



PÁZMÁNY

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PÁZMÁNY PÉTER CATHOLIC
UNIVERSITY
FACULTY OF INFORMATION
TECHNOLOGY AND BIONICS
EDUCATION AND EXAM REGULATIONS

Faculty provisions created by	Academic Administrations Office, Faculty Quality Assurance Committee, International Relations Office	
Approved by	Faculty Quality Assurance Committee	
Adopted by	Faculty Council	Decision 25/2023 (25 July)
Effective from	August 15, 2023	

Effective as of August 15, 2023.

EDUCATION AND EXAM REGULATIONS

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

Part I General provisions

Scope and application of these Regulations

Section 1 (1) These Regulations apply to all educational programs attended by university students at the University, with the exception of doctoral education.

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

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

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

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

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

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

Bodies and persons acting in study-related matters

The Dean

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

- deciding on applications for transfers between full-time and correspondence education,

¹ Amended by Decision 68 of June 27, 2017 of the University Council.

- terminating student legal status for study-related reasons,
- deciding on transfer applications,
- deciding on applications for changing majors,
- permitting passive semesters before the completion of the first study period,
- permitting passive periods exceeding two subsequent semesters – due to child birth, accidents, or other unexpected reasons,
- deciding on applications for equity submitted to the Dean.

Faculty additional provision to Section 2(1):

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

Study Committee

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

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

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

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

Faculty additional provision to Section 3(3):

- ²*Permissions for simultaneous classes, deferred enrollment/registration, special schedules and guest student status shall be granted by the Vice Dean for Academic Affairs.*
- ³*The Study Committee shall decide at Faculty level on the evaluation of National Higher Education Scholarship applications and other student scholarships offered by the Faculty.*

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

(5)⁴ The Study Committee shall have four members, and its chair shall be a teacher elected by the Faculty Council. The teacher members of the Committee shall be elected by the Faculty Council, and the student members shall be elected by the Students' Union, for a term of one year each.

Faculty additional provision to Section 3(5):

The Secretary of the Study Committee is the Registrar (in the usage of the Faculty also known and hereinafter referred to as Head of Academic Administrations Office).

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

² Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

³ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

⁴ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

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

Credit Transfer Committee

Section 4^{5,6} (1) For the recognition of credits earned in any other domestic or foreign higher education institution, or at this University, the Credit Transfer Committees operating at the individual Faculties shall determine the rate of recognition in line with the opinion of the person responsible for the major (or subject) or the competent department, as necessary. The Credit Transfer Committee shall make such decisions until the deadline set by the Faculty. The Credit Transfer Committee shall establish equivalence if the completed subject shows at least a 75% rate of correspondence with the learning materials required by the curriculum or if the application for recognition pertains to an optional subject as per the student's educational curriculum.

Faculty additional provision to Section 4(1):

Requests for credit transfer may be submitted using the relevant form issued by the Credit Transfer Committee according to the general rules detailed in Section 9.

(2)⁷ The Credit Transfer Committee may recognize earlier studies and work experience as the fulfilment of study-related requirements. The recognition of any competence learnt in non-formal (education not belonging to the school system but provided in an organized form) or informal (education not belonging to the school system but based on empirical ways of learning) education, or experience earned during work may take the form of accepting any specific competence (knowledge, performance, achievement, abilities, further competences) in the given major by means of credits, or exemption from certain requirements. Students shall be required to provide credible evidence of earlier studies and work experience, including the detailed contents of those.

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

Faculty additional provision to Section 4(3):

Students who have changed their study program or have re-enrolled shall submit their requests to the competent academic coordinator of the Registrar's Office (in the usage of the Faculty also known and hereinafter referred to as Academic Administrations Office) – together with the copy of earlier transcripts – till the first Wednesday of the study period. The service fee has to be paid at the same time through the Neptun system.

Decision about such requests is made by the Credit Transfer Committee.

(4)⁸ In the given semester, the credit values of the recognized subjects shall – unless provided otherwise by rules or regulations – 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.

(5)⁹ Upon the student's request, the Credit Transfer Committee may also conduct a preliminary credit recognition procedure for admission to any Masters educational program or postgraduate specialist training, as well as in connection with guest student status.

⁵ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

⁶ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

⁷ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

⁸ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

⁹ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

(6) The Credit Transfer Committee shall consist of at least two but no more than seven teachers. The members shall be elected by the Faculty Council at the Dean's recommendation, so that all major fields of science are represented. The chair of the Committee shall be appointed by the Dean from among the Committee members. The Committee shall be appointed for a term of three years.

(7) The Credit Transfer Committee shall form a quorum if its meeting is attended by the majority of the members. The Committee shall decide its own schedule of meeting and operating rules, in agreement with the competent Assistant Dean.

(8)¹⁰ In its decision, the Credit Transfer Committee is bound to decisions passed regarding credit transfer applications submitted for the same subject, for a period of five years of such decision.

Committee for the Review of Student Affairs

Section 5 (1) Students may file an application for legal remedy against any decisions passed or omitted on the basis of these Regulations. Such applications shall be submitted within 15 days following the communication of the decision or, if not communicated, following their becoming aware of the decision, with a reference to the violation of rights provided by law of the Regulations.

(2) An application for legal remedy may be lodged against a decision relating to the evaluation of studies only when the decision is based on requirements not adopted by the University, is in conflict with the provisions of the University's organizational and operational rules, or is in violation of the provisions relating to the organization of exams.

(3) With the exception of the violation of procedural rules, no application for legal remedy may be lodged against decisions made by way of individual consideration, especially decisions passed as a result of requesting equity or regarding a special schedule.

(4)¹¹ Applications for legal remedy shall be submitted via the Neptun system.

(5)¹² The Dean of the Faculty concerned shall review applications for legal remedy. If the Dean agrees with the contents of the application, the decision in question may be withdrawn or amended, or the omitted decision may be passed. If the Dean disagrees, the application for legal remedy, together with all the available documents of the case and, if necessary, the Dean's own comments, shall be submitted to the Committee for the Review of Student Affairs within 8 days.

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

Section 7¹³

Equal Opportunities Committee

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

The rules for submitting and evaluating applications

¹⁰ Enacted by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

¹¹ Amended by Decision 68 of June 27, 2017 of the University Council.

¹² Amended by Decision 68 of June 27, 2017 of the University Council.

¹³ Repealed by Decision 43 of July 17, 2019 of the University Council. Repealed as of August 15, 2019.

Section 9¹⁴ (1) Applications shall be submitted in writing to the Faculty's organizational unit appointed for the receipt of the applications in question or via the Neptun system, for the types of cases defined therein. The applicant shall provide evidence pertaining to the contents of the application and the underlying reasons. To this end, certificates confirming the grounds of the application shall be attached to the application. It is not necessary to provide proof of facts that the University is officially aware of.

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

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

Faculty additional provision to Section 9(3):

¹⁵ ¹⁶ ¹⁷ *Applications to be submitted by means other than the Neptun system should be submitted in the way specified on the official website of the Faculty, enclosing the necessary certificates. The deadlines for submitting applications are specified in the present Policy and in the semester schedule.*

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

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

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

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

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

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

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

(9) The deadline for the evaluation of applications shall be thirty days following the date of submission, unless provided otherwise by applicable rules. In justified cases, the Dean of the

¹⁴ Amended by Decision 68 of June 27, 2017 of the University Council.

¹⁵ Amended by Decision 6 of August 2, 2019 by the Faculty Council. Effective as of August 15, 2019.

¹⁶ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

¹⁷ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

competent Faculty may extend the deadline of administration – by simultaneously notifying the applicant or the applicant’s representative – on one occasion and for no more than thirty days.

Customary communication and information disclosure methods at the University

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

(2)¹⁸ Communications involving academic information pertaining to all students or a specific group of students shall be posted on the notice board, faculty websites, or the Neptun system.

Faculty additional provision to Section 10(2):

19 20 Information is provided by the Faculty through its official website.

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

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

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

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

Deadlines

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

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

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

¹⁸ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

¹⁹ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁰ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

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

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

(6) In the event of doubt, the time limit shall be considered observed.

Part II

The training system and the rules of education

Training system

Section 12 (1)²¹ The University shall provide education at the Bachelor and Masters levels, as well as single-cycle long programs and postgraduate specialist training, for full-time, correspondence, and evening students. A major is the educational program that covers the uniform system of the educational contents (knowledge, abilities, skills) necessary for the attainment of a professional qualification.

(2)²² University students shall pursue studies based on the educational and output requirements of the given major and the curricula elaborated with respect to such requirements. The curriculum determines the subjects that are required, elective, and offered as optional for the given major, the credit values assigned to the individual subjects, the foreign language skills necessary for practicing the qualifications provided by the given major, as well as the substantive requirements and conditions for the issuance of the final certificate, the granting of the permission to take the final examination, and the issuance of the degree. The curriculum shall further determine what subjects need to be completed as a condition of admission to certain other subjects (rules on prerequisite studies), as well as the types of the requirements belonging to specific subjects, the number of the associated classes, and the subject codes. The prerequisites for any specific subject may include up to three other subjects or a group of subjects of no more than fifteen credits. Registering for certain subjects may require students to register for other subjects at the same time (parallel registration).

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

(4)²³ The various curricula may set out special rules for the given Faculty as compared to these Regulations and the complementary provisions of the Faculty. The Faculty's complementary provisions to these Regulations shall define the mandatory contents of the curricula, the rules

²¹ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

²² Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

²³ Faculty additional provision to Section 12(4) was repealed by Decision 23 of July 25, 2022 of the Faculty Council. Repealed as of August 15, 2022.

for amending those – with special respect to their introduction in a phasing-in system – and the academic issues relating to specific majors that have to be regulated in the curricula.

(5)²⁴ In the case of certain majors, students are entitled to complete minor programs or specializations within the framework of the given curriculum.

(6)²⁵ Specializations are forms of training that provide an independent professional qualification as part of the given major, giving specialized knowledge.

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

(8)²⁶ A sub-specialization shall be a form of training that provides specialized knowledge but does not result in any independent professional qualification as part of the given major. Successfully completed sub-specializations are indicated in the clause to the degree. The individual Faculties may define additional rules pertaining to sub-specializations in their complementary provisions to these Regulations.

Faculty additional provision to Section 12(8):

^{27 28 29} Specialization is a set of subjects that forms part of an undergraduate or master's program curriculum and provides special expertise, but does not confer independent professional qualification. Depending on the Training and Output Requirements, the curriculum of the study program may allow students of the training program to go through the given specialization of the study program. The specialization of a given study program may not be completed by students participating in other study programs. Completion of the specialization must be duly stated in the diploma clause.

Specialization can only be done by students registered for it. The curriculum of the given study program specifies the range of specializations, and may require compulsory completion thereof, respectively.

In the course of their studies, undergraduate and Masters students can file an application for a specialization through the Neptun system on one occasion, in the period specified in the schedule of the academic year.

If a student fails to apply for a specialization by the deadline specified in the academic calendar, the submission can be made up within one week, subject to the payment of a late fee. If the student misses this extended deadline as well, their course registration will be blocked in the Neptun system by the Academic Administrations Office.

The student can request the removal of the blocking and the selection of specialization by submitting Request No. 249 (“Other Applications to the Dean”) through the Neptun system.

In a particularly justified case, students may apply for a change of specialization on one occasion during their study program, by submitting a request to the Dean.

Section 13 (1) The educational program shall be organized into semesters, with an academic year consisting of two semesters. Semesters (educational periods) consist of term times and

²⁴ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

²⁵ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

²⁶ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

²⁷ Enacted by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

²⁸ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁹ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

exam periods. Term times are fifteen weeks long and the subsequent exam times are no more than six weeks long. Classes are generally not held in the first week of term time.

(2)³⁰ The schedule of any semester shall be determined by the Education and Academic Office in agreement with the Faculties, and approved by the University Council. The approved schedule shall be published on the University website no later than the last day of the term time of the previous semester. The schedule shall provide for the following in particular:

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

(3)³¹ The Dean of the Faculty shall pass decisions on any deadline not included in the schedule for the semester – with the prior approval of the Education and Registrar’s Office. The Dean shall then inform the Rector's Office in writing of such decisions.

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

(2)³² Subjects shall be completed by completing the associated courses. A course is the educational pursuit in which a student meets the specific academic requirements. A subject may be associated with one or more courses. Courses may be

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

Faculty additional provision to Section 14(2):

³³*Classes are 45 minutes long, with 15-minute breaks. Any change in the time allocation must be subject to the unanimous consent of all the students of the relevant course.*

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

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

Faculty additional provision to Section 14(4):

³⁴*A course without lessons may either be an exam course or consultation course.*

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

(6) Early exam courses (exam only courses) may be announced for subjects that are prerequisites for any other subject as defined by the rules on prerequisite studies. Only those students may sign up for early exam courses who have met the conditions for being admitted to examination in the given subject in the previous semester. Signing up for an early exam course

³⁰ Amended by Decision 47 of July 14, 2020 of the University Council. Effective as of August 15, 2020.

³¹ Amended by Decision 47 of July 14, 2020 of the University Council. Effective as of August 15, 2020.

³² Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

³³ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

³⁴ Enacted by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

shall be deemed as registration for a subject. Exams in the framework of early exam courses may be held outside of exam time, i.e. in the early exam period defined by the schedule for the semester. Students who fail early exam courses they have registered for in the given semester may not receive a signature for the subject that had the completion of the early exam course as a prerequisite (succeeding subject). Such subjects are qualify as uncompleted.

Faculty additional provision to Section 14(6):

Early exam courses shall only be available to students who, in the course of their studies, have met the requirements necessary to be admitted to examination in the given subject.

**Part III
Student legal status**

Establishing student status, enrollment, and registration

Section 15³⁵ (1) Those students who have gained admission to a major or who have transferred by means of a final decision and have thus established a student legal status shall be authorized to commence studies at the University. The student legal status permits the student to study at one or more of the University's Faculties, including more than one major at a time. Students may pursue studies concluding in separate degrees only in majors where they have been admitted in the framework of an admission procedure, transfer, or a change of majors.

(2)³⁶ The student's legal status as a student is established upon enrollment. Enrollment is initiated with the completion and signing of the enrollment form. At the time of enrollment, students have to provide their personal information required for the pursuit of studies and – concurrently with the presentation of the original counterparts – have to submit the copies of the documents required for admission.

(3)³⁷ Students are obligated to report any changes to the information they provided to the University without delay. Students shall be liable for any damages incurred in relation to provide such notification or providing false information. Based on the official data in the records containing the personal and address data of citizens, the University is entitled to ex officio amend the data of students, informing the given student of the changes made.

(4)³⁸ The University shall notify admitted students of admission and of the time and rules of enrollment via email. The competent Dean shall ensure that students commencing their studies receive the appropriate information in relation to the accessibility of the educational information.

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

Faculty additional provision to Section 15(5):

³⁵ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

³⁶ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

³⁷ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

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

³⁹ ⁴⁰ *Requests for credit transfer may be submitted in compliance with the general rules specified in Section 9.*

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

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

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

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

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

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

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

(12)⁴¹ In the first semester after enrollment, the student is obligated to register for an active semester in the Neptun system. Failure to do so – or withdrawal of the registration for the active semester in the first academic year following enrollment in line with Section 17 (1) e) – results in the invalidity of enrollment, in which case the student status will not be created.

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

Section 16 (1)⁴² Before the educational period but by the deadline set forth in the schedule for the given semester, students are required to indicate in the Neptun system whether they intend to continue their studies in the semester in question (active semester) or to suspend their student status (passive semester). Students studying for more than one major in the framework of their student status have to register separately for each major; the legal status of such students shall not be suspended if they register for at least one major. Students who fail to register by the specified deadline may submit an application for deferred registration using the Neptun system, no later than the end of the second week of the term time. The reason for such omission shall be attached to the application. The student status of students who fail to register for any of the majors until the respective deadline shall be suspended for the given semester, in absence of an application for deferred registration approved by the Study Committee. Students who study

³⁹ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

⁴⁰ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

⁴¹ Amended by Decision 47 of July 14, 2020 of the University Council. Effective as of August 15, 2020.

⁴² Amended by Decision 43 of June 10, 2021 of the University Council. Effective as of June 22, 2021.

more than one major and, though not suspending their student legal status, fail to register for any of these majors may not study any major in the given semester.

(2)⁴³ The student legal status may only be suspended before the completion of the first semester in particularly justified cases, with the Dean's special permission. The associated request shall be submitted by the student via the Neptun system after August 20 for the fall semester and January 20 for the spring semester and no later than the last day of the registration period. In spite of having submitted such a request, the student is obligated to register for an active semester. However, if the request is granted by the Dean, the Registrar's Office shall cancel the active semester along with all registered subjects.

(3)⁴⁴ Students with overdue amounts owed to the University -for any reason – may not register, and their semester shall be set to passive.

(4)⁴⁵ The registration of students attending self-funding education for a given major shall be invalid unless the entire amount of the respective tuition fee is paid by the provided deadline or, if the University has granted any allowance for payment in instalments, the amount due until the deadline for the payment of the total amount of tuition fees by other students and any late fee imposed for defaulting on tuition fee, or leaves any financial administration obligation unfulfilled.

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

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

Suspension of the student legal status and studies

Section 17 (1)⁴⁶ The student legal status shall be suspended if:

- a) the student fails to comply with the registration obligation for any major until the respective deadline, or such registration is invalid,
- b) the student has validly declared by the given deadline his/her intention of suspending the student legal status for the semester,
- c) the student has been banned from continuing studies as a disciplinary sanction and therefore may not pursue studies in the given semester,
- d) ⁴⁷any student attending self-funding education who fails to pay the total amount of the respective tuition fee – or, if the University has granted any allowance for payment in instalments, the amount due until the deadline for the payment of the total amounts of tuition fees by other students – until the prescribed due date of payment, or leaves any financial administration obligation unfulfilled until the same date; if the student pursues studies in more than one major, such obligations are not met for any of the majors,
- e) the student withdraws registration for the active semester within one month following the first day of the semester, in writing at the Registrar's Office,
- f) the student is not able to meet study-related obligations due to child birth, accident or other unexpected reasons not attributable to the student.

⁴³ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

⁴⁴ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

⁴⁵ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

⁴⁶ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

⁴⁷ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

(2)⁴⁸ During the suspension of their student legal status, students may not exercise the rights stemming from such legal standing, perform study-related requirements, receive benefits, or have final certificates issued; however, they shall remain entitled to submit requests and applications in connection with their studies. During the suspension of student legal status, study-related requirements and credits recognized via credit transfer may be taken into consideration in the student's subsequent active semester.

Faculty additional provision to Section 17(2):

Students in passive status are also obliged to notify the Academic Administrations Office of any change in their name, residence, or address without delay.

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

(4)⁴⁹ If the student is not able to meet his study-related obligations due to child birth, accident, or some other unexpected reason not attributable to the student, this fact may be notified via the Neptun system at any time during the semester, after a month has passed since the start of the given semester and until the last day of the exam time. The respective proof shall be attached. The Dean of the competent Faculty shall decide on the authorization of suspension. If such authorization is granted, the student legal status shall be suspended for the given semester, and therefore – upon the student's request – the Registrar's Office shall cancel all the subjects for which the student registered in the given semester, regardless of the fact of whether they have been completed in part or full by the student.

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

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

(6)⁵⁰ If the legal status of the student is still suspended after registration for any reason during the given semester, the Registrar's Department shall cancel all the subjects for which the student registered in the given semester, regardless of the fact of whether they have been completed in part or full by the student.

Exemption from the performance of academic obligations

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

Faculty additional provision to Section 18(1):

⁴⁸ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

⁴⁹ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

⁵⁰ Enacted by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

- ⁵¹*Requests are to be submitted to the Academic Administrations Office until the last day of the study period, in accordance with the general rules specified in Section 9.*
- ^{52 53}

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

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

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

Guest student legal status

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

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

Faculty additional provision to Section 19(2):

^{54 55}*Requests are to be submitted using a form specified for the cases falling within the competence of the Credit Transfer Committee, in accordance with the general rules detailed in Section 9, to the Academic Administrations Office, by the first Wednesday of the study period.*

(3) The student is entitled to seek the Credit Transfer Committee's preliminary opinion as to whether any subject attended in the framework of the guest student legal status can be accepted for the current studies. Students shall attach to their applications the information provided by the given higher education institution regarding the contents of the subject to be completed. In all other respects, the procedure shall be governed by the general rules of credit transfers. In the case of students requesting the recognition of any subject that was completed in the framework of a guest student legal status in studies deemed acceptable based on the Credit Transfer Committee's preliminary opinion, the Registrar's Office shall transfer the results to the student's current studies upon the student's request, after having confirmed the results. For recognition as a subject completed in the given semester, students are obligated to submit the credit certificate relating to the completion of the subject to the Registrar's Office until the last day of exam time. However, if the title or credit value of the subject as specified in the credit certificate issued by the other higher education institution differs in any way from the subject examined in the preliminary procedure, the general rules of credit transfers shall be applicable.

⁵¹ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

⁵² Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

⁵³ Faculty additional provision was repealed by Decision 25 of July 27, 2023 of the Faculty Council. Repealed as of August 15, 2023.

⁵⁴ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

Faculty additional provision was repealed by Decision 25 of July 27, 2023 of the Faculty Council. Repealed as of August 15, 2023.⁵⁵ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

Faculty additional provision to Section 19(3):

⁵⁶ ⁵⁷ *Requests are to be submitted using a form specified for the cases falling within the competence of the Credit Transfer Committee, in accordance with the general rules detailed in Section 9, to the Academic Administrations Office, by the first Wednesday of the study period.*

(4)⁵⁸ The credit transfer request may not be fulfilled in the given semester for the recognition – or transfer – of a subject in which the student has attempted to pass an exam in the given semester during the studies at the University.

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

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

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

(2)⁵⁹ Applications for guest student legal status shall be submitted to the Faculty concerned, by the deadline defined in the schedule for the semester and in the manner and place specified by the given Faculty.

Faculty additional provision to Section 20(2):

⁶⁰ *Requests for a guest student status may be submitted to the Academic Administrations Office using the dedicated form available on the Faculty's website. The deadline for submitting such requests is set out in these regulations and determined by the semester schedule.*

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

Faculty additional provision to Section 20(3):

⁶¹ – *For the module “Quantitative Modelling and Basics of Information Technology”, it is sufficient for students to request the guest student legal status once, in the first semester. In the consecutive semesters, it is sufficient to register for the active guest student semester and present the certificate of their student status.*

⁵⁶ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

⁵⁷ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

⁵⁸ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

⁵⁹ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

⁶⁰ Amended by Decision 18 of July 30, 2020 of the Faculty Council. Effective as of August 1, 2021.

⁶¹ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

– *In case a guest student fails to certify his/her student status until September 30 and February 28, respectively, the Academic Administrations Office will annul the student's guest student status.*

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

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

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

Section 21⁶²

Training providing partial education

Section 22^{63,64} (1) Any person without student legal status at the University may be admitted to programs for the obtainment of partial education.

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

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

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

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

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

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

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

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

Preparation courses

⁶² Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

⁶³ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

⁶⁴ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

Section 22/A⁶⁵ (1) Foreign students may attend preparation courses for a maximum of two semesters – within the framework of their student legal status – prior to the commencement of their studies in Hungarian higher education.

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

(3)⁶⁶

(4)⁶⁷ The other rules pertaining to preparation courses shall be determined by the individual Faculties.

Transfers, changing majors

Section 23⁶⁸ (1) During their student legal status, students pursuing studies in the same study field of another higher education institution may request a transfer to the University's respective major in the case of Bachelor and Masters programs, on condition that the student has acquired at least 30 credits at the previous institution. In case of such transfer, the student legal status with the previous institution shall be terminated as at the day preceding enrollment at the University.

(2)⁶⁹ During their student legal status, students studying a major at the University may request a change to any other major at the University belonging to the same study field (changing majors). In the case of Bachelor and Masters programs, a further condition for changing majors is that the student acquire at least 30 credits in the given program prior to changing majors. If such change in majors is authorized, the student may not study the previous major following the date of registration for the new major.

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

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

(4)⁷⁰ Applications for transfers and changes in majors may be submitted until August 20 or January 20 of the given year.

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

(6)⁷¹ The minimum requirements of transfers and changes in majors shall be set out in the affected Faculty's complementary provisions to these Regulations. The Dean of the competent Faculty shall decide on transfers. Applications for changing majors shall be submitted via the Neptun system.

Faculty additional provision to Section 23(6):

- *Applications for transfer shall be addressed to the Vice Dean for Academic Affairs and submitted to the Academic Administrations Office.*

⁶⁵ Enacted by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

⁶⁶ Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

⁶⁷ Faculty additional provision to Section 22A (4) was repealed by Decision 23 of July 25, 2022 of the Faculty Council. Repealed as of August 15, 2022.

⁶⁸ Amended by Decision 47 of July 14, 2020 of the University Council. Effective as of August 15, 2020.

⁶⁹ Amended by Decision 47 of July 14, 2020 of the University Council. Effective as of August 15, 2020.

⁷⁰ Amended by Decision 2032 of October 30, 2015 of the University Council.

⁷¹ Amended by Decision 68 of June 27, 2017 of the University Council.

- ⁷²*Transfer to a state-funded program at Bachelor's level can be granted if all of the following conditions are fulfilled:*
 - a) *at least 60 completed credits,*
 - b) *a cumulative weighted average of at least 3.51,*
 - c) *no more than four fail grades.*
- *Students requesting transfer who fulfil two of the above conditions may be admitted to the self-financed program.*
- ⁷³*Transfer to a state-funded program at Master's level can be granted if all of the following conditions are fulfilled:*
 - a) *English language proficiency certificate (at least at complex intermediate level) or equivalent,*
 - b) *at least 30 completed credits,*
 - c) *a cumulative weighted average of at least 3.51,*
 - d) *no more than two fail grades.*
- ⁷⁴*Students requesting transfer who fulfil both the condition as per point a) and two of the conditions as per points b), c) and d) may be admitted to the self-financed program.*

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

Transferring between full-time and correspondence education

- Section 24** ⁷⁵ (1)⁷⁶ Upon the student's request, the Dean may, in justified cases, authorize changes to other educational programs with different schedules within the same major.
- (2)⁷⁷ Applications for changing educational programs may be submitted via the Neptun system until August 20 or January 20 of the given year.
- (3)⁷⁸

Changing financing forms

Section 25 (1)⁷⁹ The Student Reimbursement and Benefit Regulations lays down the rules for changing between educational programs provided state scholarship and self-funding programs, as well as other provisions relating to the student's financing status.

Termination of the student legal status

Section 26 (1)⁸⁰ The student legal status shall be terminated

⁷² Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

⁷³ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

⁷⁴ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

⁷⁵ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

⁷⁶ Amended by Decision 68 of June 27, 2017 of the University Council.

⁷⁷ Amended by Decision 68 of June 27, 2017 of the University Council.

⁷⁸ Repealed by Decision 68 of June 27, 2017 of the University Council.

⁷⁹ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

⁸⁰ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

- a) ⁸¹if the student has been transferred to another higher education institution, as of the day preceding the day of enrollment to the receiving institution, provided that the student does not study any other major at the University,
- b) if the student gives a written notice terminating the student legal status, as of the date of the notification,
- c) if the student is not allowed to continue studies in a state scholarship-funded program and does not wish to continue studies as part of a self-funding program, or refuses or fails to conclude the study contract in due time, provided that the student does not study any other major at the University,
- d) ⁸²on the last day of the semester in which the doctoral student has obtained a final certificate, provided that the student is not studying any other major at the University,
- e) if the Rector cancels the student legal status for any payment arrears, after the student has been warned ineffectively and the student's social standing has been reviewed, on the effective date of the decision on the termination,
- f) by expulsion, on the effective date of the disciplinary decision,
- g) ⁸³if the student participating in teacher training does not meet the eligibility requirements included in the educational and output requirements – if such student is not studying another major at the University – on the day the decision regarding termination becomes final.

(2)^{84,85} ⁸⁶ If, after two subsequent semesters or before completing the first semester of the suspension of the student legal status, the student fails to register for an active semester without the required permission to do so provided by the Dean, or is forced to register for a passive semester within the meaning of these Regulations, the student legal status shall be terminated on the first workday following the last day of the deferred registration deadline or, in case of any passive semesters, the workday following the termination of passive status. If a student has two subsequent passive semesters, the Registrar's Office shall send a written warning via the Neptun system to the student no later than the last day of the term time of the second semester (or, in case of a suspension prior to completion of the first semester, of the given semester) of having to continue studies and the legal consequences of a failure to do so.

(3)⁸⁷ If the student does not continue studies in any major for two subsequent semesters, the student shall be subjected to the procedure defined in paragraph (2), with the difference that if the student has the right to study another major, the student legal status shall not be terminated but the student may no longer continue the given major.

(4)⁸⁸ The student legal status of students shall not be terminated if they declare in writing that they do not intend to continue studying a given major, have been transferred to another higher education institution for the given major, or are not allowed to continue studies in any educational program with state scholarship and do not wish to continue such studies in self-funding form but still have the right to study another major at the University. However, they may no longer study the major referred to in the declaration, involved in the transfer, or where the self-funding program was refused.

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

⁸² Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

⁸³ Amended by Decision 47 of July 14, 2020 of the University Council. Effective as of August 15, 2020.

⁸⁴ Amended by Decision 47 of July 14, 2020 of the University Council. Effective as of August 15, 2020.

⁸⁵ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

⁸⁶ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

⁸⁷ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

⁸⁸ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

(5)^{89,90}The student may not continue a major for failing to fulfil obligations relating to academic advancement if the student failed to complete any given subject after three attempts.

If the student is not entitled to study any other major, the student legal status shall also be terminated. If the student fails to submit an application for the Dean's decision on equity for exemption from under the sanction or if the student is not eligible to submit such an application, the student's legal status will be terminated on the workday following the last day of the deadline for submitting the application. If the student submits an application for the Dean's decision on equity and the application is rejected, the student legal status will be terminated as of the date of the negative decision.

(6)^{91 92 93}The individual Faculties' complementary provisions to these Regulations may define additional obligations in relation to academic advancement and, in the event of failure to meet such obligations, the student shall not be allowed to continue the given major (causes of dismissal). If the student is not entitled to study any other major, the student legal status shall also be terminated.

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

The Dean's decisions on equity

27 § (1)⁹⁴ In representation of the Dean of the competent Faculty responsible for the given major, the competent Assistant Dean may provide exemption to any student from under sanctions for failing to perform obligations in relation to academic advancement. Such decision based on equity may be passed once during the term of the student legal status. In this case, the student shall have one more opportunity to register for a subject that was not completed in three attempts.

(2)⁹⁵

(3)⁹⁶ Applications for decisions on equity shall be submitted via the Neptun system after the last day of term time in the given semester but no later than the fifth workday following exam time.

(4)^{97 98} 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 these Regulations.

The Rector's decisions on equity

⁸⁹ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

⁹⁰ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

⁹¹ Faculty additional provision to Section 26 (6) was repealed by Decision 23 of July 25, 2022 of the Faculty Council. Repealed as of August 15, 2022

⁹² Faculty additional provision was repealed by Decision 6 of August 2, 2019 of the Faculty Council. Repealed as of August 15, 2019.

⁹³ Amended by Decision 18 of July 30, 2021 of the Faculty Council. Effective as of August 1, 2021.

⁹⁴ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

⁹⁵ Repealed by Decision 49 of June 15, 2023 of the University Council. Repealed as of August 15, 2023.

⁹⁶ Amended by Decision 68 of June 27, 2017 of the University Council.

⁹⁷ Faculty additional provision was repealed by Decision 6 of August 2, 2019 of the Faculty Council. Repealed as of August 15, 2019.

⁹⁸ Faculty additional provision to Section 27 (4) was repealed by Decision 23 of July 25, 2022 of the Faculty Council. Repealed as of August 15, 2022.

28 § (1)^{99,100,101} In cases deserving especial equity, the Rector may provide exemption from the application of sanctions due to failing to perform obligations in relation to academic advancement to those students who have exhausted the option to request the Dean's decision on equity, i.e. have already been granted equity by the Dean. An application for the Rector's decision on equity may not be submitted if the application for the Dean's decision on equity has been refused.

(2)¹⁰² The Rector's decision on equity may be requested only once in each training. Applications shall be submitted via the Neptun system.

(3)¹⁰³ The student's educational administrator shall inform the Rector's Office in an email of having received the application so the Office can have the Rector pass a decision. If the Rector does not exercise this right within five workdays, the Dean of the competent Faculty shall be obligated to proceed in the given case without any action taken by the Rector, in proper consideration of the facts and circumstances.

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

Part IV

Performance of academic obligations

Registering for subjects

Section 29 (1)¹⁰⁴ The following shall be entered in the Neptun system by the last day of the term time of the previous semester:

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

(2)¹⁰⁵ At least one week before the subject registration period, the following details shall be entered in the Neptun system:

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

Faculty additional provision to Section 29(2):

- ^{106 107 108} *Subject requirements specify the criteria necessary for completing the subject and the deadlines thereof. Students should be informed about these requirements orally in the first lesson, as well as in writing, through the official website of the Faculty no later than the end of the second week of the study period.*

⁹⁹ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

¹⁰⁰ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

¹⁰¹ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

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

¹⁰³ Amended by Decision 68 of June 27, 2017 of the University Council.

¹⁰⁴ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹⁰⁵ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹⁰⁶ Amended by Decision 6 of August 2019 of the Faculty Council. Effective as of August 15, 2019.

¹⁰⁷ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

¹⁰⁸ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

Subject requirements may only be modified during the semester upon the written agreement of the student representatives concerned.

- *Subject requirements include:*
 - a) *the requirements for participating in classes, the possibilities for making up for absences, the way and frequency of checking attendance,*
 - b) *the way of providing proof of the reason for absence from classes or exams,*
 - c) ^{109 110} *the number and topics of examination of knowledge (assignments, written tests, etc.) during the semester, including the possibility for make-up and repeat tests, as well as the deadlines for communicating the results of examinations of knowledge during the semester, taking into account the Faculty additional provision to Section 33(11),*
 - d) *requirements for obtaining the signature at the end of the semester,*
 - e) *the method for calculating grades,*
 - f) ^{111 112} *restrictions applicable to the first exam opportunity available in the week of repeated exams (Faculty provisions to Section 34(7) of the to the Education and Exam Regulations),*
 - g) *the list of course books, additional material and literature to help learn the course material.*

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

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

Faculty additional provision to Section 29(4):

Beyond the specified deadlines, timetable information may only be modified with the consent of the student representatives concerned.

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

(6) The Faculties' complementary provisions to these Regulations may determine different rules for certain groups of students in relation to registration for certain courses. When registering for these courses, especially those students may be preferred who need the completion of the given course for the fulfilment of their major-related or specialized education to the detriment of students who want to complete the course as an optional subject.

(7)¹¹³ It shall be ensured that the student can choose optional subjects in a credit value of at least five percent of the total credit amount required for obtaining the degree, or that the student can participate in voluntary activities instead of these subjects.

Section 30 (1) Students shall register for subjects and the courses serving their completion in the subject registration period via the Neptun system. Only those students shall be eligible to

¹⁰⁹ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

¹¹⁰ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15 2022.

¹¹¹ Amended by Decision 6 of August 2019 of the Faculty Council. Effective as of August 15, 2019.

¹¹² Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

¹¹³ Enacted by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

register for subjects and courses who have validly declared their intent to continue studying the given major during the semester and whose student legal status has not been suspended. The subjects in the given majors of students who withdraw their registration by the provided deadline shall be cancelled by the Registrar's Office ex officio.

Faculty additional provision to Section 30(1):

- *Students may register more than 40 credits/semester only if permitted. Permission will be granted to students who request the permission to register more than 40 credits the first time, unless there is an obvious reason for rejection.*
- ^{114 115 116} *Those who have already received permission but did not complete the registered credits will not be granted the request again. The request may be submitted through the Faculty's student request management system by the first Friday of the study period.*
- ¹¹⁷ *Students may take a course from a curriculum of the same level as their own but not part of their own program, if they get permission for it. The request may be submitted through the Faculty's student request management system by the first Friday of the study period.*

(2)¹¹⁸ The subject registration period shall be included in the schedule for the semester. The subject registration period may not end earlier than the last day of the first week of the term time.

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

Section 31 (1)^{119,120} If the student does not register for a subject or course for any reason during the course registration period that would otherwise be permitted by the rules on prerequisite studies, the student may request registration for the subject or course within ten days following the last day of the subject registration period from the Registrar's Office via the Neptun system. Based on the request, the Registrar's Office may register the student for the course, unless the given subject is not announced in the given educational period or all of its courses have been filled.

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

Faculty additional provision to Section 31(2):

^{121 122} *Subjects may only be cancelled at the students' request within six working days following the end of the course registration period.
In the case of students studying courses abroad, in the semester of acquiring the final certificate, derogations from the above deadline may be granted upon another request granted by the Dean.*

¹¹⁴ Amended by Decision 18 of July 30, 2021 of the Faculty Council. Effective as of August 1, 2021.

¹¹⁵ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

¹¹⁶ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

¹¹⁷ Enacted by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

¹¹⁸ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

¹¹⁹ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹²⁰ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

¹²¹ Amended by Decision 18 of July 30, 2021 of the Faculty Council. Effective as of August 1, 2021.

¹²² Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

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

(4)¹²³ The maximum number of incomplete subjects may be defined by the individual Faculties in their complementary provisions to these Regulations in the form of study advancement obligations.

(5)¹²⁴ If the student participates in a practice period outside the educational period, the associated certificate shall be promptly submitted following its completion to the appropriate organizational unit of the Faculty that is deemed to be competent with respect to the training. The performance of this requirement shall be recorded in the Neptun system for the current active semester at the time of the submission of the certificate or the first active semester following submission.

Section 31/A¹²⁵ (1) On the workday following the last day of the deferred subject registration period, the student shall receive written notification from the Registrar's Office in the form of a Neptun message that the subjects and courses registered for the given semester have been finalized and may be viewed in the Neptun system.

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

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

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

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

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

Special schedule

Section 32 (1) In justified cases, the Study Committee may provide a special schedule for studies at the student's request. A special schedule may be justified, in particular, by pregnancy, care for a small child, studies abroad, serious illness of the student or relative, and professional

¹²³ Faculty additional provision to Section 31 (4) was repealed by Decision 23 of July 25, 2022 of the Faculty Council. Repealed as of August 15, 2022.

¹²⁴ Enacted by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹²⁵ Enacted by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

athletic activities. However, the Study Committee shall decide individually in each case whether or not it is justified to authorize a special schedule in the given situation. The maximum duration of the preference permitted in the framework of any single procedure shall be one semester.

Faculty additional provision to Section 32(1):

Special schedule can be granted to students who fulfil one of the following conditions:

- a) *study average of at least 4.51 in the previous semester and outstanding talent in at least one subject,*
- b) *ongoing studies in a foreign higher education institution for the purpose of part-time studies related to their current study program,*
- c) *existence of exceptional circumstances justifying the special schedule.*

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

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

(4)¹²⁶ In the framework of special schedules, the following may be granted in particular:

- a) exemption from the obligation to attend classes,
- b) examination options during the preferential exam time specified in the semester schedule.

(5) The Study Committee has the right to offer a preference different than that requested in the application if the application would be otherwise impossible to fulfil, while the goal specified therein could be ensured by authorizing such other preference.

(6) If options pertaining to exams taken during the preferential exam time have been authorized, it shall be ensured that in case any exam shall be unsuccessful, the student can take a repeated exam in the same educational period.

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

Faculty additional provision to Section 32(7):

¹²⁷ ¹²⁸ *The request may be submitted in accordance with the general rules specified in Section 9 by the last day of the study period.*

Records on Academic Advancement

Section 32/A¹²⁹ (1) The University shall keep records of the student's academic advancement and other details in the Neptun system.

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

¹²⁶ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹²⁷ Amended by Decision 6 of August 2019 of the Faculty Council. Effective as of August 15, 2019.

¹²⁸ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

¹²⁹ Enacted by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

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

(4)¹³⁰ Hardcopy certificates issued in relation to the studies of students, certificates of the student legal status, and other study-related documents can be received in person at the Registrar's Office of the competent Faculty. Upon the student's request – following the payment of the mailing fee – such documents may be sent to the address specified by the student via registered mail with return receipt.

(5)¹³¹ Any information related to the student's studies or student legal status may be disclosed to a third person only

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

Part V **Testing knowledge**

The general rules of testing knowledge

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

(2)¹³² The student's performance may be evaluated:

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

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

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

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

(5)¹³³ The available grading methods:

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

- exam-type testing: mid-term exam (with five-level grades), preliminary exam (with five-level grades), comprehensive exam (with five-level grades), exam (with three or five-level grades), final examination (with five-level grades).

Faculty additional provision to Section 33(5):

The teacher in charge of the subject shall specify the circumstances of testing as well as the tools/aids that may be used.

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

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

¹³⁰ Enacted by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹³¹ Enacted by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹³² Amended by Decision 15 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹³³ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

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

(8)¹³⁴ Oral exams may also be organized so that on the same exam occasion the student shall take the exam both in writing and orally, and both parts of the exam shall be considered as the prerequisite of the other. In especially justified cases, written exams may also be held as electronic exams, pursuant to the provisions of these Regulations.

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

Faculty additional provision to Section 33(9):

- ^{135 136} *In the case of in-person education, a student is considered to have attended the classes of the courses of compulsory subjects if (s)he participated in at least 75 percent of the contact classes.*
- *In the case of non-compulsory subjects, the course teacher shall specify the conditions for meeting the attendance requirements.*
- ¹³⁷ *If two compulsory classes are held simultaneously, in extraordinary cases, the Vice Dean for Academic Affairs may provide exceptional permission for not applying the above rule. The request may be submitted through the Faculty's student request management system by the first Friday of the study period.*
- ¹³⁸ *Exemption from mandatory lecture attendance can be given to students for the semester if their previous academic semester was active, with a weighted academic average of 4.51 or above, or with a credit index of 5.0 or above.*

(10)¹³⁹ The competent teacher shall have the right to determine the mid-semester study-related requirements stipulated for admission to the exam or resulting in determining the practice grade, as well as the extent of absences still allowed for admission to the exam – unless otherwise required in the complementary provisions to these Regulations 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. If the teacher sets a written examination as a mid-semester study-related requirement, the teacher shall also provide information on the time within which the examination will be corrected following its having been taken or submitted, and will inform students of the results. In connection with courses not resulting in independent qualification, the mid-semester study-related requirements shall not be considered testing, because they do not evaluate the performance of the student but only check active participation in the course.

(11)¹⁴⁰ Unless otherwise required by the Faculty's complementary provisions to these Regulations, the teacher shall inform the student in question about the evaluation of the fulfilment of mid-semester study-related requirements until the last day of the term time. The practice grade and the signature confirming the fulfilment of the mid-semester study-related requirements for admission to the exam shall be recorded in the Neptun system and on the exam form. The information relating to practice grades, graded mid-semester tests, as well as the

¹³⁴ Amended by Decision 2032 of October 30, 2015 of the University Council.

¹³⁵ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

¹³⁶ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

¹³⁷ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

¹³⁸ Enacted by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

¹³⁹ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

¹⁴⁰ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

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 Section 33(11):

- *The value of the recorded signature may be modified until the end of the first week of the exam period.*
- *End-of-semester signatures without a term or exam mark may be required by the syllabus when attendance should be certified (e.g. physical education).*
- ¹⁴¹ *Term marks must be recorded in the Neptun system by the teachers by the end of the penultimate week of the exam period.*
- *If the curriculum requires a term mark for a practical or laboratory course, the requirements of the subject have to be (primarily) fulfilled during term time. However, upon the recommendation of the instructor, the lecturer may specify further assignments (e.g. retake midterm exam) to be completed after the end of the study period but no later than the first week of the exam period, to obtain a term mark.*
- ¹⁴² *In the case of Tutored Research Project, Guided Individual Study and Thesis Work I., the academic calendar of the Faculty determines the schedule of presentations, as well as the deadline for obtaining signatures and term marks. In the case of these subjects, the oral presentation is public.*
- ¹⁴³ *In the case of subjects where the curriculum requires an exam, the evaluation of the mid-semester requirements needed as a pre-requisite for a successful exam must be published by the end of the study period. If the teacher offers the possibility of making up for mid-semester requirements, make-up and repetition must be done by the end of the first week of the exam period.*

(12)¹⁴⁴ If the student fails to meet the required mid-semester study-related requirements, the teacher shall refuse the signature of confirmation and the student shall not be admitted to take an exam in the subject; moreover, the student's registration for the exam – if any – shall be cancelled. The teacher shall record refusal of providing a signature in the Neptun system on the last day of the term time at the latest.

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

Faculty additional provision to Section 33(13):

- *Offered marks may be given in case of courses requiring an examination.*
- *An offered mark can be given no later than the end of the first week of the exam period. It has to be recorded in the Neptun system, together with the signature.*
- *The student can decide until the last day of the exam period whether to accept the offered mark. Both the acceptance and rejection of the offered mark are done by the student through the Neptun system.*
- *In case the student has a valid exam application, the offered mark can be accepted only after the student cancels the exam application.*

¹⁴¹ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

¹⁴² Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

¹⁴³ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

¹⁴⁴ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

- ¹⁴⁵ *Once the student has taken a (successful or unsuccessful) exam of a subject, an offered mark cannot be given any more.*
- *The student may apply for an exam only after rejecting the offered mark.*
- *The decision concerning the offered mark cannot be modified later.*
- ¹⁴⁶ *If a student does not declare their decision regarding the offered mark by the end of the exam period, the offered mark is lost, and only the signature for the course remains. In such cases, the student can take the course as a CV (exam only) course the next time.*
- *The offered mark cannot be modified.*
- *The offered mark is cancelled on the last day of the exam period if the student has not completed the prerequisites of the course.*

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

(15)¹⁴⁷

(16)¹⁴⁸ The student's semester shall be closed by the Registrar's Office within three workdays following the last day of the exam time. Students who consider their exam time to be finished may request the competent Registrar's Office in writing to close the semester earlier – but shall acknowledge that such closing cannot be withdrawn, meaning that no further exams may be taken within the given exam time and no exams can be registered, and any existing registrations for exams shall be cancelled.

(17)¹⁴⁹ Documents generated in the course of checking mid-term study requirements and containing personal data shall be disposed of after one year following the last day of the term time of the given semester.

Preparations for exams

Section 34 (1)¹⁵⁰ The times and dates of exams, the starting time of registration for the exam, as well as the persons participating in testing shall be announced at least three weeks before the end of the term time. The number of the optional exam places announced for the exams shall be 10% more than the number of students accepted to the course belonging to the given exam. At least two exam days shall be announced for all courses, so that at least one week shall elapse between the two occasions. In addition to the exam dates announced as described above, exam dates according to the number of failed exams, but at least one more exam date, shall be announced for the last week of the exam time, which shall be the week of repeated exams.

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

(3)¹⁵¹ With the exception of electronic exams, exams shall be conducted in the official premises of the Faculty concerned, between 8:00 AM and 6:00 PM on school days. On the day of the exam, the time of the exam may be specified by the examiner for groups or individuals separately, if the examinees are notified accordingly within a reasonable time. Examinees shall

¹⁴⁵ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

¹⁴⁶ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

¹⁴⁷ Repealed by Decision 2015 of June 04, 2015 of the University Council. Repealed as of August 15, 2015.

¹⁴⁸ Enacted by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

¹⁴⁹ Enacted by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

¹⁵⁰ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

¹⁵¹ Amended by Decision 2032 of October 30, 2015 of the University Council.

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

Faculty additional provision to Section 34(3):

¹⁵²*If the examiner is unable to begin the exam within 15 minutes of the announced time, (s)he must notify the examinees and the Academic Administrations Office of this fact and of the expected starting time. Upon failure to notify them thereof or in the case of a delay exceeding sixty minutes, (s)he must offer a new appointment to the examinees, and the exam that did not take place cannot be taken into account when calculating the number of exam registrations. The examiner must notify the Academic Administrations Office thereof.*

(4)¹⁵³ Only those students may take exams who have registered for the given exam via the Neptun system. Only those students may register for exams who have registered for the given course and fulfilled any mid-semester study-related requirements. If a student takes an exam without having validly registered for it or for which the student was not authorized, the exam shall be invalid irrespective of its results, and the associated entries shall be deleted from the Neptun system.

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

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

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

Faculty additional provision to Section 34(7):

¹⁵⁴ ¹⁵⁵*If the teacher in charge of a subject defined it as a requirement together with the subject requirements and in the manner specified in Section 29(2), students may apply for an exam of the given subject scheduled for the week of retake exams only if they have previously applied for an earlier exam, for which they were present and received a mark.*

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

Faculty additional provision to Section 34(8):

¹⁵⁶*In the case of EV (early exam) and CV (exam only) courses, exam days announced for the EV (early exam) period shall be considered as exam dates as per Section 34(1).*

(9)¹⁵⁷ As set out in the schedule for the given semester, the exam registration period may be opened earlier for those students who have signed up for all subjects required for the issuance

¹⁵² Enacted by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

¹⁵³ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

¹⁵⁴ Enacted by Decision 6 of August 2019 of the Faculty Council. Effective as of August 15, 2019.

¹⁵⁵ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

¹⁵⁶ Enacted by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

¹⁵⁷ Amended by Decision 43 of June 10, 2021 of the University Council. Effective as of June 22, 2021.

of their final certificate in the given semester and no other educational requirements are missing for the issuance of the final certificate.

Holding exams

Section 35¹⁵⁸ (1) With the exception of electronic exams, exams shall be considered to have been started when the student has received or drawn an exam question in an oral exam, or the examiner has begun to distribute or dictate the exam questions in a written exam. Before the commencement of the exam, the examiner shall verify the personal identities of the attending examinees and check whether they have signed up for the exam. Any withdrawal from the exam declared after its commencement shall result in a failing grade.

(2)¹⁵⁹ The examiner or the chair of the board of examiners shall be responsible for the order, undisturbed implementation and calm atmosphere of the exams. At the exam, prohibited devices and aids, or methods and means prohibited by the examiner shall result in a failing grade, if there is no suspicion of a disciplinary offense. In case of a suspicion of a disciplinary offense, the examiner or, in the case of a final examination, the chair of the board of examiners, may suspend the exam with the concurrent initiation of disciplinary proceedings and the taking of minutes. In such cases, the student's performance will not be evaluated and shall be considered as not having started the exam.

Faculty additional provision to Section 35(2):

The use of any illicit material or method forbidden by the examiner during the examinations shall result in a failed mark and the student in question shall not be allowed to take another exam in the given subject 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)¹⁶⁰ With the exception of electronic exams, exams shall be considered as completed when, in the case of a written exam, the examiner has taken the test form over from the student or, in the case of an oral exam, the student's achievement at the exam has been graded.

(5)¹⁶¹ For any written examination or graded partial examination, the teacher concerned is obliged to check and correct the examination tests within five workdays following the date of the exam, but no later than 11:00 am on the Friday preceding the week of repeated examinations (excluding the examinations written on the week of repeated examinations) and to record the results on the test forms and in the Neptun system. The grade shall be indicated by the teacher on the test as well. The student shall be notified in writing about the awarded grade, via the Neptun system. The teacher shall correct the examination tests written on the week of repeated examinations and record the results on the test forms and in the Neptun system no later than the last day of the exam period.

(6)¹⁶²

(7)¹⁶³ The student may inspect the checked and corrected test within fifteen days following the entry of the grade in the Neptun system, at a time agreed with the teacher. Tests shall be disposed of one year after the last day of the given exam period.

¹⁵⁸ Amended by Decision 2032 of October 30, 2015 of the University Council.

¹⁵⁹ Amended by Decision 4 of January 25, 2018 of the University Council.

¹⁶⁰ Amended by Decision 2032 of October 30, 2015 of the University Council.

¹⁶¹ Amended by Decision 43 of June 10, 2021 of the University Council. Effective as of June 22, 2021.

¹⁶² Repealed by Decision 15 of June 04, 2015 of the University Council. Repealed as of August 15, 2015.

¹⁶³ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

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

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

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

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

(12)¹⁶⁴ No grades may be entered in the Neptun system for any semester that has already been closed.

Section 35/A¹⁶⁵ (1)¹⁶⁶ 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 involving all Faculties. A student or a group of students may not request the organization of a written exam as an electronic exam in full or part: such requests shall be turned down without any consideration on the merits.

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

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

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

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

(6) An electronic exam shall be considered to have been started when the student starts the exam by pressing the Start button after logging in with his/her own credentials. After pressing the Start button, the exam shall be considered to have been started even if the student does not answer any questions.

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

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

¹⁶⁴ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹⁶⁵ Enacted by Decision 2032 of October 30, 2015 of the University Council.

¹⁶⁶ Amended by Decision 44 of June 10, 2016 of the University Council.

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

(9)¹⁶⁷

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

(11)¹⁶⁸

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

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

(14)¹⁶⁹ After the electronic exam, students may review the achieved score or percentage result. The answers given during the electronic exam shall be kept by the system for 30 days following the last day of the exam time, and they can be inspected by students upon their request.

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

Retake and modifying exams

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

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

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

(4)¹⁷⁰ If an unsuccessful exam is retaken within the same semester, the student may sign up for a new exam only after the closing time of the last exam date. At least 4x24 hours have to elapse between the starting dates of the two exams.

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

Faculty additional provision to Section 36(5):

The request has to be addressed to the Vice Dean for Academic Affairs and submitted to the Academic Administrations Office.

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

¹⁶⁷ Repealed by Decision 14 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

¹⁶⁸ Repealed by Decision 14 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

¹⁶⁹ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹⁷⁰ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

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

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

Section 37/A¹⁷¹ (1) Within 15 days following the last day of exam time, the student is authorized to file a written objection in relation to the evaluation indicated in the Neptun system, to the organizational unit in charge of holding the given exam.

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

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

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

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

Determining average grades

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

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

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

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

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

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

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

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

$$\frac{(\text{credit values of the subjects completed in the semester} \times \text{their grades})}{\text{the semester}}$$

$$\frac{30}{\text{credits registered for the semester}}$$

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

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

(7) For students who are studying more than one major at the same time, averages shall be calculated separately for the individual majors.

¹⁷¹ Enacted by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

(8)¹⁷² In the given semester, the credit values of the recognized subjects shall – unless provided otherwise by rules or regulations – be added to the completed credits and may not be considered for any average calculation, with the exception of the subjects actually completed in the given semester in the framework of guest student legal status.

Part VI Completion of studies

The final certificate

Section 39 (1)¹⁷³ The final certificate shall be issued to students who have met the study and exam requirements set out in the curriculum and the required practice period – with the exception of writing the thesis – and have obtained the required number of credits. The requirements pertaining to practice periods may be defined by the individual Faculties in their complementary provisions to these Regulations.

Faculty additional provision to Section 39(1):

¹⁷⁴Faculty Annex 3 to the Education and Exam Regulations contains the rules concerning internships.

(2)¹⁷⁵ The final certificate shall be a certified hardcopy document issued by the University. Upon its issuance, the final certificate shall be affixed with a unique serial number, and its data shall be recorded in the Neptun system.

(3)¹⁷⁶ If the conditions are met, the final certificate shall be issued as of the effective date of fulfilment, within twenty days following the date of fulfilment by the Registrar's Office ex officio, and the student shall be notified accordingly.

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

(5)^{177,178}

If any previous studies attended at the University or in other higher education institutions, as well as any other earlier studies or previously gained knowledge are recognized in the form of credit values, students are still obliged – unless stricter requirements are stipulated in the given Faculty's complementary provisions to these Regulations – to acquire at least one-third of the number of credits required for the issuance of the respective degree at the given training as a condition of the issuance of the final certificate, with the exception of the following students:

- a) students participating in joint educational programs held as part of doctoral studies or the Erasmus+ and its successor programs,
- b) students who transferred to the University from a defunct higher education institution on the basis of an inter-institutional agreement, or
- c) a student previously admitted to the same major. and
- d) refugee, immigrant, and students with protected status,

(6)¹⁷⁹ The final certificate may only be issued to students with active student legal status. Following the issuance of a final certificate for a certain education program,

¹⁷² Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

¹⁷³ Amended by Decision 9 of February 16, 2023 of the University Council.

¹⁷⁴ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

¹⁷⁵ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹⁷⁶ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹⁷⁷ Amended by Decision 47 of July 14, 2020 of the University Council. Effective as of August 15, 2020.

¹⁷⁸ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

¹⁷⁹ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

- a) the registration for the active semester may not be withdrawn in the semester in which the final certificate is issued, and
- b) the student may not register for an active semester again in future semesters.

The thesis

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

(2)¹⁸⁰ Theses may be submitted whether or not the student has a student legal status.

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

Faculty additional provision to Section 40(3):

¹⁸¹ ¹⁸²Faculty Annexes 1, 6 and 7 to the Education and Exam Regulations contain the detailed rules on the announcement and registration of thesis topics, supervision, the content and formal requirements of the theses, and the method, place, and deadline for submitting the theses.

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

Faculty additional provision to Section 40(4):

One lecturer can be involved as supervisor in the preparation of a maximum of 20 theses per semester.

(5) If, before the submission of the thesis, the supervisor renounces the thesis consultation for any reason or is unable to provide for the thesis consultation due to any external circumstance (hereinafter collectively: resignation) but did commence consultation activities with the student before resigning, the educational unit of the organization that is competent in the given thesis topic is obliged to offer a new, appropriate supervisor for the student with respect to the given topic. If the resigned supervisor has not yet had any consultations with the student and the student does not wish to collaborate with the recommended new supervisor but cannot select an appropriate supervisor for the given topic from those offered by the University, the student shall change or select a new topic in line with the general rules. If, before the resignation of the supervisor, the supervisor had already began consultations, the date of the announcement of the student's original topic shall be considered as regards the calculation of the time limitation of the announcement of the topic, regardless of whether or not the student has been forced to select a new topic.

(6)^{183,184} By submitting the thesis, the student irrevocably declares that the thesis is exclusively the student's intellectual product and only the sources specified in the thesis have been used

¹⁸⁰ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹⁸¹ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

¹⁸² Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

¹⁸³ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁸⁴ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

only to the described extent for its preparation, and the same paper has not been submitted earlier by any other person as a thesis, unless these Regulations expressly provide a possibility for submission on multiple occasions.

(7)^{185,186} A thesis may be validly accepted only if the supervisor has submitted a statement in the Neptun system on the admissibility of the thesis.

(8)^{187,188} The thesis shall be submitted electronically – in pdf format – by uploading it to the Neptun system. The deadline and specific requirements pertaining to the content, form, and hard copies of the thesis, and the submission of any such hard copies, shall be set out in the Faculty's complementary provisions to these Regulations.

Faculty additional provision to Section 40(8):

¹⁸⁹*Faculty Annexes 1, 6 and 7 to the Education and Exam Regulations contain the rules on the submission of the theses.*

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

(10)^{190 191} The thesis shall be graded in a five-grade system.

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

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

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

(14)^{192,193} The Faculty's competent Library shall store, in electronic format, theses awarded passing grades.

(15)^{194,195} In justified cases, the student may request that the thesis be handled confidentially, at the latest at the time the thesis is submitted. The Faculty shall specify – in the complementary provisions to these Regulations – the formal and content requirements of the application and the assessment procedure, with the provision that the submission of a request for confidentiality shall be indicated in the Neptun system upon the electronic submission of the thesis.

Faculty additional provision to Section 40(15):

¹⁸⁵ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁸⁶ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

¹⁸⁷ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹⁸⁸ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

¹⁸⁹ Enacted by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

¹⁹⁰ Amended by Decision 18 of July 30, 2021 of the Faculty Council. Effective as of August 1, 2021.

¹⁹¹ Faculty additional provision to Section 40 (10) was repealed by Decision 23 of July 25, 2022 of the Faculty Council. Repealed as of August 15, 2022.

¹⁹² Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

¹⁹³ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

¹⁹⁴ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁹⁵ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

¹⁹⁶ ¹⁹⁷ *The rules on confidentiality are laid down in Faculty Annexes 1, 6 and 7 to the Education and Exam Regulations.*

(16)^{198, 199} Unless the thesis has been deemed confidential as per the student's request, it can be viewed in the library without restrictions. Theses may not be borrowed from the library and no electronic copies may be made.

The final examination

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

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

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

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

(4)²⁰⁰ The final examination shall be taken at the board of examiners, which consists of a chair and at least two additional members. The board of examiners shall be set up so that at least one member shall be a university or college professor or an assistant professor, while another member should not be employed in any form by the University or be the teacher of another major of the University. The reviewer(s) of the thesis shall also be invited to the board of examiners for the duration of the student's exam. Minutes shall be kept regarding the final examination. The maximum number of persons who may take the final examination at the board of examiners during a single day shall be regulated in the Faculties' complementary provisions to these Regulations.

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

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

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

The diploma

¹⁹⁶ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

¹⁹⁷ Amended by Decision 23 of July 25, 2022 of the Faculty Council Effective as of August 15, 2022.

¹⁹⁸ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁹⁹ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

²⁰⁰ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

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

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

(3)²⁰¹ A precondition of the issuance of the diploma is a successful final exam.

(4)²⁰²

(5)²⁰³²⁰⁴ The diploma shall be issued and delivered within thirty days of the successful final exam.

(6)²⁰⁵

(7)²⁰⁶ As an appendix to the Bachelor, single-cycle education, and Masters diplomas, the University shall issue a diploma supplement in Hungarian and English. At the request of the student, the diploma supplement may also be issued for postgraduate specialist training.

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

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

(10)²⁰⁷ In line with the general rules of official administrative proceedings, the University may invalidate any diploma or diploma supplement issued by the University or its legal predecessor if it is found that the diploma was obtained illegally. Invalidated diplomas shall be withdrawn and destroyed by the University.

(11)²⁰⁸ If requested, the University shall issue a duplicate degree based on the registry sheet, including a duplicate clause and authentication, to replace any diplomas lost, stolen or destroyed after their delivery. The rules for the record-keeping of duplicates shall be identical to those that apply to the original diplomas. The procedure used for the issuance of the first duplicate shall be followed when making additional duplicates of the same diploma.

(12)²⁰⁹ Ex officio or upon any related request, the University shall withdraw and destroy erroneously issued diplomas, record the correction of the error in the registry sheet, and re-issue the diploma on the basis of the corrected registry sheet. The diploma so issued shall include the correction clause and authentication. If the change also affects the contents of the diploma supplement, it too shall be re-issued concurrently to the withdrawal and destruction of the former diploma supplement.

Part VII

Special provisions pertaining to various groups of students

²⁰¹ Amended by Decision 9 of February 16, 2023 of the University Council.

²⁰² Repealed by Decision 9 of February 16, 2023 of the University Council.

²⁰⁴ Amended by Decision 9 of February 16, 2023 of the University Council.

²⁰⁵ Repealed by Decision 9 of February 16, 2023 of the University Council.

²⁰⁶ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

²⁰⁷ Enacted by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

²⁰⁸ Enacted by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

²⁰⁹ Enacted by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

Students with disabilities

Section 43 ^{210,211,212} (1) Students with disabilities shall be provided with facilities allowing preparation and exams adjusted to their disabilities. Furthermore, assistance shall be provided to them so that they can fulfil their obligations arising from the student legal status. In justified cases, disabled students shall be exempted from taking certain subjects, studying certain units, or taking exams and being tested. If required, disabled students shall be exempted from providing proof of foreign language skills, a part of those, or their level. A longer preparation period shall be ensured during exams and assessments of skills. The use of technical aids, and therefore, in particular, typewriters and computers, shall be provided for compiling reports in writing, or by substituting a written exam with an oral one and vice versa.

(2) Students with disabilities may be granted allowances in the pursuit of studies upon their related request, based on the decisions of the Equal Opportunities Committee. Applications may be submitted via the Neptun system. An expert opinion certifying the disability has to be attached to the application.

(3)²¹³ The following expert opinion may be used to certify the disability:

- a) if the disability or unique educational requirement of the student (applicant) had already existed during his/her secondary school education, the disability or unique educational requirement shall be certified with an expert opinion issued by the county (or Budapest) education expert services or their member institutions proceeding as county or national expert committees;
- b) if the disability or special educational requirement of the student (applicant) had not yet existed during his/her high school education, the requirements may be certified with an expert opinion issued by the National Pedagogical Assistance Service of Eötvös Loránd University.

(4) If the certifications attached to the application show that the student's equal opportunity data as registered in the Neptun system are not accurate, the data in the Neptun system have to be updated on the basis of the certifications attached to the application.

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

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

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

²¹¹ Amended by Decision 9 of February 16, 2023 of the University Council.

²¹² Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

²¹³ Amended by Decision 43 of June 10, 2021 of the University Council. Effective as of June 22, 2021.

(8)²¹⁴ The provision of assistance to students with disabilities is facilitated by equal opportunities coordinators acting on behalf of the University and the various Faculties. The coordinators shall have higher education qualifications and competence or professional experience in matters relating to people with disabilities.

(9)²¹⁵ In case of a health detriment not resulting in a disability or a chronic disease, the Equal Opportunities Committee may, upon presentation of a suitable medical opinion, provide the student with personalized assistance,

Students studying courses abroad

Section 44²¹⁶ (1) The provisions of these Regulations shall apply to students who study courses abroad based on any international or institutional agreements (hereinafter: studying courses abroad) – unless otherwise regulated in the competent Faculty's complementary provisions to these Regulations and with the deviations set out in this Section.

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

Section 45 (1)²¹⁷ Students may apply for international mobility scholarships (especially Erasmus, CEEPUS, etc.) through the University under the conditions defined in the respective calls for proposals and the complementary provisions to these Regulations issued by the Faculty competent in the student's studies.

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

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

Section 46²¹⁸ The data of students participating in international mobility programs (especially Erasmus and CEEPUS) and managed by the University shall be entered by the organizational unit of the competent Faculty ex officio in the mobility section of Neptun in each semester, until October 15 or March 15, respectively.

Section 47 (1)²¹⁹ Students awarded Erasmus or CEEPUS scholarships shall register for active semesters for the duration of studying courses abroad for at least one educational program at the University. Participation in studying courses abroad does not prevent the student from registering for subjects in the domestic educational program during the active semester, provided they can be fulfilled in line with the general rules. With respect to studying courses abroad, students have the right to request preferential schedules of studies in line with the general rules.

(2)²²⁰

²¹⁴ Enacted by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

²¹⁵ Enacted by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

²¹⁶ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

²¹⁷ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

²¹⁸ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

²¹⁹ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

²²⁰ Repealed by Decision 49 of June 15, 2023 of the University Council. Repealed as of August 15, 2023.

Section 48 (1)²²¹ At the time the international mobility scholarship is announced, the list of those subjects can be published (and, in the case of dual/multiple or joint programs based on inter-institutional agreements, shall be published by the last day of the term time of the previous semester) that can be accepted in the student's educational program – based on the preliminary opinion of the Credit Transfer Committee – when the student is admitted to a foreign partner institution.

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

(3) In the case of students who have been awarded an Erasmus or CEEPUS scholarship, the competent Faculty organizational unit dealing with foreign affairs shall, no later than April 15 or November 15, respectively, ex officio initiate – after consulting with the student beforehand, if necessary – the preliminary credit transfer procedure based on the learning agreement concluded in the mobility program. The learning program may only be approved in the case of subjects that is adjudged to be recognized for the student's studies based on the Credit Transfer Committee's preliminary procedure.

In exceptional cases, the Credit Transfer Committee may approve subjects that do not correspond to any required, elective or optional subject in the student's domestic educational curriculum as optional subjects with values of two credits.

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

Section 49 ²²²(1) The student's semester spent studying courses abroad shall be closed by the Registrar's Office as soon as it is practicable, but no later than by October 15 in the fall semester and until March 15 in the spring semester of the semester following that in which the credit certificate on subjects completed in the courses studied abroad.

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

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

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

Section 50²²³ (1) Any subject completed while studying courses abroad that – based on the rules of credit transfer or the Credit Transfer Committee's preliminary opinion or special decision – corresponds to a required, elective or optional subject that is a part of the student's domestic educational curriculum and that the student has not yet fulfilled during his studies shall be accepted with the name and credit value belonging to the given subject in the student's domestic educational curriculum.

²²¹ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

²²² Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

²²³ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

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

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

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

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

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

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

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

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

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

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

Section 51/A²²⁴ (1) The provisions of these Regulations shall apply to students participating in dual or joint education programs held in cooperation with partner foreign institutions, with the deviations set out in this Section.

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

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

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

²²⁴ Enacted by Decision 2032 of October 30, 2015 of the University Council.

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

(6)²²⁵ Students participating in dual or joint education programs held in cooperation with a foreign partner institution, are authorized to submit the same work to all cooperating institutions as their theses.

(7)²²⁶ The student's semester spent studying courses abroad as part of dual or joint education programs held in cooperation with a foreign partner institution shall be closed by the Registrar's Office as soon as it is practicable, but no later than by October 15 in the fall semester and until March 15 in the spring semester of the semester following that in which the credit certificate on subjects completed in the courses studied abroad was submitted.

Faculty additional provision to Section 51/A:

²²⁷Further special regulations of the Faculty are contained in Faculty Annex 7 to the Education and Exam Regulations.

Part VIII Definitions

Section 52²²⁸ If a grade in a five-step system has to be established as the average of several grades, the following method is used to round the average result to an integer:

under 1.50 – fail (1)

1.50-2.49 – pass (2)

2.50-3.49 – satisfactory (3)

3.50-4.49 – good (4)

4.50-5.00 – excellent (5)

Part IX Transitional and Final Provisions

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

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

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

(4) Students who commence studies in new educational programs after a new admission procedure in addition to their existing student legal status shall be subject to the regulations in

²²⁵ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

²²⁶ Enacted by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

²²⁷ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²²⁸ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

effect at the given institution for the different educational programs concerned, at the time of the commencement of the respective educational programs.

(5)²²⁹

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

(7)²³⁰

(8)²³¹ The rules set out in Section 42 (2) of these Regulations pertaining to signing diplomas shall be applicable to all the diplomas issued after the effective date of these Regulations.

(9)²³²

(10)²³³ Students who commenced their studies before September 1, 2006 and were granted final certificates without earning their degrees may take final examinations until September 1, 2018.

(11)²³⁴

Section 54 ²³⁵ (1) When examining the continuity of studies, the second semester of the 2019/2020 academic year shall not be taken into account. The calculation of contiguous passive semesters shall restart, with the first semester of the 2020/2021 academic year at the earliest.

(2)²³⁶ Students and alumni who successfully passed their final exams after August 31, 2021 but did not receive their diplomas shall be exempt from under the language exam obligation specified as a condition for the issuance of the diploma. The foreign language skills required for practicing their vocations shall be specified as part of the curriculum for students starting their studies in the 2022/2023 academic year or thereafter. The foreign language skills required for practicing their qualifications may – contrary to the phasing-in system – be specified subsequently in the curriculum for students who started their studies prior to the 2022/2023 academic year and who do not have the language exams specified in the educational and output requirements valid as of December 20, 2022, with the provision that these requirements may not be more stringent than the language exam requirements specified in the educational and output requirements valid prior to December 20, 2022.

(3) When starting the education program requiring personal attendance, students who started their studies in a distance learning program have to present those of their documents that students have to present upon enrollment when starting education programs that require personal attendance.

Faculty additional provision to the transitional and final provisions:

²³⁷ Irrespective of the date of the commencement of their studies, the Faculty additional provisions related to Sections 26(6), 27(4) and 31(4) shall come into force and become

²²⁹ Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

²³⁰ Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

²³¹ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

²³² Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

²³³ Amended by Decision 44 of June 10, 2016 of the University Council.

²³⁴ Repealed by Decision 14 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

²³⁵ Amended by Decision 47 of July 14, 2020 of the University Council. Effective as of August 15, 2020.

²³⁶ Amended by Decision 9 of February 16, 2023 of the University Council.

²³⁷ Enacted by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of July 25, 2022.

binding on all students on the date of their publication, and they shall also be applicable to the requests submitted after 23 June 2022 and still pending.

Acceptance clause:

The University Council of the Pázmány Péter Catholic University has adopted these amended rules with Decision 49 of June 15, 2023. Effective as of August 15, 2023.

Data protection status: **public**

Dated in Budapest on June, 2023

Dr. Géza György Kuminetz
Rector
President of the University Council

²³⁸ ²³⁹ **Faculty additional provisions**

The Education and Exam Regulations contain the following Faculty Annexes:

Annex 1: Thesis Guidelines

Annex 2: Rules of Guided Individual Study

Annex 3: Rules of Internship

Annex 4: Academic Matters of Students Taking Courses Abroad with Scholarships

Annex 5: Foundation Course

Annex 6: Thesis Guidelines for Students Participating in Postgraduate Specialist Training

Annex 7: Rules Applicable to Students Participating in Dual or Joint Education Programs Implemented in Cooperation with Partner Foreign Institutions

²³⁸ Enacted by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²³⁹ Enacted by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

Annex 1 Thesis Guidelines

Final certificate

Section 1 (1)²⁴⁰ The Thesis Guidelines shall be applicable to undergraduate and master's students, taking into account Annex 7 to the Study and Exam Regulations on the "Rules Applicable to Students Participating in Dual or Joint Education Programs Implemented in Cooperation with Partner Foreign Institutions".

(2) After obtaining the final certificate, students may not apply for any active semesters at the given study program.

The thesis

Section 2 (1) The thesis is a special paper prescribed in the educational and output requirements related to the conclusion of studies, which students should write and successfully defend in order to earn a degree.

(2)²⁴¹ Students in a BSc program are required to write a *BSc Thesis*, and students in an MSc program must write an *MSc Thesis Work*.

(3) The Faculty shall announce the available thesis topics for each study program in the registration period at the beginning of the semester. Students shall choose a supervisor and the topic of their BSc thesis no later than the 7th week of the semester preceding the semester of the planned conclusion of their studies.

(4)²⁴² Students shall choose a supervisor and the topic of their MSc Thesis Work no later than the end of the first week of the semester preceding the planned conclusion of their studies. The tasks to be carried out by the student within the framework of Thesis Work I must be specified in the Topic Declaration.

(5)^{243 244 245} If the topics of two or more students are closely linked, the Topic Declaration and the BSc Thesis /MSc Thesis Work shall be separated. The Topic Declaration and the BSc Thesis / MSc Thesis Work should be prepared separately by each student, ensuring that their activities and the results of their work can be clearly distinguished.

Thesis topic declaration

Section 3 (1)²⁴⁶ The declaration of thesis topic should be written in third person singular. The length of the topic description should be approximately ½-1 page.

(2)²⁴⁷ The head of program shall approve the title, topic and supervisor of the thesis within two weeks.

²⁴⁰ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁴¹ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

²⁴² Enacted by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

²⁴³ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁴⁴ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁴⁵ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

²⁴⁶ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁴⁷ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

(3) ^{248 249250}The approved thesis topic declaration, signed by the Dean, forms an integral part of the thesis. Students may modify the proposal for the thesis topic by the end of the first teaching week of the semester in which the thesis is to be submitted. The modified thesis proposal will take effect after re-approval by the head of program.

Supervision

Section 4 ²⁵¹ (1) The **supervisor** guides the students in preparing the thesis. The supervisor must be a teacher/researcher preferably holding an academic degree (PhD), but must have at least a qualification equivalent to the program of the student writing the BSc/MSc thesis acquiring the degree, and shall be a recognized person of the discipline.

(2) ²⁵²If the supervisor is not an active lecturer/researcher employed by the Faculty, an internal advisor meeting these requirements should be chosen additionally to support the preparation of the thesis.

(3) The supervisor is responsible for the scientific content of the work, for ensuring compliance with the formal requirements laid out by this Policy, and the quality corresponding to the study program of the student. If the student also has an internal advisor, the advisor is responsible for ensuring compliance with the formal requirements laid out by this Policy.

Proposal for a Reviewer

Section 5 ^{253 254 255} (1) Upon indication by the student and in accordance with his/her progress, the supervisor or internal advisor shall submit the “*Proposal for a Reviewer*” by the deadline specified in the semester schedule. In this, the supervisor declares that the Thesis Work is expected to be completed by the submission deadline, and makes a proposal for the person of the reviewer.

(2) ²⁵⁶If the student also has an internal advisor, the Proposal for a Reviewer should be signed by the advisor.

(3) ²⁵⁷If there is more than one supervisor, either supervisor is entitled to submit the document.

Submitting the thesis

Section 6 ²⁵⁸ (1) The thesis must be written in the language of the program. The topic declaration form should be submitted in the same language as the thesis.

(2) In a BSc program, students may choose to write the BSc thesis in English.

(3) ²⁵⁹The thesis must be submitted both in one paper copy and in electronic form, through the Neptun system.

²⁶⁰The acceptance of Faculty TDK [Conference of Scientific Students’

²⁴⁸ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁴⁹ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

²⁵⁰ Amended by Decision 18 of July 30, 2021 of the Faculty Council. Effective as of August 1, 2021.

²⁵¹ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁵² Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁵³ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁵⁴ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁵⁵ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

²⁵⁶ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁵⁷ Enacted by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁵⁸ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁵⁹ Enacted by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁶⁰ Enacted by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

Associations] and OTDK [National Conference of Scientific Students' Associations] results as a thesis

Section 7 (1) The TDK paper written by a *BSc student* and *recommended* by the panel of judges *for submission to the National Conference of Scientific Students' Associations (OTDK)* may be accepted as a BSc thesis.

(2) The TDK paper should be submitted in accordance with the formal requirements of this Policy, by the deadline specified in the semester schedule.

(3) ²⁶¹After the first page of the printed (bound) thesis, the following statement should be included on a separate sheet: "*The present paper won the ... place in the section of the ... year Faculty Conference of Scientific Students' Associations on (day, month, year). The Committee has recommended that the paper be submitted to the OTDK. The thesis meets the professional requirements of the study program.*" The statement is to be countersigned by the President of the Faculty TDT and the head of the study program.

Section 8 ²⁶² (1) A one-author paper *presented at the National Conference of Scientific Students' Associations and ranked 1st, 2nd, or 3rd place* may be accepted as a BSc or MSc thesis. In such case, compliance with the formal requirements set out in these rules shall be waived. The acceptance of a one-author paper that has won a *special prize at the National Conference of Scientific Students' Associations (OTDK)* as a thesis shall be decided by the head of program.

(2) The thesis shall be submitted by the deadline specified in the semester schedule.

(3) ^{263 264}After the first page of the printed (bound) thesis, the following text must appear on a separate sheet: "*The present paper won the... place/special prize in the section of the National Conference of Scientific Students' Associations on..... (day, month, year). The paper meets the professional requirements of the study program.*" The statement is to be countersigned by the President of the Faculty TDK Council (TDT) and the head of program.

(4) When defending the thesis, the student should provide a presentation of the thesis in accordance with the rules of defense.

Section 9 (1) The evaluation received for the TDK/OTDK paper replaces the thesis review, resulting in a grade of "excellent".

(2) Any TDK/OTDK paper may only be accepted once as a diploma or thesis work.

Formal requirements of the thesis

Section 10²⁶⁵²⁶⁶ (1) The minimum length of the thesis in a BSc program (excluding the title page, topic declaration, statement, acknowledgments, annexes, table of contents, charts, formulas, figure descriptions, and bibliography) shall be at least 50,000 characters, without spaces. The minimum length of the thesis in an MSc program (excluding the title page, topic declaration, statement, acknowledgments, annexes, table of contents, charts, formulas, figure descriptions, and bibliography) shall be at least 65,000 characters, without spaces.

(2) Text settings: 1.5 line spacing, 11-pt text size, serif font type (e.g. Times New Roman), with 2.5-cm margins on all sides and a 1.25-cm bind margin. If possible, the thesis should be printed double-sided.

²⁶¹ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

²⁶² Amended by Decision 18 of July 30, 2021 of the Faculty Council. Effective as of August 1, 2021.

²⁶³ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

²⁶⁴ Amended by Decision 18 of July 30, 2021 of the Faculty Council. Effective as of August 1, 2021.

²⁶⁵ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁶⁶ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

- (3) Chapters should be numbered in a decimal-based system. The pages should be numbered.
- (4) Charts should be inserted into their proper locations, numbered in decimal number (e.g. Chart n.), and they shall have a meaningful title. Tables should be inserted into their proper locations, numbered in decimal number (e.g. Table n.), and they shall have a meaningful title.
- (5) Large program source codes, circuit diagrams, measurement data, etc. should be attached as annexes. Source codes should be uploaded to a public storage location with all necessary project files and settings, and the URL should be specified.
- (6) Literal quotes may only be used in duly justified cases (laws, definitions, etc.). With the exception of laws, the quote or translation should be included in quotes, the source being indicated directly after the quote.
- (7) Sources of all charts and tables not created by the student must be precisely indicated in the title of the chart/table.
- (8) In accordance with the conventions of the discipline, the bibliography should be listed in a uniform format at the end of the thesis (e.g. IEEE or Nature format). References to all publications in the bibliography shall be made in the appropriate location in the text.

The structure of the thesis

Content requirements:

Section 11²⁶⁷ (1) **Title page**

(“BSc Thesis” or “MSc Thesis”, the name of the author, title, supervisor, advisor (if applicable), year of submission)

(2) ^{268 269} **The original, approved copy of the thesis topic declaration**, with date and approval.

(3) The student’s statement about the work being his/her own one:

“I, the undersigned, student of the Faculty of Information Technology and Bionics of Pázmány Péter Catholic University, hereby declare that I have prepared the present thesis myself, without any unauthorized help, and that I have only used the sources specified in the thesis. I have clearly marked all parts that I have literally taken from other sources or have rewritten or translated while keeping the meaning of the original text, also indicating the source thereof. I have not submitted this thesis in any other study programs.” The statement must be signed.

(4) A **table of contents** applying the formal requirements of the thesis.

(5) ^{270 271} **Summary of the thesis content (abstract) of at least 2,000 characters** and a maximum of two pages, in the language of the thesis.

(6) Recommended structure:

- a. **Introduction:** context of the work performed, technical justification, motivation, objective of the work, and a summary of the tasks involved. A brief summary of the thesis structure.
- b. A brief description of the **background:** literary research, presentation of similar works, and the conclusions drawn from these by the author. *Independent, critical analysis* of the available literature.

²⁶⁷ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁶⁸ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

²⁶⁹ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁷⁰ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

²⁷¹ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

- c. **Planning/applied methodology/technologies:** in accordance with the topic of the thesis, the technical background related to the solution and/or implementation of the task.
 - d. **Presentation and evaluation of the results:** detailed presentation and critical analysis of the results of the work.
 - e. **Summary:** summary of the tasks performed, compared to the set objectives. Additional possibilities, questions, outlook.
- (7) A detailed and exact **bibliography**, as specified in Section 8(8).
- (8) Any **annexes** and a list of such annexes.

Section 12^{272 273}(1) One spiral bound copy of the BSc Thesis / MSc Thesis Work should be submitted to the Academic Administrations Office and should be electronically uploaded to the NEPTUN system before the final examinations, until the deadline specified in the Faculty notice. The name of the uploaded file should include the student's name, the Faculty code, the name of the supervisor and, if applicable, the advisor. The availability of additional attachments related to the Thesis (such as source code, test results) must be provided within the Thesis, and it should be ensured that they are accessible to the reviewer and/or the committee.

- (2) ²⁷⁴
- (3) Late submission is possible until one week after the deadline stated in the Faculty notice, upon payment of a late fee.
- (4) In the case of thesis work originally submitted for the Faculty TDK, the Faculty will dispense with the payment of the late fee stipulated in paragraph (3).

Evaluation of the thesis

Section 13²⁷⁵ (1) The thesis must be evaluated. Based on the supervisor's recommendation, the opponent should be requested by the Dean or the Vice Dean to provide the evaluation. Section 40(9) of the Education and Exam Regulations sets forth the deadlines. The evaluation should be made available to the students via the NEPTUN system so that they can prepare for the defense.

- (2) ²⁷⁶
- (3) Students receiving a pass grade will be required to present their work within the framework of an oral defense.
- (4) ²⁷⁷The oral defense lasts fifteen minutes and is a presentation prepared by the student, comprising five minutes of discussion. After the presentation, the Committee may raise questions and hear the student's answers in five minutes. If justified, the Committee may modify the time limit set for the discussion.
- (5) Compulsory elements of the presentation include:
 First slide: data of the front page of the thesis (title of the thesis, supervisor, advisor (if applicable), name of the student, name of the University and Faculty).
 Last slide: a summary in accordance with the thesis summary.

²⁷² Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁷³ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

²⁷⁴ Repealed by Decision 22 of August 18, 2020 of the Faculty Council. Repealed as of August 18, 2020.

²⁷⁵ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁷⁶ Repealed by Decision 23 of July 25, 2022 of the Faculty Council. Repealed as of August 15, 2022.

²⁷⁷ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

(6) The opponent should submit a recommendation for the grade of the thesis. The final examination board of examiners determines the final grade awarded for the thesis. The grade will be entered in the NEPTUN system based on the minutes of the final examination.

Thesis classification

Section 14²⁷⁸ (1) The thesis may be classified *only in exceptionally justified cases*. Requests for classification may be submitted only by MSc students.

(2) ²⁷⁹The student shall address the request to the Vice Dean for Research no later than the deadline for submitting the proposal for a reviewer, using the form available on the official website of the Faculty.

(3) The Vice Dean for Research shall assess the request and, if the request for classification is granted, the permit should be attached to the hard copy of the thesis.

(4) If a thesis has been awarded a permit for classification, no one else but the Committee members may be present at the defense. After the defense, the classified thesis shall be kept in the Library ensuring that within the time frame specified in the classification agreement, access is granted only to the signatories of the agreement. The thesis will become public after the expiry of the stipulated time period.

Final examinations

Section 15^{280 281}(1) The final examinations and the topics of the final examinations at the given study program are available on the official Faculty website.

(2) ²⁸²

(3) ²⁸³The topics of the final examination should be published on the Faculty's official website at least 30 days prior to the start of the final examination period.

The calculation of the diploma grade; diplomas with honors

Section 16²⁸⁴ (1) ²⁸⁵

(2) ²⁸⁶ The calculation of the diploma grade:

The diploma grade is equal to the weighted average of the following:

- the grade of the subject in which the final examination is held: 30 %, i.e. a weighting of 0.30
- the grade of the BSc/MSc thesis: 40 %, i.e. a weighting of 0.40
- the weighted grade point average pertaining to all the credit points acquired by the student during the course of his/her studies, with the exception of the BSc/MSc thesis work: 30 %, i.e. a weighting of 0.30

Diploma grades are the following: excellent (4.50–5.00), good (3.50–4.49), satisfactory (2.50–3.49), pass (2.00–2.49). To calculate the grade, the rounding to two decimals is done by cutting the remaining decimal places (for example, 4.499 will be 4.49 after rounding).

(3) ²⁸⁷ A diploma with honors is issued to the candidate who

²⁷⁸ Enacted by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁷⁹ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁸⁰ Enacted by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁸¹ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁸² Repealed by Decision 23 of July 25, 2022 of the Faculty Council. Repealed as of August 15, 2022.

²⁸³ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁸⁴ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁸⁵ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

²⁸⁶ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁸⁷ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

- a. has received a grade of excellent in the subject of the final examination,
- b. has received a grade of excellent for the BSc/MSc thesis,
- c. has a weighted grade point average of at least 4.00 for the entire program,
- d. has no grades worse than satisfactory,
- e. has no uncompleted subjects.

Points (d) and (e) are not examined for subjects completed within the framework of international mobility programs.

Annex 2²⁸⁸

Rules of Guided Individual Study

Section 1 (1) The student shall work on a *unique topic* with a selected supervisor. This independent work may result in a TDK paper, an independent research project, etc. ***Guided Individual Study cannot be linked to a specific subject included in the model curriculum***; its content is based on an individual agreement between the supervisor and the student. The number of credits awarded is decided only at the end of the semester on the basis of the student's performance.

(2) ^{289 290} ***Guided Individual Study*** must be registered through the Faculty's Student Request Management System by the deadline specified in the faculty announcement, as outlined on the official website of the faculty.

(3) ^{291 292 293} The registration shall include a brief description of the topic and the tasks assigned to the student, which must be approved by the academic supervisor and the Head of Program through the Faculty's student request management system. A *written report* of at least 3 pages about the work carried out in the framework of the ***Guided Individual Study*** must be submitted through the Faculty's student request management system by the last week of the semester. At the same time, the supervisor will make a recommendation for the student's grade and the number of credits that can be awarded to the student and records them through the Faculty's student request management system. If there are multiple supervisors, one evaluation proposal can be made, which can be recorded in the request management system by any of the relevant supervisors.

(4) ^{294 295} An *oral report* should also be given about the work completed. Based on both the written and oral reports, a committee for the oral presentation *will determine the grade for the student's Guided Individual Study*. After the oral report, the *Academic Administrations Office* registers the course with the name ***Guided Individual Study*** in the Neptun system. In the case of subjects with specializations, the subject will be considered a specialization elective subject; in other programs, it will be considered as an additional activities awarded credit points.

Section 2 The credits and the grade obtained via ***Guided Individual Study*** are included in the scholarship index.

Section 3 ²⁹⁶ The credits awarded for ***Guided Individual Study*** can also be included in the calculation of overall performance, to a maximum extent of 5 % of the total credit value.

²⁸⁸ Enacted by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁸⁹ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁹⁰ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

²⁹¹ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

²⁹² Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁹³ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

²⁹⁴ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁹⁵ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

²⁹⁶ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

Annex 3

Rules of Internship

Related legislation and documents

Section 1 (1)²⁹⁷ Section 50(1) of Act CCIV of 2011 on National Higher Education provides as follows: “The higher education institution shall issue a certificate of completion (“abszolutórium”) to students who have fulfilled the academic and examination requirements, completed the required internship, and have acquired the credit number specified in the curriculum, excluding the preparation of the thesis or final project.”

(2)^{298 299} The duration of the required internship for each study program is determined by the educational and output requirements as well as the curriculum of the specific study program.

The purpose of the internship

Section 2 (1) The general purpose of the practice period is to ensure that students obtain basic knowledge via practical tasks in line with their respective study programs, gain information on the organizational and professional structure of a company/research institute, and prepare for their work as engineers under real-life circumstances. The internship shall put great emphasis on developing students’ independent problem-solving skills, on strengthening their ability to work in groups, on developing their ability to work independently, and to practice foreign language(s).

(2) During the 320-hour internship in the BSc program and the 240-hour internship in the MSc program, students participate in the tasks specified by the institutional/company advisor and approved by the Faculty. Students’ tasks may, expediently, be linked to their theses, TDK papers, or to independent laboratory tasks.

Persons in charge of the internship

Section 3 (1)³⁰⁰ Each study program has its own Faculty coordinator for internship.

(2) Their work is aided by the associate designated by the head of the Academic Administrations Office for the coordination of administrative tasks in connection with internships (academic coordinator in charge of internships).

Internship venues

Venues recommended by the Faculty

Section 4 (1) External internship venues

The Faculty prepares a summary of available internship venues. The venues shall be published on the Faculty (internal) website. The academic coordinator in charge of internships is responsible for keeping the records of venues and for creating a Faculty database.

(2)^{301 302} The Faculty shall conclude cooperation agreements with the companies/institutions that offer possibilities for internships (the form is available on the official Faculty website) or, if necessary, shall initiate the amendment to an existing agreement. The initiation of the process is the responsibility of the Faculty internship coordinators, who

²⁹⁷ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

²⁹⁸ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁹⁹ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³⁰⁰ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³⁰¹ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³⁰² Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

are assisted in further administrative matters by the internship coordinator of the Academic Administrations Office.

(3) ^{303 304} Internal internship venues

The internship can be carried out at internal locations provided by the Faculty under certain conditions. The internship work should be distinct from the curricular requirements, and the specific tasks should be clearly defined.

Internship venues chosen by students

(4) ³⁰⁵ If the necessary professional requirements are met, the Faculty shall allow students to choose the locations of their internships from companies and institutions not listed by the Faculty. In this case, during the regular application process (see Section 7), the relevant Faculty internship coordinator decides on the suitability of the company and the topic, taking into account the opinion of the coordinator of the student's chosen specialization if necessary.

Internship venues abroad

(5) ³⁰⁶ Internships can also be performed abroad. An application for internship abroad may also be submitted by completing the electronic application form as required by the semester schedule, and by the deadline and in line with regulations posted on the official Faculty website. Applications are collected by the academic administrator in charge of internships. The Faculty's competent teacher in charge of internships shall decide on the suitability of the location and topic. In general, the length of internships performed abroad are 320 hours for the BSc program and 240 hours for the MSc program. Foreign internships may also be fulfilled with Erasmus scholarships or at the student's own cost. The Faculty shall not assume the costs of spending an internship abroad.

Internship periods

Section 5 (1) ³⁰⁷ The total workload for internship required in the Training and Output Requirements for the Computer Science Engineering program is 320 working hours for Bachelors and 240 working hours for Masters programs.

(2) ^{308 309} According to the principles outlined in the objectives of the internship, the internship is primarily related to the selected specialization and the topic of the Thesis work, TDK paper, or Tutored Research Project / Thesis Work I. Therefore, the Faculty primarily supports periods when the student has already selected their specialization and are working on their thesis work, TDK paper, or Tutored Research Project / Thesis Work I. In justified cases, the faculty may also accept earlier timeframes.

(3) The internship is recommended to take place during the summer following the 6th or the 2nd semester in the case of the BSc and the MSc programs, respectively. An internship started in the summer may be completed in the subsequent fall semester.

(4) ³¹⁰ The internship in undergraduate programs can begin *no earlier than the summer following the 4th active semester*, while in Master's programs, it can commence *after the conclusion of the 1st active semester*.

³⁰³ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³⁰⁴ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³⁰⁵ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³⁰⁶ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³⁰⁷ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³⁰⁸ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³⁰⁹ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³¹⁰ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

- (5) ³¹¹The internship can be completed during the study period as well, provided it does not disrupt the student's regular studies.
- (6) Students may be awarded a final certificate only if they have completed their internship.

Registration in the Neptun system

Section 6 (1) Students shall register for the “Internship” subject in the Neptun system in the manner set out below:

- (2) In the case of an internship completed in term time, students shall register for the subject in the given semester.
- (3) In the case of an internship completed or started in the summer, the subject shall be registered in the subsequent fall semester.

Application for the internship

Section 7 (1) Applications for internships shall be submitted to the academic coordinator in charge of internships by completing the electronic Application Form.

- (2) ^{312 313 314}The Application Form can be downloaded from the official Faculty website. Students may apply for positions published on the Academic Administrations Office’s official website and announced by the Faculty’s contracted partners. In professionally justified cases, it is possible to deviate from this upon prior permission of the faculty internship coordinator, at least two months before the planned commencement of the internship.

Exceptions are allowed only in duly and professionally justified cases, upon prior permission by the person in charge of internships on the level of the Faculty, two months before the planned commencement of the internship.

The academic coordinator in charge of internships shall forward the submitted applications to the Faculty’s competent teacher in charge of internships. The academic coordinator in charge of internships shall inform students of any applications administratively or technically deficient, requiring modifications, or rejected.

- (3) ^{315 316}The deadline for applications shall be set in accordance with the duration specified in the Training and Output Requirements for internship, taking into consideration the current semester schedule and the dates announced on the official website of the Faculty.

Implementation of the internship

Section 8 (1) ^{317 318} The tasks to be carried out during the internship are specified in the Task Sheet approved by the Faculty and determined by the company supervisor (available on the official website of the Faculty).

- (2) During the internship, students work under the supervision and control of the company advisor. The start and end of work shall be governed by company’s relevant policies.
- (3) Students are obligated to learn and follow the effective accident and work safety rules.
- (4) The internship is part of the student’s student legal status.

³¹¹ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³¹² Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³¹³ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

³¹⁴ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³¹⁵ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³¹⁶ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³¹⁷ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³¹⁸ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

Acceptance and evaluation of the internship

Section 9^{319 320}(1) At the end of the internship, the company advisor provides a brief evaluation of the student's work on the Certification (available on the official Faculty website) and certifies completion of the internship by providing his/her signature. Students shall prepare a written report based on the aspects included in the template drawn up by the Faculty's teacher in charge of internships. The report can be written in Hungarian or English; the report shall be written in English if the internship is spent abroad. (The form is available on the official Faculty website.)

(2) ³²¹ The deadline for submitting the report and evaluation is determined by the Faculty internship coordinators at the beginning of each semester. Primarily based on the opinion of the corporate supervisor, they decide on the acceptance of the report (consulting, if necessary, with the student's specialization coordinator). The completion of the internship is confirmed by the responsible Faculty internship coordinator, who signs the Certificate. The assessment is done on a three-level scale: 1. Excellent, 2. Satisfactory, 3. Fail. The grading is recorded in the Neptun system.

Tasks of the Faculty's competent teachers responsible for internships

Section 10³²² (1) The Faculty's teacher in charge of internships shall supervise the smooth progress of internships at each study program, in cooperation with the academic coordinator in charge of internships.

(2) The Faculty's teacher in charge of internships provides information to students on the implementation of internships.

(3) (S)he draws up the necessary forms and the sample cooperation agreements to be concluded with companies.

(4) (S)he examines and checks the received applications from a technical viewpoint, provide accreditation for the receiving institution, and decide whether the topic is suitable as a task as part of the internship.

(5) ³²³ The report is evaluated based on both the report itself and the opinion of the supervisor. If necessary, the coordinator may consult with the student's specialization coordinator. Once the coordinator is satisfied with the report, they sign the Certificate to confirm the completion of the internship.

The tasks of the Academic Administrations Office

Section 11 (1) The Academic Administrations Office shall designate a person in charge of internships (academic coordinator in charge of internships) for coordinating internship-related tasks.

(2) The academic coordinator in charge of internships is responsible for cooperating with the Faculty's teachers in charge of internships in all matters.

(3) Together with the Faculty's teachers in charge of internships, the Academic Administrations Office prepares and submits to the Dean for signing the cooperation agreements, or amendments thereto, to be concluded with companies.

(4) The Academic Administrations Office receives, collects, forwards to the Faculty's teacher in charge of internships, registers, and helps the implementation of student applications.

³¹⁹ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³²⁰ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

³²¹ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³²² Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

³²³ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

- (5) The Academic Administrations Office collects Task Sheets. It provides students with the information necessary for starting their work.
- (6) The Academic Administrations Office keeps current records of internship sites and of students applying for internships.
- (7) The Academic Administrations Office collects written reports and the opinions of company advisors, which it forwards to the Faculty's teachers in charge of internships for the purposes of approval. The Academic Administrations Office archives the documents proving the performance of the internship: the Task Sheet, Certification, and the internship report.
- (8) ³²⁴Enters the data and grade pertaining to the internship in the Neptun system.

Rules pertaining to the organization and performance of internships held at internal internship sites

Section 12 (1) The internal internship site warrants that it is an organizational unit with the personal and material conditions necessary for the implementation of the internship.

(2) The location of the internship is the registered address or campus of the internal internship site, found at the address 1083 Budapest, Práter u. 50/a.

(3) Prior to the start of the internship, the academic coordinator in charge of internships consults with the representative of the internal internship site regarding the persons of the students participating in the practice.

Section 13 (1) ³²⁵ The Faculty acknowledges that if the contiguous duration of the internship is less than six weeks, the internal internship site shall not pay remuneration to students participating in the practice. The internal internship site acknowledges that if the duration of the internship is at least six weeks, it shall be obligated to pay the students participating in the internship an amount equal to fifteen percent of minimal wage at least every week. An internal training location can, at their own discretion, provide higher compensation to students participating in the internship, or they can offer compensation even if it's not mandatory, and they are free to determine the amount of this compensation.

Section 14 (1) In the interest of fulfilling its tasks in connection with the internship, the internal internship site shall employ the student in a field corresponding to the student's studies and shall delegate a person to manage the student's activities at the site (supervisor).

Section 15 The internal internship site shall:

- a. direct, monitor, and supervise the on-site activities of the student participating in the internship with the greatest possible level of diligence,
- b. promptly inform the Faculty's teacher in charge of internships of any problems in connection with the student's activities, conduct, or the implementation of the internship,
- c. provide written evaluation of the technical know-how and competence learned by the student in the course of the internship and to submit such evaluation to the Faculty. The Faculty is entitled to determine the content and formal elements of the evaluation.

Section 16 (1) ³²⁶ During the term of the internship, the internal internship site is obligated to protect the health and safety of the participating student and to provide the location, equipment, and any possible protective equipment necessary for the internship. The faculty does not assume liability for the student's conduct. According to the relevant provisions of the

³²⁴ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

³²⁵ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³²⁶ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

National Higher Education Act, the student is responsible for any damages caused to the Faculty or the internship location due to their behavior.

(2) The Faculty shall

- a. assume liability to students for organizing the training program and the internship that forms part thereof,
- b. in line with the provisions of the internal regulations, organize the internship in cooperation with the internal internship site if it directs any students to the internal internship site in accordance with their applications,
- c. submit the data and information necessary for the internship to the internal internship site by the applicable deadline,
- d. based on the evaluation provided by the internal internship site, evaluate the practical competencies in technical skills and abilities.

Section 17 The internal internship site shall, at its own cost and in its own name, provide for the conclusion of any agreements with students or the persons cooperating in the execution of the internship, with especial regard to the obligation of concluding employment contracts with students.

Annex 4³²⁷

Academic Matters of Students Taking Courses Abroad with Scholarships³²⁸

³²⁷ Enacted by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³²⁸ Faculty additional provision was repealed by Decision 25 of July 27, 2023 of the Faculty Council. Repealed as of August 15, 2023.

Annex 4³²⁹

Academic Matters of Students Participating in International Mobility or Internship as Scholarship Holders

General provisions

Section 1 (1) Students participating in international mobility or internship as scholarship recipients under international or institutional agreements shall be subject to the provisions of the Education and Exam Regulations with the following additional provisions.

(2) Annex 4 to the Education and Exam Regulations shall be interpreted in line with the provisions of the document “INSTITUTIONAL RULES FOR THE ERASMUS+ KA103 PROGRAM, with the Faculty additional provisions of the Pázmány Péter Catholic University’s Faculty of Information Technology and Bionics.”

(3) The provisions contained in this regulation primarily apply to the Erasmus+ scholarship program, but the regulations should be applied, by extension, to all similar scholarship programs (e.g., CEEPUS) as well.

Application requirements to the Erasmus+ scholarship program

Section 2 (1) Students can apply for an Erasmus+ student mobility scholarship for the purpose of student mobility for studies or traineeships if they:

- a. are enrolled and have an active student status at the Pázmány Péter Catholic University, Faculty of Information Technology and Bionics when submitting the application;
- b. possess the required level of language proficiency necessary for pursuing foreign studies;
- c. for students in BSc programs, an additional requirement is that they have completed at least 2 semesters at the time of application."

(2) The actual call for applications may specify further conditions for submitting the application.

(3) The method of submitting the application and its mandatory attachments are outlined in the call for applications.

Rules regarding the student status and course registration

Section 3 (1) The Faculty Erasmus+ coordinator informs the student's academic coordinator about the Erasmus+ or CEEPUS scholarship awarded.

(2) In the case of other scholarship programs, the student must inform their academic coordinator about the awarded scholarship and its details no later than the last day of the registration period.

Section 4 (1)

- a. A student who has been awarded the scholarship must also register for an active semester at Pázmány Péter Catholic University, Faculty of Information Technology and Bionics for the duration of their studies abroad.
- b. Due to the studies abroad, the student is entitled to an individual curriculum, without any extra application.
- c. The specific details of the individual curriculum must be discussed by the student with all relevant lecturers (e.g., exemption from attending classes, online examination options, etc.).

³²⁹ Enacted by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

- (2) Students who have been awarded mobility scholarship for studies:
 - a. Bachelor's or Master's students are required to take a minimum of 12 ECTS credits in their relevant subject area for one semester of mobility at the international partner institution.
 - b. The compulsory minimum credit requirement for PhD students is determined on an individual basis, in consultation with the Head of the Doctoral School.
 - c. If the credit value specified by the host partner institution does not comply with the ECTS guidelines, the minimum requirement as per point a) will be determined individually by the Faculty's International Mobility Committee (hereinafter referred to as the Committee) based on the recommendations of the Erasmus+ academic coordinators.
- (3) The student, as needed and in consultation with their supervisor, may also take courses at the home institution during the period of their mobility abroad.
 - a. In case of courses taken at the home institution, prior approval of the lecturer is required in each case (individual curriculum).
 - b. Courses taken at the home institution do not count towards the minimum credit requirement as defined in Section 4(2).
- (4) In the case of completing less than 12 ECTS credits during the mobility period, the following procedures should be followed:
 - a. If the student completes between 10 and 12 ECTS credits of academic coursework at the partner institution, they must provide a written explanation to the Committee. Based on the Committee's assessment, the student may be required to reimburse a portion of the scholarship received, but not exceeding half of the total.
 - b. In the event of completing less than 10 ECTS credits of academic coursework (excluding "force majeure" cases), the Committee may require the student to reimburse the full amount of the scholarship. In "force majeure" cases, the Committee will make a decision based on the student's request, the submitted related documents, and justifications.

Subjects registered abroad and their recognition in Hungary

Section 5(1): The primary objective of participation in foreign partial studies is the acquisition of professional knowledge and experience:

- a. that aligns with the curriculum of the student's study program, allowing the student to complete the compulsory courses simultaneously with their mobility;
 - b. and/or supplements the knowledge offered by the subjects in the Faculty's study programs with specialized knowledge that cannot be obtained at the home university.
- (2) The Faculty ensures the achievement of the goals outlined in paragraph (1) through the collaboration of the Faculty Erasmus+ coordinator, the Committee, the Erasmus+ academic coordinator, and the Credit Transfer Committee.
 - (3) The Faculty Erasmus+ coordinator maintains and provides access to the list of courses, categorized by partner institutions, whose completion within the framework of the Erasmus+ scholarship program is automatically recognized by PPKE ITK as the fulfillment of a compulsory course or as an elective subject within the local curriculum.
 - (4) The Credit Transfer Committee (CTC) decides on the recognition of courses completed abroad as professional subjects and whether they can be considered equivalent to a domestic course of the study program of the home university.
 - (5) For courses that comply with ECTS guidelines, the CTC follows the rules of national accreditation regarding questions of course equivalency.

- a. If the course completed abroad is equivalent to a subject in the curriculum based on the syllabus, the Faculty will recognize the course with the credit value specified in the curriculum.
 - b. If, according to the decision of the Credit Transfer Committee (CTC), the course completed abroad cannot be considered equivalent to any of the subjects offered by the Faculty, then the course will be recorded based on the CTC's decision.
- (6) In the case of courses not covered by paragraph (5), the Credit Transfer Committee (CTC) has the authority to determine course equivalency and domestic credit values for courses based on the opinions of the Erasmus+ academic coordinator(s) and relevant subject coordinators.
- (7) The registration and updating of CTC opinions is carried out as follows:
- a. Decisions as per paragraph (5) are kept on record and updated as needed by the Faculty's Erasmus+ coordinator.
 - b. CTC opinions concerning courses listed as per paragraph (3) must be reviewed at least every three years, if necessary due to new requests for course recognition by students.
 - c. For courses listed as per paragraph (3), a review within three years may be requested by:
 - any member of the CTC,
 - the Erasmus+ academic coordinator(s),
 - relevant subject coordinators,
 - a student currently participating in foreign mobility, taking the given course in the current semester.
- (8) The conversion of foreign grades to the Hungarian five-point or three-point scale is determined based on the opinion of the Credit Transfer Committee (CTC):
- a. For courses that comply with ECTS guidelines, the conversion is carried out in accordance with ECTS guidelines.
 - b. For courses not covered by point (a), the conversion is done according to a system developed by the CTC, which aligns with regulations at the foreign partner institution and the practices of the respective country.

Section 6 (1) A student participating in foreign partial studies selects the courses they intend to take during the mobility, considering the recommendations of their academic supervisor and the Erasmus+ academic coordinator, based on their individual interests and specialization.

(2) In the case of applying for internship, the student, with the recommendation of their academic supervisor, independently seeks an internship location that aligns with their studies.

(3) If a student travels to a partner university for internship mobility, and the partner university permits this, the student may also take courses at the partner university. However, it is not an expectation of partner universities to grant course registration during internship mobility.

(4) The student's personalized Learning Agreement or Training Agreement for their mobility for studies or traineeships, which is approved by the host institution, the home institution, and the student, is signed by the Faculty's Erasmus+ coordinator after approval by the Erasmus+ academic coordinator.

Recognition procedure for courses completed abroad; semester closure

Section 7 (1) The student has the following options for the recognition of courses taken abroad:

- a. Initiates the recognition of the particular subject during the mobility semester (through a preliminary credit transfer procedure). Upon approval, the course will be included in the semester's transcript and will contribute to the student's various averages.

- b. Initiates the recognition of the particular subject in one of the semesters following the mobility (through the standard Credit Transfer Committee procedure). Upon approval, the course will be recorded as a special entry in the transcript, not impacting the student's various averages but counting towards the credits required for graduation.
 - c. Chooses not to request recognition of the particular subject. In this case, the course will only be accounted for in terms of Erasmus+ scholarship fulfillment rules and will not be included in the student's academic performance at the home university.
- (2) If the student wishes to have the course recognized as per Section 7 (1) (a) during the semester of their mobility, they must initiate the recognition process by the deadline defined in Education and Exam Regulations Section 48(2) (November 15th / April 15th) according to the general rules for preliminary credit recognition.
- (3) If the student wishes to have the course completed during the mobility recognized in a subsequent semester as per Section 7(1)(b), the general rules for credit recognition apply.

Section 8(1) For courses that can be automatically recognized as per Section 5(3) and have an existing CTC decision, the student must initiate the CTC procedure as follows:

- a. The application must be submitted on the appropriate form to the Academic Administrations Office.
 - b. No additional attachments are required.
 - c. There is no need for the actual credit transfer procedure to be carried out.
- (2) For foreign courses that have not previously undergone CTC procedures or have a CTC decision that is more than three years old, the student must initiate the CTC procedure as follows:
- a. The application must be submitted on the appropriate form to the Academic Administrations Office.
 - b. The application must include the detailed course description of the foreign course, including weekly and semester hours, as well as the foreign credit value.
- (3) For courses taken and accomplished abroad, accredited by the CTC, based on a CTC decision:
- a. In the case of a preliminary credit transfer procedure, the Faculty's Erasmus+ coordinator registers the accepted credits for the student in the Neptun system for the respective semester.
 - b. In the case of a standard credit transfer procedure, the student's academic coordinator registers the accepted credits in the Neptun system as a special index entry.
- (4) The credit recognition procedure requested in accordance with paragraph (2) is free of charge.

Section 9(1) The student is required to upload the certificate of completion for the courses taken abroad ("Transcript of Records") to the Mobility Online system within five weeks of their return. In case the host institution sends this document to the student at a later date, the student must upload the document within two weeks of receiving it.

- (2) If the student initiated a preliminary credit recognition procedure, the student's academic coordinator concludes the student's semester of the Erasmus+ mobility in a manner different from the general rules, in accordance with the deadlines specified in Education and Exam Regulations Section 49, by no later than October 15th or March 15th of the following academic semester.
- (3) If the student did not request preliminary recognition of any of their courses during the mobility semester, the student's closure is done according to the general deadlines.

Section 10(1) In the case of preliminary credit recognition, after the arrival of the "Transcript of Records," the Erasmus+ coordinator enters the grades into the Neptun system.

(3) Courses accepted through preliminary or final credit recognition procedures completed under the Erasmus+ program are also included in the student's total credit count and appear in the Diploma Supplement received after graduation.

(4) Regarding the student's Erasmus+ scholarship period, the Faculty Erasmus coordinator records the student's Erasmus semester through the Neptun Mobility table, whereas the student's academic coordinator records it in the official entries table of the Neptun, at the latest simultaneously with the closure of the mobility period.

Section 11 The later closure of the semester of partial education abroad, as specified in Section 9(2), does not prevent the student from enrolling for the new semester at the home university, in accordance with the general rules.

Recognition of Erasmus+ internship as compulsory internship in the study program

Section 12 (1) The internship carried out within the framework of the Erasmus+ program can fully replace the student's compulsory internship related to their study program.

(2) If the student intends to complete their compulsory internship related to their study program within the framework of the Erasmus+ program, the internship must comply with both the Erasmus+ rules and the rules governing the compulsory internship.

(3) Recognition of the Erasmus+ internship as a compulsory internship can be initiated by the submission of general documents required for internships, as determined by the Academic Administrations Office.

Self-funded students

Section 13 If the student participating in the foreign partial training is a self-funded student, they will still need to pay the tuition fees during the Erasmus+ scholarship period.

Study scholarship

Section 11(1) For those state scholarship holders participating in Erasmus+ partial training, whose academic semester is concluded as per Section 9(2) later, the Student Self-Government (HÖK) of the Faculty can propose the allocation of a separate study scholarship budget to the Dean, in accordance with the general regulations.

(2) Using the budget approved by the dean, the HÖK of the Faculty may grant study scholarships to students mentioned in Section 1 after the conclusion of their foreign mobility.

(3) The amount of study scholarship for students participating in Erasmus+ mobility is determined based on the normal study average, contrary to the general regulations, provided this is more favourable for the student.

(4) After an Erasmus+ internship semester (where no credits are acquired), the study scholarship determination is based on the student's academic performance in the semester preceding the student's mobility.

Annex 5^{330 331}
Foundation semester

The foundation semester is compulsory for foreign students admitted to a Master's program whose Decision of Acceptance specifies such an obligation.

Following successful enrollment, students shall register all the subjects of the foundation semester in the semester of enrollment.

During the foundation semester, the teaching of academic subjects is organized in a modular system. At the end of each module, students shall take an exam or obtain a practical grade in all subjects.

Students may only register for the academic subjects of the Master's program upon successful completion of all subjects of the foundation course.

³³⁰ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

³³¹ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

Annex 6³³²

Thesis Guidelines for Students Participating in Postgraduate Specialist Training

Final certificate

Section 1 After obtaining the final certificate, students cannot register for active semesters in the given program.

Thesis

Section 2 (1) The thesis is a special paper prescribed in the educational and output requirements, in association with the conclusion of studies, that the student is obligated to write and successfully defend in order to earn his degree.

(2) Students participating in postgraduate specialist training are obliged to write a thesis.

(3) The Faculty shall publish the available thesis topics for each study program in the registration period at the beginning of the semester. Students must select a topic and a supervisor for their thesis no later than the end of the first teaching week of the semester in which they are expected to finish their studies.

(4) ³³³If the topics of two or more students are closely linked, the Topic Declaration and the Thesis should be separated. The Topic Declaration and the Thesis should be prepared separately, ensuring that their activities and results of their work can be clearly distinguished.

Thesis topic declaration

Section 3 (1) The declaration of thesis topic should be written in third person singular. The length of the topic description should be approximately ½-1 page.

(2) The head of program shall approve the title, topic and supervisor of the thesis within one week.

(3) The thesis topic declaration approved by the Dean forms an integral part of the thesis. The student may modify the proposal for the thesis topic by the end of the seventh teaching week of the semester in which the thesis is to be submitted. The modified proposal for a thesis topic will take effect after re-approval by the head of program.

Supervision

Section 4(1) The **supervisor** shall guide the student in preparing the thesis. The supervisor must be a teacher/researcher preferably holding an academic degree (PhD), but (s)he must have at least a qualification equivalent to the program of the student writing the BSc/MSc thesis, and shall be a renowned person of the discipline.

(2) If the supervisor is not an active lecturer/researcher employed by the Faculty, an internal advisor meeting the above requirements should be chosen additionally to guide the preparation of the thesis.

(3) The supervisor is responsible for the scientific content of the thesis, for ensuring compliance with the formal requirements laid out in this Policy, and for the quality corresponding to the study program of the student. If the student also has an internal advisor, the advisor is responsible for ensuring compliance with the formal requirements laid out in this Policy.

Proposal for a reviewer

³³² Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

³³³ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

Section 5 (1)³³⁴ Upon indication by the student and in accordance with their progress, the supervisor or internal advisor shall submit the “*Proposal for a Reviewer*” by the deadline specified in the semester schedule. In this document, the supervisor declares that the thesis is expected to be completed by the submission deadline, and makes a recommendation regarding the reviewer.

- (2) If the student also has an internal advisor, the Proposal for the Nomination of a Reviewer should be signed by the advisor.
- (3) If there is more than one supervisor, either supervisor is entitled to submit the document.
- (1) The thesis must be written in the language of the program. The topic declaration form should be submitted in the same language as the thesis.
- (2) The thesis must be submitted in electronic form, via the Neptun system. The supervisor shall be assigned to the student in the Neptun system by the competent organizational unit of the Faculty.

Formal requirements of the thesis

Section 7(1) The minimum length of the thesis (excluding the title page, topic declaration, statement, acknowledgments, annexes, table of contents, charts, formulas, figure descriptions, and bibliography) shall be at least 30,000 characters, without spaces.

- (2) Text settings: 1.5 line spacing, 11-pt text size, serif font type (e.g. Times New Roman), with 2.5-cm margins on all sides and a 1.25-cm bind margin. If possible, the thesis should be printed double-sided.
- (3) Chapters should be numbered in a decimal-based system. The pages should be numbered.
- (4) Charts should be inserted into their proper locations, numbered in decimal number (e.g. Chart n), and they should have a meaningful title. Tables should be inserted into their proper locations, numbered in decimal number (e.g. Table n), and they should have a meaningful title.
- (5) Large program source codes, circuit diagrams, measurement data etc. should be attached as annexes. Source codes should be uploaded to a public storage location with all necessary project files and settings, and the URL should be specified.
- (6) Literal quotes may only be used in duly justified cases (laws, definitions, etc.). With the exception of laws, the literal quote or translation should be included in quotes, the source being indicated directly after the quote.
- (7) Sources of all charts and tables not created by the student must be precisely indicated in the title of the chart/table.
- (8) In accordance with the conventions of the discipline, the bibliography should be listed in a uniform format at the end of the thesis (e.g. IEEE or Nature format). References to all publications in the bibliography shall be made in the appropriate location in the text.

Structure of the thesis

Content requirements:

Section 8 (1) **Title page**

(“BSc thesis”, the name of the author, title, program, supervisor, advisor (if applicable), year of submission)

(2) The **original, approved copy of the Thesis topic declaration**, with date and approval.

(3) The **student’s statement** about the work being his/her own one:

“I, the undersigned....., student of the Faculty of Information Technology and Bionics of Pázmány Péter Catholic University, hereby declare that I have prepared the present

³³⁴ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023

thesis myself, without any unauthorized help, and that I have only used the sources specified in the thesis. I have clearly marked all parts that I have literally taken from other sources or have rewritten or translated while keeping the meaning of the original text, also indicating the source thereof. I have not submitted this thesis in any other study program.” Their statement must be signed by the student.

- (4) A **table of contents** applying the formal requirements of the thesis.
- (5) **Summary of the thesis content (abstract) of at least 2,000 characters** and a maximum of two pages, in the language of the thesis.
- (6) Recommended structure:
 - a. **Introduction:** context of the work performed, technical justification, motivation, objective of the work, and a summary of the tasks involved. A brief summary of the thesis structure.
 - a. A brief description of the **background:** literary research, presentation of similar works, and the conclusions drawn from these by the author. *Independent, critical analysis* of the available literature.
 - b. **Planning/applied methodology/technologies:** in accordance with the topic of the thesis, the technical background related to the solution and/or implementation of the task.
 - c. **Presentation and evaluation of the results:** detailed presentation and critical analysis of the results of the work.
 - d. **Summary:** summary of the tasks performed, compared to the set objectives. Additional possibilities, questions, outlook.
- (7) A detailed and exact **bibliography**, as specified in Section 7(8).
- (8) Any **annexes**, and a list of such annexes.

Section 9 (1)³³⁵ The thesis must be electronically uploaded to the Neptun system before the deadline specified in the Faculty announcement. The name of the uploaded file should include the student's name, the Faculty code, and the name of the supervisor, or, if applicable, the name of the advisor. Any additional attachments related to the thesis (such as program code, test results) must be made accessible within the thesis, and it should be ensured that the reviewer and the committee can access them.

(3) Late submission (upload) is possible within one week after the deadline stated in the Faculty notice, upon payment of a late fee.

Evaluation of the thesis

Section 10 (1) The thesis must be evaluated. Based on the supervisor's recommendation, the reviewer should be requested by the Dean or the Vice Dean to provide the evaluation. Section 40(9) of the Education and Exam Regulations sets forth the deadlines. The evaluation should be made available to the student via the Neptun system so that the student can prepare for the defense.

- (2) If the student receives a pass grade, he/she will be required to present the work within the framework of an oral defense.
- (3) The oral defense lasts ten minutes and is a presentation prepared by the student. After the presentation, the Committee has five minutes to put questions and hear the student's answers. If justified, the Committee may modify the time limit set for the discussion.
- (4) Compulsory elements of the presentation include:

³³⁵ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023

First slide: data of the title page of the thesis (title of the thesis, supervisor, advisor (if applicable), name of the student, name of the University and Faculty).

Last slide: a summary in accordance with the thesis summary.

(5) The reviewer shall submit a recommendation for the grade of the thesis. The final examination board of examiners determines the final grade awarded for the thesis. The grade will be entered in the Neptun system based on the minutes of the final examination.

Thesis classification

Section 11 (1) The thesis may be classified *only in exceptionally justified cases*.

(2) The student shall address the request to the Vice Dean for Research no later than the deadline for submitting the proposal for a reviewer.

(3) The Vice Dean for Research shall assess the request and, if the request for classification is granted, the permit should be attached to the thesis.

(4) If a thesis has been awarded a permit for classification, no one else but the Committee members may be present at the defense. After the defense, the classified thesis shall be kept in the Library ensuring that within the time frame specified in the classification agreement, access is granted only to the signatories of the agreement. The thesis will become public after the expiry of the stipulated time period.

The calculation of the diploma grade; diplomas with honors

Section 12 (1) The calculation of the diploma grade in postgraduate specialist training:

The diploma grade is equal to the weighted average of the following:

- the grade of the thesis: 50 %, i.e. a weighting of 0.50
- the weighted grade point average pertaining to all the credit points acquired by the student during the course of his/her studies, with the exception of the thesis work: 50 %, i.e. a weighting of 0.50

Diploma grades are the following: excellent (4.50–5.00), good (3.50–4.49), satisfactory (2.50–3.49), pass (2.00–2.49). To calculate the grade, the rounding to two decimals is done by cutting the remaining decimal places (for example, 4.499 will be 4.49 after rounding).

- (3) A diploma with honors is issued to the candidate who
- a. has received a grade of excellent,
 - b. has a weighted grade point average of at least 4.00 for the entire program,
 - c. has no grades worse than satisfactory,
 - d. has no uncompleted subjects.

Point d) does not need to be examined for subjects completed within the framework of international mobility programs.

Annex 7³³⁶

Rules Applicable to Students Participating in Dual or Joint Study Programs Implemented in Cooperation with Partner Foreign Institutions

Special rules applicable to MSc theses

Section 1 ³³⁷ The student must choose the topic for their thesis and their thesis supervisor by the first week of their final semester of studies.

Section 2 Both the lecturers of the partner institutions and the lecturers employed by the Faculty shall be considered supervisors.

Section 3 The MSc thesis must be submitted only electronically, via the Neptun system.

Section 4 The length and structure of the thesis shall be governed by the agreement concluded with the partner institutions. The relevant requirements shall be published in the program-specific section of the Faculty's official website.

Internship

Section 5 (1) Internship locations may be published by either institution participating in the cooperation.

(2) Students may also choose external internship locations other than those published by the institutions, which may be governed by the rules stipulated by the competent institution. For the purposes of the Faculty, such external internship venues shall be governed by the general rules applicable to internship venues.

Section 6 The period of internship may be the same as the semester in which students work on their theses; in this case, the rules on the obligation of preparing a written report about the internship and the fulfilment of such obligation shall be determined by the competent Head of Program.

Section 7 The administrative process related to internships may be different from the process described in Annex 3. The applicable rules shall be determined by the institution participating in the cooperation that published the internship venue or that concluded a contract with the external internship venue chosen by the student.

Section 8 Administrative tasks related to the internship are managed by the responsible person for internships, with the assistance of the academic coordinator of the relevant study program, and the international program coordinator.

³³⁶ Enacted by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

³³⁷ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023