



PÁZMÁNY

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PÁZMÁNY PÉTER CATHOLIC
UNIVERSITY
EDUCATION AND EXAM
REGULATIONS

with Additional Provisions of the
Faculty of Information Technology and Bionics
in a Consolidated Structure

Effective as of August 15, 2024.

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 interinstitutional 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,
- 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 matters listed above 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):

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- ⁴*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.

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

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

³ Repealed by Decision 19 of July 31, 2024 of the Faculty Council. Invalid from August 15, 2024.

⁴ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

(5)⁵ 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 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.

(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^{6,7} (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)⁸ 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.

⁵ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

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

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

⁸ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

Faculty additional provision to Section 4(3):

For students who have changed their study program or have been re-admitted, their requests have to be submitted to the competent academic coordinator of the Academic Administrations Office – together with a copy the previous transcript – by the Wednesday of the first week of the academic term. The required service fee has to be paid at the same time via Neptun. These applications will also be examined and a decision will be taken by the Credit Transfer Committee.

(4)⁹ 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)¹⁰ 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.

(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)¹¹ 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)¹² Applications for legal remedy shall be submitted via the Neptun system.

⁹ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

¹⁰ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

¹¹ Enacted by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

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

(5)¹³ 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 7¹⁴

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.

Rules for Submitting and Evaluating Applications

Section 9¹⁵ (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):

¹⁶ ¹⁷ ¹⁸ Applications that are not to be submitted via Neptun must be submitted in the form and manner specified on the official Faculty website, accompanied by the necessary supporting documents. The deadline for submission of applications is determined by the present Regulations and 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

¹³ Amended by Decision 68 of June 27, 2017 of the University Council.

¹⁴ Repealed by Decision 43 of July 17, 2019 of the University Council. Repealed as of August 15, 2019.

¹⁵ Amended by Decision 68 of June 27, 2017 of the University Council.

¹⁶ Amended by Decision 6 of August 2, 2019 by the Faculty Council. Effective as of August 15, 2019.

¹⁷ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

¹⁸ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

application via Neptun. The service fee may not be paid after the expiry of the application submission deadline, even if the application has already been submitted. In this case, the application will not be evaluated.

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

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

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

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

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

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

Customary Communication and Information Disclosure Methods at the University

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

(2)¹⁹ 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):

20 21 The information is published on the official website of the Faculty.

(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.

¹⁹ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

²⁰ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²¹ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

(5) Students are obliged to continuously follow notices on the competent organizational units notice boards and websites, emails, 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 email or mailing (notification) address or failing to update the data upon any change of such addresses.

Deadlines

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

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

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

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

(5) The deadlines set by the University shall be deemed as terms of preclusion, with special respect to deadlines for the submission of applications – unless otherwise required by 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)²² The University shall provide education at the Bachelor and Masters levels, as well as single-cycle long programs, postgraduate specialist training, partial education, and doctoral programs for full-time, correspondence, evening, and distance learning students. A

²² Amended by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

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)²³ 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)²⁴ 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. The model curriculum shall contain an indication of the period (mobility window) within the curriculum that can be used for international student mobility to study courses abroad, for foreign practice periods, or for preparing the thesis abroad.

(4) 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 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)²⁵ In the case of certain majors, students are entitled to complete minor programs or specializations within the framework of the given curriculum.

(6)²⁶ 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)²⁷ A subspecialization 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

²³ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

²⁴ Amended by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

²⁵ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

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

²⁷ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

individual Faculties may define additional rules pertaining to sub-specializations in their complementary provisions to these Regulations.

Faculty additional provision to Section 12(8):

²⁸ ²⁹ ³⁰ *Specialization is a set of courses that form part of a bachelor's or master's program, which does not lead to a separate qualification and which provide specific expertise. Depending on the Training and Outcome Requirements, the curriculum of a given study program may allow students enrolled in the program to complete a specialisation of that course. The specialisation of a given study program may not be completed by students enrolled in another study program. Completion of the specialisation must be duly indicated in the diploma clause.*

Specialization can only be done by students registered for it. The curriculum of a given study program specifies the range of specialisations, or make it compulsory for students to complete a specialisation.

Students enrolled in bachelor's and master's programmes can apply for a specialisation once during their studies, during the period specified in the schedule of the academic year, via the Neptun system.

If a student fails to apply for a specialisation by the deadline set in the academic schedule, they may still do so within one week, subject to a late fee. If they also fail to meet this deadline, the Academic Administrations Office will block their enrolment in the Neptun system.

The student can submit a request to the Vice Dean for Academic Affairs to request the removal of the ban and the selection of specialisation.

In particularly justified cases, students may request a change of specialisation once during their studies 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 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)³¹ The schedule of any semester shall be determined by the Education and Registrar's 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) breaks.

²⁸ Enacted by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

²⁹ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

³⁰ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

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

(3)³² 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)³³ 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):

³⁴Classes are 45 minutes long, with a 15-minute break. Deviations are possible with the unanimous agreement of the students in the 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):

³⁵A course without classroom teaching may either be an exam course or a 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 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):

Only students who have already fulfilled the requirements for the examination in the given subject during their studies may apply for an early examination course.

³² Amended by Decision 47 of July 14, 2020 of the University Council. Effective as of August 15, 2020.

³³ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

³⁴ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

³⁵ Enacted by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

Part III

Student legal status

Establishing student status, enrollment, and registration

Section 15³⁶ (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)³⁷ 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)³⁸ 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)³⁹ 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):

⁴⁰⁴¹ *Requests for credit transfer may be submitted in accordance with the general rules set out in Section 9.*

(6)⁴² 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 that provide additional separate degrees or partial trainings.

³⁶ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

³⁷ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

³⁸ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

³⁹ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

⁴⁰ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

⁴¹ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

⁴² Amended by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

(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)⁴³ 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)⁴⁴ 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 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.

⁴³ Amended by Decision 47 of July 14, 2020 of the University Council. Effective as of August 15, 2020.

⁴⁴ Amended by Decision 43 of June 10, 2021 of the University Council. Effective as of June 22, 2021.

(2)⁴⁵ 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)⁴⁶ Students with overdue amounts owed to the University -for any reason – may not register, and their semester shall be set to passive.

(4)⁴⁷ 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)⁴⁸ 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) ⁴⁹any 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.

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

⁴⁶ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

⁴⁷ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

⁴⁸ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

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

(2)⁵⁰ 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 must also notify the Academic Administrations Office immediately of any change in their name, residence, or address.

(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)⁵¹ 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)⁵² 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.

⁵⁰ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

⁵¹ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

⁵² Enacted by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

Faculty additional provision to Section 18(1):

- ⁵³*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.*
- ^{54 55}

(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):

^{56 57}*Requests are to be submitted to the Academic Administrations Office, on the form provided for matters falling within the competence of the Credit Transfer Committee, in accordance with the general rules detailed in Section 9, by Wednesday of the first week of the academic semester.*

(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

⁵³ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

⁵⁴ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

⁵⁵ Faculty additional provision was repealed by Decision 25 of July 27, 2023 of the Faculty Council. Repealed as of August 15, 2023.

⁵⁶ 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, 2023.⁵⁷ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

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.

Faculty additional provision to Section 19(3):

⁵⁸ ⁵⁹Requests are to be submitted to the Academic Administrations Office, on the form provided for matters falling within the competence of the Credit Transfer Committee, in accordance with the general rules detailed in Section 9, by Wednesday of the first week of the academic semester.

(4)⁶⁰ 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)⁶¹ 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):

⁶²Requests for a guest student status may be submitted to the Academic Administrations Office, on the form available on the Faculty's website. The deadline for submitting applications is determined by these regulations and 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

⁵⁸ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

⁵⁹ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

⁶⁰ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

⁶¹ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

⁶² Amended by Decision 18 of July 30, 2020 of the Faculty Council. Effective as of August 1, 2021.

semester. The individual Faculties may set further requirements regarding the contents of the application.

Faculty additional provision to Section 20(3):

⁶³ – Students of the module “Quantitative Modelling and Basics of Information Technology” only need to apply once for the guest student legal status, in the first semester. In following semesters, it is sufficient to register for an active semester as a guest student and to present a student status certificate.

– If the guest student fails to certify his/her student status until September 30 and February 28, respectively, the student’s guest student status will be terminated by the Academic Administrations Office.

(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 21⁶⁴

Training Providing Partial Training

Section 22⁶⁵ (1) Any persons may be admitted to self-funded partial training programs without holding a separate admission procedure.

(2) The person admitted to the partial training program who does not have student legal status at the University at the time of enrollment will enter into a student legal status at the time of enrollment; the person who already has student legal status at the time of enrollment will enter into a separate training legal relationship without establishing a new student legal status.

(3) The individual Faculties shall have the right to announce partial training programs. Such programs may include individual subjects and subject groups.

(4) Micro-credentials shall be issued on the successful completion of the partial training program, which shall certify the study requirements completed by the student and can be used for a possible credit transfer procedure.

(5) The provisions of these Regulations shall apply to the partial training program and the students participating therein, with the following deviations.

- a) The partial training program curriculum shall be set up by the Faculty that announced the program prior to such announcement.
- b) The partial training program curriculum may not specify a final examination, and a mobility window does not have to be required.

⁶³ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

⁶⁴ Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

⁶⁵ Amended by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

- c) The rules pertaining to the final certificate and the issuance of the certificate may not be applied to the partial training program.
- d) A student participating in a partial training program only shall not be entitled to receive permission for a transfer from another higher education institution or to apply for transfers between majors or between full-time and correspondence education.
- e) A student participating in a partial training program shall not be entitled to suspend his/her student legal status in respect of the partial training program, to apply to the Dean for equity, or to request payment allowances in connection with payments for the partial training program.

(6) The legal status of the student participating in the partial training program, or, if the student is not participating in any other studies at the University, the student's student legal status will be terminated if such legal status would be suspended or terminated under the provisions of these Regulations.

(7) Disciplinary action against the student participating in a partial training program may not extend to banning the student from continuing his/her studies.

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

Preparation Courses

Section 22/A⁶⁶ (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)⁶⁷

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

Transfers, Changing Majors

Section 23 (1)⁶⁸ During their student legal status, students pursuing studies in the same or a similar 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 or a similar 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.

⁶⁶ Enacted by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

⁶⁷ Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

⁶⁸ Amended by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

⁶⁹ Amended by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

(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):

- *Transfer applications shall be addressed to the Vice Dean for Academic Affairs and submitted to the Academic Administrations Office.*
- 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.*
- *If the student who applies for a transfer meets two of the above conditions, they may be admitted as self-financed students.*
- 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 an intermediate complex 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*If the student who applies for a transfer meets both the condition under a) and two of the conditions under b), c) and d), they 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 24⁷⁵ (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.

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 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.

(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 Rules of Reimbursements and Benefits for Students lay 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

- 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

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.

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.

(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.

(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) 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.

(8)⁹¹ If the legal status of the student is terminated after registration without the student having obtained a final certificate during the given semester, the Registrar's Department shall cancel all the subjects for which the student registered in the given semester and which have not been completed by the student by the end of the legal relationship.

The Dean's Decisions on Equity

Section 27 (1)⁹² 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 decisions based on equity may be passed once during the term of the student legal status. In this

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.

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 Enacted by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

⁹² Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

case, the student shall have one more opportunity to register for a subject that was not completed in three attempts.

(2)⁹³

(3)⁹⁴ Applications for decisions on equity shall be submitted via the Neptun system after the last day of term time in the given semester but no later than the fifth workday following exam time.

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

The Rector's Decisions on Equity

Section 28 (1)^{95,96,97} 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)⁹⁸ The Rector's decision on equity may be requested only once in each training. Applications shall be submitted via the Neptun system.

(3)⁹⁹ 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)¹⁰⁰ 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,

⁹³ Repealed by Decision 49 of June 15, 2023 of the University Council. Repealed as of August 15, 2023.

⁹⁴ Amended by Decision 68 of June 27, 2017 of the University Council.

⁹⁵ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

⁹⁶ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

⁹⁷ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

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

⁹⁹ Amended by Decision 68 of June 27, 2017 of the University Council.

¹⁰⁰ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

– the testing methods.

(2)¹⁰¹ 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):

¹⁰² ¹⁰³ ¹⁰⁴ *Subject requirements specify the criteria and deadlines for completing the subject. These must be communicated to students orally during the first lesson and in writing on the official website of the Faculty by the end of the second week of the academic semester. Subject requirements may be modified during the semester only upon the written agreement of student representatives.*

- *The subject requirements include:*
 - a) *the requirements for attendance, the possibility for making up for absences, the way and frequency of monitoring attendance,*
 - b) *the way of justifying absences from classes or exams,*
 - c) ¹⁰⁵ ¹⁰⁶ *the number and topics of mid-term examinations (assignments, written tests, etc.), the possibility for make-up and repeat tests, as well as the deadlines for the communication of the results of the mid-term examinations, taking into account the Faculty additional provision to Section 33(11),*
 - d) *the end-of-semester signature requirements,*
 - e) *the method for determining grades,*
 - f) ¹⁰⁷ ¹⁰⁸ *the restrictions on the first exam opportunity during the week of repeated exams (Faculty provisions to Section 34(7) of the Education and Exam Regulations),*
 - g) *the list of course books, resources and literature that can be used to 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):

After the deadline, timetable information can only be changed with the approval of the student representatives concerned.

¹⁰¹ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹⁰² Amended by Decision 6 of August 2019 of the Faculty Council. Effective as of August 15, 2019.

¹⁰³ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

¹⁰⁴ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

¹⁰⁵ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

¹⁰⁶ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15 2022.

¹⁰⁷ Amended by Decision 6 of August 2019 of the Faculty Council. Effective as of August 15, 2019.

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

(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)¹⁰⁹ 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 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 take more than 40 credits/semester only if permitted. Permission will be granted to students who request permission to take more than 40 credits the first time unless there is an obvious reason for rejection.*
- ^{110 111 112 113}*Anyone who has already been authorised to take more than 40 credits and has not completed all of them will not be authorised to do so again. Applications must be submitted via Neptun by Friday of the first week of the academic semester.*
- ^{114 115}*A student may take a course from a curriculum of the same level as their own but not part of their own program, if he/she is authorised to do so. Permission may not be given for a subject which is equivalent to a subject in the student's own curriculum. The application must be submitted in the form and manner indicated on the Faculty's official website by the Friday of the first week of the academic semester.*

(2)¹¹⁶ 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

¹⁰⁹ Enacted by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

¹¹⁰ Amended by Decision 18 of July 30, 2021 of the Faculty Council. Effective as of August 1, 2021.

¹¹¹ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

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

¹¹³ Amended Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

¹¹⁴ Enacted by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

¹¹⁵ Amended Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

¹¹⁶ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the academic year 2014/2015.

the concurrent completion of any other subject (parallel registration), it is completed in the same semester.

Section 31 (1)^{117,118} 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):

^{119 120} *At the student's request, a subject can only be deleted within six working days of the end of the course registration period.*

In the case of a student participating in a mobility program abroad in the semester of acquiring the final certificate, the above deadline may be waived upon a Dean's request.

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

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

(5)¹²¹ If the student participates in an 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/A¹²² (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

¹¹⁷ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹¹⁸ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

¹¹⁹ Amended by Decision 18 of July 30, 2021 of the Faculty Council. Effective as of August 1, 2021.

¹²⁰ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

¹²¹ Enacted by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹²² Enacted by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

subjects for which the student had registered in the given semester. Deviations from this list are possibly only if any of the student's deferred subject registration or cancellation cases were concluded after the authentication. In this case, authentication of the form may be repeatedly requested as described in the decision.

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

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

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

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

Special Schedule

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

Faculty additional provision to Section 32(1):

¹²³*Special schedule can be granted to students who meet one of the following conditions:*

- a) ¹²⁴ *who has a grade point average of 4.51 in the previous semester,*
- b) ¹²⁵
- c) ¹²⁶
- d) ¹²⁷ *in the event of a conflict between compulsory subjects. In this case, the special schedule can only be granted for the two conflicting subjects.*

(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.

¹²³ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

¹²⁴ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

¹²⁵ Repealed by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

¹²⁶ Repealed by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

¹²⁷ Inserted by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

(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)¹²⁸ 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):

¹²⁹ ¹³⁰ The request may be submitted by the last day of the academic semester in accordance with the general rules set out in Section 9.

Records on Academic Advancement

Section 32/A¹³¹ (1) The University shall keep records of the student's academic advancement and other details in the Neptun system.

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

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

(4)¹³² 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)¹³³ 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,

¹²⁸ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹²⁹ Amended by Decision 6 of August 2019 of the Faculty Council. Effective as of August 15, 2019.

¹³⁰ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

¹³¹ Enacted by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹³² Enacted by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

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

- 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)¹³⁴ 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)¹³⁵ 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 circumstances of the examination and the aids to be used are determined by the lecturer in charge of the subject.

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

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

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

(8)¹³⁶ 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.

¹³⁴ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹³⁵ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹³⁶ Amended by Decision 2032 of October 30, 2015 of the University Council.

(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):

- ^{137 138} *In the case of in-person teaching for compulsory courses, lecturers may consider the attendance of the course as accepted if the student has attended at least 75% of the contact hours.*
- *In the case of non-compulsory subjects, the course teacher may specify the conditions for attending classes to complete the subject.*
- ^{139 140} *In the event of a clash of compulsory subjects, the Vice Dean for Academic Affairs may grant exceptional permission to for not applying the above rule. The request may be submitted via Neptun until the Friday of the first week of the academic semester.*
- ¹⁴¹ *A student is exempted from the compulsory attendance of lectures in a given semester if he/she has been active in the previous semester and has a weighted academic average of at least 4.51 or a credit index of at least 5.00*

(10)¹⁴² 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)¹⁴³ 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 granting or refusal of signatures needed for admission to exams shall be provided to students in writing, via the Neptun system.

¹³⁷ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

¹³⁸ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

¹³⁹ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

¹⁴⁰ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

¹⁴¹ Enacted by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

¹⁴² Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

¹⁴³ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

Faculty additional provision to Section 33(11):

- *The value of the signature entry 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 curriculum in cases when attendance should be certified (e.g. physical education).*
- ¹⁴⁴ *Term marks must be recorded in the Neptun system by the lecturers by the end of the penultimate week of the exam period at the latest.*
- *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 lecturer, 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.*
- ¹⁴⁵ *The deadlines of presentations, obtaining a signature and the practical grade for the courses Tutored Research Project, Guided Individual Study and Thesis Work I, are determined by the academic calendar of the Faculty. For these subjects, the oral presentation is open to the public.*
- ¹⁴⁶ *For subjects where the curriculum requires an exam, the assessment of the mid-semester requirements for successful completion of the exam must be published by the end of the semester. If the lecturer offers a make-up, the make-up and correction must be completed by the end of the first week of the exam period.*

(12)¹⁴⁷ 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 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 can only be given for a subject requiring an exam.*
- *The lecturer may offer a mark no later than the end of the first week of the exam period. It must be recorded in Neptun, together with the signature.*
- *The student has until the last day of the exam period to decide whether or not to accept the offered mark. The student accepts and rejects the offered mark through the Neptun system.*
- *If the student has a valid exam application, the offered mark can be accepted only after the student cancels the application for the exam.*

¹⁴⁴ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

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

¹⁴⁶ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

¹⁴⁷ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

- ¹⁴⁸ *If the student has passed or failed an exam in the course, he/she will not be offered a grade afterwards.*
- *The student may apply for an exam only after rejecting the offered mark.*
- *The decision concerning the offered mark cannot be modified afterwards.*
- ¹⁴⁹ *If the student fails to declare his/her decision about the offered mark by the last day of the exam period, the offered mark will be forfeited and only the signature obtained from the subject will remain. In such a case, the student may 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 course prerequisites.*

(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)¹⁵⁰

(16)¹⁵¹ 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)¹⁵² 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.

(18)¹⁵³ If artificial intelligence or any automated translation or text generation algorithms are used, their use shall be properly indicated along with the precise parts of the text or content elements, in line with the supplementary provisions of the present Regulations provided by the given Faculty.

Preparations for exams

Section 34 (1)¹⁵⁴ 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

¹⁴⁸ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

¹⁴⁹ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

¹⁵⁰ Repealed by Decision 2015 of June 04, 2015 of the University Council. Repealed as of August 15, 2015.

¹⁵¹ Enacted by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

¹⁵² Enacted by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

¹⁵³ Enacted by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

¹⁵⁴ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

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.

Faculty additional provision to Section 33(13):

¹⁵⁵ For each course taken by 1-50 students two, by 51-100 students three, by 101-150 students four, more than 151 students five examination dates must be announced outside the retake exam period.

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

(3)¹⁵⁶ With the exception of electronic exams, exams shall be conducted in the official premises of the Faculty concerned, between 8:00 AM and 6:00 PM on school days. On the day of the exam, the time of the exam may be specified by the examiner for groups or individuals separately, if the examinees are notified accordingly within a reasonable time. Examinees shall arrive at the place of the exam by the starting time of the exam or shall otherwise be considered to not have attended the exam. The examiner and the head of the organizational unit where the examiner is employed are responsible for holding the announced exams.

Faculty additional provision to Section 34(3):

¹⁵⁷ If the examiner is unable to start 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. If the notification is not given or if the delay exceeds 60 minutes, the candidates must be given a new time and the missed examination may not be counted in the number of examinations. The examiner must inform the Academic Administrations Office.

(4)¹⁵⁸ 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.

¹⁵⁵ Inserted by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

¹⁵⁶ Amended by Decision 2032 of October 30, 2015 of the University Council.

¹⁵⁷ Enacted by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

¹⁵⁸ Amended by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

Faculty additional provision to Section 34(7):

¹⁵⁹ ¹⁶⁰ *A student may only apply for an exam of a given subject announced for the retake exam period if the lecturer in charge has prescribed it together with the subject requirements in the manner specified in Section 29(2), if he/she has previously applied for, attended and obtained a mark in an earlier exam.*

(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):

¹⁶¹ *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 pursuant to Section 34(1).*

(9)¹⁶² 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 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 35¹⁶³ (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)¹⁶⁴ 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):

Using unauthorised tools or methods prohibited by the examiner during the exam will result in a failed mark, and the student will not be allowed to retake the exam for the given subject during the current 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.

¹⁵⁹ Enacted by Decision 6 of August 2019 of the Faculty Council. Effective as of August 15, 2019.

¹⁶⁰ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

¹⁶¹ Enacted by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

¹⁶² Amended by Decision 43 of June 10, 2021 of the University Council. Effective as of June 22, 2021.

¹⁶³ Amended by Decision 2032 of October 30, 2015 of the University Council.

¹⁶⁴ Amended by Decision 4 of January 25, 2018 of the University Council.

(4)¹⁶⁵ 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)¹⁶⁶ 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)¹⁶⁷

(7)¹⁶⁸ 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.

(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)¹⁶⁹ No grades may be entered in the Neptun system for any semester that has already been closed.

Section 35/A¹⁷⁰ (1)¹⁷¹ 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.

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

¹⁶⁶ Amended by Decision 43 of June 10, 2021 of the University Council. Effective as of June 22, 2021.

¹⁶⁷ Repealed by Decision 2015 of June 04, 2015 of the University Council. Repealed as of August 15, 2015.

¹⁶⁸ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

¹⁶⁹ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹⁷⁰ Enacted by Decision 2032 of October 30, 2015 of the University Council.

¹⁷¹ Amended by Decision 44 of June 10, 2016 of the University Council.

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

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

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

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

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

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

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

(9)¹⁷²

(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)¹⁷³

(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)¹⁷⁴ 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

¹⁷² Repealed by Decision 14 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

¹⁷³ Repealed by Decision 14 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

¹⁷⁴ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

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)¹⁷⁵ 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 should 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.

(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/A¹⁷⁶ (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.

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

¹⁷⁶ Enacted by Decision 1141 of June 11, 2014 of the University Council. Effective as of the 2014/2015 academic year.

(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):

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

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

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

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

(8)¹⁷⁷ 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.

¹⁷⁷ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

Part VI Completion of Studies

The Final Certificate

Section 39 (1)¹⁷⁸ 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):

¹⁷⁹ The rules for internships are set out in the Faculty Annex 3 to the Education and Exam Regulations.

(2)¹⁸⁰ 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)¹⁸¹ 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)^{182,183}

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 interinstitutional agreement, or
- c) a student previously admitted to the same major. and
- d) refugee, immigrant, and students with protected status,

(6)¹⁸⁴ The final certificate may only be issued to students with active student legal status. Following the issuance of a final certificate for a certain education program,

- a) the registration for the active semester may not be withdrawn in the semester in which the final certificate is issued, and

¹⁷⁸ Amended by Decision 9 of February 16, 2023 of the University Council.

¹⁷⁹ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

¹⁸⁰ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹⁸¹ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

¹⁸² Amended by Decision 47 of July 14, 2020 of the University Council. Effective as of August 15, 2020.

¹⁸³ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

¹⁸⁴ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

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

The Thesis

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

(2)¹⁸⁵ 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):

¹⁸⁶ ¹⁸⁷ ¹⁸⁸ *The detailed rules concerning the announcement and admission of thesis topics, supervision, the content and formal requirements of the thesis, and the method, place, and deadline for submission are contained in Faculty Annexes Nos. 1, 6, and 7 to the Education and Exam Regulations.*

(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 may be involved as supervisor in the preparation of up to 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.

¹⁸⁵ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹⁸⁶ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

¹⁸⁷ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

¹⁸⁸ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

(6)^{189,190} 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 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)^{191,192} 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)^{193,194} 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):

¹⁹⁵ The submission of the thesis is regulated in the Faculty Annexes 1, 6 and 7 to the Education and Exam Regulations.

(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) 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)^{196,197} The Faculty's competent Library shall store, in electronic format, theses awarded passing grades.

(15)^{198,199} 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

¹⁸⁹ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁹⁰ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

¹⁹¹ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

¹⁹² Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

¹⁹³ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

¹⁹⁴ Amended by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

¹⁹⁵ Enacted by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

¹⁹⁶ Amended by Decision 43 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

¹⁹⁷ Amended by Decision 26 of June 16, 2022 of the University 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 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

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):

²⁰⁰ ²⁰¹ *The rules on confidentiality are set out in Faculty Annexes 1, 6 and 7 to the Education and Exam Regulations.*

(16)^{202,203} 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) Student may register for the final examination if they

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

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

(4)²⁰⁴ 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.

²⁰⁰ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁰¹ Amended by Decision 23 of July 25, 2022 of the Faculty Council Effective as of August 15, 2022.

²⁰² Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

²⁰³ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

²⁰⁴ Amended by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

(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.

Additional provision of the Faculty to paragraph 41 (7):

²⁰⁵ *The rules for the final examination are set out in the Faculty Annexes 1, 6 and 7 to the Education and Exam Regulations.*

The Diploma

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

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

(3)²⁰⁶ A precondition of the issuance of the diploma is a successful final exam.

(4)²⁰⁷

(5)²⁰⁸ The diploma shall be issued and delivered within thirty days of the successful final exam.

(6)²⁰⁹

(7)²¹⁰ 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.

Additional provision of the Faculty to § 42 (8):

²¹¹ *The rules for the awarding of a diploma of distinction are set out in the Faculty Annexes 1, 6 and 7 to the Education and Exam Regulations.*

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

²⁰⁵ Inserted by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

²⁰⁶ Amended by Decision 9 of February 16, 2023 of the University Council.

²⁰⁷ Repealed by Decision 9 of February 16, 2023 of the University Council.

²⁰⁸ Amended by Decision 9 of February 16, 2023 of the University Council.

²⁰⁹ Repealed by Decision 9 of February 16, 2023 of the University Council.

²¹⁰ Amended by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

²¹¹ Inserted by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024..

(10)²¹² 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)²¹³ 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)²¹⁴ Ex officio or upon any related request, the University shall withdraw and destroy erroneously issued diplomas, record the correction of the error in the registry sheet, and re-issue the diploma on the basis of the corrected registry sheet. The diploma so issued shall include the correction clause and authentication. If the change also affects the contents of the diploma supplement, it too shall be re-issued concurrently to the withdrawal and destruction of the former diploma supplement.

Part VII

Special Provisions Pertaining to Various Groups of Students

Students with Disabilities

Section 43²¹⁵ (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)²¹⁶ 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

²¹² Enacted by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

²¹³ Enacted by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

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

²¹⁵ Amended by Decision 9 of February 16, 2023 of the University Council.

²¹⁶ Amended by Decision 43 of June 10, 2021 of the University Council. Effective as of June 22, 2021.

expert opinion issued by the Eötvös Loránd University Gyakorló Országos Pedagógiai Szakszolgálat [National Practicing Expert Pedagogical Service].

(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.

(8)²¹⁷ 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)²¹⁸ 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 44²¹⁹ (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.

²¹⁷ Enacted by Decision 2015 of June 04, 2015 of the University Council. Effective as of August 15, 2015.

²¹⁸ Enacted by Decision 49 of June 15, 2023 of the University Council. Effective as of August 15, 2023.

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

Section 45 (1)²²⁰ 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 46²²¹ 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)²²² 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)²²³

Section 48 (1)²²⁴ At the time the international mobility scholarship is announced, the list of those subjects can be published (and, in the case of dual/multiple or joint programs based on interinstitutional agreements, shall be published by the last day of the term time of the previous semester) that can be accepted in the student's educational program – based on the preliminary opinion of the Credit Transfer Committee – when the student is admitted to a foreign partner institution.

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

(3) In the case of students who have been awarded an Erasmus or CEEPUS scholarship, the competent Faculty organizational unit dealing with foreign affairs shall, no later than April 15 or November 15, respectively, ex officio initiate – after consulting with the student beforehand, if necessary – the preliminary credit transfer procedure based on the study contract concluded in the mobility program. The study contract 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.

²²⁰ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

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

²²⁴ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

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 49²²⁵ (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.

(4)²²⁶ If the results of courses studied abroad are entered in the Neptun system following the closing of the exam period (but prior to *October 15* or *March 15* of the following academic semester, respectively), the student shall be entitled to submit a written objection against the evaluation in the Neptun system to the organizational unit designated by the faculty. If the time limit prescribed in Section 37/A for the submission of objections has passed, it shall be submitted within five days of the entry of the evaluation.

Section 50²²⁷ (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.

(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.

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

²²⁶ Enacted by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

²²⁷ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

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/A²²⁸ (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.

²²⁸ 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)²²⁹ 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)²³⁰ 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 (7):

²³¹Further special regulations of the Faculty are set out in Faculty Annex 7 to the Education and Exam Regulations.

Students Studying as Part of the Stipendium Hungaricum Scholarship Program or the Scholarship Programme for Christian Young People²³²

Section 51/B (1) The provisions of these Regulations shall apply to students studying as part of the Stipendium Hungaricum Scholarship Program or the Scholarship Programme for Christian Young People with the derogations specified in this paragraph.

(2) If the issuance of the residence permit for the participant of the scholarship program is still under way as at the last day of the enrollment period, enrollment is possible until March 15 or October 15 of the given year, respectively, without having to apply for deferred enrollment.

Faculty additional provision to Section 51/B (2):

²³³ The above provision also applies to joint international training provided by the Faculty in cooperation with foreign partner institutions and to self-financed study programs in a foreign language for foreign students.

Part VIII

Interpreting provisions

Section 52²³⁴ 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)

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

²³⁰ Enacted by Decision 26 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

²³¹ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²³² Enacted by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

²³³ Inserted by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

²³⁴ Amended by Decision 40 of July 20, 2018 of the University Council. Effective as of August 15, 2018.

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

(5)²³⁵

(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)²³⁶

(8)²³⁷ 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)²³⁸

(10)²³⁹ 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)²⁴⁰

²³⁵ Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

²³⁶ Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

²³⁷ Amended by Decision 14 of April 7, 2017 of the University Council. Effective as of August 15, 2017.

²³⁸ Repealed by Decision 40 of July 20, 2018 of the University Council. Repealed as of August 15, 2018.

²³⁹ Amended by Decision 44 of June 10, 2016 of the University Council.

²⁴⁰ Repealed by Decision 14 of April 7, 2017 of the University Council. Repealed as of August 15, 2017.

(12)²⁴¹ The University's curricula shall be reviewed until September 1, 2024 with the aim of ensuring that the mobility window is suitable for students.

Section 54²⁴² (1) When examining the continuity of studies, the second semester of the 2019/2020 school 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)²⁴³ 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:

²⁴⁴ The additional faculty provisions related to Sections 26(6), 27(4) and 31(4) shall enter into force for all students on the date of publication, regardless of the date of commencement of studies, and shall also apply to pending applications submitted after 23 June 2022.

Acceptance clause:

The University Council of the Pázmány Péter Catholic University has adopted these amended rules with Decision 45 of June 20, 2024. Effective as of August 15, 2024.

Data protection status: **public**

Dated in Budapest on July 2, 2024

Dr. Géza György Kuminetz

Rector

President of the University Council

²⁴¹ Enacted by Decision 45 of June 20, 2024 of the University Council. Effective as of August 15, 2024.

²⁴² Amended by Decision 47 of July 14, 2020 of the University Council. Effective as of August 15, 2020.

²⁴³ Amended by Decision 9 of February 16, 2023 of the University Council.

²⁴⁴ Enacted by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of July 25, 2022.

²⁴⁵ ²⁴⁶ **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

²⁴⁵ Enacted by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁴⁶ 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)²⁴⁷ The Thesis Guidelines apply to students in both undergraduate and master's programs, taking into account Annex 7 to the Education and Exam Regulations (TVSZ) on the "Rules Applicable to Students Participating in Dual or Joint Education Programs in Cooperation with Partner Foreign Institutions".

(2) Students may not apply for active semesters in the given study program after obtaining the final certificate.

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 to earn a degree.

(2) ²⁴⁸ Students in a BSc program must write a **BSc Thesis**, and students in an MSc program must write an **MSc Thesis Work**.

(3) ²⁴⁹ The Faculty announces the thesis topics available by program at the beginning of each semester during the course registration period. The student must select their thesis topic and supervisor by the end of the course registration period of the semester in which they plan to complete their studies (hereafter referred to as the thesis topic registration period). Late thesis topic registration is permitted with a late fee, up until the deadline specified in the academic calendar. Late registration is processed by the Academic Administration Office.

(4) ^{250 251} In the MSc programs, the student must select their thesis topic and supervisor no later than the end of the first teaching week of the semester preceding the completion of their studies, following the method specified on the Faculty's official website. In this Topic Declaration form, the tasks the student will complete as part of the Thesis Work I course must be specified.

(5) ^{252 253 254} 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.

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

²⁴⁸ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

²⁴⁹ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

²⁵⁰ Enacted by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

²⁵¹ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

²⁵² Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁵³ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁵⁴ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

²⁵⁵ Thesis Topic Declaration

Section 3 (1)^{256 257} The registration and selection of the thesis topic are conducted through the Neptun system. The topic title and a description of up to 1,000 characters, detailing the student's tasks, are provided by the supervisor. The student applies for a published topic. The supervisor then decides on the topic application, either approving or rejecting the student's topic selection.

(2) ^{258 259} The Head of Program approves the supervisor-supported topic selection within two weeks.

(3) ^{260 261 262 263} The approved thesis Topic Declaration form is part of the thesis.

(4) ²⁶⁴ A thesis topic selection not supported or approved during the thesis topic registration period may be invalidated. The invalidation of the topic registration form is handled by the Academic Administrations Office.

(5) ²⁶⁵ A thesis topic selection supported and approved during the thesis topic registration period cannot be invalidated in the given semester.

(6) ²⁶⁶ Modifying a supported and approved thesis topic selection in a later semester is done by invalidating the previously approved Thesis Declaration form and submitting a new topic. The invalidation of the Thesis Declaration form is handled by the Academic Administrations Office.

(7) ²⁶⁷ The thesis title may be refined after the topic selection is supported and approved, but before the thesis submission. Title modifications are made by the supervising lecturer.

Supervision

Section 4 ^{268 269} (1) The **supervisor** guides the student in preparing the thesis. The supervisor should preferably be a lecturer or researcher with an academic degree (PhD) but must at minimum hold a qualification corresponding to the level of the student's program and be a recognized expert in the relevant discipline.

(2) ²⁷⁰ If the supervisor is not an active lecturer or researcher employed by the Faculty, an internal consultant meeting these requirements should be selected to support the thesis preparation.

(3) The supervisor is responsible for the academic content of the work, adherence to the formal requirements specified by these Regulations, and ensuring execution quality appropriate

²⁵⁵ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

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

²⁵⁷ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

²⁵⁸ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁵⁹ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

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

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 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

²⁶⁴ Enacted by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

²⁶⁵ Enacted by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

²⁶⁶ Enacted by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

²⁶⁷ Enacted by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

²⁶⁸ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁶⁹ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

²⁷⁰ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

to the level of the study program. If the student also has an internal consultant, the consultant is responsible for compliance with the formal requirements outlined in these Regulations.

Proposal for a Reviewer

Section 5^{271 272 273 274}(1) Based on the student's progress and input, the supervisor or internal consultant submits the "*Proposal for a Reviewer*" by the deadline specified in the semester schedule.

(2)^{275 276} If the student has an internal consultant, the "*Proposal for a Reviewer*" must be submitted by the consultant.

(3)²⁷⁷ In the case of multiple supervisors, any of the supervisors is authorised to submit the document.

²⁷⁸Submission of the Thesis

Section 6^{279 280}(1) The thesis must be prepared in the language of the program. The Topic Declaration form must be submitted in the same language as the intended thesis.

(2) In the BSc program, the thesis may also be written in English at the student's discretion.

(3)^{281 282} The thesis must be submitted in electronic form through the Neptun system.

^{283 284}The Acceptance of Faculty TDK [Conference of Student Research Societies] and OTDK [National Conference of Student Research Societies] Results as a Thesis

Section 7 (1) A single-author TDK paper by a *BSc student*, which the review committee has *recommended for submission to the National Conference of Student Research Societies*, may be accepted as a BSc thesis.

(2) The TDK paper must be submitted *in accordance with the formal requirements* specified in these regulations by the deadline set in the academic calendar.

(3)^{285 286} After the first page of the paper, a separate page must be inserted with the following text: "*This thesis was awarded ... place in the ... section of the Faculty Conference of Student*

²⁷¹ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁷² Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

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

²⁷⁴ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

²⁷⁵ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁷⁶ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

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

²⁷⁸ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

²⁷⁹ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁸⁰ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

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

²⁸² Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

²⁸³ Enacted by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁸⁴ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

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

²⁸⁶ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

Research Societies held on ... day of ... month, 20.... The Committee recommended the paper for submission to the National Conference of Student Research Societies (OTDK). This thesis meets the professional requirements of the ... study program." This declaration must be countersigned by the Chair of the Faculty TDK Committee and the Head of Program.

Section 8 (1) ²⁸⁷ A single-author paper that has received a ***first, second, or third place award at the National Conference of Student Research Societies (OTDK)*** may be accepted by the student as their thesis or diploma work, in which case adherence to the formal requirements outlined in these regulations may be waived. The acceptance of a single-author paper awarded a ***special prize at the National Conference of Student Research Societies (OTDK)*** as a thesis is decided by the Head of Program.

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

(3) ^{288 289 290} After the first page of the thesis, the following text must appear on a separate page: *"This thesis achieved a ... place/special award in the ... section of the National Conference of Student Research Societies on ... year ... month ... day. The thesis meets the professional requirements of the ... study program."* The declaration must be countersigned by the Chair of the Faculty Student Research Society and the Head of study program.

(4) ²⁹¹ The student must present their TDK report during the Thesis defense in accordance with the rules of the defense.

Section 9 (1) ²⁹² The review received for the TDK/OTDK report replaces the Thesis review with an excellent grade.

(2) The same TDK/OTDK report cannot be accepted more than once.

Formal Requirements of the Thesis

Section 10^{293 294} (1) The minimum length of the thesis for the BSc program is 50,000 characters (excluding spaces), not including the title page, topic declaration, statement, acknowledgements, annexes, table of contents, charts, formulas, figure descriptions, and bibliography. The minimum length of the diploma thesis for the MSc program is 65,000 characters (excluding spaces), with the same exclusions.

(2) Required text settings: 1.5 line spacing, 11 pt font size, serif font family (e.g., Times New Roman), with 2.5 cm margins on each page and a 1.25 cm binding margin. The printed thesis should preferably be formatted as double-sided.

(3) Chapters must be numbered using a decimal system. Pages must be numbered

²⁸⁷ Amended by Decision 18 of July 30, 2021 of the Faculty Council. Effective as of August 1, 2021.

²⁸⁸ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

²⁸⁹ Amended by Decision 18 of July 30, 2021 of the Faculty Council. Effective as of August 1, 2021.

²⁹⁰ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

²⁹¹ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

²⁹² Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

²⁹³ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁹⁴ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

- (4) Charts must be inserted in the appropriate place, numbered with a decimal system (Figure n) and provided with a descriptive title. Tables must also be inserted in the appropriate place, numbered with a decimal system (Table n) and provided with a descriptive title.
- (5) Larger sections of program source code, circuit diagrams, measurement data, etc., should be attached as an appendix. Source code must be uploaded to a publicly accessible repository, including all necessary project files and configurations, and the URL to this repository must be provided.
- (6) Literal quotations should only be included in particularly justified cases (such as theorems, definitions, etc.). Except for theorem statements, literal quotations or their translations must be placed in quotation marks, with the source precisely indicated directly after the quoted section.
- (7) For every figure or table that is not original, the source must precisely be indicated in the title of the table/figure.
- (8) The list of references used must be provided in a consistent format at the end of the thesis, following the conventions of the field (e.g., IEEE or Nature format). Every publication listed in the bibliography must be cited in the appropriate place within the text.

The Structure of the Thesis

Content requirements:

Section 11²⁹⁵ (1)²⁹⁶ **Title page**

("BSc Thesis" or "MSc Thesis Work", author's name, title, study program, academic advisor, consultant - if applicable - year of submission)

(2)²⁹⁷ ²⁹⁸ ²⁹⁹ **The original, approved copy of the thesis topic declaration**, with date and approval.

(3)³⁰⁰ The student's declaration of independent work, with a handwritten signature:

"I, the undersigned, student of the Faculty of Information Technology and Bionics at Pázmány Péter Catholic University, hereby declare that I prepared this thesis independently, without unauthorized assistance, and used only the specified sources in the thesis. I have clearly indicated, with proper citation, any parts I have directly quoted, paraphrased with identical meaning, or translated from another language differing from the language of the thesis. I have not submitted this thesis in any other study program. I assume professional and ethical responsibility for the statements, accuracy of references, and conclusions formulated in this thesis."

(4) **Table of Contents** following the formatting requirements of the thesis.

(5)³⁰¹ ³⁰² **A summary (abstract) of at least 2000 characters**, no more than two pages in length, in the language of the thesis.

²⁹⁵ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

²⁹⁶ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

²⁹⁷ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

²⁹⁸ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

²⁹⁹ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

³⁰⁰ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

³⁰¹ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

³⁰² Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

(6) Recommended structure:

- a) **Introduction:** Context of the work, professional justification, motivations, objectives, and a summary of the tasks completed. Brief overview of the structure of the thesis/diploma thesis.
- b) **Detailed Background:** Literature review, presentation of similar works, and conclusions drawn by the author. An *independent, critical analysis* of the relevant literature.
- c) **Design/Applied Methodology/Technologies:** Detailed description of the professional background relevant to solving and implementing the tasks related to the thesis topic.
- d) **Presentation and Evaluation of Results:** Detailed presentation and critical analysis of the obtained results or product.
- e) **Conclusion:** Summary of the completed tasks compared to the set objectives. Suggestions for further steps, open questions, and an outlook.

(7) A detailed and accurate **bibliography** as per Section 8, Paragraph (8).

(8) Any **appendices**, or a list of them if applicable.

(9) A mandatory appendix must provide a list of artificial intelligence tools used in the thesis preparation, specifying where and for what purpose the student applied them.

- Each instance of AI tool use should include the input (prompt) provided to the AI tool and its response (text, image, code). If multiple prompts were used to refine the final response, these additional refinements must also be summarised.
- Language and grammar checkers, as well as translation tools used, must also be listed.
- Additionally, any tools used to generate or expedite the creation of software code must be specified.

Section 12³⁰³ 304 305 (1) The thesis must be uploaded electronically in the Neptun system prior to the final exam, by the deadline specified in the faculty announcement. The uploaded file name must include the student's name, the faculty code, and the name of the academic advisor, or, if applicable, the consultant. Any additional appendices related to the thesis (such as program code or test results) must be referenced within the thesis, ensuring that they are accessible to the reviewer and the committee.

(2) ³⁰⁶

(3) ³⁰⁷ The thesis may still be uploaded within one week following the deadline specified in the faculty announcement, subject to the payment of a late fee.

(4) For theses submitted to the Faculty Student Research Society (TDK), the Faculty waives the late fee specified in point (3).

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 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

³⁰⁶ Repealed by Decision 22 of August 18, 2020 of the Faculty Council. Repealed as of August 18, 2020.

³⁰⁷ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

³⁰⁸Evaluation of the Thesis

Section 13³⁰⁹ (1) ³¹⁰ The thesis must be reviewed. The reviewer is appointed by the Dean or their Vice Dean upon the recommendation of the academic advisor. Deadlines are regulated by the Education and Exam Regulations (TVSZ) in section 40(9). The review must be made accessible to the student through the Neptun system to allow adequate preparation for the defence.

(2) ³¹¹

(3) In the case of a review better than *failing*, the student must present their work in the oral defence.

(4) ³¹²The oral defence consists of a fifteen-minute presentation prepared in advance, including a five-minute discussion. After the presentation, the Committee has five minutes to ask questions and listen to the student's responses. If justified, the committee may adjust the time limit for the discussion.

(5) Mandatory elements of the presentation:

First slide: information from the title page of the thesis (title of the thesis, academic advisor, consultant (if any), graduating student's name, name of the University and Faculty).

Last slide: summary, corresponding to the summary of the thesis.

(6) The reviewer makes a recommendation for the grading of the diploma thesis. The final grade for the diploma thesis is determined by the Final Exam Committee. The grade is recorded in the Neptun system based on the Final Exam Report.

Confidentiality of the Diploma Thesis

Section 14 ³¹³ (1) Confidentiality of the diploma thesis is only permitted in particularly justified cases. Only students enrolled in an MSc program may submit a confidentiality request.

(2) ³¹⁴ The student must submit a request addressed to the Vice Dean for Research by the deadline for submitting the reviewer's recommendation, using the official form available on the Faculty website.

(3) ³¹⁵The Vice Dean for Research will evaluate the request, and if permission for confidentiality is granted, the approval must be attached to the diploma thesis.

(4) ³¹⁶In the case of a thesis with confidentiality approval, only the Committee participates in the defence. After the defence, the confidential diploma thesis must be stored in a way that, within the timeframe specified in the confidentiality agreement, only signatories to the agreement have access to it. After this period, the thesis becomes public.

³⁰⁸ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

³⁰⁹ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³¹⁰ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

³¹¹ Repealed by Decision 23 of July 25, 2022 of the Faculty Council. Repealed as of August 15, 2022.

³¹² Amended by Decision 23 of July 25, 2022 of the Faculty Council. Repealed as of August 15, 2022.

³¹³ Enacted by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³¹⁴ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

³¹⁵ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

³¹⁶ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

Final examinations

Section 15^{317 318}(1) The final exams associated with the specific study program and the list of exam topics for the final exams can be found on the official website of the Faculty.

(2) ³¹⁹

(3) ³²⁰ The exam topics required for the final exam must be published on the official website of the Faculty at least 30 days before the start of the final exam period.

Calculation of the Diploma Grade; Diploma with Honors

Section 16³²¹ (1) ³²²

(2) ³²³ Calculation of the diploma grading:

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 credits 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

The diploma rating can be: *excellent* (4.50–5.00), *good* (3.50–4.49), *satisfactory* (2.50–3.49), or *pass* (2.00–2.49). To calculate the rating, rounding to two decimal places should be done by truncating any decimal values beyond the second decimal place. (For example, 4.499 rounds to 4.49)

(3) ³²⁴ A diploma with honours is awarded to a candidate who:

- a. achieves an *excellent* result in the final exam subject,
- b. receives an *excellent* grade for their thesis/diploma thesis,
- c. has a weighted study average of at least 4.00 for the entire study period,
- d. has no grades below *satisfactory*,
- e. and has no uncompleted subjects.

The conditions specified in points d) and e) are not assessed for subjects completed within the framework of an international mobility program.

³¹⁷ Enacted by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³¹⁸ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

³¹⁹ Repealed by Decision 23 of July 25, 2022 of the Faculty Council. Repealed as of August 15, 2022.

³²⁰ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

³²¹ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

³²² Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

³²³ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³²⁴ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

Annex 2³²⁵

Rules of Guided Individual Study

Section 1 (1) The student works on an individual topic with a chosen academic advisor. This independent work may lead to a TDK (Student Research Society) paper, an independent research project, etc. Guided Individual Study is *not associated with any specific subject in the curriculum*; its content is based on an individual agreement between the academic advisor and the student. Credits awarded are determined based on performance at the end of the semester.

(2) ^{326 327 328} Guided Individual Study must be registered by the deadline specified in the Faculty announcement.

(3) ^{329 330 331 332} During registration, a brief description of the topic and the student's tasks must be provided, which must be approved by the academic advisor and the head of the study program. A written report of at least three pages on the work completed as part of the Guided Individual Study must be submitted by the last week of the study period. The academic advisor proposes a grade for the student and the credit value to be awarded. If there are multiple advisors, a single evaluation proposal may be submitted, which can be recorded by any of the involved advisors. The entire administration of the Guided Individual Study is conducted through the platform specified on the Faculty's official website.

(4) ^{333 334} The work completed must also be *presented orally*. Based on the written and oral reports, the oral report committee *determines the grade* for the student's Guided Individual Study. Following the oral report, the *Academic Administrations Office* registers the Guided Individual Study course in the Neptun system. For programs with a specialisation, the course is credited among specialisation electives; in other programs, it can be credited as additional activities awarded with credit points.

Section 2 The credit and grade earned through Guided Individual Study are included in the scholarship index.

Section 3 ³³⁵ The credit earned for Guided Individual Study can be counted towards the overall performance up to 5% of the total credit requirement of the respective program.

³²⁵ Enacted by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³²⁶ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

³²⁷ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³²⁸ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

³²⁹ Amended by Decision 22 of August 18, 2020 of the Faculty Council. Effective as of August 18, 2020.

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.

³³² Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

³³³ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

³³⁴ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³³⁵ 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)³³⁶ The 2011 CCIV Act on National Higher Education, Section 50 (1), stipulates as follows: “A higher education institution shall issue a pre-degree certificate (“abszolutórium”) to a student who has fulfilled the study and exam requirements specified in the curriculum, as well as the required professional practice (except for the preparation of the thesis or diploma work) and has earned the prescribed credits.”

(2)^{337 338} For each specific study program, the length of the required internship is determined by the Training and Outcome Requirements and the curriculum of the study program.

The Purpose of the Internship

Section 2 (1) The general purpose of the internship is for students to acquire fundamental knowledge in practical tasks relevant to their field of study, familiarise themselves with the organisational and professional structure of a company or research institute, and prepare for their future engineering work in real-world conditions. During the internship, particular emphasis must be placed on developing students' independent problem-solving skills, strengthening their ability to work in a team, improving their capacity for independent work, and practising foreign languages.

(2) In the Bachelor's program, students must complete 320 hours, and in the Master's program, 240 hours of internship, where they will solve tasks approved by the Faculty and defined by the institutional/corporate advisor. Their tasks may be related to their thesis, TDK report, or Tutored Research Project.

Responsibility for Internship

Section 3 (1)³³⁹ Each study program has a designated Faculty coordinator for internship.

(2)³⁴⁰ Their work is supported by a staff member assigned by the Head of the Academic Administrations Office for the administrative coordination of tasks related to professional practice (“administrative coordinator for internship”).

Internship Locations

Locations Offered by the Faculty

Section 4

(1) External Internship Locations

A summary of the available locations will be compiled at the faculty level. These locations must be published on the faculty's (internal) website. The responsibility for recording location

³³⁶ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³³⁷ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³³⁸ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³³⁹ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³⁴⁰ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

selections and creating a faculty database lies with the Faculty Coordinator for Internship at the Academic Administrations Office.

(2) ³⁴¹ ³⁴² The Faculty enters into cooperation agreements with companies/institutions that provide locations for professional practice (the form can be found on the Faculty's official website) and, if necessary, initiates amendments to existing contracts. The process is initiated by the faculty instructors responsible for internship, and they are supported by the Faculty Coordinator for Professional Practice at the AAO in further administrative tasks.

(3) ³⁴³ ³⁴⁴ *Internal Internship Locations*

Under certain conditions, the internship can also be completed at internal locations provided by the Faculty. This internship work must be separate from the curricular requirements, and the work tasks must be clearly defined.

Student-Selected Locations

(4) ³⁴⁵ If the appropriate professional conditions are met, the Faculty will accept an internship location chosen by the student from companies or institutions not listed on the faculty's approved list. In such cases, during the standard application process (see Section 7), the Faculty Coordinator for Internship will decide on the suitability of the company and the topic, taking into account, if necessary, the opinion of the coordinator responsible for the student's chosen specialisation.

Internship Locations Abroad

(5) ³⁴⁶ The internship can also be completed abroad. Applications for internships abroad must also be submitted by filling out the electronic Application Form, by the deadlines and regulations announced in the academic calendar and on the Faculty's official website. The Faculty Coordinator for Internship at the Academic Administrations Office collects the applications. The Faculty Coordinator for Internship will decide on the suitability of the location and the topic. The duration of internship abroad is generally a continuous 320 hours in Bachelor's programs and 240 hours in Master's programs. Internship abroad can be completed with Erasmus+ support or at the student's expense. The Faculty does not cover the costs of professional practice completed abroad.

Dates for Internships

Section 5 (1) ³⁴⁷ The total workload required for the internship, as specified in the Training and Outcome Requirements, is 320 hours in the Bachelor's program in Computer Science Engineering and 240 hours in the Master's program.

(2) ³⁴⁸ ³⁴⁹ In line with the principles stated for the purpose of the internship, the internship is primarily related to the chosen specialization or to the topic of the thesis/diploma work, TDK report, or Tutored Research Project / Thesis Work I. Therefore, the Faculty mainly supports

³⁴¹ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³⁴² Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³⁴³ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³⁴⁴ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³⁴⁵ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³⁴⁶ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³⁴⁷ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³⁴⁸ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³⁴⁹ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

periods when students have already chosen their specialization and are working on their thesis/diploma work, TDK report, or TRP/Thesis Work I tasks. In justified cases, the Faculty may also accept earlier dates.

(3) The recommended time for completing the internship is the summer after the 6th semester for the Bachelor's program, and after the 2nd semester for the Master's program, as outlined in the curriculum. An internship that starts in the summer can also be completed in the following fall semester.

(4) ³⁵⁰ The internship can be started *after the summer following the fourth active semester* in the Bachelor's program and *after the completion of the first active semester* in the Master's program.

(5) ³⁵¹ The internship can also be completed during the study period, as long as it does not interfere with the student's studies.

(6) A student can only receive the pre-degree certificate (abszolutórium) after completing the internship.

Course Registration in the Neptun System

Section 6 (1) The Internship course must be registered in the Neptun system as follows:

(2) If the internship is completed during the study period, the course must be registered for in the given semester;

(3) If the internship is completed or started during the summer, the course must be registered for in the following fall semester.

Application for the Internship

Section 7 (1) Applications for the internship are submitted to the Faculty Coordinator for Internships at the Academic Administrations Office (AAO) by filling out the electronic Application Form.

(2) ^{352 353 354} The Application Form can be downloaded from the Faculty's official website.

Applications can be made for positions announced by the partners with which the Faculty has contracts, as published on the AAO's official website. In justified cases, deviations from this can be allowed with prior permission from the Faculty Coordinator for Internships, two months before the planned start of the internship.

The Faculty Coordinator for Internships at the AAO forwards the submitted applications to the Faculty Coordinator for Internships, who assesses the suitability of the topic and the location and, if necessary, suggests modifications. The Faculty Coordinator for Internships at the AAO informs students about incomplete applications from an administrative or professional point of view, require modification, or may be rejected.

³⁵⁰ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³⁵¹ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³⁵² Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³⁵³ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

³⁵⁴ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

(3)^{355 356} The application deadline is set according to the duration required by the Training and Outcome Requirements for the internship, as per the academic calendar and the dates announced on the Faculty's official website.

Execution of the Internship

Section 8 (1)^{357 358} The tasks to be completed during the internship are detailed in the Task Sheet, which is approved by the Faculty and defined by the company supervisor (the form can be found on the Faculty's official website).

(2) During the internship, students work under the supervision and guidance of the company supervisor. The start and end of work are determined by the company's working schedule.

(3) Students must familiarise themselves with and comply with the company's current safety and occupational health regulations.

(4) The internship is part of the student's academic status.

Acceptance and Evaluation of the Internship

Section 9^{359 360} (1) At the end of the internship, the company supervisor prepares a brief evaluation of the student's work on the Certificate of Completion and verifies the completion of the internship with their signature (the form can be found on the Faculty's official website). Students must also prepare a written report according to the template developed by the Faculty Coordinator for Internships. The report may be written in Hungarian or English, but it must be written in English for internships completed abroad. (The form can be found on the Faculty's official website).

(2)³⁶¹ The submission deadline for the report and evaluation is determined by the Faculty Coordinators for Internships at the beginning of each semester. They decide - primarily based on the company supervisor's opinion - whether to accept the report (in consultation with the coordinator of the student's chosen specialisation if necessary). The Faculty Coordinator for Internships confirms the completion of the internship by signing the Certificate of Completion. The evaluation uses a three-level scale: 1. Excellent, 2. Satisfactory, 3. Unsatisfactory. The grade is entered into the Neptun system.

Responsibilities of the Academic Coordinators for Internships

Section 10³⁶² (1) The responsibility of the Academic Coordinator for Internships is to oversee the smooth execution of the internship programs for each degree and program in collaboration with the Administrative Coordinator for Internships at the Academic Administrations Office (AAO).

³⁵⁵ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³⁵⁶ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³⁵⁷ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³⁵⁸ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³⁵⁹ Amended by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³⁶⁰ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

³⁶¹ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³⁶² Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

- (2) They provide information sessions for students regarding the execution of the internship.
- (3) They develop the necessary forms, templates, and sample cooperation agreements to be signed with companies.
- (4) They review incoming applications, verify the host institution's professional accreditation, and decide whether the topic is suitable for an internship.
- (5) ³⁶³ Based on the report and the company supervisor's evaluation, they decide whether to accept the report (if necessary, consulting the coordinator of the student's chosen specialisation) and confirm the internship by signing the Certificate of Completion.

Responsibilities of the Academic Administrations Office

Section 11 (1): The Head of the Academic Administrations Office (AAO) assigns an Internship Coordinator (Administrative Internship Coordinator) to coordinate internship tasks.

- (2) The Administrative Internship Coordinator's duty is to cooperate fully with the Faculty Coordinators for Internships.
- (3) Together with the Faculty Coordinators for Internships, the Administrative Internship Coordinator prepares the cooperation agreements to be signed with companies and any amendments to existing contracts and submits them to the Dean for signature.
- (4) The Administrative Internship Coordinator receives and collects student applications, forwards them to the relevant Faculty Coordinator for Internships for approval, registers them, and facilitates their execution.
- (5) The Administrative Internship Coordinator collects the Task Sheets and provides students with the necessary information to begin their work.
- (6) They maintain up-to-date records of internship locations and students applying for internships.
- (7) The Administrative Internship Coordinator collects the written reports and evaluations from the company supervisors and forwards them to the appropriate Faculty Coordinators for Internships for approval. They archive the documents proving the internship completion (Task Sheet, Certificate of Completion, Internship Report).
- (8) ³⁶⁴ The Administrative Internship Coordinator enters the internship-related data and the internship grade into the Neptun system.

Rules for Organizing and Completing Internships at Internal Internship Locations

Section 12 (1) An internal internship location is an organisational unit that has the necessary personnel and material conditions to conduct the internship.

- (2) The internship is located at the headquarters or branch of the internal internship location, which is physically located at 1083 Budapest, Práter u. 50/a.
- (3) Before the internship begins, the staff member responsible for internships at the Academic Administrations Office (AAO) must coordinate with the representative of the internal internship location regarding the specific students participating in the internship.

³⁶³ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³⁶⁴ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

Section 13 (1) ³⁶⁵ The Faculty acknowledges that if the continuous duration of the internship is less than six weeks, the internal internship location is not required to pay the students participating in the internship. The internal internship location acknowledges that if the internship lasts for six weeks or more, it is required to pay the student at least 15% of the mandatory minimum wage on a weekly basis. The internal internship location may choose to pay a higher amount or provide payment even when it is not mandatory, and it may set the amount at its discretion.

Section 14 (1) The internal internship location must employ the student in a professional field corresponding to their studies and assign a supervisor (practice leader) to direct the student's local activities.

Section 15 The internal internship location is obligated to:

- a) Direct, monitor, and supervise the student's on-site activities with the utmost care.
- b) Immediately notify the faculty supervisor responsible for internships of any issues regarding the student's activities, behaviour, or the execution of the internship.
- c) Provide a written evaluation of the professional knowledge and competencies the student acquired during the internship and submit it to the Faculty at the end of the internship. The Faculty is entitled to determine the content and format requirements for the evaluation.

Section 16 (1) ³⁶⁶ The internal internship location is required to protect the life, physical safety, and health of the student during the internship and in connection with it, and to provide the necessary facilities, equipment, and protective gear for the completion of the internship. The Faculty does not take responsibility for the student's behaviour. According to the relevant provisions of the National Higher Education Act, the student is liable for any damage caused to the Faculty or the internship location through their conduct.

(2) The Faculty is required to:

- a) Take responsibility for the students in organising the internship as part of the study program.
- b) If students are directed to the internal internship location based on applications, organise the internship in cooperation with it according to the provisions of this regulation.
- c) Provide the internal internship location with the necessary data and information in a timely manner.
- d) Based on the evaluation from the internal internship location, evaluate the practical competencies as part of the complex development process of professional skills.

Section 17 The internal internship location is responsible for arranging any necessary contracts with the students or individuals involved in the internship organisation on its behalf, in its own name, and at its own expense, particularly with regard to the obligation to conclude a student employment contract.

³⁶⁵ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³⁶⁶ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

Annex 4 ³⁶⁷
Academic Matters for Students
Participating in International Exchange Programs ³⁶⁸

³⁶⁷ Enacted by Decision 6 of August 2, 2019 of the Faculty Council. Effective as of August 15, 2019.

³⁶⁸ Faculty additional provision was repealed by Decision 25 of July 27, 2023 of the Faculty Council. Repealed as of August 15, 2023.

Annex 4 ³⁶⁹
Academic Matters for Students
Participating in International Mobility Scholarship or Internship Programs

General Provisions

Section 1 (1) The Education and Exam Regulations provisions shall apply to students participating in an international mobility program or internship with a scholarship, based on international or institutional agreements, with the following additions.

(2) Appendix 4 of the Education and Exam Regulations is to be interpreted in accordance with the document titled “INSTITUTIONAL PROCEDURES FOR THE ERASMUS+ KA103 PROGRAM WITH FACULTY SUPPLEMENTS OF PÁZMÁNY PÉTER CATHOLIC UNIVERSITY, Faculty of Information Technology and Bionics.”

(3) The provisions outlined in this regulation primarily apply to the Erasmus+ scholarship program, but they shall be applied as appropriate to all similar scholarship programs (e.g., CEEPUS).

Application Requirements for the Erasmus Scholarship Program

Section 2 (1) Students may apply for an Erasmus+ student mobility scholarship for study mobility or an internship if:

- a) They are enrolled at the Faculty of Information Technology and Bionics of Pázmány Péter Catholic University at the time of application and have active student status;
- b) They possess the necessary language proficiency required to pursue studies abroad;
- c) For students in a **Bachelor’s (BSc) program**, an additional requirement is to complete at least 2 semesters by the time of application.

(2) The current call for applications may specify additional conditions for application submission.

(3) The call for applications details the method of submission and the required attachments.

Rules Regarding Student Status and Course Registration

Section 3 (1) The faculty coordinator informs the student’s academic coordinator about the awarded Erasmus+ or CEEPUS scholarship.

(2) In the case of other scholarship programs, the student is required to notify their academic coordinator about the awarded scholarship and its details by the last day of the registration period at the latest.

Section 4 (1)

- a) Students who have been awarded a scholarship must register for an active semester at PPKE ITK for the duration of their foreign mobility program.
- b) Due to their foreign mobility, the student is entitled to an individual curriculum; a separate application for this is not required.

³⁶⁹ Enacted by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

- c) The student must coordinate the specific details of the individual curriculum with each of the involved lecturers (e.g., exemption from class attendance, online exam options, etc.).

(2)

- a) *Bachelor's (BSc) or Master's (MSc) students* awarded a study mobility scholarship are required to register for at least 12 ECTS credits of professional courses at the partner institution for the duration of their foreign exchange.
- b) The minimum number of credits for *PhD students* will be determined individually in consultation with the head of the Doctoral School.
- c) If the number of credits set by the host institution does not comply with the ECTS guidelines, the International Mobility Committee of the faculty (hereinafter: Committee) will determine the minimum requirement individually, based on recommendations from the Erasmus+ coordinators.

(3) If needed, the student may also register for courses at their home institution during the mobility period and the courses taken at the foreign institution (in consultation with their academic advisor).

- a) The lecturer must approve all courses registered at the home institution (individual curriculum) before registration.
- b) Courses taken at the home institution will not count towards the minimum credit requirement specified in Section 4 (2).

(4) If the student fails to meet the required 12 ECTS credits during the mobility period, the following procedure applies:

- a) If the student completes between 10 and 12 ECTS credits at the partner institution, they must justify this in a formal request to the Committee. Based on the Committee's assessment, the student may be required to repay part of the scholarship, but no more than half of the amount.
- b) If the student completes fewer than 10 ECTS credits (excluding cases of force majeure), the Committee may require the student to repay the full scholarship amount. In cases of force majeure, the Committee will decide based on the student's request, the related documents, and the reasons provided.

Recognition of Courses Completed Abroad

Section 5 (1) The primary purpose of participating in a study abroad program is to acquire professional knowledge and experience,

- a) which aligns with the student's curriculum, allowing the student to complete compulsory subjects while participating in mobility;
- b) and/or complements the knowledge provided by the subjects offered by the Faculty with specialised knowledge that cannot be acquired at the home university.

(2) The goals outlined in paragraph (1) are supported by the Faculty, in cooperation with the Faculty Erasmus+ Coordinator, the Committee, the Erasmus+ Academic Advisor, and the Credit Transfer Committee.

(3) The Faculty Erasmus+ Coordinator maintains, organised by the partner institution, and makes available to students a list of subjects whose completion abroad, within the framework of the Erasmus+ scholarship program, is automatically recognised by PPKE ITK as fulfilling a compulsory subject in the domestic study program or as an elective subject.

(4) The Credit Transfer Committee (with the common Hungarian abbreviation: KÁB) decides whether subjects completed abroad are accepted as professional subjects and whether they can be considered equivalent to any subjects in the domestic study program.

(5) For subjects that comply with ECTS guidelines, the KÁB proceeds according to domestic accreditation rules concerning subject equivalency.

- a) If the subject completed abroad is equivalent, based on its syllabus, to a subject in the curriculum, the Faculty will accept the subject for the credit value specified in it.
- b) If the KÁB decides that the subject completed abroad is not equivalent to any subjects offered by the Faculty, the subject is recorded based on the KÁB's decision.

(6) For subjects not covered under point (5), the KÁB will determine equivalency and domestic credit value based on the opinion of the Erasmus+ Academic Advisor(s) and the respective subject coordinator(s).

(7) The registration and updating of the KÁB decisions proceed as follows:

- a) The Faculty Erasmus+ Coordinator records and updates decisions made under paragraph (5) as necessary.
- b) The positions related to the subjects listed under paragraph (3) must be reviewed at least every three years, or sooner if students' further subject recognition makes it necessary.
- c) A review of subjects listed under paragraph (3) within three years can be requested by:
 - o Any member of the KÁB,
 - o The Erasmus+ Academic Advisor(s),
 - o The respective subject coordinator(s),
 - o A student participating in a study abroad program during the current semester involving the given subject.

(8) The conversion of foreign grades to the Hungarian five-grade or three-grade scale is based on the KÁB decision:

- a) For subjects compliant with ECTS guidelines, according to ECTS principles;
- b) For subjects not covered under point (a), according to a system developed by the KÁB in alignment with the regulations of the foreign partner institution and the respective country's customs.

Section 6 (1): Students participating in a mobility program select the subjects they intend to take during their mobility based on their academic advisor's and the Erasmus+ Academic Advisor's recommendations, considering their personal interests and specialisation.

(2) In applying for an internship abroad, the student, considering their academic advisor's recommendations, independently seeks an internship site that aligns with their studies.

(3) If a student travels to a partner university for an internship mobility program, and the partner university permits it, the student may also take subjects at the partner university during the internship. However, partner universities are not required to allow course enrolment during professional internship mobility.

(4) The student's personalised Learning Agreement *or* Training Agreement - approved by the host institution, the home institution, and the student - regarding their mobility for studies or internship, is signed on behalf of the sending institution by the Faculty Erasmus+ Coordinator after the Erasmus+ Academic Advisor's approval.

Recognition of Courses Completed Abroad and Closing the Semester

Section 7 (1) Concerning the recognition of courses taken abroad, the student may choose from the following options:

- a) The student may initiate the recognition of the given subject during the mobility semester (via the preliminary credit transfer procedure). If accepted, the subject will be recorded in the semester's transcript and included in the student's various averages.
- b) The student may initiate the recognition of the given subject in a semester following the mobility (within the framework of the standard KÁB procedure). If accepted, the subject will be recorded as a special entry in the transcript and will not be included in the student's various averages, but it will count towards the credits required for the pre-degree certificate.
- c) The student may choose not to request recognition of the subject. In this case, it will only be counted towards the Erasmus+ scholarship completion requirements and will not count towards the student's academic performance at home.

(2) If the student wishes to have the subject recognised during the mobility semester according to Section 7 (1) a), the student must initiate the recognition process by the deadline specified in Section 48 (2) of the Education and Exam Regulations (November 15 / April 15), in accordance with the general rules of preliminary credit recognition.

(3) If the student wishes to have the subject recognised in a later semester following the mobility, as per Section 7 (1) b), the general rules of credit recognition apply.

Section 8 (1) For subjects that can be automatically recognised according to Section 5 (3), where there is a valid KÁB decision, the student must initiate the KÁB procedure as follows:

- a) The request must be submitted to the Academic Administrations Office using the designated form.
- b) No additional attachments are required.
- c) There is no need to carry out the actual credit transfer procedure.

(2) For foreign subjects that have not previously undergone the KÁB procedure, or for which the related KÁB decision is more than three years old, the student must initiate the KÁB procedure as follows:

- a) The request must be submitted to the Academic Administrations Office using the designated form.
- b) The request must be accompanied by a detailed syllabus of the subject abroad, including the weekly and semester contact hours and the credit value abroad.

(3) Subjects taken and completed abroad that are accepted by the KÁB are recorded based on the KÁB's decision as follows:

- a) In the case of preliminary credit transfer, the Faculty Erasmus+ Coordinator will record the subject in the student's transcript for the given semester.
- b) In the general credit transfer procedure, the student's academic coordinator will record the subject as a special entry in the transcript.

(4) The credit recognition procedure requested under Section 8 (2) is free of charge.

Section 9 (1) The student must upload the Transcript of Records confirming the completion of their subjects abroad to the Mobility Online system within five weeks of their return. If the host institution sends this document to the student later, the student must upload it within two weeks of receiving it.

(2) If the student has initiated a preliminary credit recognition procedure, the student's academic coordinator will close the student's semester spent abroad under the Erasmus+ scholarship program - differing from the general rules- taking into account the deadlines specified in Section 49 of the Education and Exam Regulation (no later than October 15 or March 15 of the following academic semester).

(3) If the student did not request preliminary recognition of any subjects during the mobility semester, the student's semester can be closed according to the general deadlines.

Section 10 (1) In the case of preliminary credit recognition, after receiving the Transcript of Records, the Erasmus+ Coordinator will enter the grades into the Neptun system.

(2) Subjects accepted through the preliminary or final credit recognition process under the Erasmus+ program are included in the total number of credits accumulated by the student and will also appear in the Diploma Supplement received after graduation.

(3) Regarding the student's Erasmus+ scholarship period, the Faculty Erasmus+ Coordinator will record the fact of the Erasmus semester in the Neptun system on the Mobility subpage, and the student's academic coordinator will record it in the official registration interface, no later than upon the closure of the mobility period.

Section 11 (1) The delayed closure of the study abroad semester, as specified in Section 9 (2), does not prevent the student from enrolling in the next semester of their domestic program in accordance with the general rules.

Recognition of Erasmus+ Internships as Mandatory Professional Internships

Section 12 (1) An internship completed under the Erasmus+ program can fully substitute for the mandatory professional internship required by the student's study program.

(2) If a student wishes to complete their mandatory internship under the Erasmus+ program, the internship must comply with both the Erasmus+ regulations and the rules governing the mandatory professional internship.

(3) The Erasmus+ internship can only be substituted for the mandatory internship upon the submission of the general documents required for internships to the Academic Administrations Office.

Self-Financed Students

Section 13 If a student participating in a study abroad program is a self-financed student, they must continue paying their tuition fees during the period of the Erasmus+ scholarship.

Study Scholarship

Section 14 (1) For state-funded students participating in an Erasmus+ mobility program whose academic semester is closed later according to Section 9 (2), the Faculty Student Union (HÖK) may propose to the Dean the allocation of a separate study scholarship budget according to the general rules.

(2) The Faculty Student Union (HÖK) may, from the budget approved by the Dean, award a study scholarship to the students mentioned in paragraph (1) after the closure of their semester spent on study abroad.

(3) For students participating in an Erasmus+ mobility program, the amount of the study scholarship may be determined based on the normal academic average, in deviation from the general rules, if this is more favourable for the student, according to the decision of the HÖK.

(4) After an Erasmus+ internship semester (when the student does not register for credits), the study scholarship is determined based on the student's academic performance in the semester before their departure.

Annex 5 ^{370 371}

Foundation Semester

Students enrolled in a master's program who must participate in the foundation semester as indicated in their admission decision must complete this program.

The student must register for all subjects during the first semester of the foundation semester, following successful enrolment.

The foundation semester subjects are taught in a modular system. Students must take exams or obtain practical grades for every subject at the end of each module.

The student may only register for subjects in the master's program if they have completed all subjects in the foundation semester.

³⁷⁰ Amended by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

³⁷¹ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

Annex 6 ³⁷²

Graduation Guide for Students in Postgraduate Specialist Training Programs

Pre-Degree Certificate (Absolutorium)

Section 1 After obtaining the pre-degree certificate, the student may no longer register for an active semester in the study program.

Thesis

Section 2 (1) The thesis is a specialised paper required by the training and outcome requirements, which must be completed and defended by the student to obtain the degree.

(2) A thesis must be completed in postgraduate specialist training programs.

(3) ³⁷³ The Faculty announces each study program's thesis topics at the beginning of the course registration period. The student must select a thesis topic and a supervisor by the end of the course registration period of the semester in which they finish their studies. Late thesis topic registration is possible, subject to a late fee, until the deadline specified in the semester's schedule. Late registration is handled by the Academic Administrations Office.

(4) ³⁷⁴ If the topics of two or more students are closely related, the topic declaration and the thesis must be handled separately. Each student must submit their own topic declaration and thesis, ensuring that their individual work and results are clearly distinguishable.

Thesis Topic Selection ³⁷⁵

Section 3 (1) ³⁷⁶ The thesis topic is selected and registered through the Neptun system. The supervisor provides the title of the topic and a description of up to 1,000 characters detailing the student's tasks. The student registers for a listed topic. The supervisor then decides whether to support or reject the student's topic selection.

(2) The Head of Program must approve the thesis title, topic, and supervisor within two weeks.

(3) ³⁷⁷ The approved thesis topic declaration is part of the thesis.

(4) ³⁷⁸ Thesis topic selections that are not supported or approved during the topic registration period can be invalidated. The Academic Administrations Office handles the invalidation of topic declarations.

(5) ³⁷⁹ Thesis topics supported and approved during the topic registration period cannot be invalidated during the same semester.

(6) ³⁸⁰ Modifications to a supported and approved topic selection can be made in subsequent semesters by invalidating the previously approved topic declaration and submitting a new topic

³⁷² Enacted by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

³⁷³ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

³⁷⁴ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

³⁷⁵ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

³⁷⁶ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

³⁷⁷ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

³⁷⁸ Enacted by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

³⁷⁹ Enacted by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

³⁸⁰ Enacted by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

declaration. The invalidation of the topic declaration is carried out by the Academic Administrations Office.

(7)³⁸¹ The title of the thesis can be adjusted after the topic selection is supported and approved but before the thesis is submitted. The supervisor is responsible for modifying the title.

Supervision

Section 4 (1) The supervisor guides the student in preparing the thesis. The supervisor should preferably hold a scientific degree (PhD) but must at least be a recognized expert in the field with qualifications that match the level of the student's program.

(2) If the supervisor is not an active instructor or researcher employed by the Faculty, an internal advisor meeting the above requirements must also be selected to assist with the thesis.

(3) The supervisor is responsible for the professional content of the work, adherence to the formal requirements outlined in these regulations, and ensuring that the thesis is of a quality appropriate to the level of study. If the student has an internal advisor, the advisor is responsible for ensuring compliance with the formal requirements outlined in these regulations.

Reviewer Proposal

Section 5 (1)^{382 383} Based on the student's progress, the supervisor or internal advisor submits the "*Proposal for a Reviewer*" by the deadline specified in the semester schedule. In this document, the supervisor proposes the reviewer for the thesis.

(2)³⁸⁴ If the student has an internal advisor, the Proposal for a Reviewer must be submitted by the advisor.

(3) In cases where there are multiple supervisors, any of the supervisors is authorized to submit the document.

Section 6 (1) The thesis must be written in the language of the program. The topic proposal must be submitted in the same language as the future thesis.

(2)³⁸⁵ The thesis must be submitted electronically through the Neptun system.

Formal Requirements for the Thesis

Section 7 (1) The minimum length of the thesis (excluding the title page, topic proposal, declaration, acknowledgements, appendices, table of contents, tables, formulas, figure descriptions, and bibliography) is 30,000 characters, not including spaces.

(2) Required formatting: 1.5 line spacing, 11 pt font size, with a serif font family (e.g., Times New Roman), margins of 2.5 cm on all sides, and a 1.25 cm binding margin. The printed version of the thesis should preferably be formatted in a double-sided layout.

(3) Chapters must be numbered using a decimal system, and pages must be numbered.

³⁸¹ Enacted by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

³⁸² Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023

³⁸³ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

³⁸⁴ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

³⁸⁵ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

(4) Figures must be inserted in the appropriate places, numbered using a decimal system (e.g., Figure n), and given descriptive titles. Tables must also be inserted in the appropriate places, numbered using a decimal system (e.g., Table n), and provided with descriptive titles.

(5) Larger amounts of source code, circuit diagrams, measurement data, etc., must be included as appendices. Source code must be uploaded to a publicly accessible repository, with all necessary project files and settings provided, and the URL to this repository must be included.

(6) Literal quotations should only be used in exceptional cases (e.g., stating a theorem or definitions). Except for theorems, literal quotations or their translations must be enclosed in quotation marks, with the source cited immediately after the quoted section.

(7) For any figure or table that is not the student's original work, the source must be indicated in the figure/table title.

(8) The bibliography of used references must be listed in a consistent format, according to the conventions of the field, at the end of the thesis (e.g., IEEE or Nature format). All publications cited in the bibliography must be referenced appropriately within the text.

The Structure of the Thesis

Content requirements:

Section 8 (1) Title page

("Thesis Work", author's name, title, study program, academic advisor, consultant - if applicable - year of submission)

(2) ³⁸⁶ **Thesis Topic Declaration, downloaded from the Neptun system.**

(3) ³⁸⁷ **The student's declaration of independent work**, with a handwritten signature:

"I, the undersigned, student of the Faculty of Information Technology and Bionics at Pázmány Péter Catholic University, hereby declare that I prepared this thesis independently, without unauthorised assistance, and used only the specified sources in the thesis. I have clearly indicated, with proper citation, any parts I have directly quoted, paraphrased with identical meaning, or translated from another language differing from the language of the thesis. I have not submitted this thesis in any other study program. I assume professional and ethical responsibility for the statements, accuracy of references, and conclusions formulated in this thesis."

(4) **Table of Contents** following the formatting requirements of the thesis.

(5) **A summary (abstract) of at least 2000 characters**, no more than two pages in length, in the language of the thesis.

(6) Recommended structure:

- a) **Introduction:** Context of the work, professional justification, motivations, objectives, and a summary of the tasks completed. Brief overview of the structure of the thesis/diploma thesis.
- b) **Detailed Background:** Literature review, presentation of similar works, and conclusions drawn by the author. An *independent, critical analysis* of the relevant literature.

³⁸⁶ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

³⁸⁷ Amended by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

- c) **Design/Applied Methodology/Technologies:** Detailed description of the professional background relevant to solving and implementing the tasks related to the thesis topic.
- d) **Presentation and Evaluation of Results:** Detailed presentation and critical analysis of the obtained results or product.
- e) **Conclusion:** Summary of the completed tasks compared to the set objectives. Suggestions for further steps, open questions, and an outlook.

(7) A detailed and accurate **bibliography** as per Section 7, Paragraph (8).

(8) Any **appendices**, or a list of them if applicable.

(9)³⁸⁸ A mandatory appendix must provide a list of artificial intelligence tools used in the thesis preparation, specifying where and for what purpose the student applied them.

- Each instance of AI tool use should include the input (prompt) provided to the AI tool and its response (text, image, code). If multiple prompts were used to refine the final response, these additional refinements must also be summarised.
- Language and grammar checkers, as well as translation tools used, must also be listed.
- Additionally, any tools used to generate or expedite the creation of software code must be specified.

Section 9³⁸⁹ (1) The thesis must be uploaded electronically in the Neptun system before the final exam, by the deadline specified in the faculty announcement. The uploaded file name must include the student's name, the faculty code, and the academic advisor's name, or, if applicable, the consultant. Any additional appendices related to the thesis (such as program code or test results) must be referenced within the thesis, ensuring they are accessible to the reviewer and the committee.

(2) The thesis may still be uploaded within one week following the deadline specified in the faculty announcement, subject to the late fee payment.

Evaluation of the Thesis

Section 10 (1) The thesis must be reviewed. The reviewer is appointed by the Dean or their Vice Dean upon the recommendation of the academic advisor. Deadlines are regulated by the Education and Exam Regulations in Section 40 (9). The review must be made accessible to the student through the Neptun system to allow adequate preparation for the defence.

(2) In the case of a review better than *fail*, the student must present their work in the oral defence.

(3) The oral defence consists of a ten-minute presentation prepared in advance. After the presentation, the Committee has five minutes to ask questions and listen to the student's responses. If justified, the committee may adjust the time limit for the discussion.

(4) Mandatory elements of the presentation:

First slide: information from the title page of the thesis (title of the thesis, academic advisor, consultant (if any), graduating student's name, name of the University and Faculty).

Last slide: summary, corresponding to the summary of the thesis.

³⁸⁸ Enacted by Decision 19 of July 31, 2024 of the Faculty Council. Effective as of August 15, 2024.

³⁸⁹ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

(5) The reviewer makes a recommendation for the grading of the diploma thesis. The final grade for the diploma thesis is determined by the Final Exam Committee. The grade is recorded in the Neptun system based on the Final Exam Report.

Confidentiality of the Diploma Thesis

Section 11 (1) Confidentiality of the diploma thesis is only permitted in *particularly justified* cases.

(2) The student must submit a request addressed to the Vice Dean for Research by the deadline for submitting the reviewer's recommendation, using the official form available on the Faculty website.

(3) The Vice Dean for Research will evaluate the request, and if permission for confidentiality is granted, the approval must be attached to the diploma thesis.

(4) In the case of a thesis with confidentiality approval, only the Committee participates in the defence. After the defence, the confidential diploma thesis must be stored so that only signatories to the agreement can access it within the timeframe specified in the confidentiality agreement. After this period, the thesis becomes public.

Calculation of the Diploma Grade; Diploma with Honours

Section 12 (1) Calculation of the diploma grading in the case of post-graduate certificates:

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 credits acquired by the student during his/her studies: 50%, i.e. a weighting of 0.50

The diploma rating can be: *excellent* (4.50–5.00), *good* (3.50–4.49), *satisfactory* (2.50–3.49), or *pass* (2.00–2.49). To calculate the rating, rounding to two decimal places should be done by truncating any decimal values beyond the second decimal place. (For example, 4.499 rounds to 4.49)

(2) A diploma with honours is awarded to a candidate who:

- a. achieves an *excellent* grade,
- b. has a weighted study average of at least 4.00 for the entire study period,
- c. has no grades below *satisfactory*,
- d. and has no uncompleted subjects.

The criteria specified in point d) is not assessed for subjects completed within the framework of an international mobility program.

Annex 7 ³⁹⁰

Regulations for Students Participating in Dual or Joint Degree Programs in Cooperation with Foreign Partner Institutions

Special Rules for Preparing the Diploma Thesis

Section 1 ³⁹¹ The student must select the topic and supervisor for the diploma thesis no later than the first week of the final semester of their studies.

Section 2 Both instructors from the partner institutions and instructors employed by the Faculty are considered supervisors.

Section 3 ³⁹²

Section 4 The guidelines regarding the length and structure of the diploma thesis are determined by the agreements made with the partner institutions. These guidelines must be published on the official Faculty website relevant to the program.

Professional Internship

Section 5 (1) Any of the higher education institutions participating in the collaboration can announce the internship location.

(2) In addition to the announced locations, an external internship location may also be selected, subject to the regulations of the respective institution. In the case of the Faculty, the general rules for professional internship locations apply.

Section 6 The internship may take place during the same semester as the preparation of the diploma thesis. In this case, the Head of Program determines the rules regarding the reporting and completion of the internship.

Section 7 The administrative process for the professional internship may differ from the details outlined in Appendix 3. The applicable regulations are determined by the institution that announced the professional internship location or signed a contract with the external location chosen by the student.

Section 8 The person responsible for the professional internship is assisted by the program's designated academic coordinator and the international program coordinator in handling the administrative tasks related to the professional internship.

Confidentiality of the Diploma Thesis ³⁹³

Section 9 In the case of programs implemented through international collaboration, the rules for confidentiality of the diploma thesis, detailed in Appendix 1, must be applied with the following modifications.

Section 10 (1) In the case of a defence held at a partner institution, the request for confidentiality must be submitted to the partner institution by the deadline for submitting the reviewer proposal.

³⁹⁰ Enacted by Decision 23 of July 25, 2022 of the Faculty Council. Effective as of August 15, 2022.

³⁹¹ Amended by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023

³⁹² Repealed by Decision 19 of July 31, 2024 of the Faculty Council. Invalid as of August 15, 2024.

³⁹³ Enacted by Decision 25 of July 27, 2023 of the Faculty Council. Effective as of August 15, 2023.

(2) If the partner institution grants confidentiality for the thesis, the relevant Faculty academic coordinator records the fact of confidentiality in the Neptun system, based on the notification from the partner institution.

(3) The confidentiality agreement is signed between the student and the partner institution where the student defends their thesis.