

## CODE OF STUDIES AND EXAMS

In conformance to Act CCIV of 2011 on National Higher Education, the University Council of Pázmány Péter Catholic University has set out the provisions defined in the relevant government decrees and other legal regulations to frame the following Code as an appendix to the By-Laws.

### **Part I General provisions**

#### **Scope and interpretation of the Code**

§ 1 (1) With the exception of doctoral education, this Code shall be applicable to all the educational programs attended by university students at the University.

(2) The scope of this Code – with the exception of doctoral students – shall cover all the persons having the legal status of university students at the University as irrespective of the time when the university student legal status was originated. The provisions of this Code shall also be applicable to persons who intend to take closing exams without their having the legal status of university students as irrespective of the fact that they do not have university student legal status with the University.

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

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

(5) Within the framework defined in this Code, in issues not regulated herein the Faculties have the right to set out complementary provisions to this Code. The complementary provisions created by the Faculties may not be in conflict with the provisions of this Code – unless it is required expressly otherwise by this Code –, and shall be applicable solely to the students studying at the Faculty concerned, and only in relation to the education provided by the given Faculty.

(6) In association with students participating in specialized further educational programs, as well as students taking part in partial foreign studies based on any international or interinstitutional agreement, the Faculties may adopt rules that deviate from the provisions of this Code in the form of complementary provisions to this Code.

(7) In the event of any doubt, the Rector has the right to interpret this Code authentically, and issue provisions needed for the enforcement of the Code as required, without prejudice to the Gran Chancellor's right set out in the University's By-Laws to give authentic interpretation of the University's rules and regulations.

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

##### *Dean*

§ 2 (1)<sup>1</sup> In the first instance, the Dean of the Faculty or the Assistant Dean appointed by the Dean – shall be exclusively competent in:

- deciding on applications for the change of divisions,
- permitting exemption from the completion of study-related obligations,

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<sup>1</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

- canceling student legal status for study-related reasons,
- deciding on applications for takeover,
- deciding on applications for the change of majors,
- permitting a passive semester before the completion of the first study period,
- permitting a passive period that is longer than two subsequent semesters – for child birth, accident or other unexpected reason,
- deciding on applications submitted for the Dean's equity.

**Faculty additional provision to § 2 (1):**

*The listed cases belong to the exclusive responsibilities of the Deputy Dean of Studies.*

(2) The competent Assistant Dean shall be responsible for the administration of the students' study and exam matters in the first instance where decision-making rights are not reserved for any other body or person. In relation to specialized further educational programs, the Assistant Dean may assign this right to the manager in charge of the specialized further educational program in question.

*Study Committee*

§ 3 (1) The Study Committee shall act as a permanent committee organized for each Faculty.

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

- permitting deferred enrollment/registration,
- permitting preferential schedule,
- permitting the establishment of guest student legal status.

(3) The types of cases belonging to the scope of the competence of the Study Committee may also be determined by the Faculties.

**Faculty additional provision to § 3 (3):**

*–The permission for guest student status is granted by the Deputy Dean of Studies.*

*–The Study Committee provide the Faculty's opinion on the Fellowship granted by the Republic and decide on the Fellowship for Scientific and Social Achievements.*

(4) Decisions on certain issues defined in the work order of the Study Committee may be assigned in writing to the head of the Registrar's Department with the Dean's approval.

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

**Faculty additional provision to § 3 (5):**

*–The Secretary of the Study Committee is the Registrar.*

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

(7) The schedule of meeting and operating rules of the Study Committee shall be determined by the Committee itself in consultation with the competent Assistant Dean.

*Credit Transfer Committee*

§ 4 (1) For the recognition of credits earned in any other domestic or foreign institution of higher education, or own institution, the rate of the correspondence of the learning materials shall be established by the Credit Transfer Committee set up for each Faculty, with the proper consideration of the opinion of the major administrator (subject administrator) or the competent department as necessary. The Credit Transfer Committee shall make such decisions until the deadline defined by the Faculties. The Credit Transfer Committee shall establish equivalence of the learning materials of the completed subject corresponds to the learning materials required by the curriculum in at least 75%.

**Faculty additional provision to § 4 (1):**

*Requests for credit transfer can be submitted on a form issued by the Credit Transfer Committee according to the general rules detailed in article 9.*

(2)<sup>2</sup> The Credit Transfer Committee may recognize earlier studies and works experience as the fulfillment of study-related requirements with the additional condition that the number of credits that are eligible on the basis of work experience shall be maximized in thirty. The recognition of any competence learnt in non-formal (education not belonging to the school system, still provided in organized forms) or informal (education not belonging to the school system, but based on empirical ways of learning) education, or experience earned during work may take the form of accepting any specific competence (knowledge, performance, achievement, abilities, further competences) in the given major by means of credits, or discharge from the fulfillment of any requirement. Earlier studies and work experience, as well as their detailed contents shall be evidenced by the students authentically.

(3) A specific case of the credit transfer procedure is when such a subject has been successfully completed at the University that the student has not fulfilled in the current educational program, but has the option to complete it under the same subject code, contents and credit value, and that is recorded by the Registrar's Department for the student's current studies upon the student's related request.

**Faculty additional provision to § 4 (3):**

*Requests for the change of Programs or new enrolments have to be submitted at the relevant officer of the Registrar's Office – together with the copy of earlier transcripts – till the first Wednesday of the academic period. The requested service fee at the same time has to be paid through the Neptun system.*

(4) The Credit Transfer Committee may as well conduct a preliminary credit recognition procedure for admission to any Masters educational program or guest student status upon the student's request.

(5) The Credit Transfer Committee shall consist of at least two and maximally seven teachers. The members shall be elected by the Faculty Council on the Dean's proposal so that every major specialized field of science should be represented. The chair of the Committee shall be appointed by the Dean from among the Committee members. The Committee shall be appointed for a term of three years.

(6) The Credit Transfer Committee shall form a quorum if its meeting is attended by the majority of the members. The schedule of meeting and operating rules of the Committee shall be determined by the Committee itself in consultation with the competent Assistant Dean.

*Committee for the Review of Student Matters*

§ 5 (1) Against any decision made or omitted to be made on the basis of this Code, students shall have the right to file an application for legal remedies within 15 days following the communication of the decision – or if not communicated, following their becoming aware of the decision otherwise – with reference to the violation of their right granted in any legal regulation or the Code.

(2) An application for legal remedies may be lodged against a decision relating to the evaluation of studies only when the decision has been grounded on requirements that have not been originally adopted by the institution of higher education, or the decision is in conflict with the provisions of the by-laws of the institution of higher education, or the provisions relating to the organization of exams have been breached.

(3) With the exception of the violation of procedural rules, no application for legal remedies may be lodged against decisions made by way of individual consideration, especially

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<sup>2</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

decisions made at equity or on preferential schedule of studies.

(4) Applications for legal remedies shall be addressed to the Rector of the University, and put forward to the Faculty making the decision of first instance.

(5) The Dean of the Faculty concerned shall review the applications for legal remedies. If the Dean agrees with the statements of the application, the resolution requested to be reviewed may be withdrawn, modified or any omitted decision shall be now made. If the Dean disagrees, the application for legal remedies together with all the available documents of the case and his own remarks as necessary shall be put forward to the Committee for the Review of Student Matters.

§ 6 The detailed rules pertaining to legal remedial proceedings shall be stipulated in the Rules of Legal Remedies for Students at the Pázmány Péter Catholic University.

#### *Student Welfare Committee*

§ 7 (1) The Student Welfare Committee shall act as a permanent committee organized for each Faculty to decide on:

- a) applications of students participating in fee-paying educational programs for payment in installments or respite of payment, or
- b) provision of certain student benefits.

(2) The detailed rules pertaining to reimbursements and benefits shall be stipulated in the Rules of Reimbursements and Benefits for Students at the Pázmány Péter Catholic University.

(3) The composition of the Committee shall be regulated by the individual Faculties in their complementary provisions to this Code.

#### **Faculty additional provision to § 7 (3):**

*–The Student Welfare Committee consists of one teacher, the president of the student union and four students. Its members are elected by the Faculty Council at the proposal of the Dean. The president of the Committee is the president of the Student Union. The mandate of the committee is one year.*

#### *Equal Opportunities Committee*

§ 8 Concerning the provision of education-related allowances to students with disabilities, decisions shall be made by the Equal Opportunities Committee as required by the provisions of this Code.

### **Order of procedures of the submission and evaluation of applications**

§ 9 (1) Applications may be submitted only in writing to the Faculty's organizational unit appointed for the receipt of the applications in question. The statements of the application and the reasons underlying the application shall be evidenced by the applicant, and therefore the application shall be attached with the certificates confirming the grounds of the application. It is not necessary to particularly evidence facts that the institution is officially aware of.

(2) If there is any form dedicated to the given application, the application may be submitted solely on that form.

(3)<sup>3</sup> The deadlines for the submission of certain applications not included in the schedule of the semester, and the place and form of the submission of such applications shall be determined and published by the Faculties.

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<sup>3</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

**Faculty additional provision to § 9 (3):**

*The requests can be submitted at the Registrar's Office only on appropriate forms (appendices of Code of Studies and Exams) enclosing the necessary certificates. The deadline of the submission of these requests are determined by this Code or the dates and times of the semester. The forms are available on the website of Registrar's WIKI.*

- (4) In the case of submission by mail, the date of the submission of the application shall be the day when it is delivered to the competent Faculty.
- (5)<sup>4</sup> The evaluation of the application shall be conditioned on the student's payment of the service fee prescribed in relation to the submission of the application concurrently with the submission of the application.
- (6) An application may be put forward only by an authorized person or his representative. If it is not the authorized person who puts forward the application, the authorization for representation shall be authentically evidenced concurrently with the submission of the application.
- (7) The authorization for representation shall be valid solely in writing if
  - a) it names the person authorized to submit the application, the personal details of the authorized person as suitable for identification, and the original signature of the person giving the authorization,
  - b) it clarifies for the execution of what procedural actions the authorized person is entitled to do,
  - c) it is affixed with the signatures of at least two witnesses.
- (8) Incomplete applications, applications that have been submitted by others than the authorized person or his representative, applications that have been submitted without using the required form, as well as applications received beyond the term of preclusion shall be declined without any review on the merits.
- (9) The deadline for the evaluation of applications shall be thirty days following the date of submission. In justified cases, the Dean of the competent Faculty may extend the deadline of administration – with the concurrent notification of the applicant or his representative – once and for thirty days at the maximum.

**Customary manner of communication and the provision of information at the University**

§ 10 (1) Forms of the communication to the students of the Faculty shall include the Educational Information Notice, the public information posted on the notice board of the competent organizational unit (hereinafter referred to as the notice board), the Faculty's website, the Neptun system, correspondence posted via e-mail or mail.

**Faculty additional provision to § 10 (1):**

*–The webpage of the Faculty is the WIKI page of the Registrar's Office.*

- (2) Communications pertaining to all the students or a specific group of students shall be posted on the notice board and published at the Faculty's website. Such information may as well be sent out via the Neptun system.
- (3) Any decision associated with a specific student shall be communicated in writing, via the Neptun system.
- (4) If in the Neptun system the student has entered both a permanent address and a different mailing address (for notification), then notices sent via mail shall be sent to the mailing address (for notification).
- (5) Students are obliged to continuously follow notices on the competent organizational units' notice board or website, e-mail correspondence and messages in the Neptun system. Information so published shall be deemed to have been communicated on the 8<sup>th</sup> day

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<sup>4</sup> Modified by Resolution no. ET 1141/2014.06.11. Effective since the academic year of 2014/2015.

following the date of sending or posting. In the case of any correspondence sent by mail, if postal delivery fails, because the addressee or his authorized representative declares that he is not willing to take over the consignment, the document shall be deemed to have been delivered on the date of the attempted delivery. If the document is returned with the indication "not collected", the document shall be deemed to have been delivered on the 10<sup>th</sup> working day following the first attempted postal delivery.

(6) The student shall be liable for all the consequences associated with the inaccurate or incorrect specification of the e-mail or mailing address (for notification) or any failure to update the connected data upon any change of such addresses.

### **Calculation of time limits**

§ 11 (1) Time limits expressed in days or working days shall not include the day of the occurrence of any act or circumstance that causes the given time limit to commence, or the day of the communication, delivery, posting or removal of any related notice.

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

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

(4) The acquisition of any right bound to a specific day shall take place at the beginning of the day. The legal consequences of the omission of any deadline or delay shall become effective upon the expiry of the last day of the time limit.

(5) The time limits set by the institutions shall be deemed as terms of preclusion, with special respect to deadlines for the submission of applications – unless it is otherwise required in this Code or the complementary provisions to this Code defined by the Faculty being competent in the given matters –, meaning that whenever a deadline is omitted, application for certification may not be propounded.

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

## **Part II**

### **System of training, order of education**

#### **System of training**

§ 12 (1) The University shall provide education on the Bachelor and Masters level, as well as undivided, one-tier training and specialized further education in work orders of full-time, correspondence and evening division. A major is the educational program covering the uniform system of the educational contents (knowledge, abilities, skills) for the attainment of a professional qualification.

(2) A university student shall pursue studies based on the educational and output requirements of the given major and the curricula elaborated with respect to such requirements. The curriculum shall determine the subjects that are required, optionally required and offered as optional at the given major, the credit values assigned to the individual subjects, as well as the substantial requirements and conditions of the issuance of the final certificate, the granting of the permission to take the closing exam, as well as the issuance of the degree. The curriculum shall further determine what subjects need to be completed as a condition of admission to certain other subjects (order of preliminary studies), as well as the types of the requirements belonging to specific subjects, the number

of the associated classes and the subject codes. Any specific subject may be preconditioned on maximum three other subjects or a group of subjects corresponding maximally fifteen credits. Admission to certain subjects may be preconditioned on other subjects to be concurrently signed up (parallel signing up).

(3) The successful fulfillment of the student's studies shall be assisted by the model curriculum that covers the subjects to be completed and the recommended scheduling of their completion. The model curriculum may as well be prescribed as parts of the curricula of the individual majors. When planning their studies, students may deviate from the model curriculum at their own responsibilities, and thus are allowed to obtain the credits needed for the degree over longer or shorter periods of time in education. The model curriculum shall be compiled so that for the students the completion of thirty credits is recommended in each semester, including optional subjects.

(4) The individual curricula may set out special rules for the given Faculty in comparison to this Code and the complementary provisions of the Faculty. The Faculty's complementary provisions to this Code shall define the mandatory contents of the curricula, the rules of procedures for their changes – with special respect to their progressive introduction –, as well as the issues relating to the specialized studies concerned that have to be regulated in the curricula.

**Faculty additional provision to § 12 (4):**

*–The meaning of weak prerequisite: the prerequisite subject needs to be completed (a signature is needed) to be able to take the subject that is built on it and the completion of the prerequisite is necessary to take an exam from the subject that is built on it.*

(5) In the case of certain majors, during their studies students are entitled to complete minor programs or specialized courses within the framework of the given curriculum.

(6) Specialized courses shall be forms of training that offer specialized knowledge as part of the given professional qualification, and can be reflected in the degrees in cases defined in the relevant legal regulations. The special rules associated with specialized courses shall be set forth in the complementary provisions of the Faculties to this Code.

(7) A minor program shall be a package of associated subjects compiled from the offering of any given major, and adding up to 50 credits. The completion of the minor program shall not result in any specific professional qualification. The completion of the minor program shall not be mandatory. For the minor programs, special rules shall be determined in the Faculty's complementary provisions to this Code.

(8)<sup>5</sup> Specialization shall be a form of training not resulting in any independent professional qualification as part of the given major, but giving special specialized knowledge with professional contents being complementary to the higher educational program. Any successfully completed specialization may be indicated in the clause to the degree or after the designation of the professional qualification (in brackets) in cases so defined in the relevant legal regulations. For specialization, further rules may be defined by the individual Faculties in their complementary provisions to this Code.

§ 13 (1) The educational program shall be organized in semesters with an academic year consisting of two semesters. Parts of a semester (educational period) shall be the term time and exam time. The term time shall be fifteen weeks long, whereas the exam time thereafter shall be six weeks long at the maximum. In general, there shall be no teaching in the first week of the term time.

(2) The schedule of any semester shall be determined by the Rector in consultation with the Deans, and then announced in the manner that is customary at the given place, until the last day of the term time of the previous semester at the latest. The schedule shall particularly

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<sup>5</sup> Enacted by Resolution no. ET 1141/2014.06.11. Effective since the academic year of 2014/2015.

provide for

- a) date of the enrollment,
- b) first and last day of the term time,
- c) due dates of the payment of the tuition fee,
- d) first and last day of the registration period,
- e) first and last day of the course registration period,
- f) first day of the exam registration,
- g) first and last day of the exam time,
- h) study breaks.

(3) On any deadline not included in the schedule of the semester, the Dean of the Faculty Dean shall decide – with the prior approval of the Educational Directorate –, and inform the Rector's Office accordingly in writing.

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

(2) Subjects shall be fulfilled by the completion of the associated courses. A course shall be deemed as a study occasion in the framework of which the student fulfills the specific study-related requirements. A subject may be associated with one or more courses. A course may be a

- lecture,
- seminar, or
- laboratory practice.

**Faculty additional provision to § 14 (2):**

*–The classes last 45 minutes with a 15-minute break. The consent of all students of the given course is needed for any change.*

(3) The courses belonging to the subjects shall be announced in conformance to the requirements of the model curriculum.

(4) Courses may be announced with or without holding classes.

(5) Courses belonging to the given subject and concluding in independent exams may as well be announced without holding classes – i.e. as CV courses – in semesters when according to the model curriculum the courses are not required to be announced, or the courses would not otherwise be announced. Only such students may sign up for CV courses who have already fulfilled the conditions that are necessary for being admitted to examination on the given subject. Signing up for a CV course shall be deemed as registration for a subject.

(6) On subjects that are prerequisites for any other subject on the basis of the preliminary study order, early exam courses – i.e. EV courses – may as well be announced. Only such students may sign up for early exam courses who fulfilled the conditions that are necessary for being admitted to examination on the given subject in the previous semester. Signing up for an EV course shall be deemed as registration for a subject. In the framework of early exam courses, exams may be held beyond the exam time, i.e. in the EV period defined within the schedule of the semester. If the fulfillment of the early exam course has not been successful, the student – provided that he has signed up for the course in the semester concerned – may not be granted certifying signature for the subject whose prerequisite is the completion of the early exam course (succeeding subject), and therefore the subject in question remains unfulfilled.

**Faculty additional provision to § 14 (6):**

*Only those students can apply for the preliminary exam course who have already completed all prerequisites for taking an exam from that given course.*



### Part III Student legal status

#### Origination of student status, enrollment, registration

§ 15<sup>6</sup> (1) Whoever has been admitted to any major, or taken over by means of an effective resolution, and consequently has established student legal status shall have the right to commence his studies at the University. Within the context of the student legal status, the student shall have the right to pursue studies at one or more Faculties of the University, even on several majors at a time. Students may pursue studies concluding in independent degrees only in majors where they have been admitted in the framework of admission proceedings, takeover or change of majors.

(2) The student legal status shall be originated with enrollment. Enrollment may be effectuated with the completion and execution of the enrollment form. For the purpose of enrollment, the student shall specify his personal data needed for the pursuance of studies and – concurrently with the presentation of the original counterparts – the copies of the documents required for admission shall be submitted.

(3) Changes in the specified data shall be promptly communicated by the student to the institution, while for any damage arising from the omission of any notification or the communication of untrue data the student shall be liable.

(4) The student given admission shall be notified of the admission, as well as the time and rules of enrollment via mail. The competent Dean shall ensure that the students commencing their studies should be given appropriate information in relation to the accessibility of the written educational information notice.

(5) If the candidate given admission is not able to be present at the enrollment beyond his own fault, and does not register himself in the first week of the semester either, an application for deferred enrollment may be submitted to the competent Faculty with the justification of the associated causes attached until the end of the second week of the term time. The detailed rules of the submission of the application shall be set forth in the Faculty's complementary provisions to this Code.

**Faculty additional provision to § 15 (5):**

*Requests for credit transfer can be submitted on a form of the Credit Transfer Committee (Appendix 1.1 of the Code of Studies and Exams) according to the general rules detailed in article 9.*

(6) Following the first enrollment and during the term of the student legal status, there is no need for any new enrollment, not including enrollment for educational programs (majors) concluded in further independent degrees.

(7) As part of the enrollment procedure, the institution shall conclude the student educational contract with each of the admitted candidates entitled to enrollment and candidates initiating enrollment for fee-paying education. As part of the enrollment procedure, candidates admitted to education with state scholarship shall make their declarations – under the rules defined in the relevant legal regulations – on the acceptance of the conditions of the educational program.

(8) If any of the candidates admitted to education with state scholarship refuses to make the declaration, he has the right to register for the same educational program in fee-paying form.

(9) In case any candidate admitted to a fee-paying educational program fails to conclude the student educational contract validly for any reason, his enrollment shall be invalid, and no student legal status shall be established.

(10) The declaration pertaining to the acceptance of the conditions of the educational

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<sup>6</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

program and the student educational contract shall be signed by the admitted candidate under his own hand or by way of his representative. The admitted student shall be represented by any person authorized in the form of a fully conclusive private deed or public deed, or his legal representative. An original counterpart of the document confirming the authorization of the representative shall be attached to the declaration of contract.

(11) The enrollment of any student attending fee-paying education for the given major shall be invalid in case for the given major he fails to pay the total amount of his respective tuition fee – or if the institution has granted any allowance for payment in installments, the amount due until the deadline for the payment of the total amounts of tuition fees by other students – until the prescribed due date of payment unless he has been granted a respite of payment.

(12) In the first semester after the enrollment, the student is obliged to register for an active semester in the Neptun system. If it is omitted, the enrollment shall become invalid, and the student legal status does not become established.

(13) After the last day of the registration period, the Registrar's Department shall review whether all the conditions of enrollment have been fulfilled, and if yes, the enrollment form shall be validated. The process of enrollment shall be concluded with the validation of the enrollment form.

§ 16 (1) Before the training period, until the deadline defined in the schedule of the given semester the student is required to indicate in the Neptun system whether he intends to continue his studies in the semester concerned (active semester), suspend his student legal status (passive semester). If within the framework of the student legal status the student pursues studies in more than one major, registration shall be executed separately for the individual majors with the additional condition that the student legal status is not suspended in case registration has been made for at least one major. If the student makes registration for none of the majors until the prescribed deadline, the student legal status shall be suspended for the given semester. If the student pursues studies in more than one major, and while not suspending his student legal status he does not register for any of these majors, then in the major in question no studies may be pursued during the given semester.

(2)<sup>7</sup> Before the completion of the first semester, the student legal status may be suspended only in particularly justified cases, with the Dean's special permission. The associated request shall be submitted by the student until the last day of the registration period at the latest, in writing to the competent organizational unit. In spite of the submission of the request, the student is obliged to register for an active semester, but if the request is accepted by the Dean, the Registrar's Department shall cancel this registration for the active semester alongside all the subjects signed up.

(3)<sup>8</sup> The student may not register, and his semester shall be passive in case he has any overdue payment obligation to the institution.

(4)<sup>9</sup> The registration of any student attending fee-paying education for the given major shall be invalid in case for the given major he fails to pay the total amount of his respective tuition fee – or if the institution has granted any allowance for payment in installments, the amount due until the deadline for the payment of the total amounts of tuition fees by other students – until the prescribed due date of payment, or leaves any financial administration obligation unfulfilled.

(5) The exercise of rights and powers belonging to active student legal status – not including rights associated with signing up for subjects – shall be conditioned on the payment of the due amount of the respective tuition fee in conformance to the provisions of Section (4).

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<sup>7</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

<sup>8</sup> Modified by Resolution no. ET 1141/2014.06.11. Effective since the academic year of 2014/2015.

<sup>9</sup> Modified by Resolution no. ET 1141/2014.06.11. Effective since the academic year of 2014/2015.

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

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

§ 17 (1)<sup>10</sup> The student legal status shall be suspended if

- a) the student fails to comply with his registration obligation for any major until the prescribed deadline, or his registration is invalid,
- b) until the given deadline, the student has validly declared that he intends to suspend the student legal status for the semester,
- c) as a disciplinary action the student has been banned from continuing his studies, and therefore in the given semester he is not been allowed to pursue studies,
- d) any student attending fee-paying education or an educational program with state scholarship fails to pay the total amount of his respective tuition fee or the part not covered by the state ownership – or if the institution has granted any allowance for payment in installments, the amount due until the deadline for the payment of the total amounts of tuition fees by other students – until the prescribed due date of payment, or leaves any financial administration obligation unfulfilled until the same date; if the student pursues studies in more than one major, such obligations are met for none of the majors.
- e) the student withdraws his registration for the active semester within one month following the first day of the semester in writing at the Registrar's Department,
- f) the student is not able to meet his study-related obligations for child birth, accident or other unexpected reasons, beyond his own fault.

(2) During the suspension of the student legal status, the student may not exercise the rights arising from this legal standing or receive benefits, but shall remain entitled to submit requests and applications in connection with his studies.

#### **Faculty additional provision to § 17 (2):**

*Students in passive status have to immediately notify the Registrar's Office concerning any change in their name, residence, or address for notification.*

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

(4) If the student is not able to meet his study-related obligations for child birth, accident or other unexpected reasons, beyond his own fault, then it may be notified to the competent Faculty of the major – with the attachment of the appropriate certificates – during the semester, and request the termination of his student legal status. The form, place and deadline of the submission of the certificate shall be set out in the Faculty's complementary provisions to this Code. The Dean of the competent Faculty shall decide on the authorization of suspension. When the authorization is granted, the student legal status shall be suspended for the given semester, and therefore – upon the student's request – the Registrar's Department shall cancel all the subjects having been signed up by the student for the given semester, as irrespective of the fact whether they have been completed in part or full by the student.

#### **Faculty additional provision to § 17 (4):**

*-Requests have to be submitted on forms developed for cases that belong to the scope of the Deputy Dean of Studies (appendix 1.2 of Code of Studies and Exams), according to the general rules defined in chapter 9 within 15 days of their emergence but at the latest till the end of the exam period.*

- (5) The legal status of the student pursuing parallel studies in more than one major shall not be suspended, but in the given major no studies may be attended if
- a) the student fails to comply with his registration obligation for the major until the prescribed deadline, or his registration is invalid,
  - b) until the given deadline, the student has validly declared that he intends to suspend his studies for the semester,
- (6)<sup>11</sup> If after registration the legal status of the student is still suspended for any reason during the given semester, the Registrar's Department shall cancel all the subjects having been signed up by the student for the given semester, as irrespective of the fact whether they have been completed in part or full by the student.

### **Discharge from the fulfillment of study-related obligations**

§ 18 (1) In case there is no option to withdraw the registration any longer, during his studies the student may request discharge from his study-related obligations only once, until the last day of the term time at the latest in writing at the Faculty that is competent in the given major. The form, place and deadline of the submission of the application shall be set out in the Faculty's complementary provisions to this Code.

#### **Faculty additional provision to § 18 (1):**

*-Requests have to be submitted on forms developed for cases that belong to the scope of the Deputy Dean of Studies (appendix 1.2 of the Code of Studies and Exams), according to the general rules defined in chapter 9, till the end of the academic period.*

*-Exemption from academic obligations does not affect sanctions detailed in chapter 26 paragraph 5 point a) of the Code of Studies and Exams, so the condition of dismissal is fulfilled in case the student does not obtain more than 30 credits in the second active semester after enrolment/first registration.*

- (2) The Registrar's Department shall cancel all the subjects having been signed up by the student for the given semester, as irrespective of the fact whether they have been completed in part or full by the student. Such discharge from the fulfillment of study-related obligations may be requested only in relation to all the subjects having been registered by the student for the given semester, but not in connection with the individual subjects.
- (3) Students participating in parallel studies in more than one educational program may request discharge from the fulfillment of study-related obligations separately in connection with the individual majors, but just once for each major.
- (4) Discharge from the fulfillment of study-related obligations may not result in the suspension of the student legal status or the studies pursued in the given major.

### **Guest student legal status**

§ 19 (1) Without any separate permission or authorization, the students of the University have the right to attend studies in any other domestic or foreign institution of higher education, in the framework of guest student legal status. The conditions of the establishment of the guest student legal status shall be determined by the receiving institution of higher education.

- (2) Credits obtained in other domestic or foreign institutions of higher education may be

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<sup>11</sup> Enacted by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

accepted for the student's current education in line with the general rules of credit transfer.

**Faculty additional provision to § 19 (2):**

*The request is to be submitted on a form developed for the cases in the scope of Credit Transfer Committee (appendix 1.3 of the Code of Studies and Exams) according to the general rules detailed in chapter 9, till the first Wednesday of the academic period at the Registrar's Office.*

(3) The student is entitled to inquire about the Credit Transfer Committee's preliminary opinion whether any subject attended in the framework of the guest student legal status can be accepted for the current studies. To his application, the student shall attach the information provided by the given institution of higher education in relation to the contents of the subject to be completed. Among others, the procedure shall be governed by the general rules of credit transfer. If the student requests the acceptance of any such subject having been successfully completed in the framework of the guest student legal status for his studies that is deemed as acceptable by the Credit Transfer Committee's preliminary opinion, upon the student's request, after the confirmation of the results the Registrar's Department shall transfer the results to the student's current studies. For recognition as a subject completed in the given semester, the student is obliged to submit the credit certificate relating to the completion of the subject to the Registrar's Department until the last day of the exam time. Nevertheless, if the address or credit value of the subject – as specified in the credit certificate issued by the other institution of higher education – differs even in part from the subject having been examined in the preliminary procedure, the general rules of the credit transfer procedure shall be applicable.

**Faculty additional provision to § 19 (3):**

*The request is to be submitted on a form developed for the cases in the scope of Credit Transfer Committee (appendix 1.4 of the Code of Studies and Exams) according to the general rules detailed in chapter 9, till the first Wednesday of the academic period at the Registrar's Office.*

(4)<sup>12</sup> In the given semester, the credit transfer request may not be fulfilled for the recognition – or transfer – of a subject from which the student has attempted to pass an exam in the given semester, during his studies pursued at the University.

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

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

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

(2)<sup>13</sup> Application for the guest student legal status shall be submitted to the Faculty concerned until the deadline defined in the schedule of the semester, in the manner and place specified by the given Faculty.

**Faculty additional provision to § 20 (2):**

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<sup>12</sup> Modified by Resolution no. ET 1141/2014.06.11. Effective since the academic year of 2014/2015.

<sup>13</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

*Requests for the status of guest student are to be addressed to the Deputy Dean of Studies and to be submitted at the Registrar's Office. The deadline for the submission of these requests is defined by this regulation or the dates and times of the given semester.*

(3) The application shall describe the subjects intended to be attended, and attached with the certificate of the student legal status issued by the student's mother institution. The existence of the student legal status during the term of the guest student legal status shall be confirmed in each semester. Concerning the contents of the application, the individual Faculties may prescribe further requirements.

**Faculty additional provision to § 20 (3):**

*–For the students of the module „Quantitative Modelling and the Basics of Information Technology“ it is sufficient to request the status of guest student, in the first semester. In the consecutive semesters it is then sufficient to register for the active semester and present the certificate of their active student status.*

*–In case the guest student cannot certify his/her student status between 20th September and 28 February, the Registrar's Office will annul the student's guest student status.*

(4) Guest students shall be subject to the rules that are applicable to the own students of the institution.

(5) The guest student legal status shall be promptly terminated in case the student legal status of the student has been terminated. The student is obliged to notify the Registrar's Department instantly of the termination of his student legal status.

(4) Upon the termination of the guest student legal status, the credit certificate defined in the relevant legal regulations shall be issued to the guest student to appropriately confirm the educational requirements having been fulfilled by the student, and serve as the basis of a credit transfer procedure as the case may be.

**Parallel student legal status**

§ 21<sup>14</sup> During the term of his student legal status, the student shall have the right to establish and maintain additional (parallel) student legal status with another institution of higher education.

**Education for the obtainment of partial knowledge**

§ 22<sup>15</sup> (1) Any person having higher education qualification and not being in possession of student legal status with the university may be admitted to educational programs for the obtainment of partial knowledge.

(2) The individual Faculties shall have the right to announce educational programs for the obtainment of partial knowledge. Within the framework of such educational programs, individual subjects and subject groups may be announced.

(3) For the purpose of educational programs for the obtainment of partial knowledge, the student legal status shall be originated with the enrollment, without any separate admission procedure. For the obtainment of partial knowledge, studies may be pursued only in fee-paying education.

(4) Upon the termination of the student legal status, the credit certificate defined in the relevant legal regulations shall be issued to the student who participate in any educational program for the obtainment of partial knowledge to appropriately confirm the educational requirements having been fulfilled by the student, and serve as the basis of a credit transfer procedure as the case may be.

(5) To the student participating in any educational program for the obtainment of partial knowledge, the rules of the institute relating to its own students shall be properly applicable

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<sup>14</sup> Modified by Resolution no. ET 1141/2014.06.11. Effective since the academic year of 2014/2015.

<sup>15</sup> Modified by Resolution no. ET 1141/2014.06.11. Effective since the academic year of 2014/2015.

with the additional condition that the student participating in any educational program for the obtainment of partial knowledge is not entitled to

- re-enroll to any other institution of higher education or change divisions,
- suspend the student legal status,
- request the Dean's decision on equity,
- request reclassification to state-subsidized education, or
- request any allowance for the fulfillment of its payment obligations.

(6) The student legal status of the student participating in any educational program for the obtainment of partial knowledge shall be terminated in case the student legal status should be suspended pursuant to this Code,

(7) Against the student participating in any educational program for the obtainment of partial knowledge, the ban from pursuing studies may not be applied as a disciplinary sanction.

(8) The other rules pertaining to educational programs for the obtainment of partial knowledge shall be determined by the individual Faculties.

### **Takeover, change of majors**

§ 23<sup>16</sup> (1) During the term of the student legal status, any student pursuing studies in the same educational field of another institution of higher education may request his takeover to any major of the University. In the event of such takeover, the student legal status with the earlier institution of higher education shall be terminated on the basis of enrollment to the University.

(2) During the term of the student legal status, any student pursuing studies in any major of the University may request his takeover to any other major of the University belonging to the same educational field (change of majors). When such change of majors has been authorized, the student – based on the authorization of the change of majors – may not pursue studies in the earlier major following the date of registration for the new major.

(3) Takeover or the change of majors may be requested only between identical levels of education with the exception of takeover or the change of majors

- a) from Bachelor level education to undivided teacher's training,
- b) from undivided education to Bachelor level education.

(4) <sup>17</sup>The application for relocation and the change of majors may be submitted until 20 August or 20 January of the given year.

(5) The resolution authorizing the takeover or change of majors shall become null and void in case the applicant fails to enroll or register for the first semester following the adoption of the resolution, and if the student legal status of the applicant is terminated before the enrollment or registration on the basis of the resolution.

#### **Faculty additional provision to § 23 (6):**

*Request of transfer has to be addressed to the Deputy Dean of Studies and to be submitted to the Registrar's Office.*

*The transfer to state funded program can be granted in case all of the following conditions are fulfilled:*

*at least 60 completed credits,  
cumulative weighted average is at least 3.51,  
there are no more than 4 failed exams.*

*In case the student requesting the transfer fulfils two conditions can be accepted to the fee paying program.*

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<sup>16</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

<sup>17</sup> Modified by Resolution no. ET 2032/2015.10.30

*Requests for program change can be submitted on forms made for cases in the scope of the Deputy Dean of Studies at the Registrar's Office according to the general rules detailed in chapter 9 (appendix 1.2 of the Code of Studies and Exams).*

(6) The minimum requirements of the takeover and change of majors, as well as the form, place and deadline of the submission of the application shall be set out in the Faculty's complementary provisions to this Code. The Dean of the competent Faculty shall decide on the takeover.

(7) The Faculty concerned in the takeover and change of majors shall be the University's Faculty that operates education for the given major to which the student requests his takeover.

### **Change of divisions**

§ 24<sup>18</sup> (1) Upon the student's request, in justified cases the Dean may authorize change to another form of education with different work schedule within the same major.

(2) <sup>19</sup>The application for changing the work schedule of the education may be submitted until 20 August or 20 January of the given year.

(3) The form and place of the submission of the applications shall be set out in the Faculty's complementary provisions to this Code.

### **Change in the form of financing**

§ 25 (1)<sup>20</sup> The rules of reclassification between educational programs with state scholarship and fee-paying education, or other provisions relating to the student's financing status are set out in the Rules of Reimbursements and Benefits for Students.

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

§ 26 (1)<sup>21</sup> The student legal status shall be terminated

- a) if the student has been taken over by another institution of higher education, on the date of enrollment to the receiving institution provided that the student does not pursue studies in any other major of the University,
- b) if the student gives a written notice to announce the termination of his student legal status, on the date of the notification,
- c) if the student is not allowed to continue his studies in any educational program with state scholarship, and does not wish to continue his studies in fee-paying educational programs, or refuses or fails to conclude the student educational agreement in due time provided that the student does not pursue studies in any other major of the University,
- d) on the last day of the first closing exam time following the given educational cycle or the last educational period provided that the student does not pursue studies in any other major of the University,
- e) if the Rector cancels the student legal status for any payment arrears after the student has been warned ineffectively, and the student's social standing has been reviewed, on the effective date of the decision on the termination,
- f) expulsion, on the effective date of the disciplinary resolution.

(2) If after two subsequent semesters of the suspension of the student legal status – without the necessary permission of the Dean – the student fails to sign up for an active semester, or

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<sup>18</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

<sup>19</sup> Modified by Resolution no. ET 2032/2015.10.30

<sup>20</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

<sup>21</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.



is forced to be on a passive semester within the meaning of the provisions of this Code, the student legal status shall be terminated on the first working day following the last day of the term of registration. In the event of two subsequent semesters of suspension, the Registrar's Department shall warn the student in writing until the last day of the term time of the second semesters – in the form of a Neptun message – of the need to continue his studies, and advise him of the legal consequences of its omission.

(3) If the student does not continue his studies in any major in two subsequent semesters, the student shall be subjected to the procedure defined in Section (3), notwithstanding that in case the student has the right to pursue studies in any other major, the student legal status shall not be terminated, but in the given major no further studies may be attended even at a later date.

(4)<sup>22</sup> If the student declares in writing that he does not intend to pursue studies in any of the majors, or in relation to the given major he has been taken over by another institution of higher education, or is not allowed to continue his studies in any educational program with state scholarship, and does not wish to continue his studies in fee-paying educational programs, while the student has the right to pursue studies in any other major of the University, the student legal status shall not be terminated, but no further studies may be attended in the major that is associated with his declaration, his takeover or the refusal to attend any form of fee-paying education.

(5) For the non-fulfillment of obligations in relation to advancements in studies, the student may not continue his studies in the given major if

- a) the student is not able to obtain at least 30 credits until the end of the exam time of the second active semester following his first registration,
- b) the student is not able to complete any subject even for the third signing up.

In case the student is not entitled to pursue studies in any other major, it shall mean the concurrent cancellation of the student legal status.

(6) The individual Faculties' complementary provisions to this Code may define further obligations in relation to advancement in studies, and in the event of their non-fulfillment the student is not allowed to continue his studies in the major concerned (causes of dismissal). In case the student is not entitled to pursue studies in any other major, it shall mean the concurrent cancellation of the student legal status.

**Faculty additional provision to § 26 (6):**

- *The student cannot continue pursuing his/her studies in case he/she does not obtain at least 60 credits till the end of fourth semester' exam period; can not complete a course (including comprehensives) for the fifth time; can not pass the comprehensive from Mathematics for the fourth time; the number of not completed credited courses in the syllabus reaches 11 in BSc or 7 in MSc.*

(7) Sanctions against the student for the non-fulfillment of obligations in relation to advancements in studies may be applied only if the student has been warned in writing of the need to fulfill his obligations in due time, and advised of the legal consequences of omission.

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

§ 27 (1) In representation of the Dean of the competent Faculty associated with the given major, the competent Assistant Dean may discharge any student from the application of sanctions due to the non-fulfillment of obligations in relation to advancements in studies once during the term of the student legal status, on equity. In this case, the student is obliged

to obtain at least 30 credits until the end of the exam time of the third active semester following the first registration at the latest, or the student shall have still another option to sign up for the subject that he has been unable to complete even when signing up for the third time.

(2) No discharge on equity may be granted to the student from dismissal if the combined number of his unsuccessful exams and repeated exams on the same subject is at least five.

(3) The form, place and deadline of the submission of the application for a decision on equity shall be set out in the Faculty's complementary provisions to this Code.

**Faculty additional provision to § 27 (3):**

*The request can be submitted on forms developed for cases that are in the scope of the Deputy Dean of Studies (appendix 1.2 of the Code of Studies and Exams) according to the general rules detailed in chapter 9, at last during the week after the exam period of the given semester at the Registrar's Office.*

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

**Faculty additional provision to § 27 (4):**

*According to the additional notes to chapter 26 of the Code of Studies and Exams, the Dean might grant exemption from causes of dismissal once during one's student status in the interest of equity, in these cases:*

*the student is obliged to obtain minimum 60 credits till the end of exam period of the fifth active semester after enrolment;*

*the course (including comprehensives) has to be completed for the sixth examination time;*

*the comprehensive from Mathematics has to be completed for the fifth examination time;*

*for the end of the exam period of the consecutive active semester the number of non-completed courses (which have credits in the syllabus) must be less than 11 in BSc or 7 in MSc.*

*-In case the student is granted the Dean's equity his/her studies can only be continued only in a fee paying program.*

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

§ 28 (1) In cases deserving special appreciation, the Rector may discharge such students from the application of sanctions due to the non-fulfillment of obligations in relation to advancements in studies, not including the cases covered in Section (2) of Article 27 who

a) has exhausted the option to request the Dean's decision on equity, i.e. has been given the Dean's special appreciation, or his request for the Dean's special appreciation has been effectively turned down, and

b) does not have more credits to obtain for the issuance of the final certificate than fifteen credits in undivided training, nine credits in Bachelor level education or six credits in Masters level education.

(2) Any application for the Dean's decision on equity shall be submitted in the dedicated form, as addressed to the Rector, but delivered to the Dean's Office of the competent Faculty.

(3) Of the receipt of the application, the Dean's Office shall officially inform the Rector's Office so that the Rector shall have the option to administer the given case by himself. If within five working days the Rector does not exercise this right, the Dean of the competent Faculty shall act in the given case without any particular action of the Rector, following the proper consideration of the facts and circumstances.

(4) No further legal remedies may be requested against decisions made by the Rector on equity.

## Part IV Fulfillment of study-related obligations

### Signing up for subjects

§ 29 (1)<sup>23</sup> Until the last day of the term time of the previous semester, the following details shall be entered in the Neptun system:

- courses belonging to the subjects,
- description of the courses,
- accurate venues, times of the classes, teacher of the given course,
- any prerequisite belonging to the subject,
- form of testing.

(2)<sup>24</sup> At least one week before the course registration period, the following details shall be entered in the Neptun system:

- mandatory educational materials belonging to the subject,
- minimum and maximum headcount of the candidates for the individual courses, as well as
- data determined by the given Faculty.

**Faculty additional provision to § 29 (2):**

*The requirements of the given courses define the conditions that have to be fulfilled for a course to be completed and their deadlines. These have to appear on the WIKI page of the given course till the second week of the academic period and need to be communicated in the first contact class. Subject requirements can be modified only with the consent of the concerning student representatives.*

*The course requirements include:*

*The required presence at the classes, how missed classes can be made up, the method attendance is checked and its frequency,*

*o the way absences from classes or examinations are to certified,*

*o the number, scope, as well as how they can be made up for in case missed tests and quizzes during the semester,*

*o the requirements of signatures at the end of the semester,*

*o how grades are calculated,,*

*o the list of literature needed for completing the requirements of the course.*

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

(4) The times of the announced courses may not be modified after the commencement of the course registration period.

**Faculty additional provision to § 29 (4):**

*Information in connection with the timetable can be modified only with the consent of the concerning student representatives beyond the given deadlines.*

(5) In association with the subjects that have to be completed for the obtainment of the final certificate on a mandatory basis, courses shall be announced so that the potential headcount shall be aligned to the anticipated headcount of students who are expected to sign up for the subject in the given semester on the basis of the model curriculum and the number of students.

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<sup>23</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

<sup>24</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

(6) The Faculties' complementary provisions to this Code may set out differing rules for certain groups of students in relation to registration for some of the courses. While registering for these courses, especially those students may be preferred who need the completion of the given course for the fulfillment of their major-related or specialized education to the detriment of students who want to complete the course as an optional subject.

§ 30 (1) The students shall sign up for the subjects and the courses serving their completion in the course registration period, with the use of the Neptun system. Only those students shall be eligible to sign up for subjects and courses who has validly declared in the given major that he wants to continue his studies during the semester, and that his student legal status has not been suspended. If the student withdraws his registration until the prescribed deadline, the subjects signed up in the given major shall be cancelled by the Registrar's Department *ex officio*.

**Faculty additional provision to § 30 (1):**

*A student can take more than 40 credits only if permitted. Those who require the permission for taking more than 40 credits for the first time, the permission will be granted, unless there is an obvious reason for its rejection.*

*Those who have already received permission but did not complete the taken credits will not be granted the request once more.*

*The request can be submitted till Friday of the first week of the academic period to the Registrar's Office in email.*

(2)<sup>25</sup> The course registration period shall be recorded in the schedule of the semester. The course registration period may not be finished sooner than the last day of the first week of the term time.

(3) The subjects that the student can sign up for shall be regulated in the preliminary study order provided in the model curriculum. Students may sign up for subjects that are bound to prerequisites only when they have already fulfilled the preconditions, or if the precondition is the concurrent completion of any other subject (parallel signing up), it is completed in the current semester.

§ 31 (1) In case the student does not sign up for such a subject or course for any reason during the course registration period that would otherwise be permitted by the preliminary study order, then within six working days following the last day of the course registration period at the latest registration for the subject or course in question may be requested at Registrar's Department.

**Faculty additional provision to § 31 (1):**

*The fee of late credit taking is set by the University Council.*

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

**Faculty additional provision to § 31 (2):**

*A course can be cancelled within the period of five days after the course selection period. After this deadline, the cancellation of course is not possible.*

(3) The student is obliged to complete the registered subjects. If the student fails to complete any registered subject, then the subject shall remain unfulfilled. The student shall have the right to register for the unfulfilled subject again in later semesters. A formerly fulfilled subject or course serving the completion of a fulfilled subject may not be signed up again.

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

obligations.

**Faculty additional provision to § 31 (4):**

*The student cannot pursue his/her studies in the Faculty if the number of not completed courses, which are credited in the syllabus, reaches 11 in BSc program or 7 in MSc program (see Faculty notes on chapter 26 point 6 of the Code of Studies and Exams).*

(5)<sup>26</sup> If the student pursues professional practice outside the study period, then following its completion the associated certificate shall be promptly submitted to the appropriate organizational unit of the Faculty that is deemed to be competent with respect to the training. The fulfillment of this requirement shall be recorded in the Neptun system in association with the active semester in process at the time of the submission of the certificate or the first active semester following submission.

§ 31/A<sub>27</sub> (1) On the working day following the last day of the deferred course registration period, the student shall receive written notification from the Registrar's Department in the form of a Neptun message that the subjects and courses sign up for the given semester have been finalized, and may be viewed in the Neptun system.

(2) Upon the student's request, the "Registered courses" form printed out by the student from the Neptun system – following the last day of the deferred course registration period – shall be authenticated by the competent educational administrator. The authenticated document shall certify the subjects having been registered by the student for the given semester, and then during the semester any deviation therefrom may be made only if any of the student's deferred subject registration or cancellation cases is concluded just after the authentication when the authentication of the form may be repeatedly requested as described in the resolution.

(3) Within five days following the sending of the notice – or if any of the student's deferred subject registration or cancellation cases is concluded only on the working day following the last day of the deferred course registration period, within five days following the sending of the relevant resolution –, the student may file a written complaint to the Registrar's Department in case he opines that the received notice states erroneous data:

- a) any course that the student has not signed up, or alternatively
- b) the lack of a course that the student has signed up, or
- c) any irregular change in the material data of the registered course following signing up.

(4) The student's complaint shall be examined by the head of the Registrar's Department based on the data entered in the Neptun system within 5 working days, and notify the student of the adjustment of the error or the disapproval of the complaint. The disapproving decision shall be properly justified.

(5) Against the disapproval of the complaint, an application for legal remedies may be lodged with the reliance on the general rules.

### **Preferential schedule of studies**

§ 32 (1) In any justified case, upon the student's request the Study Committee may allow preferential schedule of studies. Preferential schedule of studies may be justified, in particular, by pregnancy or care for a small child, studies abroad, serious illness of the student or his relative, activities as a professional athlete. Nevertheless, the Study Committee shall decide individually on each case whether or not it is justified to authorize

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<sup>26</sup> Enacted by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

<sup>27</sup> Enacted by Resolution no. ET 1141/2014.06.11. Effective since the academic year of 2014/2015.

the preferential schedule of studies in the given situation. The duration of the preference permitted in the framework of any single procedure shall be one semester.

**Faculty additional provision to § 32 (1):**

- *Special schedule can be granted to those students, who correspond to one of the below conditions: whose average reaches 4,51 in the previous semester and shows special talent of the subject, who study a part of his/her studies at a foreign university, whose special schedule is reasoned by his/her exceptional conditions.*

(2) In his application, the student is obliged to describe the justification of the need for the preferential schedule of studies, and evidence the same authentically. It shall also be specified what preference is demanded, the completion of what specific subjects is planned in the preferential period, and what forms and schedules of execution are intended.

(3) The application for the preferential schedule of studies may not be targeted at exemption from the administrative obligations that are mandatory for all the students (e.g. registration, financial administration... etc.) and financial obligations (e.g. payment of the tuition fee or other fees, etc.), or at the continuation of studies during a passive semester. Applications whose fulfillment would be in conflict with legal regulations may not be given authorization.

(4) In the framework of the preferential schedule of studies, the following authorizations may be granted in particular:

- discharge from the obligation to visit classes,
- examination options during the preferential exam time specified in the Faculty's schedule.

(5) The Study Committee has the right to offer preference in deviation from the one described in the application in case the application would be otherwise impossible to fulfill, while the goal specified therein could be ensured by authorizing such other preference.

(6) When examination options during the preferential exam time have been authorized, it shall be ensured that in case any exam shall be unsuccessful, the student could take repeated exam in the same educational period.

(7) The application for the preferential schedule of studies shall be submitted to the Faculty concerned in the manner and until the time specified by the given Faculty.

**Faculty additional provision to § 32 (7):**

- *The application can be submitted on form made for cases in the scope of the Registrar's Office according to the general rules detailed in chapter 9 (appendix 1.1 of the Code of Studies and Exams) till Wednesday of the first week of the academic period.*

### **Record-keeping of the advancement of studies**

§ 32/A<sup>28</sup> (1) The University shall keep records of the student's advancement in studies and other details in the Neptun system.

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

(3) Hardcopy certificates associated with the studies of students and certificates of the student legal status shall be issued by the Registrar's Department of the competent Faculty. Documents so issued shall be authenticated with the signature of the competent administrator of the Registrar's Department and the stamp of the organizational unit.

### **Part V Testing of knowledge**

## General rules of the testing of knowledge

§ 33 (1) The form of knowledge testing in the case of the individual subjects shall be determined in the curriculum.

(2)<sup>29</sup> The student's performance may be evaluated:

- in a five-grade system: with very good (5), good (4), fair (3), pass (2), fail (1) grades, or

- in a three-grade system: with excellent (5), appropriate (3), inappropriate (1), or

(3) Any subject completed with a grade that is better than fail, or is qualified at least as pass shall result in the associated credit points.

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

(5) Forms of earning grades:

- interim testing during the semester (especially practice grade, interim grade, test),

- exam-type testing (in particular mid-term exam, basic exam, comprehensive exam).

**Faculty additional provision to § 33 (5):**

*The conditions of assessment and any tools that can be used are determined by the responsible professor.*

(6) Exam-type testing may be arranged particularly as:

- oral exams,

- written exams,

- combined exams.

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

(8) <sup>30</sup>Oral exams may as well be arranged so that on the same exam occasion the student shall take the exam both in writing and orally, while either part of the exam shall be deemed as the prerequisite of the other party. In especially justified cases, written exams may as well be arranged as electronic exams pursuant to the provisions of this Code.

(9) The attendance of lectures – unless it is required otherwise in the complementary provisions to this Code defined by the Faculty in charge of the major – shall be mandatory. The attendance of seminars and practical courses, as well as the fulfillment of mid-semester study-related requirements is mandatory.

**Faculty additional provision to § 33 (9):**

*In case of compulsory courses the teachers can regard the course completed if a student was present at least at 80% of the contact classes.*

*In case of non-compulsory classes the teacher can define the conditions of the fulfilment of the course.*

*In case there is a scheduling mismatch between compulsory classes the Deputy Dean of Studies can extraordinarily grant exemption from the above ruling.*

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

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<sup>29</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

<sup>30</sup> Modified by Resolution no. ET 2032/2015.10.30

of the student, only control active participation in the course.

(11)<sup>31</sup> Unless it is otherwise required by the Faculty's complementary provisions to this Code, the teacher shall advise the student in question in relation to the evaluation of the fulfillment of the mid-semester study-related requirements until the last day of the term time, while the practice grade and the signature confirming the fulfillment of the mid-semester study-related requirements for admission to the exam shall be recorded in the Neptun system and exam form. The information relating to practice grades, graded mid-semester tests, as well as the granting or refusal of signatures needed for admission to exams shall be provided to students in writing, via the Neptun system.

**Faculty additional provision to § 33 (11):**

- *A practical mark has to be recorded in the Neptun system till the end of the exam period by the teacher.*
- *Semester end validating signature, without a practical or exam mark, can be required by the syllabus if the syllabus requires the certification of the presence at the classes (e.g.: physical education).*
- *In case the syllabus requires a term mark for the evaluation of practical or laboratory classes of the academic period, then these requirements are to be (mostly) fulfilled during the academic period. Nonetheless for the suggestion of the practice leader the responsible lecturer can make further tasks (tests) obligatory for obtaining the term mark after the end of the academic period but, at latest, in the first week of the exam period.*
- *The signature mark can be modified till the end of the first week of the exam period.*

(12)<sup>32</sup> In case the student fails to fulfill the prescribed mid-semester study-related requirements, the teacher shall refuse the signature of confirmation, while the student cannot be admitted to exam on the subject, and his registration for the exam – if any – shall be canceled, as well. The teacher shall record the refusal of the signature in the Neptun system on the last day of the term time at the latest.

(13) The complementary provisions to this Code defined by the individual Faculties may allow the qualification or grade based on the mid-semester study-related performance to be recommended without holding an exam.

**Faculty additional provision to § 33 (13):**

- *Offered grades can be given in case of courses that require an oral examination.*
- *An offered mark can be granted till the end of the first week of the exam period the latest which has to be recorded in the Neptun system, recording the signatures as well.*
- *The student can decide till the last day of the exam period whether the offered mark is to be accepted or not. Both the acceptance or rejection of the offered mark is done through the Neptun system by the student.*
- *In case the student has a valid exam application, the offered mark can be accepted only after the student cancels the exam application.*
- *In case the student takes a (successful or unsuccessful) exam on a course, offered mark cannot be granted any more.*
- *The student can apply for an exam after the rejection of the offered mark.*
- *The decision concerning the offered mark cannot be changed later.*
- *In case the student does not decide on the offered mark till the end of the exam period, the offered mark is lost, and only the signature remains from the course. In such a case the student can take the course as a CV (only exam) course the next time.*
- *The offered mark cannot be changed.*
- *The offered mark is cancelled on the last day of the exam period, in case the student has not completed the prerequisites of the course.*

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31 Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

32 Modified by Resolution no. ET 1141/2014.06.11. Effective since the academic year of 2014/2015.



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

(15)<sup>33</sup>

(16)<sup>34</sup> The student's semester shall be closed by the Registrar's Department within three working days following the last day of the exam time. If the student regards his exam time to be finished, he may request the semester to be closed earlier in writing from the competent Registrar's Department – but shall acknowledge that such closing cannot be withdrawn, meaning that no further exams may be taken within the given exam time or sign up for any additional exam, while his registrations for exam – if any – shall be canceled.

### **Preparations for exams**

§ 34 (1) The times and dates of exams, the starting time of registration for the exam, as well as the persons contributing to the implementation of the exam shall be announced at least three weeks before the end of the term time. The number of the optional exam places announced for the exams shall be 10% more than the number of students registering for the given exam. For any given course, at least two exam days shall be announced so that at least one week shall elapse between the two occasions. In addition to the exam dates announced as described above, exam dates aligned with the number failed exams, but at least one more exam date shall be announced for the last week of the exam time, which shall be the week of repeated exams.

(2) In oral exams, a single teacher may have maximally 30 students to hear within a day.

(3) <sup>35</sup>With the exception of electronic exams, any exam shall be conducted in the official premises of the Faculty concerned, from 08.00 until 18.00 on school days. Within the day of the exam, the time of the exam may be specified by the examiner for groups or individuals separately, and the examiner shall notify the examinees accordingly with reasonable time in advance. The examinee shall arrive at the place of the exam until the starting date of the exam, otherwise he shall be deemed to not have attended the exam. The implementation of any announced exam shall be the responsibility of the examiner and the head of the organizational unit where the examiner belongs.

(4)<sup>36</sup> Only such students shall have the right to take exams who have signed up for the given exam via the Neptun system. Only such students may sign up for exams who have registered for the given course, and fulfilled the mid-semester study-related requirements as the case may be. If the student takes the exam without having any valid registration for the given, or he would not have the option to sign up for the exam, his exam shall be deemed as invalid as irrespective of the results thereof, and the associated entries shall be cancelled from the Neptun system.

(5) A student may be registered only for one exam date in connection with any specific course. The student may withdraw his registration for an exam until 12.00 p.m. of the day preceding the day of the exam without consequences. In this case, the student shall have the right to sign up for another exam date provided there is any vacancy on other exam dates.

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

(7) Unless it is otherwise required in the complementary provisions to this Code defined by

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<sup>33</sup> Repealed by Resolution no. ET 2015/2015.06.04. Invalid since 15.08.2015.

<sup>34</sup> Enacted by Resolution no. ET 1141/2014.06.11. Effective since the academic year of 2014/2015.

<sup>35</sup> Modified by Resolution no. ET 2032/2015.10.30

<sup>36</sup> Modified by Resolution no. ET 1141/2014.06.11. Effective since the academic year of 2014/2015.

the Faculty where the major belongs, the student shall have the right to sign up for the exam date announced for the week of repeated exams as his first exam occasion, but then the student acknowledges that during the same exam time the University is not obliged to offer the option of a repeated exam to him. The same provision shall be applicable in case the student has already signed up for an earlier exam date, but actually commences the exam in the framework of the exam date announced for the week of repeated exams.

(8) In association with the CV and EV courses, as well as comprehensive exams, the Faculties may stipulate different rules in their complementary provisions to this Code concerning the announcement of and registration for exams.

### Implementation of exams

§ 35<sup>37</sup> (1) With the exception of electronic exams, any exam shall be regarded to have been started when in an oral exam the student has received or drawn an exam question, or in a written exam the examiner has begun to distribute or dictate the exam questions. Before the commencement of the exam, the examiner shall verify the personal identities of the attending examinees, and whether they have signed up for the exam. Any withdrawal declared after the commencement of the exam shall entail fail or inappropriate qualification.

(2) For the order, undisturbed implementation and calm atmosphere of the exams, the examiner or the chair of the board of examiners shall be responsible. At the exam, unpermitted devices and aids, or methods and means prohibited by the examiner shall entail fail or inappropriate qualification. When any disciplinary offence is suspected, the examiner – or in the case of a closing examination the chair of the board of examiners – may suspend the exam with the concurrent initiation of disciplinary proceedings. In these cases, the student's performance cannot be evaluated, and he shall be deemed as not having commenced the exam.

#### **Faculty additional provision to § 35 (2):**

*–At examinations the usage of any illicit instruments or methods forbidden by the examiner results in a failed mark and the student is not allowed to attempt a new exam in the given exam period.*

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

(4)<sup>38</sup> With the exception of electronic exams, any exam shall be deemed as completed when in the case of a written exam the examiner has taken the test form over from the student, or in the case of an oral exam the student's achievement at the exam has been graded.

(5)<sup>39</sup> For any written exam or graded partial exam, the teacher concerned is obliged to check and correct the exam tests within five working days following the date of the exam, but until the last day of the exam time at the latest, and record the results on the test forms and in the Neptun system. The qualification shall be entered by the teacher on the test form, as well. Of the qualification, the student shall be notified in writing, via the Neptun system.

(6)<sup>40</sup>

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

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<sup>37</sup> Modified by Resolution no. ET 2032/2015.10.30

<sup>38</sup> Modified by Resolution no. ET 2032/2015.10.30

<sup>39</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

<sup>40</sup> Repealed by Resolution no. ET 2015/2015.06.04. Invalid since 15.08.2015.

(8) If the student has signed up for an oral exam, from the Neptun system he is obliged to print out and take the achievement registration form relating to the given exam with himself to the exam. In the absence of the achievement registration form, the student may take the exam solely upon his express request, and in this case the student shall irrevocably waive from the right to be given individual hardcopy certification of the qualification earned at the given exam.

(9) At the oral exam, the qualification earned by the student shall be recorded by the examiner in the exam for and the student's achievement registration form.

(10) The examiner shall ensure the entering of the qualification of the oral exam in the Neptun system on the working day following the exam at the latest. The student shall receive an automatic Neptun message of the registration of the qualification in the Neptun system.

(11) In the event of any incapacitation of the examiner, the registration of the exam qualification or grade shall be the responsibility of the subject owner, or the head of the competent department or institution.

(12)<sup>41</sup> No follow-up qualification may be entered in the Neptun system in relation to any semester that has already been closed.

§ 35/A<sup>42</sup> (1)<sup>43</sup> Written exams may be organized as electronic exams only for exceptionally justified educational organizational reasons, with the express written permission of the Dean(s) of the Faculty (Faculties) concerned or the Rector of the University when it affects all the Faculties. A student or a group of students may not request the organization of a written exam as an electronic exam in full or part, but such requests shall be turned down without any consideration on the merits.

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

(3) At time of the announcement of the exam, it shall be indicated to the students unambiguously in case the written exam is announced an electronic exam.

(4) The information pertaining to the use of the software that is used for the implementation of the electronic exam shall be made properly available to the students. If a student takes an electronically arranged exam with the use of his own computer, the student shall be responsible for having an appropriate software environment in the computer, and such a browser that is compatible with the University's exam software. The faculty organizing the written exam in an electronic form shall ensure that a sufficient number of computers that are suitable for the implementation of the electronic exam should be available for the students in the Faculty's computer room.

(5) The announcement of electronic exams and registration for these exams shall be governed by the general exam-related rules. The starting time of the electronic exam may be elected by the student at his own discretion between the starting and closing time of the exam. If a student has already registered for an electronic exam, but within the available time period he fails to start taking the exam, his knowledge cannot be assessed, and shall be handled as if he had not attended the exam at all.

(6) The electronic exam shall be deemed to have started when after logging in with his own code the student starts the exam by pressing the Start button. After pressing the Start button, the exam shall be deemed to have commenced even if the student does not answer any question.

(7) During the electronic exam, the student is given selected questions – in the number

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<sup>41</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

<sup>42</sup> Enacted by Resolution no. ET 2032/2015.10.30

<sup>43</sup> Modified by Resolution no. ET ET 44/2016.06.10

determined by the examiner – from the list of questions included in the exam software.

(8) In the exam software, the examiner is obliged to enter at least five times as many questions in total and in each of the question groups as the number of questions given by a student at the exam. In view of their topics, the question may be arranged in question groups, or the exam can be sectioned so that on each exam page a certain number of questions or question groups should be presented.

(9) For an electronic exam – in particular – the following types of questions may be set:

a) questions for single-line answers: textual type that allows the entering and checking of a single textual answer. In the case of textual answers, any mis-spelling shall result in an incorrect answer unless the teacher has determined in advance that multiple correct or misspelt versions of the answer can be accepted.

b) date question: the answer can be a date of year, month, day format.

c) single choice question where only one of a specific number of optional answers can be selected

d) multiple choice question where concurrently more than one of a specific number of optional answers can be selected

e) number format question: the answer can be a single number

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

(11) The answer having already been given to any question may not be changed by the student after leaving the given exam page, nor may he return to any question on an earlier exam page even when if the time limit made available for the completion of the exam has not expired.

(12) The electronic exam shall be deemed to have been completed if it is finished by the student by pressing the dedicated button, or the time limit made available for the completion of the exam has expired. At his own responsibility, the student may decide on finishing the exam at any time.

(13) Before the exam, the student shall be advised of the rules of the evaluation of the electronic exam.

(14) At the end of the electronic exam, the student may review the achieved score or percentage result, or may as well inspect the test paper. The answers given during the electronic exam shall be kept by the system for 30 days following the last day of the exam time, and they can be re-inspected by the student upon his request.

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

### **Repeated and modifying exam**

§ 36 (1) An exam shall be deemed as successful if the student has been given a grade that is better than fail, or is qualified at least as pass. The first attempt to improve the result of any unsuccessful exam shall be deemed as a repeated exam, while all the additional attempts shall be defined as further repeated exams (hereinafter collectively referred to as exam).

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

(3) If the student is not able to improve the result of an unsuccessful exam, or the repeated exam is not successful either, the student has the right to sign up for the course in later

semesters, and complete it with the application of the general rules.

(4)<sup>44</sup> If an unsuccessful exam is repeated within the same semester, the student may sign up for a new exam only after the closing time of the last exam date at the earliest. Between the starting dates of two exam occasions, at least 4x24 hours shall elapse.

(5) In the case of a further repeated exam, if the exam and repeated exam of the student were headed by the same examiner, then the student shall have the right to request in writing at least three working days before the day of the exam to have another examiner or boards of examiners for his further attempted exam. The form, place and deadline of the submission of the application shall be set out in the Faculty's complementary provisions to this Code.

**Faculty additional provision to § 36 (5):**

*–The request has to be addressed to the Deputy Dean of Studies and be submitted to the Registrar's Office.*

§ 37 (1) When an exam is successfully passed, the student has the right to take a modifying exam to change the results of the exam.

(2) Modifying exam may be attempted only once for any subject during the same semester if the student is able to find a vacant place at the announced exams, and signs up for the exam with the application of the general rules.

(3) The commencement of the modifying exam shall make the grading of the exam having been formerly earned by the student null, and thereafter only the results of the modifying exam may be taken into consideration.

§<sup>45</sup> 37/A (1) Within 15 days following the last day of the exam time, the student has the right to file a written complaint in relation to the evaluation shown in the Neptun system to the organizational unit in charge of the arrangement of the given exam.

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

**Faculty additional provision to § 37 (2):**

*–The diploma's average includes the better comprehensive result independently from the date when it was taken.*

(3) For oral tests, the student's qualification shall be justified in the form of the achievement registration form or exam form recorded in relation to the exam, while for written exams the exam test itself. The opinion of the examiner concerned may also be requested as necessary.

(4) In view of the complaint, the only aspect to be reviewed shall be whether the qualification or grade has been correctly entered in the Neptun system. The substantial review of the qualification or grade correctly entered in the Neptun system may be initiated with the application of the general rules of legal remedies.

(5) Against the disapproval of the complaint, an application for legal remedies may be lodged with the reliance on the general rules.

### **Determination of average results**

§ 38 (1) To evaluate the study results of the students, the following methods for the calculation of average may be used.

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

$$\frac{\sum (\text{credit value of the subjects completed during the semester} \times \text{their grades})}{\sum \text{credits completed during the semester}}$$

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<sup>44</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

<sup>45</sup> Enacted by Resolution no. ET 1141/2014.06.11. Effective since the academic year of 2014/2015.

(3) Cumulated weighted study average (for the all the studies):

$$\frac{\sum (\text{credit value of all the subjects completed} \times \text{their grades})}{\sum \text{all the credits completed}}$$

(4) Credit index (for the given semester):

$$\frac{\sum (\text{credit value of the subjects completed during the semester} \times \text{their grades})}{30}$$

(5) Adjusted credit index (for the given semester):

$$\frac{\sum (\text{credit value of the subjects completed during the semester} \times \text{their grades})}{30} \times \frac{\text{credits completed during the semester}}{\text{credits registered for the semester}}$$

(6) Aggregated adjusted credit index (for all the studies):

$$\frac{\sum (\text{credit value of all the subjects completed} \times \text{their grades}) \times \text{completed credits}}{30 \times \text{number of active semesters} \quad \sum \text{registered credits}}$$

(7) Averages shall be calculated separately for the individual majors in the case of students who pursue studies concurrently in more than one major.

(8) In the given semester, the credit values of the recognized subjects shall not be added to the completed credits, and may not be considered for any average calculation with the exception of the subjects actually completed in the given semester, in the framework of guest student legal status.

## **Part VI Completion of studies**

### **The final certificate**

§ 39 (1) The final (pre-degree) certificate shall be issued to students who have completed the study and exam requirements prescribed in the curriculum, as well as the required professional practice – with the exception of the completion of language exams, writing of the thesis –, and obtained the required number of credits. The requirements pertaining to professional practice may be defined by the individual Faculties in their complementary provisions to this Code.

(2)<sup>46</sup> The final certificate shall be a certified hardcopy document issued by the University. Upon its issuance, the final certificate shall be affixed with a unique serial number at the time of issuance, while its data shall be recorded in the Neptun system.

(3)<sup>47</sup> If the conditions are met, the final certificate shall be issued as of the effective date of fulfillment, within twenty days following the date of fulfillment by the Registrar's Department *ex officio*, and the student shall be notified accordingly.

(4) The final certificates shall be issued separately for the individual majors in the case of students who pursue studies concurrently in more than one major.

(5) <sup>48</sup>If studies and work experience attended in other institutions of higher education are recognized in the form of credit values, students are still obliged – unless stricter requirements are stipulated in the given Faculty's complementary provisions to this Code – to perform at least one-third of the number of credits prescribed for the issuance of the degrees at the University as a condition of the issuance of the final certificates.

(6) Following the attainment of the final certificate, the student may not register for an active semester in the given major any longer.

### **The thesis**

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<sup>46</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

<sup>47</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

<sup>48</sup> Modified by Resolution no. ET 1141/2014.06.11. Effective since the academic year of 2014/2015.

§ 40 (1) The thesis (hereinafter referred to as thesis) shall be such a special paper prescribed in the educational and output requirements in association with the conclusion of studies that the student is obliged to elaborate and defend successfully in order to earn his degree. Students who pursue studies concurrently in more than one major are required to write and defend their theses in all the given majors individually.

(2) Theses may be written and submitted whether or not the student's legal status is validly existent.

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

**Faculty additional provision to § 40 (3):**

*-Detailed rules referring to the announcement of diploma topics and consultations, content and formal requirements of diploma works and their ways, place and deadline of submission are to be found in the faculty appendix 3 of the Code of Studies and Exams.*

(4) In the preparation of the thesis, the student shall be assisted by his supervisor. The supervisor shall be a preferably qualified teacher who has an employment contract with the University. During a single semester, any teacher may contribute to the elaboration of the maximum number of theses specified in the given Faculty's complementary provisions to this Code. In a justified case, the head of the educational unit of the organization that is competent in the given thesis topic may as well request an external expert to act as the supervisor. The detailed rules relating to thesis consultation may be defined by the individual Faculties in their complementary provisions to this Code.

**Faculty additional provision to § 40 (4):**

*-One instructor can contribute to maximum 20 theses in one semester as a supervisor.*

(5) If before the submission of the thesis the supervisor renounces of the thesis consultation for any reason, or is unable to act for the thesis consultation for any external circumstance /hereinafter collectively referred to as renounce from thesis consultation/, but did commence consultation activities with the student before renouncement, the educational unit of the organization that is competent in the given thesis topic is obliged to offer a new, appropriate supervisor for the student with respect to the given topics. If the renouncing supervisor still has not had any consultation activities with the student, and the student does not wish to collaborate with the recommended new supervisor, while for the given topic an appropriate supervisor cannot be selected from the ones offered by the institution, the topic shall be changed or re-selected with the application of the general rules. If before renouncement the supervisor did already begin consultation activities, with respect to the calculation of the time limitation of the announcement of the topic the date of the announcement of the student's original topic shall be considered as irrespective of the fact whether or not the student has been forced to announce a new topic.

(6)<sup>49</sup> The thesis shall be submitted in two typed (printed) counterparts (of which one shall be bound and the other shall be stitched), as well as electronically. The detailed substantial and formal requirements of the thesis shall be set out in the Faculty's complementary provisions to this Code.

(7) A thesis may be validly accepted only if the student concurrently presents

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

(8) The form, place and deadline of the submission of the thesis shall be set out in the

Faculty's complementary provisions to this Code.

(9) The head of the educational unit of the organization that is competent in the given thesis topic shall ask one or more reviewers to evaluate the submitted thesis. When more than one reviewer is asked to contribute, one of the reviewers may be identical to the supervisor in justified cases. The reviewers shall send their opinions in writing to the organizational unit appointed by the Faculty, at least two weeks before the date of thesis defense. The method for the detailed establishment of the evaluation shall be described in the Faculty's complementary provisions to this Code. In specialized further education, the reviewer may be identical to the supervisor.

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

**Faculty additional provision to § 40 (10):**

*In case a thesis is evaluated as a fail the Dean can request a second referee for the same thesis.*

*In case the thesis is evaluated as a fail the student cannot take the final examination.*

(11) When a thesis is assessed to worth fail, the student is obliged to submit a new thesis.

(12) The thesis shall be defended in the framework of the closing exam. During the thesis defense, the board of examiners shall ensure the authorship of the thesis, the knowledge of the author on the topic of the thesis, and whether or not the student is able to defend and uphold his concepts explicated in the thesis.

(13) Theses that have been awarded with the main prize or ranked in the first three places at the National Conference of Scientific Students' Associations – if otherwise they meet the requirements prescribed for theses, and have been submitted with the application of the general rules – may be accepted by the board of examiners without any specific evaluation, with “very good” qualification.

(14)<sup>50</sup> The bound counterpart having better grade than “fail” shall be recorded and kept by the Library of the Faculty concerned, and additionally the Library of the competent Faculty shall provide for the retention of the digital counterpart of the thesis. The stitched counterpart shall be returned to the student.

(15)<sup>51</sup> If concurrently with the submission of the thesis the student does not request the private handling of his thesis, the thesis shall be made available in the library for research purposes. Theses may not be borrowed from the library.

### **The closing exam**

§ 41 (1) The closing exam shall be conducted for the verification and evaluation of the knowledge, skills and abilities required for the obtainment of the degree during which the student shall also prove that he is capable of applying the attained knowledge. The closing exam may consist of several parts defined in the curricula of the individual majors. A part of the closing exam shall be the defense of the thesis. The requirements of the closing exam and the topics (questions) to be asked shall be published at the websites of the Faculties.

(2) Any student may register for the closing exam if

- a) he is in possession of a final certificate, and
- b) he has validly submitted his thesis, and
- c) he does not have any outstanding payment obligation towards the University.

(3) The closing exam may be taken in during the exam time following the obtainment of the final certificate in the framework of the student legal status, and then during any exam time within the five years following the termination of the student legal status in conformance to the valid educational requirements. When two years have elapsed following the termination of the student legal status, the Faculty being competent in the given educational program

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50 Modified by Resolution no. ET 44/2016.06.10

51 Modified by Resolution no. ET 1141/2014.06.11. Effective since the academic year of 2014/2015.



may set specific conditions in relation to taking the closing exam competent in the complementary provisions to this Code.

(4)<sup>52</sup> The closing exam shall be taken at the board of examiners that have a chair and at least two additional members. The board of examiners shall be set up so that at least one member shall be a university or college professor, or university or college assistant professor, while another member should not have any employment contract with the University, or rather be the teacher of another major of the University. For the thesis defense, the reviewer(s) of the thesis shall also be invited to the board of examiners for the duration of the exam of the candidate. Minutes shall be kept regarding the closing exam. The maximum number of persons who may take the closing exam at the board of examiners during a single day shall be regulated in the Faculties' complementary provisions to this Code.

(5) The chairs of the boards of examiners shall be commissioned by the Rector upon the recommendation of the Faculty Council for the given academic year, whereas the permanent members shall be appointed by the Dean for a term of at least 3 academic years.

(6) The closing exam may be attempted to be passed just once in each closing exam period. The result of the closing exam that is better than fail may not be modified.

(7) The form and deadline of registration for the closing exam, the rules of the publication of the topics (questions) to be tested, as well as the method of the calculation of the result of the closing exam shall be regulated in the Faculties' complementary provisions to this Code.

**Faculty additional provision to § 41 (7):**

*To take the subjects of the final exam and to apply to it can be done through the Neptun system. On the BSc program, based on the student's request the comprehensives taken during semesters can be accepted as final exam subjects with an identical name. This request in the form of an e-mail, has to be submitted at the Registrar's Office till the Friday of the week after the autumn break.*

*Topics asked at the final exam has to be published on the WIKI page of the Registrar's Office, 30 days prior to the beginning of the final examination period.*

*The final examination is successful only if all marks given to the final exam subjects are at least 2 (Pass).*

*Only those students are allowed to defend the thesis or diploma who have passed the final exam beforehand.*

*In case the student's thesis or diploma defence is unsuccessful it is sufficient to repeat the defence in the next final exam period.*

## **The degree**

§ 42 (1) The Degree shall be a public deed carrying the image of Hungary's coat of arms, reading the name of the issuing institution of higher education, the institutional identification number, the serial number of the degree, as well as the name, name at birth, place and date of birth of the holder of the degree, the level of qualification, the awarded level of the degree and major, the designation of the professional qualification, the place, year, month and day of issuance, the classification of the qualification attested by the degree under the Hungarian Qualification Framework and the European Qualification Framework.

(2) The degree shall further show the original signature of the Dean of the Faculty being competent in the given educational program or the competent Assistant Dean, as well as the stamp of the institution of higher education.

(3) The issuance of the degree shall be conditioned on a successful closing exam and the language exam certificate defined in the educational and output requirements: in the Bachelor level education, it shall be at least an intermediate-level, type "C" general language

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<sup>52</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

exam certificate or intermediate-level (level B2), general, complex, state-recognized language exam certificate or any equivalent language exam certificate. The curricula of the individual majors may limit the scope of acceptable languages for language exam certificates with the additional condition that any language exam certificate certified by a general certificate of secondary education or language exam certificate accepted as a general certificate of secondary education on the given language shall be accepted as a general certificate of language examination.

(4) The provisions of Section (3) – with the exception of the closing examination – shall not be applicable in case the language of the educational program is not Hungarian.

(5)<sup>53</sup> The degree shall be made up and issued within thirty days following the presentation of the deed prescribed for the certification of the language exam – or following the date of the closing examination in case it was already presented at the time of the closing examination – to the student who has taken successful closing examination. In the event of the presentation of the deed certifying the fulfillment of the language exam requirements, the degree shall also be issued in the year when the closing exam is taken even if there are less than thirty days remaining from the year of the closing exam.

(6) If the degree cannot be issued because the language exam certificate has not been presented, the Faculty concerned shall issue an associated certificate. This latter certificate shall not confirm any school or professional qualification, but shall certify the successful completion of the closing examination.

(7) In addition to the degree earned in Bachelor level education, undivided education and Masters level education, the University shall issue an appendix to the degree in Hungarian and English.

(8) The conditions of the issuance of the degrees with honours shall be defined by the individual Faculties in their complementary provisions to this Code.

**Faculty additional provision to § 42 (8):**

*That applicant receives a diploma with the qualification summa cum laude who achieves mark 5 at the final examination, whose diploma work and all comprehensives are marked 5, whose cumulative weighted average for the whole period of studies is at least 4, as well as who do not have worse mark than 3, and who does not have any not-completed courses from the core subjects. The last two conditions are not checked for courses completed within the Erasmus program.*

(9) The form of the determination of the qualification or grading of the degrees shall be defined in the curricula of the individual majors.

(10)<sup>54</sup> The University may invalidate any degree or appendix to a degree having been issued by the University or its legal predecessor in line with the general rules of administrative authority proceedings and services if it is evidenced that the degree has been obtained illegally. The degree declared to be invalid shall be withdrawn and destroyed by the University.

(11)<sup>55</sup> In relation to any degree lost, stolen or destroyed following its delivery, upon a related request the University shall issue a duplicate degree based on the registry sheet, including a duplicate clause and authentication. The order of procedures for the record-keeping of duplicates shall be identical that for the original degrees. When any further duplicate is made in relation to the same degree, the procedure used for the issuance of the first duplicate shall be followed.

(12)<sup>56</sup> *Ex officio* or upon any related request, the University shall withdraw and destroy

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<sup>53</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

<sup>54</sup> Enacted by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

<sup>55</sup> Enacted by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

<sup>56</sup> Enacted by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

erroneously issued degrees, record the correction of the error in the registry sheet, and re-issue the degree on the basis of the corrected registry sheet. The degree so issued shall include the correction clause and authentication.

If the change also affects the contents of the appendix to the degree, then the appendix to the degree may as well be issued concurrently with the withdrawal and destruction of the former appendix to the degree.

## **Part VII** **Special provisions pertaining to certain groups of students**

### **Students with disabilities**

§ 43 (1) For students with disabilities, the facilities of preparation and examination adjusted to their disabilities shall be put in place, and furthermore assistance shall be provided to them so that they can fulfill their obligations arising from the student legal status. In justified cases, they shall be discharged from their obligation to learn or be tested on certain subjects or parts thereof. If it is necessary, they shall be discharged from the obligation to complete language exams or parts thereof at the required level or at all. At the exams, they shall be given longer times for preparation, while during written tests the use of auxiliary devices – particularly typewriter, computer – shall be ensured, or if it is necessary written tests may be replaced by oral tests and vice versa.

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

(3)<sup>57</sup> Such requests shall be appended with the expert opinions confirming the existence of disabilities that may be issued by

- a) by the county-based (Budapest-based) professional service institutions of pedagogy, or their member institutions acting as county-based or national expert committees (as well as expert and rehabilitation committees for the examination of learning abilities, and national expert and rehabilitation committees from among their legal predecessors) in case the students' (emerging) disabilities, special educational needs were existent at the time of secondary school studies with respect to which allowances were granted during these latter studies and the school-leaving examination;
- b) the expert body of rehabilitation or its legal predecessors in case the existence of disabilities has been ascertained later.

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

(4) If the student's disability was existent during his studies in public education, and in this respect any allowance was granted to him, the request shall be appended with the copies of those documents issued by the institution of public education – as certified by the institution – that confirm that the given disability was existent during secondary school studies, and therefore allowance was granted.

(5) The student with disabilities may submit its application for the allowance at any time, but the procedure of the Equal Opportunities Committee shall not have dilatory effect with respect to the student's study-related matters in progress. The established benefit may not be enforced with retrospective effect.

(6) For a student with disabilities, the Equal Opportunities Committee may grant the allowances and discharges defined in the relevant legal regulations with the additional

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<sup>57</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

condition that any discharge may be granted solely in association with the circumstance serving as the basis of the discharge, and may not lead to any exemption from the fundamental study-related requirements needed for the obtainment of the professional qualification that is certified by the degree.

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

(8)<sup>58</sup> The provision of assistance to students with disabilities is facilitated by the equal opportunities coordinator acting on behalf of the institution and Faculty, and having qualification of higher education, competences or professional experience in matters relating to people with disabilities.

### **Students participating in foreign partial studies**

§ 44 The provisions of this Code shall be applicable to students who participate in foreign partial studies with scholarships on the basis of any international or institutional agreements /hereinafter referred to as foreign partial studies/ - unless it is otherwise required in the competent Faculty's complementary provisions to this Code - with the deviations set out in this Section.

§ 45 (1)<sup>59</sup> Students may apply for international mobility scholarships (especially Erasmus, CEEPUS...etc.) under the conditions defined in the respective calls for applications and the complementary provisions of that Faculty to this Code that is competent in the student's studies.

(2) Such a call for applications shall be published by the Faculty that is competent in the student's studies.

(3) The place, form and deadline of the submission of the application shall be defined in the call for applications.

§ 46 (1)<sup>60</sup> The data of the students participating in international mobility programs (especially Erasmus, CEEPUS) managed by the University shall be entered by the organizational unit of the competent Faculty *ex officio* in the mobility section of Neptun in each semester, until the end of the registration period.

§ 47 (1)<sup>61</sup> Students having been awarded with international mobility scholarships (especially Erasmus, CEEPUS) shall also register for active semesters for the duration of foreign partial studies in relation to their - at least one - educational programs at the University. Participation in foreign partial studies does not exclude the option that the student can sign up for subjects in the domestic educational program during the active semester provided that they can be fulfilled in line with the general rules. With respect to foreign partial studies, the student has the right to request preferential schedule of studies in conformance to the general rules.

(2)<sup>62</sup> During foreign partial studies, the student having been awarded with international

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58 Enacted by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

59 Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

60 Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

61 Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

62 Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

mobility scholarships (especially Erasmus, CEEPUS) is obliged to achieve at least 15 credits in every semester, including credits recognized for the same semester in the domestic educational program from foreign partial studies.

(3)<sup>63</sup>

§ 48 (1)<sup>64</sup> When the international mobility scholarships are announced, the list of those subjects can be published that can be accepted in the student's educational program – based on the preliminary opinion of the Credit Transfer Committee – when he is admitted to foreign partner institutions.

(2)<sup>65</sup> With respect to those subjects announced in foreign institutions of higher education that do not qualify to be automatically recognizable within the meaning of Section (1), the student may inquire about the preliminary opinion of the Credit Transfer Committee until 15 April in the spring semester or 15 November in the autumn semester. If the preliminary opinion of the Credit Transfer Committee is positive, the credit transfer procedure may be ignored with the application of the general rules.

(3)<sup>66</sup> In cases not regulated in Section (1)–(2), the subjects completed as guest students in the framework of foreign partial studies may be recognized for domestic education with the use of a credit transfer procedure.

§ 49 (1) The student's semester spent with foreign partial studies shall be closed by the Registrar's Department – in deviation from the general rules – as soon as it is practicable, or until 15 October in the autumn semester and until 15 March in the spring semester at the latest.

(2)<sup>67</sup> The student is obliged to submit the certificate of the completion of subjects abroad, in the framework of any international mobility program to the competent organizational unit of the Faculty within five days of his arrival home, or until 1 March in the spring semester or until 1 October in the autumn semester at the latest. The certificate – in case it is available – shall be attached with any preliminary opinion of the Credit Transfer Committee with respect to acceptability.

(3)<sup>68</sup> If the student intends to have such a subject completed in the framework of foreign partial studies accepted for the current semester that does not fall within the scope of automatic recognition, or where he is not in possession of the positive preliminary opinion of the Credit Transfer Committee, an application for credit transfer shall be submitted in conformance to the general rules until 1 October in the autumn semester or until 1 March in the spring semester at the latest. If this deadline is not met, the subject may be recognized only for any subsequent active semester of the student in case based on the general conditions of credit transfer it corresponds to any required or optionally required subject of the schedule of studies associated with the student.

(4) A subject completed in foreign partial studies may not be recognized as an optional subject in the semester following its actual foreign fulfillment.

§ 50 (1) Any such subject completed in foreign partial studies that – on the basis of the rules of credit transfer, or the preliminary opinion or case-by-case resolution of the Credit Transfer Committee – corresponds to such a required, required optional or optional subject

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63 Repealed by Resolution no. ET 44/2016.06.10

64 Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

65 Modified by Resolution no. ET 1141/2014.06.11. Effective since the academic year of 2014/2015.

66 Modified by Resolution no. ET 1141/2014.06.11. Effective since the academic year of 2014/2015.

67 Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

68 Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.

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

(2)<sup>69</sup> Such subjects completed in foreign partial studies that do not correspond to any required, required optional or optional subject that is a part of the student's domestic educational curriculum shall be recognized as optional subjects with values of two credits, and entered in the Neptun system with the use of the technical names of the subjects. With the application of these rules, subjects may be recognized as optional subjects only up to the credit value recommended for the given semester. The original names of the subjects recognized on the basis of this Code shall be entered in the Neptun system.

(3) Subjects that have already been completed by the student on the basis of foreign fulfillment may not be recognized.

(4) In the event of any doubt, the qualification of a subject completed and recognized in foreign partial studies shall be decided by the Credit Transfer Committee.

§ 51 (1) In the semester following the partial studies, the student may as well register for an active semester in case the semester spent in foreign partial studies – within the meaning of the provisions of this Code – still have not been closed.

(2) If the student intends to sign up for a subject that is deemed as the precondition of any subject to be fulfilled in the previous semester – spent in foreign partial studies –, but the previous semester – within the meaning of the provisions of this Code – still has not been closed, registration for the succeeding subject may be requested from the Registrar's Department if

a) for the prerequisite subject the student is in possession of the prior and positive opinion of the Credit Transfer Committee, and

b) it is communicated to the Registrar's Department still before the course registration period of the new semester, at the same time requesting the registration of the prerequisite subject for the semester of the foreign partial studies in writing, as well as the registration of the succeeding subject for the next semester.

(3) If the prerequisite subject is not recognized for the semester of the foreign partial studies until the closing of the semester of the foreign partial studies in due time under this Code, the Registrar's Department shall cancel both the prerequisite subject and the succeeding subject.

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

§ 51/A <sup>70</sup>(1) To students participating in double or joint education implemented in cooperation with foreign partner institutions, the provisions of this Code shall be applicable with the deviations set out in this Article.

(2) Only such education shall be deemed as double or joint education implemented in cooperation with foreign partner institutions where it is expressly declared in the announcement of admission. Guest student legal status in any foreign institutions of higher education itself shall not necessitate the application of the rules set out in this Article.

(3) In the case of students participating in double or joint education implemented in cooperation with foreign partner institutions, the rules of relocation – with the exception of the rules pertaining to the deadline – may as well be stipulated in deviation from the rules that are applicable to students participating in other forms of education, as to be set out in

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<sup>69</sup> Modified by Resolution no. ET 1141/2014.06.11. Effective since the academic year of 2014/2015.

<sup>70</sup> Repealed by Resolution no. ET 2032/2015.10.30

the amendatory provisions decided by the Faculty concerned in connection with this Code.

(4) In the case of students participating in double or joint education implemented in cooperation with foreign partner institutions, the venues of exams may be the official rooms of the foreign institution of higher education that collaborates for the implementation of education.

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

## **Part VIII Definitions**

§ 52 For the purposes of this Code:

1. test: a form of exams resulting in three-grade qualification
2. progressive system: a principle of education organization on the basis of which the new or modified study and exam requirements can be required from the students who commence their studies after the introduction of the requirements, or who commenced their studies before that, but at their own discretion they prepare for the tests and exams in view of the new or modified study and exam requirements
3. students with disabilities: students with bodily, sensory organ or speech-related handicaps, autism, abnormalities of cognition or behavioural development
4. practice mark: mark to be earned in practical classes and resulting in five-grade qualification
- 5.<sup>71</sup> rounding: if the five-grade qualification has to be established as the average of several partial grades, the rounding of the average result to an integer with the following method:  
under 1.50 – fail (1)  
1.50–2.49 – pass (2)  
2.50–3.49 – satisfactory (3)  
3.50–4.49 – good (4)  
4.50–5.00 – very good (5)
6. training section, module: group of the associated subjects of any complex learning material
7. mid-term exam: a form of exams resulting in five-grade qualification
8. mandatory subject: a subject that is required to be completed at the given major by everyone for the issuance of the final certificate
9. optionally required subject: group of subjects defined in the curriculum of the given major from among which students are required to complete subjects in the specified number or credit value, while the specific subjects are selected by the students themselves, for the issuance of the final certificate
10. credit: study points assigned to the subject to express the completion of the associated study requirements. 1 credit = 30 work hour
- 11.<sup>72</sup>
12. optional subject: any subject that students choose at their own discretion from among the subjects announced by the institution
13. subject block: group of subjects built on each other as per the preliminary study order

## **Part IX**

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<sup>71</sup> Modified by Resolution no. ET 44/2016.06.10

<sup>72</sup> Repealed by Resolution no. ET 1141/2014.06.11. Invalid since the academic year of 2014/2015.

## Provisional and final provisions

§ 53 (1) This Code shall enter into effect on the date of its enactment, and its provisions shall be applicable progressively to students – with respect to the provisions of Section (2) – commencing their studies in the academic year of 2012/2013 and thereafter. Concurrently with this Code becoming effective, the earlier Code of Studies and Exams of Pázmány Péter Catholic University shall be repealed with the additional condition that its provisions shall still be applied on the cases defined in this Code.

(2) The procedural rules of this Code not concerning study-related issues shall enter into effect for all the students as irrespective of the date of the commencement of studies.

(3) The provisions of this Code shall also be valid for students who established their student legal status before the time specified in Section (1), but as a result of relocation, change of majors, change of divisions – upon their own request – pursue their studies in different educational programs.

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

(5)<sup>73</sup> Educational programs having been commenced before 1 September 2006 – in the form of continuous training – may be completed with unchanged professional requirements, in the framework of an unchanged exam order and with the issue of unaltered degrees until 1 September 2016. The legal status of students who are not able to obtain their final certificates until this deadline shall be canceled as of this date.

(6) Students having commenced their studies in the first semester of the academic year of 2006/2007 or thereafter, but before the first semester of the academic year of 2012/2013 shall be subject to the provisions of the Code of Studies and Exams that entered into effect on 1 September 2011 with the additional condition that in case the provisions thereof or the associated complementary provisions of the Faculty – in particular with respect to dismissal for study-related reasons – stipulate less favourable requirements than the ones in the Code of Studies and Exams that was in effect at the time of the commencement of the student's studies, the provisions in question may not be applied vis-à-vis the student, but the rules in effect at the time of the commencement of the student's studies shall be applied.

(7) If the obtainment of the degree is conditioned on the possession of a general language exam certificate, those students shall be exempted from the fulfillment of this requirement who accomplish at least the age of forty years in the year of the commencement of their first-year studies. This provision shall be last applied to the students who will take their closing exams in the academic year of 2015/2016.

(8) The rules set out in Section (2) of Article 42 of this Code – in relation to signing the degrees – shall be applicable to all the degrees issued after the effective date of this Code with the exception of the students participating in conventional university education.

(9)<sup>74</sup> From the end of the academic year of 2014/2015, the University shall discontinue to use academic course books. The Registrar's Department shall close the academic course books of the students having commenced their studies before the academic year of 2015/2016 until 15.09.2015 at the latest. The student still having academic course books can collect their closed academic course books following 15.10.2015 at the Registrar's Department. If any academic course book is not collected until 31.12.2015, the Registrar's Department shall archive the academic course books among the personal files of the students concerned.

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<sup>73</sup> Modified by Resolution no. ET 2028/2015.07.24. Effective since 01.09.2015.

<sup>74</sup> Modified by Resolution no. ET 2015/2015.06.04. Effective since 15.08.2015.



(10)<sup>75</sup> The students who commenced their studies before 1 September 2006, and were granted final certificates without earning their degrees may take their closing exams until 1 September 2018.

(11)<sup>76</sup> To students having successfully completed the educational courses that have been commenced based on LXXX of 1993 on higher education, until 1 September 2016 the University shall issue degrees being in effect at the time of the commencement of the respective educational courses, whereas on or after 1 September 2016 the format of the degrees shall correspond to the legal regulations in effect at the time of earning the degree.

§ 54<sup>77</sup>

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<sup>75</sup> Modified by Resolution no. ET 44/2016.06.10

<sup>76</sup> Repealed by Resolution no. ET 2032/2015.10.30

<sup>77</sup> Repealed by Resolution no. ET 1141/2014.06.11. Invalid since the academic year of 2014/2015.