University shall issue a final certificate (absolutorium) to students who have fulfilled the study and examination requirements prescribed in the curriculum, except for those relating to the language examination and the bachelor or master thesis, diploma work completed the required internship and acquired the required number of credits.
- (2) ³²⁷ If the student has fulfilled the conditions for issuing the final certificate, the University shall issue the final certificate within twenty days of the day of performance.
- (3) ³²⁸ Each student must be informed of the issuance of the absolutorium simultaneously with its issue. The notification shall be made via SS.
- (4) The terms of issuing the final certificate are defined by the curriculum.
- (5) The final certificate can be issued if the student has achieved one-third of the number of credits required in the programme at the University.
- (5a) ³²⁹ The requirement concerning the achievement of at least one third of credits referred to in paragraph (5) at the given programme of the given institution shall not apply to
 - a) joint programmes conducted as part of Erasmus+ and its successor programmes,
 - b) a former student admitted to the same faculty.
- (6) The conditions of the issue of the final certificate must be fulfilled at least five working days prior to the issue of the final examination.

Section 69 General rules of preparing the thesis, diploma work and the final paper

- (1) According to the requirements of the curriculum each student shall prepare a final paper or thesis (for the purpose of this section jointly referred to as paper).
- (2) The topics announced for the papers are coordinated by the teacher responsible for the programme, delegating some of the tasks to other teachers responsible for the programme if necessary (specialisation officer, foreign language training officer or teacher responsible for the programme at the faculty). In that process they consult with the teachers of the programme about the proposed topics and evaluate the proposals as to how much they fit the training objectives of the programme. The proposals may be general topics and specific topics. The teacher responsible for the programme approved the accepted (general) topics for the particular semester and requests the heads of the educational unit to designate the teacher responsible for the topics. In bachelor and master programmes one teacher may be the supervisor of no more than 15 students simultaneously (not including the students who have already submitted their thesis). Any deviation from that rule requires a permission from the dean.³³⁰
- (3) The deadline for announcing the topics of the paper and the period for applying for the topics shall be defined in the faculty supplementation related to the schedule of the academic year and referred to in Section 55 (1) of the Regulations. Each student shall register for a thesis topic in the SS in the last but one semester according to the model curriculum or, if they

³²⁶ Section 50 (1) of the Higher Education Act

³²⁷ Section 44 (1) of the Implementation Decree

³²⁸ Section 44 (2) of the Implementation Decree

³²⁹ Section 49 (7a) of the Higher Education Act

³³⁰ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

progress differently from the model curriculum, then in the semester prior to the scheduled completion of the studies. The acceptance of the application is the responsibility of the teacher responsible for the topic. Students can also apply to a particular teacher by submitting their own proposal for a topic and a proposal for an external consultant. If necessary, the supervisor shall consult with the teacher responsible for the programme on the acceptability of the topic proposed by the student.

- (4) The preparation of a thesis may be assisted by one or two supervisors. The consultants are appointed and requested by the head of the educational unit announcing the topic.
- (5) The teacher responsible for the programme shall publish the requirements for the content and format of the paper and the rules of procedure and general aspects of the valuation in agreement with the deputy rector for education by no later than the date of announcement of the topics.
- (6) The paper must be prepared by taking into account the requirements of legitimacy specified in Section 66.
- (7) The deadline for the submission of the papers by the level of the training and in each schedule shall be defined in the faculty supplement related to the schedule of the academic year referred to in Section 55 (1) of the Regulations.
- (8) The papers shall be submitted in one printed and one electronic copy, with fully identical contents. The printed copy shall be returned to the student after the final examination. The student shall upload the electronic version of the paper to the points of the network designated by the university and it shall be saved in the various directories in compliance with the applicable regulations.
- (9) Students who prepare their thesis or diploma work, their supervisor and persons involved in the assessment process or administration shall keep all data and facts they may obtain in connection with the thesis or diploma work confidential. According to the rules applicable to higher education, the assessment process forms integral part of higher education, and therefore, pursuant to Section 5 (1) d) of Act LIV of 2018 on the protection of trade secrets, disclosure to persons involved in the assessment process shall not constitute an infringement of the right to trade secrecy even if the thesis or diploma work contains facts or data qualifying as business secrets. The thesis or diploma work may not be used for purposes other than assessing the student's performance. Unless otherwise stated, the thesis or diploma work may be published. Public disclosure may be deferred until the date of announcement of the patent or protection application. Access to the thesis or diploma work shall be allowed at the University Repository, however, such access may be conditional upon registration in the system.³³¹
- (10) The thesis is evaluated, for a higher educational vocational programme by at least one, and for a bachelor and master programme by two assessors, who are requested by the teacher responsible for the programme or the teacher appointed by them. One of the assessors can also be the supervisor of the thesis. The Dean shall determine the maximum number of theses that one assessor may assess in a particular final examination period.^{332 333}
- (11) The assessment of the thesis shall be carried out in a written form. If the thesis is evaluated by two assessors, one of which does not accept it (qualifies it as a 'fail'), a third individual shall

³³¹ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

³³² Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

³³³ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

also be involved in the assessment process. If neither of them accepts the thesis as a 'pass' or a third assessor has also given a 'fail' grade, the student may not be allowed to take his or her final examination. A third individual shall also be involved in the assessment process if there is a difference of more than two grades given by the other two assessors. The student shall be notified by the educational unit of a 'fail' grade not less than 5 working days prior to the commencement of the final examination.³³⁴

- (12) A student shall prepare a new thesis if either the thesis or the defence of the thesis is a 'fail' grade. The topic of the new thesis may either be identical with the original one or different from it. The new topic is approved by the teacher responsible for the programme.
- (13) The educational unit of the supervisor of the thesis shall send the valuation of the thesis to the student no later than 5 days prior to the final examination. The evaluation can also be sent through the SS.
- (14) During the final exam, a student shall defend his or her thesis before an examination board.

Section 70 The Final Examination

- (1) ³³⁵ The students complete their studies with a final examination in higher educational vocational programme, in bachelor and master programme, and in postgraduate specialisation programme.
- (2) ³³⁶ The final exam is the review and assessment of comprehensive knowledge, abilities and skills required for the diploma, where the students have to prove their abilities to use them in practice. The final exam may involve several parts according to the curriculum: the defence of the thesis or diploma work, oral, written and practical exams.
- (3) ³³⁷ The final examination shall be taken after obtaining a final certificate (absolutorium). The final exam can be taken in the final exam period after the obtaining the absolutorium within the framework of the student status or after the termination of the student status, within two years during any exam period, according to the current qualification requirements. After two years of from the date of issue of the absolutorium the final examination can be taken subject to conditions which are established by the manager of the programme. If a student takes a final examination after two years from obtaining the absolutorium, the new requirements to be fulfilled are decided by the manager of the programme. Final exam may not be taken five years after the termination of the student status. When the student does not have a student status, they can take a final examination by paying the fee specified in Chapter IV of the Regulations.
- (4) ³³⁸ Students cannot be released to final exam, who did not grant all their obligation of payment towards the University.
- (5) ³³⁹ The final exam must be taken in front of the Final Examination Board that has a president and at least two more members. The Final Examination Board must be structured in a manner that ensures that at least one member is a university/college lecturer or a university/college assistant professor and at least one member is not employed by the University or should be a teacher of a different programme offered by the University. Minutes should be taken of the final exam according to Sections 80 (1)-(5)

³³⁴ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

³³⁵ Section 50 (2) of the Higher Education Act

³³⁶ Section 50 (4) of the Higher Education Act

³³⁷ Section 50 (3) of the Higher Education Act

³³⁸ Section 50 (5) of the Higher Education Act

³³⁹ Section 59 (1) of the Implementation Decree

- (6) A pre-requisite of taking the final examination is the final certificate (final certificate (absolutorium) obtained by the deadline specified in Section 68 (6) and the submission and acceptance of the thesis (i.e., at least two evaluations that are better than fail; see Section 69 (11)). The detailed terms are determined by the curricula of the programmes.
- (7) The student shall register for the final exam in the SS. Prior to the date upon which the final exam takes place the DE shall inform students of all tasks and deadlines relating to the final exam as well as the date of the final exam. The deadline for application for the final exam must be specified in the faculty supplement related to the schedule of the academic year defined in Section 55 (1) of the Regulations.
- (8) A final exam may be taken in the final examination period defined by the Senate as part of the academic year in Section 55 (1) .
- (9) A compulsory part of the final examination is the protection of the paper completing the programme (final paper, or thesis) which includes the presentation of the results and the professional debate based on them. In addition, complex verbal exam can also be organised as part of the final examination. The parts of the final examination and the calculation of its results are defined in the curriculum.
- (10) The board must include the supervisor of the thesis or another teacher of the educational unit announcing the topic irrespective of its classification.
- (11) The performance of the applicant shall be marked by individual members, then in a closed session a final grade shall be given by agreement or, if it is necessary, after a vote. In case of a tied vote, the chair's vote shall decide.
- (12) The final examination minutes shall be signed by all members of the board. The minutes shall be submitted by DE on the working day following the final exam.
- (13) The results of the final examination are announced by the head of the final examination board on each examination day after the completion of the exams. Upon the student's request the result shall be communicated in the absence of the other student who took part in the final examination.
- (14) If a student intends to improve a successful final examination, they shall indicate that intention to the DE during the announcement of the result or on the first working day after the final examination and that fact must be entered into the final examination records. Simultaneously, the taken final examination shall entirely lose its validity.³⁴⁰
- (15) Whenever a final examination consists of multiple parts, the final examination shall be unsuccessful if any part of it is unsuccessful or if the students fails to attend any part. A student must take a corrective final examination only in the part the examination results of which is fail or which the exam is not fulfilled.
- (16) A repeated and corrective final examination can be taken in the subsequent final examination period.

³⁴⁰ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

RULES GOVERNING THE REGISTRATION OF STUDY DATA AND THE PROVISIONS CONCERNING
TRAINING RECORDS AND DOCUMENTS

Section 71 General rules concern records

- (1) ³⁴¹ The University keeps records of the accomplishment of studies conducted with the student status established to achieve student, guest student and partial knowledge and measured in credits. The data recorded pursuant to the legal regulations are the following:
- a) form of funding of the student participating in the training;
 - b) characteristics of the training: description of the programme, the higher educational vocational programme, the qualification, the training cycle and the organisational unit responsible for the training, the schedule, language, location and the chosen specialisation of the programme;
 - c) details of the subjects included in the student's individual study schedule: the name, code, credit value of the subject, number of the lessons, the name of teacher responsible for the subject, the name of the teacher, type of the subject, which may be compulsory, compulsory optional or optional;
 - d) further data of particular subjects, the registration for and completion of curricular units: number of subject taken, the number of the exam attempt in the particular semester and according to all registrations for the subject, the number of registration for the subject when the studies are closed with an interim grade, the number of attempts to obtain the grade, the grade granted on the basis of the fulfilment of the requirements and the credit value, the grade and time of the exam;
 - e) name and credit value of the subjects and curricular units taken in the individual schedule for the particular semester, aggregated credit value of the taken subjects; subjects completed in the particular semester, aggregated credit value of the curricular units, credit index;
 - f) the total number of credits acquired during a particular training period, the cumulative weighted grade average calculated for the total duration of studies so far; the proportion of credits completed in the particular semester and included in the individual curriculum for that semester; the corrected credit index for the semester;
 - g) the number of active and passive semesters credits used during the studies until the end of the given semester, information on the fulfilment of the minimum amount of credits required for the particular period;
 - h) in the case of an exchange programme abroad, the place of the exchange programme for the particular semester and the total number of credits to be included in the particular training programme;
 - i) the freely chosen credit limit eligible according to the recommended curriculum of the programme; the number of credits already completed and still to be completed by the student by taking on optional subjects by the end of the semester;
 - j) subjects and curricular units recognised on the basis of former and parallel guest student studies or work or other experience and their credit values;
 - k) the duration of internship, the date of completion, credit value and grade;

³⁴¹ Section 60 of the Implementation Decree

- l) the fact of fulfilling the language requirements;
 - m) fulfilment of other criteria set out in the training and output requirements; and
 - n) the grade of the thesis, the diploma work, the subjects of the final exam, the subjects and grades of final examination and the qualification (grade) of the final exam, the grade in the diploma if the grades of the final exam and the diploma are different and the date of issue of the diploma.
- (2) The purpose of keeping study records is to process all data specified by law accurately and fully as a basis of the mandatory data supply. The student records are stored electronically in SS.
 - (3) Each user who accesses the data stored in SS must comply with the legal regulation and university regulations on the data protection.
 - (4) All users are obliged to submit authentic data to the SS.
 - (5) Each student shall certify changes in their personal data with official documents and report them within 8 working days.
 - (6) The teacher responsible for the subject must register the syllabus of the subject in the SS.
 - (7) The teacher of the course is responsible for recording the course results in the SS.
 - (8) The educational unit manager is responsible for supplying all information and the control of it.
 - (9) The director of education is responsible for the compliance of the SS with the law.

Section 72 Documents relating to the studies of the student

- (1) ³⁴² Documents that must be managed by the University:
 - a) master sheet, master sheet extract;
 - b) enrolment sheet;
 - c) student status certificate;
 - d) registration book, completion sheet;
 - e) credit certificate;
 - f) examination sheet;
 - g) final exam minutes;
 - h) final certificate (absolutorium);
 - i) certificate of issue of final certificate (absolutorium);
 - j) certificate attesting to the successful completion of the final examination (diploma which cannot be issued due to lack of fulfilment of the language requirements);
 - k) certificate of issue of the diploma;
 - l) the diploma;
 - m) diploma supplement;

Section 73 Master sheet, master sheet extract

- (1) ³⁴³ The master sheet is intended to record the student's personal and study data in relation to the student status as indicated in the master sheet.
- (2) ³⁴⁴ The University may keep one master sheet for each person in relation to their student status for all types of legal relationships. After the termination of the student status, a new master sheet should be opened upon the establishment of another student status.

³⁴² Section 35 (1) of the Implementation Decree

³⁴³ Section 36 (1) of the Implementation Decree

³⁴⁴ Section 36 (3) of the Implementation Decree

- (3) ³⁴⁵ The master sheet shall be authenticated within three months of the termination of the student status.
- (4) ³⁴⁶ The sealed and authenticated master sheet should be supplemented and revalidated when:
- a) once the student status has been terminated the thesis and diploma work are prepared, the final exam is taken and the language requirement is fulfilled and the diploma and diploma supplement are issued,
 - b) the data recorded in the master sheet must be modified in order to correct a mistake or to enter changes in the data,
 - c) the diploma is corrected, a copy is issued or the diploma is cancelled.
- (5) ³⁴⁷ A paper-based document is authenticated with the signature of the employee designated by the head of the DE with the seal of the University and the respective date, while electronic document is authenticated with a time stamp and the electronic signature of the employee designated by the head of the DE or with an electronic signature applied in the name of the organisation.
- (6) ³⁴⁸ Instead of the destroyed or lost master sheet, an extra master sheet shall be issued based on the available records or documents and data.
- (7) ³⁴⁹ When the student status is terminated, the DE issues a paper-based authenticated master sheet extract
- a) ex officio to students completing their studies without a final certificate (absolutorium) if they completed at least one semester as an active student,
 - b) upon request to students who have obtained a final certificate on his application, but has completed his studies for a student completing a diploma,
 - c) upon request, a student who has obtained a diploma in a postgraduate specialisation programme.
- (8) ³⁵⁰ Students to whom the University issues a registration book do not need to receive an authenticated master sheet extract.
- (9) Each page of the printed master sheet must be authenticated by the administrator. When the master sheets are archived, the employee responsible for verification (hereafter: controller) checks the completed master sheet and place it in the archive on the basis of its serial number. A master sheet can be removed from the archive only with the approval of the controller or the head of the DE.
- (10) The study administrator prints out the master sheet extract with the content in accordance with the legal regulation from the SS and certified by the head of the DE.

Section 74 Enrolment sheet

- (1) The enrolment sheet is a paper-based document prepared from the data recorded in the SS. Its annexes are described in Section 56 The study administrator must authenticate the document not later than the 5th working day after the enrolment

³⁴⁵ Section 36 (6) of the Implementation Decree

³⁴⁶ Section 36 (7) of the Implementation Decree

³⁴⁷ Section 34 (4) of the Implementation Decree

³⁴⁸ Section 36 (9) of the Implementation Decree

³⁴⁹ Section 36 (10) of the Implementation Decree

³⁵⁰ Section 36 (11) of the Implementation Decree

- (2) ³⁵¹ The enrolment sheet is an annex of the master sheet.

Section 75 Certifying the legal relationship

- (1) ³⁵² The certificate of legal relationship certifies the student's existing or former legal relationship.
- (2) ³⁵³ A certificate of legal relationship is issued by the DE upon the student's request based on the master sheet and the certificate is authenticated by the study administrator.
- (3) ³⁵⁴ The student status certificate shall be assigned a unique identifier at issue. The unique identifier contains the institutional ID, an eight-digit number starting with 1 and increased annually and the year of issue.
- (4) ³⁵⁵ The student status certificate shall include:
- a) its serial number,
 - b) the name, address, institutional identification number of the University,
 - c) personal data of the students, doctoral applicants, except for their nationalities, educational identification numbers (in absence of the serial number of the master sheet),³⁵⁶
 - d) the beginning of the student status and the expected completion date, taking into account the training and output requirements,
 - e) the active or passive status of the student status or the doctoral applicant's student status in the academic semester specified in the certificate,
 - f) the title of the programme (or programmes) followed by the student, the schedule, language and place of training as well as the type of financing,
 - g) the purpose of issuing the certificate,
 - h) any other supplement to the application and
 - i) the authentication.
- (5) ³⁵⁷ The details of the student status certificates issued shall be recorded on the basis of the identification of Section (4).
- (6) ³⁵⁸ All student status certificates are free of charge when the student status prevailed.

Section 76 The registration book

- (1) Pursuant to Section 41 (1) of the Implementation Decree, the University does not issue a registration book for the studies of students establishing on student status after September 2011.
- (2) In the case of students who had a student status before September 2011 a registration book must be printed out from the SS and handed over to the student upon the termination of the student status. The registration book is authenticated by the head of the DE.
- (3) A lost or destroyed registration book may be replaced in exchange for the payment of the

³⁵¹ Section 38 (6) of the Implementation Decree

³⁵² Section 40 (1) of the Implementation Decree

³⁵³ Section 40 (2) of the Implementation Decree

³⁵⁴ Section 40 (4) of the Implementation Decree

³⁵⁵ Section 40 (5) of the Implementation Decree

³⁵⁶ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

³⁵⁷ Section 40 (6) of the Implementation Decree

³⁵⁸ Section 40 (7) of the Implementation Decree

procedural fee. The document must be replaced on the basis of the data of the master certificate. The replacement must be recorded in the master certificate.

Section 77 Credit certificate

- (1) ³⁵⁹ The credit certificate is a paper document issued by the University and authenticated by the head of the DE, containing a description of the syllabus of the subject completed by student (curriculum requirement), which facilitates the assessment and evaluation in a credit recognition procedure of how much the knowledge and other competences obtained by the student and certified with the certificate match the competencies of the substituted subject (curriculum requirement) in order to make a decision.
- (2) ³⁶⁰ A credit certificate shall be issued at the request of the student. In their applications, students must indicate which requirements they request to complete.
- (3) ³⁶¹ The credit certificate shall be assigned a unique serial number when it is issued, and it shall be kept in the SS.

Section 78 the final certificate and certificates issued upon the completion of studies

- (1) The conditions of issuing a final certificate and the deadline for its issue are included in Section 68 (1)-(5) of the Regulations.
- (2) ³⁶² The final certificate must be issued as a certified document. The certificate is issued by the DE and is signed by the dean.
- (3) ³⁶³ The final certificate shall be assigned a unique serial number when it issued, and its data must be kept in the SS.
- (4) ³⁶⁴ The final certificate us an annex of the master sheet.
- (5) ³⁶⁵ A certificate of issuing a final certificate, a certificate of successful completion of a final examination, a certificate of eligibility for a diploma shall be issued at the student's request on the basis of the master sheet.
- (6) ³⁶⁶ Certificates shall be assigned a unique serial number when they are issued, and their data shall be recorded in the SS.

Section 79 The examination sheet

- (1) ³⁶⁷ The examination sheet shall contain
 - a) the designation of the semester of the given academic year,
 - b) the description and code of the subject, the curricular unit,
 - c) the date of the examination,
 - d) the name of the examiner teacher,
 - e) the educational identification number and signature of the examiner teacher,³⁶⁸

³⁵⁹ Section 43(1) of the Implementation Decree

³⁶⁰ Section 43(2) of the Implementation Decree

³⁶¹ Section 43(3) of the Implementation Decree

³⁶² Section 44 (3) of the Implementation Decree

³⁶³ Section 44 (4) of the Implementation Decree

³⁶⁴ Section 44 (5) of the Implementation Decree

³⁶⁵ Section 45 (1) of the Implementation Decree

³⁶⁶ Section 45 (2) of the Implementation Decree

³⁶⁷ Section 42 (1) of the Implementation Decree

³⁶⁸ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August

- f) the name, educational identification number of the student applying for the exam, and³⁶⁹
- g) the evaluation of the examination, the date.

(2) ³⁷⁰ An examination sheet shall also be issued for any assessment not made in the framework of an examination. The examiner records the assessment of the exam on the examination sheet and validates it with a signature immediately after the exam. The data of the examination sheet shall be recorded in the SS in accordance with Section 62 (20) If the evaluation on the examination sheet and the evaluation recorded in the SS is different, the evaluation of the examination sheet shall be considered as prevail.

(3) The examination sheet must be printed from the SS before the exam is started, but not later than 24 hours before the exam begins. The examiner teacher is responsible for the preparation of the examination sheet.

(4) The examination sheet must be retained for 5 years by the educational unit.

Section 80 The final examination record

(1) ³⁷¹ The final examination record shall contain:

- a) the name and educational identification number of the student,³⁷²
- b) the name of the programme,
- c) the date of the final examination, the names of its parts and their evaluation,
- d) the names, educational identification numbers and signatures of the members of the Final Examination Board,³⁷³
- e) the title of thesis (diploma work),
- f) the names and educational identification numbers of the supervisor and reviewer of the thesis (diploma work),³⁷⁴
- g) the date of the defence of the thesis (diploma work),
- h) the questions asked,
- i) final evaluation and qualification of the final exam.

(2) ³⁷⁵ The final examination record is an annex of the master sheet.

(3) The final examination sheet is a paper-based document prepared from the data recorded in the SS.

(4) The record is closed with the signature of the record keeper.

(5) When a final examination is repeated, the record of the repeated final examination must be merged with the record of the previously taken final examination.

2020.

³⁶⁹ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

³⁷⁰ Section 42 (2) of the Implementation Decree

³⁷¹ Section 42 (3) of the Implementation Decree

³⁷² Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

³⁷³ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

³⁷⁴ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

³⁷⁵ Section 42 (6) of the Implementation Decree

Section 81 The Diploma

- (1) ³⁷⁶ The prerequisites for the award of a diploma attesting to the completion of higher educational studies shall include the successful completion of the final examination and, the required language examination. The student must be able to present in document which certifies the completion of the language requirement included in the training and output requirements of the programme.
- (2) ³⁷⁷ With the exception of the final examination, the prerequisites defined in Paragraph (1) shall not apply to cases where the language of the programme is not Hungarian. The University recognises the student's studies as programme completed in a foreign language if the student has completed at least 90% of the number of credits required in the programme in a foreign language and when at least 80% of the required number of credits are accomplished in the language of the given training.
- (3) ³⁷⁸ A diploma shall be an authentic instrument that includes the coat of arms of Hungary, the name and institution identification number of the awarding higher education institution, the serial number of the diploma, the name, name at birth and place and date of birth of the holder, the specification of the level of qualification, the awarded degree, the programme and the professional qualification, the grade of the diploma, the place, year, month and day of issue, the classification of the degree and the qualification attested by the diploma within the Hungarian Qualifications Framework and the European Qualifications Framework, and the programme duration according to the related programme and outcome requirements. It shall also contain an additional signature of the dean of the faculty responsible for the programme and the seal of the higher education institution.
- (4) ³⁷⁹ The diploma certifying the successful completion of higher education studies and the accomplishment of vocational qualifications shall be issued within thirty days from the date of the successful final examination or successful last final examination part if the student has already fulfilled the prescribed language exam requirements. When a document certifying the fulfilment of the language exam requirements is presented, the diploma shall also be issued in the year when the final examination is taken when less than thirty day are left from the year in which the final examination is taken. The date of issue of the diploma is the date of the final examination or the date of presentation of the document certifying the fulfilment of the language exam requirement.
- (5) ³⁸⁰ The diploma is a primed secure paper document issued by the Authority with a unique serial number, and containing two A4 sized pages, one to be used for the Hungarian and the other for the English language version, also bearing the coat of arms of Hungary in a printed form.
- (6) ³⁸¹ The diploma shall be issued on the basis of the master sheet.
- (7) ³⁸² the diploma may carry a clause defined by law. The clause forms an inseparable part of the diploma.
- (8) ³⁸³ When the diploma is issued, it must be assigned a unique institutional ID as referred to in Paragraph (13) and its data shall be recorded in the SS.

³⁷⁶ Section 51 (1) of the Higher Education Act

³⁷⁷ Section 51 (2) of the Higher Education Act

³⁷⁸ Section 51 (5) of the Higher Education Act

³⁷⁹ Section 46 (1) of the Implementation Decree

³⁸⁰ Section 46 (2) of the Implementation Decree

³⁸¹ Section 46 (3) of the Implementation Decree

³⁸² Section 46 (4) of the Implementation Decree

³⁸³ Section 46 (5) of the Implementation Decree

- (9) ³⁸⁴ The diploma shall be issued in a hard-back folder.
- (10) ³⁸⁵ Before it is presented, the DE makes an authentic copy of the issued diploma, which is an annex of the master sheet.
- (11) ³⁸⁶ The presentation of the diploma shall be recorded on the master sheet. The delivery and acceptance of the document must be certified on the document itself.
- (12) The grade indicated in the diploma shall be established on the basis of the academic results and the result of the final examination, in a manner specified in the curriculum of the programmes.

Grades included in the diploma with words:

- a) Excellent (5) if $DG = 5.00$
- b) Very good (5) if $4.51 < DG < 5.00$
- c) Good (4) if $3.51 < DG < 4.51$
- d) Average (3) if $2.51 < DG < 3.51$
- e) Pass (2) if $2.00 < DG < 2.51$,

where the DG equals the quantitative figure of the grade of the diploma defined in the curriculum.

- (13) The serial numbers of diplomas issued are created according to the following algorithms:
- a) The abbreviation 'University' – the abbreviation of the faculty/in the case of higher educational vocational programme: S (FOSZK) – serial number/year of issue according to the following:
 - aa) BGE-KVIK/S-0001/year of issue
 - ab) BGE-KKK/S-0001/year of issue
 - ac) BGE-PSZK/S-0001/year of issue
 - ad) ³⁸⁷
 - b) The abbreviation 'University' – the abbreviation of the faculty/in the case of bachelor degree: B (BA, BSc) – serial number/year of issue are as follows:
 - ba) BGE-KVIK/B-0001/year of issue
 - bb) BGE-KKK/B-0001/year of issue
 - bc) BGE-PSZK/B-0001/year of issue
 - bd) ³⁸⁸
 - c) The abbreviation 'University' – the abbreviation of the faculty/in the case of master degree: M (MSc/MA) – serial number/year of issue are as follows:
 - ca) BGE-KVIK/M-0001/year of issue
 - cb) BGE-KKK/M-0001/year of issue
 - cc) BGE-PSZK/M-0001/year of issue
 - cd) ³⁸⁹
 - d) The abbreviation 'University' – the abbreviation of the faculty/in the case of postgraduate specialisation programme: T – serial number/year of issue according to the following:
 - da) BGE-KVIK/T-0001/year of issue

³⁸⁴ Section 46 (6) of the Implementation Decree

³⁸⁵ Section 46 (7) of the Implementation Decree

³⁸⁶ Section 46 (8) of the Implementation Decree

³⁸⁷ Deleted by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, revoked as of 1 August 2020.

³⁸⁸ Deleted by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, revoked as of 1 August 2020.

³⁸⁹ Deleted by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, revoked as of 1 August 2020.

- db) BGE-KKK/T-0001/year of issue
- dc) BGE-PSZK/T-0001/year of issue
- dd) ³⁹⁰

- (14) In addition to the diploma specified in paragraph (3), a diploma with distinction is awarded to a graduate student who has achieved excellent results in the final examination and whose grades in all subjects included in the grade of the diploma are excellent and whose adjusted credit index for all other exams and course unit grades is at least 3.51 in each semester, and who has no worse than average among their examination results. ³⁹¹

Section 82 The diploma supplement

- (1) ³⁹² The diplomas awarded for the completion of bachelor programme, master programme and higher educational vocational programmes shall be accompanied by the diploma supplement adopted by the European Commission and the Council of Europe, issued in Hungarian and English and, upon the request of students completing minority programmes, in the minority language concerned. The Diploma Supplement is an authentic instrument.
- (2) ³⁹³ The diploma supplement is an A/4 size, printed paper-based secure document issued by the Authority with a unique serial number, consisting of pages that can be printed on both sides and a folder suitable for binding
- (3) ³⁹⁴ Before publishing, the DE shall make a certified copy of the diploma supplement, which is an annex to the master sheet.
- (4) ³⁹⁵ Unless the law provides otherwise, the diploma supplement shall be issued with the diploma. The delivery and acceptance of the document must be certified on the document itself.
- (5) ³⁹⁶ The Minister reviews the description of the Hungarian higher education system included in the diploma supplement and publishes the modified description when any modification has been made.
- (6) ³⁹⁷ The issue of copies of diploma supplement and the issue of a new diploma supplement are governed by the provisions of Section 36 (6)-(9) with the difference that the word 'COPY' shall be indicated on the copy and neither the copy nor the new diploma supplement shall require a clause.
- (7) The diploma supplement is authenticated by the head of the DE.
- (8) A diploma supplement shall be issued in Hungarian and in English to students completing their studies after 1 March 2006. The University shall not issue any diploma supplement to students who completed their studies prior to 1 July 2003. The institution shall issue a diploma supplement also in English upon request to students who completed their studies between 1 July 2003 and 1 March 2006 in exchange for a fee specified in Section 113 (11) of the Regulations.

³⁹⁰ Deleted by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, revoked as of 1 August 2020.

³⁹¹ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, revoked as of 1 August 2020.

³⁹² Section 52 (2) of the Higher Education Act

³⁹³ Section 47 (1) of the Implementation Decree

³⁹⁴ Section 47 (2) of the Implementation Decree

³⁹⁵ Section 47 (3) of the Implementation Decree

³⁹⁶ Section 47 (4) of the Implementation Decree

³⁹⁷ Section 47 (5) of the Implementation Decree

Section 83 Withdrawal of an issued diploma

- (1) ³⁹⁸ the University shall revoke a diploma and the accompanying diploma supplement issued by it or its predecessor within five years from the date of issue of the diploma if the diploma was obtained unlawfully. In every other aspect the provisions of the Administrative Services Act shall be applied to the withdrawal.
- (2) ³⁹⁹ Contrary to Paragraph (1) when a diploma was issued under the influence of a criminal act, and the commitment of the criminal act was established in an effective court or prosecutor decision, and the period of postponement of pressing charges has passed successfully, the institution shall destroy the diploma without any restriction if it does not affect any right obtained and exercised in good faith. Otherwise, the provisions of the General Public Administration Procedures Act shall apply *mutatis mutandis* to annulment.
- (3) ⁴⁰⁰ Revoked and annulled diplomas shall be withdrawn by the University. The related decisions shall be published, without any reasons stated, in the official gazette of the ministry headed by the Minister and on the website of the Authority.
- (4) ⁴⁰¹ Decisions adopted pursuant to Sections (2) and (3) shall be subject to appeal.⁴⁰²
- (5) The court or a prosecutor adopting an effective decision or a decision that cannot be challenged for further legal remedy as specified in Paragraph (3)⁴⁰³ shall immediately inform the issuer of the diploma and the Educational Authority of the decision.
- (6) ⁴⁰⁴ The University issues a master sheet extract as referred to in Section 73(7) of the Regulations for the studies constituting the basis of a withdrawn or destroyed diploma referred to in Paragraphs (1)-(5) as soon as the decision on withdrawal or destruction becomes final.
- (7) ⁴⁰⁵ ~~The provisions of sections~~ **Hiba! A hivatkozási forrás nem található.-Hiba! A hivatkozási forrás nem található.** shall apply *mutatis mutandis* to the Diploma Supplement.⁴⁰⁶

Section 84 Management of forms, repeated issue of diplomas

- (1) ⁴⁰⁷ Following consultations with the printing office, the DE keep records of the blank diploma and diploma supplement forms from the start of acceptance to the final termination of their issue in compliance with the Regulations pertaining to documents under strict numeric control. The Authority may check the records of the institution within the framework of an administrative audit.
- (2) The forms shall be supervised only by an employee designated by the head of the DE (hereinafter: document officer). The officer accepting the documents is responsible for the forms issued from the locked premises for printing. The document officer keeps records of the individuals collecting them, also containing the serial numbers of the printing office.

³⁹⁸ Section 52/A (1) of the Higher Education Act

³⁹⁹ Section 52/A (2) of the Higher Education Act

⁴⁰⁰ Section 52/A (3) of the Higher Education Act

⁴⁰¹ Section 52/A (4) of the Higher Education Act

⁴⁰² Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁴⁰³ Section 52/A (6) of the Higher Education Act

⁴⁰⁴ Section 48 (9) of the Implementation Decree

⁴⁰⁵ Section 52/A (7) of the Higher Education Act

⁴⁰⁶ Enacted by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁴⁰⁷ Section 48 (1) of the Implementation Decree

- (3) ⁴⁰⁸ The DE keeps blank diploma and diploma supplement forms in locked premises and makes sure that only the document officer can have access to them.
- (4) ⁴⁰⁹ The DE shall enter the data of erroneously completed and replaced diploma and diploma supplements into the records referred to in Paragraph (1) immediately and then the DE shall prepare a scrapping record in manner and at the time specified in document management regulations and shall destroy the erroneously completed and replaced copies.
- (5) ⁴¹⁰ The DE shall take a minute of the lost, stolen or destroyed empty certificate, diploma supplement forms immediately and record it in the register referred to in Section (1).
- (6) ⁴¹¹ The University, contrary to the Government Decree 335/2005 (29 December) on the common provisions of the document management in public administrative bodies shall issue an additional copy of the lost, stolen or destroyed certificate on the form specified in Section 81 (5). The content of the additional copy is the same as the annex in Section 81 (7) of the master sheet, and includes the additional copy clause and authentication. The order of the additional copy register is the same as the order of certificate registration. When issuing further additional copies of the same certificate, it must be treated as when the first additional copy was issued.
- (7) ⁴¹² Copies issued for diplomas prepared before 15 August 2015 shall be issued with the same content as the content of the original diploma as indicated in Paragraph (6) with the proviso that when the document was originally should only in Hungarian, then in the copy the foreign language page of the form referred to in Section 81 (5) shall not be completed. The document officer enters the non-issued page into the records referred to Paragraph (1) and destroys it with an official record and then also informs the Educational Authority about it by supplying the data specified in paragraph (10) .
- (8) ⁴¹³ The DE withdraws and destroys erroneously issued diploma either ex officio or upon request, indicates the correction of the error in the master sheet pursuant to Section 73 (4) b) and re-issues the diploma on the basis on the corrected master sheet by using the forms referred to in Section 81 (5). The diploma contains the correction clause and the authentication.
- (9) ⁴¹⁴ When the DE issues a new diploma in compliance with Paragraph (8) and the change affects the contents of the diploma supplement, then the diploma supplement shall be issued again with a simultaneous revocation and destruction on the previous diploma supplement.
- (10) ⁴¹⁵ The data of a diploma or diploma supplement, destroyed, lost or stolen as indicated in Paragraphs (4)-(9) (for the purposes of this paragraph hereinafter jointly refer to as destroyed) (name of the institution and the organisational unit, title, article number, serial number of the form, name and personal data of the holder of the diploma, serial number of the diploma or diploma supplement) are reported to the Educational Authority within fifteen days from the issue of the new diploma and diploma supplement. The data of the destroyed diploma and diploma supplement (name of the institution, article number and serial number of the form, serial number of the diploma, diploma supplement) shall be published on the website of the Authority and published in the official gazette of the Ministry.

⁴⁰⁸ Section 48 (2) of the Implementation Decree

⁴⁰⁹ Section 48 (3) of the Implementation Decree

⁴¹⁰ Section 48 (4) of the Implementation Decree

⁴¹¹ Section 48 (5) of the Implementation Decree

⁴¹² Section 68 (4) of the Implementation Decree

⁴¹³ Section 48 (6) of the Implementation Decree

⁴¹⁴ Section 48 (7) of the Implementation Decree

⁴¹⁵ Section 48 (8) of the Implementation Decree

Section 85 Transitional study provisions

- (1) The provisions of Chapter II of the Regulations shall be applied to all students of the University, with the exception specified in this section irrespective of when the student status of the student was established. In the case of students who started their studies at the University in the particular programme prior to the 2018/2019 academic year Section 50 (1) of these Regulations shall be applied with the difference that their student status cannot be terminated after in total 4 passive semesters.
- (2) With regard to students who began their studies in the particular programme of the University before the 2018/2019 academic year Section 57. § (30) of these Regulations cannot be applied.
- (3) In the case of students who began their studies in the given programme of the University in the 2010-2011 academic year or subsequently but before the 2018/2019 academic year and were unable to complete a subject despite a registration for it for five times the University shall unilaterally terminate their student status providing that the student was previously warned that the obligations had to be fulfilled by a specific deadline and was informed of the legal consequences of the default.
- (4) In the case of students who began their studies in the given programme of the University after 1 September 2006 pursuant to the provisions of Act CXXXIX of 2005 on Higher Education, the provisions of Section 70 (3) of these Regulations cannot be applied; the students may complete their studies in continuous training, with the same professional requirements and within the framework of the same examination, with the issue of the same diploma and certificate and may take their final examination without any limitation in time.
- (5) In the case of students who conduct their studies on the basis of the model curriculum established before the 2017 model curriculum the provisions of 'Budapest Business School Specialisation Choice Regulation' shall be applied instead of the provisions Section 57 (26)-(28) of these Regulations.
- (6) In the case of students who conduct their studies on the basis of the model curriculum established before the 2017 model curriculum the provisions of Annex 111/1 of these Regulations shall be applied to the parts of the final examination and the calculation of its results.
- (7) In the case of students who began their studies in the particular programme prior to 1 September 2012, the provisions of Section 63. § (6) of the Regulations shall be applied with the difference that the University shall terminate their student status with a unilateral declaration when the number of failed, corrective and repeated exams taken in the same subject has reached eight.

Annex III/1

Requirements of model curricula effective in the 2016/2017 academic year or previously

1. Components of the final examination

1. In the course of the final examination, students shall defend their theses on the one hand, and there shall be a comprehensive test of knowledge on the other hand, except for postgraduate specialisation programme where there shall only be the defence of thesis.
2. The comprehensive examination consists of compulsory course units with a minimum credit value of 20, and its form may be a written and/or oral exam, constituting a component of the final examination. The proposal for the subject of the comprehensive examination is prepared by the programme manager and is approved by the Senate after a consultation with the Scientific Council.
3. Rules in detail for comprehensive exam(s) are set forth in the Student Information Guide.
4. Students who chose two special programmes or specialisations within the bachelor programme must pick one of the common technical topics of the bachelor programme at the final examination and shall also pick one topic of their special programmes and specialisations selected by them.
5. Final examination results
 - in a bachelor and master programme the simple average of the grade awarded to the thesis and the protected thesis by taking into account the opinions of two reviewers (one external and one internal) and the grade of the complex professional exam consisting of the topics defined by the programme officer, as indicated below:
 - (2.00-2.50) pass,
 - (2.51-3.50) average,
 - (3.51-4.50) good,
 - (4.51-4.99) very good,
 - (5.0) excellent.
 - in the case of a FOSZK programme a simple average or the 60-40% average of the grade awarded to the project work and its protection by taking into account the opinion of one or one external and one internal reviewer as decided by the programme manager, as indicated below:
 - (2.00-2.50) pass,
 - (2.51-3.50) average,
 - (3.51-4.50) good,
 - (4.51-4.99) very good,
 - (5.0) excellent.

2. Subjects to be included in the grade average of the diploma by programme 2.1. Bachelor programmes

a) Adult Education (Andragogy) Programme

Cultural Manager Specialisation

- Introduction to Adult Education (Andragogy)
- Comparative Adult Education (Andragogy)
- Quality Management in Adult Education
- National, Cultural and Natural Values
- Convention and Meeting Management

Touristic Adult Education (Andragogy) Specialisation

- Introduction to Adult Education (Andragogy)
- Comparative Adult Education (Andragogy)
- Quality Management in Adult Education
- Social Adult Education (Andragogy)
- Environmental Psychology

b) Human Resources Programme

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- Applied Human Resource Management (the average of two semesters)
- Labour Economics (the average of two semesters)
- HR Controlling

c) Business Information Technology Programme

Logistics Information Technology Specialisation

- Applied Mathematics (the average of two semesters)
- Introduction to Programming (the average of two semesters)
- Finance (the average of two semesters)
- Modelling of Logistic Processes (the average of two semesters)
- Supply Chain Management and Customer Relationship Management (SCM, CRM)

Business Intelligence Specialisation (specialisation not offered in the future)

- Applied Mathematics (the average of two semesters)
- Introduction to Programming (the average of two semesters)
- Finance (the average of two semesters)
- Modelling of Logistic Processes (the average of two semesters)
- Supply Chain Management and Customer Relationship Management (SCM, CRM)

Financial Institution Information Technology Specialisation

- Applied Mathematics (the average of two semesters)
- Object-Oriented Planning, Programming (the average of two semesters)
- Finance (the average of two semesters)
- Accounting for Banking
- Informatics for Banking

d) Business Administration and Management Programme

Business Information Technology Specialisation (not offered in the future)

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- Entrepreneurship (the average of two semesters)
- Managerial Accounting
- Management Information Systems

Logistics specialisation

- Economics 1.
- Statistics (the average of two semesters)
- Entrepreneurship (grade average from the 4th semester)
- Production logistics
- Material flow systems

Statistician Analyst Specialisation

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- Entrepreneurship (the average of two semesters)
- Managerial Accounting
- Balance Sheet and Financial Statement Analysis

Service Management Specialisation

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- Entrepreneurship (the average of two semesters)
- Service Management

- Logistics

Team Academy Specialisation

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- Entrepreneurship (the average of two semesters)
- Operation of Businesses in Practice (the average of two semesters)

Enterprise Manager Specialisation

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- Entrepreneurship (the average of two semesters)
- Managerial Accounting
- Project Management

e) Commerce and Marketing Programme

Marketing Communication Specialisation

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- Market Research
- Introduction to Business Economics - Commercial Enterprises and Service Providers
- Marketing Communication Methods and Tools (the average of two semesters)

Marketing Management Specialisation

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- Market Research
- Introduction to Business Economics - Commercial Enterprises and Service Providers
- Marketing Management

Quality Management Specialisation

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- Market Research
- Introduction to Business Economics - Commercial Enterprises and Service Providers
- Management of Quality Systems

Commerce Specialisation

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- Market Research
- Introduction to Business Economics - Commercial Enterprises and Service Providers
- Organisation of Commerce and Technology
- Business Economics - Commercial Enterprises and Service Providers
- Commercial Logistics Specialisation
- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- Market Research
- Introduction to Business Economics - Commercial Enterprises and Service Providers
- Commercial Logistics
- Supply Chain Management

Commercial Communication Specialisation

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)

- Market Research
- Introduction to Business Economics - Commercial Enterprises and Service Providers
- Communication Tools 1.-2. (the average of two semesters)
- Communication Planning

f) Communication and Media Science Programme

PR and Spokespersonship Specialisation

- Cultural Anthropology
- Communication Theory
- History of Communication and Media
- Media Studies
- PR Theory and Practice 1-2. (the average of two semesters)

Regional Relations and Tender Writing Specialist Specialisation

- Cultural Anthropology
- Communication Theory
- History of Communication and Media
- Media Studies
- Management of Regions and Settlements 1-2. (the average of two semesters)

Multicultural Communication Specialisation

- Cultural Anthropology
- Communication Theory
- History of Communication and Media
- Media Studies
- Globalisation and Multiculturalism

g) Public Service Programme

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- Public Economics
- Public Finance
- Local Government Finance (the average of two semesters)

h) International Business Bachelor Programme

At all specialisations

- Conditions for and logistics of international transactions (the average of two semesters) in case of students admitted prior to 2010/2011 academic year.
- International Transactions in case of students admitted either in 2010/2011 academic year or subsequently.

i) International Business Programme

International Business Enterprises Specialisation

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- Conditions for and logistics of international transactions (the average of two semesters) in case of students admitted prior to 2010/2011 academic year
- International Transactions in case of students admitted either in 2010/2011 academic year or subsequently.
- Global Economy and International Trade
- Business Environment in the EU

Economic Diplomacy Specialisation

- Microeconomics/ Economics 1.

- Statistics (the average of two semesters)
- Conditions for and logistics of international transactions (the average of two semesters) in case of students admitted prior to 2010/2011 academic year
- International Transactions in case of students admitted either in 2010/2011 academic year or subsequently.
- Global Economy and International Trade
- Economic Diplomacy

Economic and Business Translator and Interpreter

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- International transactions (4th semester)
- Global Economy and International Trade
- Translation Practice I-II. (the average of two semesters)

International Business Communication Specialisation

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- Conditions for and logistics of international transactions (the average of two semesters) in case of students admitted prior to 2010/2011 academic year
- International Transactions in case of students admitted either in 2010/2011 academic year or subsequently.
- Global Economy and International Trade
- International Marketing Communication

Forwarding and Logistics Specialisation

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- Conditions for and logistics of international transactions (the average of two semesters) in case of students admitted prior to 2010/2011 academic year
- International Transactions in case of students admitted either in 2010/2011 academic year or subsequently
- Global Economy and International Trade
- Forwarding and Logistics

j) International Studies Programme

- World Economy
- International Relations and Institutions
- General Principles of Diplomacy and Economic Diplomacy
- EU Policies
- European Political Integration

k) Finance and Accounting Programme

Finance Specialisation

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- Financial Accounting (the average of two semesters)
- Public Funds
- Controlling

Accounting Specialisation

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- Financial Accounting (the average of two semesters)
- Managerial Accounting

- Complex analysis

l) Tourism and Catering Programme

Tourism and Hotel Management Specialisation

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- Introduction to Tourism
- Hotel Management (the average of two semesters)
- Travel Agency Operation and Management (the average of two semesters)

Tourism and Hotel Management Specialisation

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- Introduction to Tourism
- Hotel Management (the average of two semesters)
- Catering Management (the average of four semesters)

m) Teacher Training for Business Studies Programme (BA)

Commerce Specialisation

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- Education Module 1.
- Grade Average of Exams in Teaching (two semesters)
- Business Management of Shops and Commercial Enterprises (the average of two semesters)

Catering Specialisation

- Microeconomics/ Economics 1.
- Statistics (the average of two semesters)
- Education Module 1.
- Grade Average of Exams in Teaching (two semesters)
- Business Management and Organisation of Catering Enterprises (the average of two semesters)

2.2. Master programmes

a) Teacher Training for Economics Programme

Tourism- Catering Specialisation

- Regions and Cultures
- Tourism Policy
- International and Hungarian gastronomy culture
- Getting to Know and Developing Personality

Commerce and Marketing Specialisation

- Marketing Planning
- Supply Chain Management, Logistics
- Integrated Marketing Communication
- Getting to Know and Developing Personality

b) Marketing Programme

- Marketing Management
- Applied Marketing Research
- Integrated Marketing Communication
- Consumer and Buyer Behaviour
- Comparative Marketing

c) International Studies Programme

Europa Studies Specialisation

- Theory of International Relations and the New World Order
- General Principles of Diplomacy and Economic Diplomacy
- International (Cross-Cultural) Communication
- Country Studies – Comparative Social and Economic Analyses
- Development of EU Policies

International Economic Relations Specialisation

- Theory of International Relations and the New World Order
- General Principles of Diplomacy and Economic Diplomacy
- International (Cross-Cultural) Communication
- Country Studies – Comparative Social and Economic Analyses
- External Economic Relations of Hungary since 1990

d) Finance Programme

Public Finance Specialisation

- Advanced Corporate Finance
- Multiple Variable Statistical Modelling
- Risk Assessment and Management
- Financial Economics
- Planning and Analysis of Financial Processes

Corporate Finance Specialisation

- Advanced Corporate Finance
- Multiple Variable Statistical Modelling
- Risk Assessment and Management
- Financial Economics
- Planning and Analysis of Financial Processes

e) Accounting Programme

Controlling and Audit Specialisation

- Establishment and Operation of Controlling Systems
- IFRS
- Compilation and Analysis of Consolidated Report
- Advanced Corporate Finance

Managerial Accounting Specialisation

- Analyses of Financial Statements
- IFRS
- Compilation and Analysis of Consolidated Report
- Advanced Corporate Finance

f) Tourism Management Programme

Health Tourism and Regional Development Specialisation

- Managerial Accounting
- International Hotel Management
- The System of Health Tourism
- Thermal Bath and Hotel Management
- Health Tourism Marketing

F&B Management Specialisation

- Managerial Accounting
- International Hotel Management
- F&B Management and Development of Enterprises (the average of two semesters)
- Economic Analysis in Catering
- Nutrition Science (the average of two semesters)

g) Development of Enterprises Programme

- Strategic Management and Planning
- Innovation Management
- Financing of Small and Medium-sized Enterprises
- Organisational Communication
- Human Resource Management

IV. CHAPTER V: THE ORDER OF ESTABLISHING AND FULFILLING PAYMENT OBLIGATIONS IMPOSED ON STUDENTS, THE ORDER OF ALLOCATION OF THE STUDENT BENEFITS

(REGULATIONS ON STUDENT FEES AND BENEFITS)

FINANCING STATUS AND THE PERIOD OF FUNDING

Section 86 Financing status of the students

- (1) ⁴¹⁶ Based on the form of funding, students participating in higher education shall belong to any of the following categories:
- a) a student financed by a Hungarian state scholarship,
 - b) students funded through partial Hungarian state scholarships,
 - c) self-funded students.
- (2) ⁴¹⁷ In accordance with the programme costs determined by law, the state shall cover the full cost of the programmes pursued by students funded through full Hungarian state scholarships and half of the cost of the programmes pursued by students funded through partial Hungarian state scholarships, whereas the costs of self-funded programmes shall be covered by the students. The repayment obligations determined by the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships in respect of programmes funded through full or partial Hungarian state scholarships shall constitute public debt the enforcement of which is subject to the same rules as those applicable to taxes. A full or partial Hungarian state scholarship may be granted to any student participating in any cycle of higher education or in any tertiary vocational or postgraduate specialisation programme, irrespective of the mode of study.
- (3) ⁴¹⁸ If the period of funding available to the student pursuant to Section 87 has been exhausted, higher education studies may be continued only in a self-funded form.
- (4) The financing status of students who commenced their studies prior to 1 September 2012 may be:
- a) state financed,
 - b) fee-paying.

Section 87 Period of funding

- (1) ⁴¹⁹ A person may participate in tertiary programmes funded through full or partial Hungarian state scholarships, including tertiary vocational, bachelor and master programmes, for a total period of twelve semesters (hereinafter: 'period of funding'). For students participating in single-cycle long programmes the duration of which exceeds ten semesters according to the programme requirements, the period of funding shall not exceed fourteen semesters.
- (2) ⁴²⁰ In cases where a student participates in a teacher training programme, specialised teacher training programme commenced simultaneously with a master programme or a single-cycle long programme other than a teacher training programme or following a single-cycle long

⁴¹⁶ Section 46 (1) of the Higher Education Act

⁴¹⁷ Section 46 (3) of the Higher Education Act

⁴¹⁸ Section 47 (8) of the Higher Education Act

⁴¹⁹ Section 47 (1) of the Higher Education Act

⁴²⁰ Section 47 (1a) of the Higher Education Act

programme other than a teacher training programme or in a teacher training programme only available as a second master programme leading to a teacher qualification following a master programme other than a teacher training programme in the same professional field, as defined in the relevant decree of the Government, the period of funding determined in paragraph (1) may be two semesters longer.⁴²¹

- (3) ⁴²² The period of funding available for obtaining the diploma in a programme specified in paragraph (1) may be up to two semesters - with the application of paragraph (4), up to six semesters - longer than the duration of the corresponding programme. The period of funding provided for a given programme shall include all earlier periods during which funding was received for the same programme. Students who are unable to obtain the given degree (diploma) during the period of funding thus determined shall complete the remaining part of the programme in self-funded form even if the period of funding available pursuant to paragraph (1) has not been exhausted.⁴²³
- (4) ⁴²⁴ The SNSC may extend the period of funding determined in paragraph (1) for students with disabilities by up to four semesters based on the request of the student pursuant to Section 21 (7) e) of the Regulations. This benefit may also be obtained for acquiring a number of degrees (diplomas), provided that having regard to this paragraph the period of funding applied may not exceed four semesters.
- (5) ⁴²⁵ Every semester the student registers in shall qualify as a period of funding used by the student.
- (6) ⁴²⁶ The period of funding shall not include
- a) semesters commenced but could not be completed because of illness, childbirth or for any other reason which is not imputable to the student,
 - b) semesters funded but could not be completed because the higher education institution was dissolved without allowing students to complete their studies, provided that the student concerned was unable to complete his or her studies at another higher education institution,
 - c) semesters completed at the dissolved higher education institution but were not recognised by the higher education institution where studies were continued,
 - d) semesters completed by students holding statuses defined in points a) and b) of Section 21/A(1) of Act CXXXII of 2011 on the National University of Public Service and on public administration, law enforcement and military higher education and participating in programmes delivered the National University of Public Service.
- (7) ⁴²⁷ Holding a degree and a professional qualification awarded for the completion of a tertiary programme shall not constitute a reason for exclusion from participation in programmes funded through full or partial Hungarian state scholarships, but in cases where a student studying in any cycle of higher education simultaneously participates in a programme funded through a full or partial Hungarian state scholarship and another (parallel) programme in the same cycle, the available period of funding shall be reduced in each semester by a number of

⁴²¹ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

⁴²² Section 47 (3) of the Higher Education Act

⁴²³ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁴²⁴ Section 47 (4) of the Higher Education Act

⁴²⁵ Section 47 (5) of the Higher Education Act

⁴²⁶ Section 47 (6) of the Higher Education Act

⁴²⁷ Section 47 (7) of the Higher Education Act

semesters corresponding to the number of parallel programmes funded through full or partial Hungarian state scholarships.

- (8) In the case of students who established a student status prior to 1 September 2012, the duration of the period of funding and the time available for a self-funded training should be recorded as one semester, if the student - having regard to the further (parallel) student status of the first training course that they have started at the latest in the third semester
- a) has a simultaneous student status with several higher education institutions, or
 - b) is simultaneously preparing to acquire more than one professional qualification or certification at the same higher educational institution.

Section 88 Procedure for reclassification

- (1) ⁴²⁸ Based on the form of funding, students shall be classified as either students funded through full or partial Hungarian state scholarships or self-funding students.
- (2) ⁴²⁹ In each academic year, the University shall reclassify students participating in programmes funded through full or partial Hungarian state scholarships as self-funding students in cases where a student failed to collect at least eighteen credits on average, or to achieve the average academic performance level defined in paragraph (11) in the last two semesters that student status was not terminated and the student did not pursue studies abroad, as defined in Section 81 (3) and (4) of the Higher Education Act, and in cases where a student has withdrawn their declaration.
- (3) ⁴³⁰ In the case of students admitted to programmes funded through full or partial Hungarian state scholarships, if student status is terminated before the completion of the programme, or studies are continued in self-funded form for any reason, the vacancy thus caused may be filled by a self-funding student participating in the same programme at the higher education institution, where such application exists. The higher education institution shall decide on reclassification based on the academic performance of the self-funding student applying for reclassification as a student participating in a programme funded through a full or partial Hungarian state scholarship.
- (4) ⁴³¹ A student admitted to a programme funded through a full Hungarian state scholarship may also be replaced through the reclassification of a student participating in a programme funded through a partial Hungarian state scholarship, as set out in paragraph (3).
- (5) ⁴³² To determine the number of students who can be reclassified in the following training period, the DE must determine, based on the academic performance of the students, that in given the academic year, on the given programme
- a) how many partial Hungarian state scholarship and how many state-funded students have had their student status terminated prior to obtaining a final certificate,
 - b) how many partial Hungarian state scholarship and how many state-funded students are to be reclassified as self-financed or self-funded courses,
 - c) how many students have already utilised the period of funding available for their programme in the previous closed semester pursuant to Section 87 (3) of the Regulations.

⁴²⁸ Section 48 (1) of the Higher Education Act

⁴²⁹ Section 48 (2) of the Higher Education Act

⁴³⁰ Section 48 (3) of the Higher Education Act

⁴³¹ Section 48 (4) of the Higher Education Act

⁴³² Section 61 (2) of the Implementation Decree

- (6) ⁴³³ During the reclassification decision for the given year, students who studied at most for one academic term or students who were unable to complete their semester due to the provisions of Section 87 (6) of the Regulations should not be taken into consideration.
- (7) ⁴³⁴ Self-financed students may only request to be reclassified as Hungarian state scholarship students, while the self-funded students may be reclassified only to state-funded programmes.
- (8) ⁴³⁵ Following reclassification to a Hungarian state scholarship, the student shall submit a declaration on the acceptance of the conditions of the scholarship in a separate document when registering for the semester following the reclassification. The declaration shall be attached to the master sheet.
- (9) ⁴³⁶ If the student who has been accepted or requested reclassification does not accept the conditions of the full or partial Hungarian state scholarship, they must be offered the option to participate on the self-financed programme of the same training.
- (10) ⁴³⁷ The reclassification decision adopted pursuant to paragraph (2) must be adopted one in every academic year by the 31 July. If the credit for a given semester is completed after 31 July, and the institution still has Hungarian state scholarship places available, then the reclassification decision must be reviewed and amended as necessary.
- (11) ⁴³⁸ Those students who commenced their studies in the 2016/2017 academic year and did not reach the weighted grade average indicated according to the field of study in the below table must be reclassified.

Training area	Weighted grade average expected for state scholarship				
	From 1 September 2016	From 1 September 2017	From 1 September 2018	From 1 September 2019	From 1 September 2020
humanities	2.5	2.75	3.0	3.25	3.5
economics	2.25	2.5	2.75	3.0	3.0
informatics	2.25	2.5	2.75	3.0	3.0
teacher training	2.5	2.75	3.0	3.25	3.5
social science	2.5	2.75	3.0	3.25	3.5

- (12) ⁴³⁹ In each academic year, the DE shall reclassify students commencing programmes funded through Hungarian state scholarships in the academic year 2016/2017 as self-funding students in cases where a student failed to collect at least fifty percent of the credits prescribed in the recommended curriculum, i.e. 30 credits, or to achieve the average academic performance

⁴³³ Section 61 (3) of the Implementation Decree

⁴³⁴ Section 61 (4) of the Implementation Decree

⁴³⁵ Section 61 (6) of the Implementation Decree

⁴³⁶ Section 61 (7) of the Implementation Decree

⁴³⁷ Section 61 (8) of the Implementation Decree

⁴³⁸ Section 61 (9) of the Implementation Decree

⁴³⁹ Section 116 (8) of the Higher Education Act

level recommended in the rules for organisation and operation of the higher education institution, in the last two semesters that student status was not terminated, and in cases where a student has withdrawn their declaration.

- (13) The student who withdraws their declaration on the acceptance of the conditions of the state-funded programme and does not wish to continue their studies with a state scholarship may submit their notification prior to the closing of the previous semester, in a signed letter addressed to the DE.
- (14) The DE must inform students who, based on the data of the Higher Education Information System (hereinafter: HEIS), cannot continue their training in a state-funded form, via an electronic mail message. If the student disputes the data of HEIS, they must turn to the Educational Authority regarding the modification thereof. The University is responsible only for the information it provides. The University performs reclassification based on the up-to-date HEIS data.
- (15) From self-financed students requesting to be transferred to programmes funded fully or partially with Hungarian state scholarships those students may be accepted for any vacant position funded fully or partially with Hungarian state scholarship who, as the average of the last two semesters in which their student status was not suspended, obtained at least 18 credits and whose weighted grade average reached the weighted grade average stated in Paragraph (11) and is at the front of the ranking order of the students established on the basis of the cumulative adjusted credit index.
- (16) The DE must conclude the academic semester by 15 July at the latest based on the provision of paragraph (10) pursuant to the data of the SS. Reclassification shall be carried out based on the status as of 15 July. The decision on the reclassification is adopted by the dean of the faculty by 31 July at the latest.
- (17) Students who were not reclassified continued their studies in the same type of training (financing) in the subsequent academic year as in the previous academic year.
- (18) For the purposes of reclassification, credits obtained mean the credits associated to subjects completed during the recognised semesters.⁴⁴⁰

FINANCING AVAILABLE TO STUDENTS

Section 89 Student financing, appropriations and their allocation

- (1) ⁴⁴¹ The University may use the resources available for student benefits under the following titles:
 - a) performance-based scholarships, which may be
 - aa) study scholarship,
 - ab) national higher education scholarship,
 - ac) Occupational, scientific and public scholarship;
 - b) the payment of a social-funded scholarship, which may be
 - ba) regular social scholarship,
 - bb) extraordinary social scholarship,
 - bc) the institutional part of the Bursa Hungarica Higher Education Municipal Scholarship,

⁴⁴⁰ Enacted by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

⁴⁴¹ Section 85/C of the Higher Education Act

- bd) ministerial scholarship of foreign students,
- be) basic financing,
- bf) internship participation financing;
- c) PhD graduate scholarship,
- d) other scholarships defined in its rules and regulations and for the granting of scholarships for students participating in programmes funded fully or partially through Hungarian state scholarships, in particular disadvantaged students and athletes,
- e) to finance institutional operating costs, which may be
 - ea) financing for writing textbooks, procurement of electronic textbooks, subject materials and other electronic instruments for studying, as well as the procurement of instruments assisting disabled students in their studies;
 - eb) support of cultural activities and sports activities,
 - ec) operation and maintenance of the dormitory,
 - ed) rent of dormitory places, dormitory reconstruction,
 - ee) supporting the operation of student and doctoral authorities,
 - ef) supporting the operation of student counselling organisations.
- (2) ⁴⁴² Within the University study scholarships and regular grants provided on the basis of social needs shall be determined in the same proportions for students funded through full Hungarian state scholarships and for students funded through partial Hungarian state scholarships.
- (3) ⁴⁴³ During the period of funding, state-funded students shall be eligible for the student benefit provided for under this subheading to the same extent, in the same manner and under the same conditions as students funded through Hungarian state scholarships.
- (4) ⁴⁴⁴ Students who are eligible, pursuant to the applicable government decree, for the performance-based scholarships or the grants based on social needs set out in paragraph (1) subpoints a) and b), excluding the scholarships specified in subpoint ac) of point a) as well as subpoint bd) of point b) of paragraph (1) shall not receive such allowances for a period that is longer than the period of funding defined in Section 87.
- (5) The student's annual support is determined in Section 114/D of the Higher Education Act .⁴⁴⁵
- (6) ⁴⁴⁶ Of the funding provided for students taking part in higher education vocational training bachelor programmes, single-cycle and master programmes falling within the scope of the Grants Decree
 - a) at least 20% of the student's normative,
 - b) the standard rate of housing allowance laid down in institutional capacity, but not less than 30%, and
 - c) 56% of textbook, subscription subsidy, sports and cultural norms may be used for the benefits defined in Paragraph (1)ba)-bb) and be)-bf).
- (7) ⁴⁴⁷ 24% of the textbook, subsidy, sports and cultural subsidy allocated to the institution for students taking part in higher education vocational training, a bachelor programme, single-cycle and master programme falling within the scope of the Grants Decree shall be used

⁴⁴² Section 85/E (1) of the Higher Education Act

⁴⁴³ Section 85/E (2) of the Higher Education Act

⁴⁴⁴ Section 85/E (3) of the Higher Education Act

⁴⁴⁵ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁴⁴⁶ Section 8 (2) of the Grants Decree

⁴⁴⁷ Section 9 (1) of the Grants Decree

- in compliance with Paragraph (1) ea).
- (8) ⁴⁴⁸ 20% of the textbook, subsidy, sports and cultural subsidy allocated to the institution for students falling within the scope of the Grants Decree shall be used in compliance with Paragraph (1) eb).
- (9) ⁴⁴⁹ The amount of the national higher education scholarship allocated to the institution for students falling within the scope of the Grants Decree shall be used pursuant to Paragraph (1) ab).
- (10) ⁴⁵⁰ The institutional amount of the dormitory allowance should be used pursuant to paragraph (1) clause ec).
- (11) ⁴⁵¹ the amount of housing subsidy allocated to institution for students falling within the scope of the Grants Decree but established within the competence of the institution, or at least 70% thereof, shall be used pursuant to Paragraph (1) ed).
- (12) ⁴⁵² At least 1% of the amount of the student grants allocated to the institution for students falling within the scope of the Grants Decree shall be used pursuant to Paragraph (1) ee).
- (13) ⁴⁵³ Under the titles referred to in paragraph (1) a)-d) any grant may be made available to eligible students only as a financial grant.
- (14) ⁴⁵⁴ The scholarship amounts defined in paragraph (1) a), ba), bc)-bf) and c)-d) must be paid to the students on a monthly basis, unless otherwise specified in the Grants Decree. The University, with the exception of the first month of the academic semester, is obligated to arrange for the transfer of such benefits to the account-keeping credit institution no later than by the 10th day of the reference month.
- (15) ⁴⁵⁵ (1) Students who are enrolled in a state-funded full-time bachelor programme, single-cycle programme, master programme or a higher education vocational programme may receive funding under the titles specified in paragraph (1) aa) and be). Students who are enrolled in a bachelor programme, single-cycle programme or a master programme may receive funding under the title specified in paragraph (1) ab). Students who are enrolled in a full-time bachelor programme, single-cycle programme, master programme, higher education vocational programme or a doctoral training may receive funding under the title specified in paragraph (1) ac). Students who are eligible to receive social benefits may receive funding under the titles specified in paragraph (1) ba)-bb). Students who are enrolled in a full-time bachelor programme, master programme, single-cycle programme or an advanced-level or higher education vocational programme may receive funding under the title specified in paragraph (1) bc). Students who are enrolled in a state-funded full-time bachelor programme, single-cycle programme or a master programme and students participating in guest studies may receive funding under the title specified in Paragraph (1) bd) . Students who are enrolled in a state-funded bachelor programme, single-cycle programme or a master programme may receive funding under the title specified in paragraph (1) bf). Students who are enrolled in a state-funded full-time doctoral training may receive funding under the title specified in paragraph (1) c).⁴⁵⁶

⁴⁴⁸ Section 9 (2) of the Grants Decree

⁴⁴⁹ Section 9 (3) of the Grants Decree

⁴⁵⁰ Section 9 (4) of the Grants Decree

⁴⁵¹ Section 9 (5) of the Grants Decree

⁴⁵² Section 9 (6) of the Grants Decree

⁴⁵³ Section 10 (1) of the Grants Decree

⁴⁵⁴ Section 10 (2) of the Grants Decree

⁴⁵⁵ Section 10 (3) of the Grants Decree

⁴⁵⁶ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

- (16) ⁴⁵⁷ Occupational, scientific and public scholarships are non-compulsory benefits for a student who performs activities beyond the curricular requirements, paid for a specified period of time, on a monthly or one-time basis according to the rules of procedure and the principles established in the Rules and Regulations.
- (17) ⁴⁵⁸ The amount available to support the production of notes may be used by the higher education institution for the production of notes, for assistance with their provision to students, and to aid the acquisition of tools to help students with disabilities. The use of the support is assessed in advance by the student union, and the rector informs the student union, based on the accounts of the deans, about its use annually.
- (18) ⁴⁵⁹ The SFBC adopts a decision regarding the support for cultural and sport activities following a consultation with the student union on whether
- a) cultural activities include especially the cultural activities, events, career consultation, lifestyle and study consultations as well as mental hygiene lifestyle consultations organised for the students by the University;
 - b) sports activities include, in particular, activities organized and provided for students in the field of physical education, sports, racing, healthy lifestyles and lifestyle counselling within the framework of higher education.
- (19) ⁴⁶⁰ The student may only receive support from the higher educational institution simultaneously with the support titles defined in paragraph (1) b) and c). If the student is also in a student relationship with several higher education institutions at the same time, he/she is eligible for such support in the higher education institution with which he has first established state-sponsored student status.
- Pursuant to the provisions of Section 103 (9) of the Higher Education Act jointly announced programmes funded through Hungarian state (partial) scholarship the student may receive such grants by the institution announcing the programme and issuing the diploma. The student may only be granted support under the title specified in paragraph (1) ab) at one institution at a time. If several institutions make a proposal for the recognition of the same individual, then the student receives the benefit specified in paragraph (1) ab) from the institution with which they first established their student status.
- (20) ⁴⁶¹ In the case of additional (parallel) student statuses, the academic scholarship specified in paragraph (1) aa) may also be applied for based on the students study results achieved in the first and further bachelor programme or master programme.
- (21) ⁴⁶² The titles and conditions of the funding available to students must be defined in advance for the period of one academic year and must be published on the University's website.⁴⁶³
- (22) ⁴⁶⁴ The benefit defined in paragraph (1) (b) may be awarded based on a student request.
- (23) The University may award further scholarships through application from the resources provided by their contracting partners or their own revenues, in accordance with the provisions set out in this Regulation.

⁴⁵⁷ Section 10 (4) of the Grants Decree

⁴⁵⁸ Section 10 (5) of the Grants Decree

⁴⁵⁹ Section 10 (6) of the Grants Decree

⁴⁶⁰ Section 10 (7) of the Grants Decree

⁴⁶¹ Section 10 (8) of the Grants Decree

⁴⁶² Section 11 (1) of the Grants Decree

⁴⁶³ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁴⁶⁴ Section 11 (3) of the Grants Decree

- (24) Based on the actual number of students with disabilities, the given higher educational institution is eligible to receive an additional normative subsidy. The additional normative subsidy may be used to finance the execution of tasks that are necessary to improve the conditions that meet the specific needs of people with disabilities. The SNSC makes the decision regarding use.

Section 90 Study scholarship

- (1) ⁴⁶⁵ The study scholarship may be granted for one academic semester. No more than 50% of the students studying on state-funded full-time programmes of the university may receive study scholarships, while the monthly study scholarship of each student must be at least 5% of the per capita student scholarship.
- (2) ⁴⁶⁶ When awarding study scholarships, determining the scope and number of recipients, it is necessary to ensure that the results obtained on the basis of the same or similar study obligation are comparable and that the scholarships thus established are equal.
- (3) ⁴⁶⁷ Students enrolling for the first time at the University cannot receive a study scholarship in the first academic term after their enrolment.
- (4) At least 50% per faculty of the per capita student grant should be used on study scholarships. The rate of participation from the normative is determined by the SFBC for the given academic year.
- (5) The scholarship calculation is based on the adjusted credit index of the last active semester.
- (6) The scholarship index can only include the subjects completed in the given semester. Subjects that have already been completed and credited during a credit acknowledgement procedure cannot be taken into account when determining the scholarship index for that semester.
- (7) The lower limit of the scholarship index required to establish the scholarship and the minimum amount of the monthly scholarship, taking into account the minimum amount stipulated by the law, is determined every six months by the SFBC based on the proposal of the faculty's SWCs.
- (8) In the case of students transferred from other higher educational institutions or trainings, the study scholarship shall be determined based on the academic result of their last active semester prior to the transfer in accordance with the conditions of the Regulations.
- (9) No application has to be submitted in order to receive study scholarship. Study scholarship shall be granted to all students who are eligible to scholarship under Section **Hiba! A hivatkozási forrás nem található.Hiba! A hivatkozási forrás nem található.Hiba! A hivatkozási forrás nem található.** and whose adjusted credit index for the last active semester reaches the minimum credit index required for the scholarship, as determined by the decision of the SFBC.⁴⁶⁸

Section 91 National higher education scholarship

- (1) ⁴⁶⁹ The national higher education scholarship can be awarded for a full academic year (10

⁴⁶⁵ Section 13 (1) of the Grants Decree

⁴⁶⁶ Section 13 (2) of the Grants Decree

⁴⁶⁷ Section 13 (3) of the Grants Decree

⁴⁶⁸ Enacted by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁴⁶⁹ Section 24 (1) of the Grants Decree

- months). The monthly amount of the national higher education scholarship is equal to one tenth of the amount set out in the budget act on this point.
- (2) ⁴⁷⁰ The number of students eligible for national higher education scholarships is 0.8% of the number of students participating in a state-funded full-time bachelor programme, master programme or single-cycle programme as per statistical data of 15 October of the previous year, but at least one person per institution.⁴⁷¹
 - (3) ⁴⁷² A national higher education scholarship may be awarded to a student attending a bachelor, master or single-cycle programme, who has been registered for at least two semesters during their given or previous studies and has obtained at least 55 credits.⁴⁷³
 - (4) National higher education scholarships may be awarded to students with an active student status participating in a bachelor or master programme, who, in addition to fulfilling the conditions set out in paragraph (3),
 - a) has proportionally fulfilled at least 90% of the credits specified in the model curriculum of the programme during their studies, and
 - b) achieved a credit index of at least 4.00 in the previous two closed active semesters based on the average of the two semesters, and during the two semesters referred to, has carried out scientific or other professional work (e.g. ASL, college for advanced studies, publication, etc.).
 - (5) ⁴⁷⁴ A national higher education scholarships may be awarded through application. The call for applications must be published on the University's website 30 days before the application deadline, also including the applicable evaluation criteria. The students submit the applications in accordance with the requirements of the call for applications. The submission of an application is subject to participation in a full-time program at the time of the submission. On the basis of the applications, the University makes a proposal to the minister responsible for education for the awarding of the national higher education scholarship by 1 August, separately for students participating in bachelor, master or single-cycle programmes.⁴⁷⁵
 - (6) The applications for a national higher education scholarship shall be submitted in accordance with the requirements of the call for applications published by the University.
 - (7) The applications shall be ranked according to the specifications of the call for applications.
 - (8) The applications ranked at the faculty are forwarded by the dean of the faculty to the head of the DE who prepares the recommendation for the summarised ranking.
 - (9) The institutional ranking is approved by the deputy rector for education, in their competence delegated by the Senate, after which they shall put it forward to the minister responsible for education pursuant to the provisions of paragraph (5).
 - (10) ⁴⁷⁶ In the case of a refused student applying for a national higher education scholarship, it is found in the context of a review procedure that the student is worthy of the national higher education scholarship, and would be eligible based on the conditions in the institutional

⁴⁷⁰ Section 24 (2) of the Grants Decree

⁴⁷¹ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁴⁷² Section 24 (3) of the Grants Decree

⁴⁷³ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁴⁷⁴ Section 24 (4) of the Grants Decree

⁴⁷⁵ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁴⁷⁶ Section 24 (7) of the Grants Decree

proposal, as specified in this paragraph, and the number of institutional posts allotted, but they did not receive it due to an institutional procedural defect, the minister responsible for education is entitled to grant a national higher education scholarship to the student based on the proposal of the institution. In such cases, however, the student cannot be taken into account when defining the national higher education scholarships. The institution must pay the scholarship to the student from student appropriation or their own revenues.⁴⁷⁷

- (11) ⁴⁷⁸ The national higher education scholarship awarded for a given academic year may only be awarded in the given academic year.
- (12) ⁴⁷⁹ If the student status of the student is terminated or interrupted due to any reason, the national higher education scholarship can no longer be disbursed to them.⁴⁸⁰
- (13) ⁴⁸¹ A student who has obtained a national higher education scholarship cannot be excluded from the scholarship grant.

Section 92 Occupational, scientific and public life scholarship

- (1) ⁴⁸² Occupational, scientific and public scholarships are non-compulsory benefits for a student who performs activities beyond the curricular requirements, paid for a specified period of time, on a monthly or one-time basis according to the rules of procedure and the principles set out in this paragraph .
- (2) A minimum of 5% and a maximum of 12% of the per capita student grant may be used for occupational, scientific and public scholarships. When determining the internal breakdown of the budget, the share of the following titles should be defined:
 - a) occupational or scientific scholarship,
 - b) public life scholarship.
- (3) The size of the share in professional scientific and public life scholarship normative grants and the internal allocation of the limit according to the titles of Paragraph (2) a) and b) for a particular semester are established by the SFBC in a manner that the public life grant limit should equal at least 5% of the normative student grants.
- (4) The institutional budget of the title defined in paragraph (2) a) is received in proportion to the number of eligible students. The funding related to paragraph (2) b) constituted an University-level⁴⁸³ budget.
- (5) The institution may supplement the budget of the occupational, scientific and public life scholarship amount determined based on the per capita student grant from its own revenues.
- (6) Occupational and scientific scholarships can be awarded to a student who strives to achieve outstanding results in addition to the curriculum requirements, for example through participation in professional competitions or scientific conferences. Occupational and scientific scholarships may be awarded retrospectively if the student has not yet received a scholarship

⁴⁷⁷ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁴⁷⁸ Section 24 (5) of the Grants Decree

⁴⁷⁹ Section 24 (6) of the Grants Decree

⁴⁸⁰ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁴⁸¹ Section 24 (8) of the Grants Decree

⁴⁸² Section 10 (4) of the Grants Decree

⁴⁸³ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

for a specific occupational or scientific work on which the application is based. The detailed conditions and the evaluation criteria are set out in the faculty's or University's call for applications. Applications must be submitted to the SFBC. The applications are ranked by the SWC, after which it submits a recommendation (with the indication of the term and amount) to the SFBC on the awarding of the scholarship. One-time scholarship can be granted to students appointed based on the proposal of the chair of ASL, with reference to their results at ASL conferences. The awarding of the scholarship is decided by the SFBC.⁴⁸⁴

- (7) A public life scholarship may be awarded to a student who engages in public activities beyond their curriculum requirements for the benefit of their fellow students in one of the following areas:
 - a) student advocacy,
 - b) study support,
 - c) aiding integration,
 - d) organisation of recreational programmes relating to the University.
- (8) For the activities specified in paragraph (7) above, all students who qualify for the public life scholarship in accordance with Section 89 (15) of the Regulations shall be entitled to benefits. An application for a non-permanent public life scholarship must include a detailed description of the activity providing the grounds for eligibility. The application for a public life scholarship must be submitted to the chairperson of the SU (university or faculty) organisation in accordance with the call.
- (9) Applications relating to the activity specified in paragraph (7) above shall be evaluated according to the procedure set out in the Articles of Association of the SU. Based on the evaluated applications, the Delegates of the SU propose the scholarships amounts. The SFBC decides on the awarding of the scholarship with restriction that the SFBC cannot modify the scholarship proposal: it shall accept it without modification or refuse it in the case of a violation of the law regarding the awarding of scholarships or a policy violation. Rejection must be justified by the SFBC.
- (10) The monthly amount or average monthly amount of the public life scholarship may be equal to the amount of the annual per capita student grant stipulated in Section 114/D. (1) a) of the Higher Education Act. During the academic year, in both the autumn and the spring semesters a payout of six months may be calculate.⁴⁸⁵
- (11) Among the students who have received a scholarship for an activity specified in paragraph (7) above, the SU officers must prepare a monthly report on work performed, which must be published on the SU website. Disclosure of the report is a condition for the payment of the scholarship. The SU president shall make a statement concerning the fulfilment of the reporting obligation.⁴⁸⁶
- (12) The list of students who have obtained a public life scholarship, as well as the purpose and amount of the scholarship must be made public. The student acknowledges this fact when submitting a public life scholarship application. The SFBC will provide for the disclosure of the list of public life scholarships on its website⁴⁸⁷.

⁴⁸⁴ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

⁴⁸⁵ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

⁴⁸⁶ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁴⁸⁷ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

Section 93 Means based benefits

- (1) ⁴⁸⁸ During the evaluation of the social position of the student, the following aspects must be taken into account:
 - a) the number and income status of living or having their registered place of residence or residence in the real estate of the student's estate;
 - b) the distance between the training facility and the student's home, and the travelling time and expenses,
 - c) the expenses of a joint household if, during their studies, a student lives therein in accordance with the provisions of Act LXXX of 1997 on the Eligibility for Social Security Benefits and Private Pensions and the Funding for These Services (hereinafter: SSB Act.),
 - d) the amount spent by the disabled student on the procurement and maintenance of special instruments, on his special travelling needs and the use of a personal assistant and sign language interpreter,
 - e) regular health expenses incurred based on the health condition of the student or a close relative sharing the same household with him,
 - f) number of dependants sharing the same household with the student, especially the number of other dependent children,
 - g) the expenses of the care of the student's relative requiring care.
- (2) ⁴⁸⁹ For income calculation, the average of the last three months must be used for regular monthly income, and one tenth of the last year for any other income. Upon the student's request, any proved future income changes must also be taken into account.
- (3) ⁴⁹⁰ With the exception of applications for extraordinary social grants, the SSC assesses the social situation of each student once in a semester, at institutional level, in the case of students who submit an application for grants available on means tested basis and then the decision-maker uses those results for assessing requests for social scholarship, dormitory admission and any other means tested grant.⁴⁹¹
- (4) ⁴⁹² The regular social scholarship is a benefit disbursed monthly for one academic term based on the student's social position.
- (5) ⁴⁹³ The monthly amount of the regular social grant cannot be lower than 20% of the annual per capita student grant if the student is eligible for it and if they need it
 - a) based on their disability or health condition, or
 - b) multiply disadvantageous situation, or
 - c) if they are a family provider, or
 - d) have a large family, or
 - e) they are an orphan.
- (6) ⁴⁹⁴ The monthly amount of the regular social grant cannot be lower than 10% of the annual per capita student grant if the student is eligible for it and if they need it
 - a) disadvantaged, or

⁴⁸⁸ Section 21 (1) of the Grants Decree

⁴⁸⁹ Section 21 (2) of the Grants Decree

⁴⁹⁰ Section 21 (4) of the Grants Decree

⁴⁹¹ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

⁴⁹² Section 16 (1) of the Grants Decree

⁴⁹³ Section 16 (2) of the Grants Decree

⁴⁹⁴ Section 16 (3) of the Grants Decree

- b) their guardianship has ceased due to their age, or
 - c) they are a semi-orphan.
- (7) ⁴⁹⁵ The monthly amount of the regular social scholarship may not be lower than 10% of the annual per capita student grant if the student is awarded a ministerial scholarship, not awarded for part-time training, established for the funding of the Hungarian studies of foreign nationals.
- (8) ⁴⁹⁶ An extraordinary social scholarship is a one-off benefit provided for the easing of the student's social situation in the event of its unexpected deterioration.
- (9) ⁴⁹⁷ An extraordinary social scholarship may be awarded to the student's application. The received student applications must be evaluated and decided upon at least once a month. Payments must be arranged within eight working days from the date of the decision.
- (10) Regular and extraordinary social scholarships may be awarded via submission of an application. Submitted incomplete applications are invalid, supplementation is not possible. Data and circumstances indicated in the application may be checked by the SSC. If the application contains inaccurate data and this may or may have a material impact on the evaluation, the applicant must repay the funding received, and disciplinary action may be initiated against the student.^{498 499}
- (11) Extraordinary social scholarships may be awarded in particular in the following cases:
- a) if the student has married within the six months preceding their application,
 - b) if the student has had a child within the six months preceding their application,
 - c) if the student's custodian or a sibling of the dependent has passed away within the six months preceding their application,
 - d) in other specially justified cases involving the unexpected deterioration of the student's social situation.
- (12) The budgets of the regular and extraordinary social scholarships are set by the SFBC every six months.
- (13) Based on the proposal of the SSC, the SFBC determines breakdown of the regular and extraordinary social scholarships, the rules regarding application and the detailed conditions for the approval of the application, including the scoring system and the documents to be enclosed.⁵⁰⁰

Section 94 Basic grants

- (1) ⁵⁰¹ When an individual establishing a student status for the first time for a state-funded full-time higher education vocational programme, bachelor programme or a single-cycle programme registers, they are eligible, upon request, for a basic funding equivalent to 50% of the per capita grant, provided that the student complies with the conditions set out in Section 93 (5)-(6).

⁴⁹⁵ Section 16 (4) of the Grants Decree

⁴⁹⁶ Section 17 (1) of the Grants Decree

⁴⁹⁷ Section 17 (2) of the Grants Decree

⁴⁹⁸ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁴⁹⁹ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

⁵⁰⁰ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

⁵⁰¹ Section 15 (1) of the Grants Decree

- (2) ⁵⁰² When an individual establishing a student status for the first time for a state-funded full-time master programme registers, they are eligible, upon request, for a basic funding equivalent to 75% of the per capita grant, provided that the student complies with the conditions set out in Section 93 (5)-(6).
- (3) Basic funding is paid out upon request. The request and eligibility documents may be submitted to the SSC by the student within the prescribed deadline. This deadline may not be later than the end of the third week of the study term of the enrolment semester. The rules regarding applications and the detailed conditions for approval of the support⁵⁰³ are determined by the SFBC, and the applications are processed by the SSC.⁵⁰⁴

Section 95 Internship scholarship

- (1) ⁵⁰⁵ The internship scholarship is a benefit available for students participating in an internship of no more than six months, for maximum of one academic semester as specified in the application.
- (2) ⁵⁰⁶ Students are eligible to receive an internship scholarships who perform their internship in a location other than the location of their training, and they do not receive dormitory accommodation, and the distance between the internship location and their place or residence is the equivalent to the distance specified in paragraph (4).
- (3) ⁵⁰⁷ The monthly amount of the scholarship during the term of any internship cannot be higher than 10% of the annual amount of the per capita student grant. Internship scholarships can be awarded on from the budget allocated to regular social scholarship based on the decision of the SFBC.
- (4) The requirement for an internship scholarship is that the distance between the place of work and the place of residence is at least 50 km. The distance shall be determined on the basis of official timetable information, taking into account the means of transport and the service, which allows the shortest possible travel time.
- (5) At the suggestion of the SWC, the SFBC determines the method of allocating the available budget for the scholarships for the duration of the internship, the rules regarding application and the detailed conditions for the approval of the application.
- (6) The student's application is evaluated by the SWC, and the indicated data and circumstances may be verified by the SWC.
- (7) Submitted incomplete applications are invalid. If the application contains inaccurate data and this may or may have a material impact on the evaluation, the applicant must repay the funding received, and disciplinary action may be initiated against the student.

Section 96 Bursa Hungarica Higher Education Self-Government Grant

⁵⁰² Section 15 (2) of the Grants Decree

⁵⁰³ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁵⁰⁴ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

⁵⁰⁵ Section 14/A (1) of the Grants Decree

⁵⁰⁶ Section 14/A (2) of the Grants Decree

⁵⁰⁷ Section 14/A (3) of the Grants Decree

- (1) ⁵⁰⁸ The Bursa Hungarica Higher Educational Municipal Scholarship (hereinafter: Bursa Hungarica Scholarship) is a financial social benefit which consists of the social scholarship (hereinafter: municipal scholarship) approved for the student by the local and county municipalities joining the particular annual round of the Bursa Hungarica Higher Educational Municipal Scholarship System (hereinafter: Scholarship System) and the social scholarship awarded to the student at the higher educational institution (hereinafter: municipal scholarship segment) pursuant to this Regulation, based on the municipal scholarship.
- (2) ⁵⁰⁹ Bursa Hungarica Scholarships may be given to students who have been funded by the local municipality of their permanent residence within the framework of the Scholarship System, and are participating in a full-time bachelor programme, master programme, single-cycle programme or an advanced-level or higher education vocational programme.
- (3) ⁵¹⁰ The source of the institutional part of the scholarship is the allocated resources indicated in the budget of the institutions.
- (4) ⁵¹¹ The local and county municipalities can join the Scholarship System annually. The minister responsible for education publishes the procedural order of accession each year in the official journal of the ministry.
- (5) ⁵¹² The highest amount of the monthly per capita institutional grant segment (hereinafter: limit) is published annually by the minister responsible for education in the official journal of the ministry.
- (6) ⁵¹³ The monthly amount of the institutional scholarship segment is identical with the local municipality scholarship segment, but it cannot be higher than the limit defined in paragraph (5).
- (7) ⁵¹⁴ Any scholarship approved in the framework of the Scholarship System may be evaluated only on the basis of the social position of the applicant, and the study achievements of the applicant cannot be taken into account when the scholarship is approved.
- (8) ⁵¹⁵ The institutional scholarship segment is independent of any other scholarship awarded in the higher education institution.
- (9) ⁵¹⁶ The institutional scholarship segment is awarded by the minister responsible for education.
- (10) ⁵¹⁷ The scholarship and student benefits are provided to the student by the University. It is the responsibility of the DE to assess eligibility prior to the performance of payment.
- (11) ⁵¹⁸ The disbursement of the institutional scholarship segment starts in March for students starting their higher education studies before the scholarship disbursement, in the same order as the other student benefits are disbursed. The payment of the municipal scholarship segment starts in March, or no later than at the time of the transfer of the first scholarships instalment to the higher educational institution, when all scholarships due are paid out, after which it is paid according to the scholarship payment procedure, together with the institutional scholarships segment.

⁵⁰⁸ Section 18 (1) of the Grants Decree

⁵⁰⁹ Section 18 (2) of the Grants Decree

⁵¹⁰ Section 18 (3) of the Grants Decree

⁵¹¹ Section 18 (4) of the Grants Decree

⁵¹² Section 18 (5) of the Grants Decree

⁵¹³ Section 18 (6) of the Grants Decree

⁵¹⁴ Section 18 (7) of the Grants Decree

⁵¹⁵ Section 18 (8) of the Grants Decree

⁵¹⁶ Section 19 (2) of the Grants Decree

⁵¹⁷ Section 19 (4) of the Grants Decree

⁵¹⁸ Section 19 (5) of the Grants Decree

- (12) ⁵¹⁹ If the student has started their studies initially in the first semester of the scholarship, the institutional scholarship will be paid in the same way as the payment of institutional student benefits from the month of October (in the case of cross-semester trainings from March). The municipal scholarships will be disbursed in October (in the case of cross-semester trainings in March), but no later than when the first scholarship payment to the higher education institution is paid, when the scholarships due up to that point are paid, after which it shall be paid according to the scholarships payment procedure together with the payment of the institutional scholarships segment.
- (13) ⁵²⁰ Scholarship disbursement is completely suspended during those months when the student's student status is suspended without any modification in the final deadline of disbursement.
- (14) ⁵²¹ If a student is not eligible to receive the scholarship, then the higher educational institution must return any municipal scholarship segment transferred but not yet disbursed to the student to the application processing organisation within 30 days.
- (15) ⁵²² The student receiving the scholarship must notify the DE and the application processing organisation in writing about any change affecting the disbursement of the scholarship and occurring during its disbursement period within the shortest possible time, but no later than within 15 days. The notification obligation must be fulfilled by the student within 5 working days when the following data is changed:
- a) the student's name, place of residence, electronic mailing address,
 - b) the name of the student's training, its schedule, the form of funding,
 - c) the postponement of studies.
- (16) ⁵²³ Any scholarship holder who does not fulfil their notification obligation may be excluded from the disbursement of the scholarship and the next annual round of the Scholarship System. The scholarship holder is obligated to repay the unauthorised scholarship to the paying higher education institution within 30 days. A scholarship holder who loses the right to scholarship disbursement because they do not fulfil their notification obligations, may not claim their scholarship after the closing of the semester (by 30 June or 31 January).
- (17) ⁵²⁴ Higher educational institutions are obligated to pay the scholarship on a monthly basis, together with the other benefits provided by them, through the same payment method. The municipal scholarship is only payable by the higher education institution if it has transferred the amount for its coverage from the application processing organisation to its own account.
- (18) ⁵²⁵ The institutional scholarship must be disbursed even if the local municipality scholarship segment is not available in the University's account.
- (19) ⁵²⁶ In the application of this Section the metropolitan municipality should be considered a county municipality and the metropolitan district municipality should be considered a local municipality.

Section 97 Secure Future scholarship

- (1) The purpose of the 'Secure future scholarship' funding is to provide financial support for the future studies of the University's talented, professionally committed students who have an

⁵¹⁹ Section 19 (6) of the Grants Decree

⁵²⁰ Section 19 (7) of the Grants Decree

⁵²¹ Section 19 (9) of the Grants Decree

⁵²² Section 19 (10) of the Grants Decree

⁵²³ Section 19 (11) of the Grants Decree

⁵²⁴ Section 20 (1) of the Grants Decree

⁵²⁵ Section 20 (2) of the Grants Decree

⁵²⁶ Section 20 (5) of the Grants Decree

outstanding academic history and who also participate in social work and are taking part in a self-financed bachelor programme. The scholarship is available through application, the source of which is the institution's own revenue.

- (2) A student is eligible for the scholarship if they are enrolled in a bachelor programme, self-financed programme or full-time training and are studying economics or social or human sciences and started their studies after September 2012. A condition for the submission of an application is an active student status and the proportionate completion of at least 90% of the credits specified in the model curriculum for the given programme. A student who has exceeded their educational period or has been re-accepted may not submit an application unless the student has been accepted to another programme and did not request the inclusion of their previously obtained credits from the University during the given semester.
- (3) The funding is granted to a student whose adjusted credit index of the previous semester reaches 3.5. With regard to a given faculty, the dean may set a higher minimum value on a case-by-case basis.
- (4) Eligible students can submit the application electronically twice a year, within 3 working days of the last working day of the examination period.⁵²⁷ The funding may be granted for one semester following the closed semester, the amount of which may be set at 100%, 50%, or 25% of the own costs of the programme. Depending on the available financial resources, the dean determines the number of students who can be awarded the scholarship based on the applications received.
- (5) Students may apply for a Safe future scholarship several times during their studies. The Safe future scholarship may not be applied for during the internship semester.
- (6) The evaluation criteria for the applications and the method of evaluation are set out in the call for applications.
- (7) The faculty evaluation committee will rank the applications received, with the consideration of which the dean shall make the decision on its awarding. Applicants are notified via the study system about the outcome of the decision, and the DE provides for the transfer of the awarded scholarship to the student within five working days.

Section 98 Corporate scholarship

- (1) The aim of corporate scholarships is to offer a financing alternative from a fund set aside by companies and available through an application procedure by targeting the students of the University with excellent study achievements, those who are successfully involved in additional activities (professional, cultural, sports etc.).
- (2) Applications for corporate scholarship are to be submitted once every semester, not later than the end of the study term.
- (3) The electronic submission of corporate scholarship applications shall take place not later than by the 10th workday following the last day of the examination period.
- (4) The publishing of corporate scholarships that can be applied for in the given semester shall be carried out within the competence of the faculty. Applications will be evaluated on the basis of the criteria published in the call for applications. The call for applications may also include aspects that are to be determined by the company providing funding.
- (5) The applications received will be ranked by the evaluating committee appointed by the dean. The awarding of the scholarship is decided by the dean.

⁵²⁷ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

Section 99 Magyar Nemzeti Bank 'Excellence Scholarship'

- (1) The Magyar Nemzeti Bank (National Bank of Hungary) (hereinafter: MNB) is actively involved in economic value creation based on its Social Responsibility Strategy, within the framework of which it supports the students of the University with the 'MNB excellence scholarship' programme.
- (2) Under the funding agreement concluded between the MNB and the University, students of the University who meet the conditions set out in the call for applications can apply for and receive scholarships.

Section 100 New National Excellence Scholarship

- (1) The scholarship awarded by the minister responsible for education aims to encourage the rejuvenation of scientific programmes.
- (2) Within the framework of the programme, students enrolled in a bachelor programme, master programme or a single-cycle programme who perform research activities in an outstanding manner are eligible to receive a 5 month or a 10 month scholarship according to the rules set out in the call for applications.
- (3) Detailed rules for submitting and evaluating the application are set out in the call for applications and the operational rules of the scholarship.

Section 101 Student mobility supporting scholarship of the Oriental Business Academic Centre

- (1) The general aim of the scholarship available through application is to contribute to the development of education, research, cultural and economic relations between Hungary and the countries of East Asia. Within this context, the application offers students the opportunity to study at the higher educational institutions of East Asian countries on university or collage programmes for one semester. Within the framework of this call, applications may be submitted for mobility in the following countries: People's Republic of China (areas of Hong Kong and Taiwan also), Singapore, South Korea, Japan, Malaysia, Indonesia, India, Thailand, Vietnam.
- (2) The students of the University with an active student status on a full-time or correspondence schedule are eligible to participate in the application. Student mobility covers one semester.
- (3) The scholarship can be used in the host country for accommodation, travel and living costs, as well as for the financing of any tuition fees.
- (4) The conditions for applying and those of the scholarship are set out in the call for applications.

Section 102 The Oriental Business Academic Centre's scholarship supporting the learning of oriental languages

- (1) The general purpose of the scholarship is to contribute to the training of experts (economists, international relations experts) who speak East Asian languages and are familiar with the culture and economy of East Asian countries and regions. In this context, the application will allow students of the University to apply for a scholarship supporting the learning of Oriental languages.
- (2) The conditions for applying and those of the scholarship are set out in the call for applications.

Section 103 Alumni scholarship

- (1) The purpose of a scholarship available through applications is to strengthen the personal commitment towards the University both among the previous and present students and to express the esteem towards students graduating in the institution.
- (2) An Alumni scholarship may be granted to any self-financed or cost reimbursement paying student who has an active status and conducts studies in any programme when at least one of the parents obtained a diploma in the legal predecessor institution of the University and is a registered alumni member. The scholarship rate is 10% of the fee-paying programme or self-financing fee of the enrolment semester, payable every six months. The scholarship can be paid for as many semesters as the official educational period of the given programme according to the curriculum. In the case of a change in the programme, schedule or programme language within the institution, the disbursement period shall be counted continuously.
- (3) The conditions for applying and those of the scholarship are set out in the call for applications. Throughout the term of the student status, the student is required to submit the application only once.⁵²⁸

Section 104 Mobility Supplementing Scholarship

- (1) The 'Mobility Supplementing Scholarship' (hereinafter: 'MOSUS') is published in two categories:
 - a) based on social needs,
 - b) based on academic results and excellence in the programme, the detailed conditions of which are set out in the call for applications.
- (2) The calls for applications shall be published by the DE. Simultaneously with the publication of the call for applications the evaluation criteria and method of evaluation shall be disclosed.
- (3) The amount of scholarship available annually (hereinafter: 'budget') is determined in the University's annual budget. The chancellor, with the consent of the dean of the faculty concerned, and based on the opinion of the faculty's SU president, may pay out 2% of the funding budget as an individual grant to remedy the social problem arising from student mobility.
- (4) Any student who has been awarded Erasmus study mobility may submit an application, irrespective of the student's form of funding or schedule. The student can apply for both categories within the same period.
- (5) The evaluation of the applications and the award of the MOSUS are done at university level.
- (6) The per capita level of MOSUS is determined based on the amount of funding available and the number of applications supported.

Section 105 Call for applications and the assessment protocol of scholarships for Hungarian citizens undergoing training in foreign higher education institutions in programmes recognised as compatible with Hungarian curricular standards

- (1) ⁵²⁹ A scholarship granting assistance to Hungarian citizens for studies at a foreign higher

⁵²⁸ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁵²⁹ Section 25 (1) of the Grants Decree

education institution recognised by the State may be obtained through public application.

- (2) ⁵³⁰ The application
- a) serves to assist the studies of Hungarian nationals
 - b) studying on a full or part-time programme abroad
- in state-recognised higher educational institutions in the native language of the particular nation, as defined in the bilateral international agreement with the given country.
- (3) ⁵³¹ The call for applications shall be published by the minister responsible for education, within the context of the Budget Act.
- (4) ⁵³² The application shall be evaluated on the basis of the relevant bilateral or multilateral international contracts and the academic performance of the applicants.
- (5) ⁵³³ The minister responsible for education shall adopt a decision in relation to the applications based on the principles set out in paragraph (4), shall notify the applicant, as well as the higher educational institution in the case of a student, including experts where appropriate.
- (6) ⁵³⁴ The call for applications should be published on the website of the Ministry and must be forwarded to all higher education institutions and to the national minority government of the concerned national and ethnic minority.⁵³⁵
- (7) ⁵³⁶ The deadline for submission of the applications may not be earlier than 30 days from the date of publication.

Section 106 Funding scheme for foreign students studying in Hungary

- (1) ⁵³⁷ The Minister for education awards a scholarship to students taking part in a training programme of a higher education institution recognised by the state pursuant to a bilateral international agreement. The approved grant is for ten or twelve months a year.
- (2) ⁵³⁸ The monthly amount of the ministerial scholarship equals 34% of the annual normative student grant defined in the Budget Act in the case of students taking part in other bachelor and master programmes, and one-twelfth of the annual normative student grant defined in the Budget Act in the case of students taking part in doctoral training.⁵³⁹
- (3) ⁵⁴⁰ The ministerial scholarship is paid out by the higher educational institution in a legal relationship with the student.
- (4) ⁵⁴¹ Non-Hungarian citizen students studying in Hungary on a state-funded bachelor programme or master programme are entitled to dormitory accommodation for 12 months, in accordance with the provisions of the applicable bilateral or multilateral international agreement. Non-Hungarian citizen students studying in Hungary on a self-financed programme are

⁵³⁰ Section 25 (2) of the Grants Decree

⁵³¹ Section 25 (3) of the Grants Decree

⁵³² Section 25 (4) of the Grants Decree

⁵³³ Section 25 (5) of the Grants Decree

⁵³⁴ Section 25 (6) of the Grants Decree

⁵³⁵ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

⁵³⁶ Section 25 (7) of the Grants Decree

⁵³⁷ Section 26 (1) of the Grants Decree

⁵³⁸ Section 26 (2) of the Grants Decree

⁵³⁹ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁵⁴⁰ Section 26 (3) of the Grants Decree

⁵⁴¹ Section 26 (4) of the Grants Decree

- entitled to dormitory accommodation for 12 months, in accordance with the bilateral or multilateral international agreement, with the corresponding fees being paid from their ministerial scholarship.
- (5) ⁵⁴² The provisions of paragraphs (1)-(5) must be applied to non-Hungarian citizens participating in a foreign exchange programme based on an international agreement with the difference that the approved scholarship applies to the period of the foreign exchange programme.
 - (6) ⁵⁴³ The minister responsible for education may provide Hunyadi János scholarship to foreign students of Hungarian nationality studying in higher education institutions recognised by the state, with the exception of students studying on state-funded doctorate courses.⁵⁴⁴
 - (7) ⁵⁴⁵ For a full-time student, the scholarship is given for ten months in an academic year, and its amount is HUF 30,000 /month per person. For a student participating in a part-time foreign exchange programme, the scholarship is given for the duration of the foreign exchange programme, and its amount is HUF 80,000 /month per person.⁵⁴⁶
 - (8) ⁵⁴⁷ The student may be awarded the scholarship through application. The application is conducted by the Eötvös Loránd University.
 - (9) ⁵⁴⁸ The call for applications must contain the following:
 - a) the purpose of the scholarship,
 - b) the eligibility for the scholarship;
 - c) the rights and obligations of the scholarship holders related to the scholarship;
 - d) the authorised decision maker;
 - e) the party conducting the application and the party eligible for the contract;
 - f) the data supply and settlement obligations of the scholarship holder;
 - g) the application deadlines (submission, evaluation, notification) and the applicable times and places;
 - h) the supplementation options.
 - (10) ⁵⁴⁹ The Hunyadi János Scholarship is disbursed by the higher educational institution having legal relationship with the student.⁵⁵⁰
 - (11) ⁵⁵¹ As part of a public task not included in its main activities, Eötvös Loránd University of Sciences maintains and operates a Carpathian Basin College training, scholarship and dormitory accommodation system, in addition to the obligations under the curriculum, in order to promote the studies of foreign students of Hungarian nationality in Hungary and abroad, as well as their integration in the Hungarian higher education institutions, tendency to stay in their homeland and the maintenance of their Hungarian identity.⁵⁵²
 - (12) ⁵⁵³ In each academic year, for non-Hungarian citizens participating in a fee-paying or

⁵⁴² Section 26 (7) of the Grants Decree

⁵⁴³ Section 26/A (1) of the Grants Decree

⁵⁴⁴ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁵⁴⁵ Section 26/A (2) of the Grants Decree

⁵⁴⁶ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁵⁴⁷ Section 26/A (3) of the Grants Decree

⁵⁴⁸ Section 26/A (4) of the Grants Decree

⁵⁴⁹ Section 26/A (5) of the Grants Decree

⁵⁵⁰ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁵⁵¹ Section 26/A (6) of the Grants Decree

⁵⁵² Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁵⁵³ Section 27 (1) of the Grants Decree

self-financed programme, with the exception of the students specified in paragraph (1), the minister responsible for education may grant a scholarship. A third-country national supported by a ministerial scholarship under an interstate agreement shall not be obligated to fulfil the provisions set out in the Higher Education Act in relation to Hungarian state scholarships.

- (13) ⁵⁵⁴ The call for applications shall be published by the minister responsible for education, within the context of the Budget Act.
- (14) ⁵⁵⁵ The application shall be evaluated on the basis of the available budget appropriation and the academic performance of the applicants.
- (15) ⁵⁵⁶ Applications are to be submitted to the University. The applications are ranked by the University and the ranked applications are then sent to the organisation defined in paragraph (13). The minister responsible for education shall adopt a decision in relation to the applications based on the ranking and the principles set out in paragraph (14), and including expert where appropriate.
- (16) ⁵⁵⁷ The call for applications should be published on the website of the Ministry and must be forwarded to all higher education institutions.⁵⁵⁸
- (17) ⁵⁵⁹ The deadline for the submission of applications may not be earlier than 30 days from the date of publication.
- (18) ⁵⁶⁰ The minister responsible for education awards a scholarship to foreign students taking part in self-financed programmes in a higher education institution recognised by the state under the terms and conditions defined in Government Decree 120/2017 (1 April) on the scholarship programme for 'Christian Young People'.
- (19) ⁵⁶¹ The holder of a Stipendium Hungaricum scholarship (hereinafter: 'SH') is entitled to the following benefits during the term of the scholarship contract:
- a) exemption from the repayment of the self-financing amount of the training,
 - b) ⁵⁶² scholarship according to the legal regulations on the establishment of the amount of scholarships awarded to foreign students , specified in Section 26 (1) and (2) b) of Government Decree 51/2007 (26 March) on grants available for higher education students and fees payable by them, effective at the time of the conclusion of the contract,
 - c) dormitory accommodation or housing allowance,
 - d) use of the library's free services,
 - e) health insurance for the reimbursement of incurred and certified expenses or for supplementary services in foreign languages in relation to the use of health services and health services in a foreign language referred to Section 16 (1) i) of Act LXXX of 1997 on the eligibility for Social Security Benefits and Private Pensions and the Funding of These Services.
- (20) ⁵⁶² The SH scholarship holder concludes a contract with the University scholarship holder,

⁵⁵⁴ Section 27 (2) of the Grants Decree

⁵⁵⁵ Section 27 (3) of the Grants Decree

⁵⁵⁶ Section 27 (4) of the Grants Decree

⁵⁵⁷ Section 27 (5) of the Grants Decree

⁵⁵⁸ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

⁵⁵⁹ Section 27 (6) of the Grants Decree

⁵⁶⁰ Section 27/A (1) of the Grants Decree

⁵⁶¹ Section 2 (4) of the SH Decree

⁵⁶² Section 6 (7) of the SH Decree

which determines the rights and obligations relating to the scholarship.

- (21) ⁵⁶³ The SH scholarship may be disbursed to eligible students who have a student status during their studies when they have an active student status in the given study period.
- (21a) ⁵⁶⁴ If a scholarship holder obtains a diploma in the programme at the end of the spring semester, and they are granted a scholarship at a higher level of training in a new application procedure in the subject year, their scholarship agreement effective in the semester when the diploma is obtained shall be extended to 31 August of the given year, and they shall remain eligible for the scholarship benefits.
- (22) ⁵⁶⁵ Subject to the exception under paragraph (21a), if the student status of the SH scholarship holder is terminated, they shall no longer be eligible to receive the scholarship payment. If the scholarship holder suspends their student status, they shall not be eligible to receive the scholarship payment during the period of suspension.⁵⁶⁶
- (23) ⁵⁶⁷ The scholarship holder shall be granted the rights and imposed the obligations as laid down in the student requirements system and operational rules of scholarship of the host institution, the implementation manual, the scholarship agreement and the applicable provisions of law.
- (24) ⁵⁶⁸

Section 107 Sports activity support

- (1) ⁵⁶⁹ The SFBC adopts a decision regarding the support for sport activities following a consultation with the student union on whether sports activities include, in particular, activities organized and provided for students in the field of physical education, sports, racing, healthy lifestyles and lifestyle counselling within the framework of higher education.

Section 108 Cultural activity grant

- (1) ⁵⁷⁰ The SFBC adopts a decision regarding the support for cultural activities following a consultation with the student union on whether cultural activities include especially the cultural activities, events, career consultation, lifestyle and study consultations as well as mental hygiene lifestyle consultations organised for the students within the framework of the institution.

Section 109 Other scholarships-funding awarded through application

- (1) The University or its faculties may publish calls for applications for other student scholarships through the use of their own revenues or application resources. The terms of the application

⁵⁶³ Section 7 (2) of the SH Decree

⁵⁶⁴ SHr. 7. § (2a)

⁵⁶⁵ Section 9 (2) of the SH Decree

⁵⁶⁶ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

⁵⁶⁷ SHr. 7. § (3)

⁵⁶⁸ Deleted by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

⁵⁶⁹ Section 10 (6) of the Grants Decree

⁵⁷⁰ Section 10 (6) of the Grants Decree

and the evaluation criteria are set out in the application specifications. The decision regarding the awarding of the scholarships shall be made by the person specified in the call for applications.

- (2) The call for applications must contain the following:
 - a) the purpose of the scholarship,
 - b) the eligibility for the scholarship;
 - c) the rights and obligations of the scholarship holders related to the scholarship;
 - d) the authorised decision maker;
 - e) the party conducting the application and the party eligible for the contract;
 - f) the data supply and settlement obligations of the scholarship holder;
 - g) the application deadlines (submission, evaluation, notification) and the applicable times and places;
 - h) the definition of supplementation options
 - i) appeal options.

Section 110 Funds available for the production of notes and for the acquisition of electronic textbooks, subject materials and electronic instruments necessary for preparation

- (1) The dean of the faculty decides on the use of the faculty's budget. The faculty's SU organisation assessed the draft of its use in advance.
- (2) The deans shall inform the SU and the rector about the use of the budget in each academic year.

Section 111 Rules regarding dormitory accommodation

- (1) ⁵⁷¹ The dormitory accommodation is awarded through application. Decisions regarding applications shall be adopted pursuant to the scoring system defined in Annex 1 to the call for applications. The SU has the right of consent with regard to the design of the scoring system.⁵⁷²
- (2) ⁵⁷³ Access to the points system must be possible before submitting a call for applications.
- (3) ⁵⁷⁴ Dormitories operating as a college for advanced studies may apply a different point system from the one defined in paragraph (1).
- (3) All students can apply for dormitory accommodation who have been accepted to a full-time programme at the University or who have a full-time student status.
- (4) Foreign students enrolled in a non-centralised admission procedure must declare their intention to use the dormitory for the first two semesters after the admission decision. Starting from the third semester, the dormitory accommodation can be obtained by means of an application, which must be submitted in the language of the programme.
- (5) The call for applications details the method, content and deadlines of submission.
- (6) Dormitory admission applications are evaluated by DAC. The decision regarding admission is made by the DAC.
- (7) For the dormitory admission procedure, the provisions of Chapter II of the Regulations shall be

⁵⁷¹ Section 12 (1) of the Grants Decree

⁵⁷² Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁵⁷³ Section 12 (2) of the Grants Decree

⁵⁷⁴ Section 12 (4) of the Grants Decree

- applied.
- (8) If there are vacant places after the evaluation of the applications, students shall be admitted based on the waiting list.
 - (9) In the dormitory, following the admission procedure, the option of applying for admission must be continuously provided. It is the responsibility of the head of the dormitory to preferably keep the dormitory at full capacity continuously. In the case of needs arising during the year, the students on the waiting list formed during evaluation are given priority. Dormitory requests received in the course of the year are assessed by the previously appointed members of the DAC for the announced dormitory admission period. The dormitory requests submitted during the year are listed on the waiting list base on points.
 - (10) The rector - or the dean in their capacity delegated by the rector - may decide differently to the call for applications ex officio, relating to the filling of 2% of the dormitory based on the student's request referring to an extraordinary life situation and its justification. The decision made ex officio regarding the dormitory admission does not imply the exhaustion of fairness as set out in Section 67 of the Regulations.

FEES PAYABLE BY THE STUDENTS

Section 112 General Rules of the Payable Fees

- (1) ⁵⁷⁵ Within the framework of a programme (partially) financed through state grant, students shall be entitled to the following services in exchange for a fee:
 - a) delivery of courses in languages other than Hungarian, on the request of students, if such courses are defined in the curriculum of a bachelor or master programme in Hungarian, and are normally delivered in Hungarian, except where the curriculum contains mandatory study requirements to be fulfilled in a foreign language,⁵⁷⁶
 - b) anything produced by using the assets of the higher education institutions and provided to students by the higher education institution if it subsequently becomes the property of the student (e.g. reproduced documents),
 - c) access to the higher education institution's facilities (libraries, laboratories and IT, sports and leisure facilities) and equipment, used outside the context of services available free of charge,
 - d) courses resulting in available credits beyond the credit value required or to be provided by the higher education institution on a mandatory basis.
- (2) ⁵⁷⁷ The University may impose payment obligations in its study and examination rules on those who retake an examination in the same subject three or more times or take the same lecture, seminar, consultation, practical course or field study twice, and in its rules on fees and allowances on those who fail to meet their obligations set out in the study and examination rules, or fulfil those obligations with a delay. The amount of the obligation to pay may not, on occasion, exceed five percent of the minimum wage required for full-time working time (minimum wage).
- (3) ⁵⁷⁸ The rules for the determination of the fees charged pursuant to paragraphs (1) and (2) shall

⁵⁷⁵ Section 82 (1) of the Higher Education Act

⁵⁷⁶ A Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁵⁷⁷ Section 82 (2) of the Higher Education Act

⁵⁷⁸ Section 82 (3) of the Higher Education Act

be laid down in the rules on fees and allowances, with the stipulation that the total amount of fees payable, excluding the fee for the services referred to in point a) of paragraph (1), shall not exceed half of the costs to be covered by a self-funding student.

- (4) ⁵⁷⁹ A student who has a right of free movement and residence under a separate law, or a third-country national with an EU blue card for high-skilled employment and residence shall have the same rights and the same obligations as Hungarian-Hungarian students participating in higher education as regards the fees payable and the benefits received.
- (5) ⁵⁸⁰ Students may be granted exemption, instalment payment, or deferred payment, upon request.
- (6) The University allows each student to pay their fees in two instalments without any specific request as described in Section 114 of the Regulations.
- (7) ⁵⁸¹ Students may be granted instalment payment or deferred payment as regards the dormitory fee on means tested basis.
- (8) ⁵⁸² Due to their social status students who are disadvantaged, orphans, family providers or who have ceased to be under guardianship as they reached full age may be exempted from the payment of the dormitory fee. The institution may grant a student performing dormitory work a discount or exemption from the dormitory fee.
- (9) ⁵⁸³ No exemption, instalment payment or discount may be granted in the case of negligence penalties and late payment penalties based on participation in community activities.
- (10) ⁵⁸⁴ Any request relating to the payment of any financial obligation is decided by the dean.
- (11) ⁵⁸⁵ A resolution must be adopted on the decision on the fulfilment of a payment obligation. The resolution granting instalment payment must specify the deadline and schedule of the payment and the consequences of default. If the application is rejected, the decision must be explained in a resolution and information must be provided on potential legal remedy.
- (12) Students studying on courses funded by the state, through state scholarship or partial state scholarship may be obliged to pay fees and other charges pursuant to Section 113.
- (13) Students taking part in self-financed and fee paying courses shall pay their fee and their costs pursuant to Section 114 and any other fees in accordance with Section 113.
- (14) The use of the payments required in the Regulations and made by the student is regulated in Annex IV/1.

Section 113 Fees payable by the students

- (1) ⁵⁸⁶ The fees payable by the student for default and late payment, the titles and amounts of the fees and the dormitory fees as well as the amount of the cost of self-expenditure and reimbursement specified in Section 46(3) and 83 of the Higher Education Act shall be set for a term of one academic year and published in the institution in the usual manner.

⁵⁷⁹ Section 28 (1) of the Grants Decree

⁵⁸⁰ Section 4 (1) of the Grants Decree

⁵⁸¹ Section 4 (2) of the Grants Decree

⁵⁸² Section 4 (4) of the Grants Decree

⁵⁸³ Section 4 (5) of the Grants Decree

⁵⁸⁴ Section 4 (6) of the Grants Decree

⁵⁸⁵ Section 4 (7) of the Grants Decree

⁵⁸⁶ Section 11 (2) of the Grants Decree

- (2) **Fee of repeated and corrective exams:** Students must pay a fee for the third and any additional exam taken in the same subject during the training. The fee of a repeated corrective exam is HUF 3,500.
- (3) **Fee for the unjustified absence from an examination** Students must pay a fee when they fail to justify their absence from an examination to the DE in compliance with Section 62 (17) of the Regulations. The payable fee is HUF 3,500.
- (4) **Subject re-registration fee** If a student fails to complete a subject undertaken in the individual study schedule, they must pay a fee when they register for the same subject again. The fee is HUF 4,900 for the first repeated registration for a subject and HUF 6,900 for each additional repeated registration for the same subject. The fee is announced by the DE during the third week after the deadline for registration.^{587 588}
- (5) **Credit excess fee:** The student may complete all subjects with a credit value exceeding the total credit required for obtaining the diploma by ten percent without paying any costs or fees. In addition, a credit excess fee shall be paid for each additional taken credit, in the amount of HUF 5,000 per credit.⁵⁸⁹
- (6) **Credit substitution fee** In master programme HUF 5,000/credit, credit substitution fee is payable for completing subjects required in the decision on credit recognition, if the credit value of subjects completed as part of credit substitution exceeds ten percent of the total credits required for obtaining the diploma.⁵⁹⁰
- (7) **Fee for the registration for a subject in a foreign language:** students taking part in programmes in a Hungarian language may take on subject not taught in Hungarian up to ten percent of the total credits required for obtaining the diploma without paying any fee. After that, students shall pay the fee for the registration for a subject in a foreign language for each additional taken credit, in the amount of HUF 5,000 per credit. The credit values of subjects completed in exchange programmes abroad and the credit values of technical language lessons stated in the model curriculum cannot be taken into account in the calculation of the cumulative credit value of subjects not completed in the Hungarian language. If a student takes on a professional subject in a foreign language instead of the technical language course specified in Section 57 (9) of the Regulations, the credit value of that subject shall be deducted from the aggregated credit value of the subjects completed in the foreign language upon the student's request.
- (8) **Contribution fee to technical language training provided to a small group:** if the total number of student in a faculty applying for a course launched at a certain level in a given language (beginner, lower intermediate advanced) announced in multiple languages is less than 15, the course can only be launched in exchange for a fee payment. Fee amount: HUF 10,000 per credit. A technical language course for a fee payment can only be launched if there are courses available for the students in the faculty in at least two other languages without any fee payment.⁵⁹¹
- (9) **Default Penalty:** The students shall pay a fee for any default in any administrative deadline

⁵⁸⁷ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁵⁸⁸ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

⁵⁸⁹ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁵⁹⁰ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁵⁹¹ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

or supply of data, for subsequent enrolment or activation or the extension of the deadline of the completion of any task or any official correction. The fee is payable for each item (e.g., by subject, wrong financial transfers, late payment of dormitory fee). The payable fee is HUF 3,500.

(10) **Request assessment fee:** Students shall pay HUF 3,500 procedural fee for the submission of the following requests:

- a) equity application (dean, rector)
- b) request for an exceptional academic system
- c) programme-, schedule-, special programme-, or specialisation change request,
- d) ⁵⁹²
- e) credit transfer application.

(11) Other fees:

Subjects taken on in ACCA Foundations in Accounting programmes (HUF/credit)	HUF 5,000
Authentication of a university document (HUF/A4 page)	HUF 250
Authentication of a university document with a photocopy (HUF/A4 page)	HUF 300
Financial modification requests (cancellation of prescribed amounts, invoice modification request from the 15th day after the prescribed amount, if the deadline for the submission of the invoice request is missed) (HUF/request) ⁵⁹³	HUF 4,900
Issue of credit certificate for the second and each subsequent occasion (HUF/copy)	HUF 5,000
Issue of a subject syllabus or faculty document with authentication (to those who do not have a student status) (HUF/document) ⁵⁹⁴	HUF 2,000
Duplicate of the diploma, repeated issue of the diploma ⁵⁹⁵	HUF 15,000 Ft + duty
Issue of diploma supplements for the second and each subsequent occasion	HUF 10,000
Second and subsequent issues of the registration book/master sheet statement ⁵⁹⁶	HUF 20,000
Replacement of a student card validation sticker (for each occasion)	HUF 3,500

⁵⁹² Deleted by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; ineffective as of 1 July 2019.

⁵⁹³ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

⁵⁹⁴ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁵⁹⁵ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁵⁹⁶ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

Final examination fee (when the examination is taken on a second or subsequent occasion, or after the termination of the student status) ⁵⁹⁷	HUF 20,000
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Section 114 Cost reimbursement, self-financing, foreign language training contribution

- (1) Students taking part in fee-paying or self-financed programmes shall pay 45% of the fee or self-financed contribution for the semester specified in the study contract prior to registration for each active academic semester, by the last working day of the week that precedes the start of the registration period for the academic semester. The payment of the first instalment of the fee or self-financing contribution is a pre-requisite of enrolment for the academic semester. Remaining 55% of the fee and self-financing contribution is payable by 20 October in the autumn semester and by 20 March in the spring semester.
- (2) Students accepted or transferred to programme not delivered in Hungarian shall pay foreign language training contribution, irrespective of the form of financing of their programme. The foreign language training contribution fee is payable in each semester, in two instalments, with the breakdown and timing defined in Paragraph (1)
- (3) The fee or self-financing contribution and the foreign language training contribution amounts are included in the Admission Guide and the University's other regulations, which shall be published on the website. The fee for self-financing shall be determined according to the University's Self-Financing Calculation Regulations.⁵⁹⁸
- (4) Any student who began their studies in September 2013 or subsequently and have completed at least 75% of the total credits required for obtaining the diploma in the given programme without the internship credits may request an adjustment of the fee at the Dean of the Faculty, as described below.⁵⁹⁹
 - a) The student may opt for credit-based fee or self-financing plus foreign language training contribution fee for the actual semester of the particular programme.⁶⁰⁰
 - b) The amount of the credit-based fee, self-financing contribution and foreign language training contribution amount for the semester is calculated according to the table below:⁶⁰¹

Number of taken credits	Available support (%)
-6	55
7-10	45
11-14	25
15 or more	0

⁵⁹⁷ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

⁵⁹⁸ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁵⁹⁹ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁶⁰⁰ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁶⁰¹ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

- c) The credit value of subjects already completed in a different programme and recognise in the credits of the particular semester for not need to be taken into account in the number of taken credits.
 - d) The percentage calculation shall be based on the fee specified in the student's study contract, the self-financing contribution and foreign language training contribution fee.⁶⁰²
 - e) Students paying credit based fees or self-financing contribution and foreign language training contribution shall pay 45% of the fee determined based on the study contract, the self-financing for the semester and the foreign language training contribution by the last working day of the week prior to the start of the registration period. The outstanding part of the total amount payable shall be paid after the courses have been taken on, by no later than 20 October or 20 March.⁶⁰³
 - f) Where credit based cost reimbursement applies or self-financing and foreign language training contribution are determined, no further support may be granted with reference to these fees.⁶⁰⁴
- (5) The self-financing contribution of participants involved in partial educational programmes and payable by guest students is HUF 5,000/credit for each taken subject.
 - (6) The fees self-financing contribution and foreign language training contribution paid for a given academic term shall be returned to the student when the student states in writing, within 30 days from the start of the training period that they intend to suspend a student status or when they were granted a permission to subsequently change the status of the semester to passive for the given academic term pursuant to Section 50 (2)⁶⁰⁵ of the Regulations.
 - (7) If a student applying for the training period state in writing, within 30 days from the start of the training period that they would terminate their student status, they do not have to pay the second 55% instalment of their fee, self-financing contribution and foreign language training contribution specified in Paragraph (1) or the outstanding amount referred to in Paragraph (4) e). In case, the legal relationship is terminated after the above deadline, the dean may waive the outstanding amount of the fee self-financing contribution and foreign language training contribution upon the student's request in justified cases.
 - (8) In case the fee, self-financing contribution, foreign language training contribution is not paid, the DE sends an electronic message to the student in SS instructing them to pay the arrear within 15 days.
 - (9) A student who has an overdue payment obligation may not apply for examinations, may not start taking exams, may not register for the next semester and may not begin their final examination.
 - (10) If the payment order is unsuccessful, the rector or, in the competence delegated by the rector, the dean, shall terminate the student status of the respective student due to the payment arrears pursuant to Section 59 (1) f) of the Higher Education Act following the assessment of the social status of the student.
 - (11) If the legal relationship of the student is terminated for any reason, it shall not mean an

⁶⁰² Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁶⁰³ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁶⁰⁴ Enacted by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

⁶⁰⁵ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

exemption from the fulfilment of the payment obligations under the title of fee, self-financing and any other title established during the student status.

Section 115 Dormitory fee

- (1) The dormitory fees included in Annex IV/2⁶⁰⁶ of the Regulations. The detailed rules of the payment are specified in the Code of Operation of the Dormitory.
- (2) If a student accepted for the dormitory for a particular semester does not indicate that they do not wish to use the place in the dormitory by 25th day of the month preceding the moving in for the given semester, they shall pay the dormitory availability fee for the given month, which is identical with the dormitory fee.
- (3) The student shall pay the dormitory fee monthly for 5 months in the autumn semester (from 1 September to 31 January) and for 5 months in the spring semester (from 1 February to 30 June) except when, due to the termination of the demand for dormitory accommodation, the dean grants exemption from the payment of the dormitory fee established in this paragraph by taking into account the proposal of the dormitory manager based on the student's justified dormitory request submitted through the SS within 8 days from the event representing the cause of termination. Those students do not have to pay 5-month dormitory fees who move into the vacant dormitory places from a waiting list, and therefore they shall pay the fee due from the month when they move in. Students may not request the termination of their dormitory membership in the last month of the given semester.
- (4) Students taking part in dual study programmes may submit a cost reduction request through the SS when the place of the dual study programme is at a settlement other than the place where the dormitory is situated and during the assessment of that request the dean may grant 50% reduction by taking into account the proposal of the dormitory manager unless the student received financial or in-kind travel subsidy from the dual study programme practice location.
- (5) The dormitory fee paid by students is used according to the provisions of the Financial Regulations of the University.

RULES OF STUDENT EMPLOYMENT AND ITS FINANCING

Section 116 General rules of student employment

- (1) ⁶⁰⁷ Students may work under a student employment contract:
 - a) at a workplace outside the higher education institution during the completion of a dual study programme, or at the higher education institution or a business organisation established by the higher education institution or a workplace outside the higher education institution during the completion of a practice period or practical training organised in the framework of or as part of the educational programme,
 - b) ⁶⁰⁸ ⁶⁰⁹ **at a business organisation operating independently of the training programme, but within or with the involvement of the higher education institution, and in the sphere of**

⁶⁰⁶ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁶⁰⁷ Section 44 (1) of the Higher Education

⁶⁰⁸ Deleted by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; ineffective as of 1 July 2019.

⁶⁰⁹ Section 44 (1) b) of the Higher Education

the main activities of the higher education institution.

- (2) ⁶¹⁰ The provisions of the Labour Code shall apply mutatis mutandis to the employment of students working under student employment contracts.
- (3) ⁶¹¹ As specified in their study contract, students⁶¹²
- a) may receive remuneration in the cases referred to in point a) of paragraph (1) and shall receive remuneration during the completion of a continuous practice period of at least six weeks and a dual study programme, the weekly amount of which shall not be less than sixty-five⁶¹³ percent of the mandatory lowest remuneration for work (minimum wage) and, unless otherwise agreed, shall be paid by the workplace,
 - b) ⁶¹⁴
- (4) ⁶¹⁵ If a practice period organised in the framework of or as part of the educational programme, as referred to in point a) of paragraph (1), and with the exception of dual study programmes,⁶¹⁶ is completed at a budgetary unit, the conclusion of a student employment contract and the payment of remuneration shall not be necessary. In this case as well, students shall be entitled to all the rights granted to employees under the Labour Code. An agreement shall be made with students participating in practical training concerning the student's given activity under the terms and conditions defined by the Government.⁶¹⁷
- (4a) ⁶¹⁸ In case of an internship at an employer where the student has an employment related legal relationship, the conclusion of the student employment contract under Section **Hiba! A hivatkozási forrás nem található.** a) is not a requirement.⁶¹⁹
- (5) ⁶²⁰ The organiser of the practical training shall on a mandatory basis take out liability insurance for the benefit of students participating in higher education vocational programmes.
- (6) ⁶²¹ The higher education institution or the business organisation operating with the higher education institution shall finance the work performed under Section (1) b) on account of its own revenues.⁶²²

Section 117 Demonstrator's remuneration

- (1) A demonstrator is responsible for performing educational research support activities announced by the department or other organisational units and for performing administrative

⁶¹⁰ Section 44 (2) of the Higher Education Act

⁶¹¹ Section 44 (3) of the Higher Education Act

⁶¹² Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁶¹³ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁶¹⁴ Deleted by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; ineffective as of 1 July 2019.

⁶¹⁵ Section 44 (3a) of the Higher Education Act

⁶¹⁶ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁶¹⁷ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁶¹⁸ Section 44 (3b) of the Higher Education Act

⁶¹⁹ Enacted by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁶²⁰ Section 44 (4) of the Higher Education Act

⁶²¹ Deleted by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; ineffective as of 1 July 2019.

⁶²² Enacted by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

tasks. The list of the tasks involved in the work is included in the call for applications for a demonstrator position. The demonstrator may not be given a task the performance of which requires a teacher or administrator right in the study system.

- (2) Students successfully applying for the announced demonstrator positions may receive remuneration. The deputy deans of the faculties for education announced the demonstrator positions and assess the received applications and decide where the specific applicants may perform their demonstrator tasks. The demonstrators are paid remuneration either under contract or via scholarship at the Faculty.⁶²³
- (3) ⁶²⁴ The amount of the demonstrator's remuneration shall be determined on hour rate basis. For 80 hours demonstrator work per month, one student may be paid remuneration amounting up to the pro rata percentage of the guaranteed minimum wage. In case of shorter work time, the prorated percentage of the demonstrator's remuneration shall be paid.⁶²⁵

Section 118 Transitory provisions of Chapter IV

- (1) Any funds remaining for the faculty scholarships until 30 June 2018 may be used to support professional scientific activities of students and public life activities. The dean of the faculty may decide on the legal title and proportion of the allocation of the remaining amount.

⁶²³ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁶²⁴ Deleted by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; ineffective as of 1 July 2019.

⁶²⁵ Enacted by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

Annex IV/1 Allocation of received fees⁶²⁶

Paid fee types	Paid fee user	
	Organisational unit	Use
Repeated and corrective examination fee	40% SU 60% faculty	for organising student events, as determined by the resolution of the SU ⁶²⁷ for student grants, operation
Fee for the unjustified absence for an examination	40% SU 60% faculty	for organising student events, as determined by the resolution of the SU ⁶²⁸ for student grants, operation
Subject re-registration fee	20% SU 80% faculty	for organising student events, as determined by the resolution of the SU ⁶²⁹ for operation, for student grants
Credit excess fee	100% faculty	for operation
Credit substitution fee	100% faculty	for operation
Fee of registration for a subject in a foreign language	100% faculty	for operation
Small group technical language training contribution	100% faculty	for operation
Default fee	100% faculty	for operation
Request assessment fee	40% head office 60% faculty	for operation, for student grants for operation
Fees of subjects taken on in ACCA Foundations in Accounting training	100% faculty	for operation
Authentication of a university document	100% centre	for operation
Financial change requests	100% centre	for operation
Repeated issue of a credit certificate	100% centre	for operation
Replacement of a student card validation sticker	100% centre	for operation
Final examination fee (when the examination is taken after the termination of the student status)	100% faculty	for operation
Dormitory fee	100% faculty	for operation of the dormitory
Self-financing/tuition fee	100% faculty	for operation
Repeated issue and authentication of	100% centre	for operation

⁶²⁶ Modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁶²⁷ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

⁶²⁸ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

⁶²⁹ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

documents		
Issue of subject syllabus and faculty documents	100% faculty	for operation

The SU may decide on the use for other purposes, reallocation of the budget available to it in a resolution of the Delegates of the SU.⁶³⁰

Annex IV/2 Dormitory fees^{631 632}
Effective from 1 September 2018
State-funded / state scholarship students

Faculty	Category	Payable dormitory fee /person/month
KKK	1st	9,320
KKK	2nd	11,650
KKK	4th	17,475
KVIK	1st	9,320
KVIK	4th	17,475
PSZK	1st	9,320
PSZK	2nd	11,650
PSZK	4th	17,475

Fee paying /self-financed students

Faculty	Category	Payable dormitory fee /person/month
KKK	1st	20,970
KKK	2nd	23,300
KKK	4th	29,125
KVIK	1st	20,970
KVIK	4th	29,125
PSZK	1st	20,970
PSZK	2nd	23,300
PSZK	4th	29,125

⁶³⁰ Enacted by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

⁶³¹ The number of the Annex modified by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019; effective as of 1 July 2019.

⁶³² Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

Fee paying /self-financed students outside the EU⁶³³

Faculty	Category	Payable dormitory fee/HUF/ person/month
KKK	1st	34,340
KKK	2nd	39,000
KKK	4th	50,650
KVIK	1st	-
KVIK	4th	-
PSZK	1st	-
PSZK	2nd	-
PSZK	4th	-

When a particular dormitory provides an additional service, the fee of the services is governed by a separated agreement concluded between the dean of the faculty in consultation with the SU. Pursuant to the Financial Regulations the student shall pay the dormitory fee. The payment of the VAT is also governed by the same regulations.

Students studying in correspondence and distance education courses may use dormitory accommodation for a special fee at the rate of three times the basic dormitory fee in each year. The actual amount of the fees specified above shall be published for the respective academic year in the dormitory admission information in a manner specified in the regulations.

The fees pertaining to the sale of commercial accommodation in dormitories are regulated in separate faculty regulations (e.g. utilisation in the summer)

⁶³³ Modified by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year, effective as of 1 August 2020.

V. CHAPTER V: THE ORDER OF STUDENT DISCIPLINARY AND COMPENSATION CASES

STUDENT DISCIPLINARY AND COMPENSATION REGULATIONS

In disciplinary and compensation cases the provisions of Chapter II of the Regulations shall be applied with the differences included in this Chapter.

Section 119 Interpretive provisions

- (1) Anyone proceeds deliberately who can foresee the harmful consequences of their conduct and proceeds wishing for or accepting the detrimental consequence.
- (2) Any person proceeds negligently who can see the detrimental consequences of their conduct in advance, but irresponsibly hopes that they will not occur (deliberate negligence) or those who cannot see the consequences of their conduct because they fail to pay the expected attention or use the expected care (negligence).

Section 120 Disciplinary liability

- (1) Student commits a disciplinary offence and can be punished with a disciplinary sanction who
 - a) violates any significant obligation arising from this student status or dormitory membership through a fault of their own (deliberately or negligently);
 - b) violates the order of the University or any facility operated by the University (dormitory, sports facility, restaurant, study workshop, etc.) either deliberately or negligently or whose act violates the law, university regulations or house rules;
 - c) behaves outside the University in a manner that is not compatible with the student status, or severely violates or imposes a threat to the good reputation of the University or whose conduct constitutes an offence or a crime.
- (2) Whether the violation of an obligation is significant or not is decided by the party exercising the disciplinary rights.
- (3) Any deliberate or negligent offence or violation of an obligation constitutes culpability.
- (4) No conduct may be deemed a disciplinary offence to which detrimental consequences are assigned in Chapter III of the Regulations.

Section 121 Individual disciplinary offences

- (1) A student commits a disciplinary offence who:
 - a) takes an answer or a solution another person during a written or verbal examination either in person or through a communication device (e.g. mobile phone);
 - b) assigns a different person to perform a task during a written or verbal examination or attempts to perform a task instead of others and any student who agrees or undertakes to perform tasks instead of others during a written or verbal exam;
 - c) unlawfully obtains passes on examination questions or makes an attempt to do so.
- (2) Any student commits a disciplinary offence who:
 - a) presents or submits any material collected by others or research performed by others or a

- summary thereof (including home papers, thesis and special works) as their own individual work;
- b) worked together with another person(s) but presents the completed joint work as their own independent work or provides false information about the degree of participation in the shared work;
 - c) falsifies, corrects or unlawfully enters into a document or an electronic document any evaluation received in relation to any subject (grade or completion signature).
- (3) Any student commits a disciplinary offence who:
- a) severely or repeatedly disturbs the order of education or examination;
 - b) deceives or keeps in deceit a teacher or other employee of the University in relation to any circumstance which is significant in terms of performing study or examination obligations;
 - c) exhibits any insulting conduct towards a teacher, employee or student of the University, applies force or threatens with the use of physical force.
- (4) A disciplinary offence also includes the writing and dissemination of malevolent computer programs, unlawful access to computers and computer systems or deliberate application of professional unsecure while solving a problem or a task.
- (5) A student leader commits a disciplinary offence who uses their position, membership in a body or decision making right to unlawfully obtain study or other gain during an examination or provenly makes such an attempt.
- (6) A student commits a disciplinary offence who alters the data of their own private or public documents.

Section 122 Initiating a disciplinary procedure

- (1) A disciplinary procedure may be launched based on a report or ex officio, on the basis of information received from official sources.
- (2) Any citizen of the University may propose a disciplinary procedure by presenting evidence that proves the disciplinary offence.
- (3) Whenever there is a thorough suspicion of a disciplinary offence or the student requests the procedure to be conducted against them the disciplinary procedure may be launched by the competent Dean. The Dean launching the procedure shall inform the student in writing of the start of the disciplinary procedure. If the Dean does not launch a disciplinary procedure because the conditions of launching one specified in the Regulations do not prevail, the applicant must be informed about that fact.
- (4) If a student subject to a disciplinary procedure conducts studies at multiple faculties of the University, the Dean shall immediately inform the faculties concerned of the start of the procedure.
- (5) ⁶³⁴ No disciplinary procedure shall be initiated if more than one month has passed since the disciplinary offence became known, or more than five months have passed since the offence was committed. For the purposes of these provisions, an offence shall be deemed to have become known when the party entitled to initiate a disciplinary procedure became aware of the circumstance giving rise to the procedure

⁶³⁴ Section 55 (4) of the Higher Education Act

Section 123 Conducting a disciplinary procedure

- (1) In student disciplinary cases launched by the competent Dean the faculty Disciplinary Committee (hereinafter: FDC) shall proceed as the first instance authority.
- (2) The FDC where the student takes part in a training programme or was involved in the training when the act was performed is competent to conduct the procedure. If the same student takes part in a training programme in multiple faculties or took part in programmes of multiple faculties when the act was performed, then the FDC directly affected by the act shall have competence. If a student takes part in a training programme at multiple faculties but the act is not directly related to any faculty, then the FDC shall have competence where the programme specified in the statistics in relation to the student status is organised.
- (3) In relation to disciplinary offences taking place in the dormitories of the University in relation to the dormitory status of the students and disciplinary offences committed by any student of the University in the territory of dormitories or at the vents organised by dormitories the proceeding DC shall also interview the manager of the affected dormitory and the chair of the Dormitory Committee (hereinafter: DC). The manager of the affected dormitory and the chair of the DC shall attend the activities of the FDC with consultation rights.
- (4) The students involved in the procedure must be informed of the findings relating to the infringement and the related evidence.
- (5) Students involved in the procedure must be allowed to defend themselves verbally or in writing. Each student has the right to request postponing the disciplinary hearing for a short time in the case of a certifiable and predictable absence for a justified reason or to request a new meeting in the case of any unpredictable presence.

Section 124 Disciplinary hearing

- (1) The disciplinary hearing shall be open to public unless the chair of the FDC order a private hearing. A private hearing may be ordered in public interest or in the interest of the student involved in the procedure or any other party concerned. A private hearing may be requested by the student involved in the procedure or any other person affected at the chair of the FDC.
- (2) The student involved in the procedure and, when representation is applied, the student's proxy shall be summoned to the disciplinary hearing in writing in order to listen to their personal defence and positions.
- (3) The summons must indicate the place and time of the hearing and the status of the addressee in the procedure.
- (4) A disciplinary hearing may also be held when the student involved in the procedure or the proxy did not appear despite a regularly issued summons.
- (5) Witnesses and experts summoned in an appropriate manner (in writing) shall attend the hearing and certify the reason of any absence if they are students or employees having a legal relationship with the University.
- (6) No one may be obligated to act as a witness who is the relative of the student involved in the procedure or who would also accuse themselves of any act, offence or crime constituting the basis of a disciplinary procedure if they made a witness statement.
- (7) The chair of the FDC is responsible for enforcing the provisions of the Regulations, to keep order at the meeting and identify individuals, record their data and ensure that their right can be exercised, to obtain evidence, to keep the minutes of the meeting and to prepare the decision.
- (8) If a student involved in the procedure certifies within 8 days that they were absent a justifiable but unpredicted reason, they may request the hearing to be repeated. A hearing must be

repeated if on the basis of the above the chair of the FDC considers the repeated hearing justified. In that case the first instance decision adopted in the meantime can be revoked within the chair's own competence.

- (9) Minutes must be recorded at the disciplinary hearing. The keeper of the minutes is requested by the chair of the FDC in compliance with the rules pertaining to exclusion. The minutes are authenticated with the joint signatures of the keeper of the minutes and the chair. The findings of the minutes must be presented to the respondent when requested and supplemented and/or modified based on any justifiable request of the respondent. If the request is unfounded, the request and the rejection must be indicated in the minutes.
- (10) If the respondent student admits the disciplinary offence at the hearing, further evidence may be omitted and a decision can be adopted.
- (11) During the evidence procedure the committee listens to the respondent student, the witness(es) and the expert following the presentation of the documents of the case. The witness and the expert must be warned of the obligation to tell the truth and the consequences of providing a false witness statement under the criminal law and shall also be requested to declare whether they are impartial or not.
- (12) Witnesses who have not yet been interviewed may not attend the meeting.
- (13) If there is any contradiction between the witness statements, an attempt must be made to resolve the contradiction through confrontation.

Section 125 Conclusion and suspension of the procedure

- (1) A disciplinary procedure must be closed within one month, but, in exceptional cases, the deadline can be extended by 30 days.
- (2) If there is a criminal procedure in progress against the same student subject to a disciplinary procedure, the disciplinary procedure must be suspended until the criminal procedure is finalised or when the individual subject to the disciplinary procedure cannot be interviewed or cannot attend a meeting through no fault of their own, until the termination of the impediment.

Section 126 Disciplinary sanctions

- (1) ⁶³⁵ In the event of culpable and serious breaches of obligations, disciplinary sanctions may be imposed on students by way of a written decision adopted under a disciplinary procedure
- (2) ⁶³⁶ The following disciplinary sanction may be imposed:
 - a) reprimand,
 - b) severe reprimand,
 - c) reduction or withdrawal of the benefits and allowances specified in Chapter IV of the Regulations for a period that shall not exceed six months,
 - d) temporary prohibition from the continuation of studies, the period of which shall not exceed two semesters,
 - e) expulsion from the University.
- (3) ⁶³⁷ Disciplinary sanctions shall be imposed by taking into account all circumstances of the act,

⁶³⁵ Section 55 (1) of the Higher Education Act

⁶³⁶ Section 55 (2) of the Higher Education Act

⁶³⁷ Section 55 (3) of the Higher Education Act

in particular the injured, the consequences, recurrence of the offence, and the gravity of the act committed. The disciplinary sanction referred to in Section (2) c) shall not include the withdrawal of social aid. The disciplinary sanctions set out in Section (2) d)- e) shall entail a final or temporary withdrawal of the benefits and allowances related to student status. Student status shall be suspended for the period of the disciplinary sanction referred to in Section (2) d) The initiation of a disciplinary procedure and the imposition of a disciplinary sanction shall not be influenced by the academic performance of the student concerned.

- (4) The duration of the prohibition of studies as a disciplinary sanction, defined in paragraph (2) d) can only be expressed in a complete semester(s).
- (5) The disciplinary sanction defined in paragraph (2) d) cannot be imposed on individuals committing an offence against the rules of the dormitory. Individuals committing the rules of the dormitory shall be banned from the dormitory as a sanction instead of the sanction defined in paragraph (2) e).

Section 127 Passing resolution

- (1) Following the evidentiary procedure, the FDC adopts a resolution in a private meeting, where only the members and the keeper of the minutes may be present.
- (2) In the resolution the FDC imposes a disciplinary sanction or, when the commitment of the disciplinary offence constituting the subject of the procedure cannot be established or no disciplinary sanction can be imposed, it terminated the procedure. A disciplinary resolution may be based on evidence directly reviewed during the procedure. Facts no proved beyond any doubt cannot be detrimentally for the respondent student.
- (3) When a disciplinary sanction is imposed, in addition to what is included in Section 38 (2) of the Regulations, the resolution shall also contain:
 - a) the title of the committed disciplinary offence and the violated obligation,
 - b) the imposed disciplinary sanction and the related provisions,
 - c) in the reasoning of the resolution the established facts, the evidence and its assessment, the facts suggesting the culpability of the student, the conditions taken into account during the fine and a reference to any special opinion of any member of the committee.
- (4) When the procedure is terminated, the resolution must include the reason for the termination, which could be one of the following:
 - a) the committed act is not a disciplinary offence or it was not committed by the respondent student; or
 - b) the committing of the disciplinary offence cannot be proved; or
 - c) the culpability of the student cannot be established; or
 - d) the disciplinary offence is beyond the time limit or the disciplinary procedure could not have launched;
 - e) the act constituting the basis of the procedure has already been judged in a disciplinary procedure.

Even in a resolution terminating the procedure a reference must be made to the available facts and evidence established during the procedure must be indicated.
- (5) Once the resolution has been adopted, it is announced by the chair of the FDC. The chair reads out the operative part of the resolution and describes the essence of the reasoning thereof. The chair informs the eligible parties present of the available legal remedy.
- (6) Disciplinary resolution must be put into writing within 8 days from their promulgation. The required number of copies of the written resolution are signed by the chair of the FDC. The resolution shall be delivered in person or by post as registered mail with record of delivery. The resolution must be delivered to the respondent student even if it was already

communicated to them through promulgation.

Section 128 Liability of the University for compensation

- (1) ⁶³⁸ The University or the practical training organiser shall compensate students for damages caused in the context of the student relationship or the practical training in accordance with the provisions of Act V of 2013 on the Civil Code (hereinafter: Civil Code). The University or the practical training organiser may be exempted from liability only if it proves that the damage was caused by unavoidable occurrences or the conduct of the injured beyond the control of the higher education institution or the practical training organiser
- (2) The provisions of paragraph (1) shall be applied to the liability of the University, a University dormitory or for any damage caused by the organiser of practical training programmes during and organised exercise or event.
- (3) Students affected by any damage referred to in paragraph (1) may apply for compensation in writing at the Dean of the faculty. The request must describe in detail the nature of the damage, the conditions of its occurrence and its actual or, if it is unknown, estimated value. The Dean adopts a resolution with justification in the compensation case, consulting with the Finance and Technical Director General as and when necessary.

Section 129 Liability for compensation of students

- (1) ⁶³⁹ The liability of students causing damage to the University, or the practical training organiser unlawfully, in relation to the fulfilment of their academic obligations, shall be governed by the rules of the Civil Code (hereinafter: Civil Code), subject to the derogations laid down in the Higher Education Act.
- (2) ⁶⁴⁰ In the cases referred to in Section (1) , the compensation for damages caused by negligence shall not exceed fifty percent of the monthly amount of the mandatory lowest remuneration for work (minimum wage), as applicable on the day when the damage was caused. In the case of damages caused intentionally, the total damage shall be compensated.
- (3) ⁶⁴¹ Students shall be fully liable for any loss or damage to any item received with a list attached or against a receipt, under an obligation to return it or give account of its use, provided that the item is kept permanently or used or operated exclusively by the student. In the case of damage or loss caused by occurrences beyond the control of the student, exemption from liability shall be granted.
- (4) When a student has entered into a student employment contract pursuant to Section 17 (1) of Government Decree 230/2012 (28 August) on Higher Educational Vocational Programmes and Certain Issues of Vocational Practice Related to Higher Education, the compensation of any damage caused to the organiser of the practical training or to the student shall be governed by the provisions of Act I of 2012 on the Labour Code.
- (5) An official record must be prepared on the damage caused by the student and defined in these Regulations at the place of the actual damage. The record must be signed by the student causing the damage, who also shall provide a declaration as to whether they recognise causing the damage and undertake to provide compensation. The declaration must be stated in an official record.

⁶³⁸ Section 56 (4) of the Higher Education Act

⁶³⁹ Section 56 (1) of the Higher Education Act

⁶⁴⁰ Section 56 (2) of the Higher Education Act

⁶⁴¹ Section 56 (3) of the Higher Education Act

- (6) If no disciplinary offence was committed in relation to the damage, then the Dean of the faculty where the damage occurred shall proceed in the compensation case. The Dean adopts a resolution with reasoning in the compensation case, consulting with the Finance and Technical Director General as and when necessary. In the resolution the student is ordered to recognise the established liability for compensation and provide compensation for the damage.
- (7) The compensation resolution contains: the name of the party exercising the compensation right; the number and date of the resolution; the personal data of the student causing the damage in the operative part of the resolution; the reference to the caused damage; the compensation amount; and information about the legal remedy options. The reasoning of the resolution must contain a detailed description of the damage caused, the reasons for establishing compensation, the conditions taken into account and the provisions based on which the compensation resolution was adopted.
- (8) When the party obligated to provide compensation refuses to recognise the compensation obligation or a disciplinary offence was also committed in relation to the damage, then the FDC, competent in the compensation case according to the rules of the disciplinary procedure shall proceed and shall decide in one procedure on the disciplinary liability as well as compensation liability.

Section 130 Legal remedy in disciplinary and compensation cases

- (1) The student may apply to the Appeals Board for legal remedy with reference to the violation of the rule pertaining to the student status and to the violation of the law within 15 days from the communication of any resolution adopted in a disciplinary or compensation case.
- (2) The legal remedy procedure is governed by Sections 40-48 of the Regulations.

Section 131 Exemption from the disciplinary fine

- (1) The student shall be exempted from the detrimental consequences of a disciplinary fine upon request and without a respective resolution and shall not account for them:
 - a) after six months from the date when the resolution adopted in a disciplinary case becomes final when a disciplinary fine defined in Section 126 (2) a)-b) of the Regulations is imposed;
 - b) after six months from serving the punishment when a disciplinary punishment referred to in Section 126 (2) c) of the Regulations is imposed;
 - c) one year after the duration of the disciplinary sanction defined in Section 126 (2) d) of the Regulations.
- (2) In the case of exemption, the resolution adopted in the disciplinary case shall be deleted from the records automatically.

Section 132 Exemption from a disciplinary sanction

- (1) When exclusion defined in Section 126 (2) e) of the Regulations is applied as a disciplinary sanction, the FDC may adopt a resolution of exemption upon the request of a former student providing that at least three years have already passed from the date when the underlying resolution became final and the former student is worthy of exemption.
- (2) Whenever disciplinary sanctions defined in Section 126 (2) a)-d) of the Regulations are imposed no resolution of exemption can be adopted.
- (3) In the case of exemption, the resolution adopted in the disciplinary case shall be deleted from the records.

Section 133 Closing provisions

The Senate approved these Regulations on 29 June 2018. The Regulations enter into force on 1 July 2018.

The Regulations were amended by Resolution No. (VI. 28.) 70 adopted by the Senate for the 2018/2019 academic year at their meeting on 28 June 2019. Amendments of the Regulations shall enter into force on 1 July 2019.

The Regulations were amended by Resolution No. (VI. 22.) 90 adopted by the Senate for the 2019/2020 academic year. Amendments of the Regulations shall enter into force on 1 August 2020.

Section 134 Temporary provisions

The provisions of the Regulations shall be applied in procedures launched and procedures repeated after the entry into force of these Regulations with the proviso that legal remedy requests submitted against dormitory admission decision adopted prior to the entry into force of the regulations shall be assessed by the Dormitory Appeals Boards established according to the former rules.

Budapest, 19 June 2020

Signed by Prof. Dr. Balázs Heidrich
Rector

Signed by Dr. Ferenc Dietz
Chancellor