ORGANISATIONAL AND OPERATIONAL RULES AND REGULATIONS

OF THE UNIVERSITY OF DUNAÚJVÁROS

VOLUME III

STUDENT REQUIREMENTS FRAMEWORK

CHAPTER 2

STUDIES AND EXAMINATIONS REGULATIONS

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I. GENERAL PROVISIONS

§ 1: The Scope of the Regulations

(1) The scope of the Regulations shall apply to all persons enrolled at the University as students (bachelor's and master's degree program, tertiary vocational program, postgraduate specialization program, part-time training), regardless of their nationality, who are enrolled as students at the University (hereinafter: students) and persons involved in the delivery of training, whether employed in the framework of a job or other employment relationship or based on a competitive tendering procedure.

(2) In addition to full-time students, the Regulations shall apply mutatis mutandis to the academic and examination matters of part-time students, unless otherwise provided for by law.

(3) The Regulations shall also apply to students who have a visiting student status with the University during their studies at the University.

(4) The exceptions provided for by the law shall apply to students pursuing training to acquire partial knowledge.

(5) The regulations on student fees and Benefits in connection with matters of studies that are payable by students of the University are set out in the Regulations on Student Fees and Benefits, Chapter 3, Student Requirements Framework (hereinafter referred to as the "Regulations on Student Fees and Benefits".

(6) New or amended studies and examination requirements shall be introduced in ascending order. An exception to this is the requirement to obtain a signature, which applies to all students and further, where required by law or other legal regulations.

(7) All matters relating to the student's studies and student status (including examination activities after the student's student status but also in connection with the studies) shall be considered as matters relating to studies and examinations.

(8) The provisions of these Regulations shall apply to matters relating to students' fees, benefits, and disciplinary and compensation matters, subject to the exceptions set out in separate regulations.

(9) Applications concerning students shall be submitted exclusively via the Neptun system (hereinafter referred to as Neptun) during the application period using the form provided for this purpose, according to the subject of the application. A deviation from this may be allowed only on exceptional occasions (e.g., due to participation in a mobility program).

§ 2: Basic concepts

Definitions and terms used in the Regulations and the application of the Regulations are set out in Annex 1 to the Regulations.

§ 3: Bodies acting in the first instance in matters of studies and examinations

(1) In matters of studies and examinations at the University, the following bodies and persons (hereinafter referred to as "bodies") may act in the first instance, in their own or delegated powers as defined in these Regulations:

a) Rector

b) Academic Vice-Rector,

c) Director of Higher Education,

d) Head of Study Office,

e) Director of the Institute, Director General (in the case of the Teacher Training Centre)

f) Academic Studies Committee (ASC),

g) Credit Transfer Committee (CTC),

(2) In academic studies matters initiated ex officio, the Director of Higher Education shall act in the first instance, unless otherwise provided for by law or regulations.

(3) In academic studies matters initiated by the student, unless otherwise provided for by law or regulations, in particular, except equity specified in § 9 of these Regulations, the Academic Studies Committee shall act.

(4) In cases concerning the acceptance of credit transfer, the Credit Transfer Committee shall act in the first instance by the provisions of § 49 (5) to (7) and § 113 (3) to (4) of the National Higher Education (hereinafter: the NHE Act) .

(5) The Academic Vice-Rector, after consulting the Head of the Legal Office, shall act in cases of equity by the powers delegated to him by the Rector, on the recommendation of the Director of Higher Education.

(6) Applications shall be considered by bodies and persons authorized by the procedure laid down in the regulations and rules of procedure applicable to the application in question.

§ 4: Examination of jurisdiction

(1) The body responsible for the studies and examination procedure shall examine its jurisdiction at all stages of the procedure. If it finds that it lacks jurisdiction, it shall without delay refer the matter to the competent body and shall at the same time inform the student or the proxy, the latter if acting by proxy.

(2) If the competent body cannot be identified, or if the matter should be referred to a body that has already established that it lacks jurisdiction, the Academic Studies Committee shall act in the first instance in all academic studies matters that are not referred by legislation or regulations to another body.

(3) In addition to the matters referred to in (2), the Academic Vice-Rector shall be entitled to designate the body to act within 15 days of receipt of the request to that effect. This period may be extended once for a further 15 days.

§ 5: Academic Studies Committee

(1) The Academic Studies Committee (hereinafter referred to as the ASC) shall consist of 6 members. Its chairperson is the Director of Higher Education, its members are the Equal Opportunities Coordinator and one member is appointed by the Academic Vice-Rector from among the teachers employed by the University. The number of student members of the ASC is three. The student members of the ASC are delegated by the students as defined in the Statutes of the University's Student Council. The term of office of the members of the ASC is one year. Members of the ASC are required to make a declaration of assets and liabilities by their office. The Head and the Group Leaders of the Study Office are invited to attend the meeting as permanent members with consultation rights.

The term of office of a teacher member of the Academic Studies Committee shall be terminated:

a) by resignation,

b) by recall,

c) termination of employment,

d) at the end of his/her term of office,

e) in the event of disciplinary sanction,

f) death.

(2) The term of office of a student member of the Academic Studies Committee shall be terminated:

a) by resignation,

b) by recall,

c) termination of his/her student status,

d) suspension of his/her student status,

e) at the end of his/her term of office,

f) in the event of disciplinary sanction,

g) death.

(3) The Academic Studies Committee shall have the following powers of decision:

a) to decide on applications relating to student status and payment obligations,

b) to decide on complaints concerning examination arrangements, subject to (4),

c) to evaluate transfers between institutions by § 18,

d) to evaluate applications submitted by students from other higher education institutions to become visiting students at the University,

e) to evaluate requests for transferring students from one program to another,

f) to evaluate request for changing specialization,

g) to evaluate request for changing majors as per the relevant legislation

h) to evaluate requests for preferential study arrangements

i) to evaluate applications relating to equal opportunities.

j) to issue administrative decisions related to peition processes

k) to decide on all matters related to students' academic and examination affairs that fall within its scope of authority and are not delegated to another body by this or other institutional regulations

(4) A student may turn to the ASC if he/she considers that a matter concerning his/her studies or examinations has not been dealt with by the legislation or the regulations, or in the case of an individual application. The application may only be submitted by the student via the Neptun application interface, together with the necessary supporting documents. If the ASC's decision imposes an obligation on an educational organizational unit or requires the expertise of an educational organizational unit, the ASC must seek the opinion of the educational organizational unit concerned.

(5) The ASC shall meet as necessary, but at least every two months. The rules of procedure, the quorum and the decisions to be made are laid down in the Rules of Procedure in Annex 5 to these Regulations. The administrative functions of the Committee shall be carried out by a designated member of staff of the Study Office (hereinafter referred to as SO").

§ 6: Credit Transfer Committee

(1) The University Senate shall set up a Credit Transfer Committee (hereinafter referred to as the CTC) to coordinate transferability and assess the equivalence of knowledge content.

(2) The CTC shall consist of 3 members.

(3) The permanent members of the CTC are:

a) the Director of Higher Education, who also serves as the Chair of the Committee

b) an equal opportunities coordinator

c) one full-time teacher appointed by the Academic Vice-Rectoron the recommendation of the heads of the education departments,

(4) The Head and the Group Leaders of the Study Office are invited to attend the meeting as permanent members with consultation rights.

(5) Persons who are students at the University may attend the meetings of the Credit Transfer Committee as invited participants.

(6) The term of office of the permanent members of the Committee shall be three years.

(7) The term of office of a teacher member of the Committee shall be terminated:

a) by resignation,

b) by recall,

c) termination of employment,

d) at the end of his/her term of office,

e) in the event of disciplinary sanction,

f) death.

(8) The mandate of the person designated under (3) c) delegated by the Academic Vice-Rector shall be issued by the Academic Vice-Rector.

(9) The mandate of the chairperson and the mandate of the member designated under (3)(a) and b) shall terminate upon the termination of the underlying office.

(10) The decision-making powers of the Credit Transfer Committee shall include the following:

In the field of validation activities:

a) evaluation of the recognition of subjects (knowledge) acquired in higher education,

b) establishing the criteria and procedures for the assessment and crediting of work experiences, as well as the procedure and the decision on crediting,

c) determining the qualifications and credit equivalence required for participation in the Master's program, and determining the knowledge to be acquired based on the opinion of the responsible person for the degree/course program,

d) determining the criteria and procedures for the assessment and crediting of individual learning in higher education studies and research competitions, as well as the procedure and decision on crediting.

Among other activities:

e) the conclusion of credit agreements between institutions,

f) authorizing students of the University to become visiting students at other higher education institutions.

g) the credit transfer committee of the Hungarian higher education institution declares that the credit equivalence between the training for which the authorization to start a degree/course program has been granted and the training which is the subject of the agreement reaches at least seventy-five percent.

(11) During the admission procedure, the Director of Higher Education institution shall decide on the recognition of credits.

(12) The Credit Transfer Committee shall decide based on the student's written application, the relevant legislation and the university regulations. The student may submit his/her application in writing, together with the necessary supporting documents, exclusively via the Neptun application interface. The application must be accompanied by a course record book (official transcript extract), a public document certifying the completion of the studies, or a certified copy thereof, as well as a certified description of the curriculum units and their subject matter.

(13) The Committee shall meet as necessary, but at least every two months. The rules of procedure, the quorum and the decisions to be made shall be laid down in the rules of procedure attached as Annex 5 to these Regulations. The administrative functions of the Committee shall be carried out by a designated member of the Study Office's staff.

(14) The Committee shall seek the opinion of the subject coordinator or lecturer responsible for the studies concerned by the application.

(15) The subject coordinator or lecturer must give his/her opinion on the application in the Neptun system within 10 working days. On the day before the deadline expires, the Study Office administrator will send a second notification. If the deadline is not met, the Study Office sends an electronic notification of the failure to comply to the Head of Department.

(16) The Credit Transfer Committee shall decide on the application within 1 week of the return of the expert opinion, but no later than 15 days.

§ 7: Written notification of decisions

(1) The University shall notify the student in writing of its notices and decisions relating to the student's academic studies and examination matters and related financial claims in cases specified by law and, if the student so requests, through the Neptun system and/or by post by registered letter with acknowledgment of receipt within 8 days of the decision being made.

(2) The University shall communicate its decision to the student in writing,

a) if it affects the student's student status,

b) in the case of disciplinary action or compensation for damages, and

c) if the student's application is rejected, in whole or in part, and there is therefore a right of appeal.

(3) In the cases specified in (2), the body/person with the relevant jurisdiction shall issue a decision containing the mandatory content elements specified in Annex 5, § 6, (2) to these Regulations, in particular, information on the possibility of legal remedy.

(4) The decisions referred to in (1) shall be entered in the academic studies records.

§ 8: Procedure for legal remedies

(1) By the provisions § 57 (3) of the NHE Act, the student may take legal action against the University's decision or action, or failure to act (hereinafter: decision) - within 15 days of the notification, or, failing that, of becoming aware of it - except for decisions relating to the assessment of studies. Failure to comply with the time limit may give rise to an application for rectification, together with an appeal. A late appeal will be rejected without consideration and the student will be notified in writing by the designated staff member of the Study Office.

(2) An appeal may also be lodged against a decision on the assessment of studies, within 15 days of its notification or, failing this, of its coming to the knowledge, that the decision was not based on the requirements adopted by the University, or if the decision is contrary to the provisions of the University's Organisational and Operational Rules and Regulations, or if the provisions on the organization of the examination have been infringed.

(3) The Appeals Committee shall act on the appeal by the rules of procedure set out in Annex 5 to these Regulations.

(4) The Appeals Committee shall be composed of 3 members (chairperson, one senior lecturer, one senior student delegate). The chairperson and the teacher member of the Appeals Committee shall be appointed by the Academic Vice-Rector using a letter of appointment for 3 years. The teacher member of the Appeals Committee is the Secretary of the Appeals Committee. The term of office of the chairperson of the Committee shall be terminated:

a) by resignation
b) by recall,
c) termination of employment,
d) at the end of his/her term of office,
e) in the event of disciplinary sanction,
f) death.

(5) The term of office of the teacher member of the Committee shall be terminated:

a) by resignation,
b) by recall,
c) upon termination of his/her teaching assignment,
d) at the end of his/her term of office,
e) in the event of disciplinary sanction,
f) death.

(6) The term of office of the student member of the Committee shall be terminated:

a) by resignation,
b) by recall,

c) upon termination of his/her student status,

d) upon termination of his/her student status,

e) at the end of his/her term of office,

f) in the event of disciplinary sanction,

g) death

(8) The assessor of the request for legal remedies cannot be,

a) the person who made the contested decision or failed to make the decision,

b) a close relative of the person referred to in (a),

c) who cannot be expected to give an objective ruling on the case.

(9) The student may submit his/her application for legal remedies within the time limit available exclusively through the Neptun system, attaching a copy of the documents necessary for the assessment of the case.

(10) The student and, by the provisions of the Civil Code, his/her proxy may act in the appeal procedure.

(11) The Appeals Committee may take the following decisions:

a) reject the request,

b) order the person who has failed to decide to make a decision,

c) reverse the decision,

d) annul the decision and order the decision-maker to conduct new proceedings.

(12) The decision shall be recorded in a reasoned decision. In the course of the procedure, the decision shall draw attention to the possibility of appeal and the student shall be heard in person or online at his/her request. If, despite the request, the student or his/her proxy fails to appear at the Appeals Committee meeting despite repeated and regular notification, the personal hearing may be waived. The student or his/her proxy may submit written comments requesting that the personal hearing be waived.

(13) The student may apply for judicial review of the decision made by the reviewer of the legal remedy request, within 30 days of its notification, on the grounds of infringement of the legislation or the provisions governing the student's status. The relevant provisions of Law CL of 2016 on the General Administrative Procedure shall apply to the judicial procedure. The court may reverse the decision. The court shall decide on the case out of turn.

(14) The decision of the first instance shall be final if no appeal has been lodged within the time limit specified in (1) or if the lodging of the appeal has been waived. The decision of the second instance shall become final upon notification. The final decision shall be enforceable unless the student has requested a judicial review.

(15) There is no right of appeal in cases where the University and the student agree to provide services. In the event of a breach of the terms of the agreement, the aggrieved party may take legal action.

(16) The provisions relating to the student's legal relationship are provisions contained in the legislation and in the institutional documents which establish rights and obligations for the student.

(17) Decisions made by the maintenance management, as well as within the institutional competence in the course of the practical training in the course of the student's affairs, which

violate the requirement of equal treatment, shall be null and void. Any person may invoke the invalidity of a void decision without a time limit.

(18) The determination of nullity, − if the decision was made by the University, within the framework of the procedure regulated in (2)-(4) or, if the decision was made by the participant of the practical training or the maintainer, − can be requested from the court.

(19) A declaration of nullity may be sought by the person affected by the decision or, if this cannot be established, by any person. A declaration of nullity may be sought without a time limit, provided that the preliminary conciliation procedure with the decision-maker has not been successful.

(20) In proceedings for a declaration of nullity, the burden of proving that there is no ground for nullity lies with the decision-maker.

(21) A declaration of nullity shall not affect rights acquired and exercised in good faith.

(22) In the case of a declaration of nullity, the court may order:

a) to cease the infringement and prohibit the infringer from further infringement,

b) to order the infringer to make reparation by declaration or other appropriate means and to provide adequate publicity for the same at his own expense,

c) to restore, by or at the expense of the infringer, the situation existing before the infringement, and to destroy or deprive of its infringing character the thing which was the subject of the infringement.

(23) An infringement decision may be declared invalid if the cause of invalidity can be removed.

(24) The court may order the partial or total suspension of the payment of the normative budgetary contribution if the University or the institution maintaining the institution fails to remedy the consequences of the breach of the requirement of equal treatment by the date specified in the court judgment establishing the breach. The suspension may last until the implementation of the measures specified in the judgment. The court shall decide on this matter within thirty days.

(25) In the event of a violation of the rights of the student, he/she may complain by the Complaints Handling Procedure and may have recourse to the Education Mediation Service.

(26) A student may initiate proceedings before the Commissioner for Educational Rights if he/she has exhausted his/her right of appeal to the University, except court proceedings.

(27) A person whose student status has been terminated in the meantime shall also have the right to appeal and terminate the appeal once it has been initiated.

§ 9: Fairness

(1) The Academic Vice-Rector in the authority delegated by the Rector, may, upon the recommendation of the Director of Higher Education, and after consulting the Head of the Legal Office, grant to a student, in one exceptional case, a derogation from a provision of these Regulations which does not relate to the fulfillment of academic studies requirements, in a case of just cause. The student may submit his/her request exclusively via the Neptun system, together with the necessary supporting documents.

(2) The Academic Vice-Rectormay not grant an exemption from the following:

a) the completion of a required subject,

b) fulfillment of an examination requirement,

c) fulfillment of a criterion requirement,

d) obtaining a signature.

(3) The decision based on equity shall, in addition to the content specified in Annex 5 to these Regulations, provide for the conditions of the exemption, the period of validity of the exemption, and an indication of whether or not further exemption may be granted based on equity.

(4) The decision shall be sent to the student by the Studys Office based on the decision of the Academic Vice-Rector.

(5) There is no right of appeal against the decision.

II. PROVISIONS RELATED TO STUDENT STATUS

§ 10: Establishment of student status

(1) Admission to the University is a prerequisite for the establishment of student status. The student status shall be established by enrolment at the University.

(a) The Study Office shall notify the student in advance of the place and date of enrolment and the documents required for enrolment in the admission decision.

(b) The enrolment date may be postponed if the student has requested it in writing in advance. Several additional dates will be set during the enrolment period at which the student may appear. The dates will be set by the Study Office and may not be deviated from, or from the enrolment period at the request of the student.

(c) Exceptions may be made for foreign students.

(2) Candidates who are admitted or transferred (hereinafter referred to as "admitted") may become students (legal status) in the year of the admission decision. The student status is established by the decision of admission or transfer, upon enrolment. An admitted applicant may become a student in the semester for which he/she was admitted in the admission procedure. If the admitted student fails to fulfill his/her obligation to enroll, he/she loses the course registration privileges at the University.

(3) Detailed rules on admission are set out in the Government Decree and the Admission Regulations.

(4) Students must declare their existing student status with another higher education institution at the time of enrolment.

(5) Enrolment is established upon acceptance by the University. Enrolment is subject to the conclusion of a student training contract and the payment of the tuition fee in case of the self financed students, except for students receiving a Stipendium Hungaricum Scholarship. In their case, the full amount of the tuition fee is not paid at the time of enrolment, the terms of payment are set out in the scholarship contracts. For successful enrollment in the Hungarian state (partial) scholarship program, the student must declare their acceptance of the terms and conditions of the Hungarian state scholarship funding.

(6) No new enrolment is required during the student's student status, however, the student must register in consecutive semesters.

(7) The StudyOffice will issue a student record sheet for the enrolled student based on the enrolment form.

(8) The consequences of providing false information are the responsibility of the student.

(9) The enrolled student pledges by Annex 3.

Exercising students' rights and fulfillling students' obligations

§ 11: Individual rights of the student

(1) At the University, students exercise collective and individual rights deriving from their status as students. Collective rights are set out in the Statute of the Student Council.

(2) The student is entitled to:

a) comment on the work of the teachers;

b) receive full and objective information, in particular on matters concerning his/her person and studies;

c) make suggestions, ask questions to the University or the Residence Hall's management or teachers, and receive a substantive reply within 15 days of the request;

d) respect and to express his or her religious, philosophical, or other beliefs, or his or her membership of a national or ethnic minority, provided that the exercise of this right does not conflict with the law, does not infringe the like rights of others and does not restrict the right to education of his or her peers;

e) choose, as far as possible, between parallel lectures, tutorials, seminars, and other sessions, teachers, to participate in parallel training within and outside the institution, within the limits set by the qualification requirements;

f) use, for a fee, the facilities and services available at the University and in the residence hall (library, laboratory, computer facilities, sports, and leisure facilities, health counseling, etc.);

g) set up his/her study program, choose the subjects, and freely use the training opportunities provided by the University;

h) receive care appropriate to his/her condition, personal ability, or disability;

i) receive help to integrate into the community life of the University, maintain their physical condition, lead a healthy life free of harmful addictions, become a member of the Scientific Student Activities, participate in its work, take part in the research and development activities of the University;

j) receive an academic or research scholarship, subject to certain conditions;

k) submit a scientific or artistic application, publish the results of his/her scientific or artistic work; choose the topic of his/her thesis or dissertation within a certain framework;

l) receive individual-specific academic and career guidance and counseling;

m) suspend his/her student status;

n) establish a visiting student status, apply for transfer to another higher education institution, establish an additional (parallel) student status;

o) submit a scientific student research paper. For students who use their award-winning scientific student conference thesis to prepare their thesis, the internal thesis supervisor may recommend a 'distinction' or 'good' thesis grade, taking into account the quality of

the completed thesis.

p) study at other higher education institutions in the country or abroad at his/her request.

q) At the student's request, the higher education institution issues a micro-credential of the student's learning outcomes.

(3) The student has the right to receive, using an application, financial or in-kind support about his/her financial circumstances, income situation, and academic studies performance, in particular:

a) provide him/her with residence hall accommodation or housing assistance;

b) receive social or other scholarships (in particular study scholarship awards, national higher education scholarship), social scholarships, support for the purchase of textbooks and notes (hereinafter together referred to as "student benefits" in points (a) to (b));

c) request exemption, installment, or deferment of payment to meet his/her payment obligations;

d) issue a student ID card to him/her and provide him/her with the services and discounts related to it;

e) perform work at the University and receive a student work fee in return;

f) to work in a business company established or supported by the University, and to be remunerated as a student by the applicable legislation;

g) to conclude a study contract or student contract as provided for by law, and to take study leave in the case of studies while working.

(4) The student has the right to assert his/her interests and to seek legal remedies, in particular:

a) to have access to the information necessary to exercise his/her rights;

b) to participate, in person or through representatives, in decisions affecting his/her interests;

c) in the work of the Residence Hall Council;

d) to initiate proceedings in the event of a breach of his/her rights and to have recourse to the public;

e) to apply to the Ministerial Commissioner for Education Rights;

f) to use the Education Mediation Service;

g) to be elected and eligible for election to the Student Council.

The procedure for student remedies is regulated by § 9 of these Regulations.

(5) Concerning the protection of interests and occupational health and safety in the context of practical training in bachelor's and master's degree programs, tertiary vocational programs, and postgraduate specialization programs, students have all the rights granted to employees by the Labour Code [Labour Code. 271 § 51 (4), § 54 (1)-(4), § 105 (1), (4), § 102]: the employment of the student shall be subject to the provisions of the occupational health and safety legislation, unless otherwise provided for by the vocational training law. The student may initiate a legal dispute to enforce his or her claims in connection with the practical training, by the provisions on labor disputes. For these provisions, the term "employee" shall be understood to mean the student, the term "employer" shall be understood to mean the organizer of the practical training, and the term "employment relationship" shall be understood to mean the legal relationship based on the student's employment contract.

(6) The student may apply for a student loan under the conditions and rules set by the Government. A student who is enrolled in self-funded training may take out higher student loan amounts under different conditions set by the Government.

(7) Students participating in tertiary vocational programs and postgraduate specialization programs are entitled to benefits and discounts as defined in the legislation in force and in the Student Fees and Benefits as part of the Student Requirements Framework. The benefits and discounts must be provided by the organizer of the practical training.

(8) The University may link the possibility of receiving a student benefit allowance not legally required under the Student Fees and Benefits as part of the Student Requirements Framework to participation in a community activity.

(9) The provisions of the Government Decree N° 230/2012 (VIII.28) shall apply to the conclusion of the student contract and to the rights and obligations arising therefrom. When concluding a student contract and fulfillling the rights and obligations arising from it, the requirements of equal treatment shall be observed.

(10) The person who organizes the practical training must take out liability insurance for the student in tertiary vocational programs and postgraduate specialization programs.

(11) Students may exercise their rights in any place permitted by the law and the University's internal regulations.

(12) If a student finds that his/her rights under these Regulations have been violated, he/she may complain with the University's Student Council.

(13) The University's Student Council will record the alleged violation of rights, as set out in its Statutes, and forward it to the Legal Office. The Legal Office registers the case, contacts the appropriate department, and investigates the matter. If it deems it necessary, it will take action to remedy the violation. The Legal Office will notify the student as the complainant of the outcome of the investigation. The Legal Office shall also inform the University's Student Council of the outcome of the investigation and the action taken.

(14) If the student does not agree with the procedure set out in (13), he/she may proceed as set out in § 8(3) of these Regulations.

§ 12: Remuneration for work produced by students

(1) Unless otherwise agreed between the University and the Residence Hall and the Student, the University and the Residence Hall, as the student's successor in title, shall acquire ownership of all objects, other than intellectual property, which the student has produced in the course of performing his/her obligations arising from his/her student status or Residence Hall status, provided that the University or Residence Hall has provided the necessary material and other conditions for the production of the those. The student shall be entitled to remuneration if the University or Residence Hall derives income from the sale or use of the property. The appropriate remuneration shall be agreed between the Student and the Higher Education Institution or Residence Hall if the income is derived from the sale or use of an item produced on an occasional, individual basis. In the case of an item produced regularly as part of the educational process, the appropriate remuneration shall be determined based on the income from the activity less the costs of the activity carried out by the participants in the overall educational process. The rules for this are set out in the institution's Regulations on Student Fees and Benefits.

(2) If the object produced by the student as defined in (1) is an intellectual work, the provisions of (1) shall apply with the exception that the provisions on the transfer of intellectual works to the Higher Education Institution or Residence Hall shall apply to the transfer of intellectual works created in the course of employment or other similar legal relationship to the employer.

§ 13: Remuneration for practical training

(1) The student may be entitled to remuneration in the cases specified in the NHE Act, as detailed in the student employment contract, and during a continuous training period of up to six weeks and the training period of dual training, the student shall be entitled to remuneration at a rate of at least sixty-five percent of the compulsory minimum wage (minimum wage), paid by the provider of the practical training, unless otherwise agreed.

(2) Practical training organized within the training program or as part of the training - excluding dual training - may take place in a government-financed institution without a student employment contract and remuneration. In this case, the student shall continue to enjoy all the rights granted to employees under the Labour Code. An agreement shall be concluded with the student in practical training in respect of this activity, under the conditions laid down by the Government.

§ 14: Duties of the student

(1) The student shall be obliged to

a) fulfill his/her academic studies obligations to the best of his/her ability;

b) participate in the activities set out in the subject requirements;

c) comply with the Studies and Examination Regulations;

d) promote the development, preservation, and enhancement of the University's reputation within and outside the University;

e) meet his/her tuition and other payment obligations by the law and the relevant regulations;

f) comply with the organizational and operational rules of the University and the Residence Hall;

g) observe the rules for the use of the University premises, the use of the University areas, the rules for practical training, the rules for the use of IT tools and systems;

h) keep and handle the equipment entrusted to him/her by the regulations;

i) protect the University's facilities and equipment;

j) protect the health and safety of him/herself and their peers;

k) acquire and apply knowledge to protect his/her health and safety;

l) respect the traditions of the University;

m) respect the human dignity of the University's staff and fellow students;

n) support the work of the teachers and fellow students;

o) attend lessons without disturbing them;

p) monitor his/her academic studies progress.

(2) If a student announces that he/she does not wish to fulfill his/her student obligations in the next training period, his/her student status shall be suspended.
(3) The student must acquire and apply the knowledge required by the University regulations to protect health and safety and report any accident or risk of an accident.

§ 15: Student training contract/student scholarship contract

(1) Before enrollment, the University shall conclude a student training contract with the student. The University shall ensure the registration of the student training contract. In addition, a student participating in a training program supported by a Hungarian fully state-funded scholarship or a partially state-funded scholarship shall also be obliged to fulfill the specific conditions stipulated in the NHE Act.

(2) From the point of view of the student scholarship recipient - fully state-funded scholarship or partially state-funded scholarship (hereinafter referred to collectively as "state-funded scholarship holder") and the obligations undertaken in the training contract, the training period shall be counted in academic semesters (5 months).

(3) In the case of a change of training, the period of studies with a state-funded scholarship includes the period of studies with a fully state-funded scholarship or a partially state-funded scholarship in the course of studies before the change of training.

(4) If a student who has been admitted to state-funded scholarship training does not sign or withdraws the declaration required by law, the University shall offer him/her the opportunity to participate in the same training on a self-funded basis.

§ 16: Maintenance of student status

(1) During the period of student status, the student must register otherwords to declare before the start of the semester, via the Neptun system, during the registration period, whether he/she will continue his/her studies or suspend his/her student status (active or passive semester).

(2) The combined condition to maintain student status and the active semester is:

a) taking at least one subject by the end of the period of registration,

b) the payment of any unpaid payment obligations (arrears) arising in the previous semester(s) and due for payment in the current semester but not yet paid by the beginning of the current subject registration period.

§ 17: Loss of Student Status

(1) The student's student status is suspended or interrupted, if the student:

a) declares in the Neptun system during the registration period that he/she wishes to take a break from his/her student status for the semester in question, or

b) does not complete the registration required to continue their studies for the given semester, or registers for an active semester but does not enroll in any courses during the registration period, or does not fulfill the conditions specified in Section 16 (2, or

c) the student withdraws his/her registration within one month of the start of the training period, but no later than 14 October or 14 March. The withdrawal must be submitted via the Neptun system.

(2) The University may, at the request of the student, grant a suspension of the student's student status even before the completion of the first semester, provided that the student is unable to fulfill the obligations arising from the student status due to childbirth, accident, illness or other unforeseen circumstances beyond his/her control.

(3) If the student does not report the suspension of his/her studies by the date specified in (1) c) above, the semester is considered an active semester even if the student does not attend the classes and does not fulfill any of his/her study obligations.

(4) A student may take more than one suspension of his/her student status, but the period of suspension may not exceed two semesters.The final graduation certificate must be obtained no later than whithin a period equal to twice the standard program duration specified in the program's traning and outcome requirements, calculated from the commencement of the student's studies, including both active and passive semesters.

(5) By way of derogation from paragraph (4), a student may suspend their student status for up to four consecutive semesters if they receive infant care allowance, childcare allowance, or a salary due to exemption from service during maternity. The certificate and its semesterly submission can be completed upon request through the Neptun system by attaching and presenting the required supporting documents.

(6) The student's student status is also suspended if the student is unable to fulfill the obligations arising from the student status due to childbirth, accident, illness, or other unexpected reasons beyond his/her control. In the cases specified in this paragraph, the restrictions laid down in (1) to (5) shall not apply. The student or his/her authorised representative must report the exceptional circumstance to the StudyOffice via the Neptun system without delay, within 15 days of becoming aware of the event, and must provide documentary evidence of the reasons for the event. The Academic Studies Committee will decide on the justification for the suspension using a decision. The consequences of late notification will be borne by the student.

(7) The student's status is also suspended if the student is banned from further studies for a certain period of time as a disciplinary sanction.

(8) If the student takes a break in his/her studies, the semester is considered a passive semester. The student is not entitled to take courses, to sit exams, or to receive the benefits provided for in the Regulations on Student Fees and Benefits during the semester.

(9) If the training requirements have changed during the student's suspension of studies, the student who registers after the suspension of studies may, upon request - submitted through the Neptun system - have his/her original recommended curriculum modified by the Credit Transfer Committee according to the current curriculum.

§ 18: Transfer

(1) Within the framework of their enrollment, a student may participate in a specific degree program and funding scheme for a designated period. A student with active enrollment at another higher education institution may request a transfer to a program at the University within the same or a related field of study.

(2) Such transfers may only occur during the period between the end of the preceding academic term and the start of the subsequent semester.

(3) Transfers under this Section—excluding those specified by Government Decree—may only occur between programs leading to the same level of qualification. Furthermore, the student must have successfully earned at least 30 credits in their bachelor's or undivided master's degree program at their previous institution.

(4) A student enrolled in a bachelor's degree program may transfer to a higher vocational education and training course.

(5) The following fields of study are considered related:

a) agricultural and natural sciences,

b) humanities and social sciences,

c) informatics and natural sciences,

d) informatics and engineering,

e) legal and political sciences,

f) engineering and natural sciences, and

g) medical, health, and natural sciences.

(6) Subject to academic and staff capacities, a student may transfer provided that their enrollment has not been terminated due to dismissal or disciplinary expulsion, and that they do not meet the criteria for dismissal or expulsion.

(7) Transfer applicants may be required to take an entrance examination. This entrance examination must take place before the final decision on the transfer is issued.

(8) Transfer applications must be accompanied by an official certificate of active student status, an official transcript of credits earned at the previous institution, and certified copies of the course syllabi for those completed subjects.

(9) The Transfer Committee (TB) is responsible for evaluating transfer applications.

(10) To assist in this process, the Credit Transfer Committee (CTC), the department head, or another professionally qualified individual or body may review and provide an advisory opinion on the application. The TB's decision to accept a student must explicitly specify the scope of the approval, the degree program, the study schedule, and the funding status under which the admitted student may continue their studies. The admission decision shall be delivered to the student both electronically and in person.

(11) A student transferring from a state-funded slot may only be admitted into a state-funded program if the University has an available state scholarship quota for that specific program, and if the student has not exceeded the time limits set forth in Section 3, Paragraph (10) of the Regulations on Student Fees and Benefits (RSFB). If these conditions are not met—and subject to the applicant's consent—the student shall continue their studies on a self-funded basis. Following enrollment at the University, the student may request reclassification to a vacant state-funded slot in accordance with the RSFB under the same terms as other self-financing students.

(12) A student transferring from a foreign higher education institution may be admitted provided they submit the required certificates in Hungarian or English, in accordance with the provisions of Paragraph (7).

(13) The total credit value of subjects recognized through the credit transfer procedure may not exceed two-thirds of the total credit value required to obtain a degree as specified in the curriculum requirements of the given major. To prepare the Academic Council's decision, an advisory opinion must be requested from the department or institute in charge of the major. The University shall record the credit recognition approved by the Academic Council in the student information system accordingly.

(14) The application for transfer must be submitted in the manner and by the deadline published on the University website. The final deadline for submitting transfer applications for any given semester shall be determined by the Chair of the Academic Council.

§ 18 A: Change of degree/course program

(1) A student may request an internal transfer to another University program within the same or a related field of study (change of major). They may also request a change of study schedule, specialization, campus location, or language of instruction. Such transfers may only occur between programs leading to the same level of qualification, with the exception of:
   a) a transfer pursuant to Section 8 of Government Decree 283/2012 (X. 4.) on the teacher training system, the specialization framework, and the register of teaching specialties,
   b) a transfer from an undivided program to a bachelor's program, and
   c) a transfer from a bachelor's or undivided program to a higher vocational education and training course

(2) These requests must be submitted through the designated application in the Neptun system. The final decision on the application falls within the competence of the Transfer Committee (TC).

(3) The rules governing transfers shall apply to changes of major, study schedule, specialization, campus location, and language of instruction under this Section, subject to the exceptions set out in these regulations. However, a change of program shall not be permitted during the semester of transfer referred to in Section 18 (the first semester)

§ 19: Visiting student status

(1) After the establishment of the student status, the student of the University may pursue partial studies related to his/her studies in other Hungarian or foreign higher education institutions within the framework of a visiting student status.

(2) Visiting student status may be established with other higher education institutions if the University agrees. The University may withhold its consent if it is unable to count the credits obtained in the framework of the visiting student relationship towards the student's studies. The visiting student status may be for a minimum of one semester and the registration of a subject course of at least 5 credits per semester.

(3) The request for consent should be submitted to the Credit Transfer Committee via the Neptun system. The deadline for submission of the application is the first day of the current semester (1 September or 1 February) before the establishment of the visiting student status.

(4) A description of the subjects and courses and their credit value must be attached to the request for consent.

(5) A student of the University who wishes to participate in partial training at another institution in a given semester must register with the University at the same time.

(6) A student of another higher education institution in Hungary or abroad may carry out partial studies at the University within the framework of a visiting student status.

(7) The application for visiting student status shall be submitted in the manner and by the deadline published in the university's website and shall specify the subjects to be taken. The deadline for submission of the application shall be set by the chairperson of the Academic Studies Committee.

(8) The decision of the Academic Studies Committee authorizing the visiting student status shall stipulate the duration of the status, the scope of the visiting student's partial studies, and the student's financing conditions.

(9) Visiting student status shall be established on the day of enrolment at the University, after payment of the procedure fee specified in the Regulations on Student Fees and Benefits, but not earlier than the first day of the semester (1 September, 1 February).

(10) In the case of a visiting student status established under an interinstitutional agreement, the payment of costs shall be provided for in the interinstitutional agreement.

(11) The Study Office shall issue a student record sheet for the visiting student based on the enrolment form.

(12) Visiting students shall be subject to the provisions of these Regulations with regard to partial studies during the period of their status as visiting students.

(13) The visiting student status does not entitle the holder to register in a degree program at the University or obtain a degree. Upon the termination of the visiting student status, the University shall issue a micro-credential specifying the acquired knowledge, credit value, and course description (syllabus).

§ 20: Additional (parallel) legal relationship

(1) After the establishment of a student status, a student of the University may establish a further (parallel) student status with another higher education institution in Hungary or abroad to obtain another degree or certificate.

(2) The student must notify the Study Office in writing of the parallel relationship within 15 days of its establishment.

(3) A student who is a student at another higher education institution in the country or abroad may enter into a parallel relationship with the University, following a valid admission decision, to obtain another degree or certificate.

(4) A student participating in a parallel training at the same time:

a) in two or more higher education institutions, or

b) in two or more degree programs at the same institution, or

c) studies a combination of (a) and (b) and, on successful completion,

receives a separate diploma for each.

(5) The establishment of a parallel student status is only possible after a successful admission in a new admission procedure.

(6) A student may participate in several parallel trainings with a state-funded scholarship at the same time.

(7) Students shall declare their existing student status with other higher education institutions at the time of enrolment.

(8) The student may apply for admission of parallel studies and the recognition of the corresponding credits by the Credit Transfer Committee by the provisions of § 6 of these Regulations.

(9) After successful admission, the applicant shall be obliged to register for the semester in question, or, if the University student is admitted to another degree/course program at the University, to register.

§ 21: Acquisition of partial knowledge

(1) Admission to a university training to acquire partial knowledge shall be open to,

a) who has a school leaving certificate or a diploma attesting to a bachelor's or master's degree and professional qualification, and

b) has submitted a written request to the Study Office to this effect. The deadline for submitting the request is the first day of the current semester (1 September or 1 February), or

c) whose employer has partnered with the University to organize training in accordance with Section 14 (9) of the RSFB, and

d) who is participating in a foreign scholarship or mobility program and has submitted their application to the University unit responsible for international relations.

(2) The student status is established by enrolment, without a separate admission procedure. By way of derogation from the provisions of this Article, students shall enjoy the rights and be subject to the obligations arising from their student status.

(3) The University may grant student status for training for the acquisition of specific partial knowledge, subject to the maximum number of students, within the framework of a self-funded training program. In the case of admission under point b) of paragraph (1), the student must pay the credit value specified in the Regulations on Student Fees and Benefits for the courses offered by the University. The exact cost of the training referred to in paragraph (1) b), will be specified in the admission decision issued by the Academic Studies Committee. In the case of a program organized according to Section 14(9) of the Regulations on Student Fees and Benefits, a separate agreement governs the tuition fee. For training under paragraph (1) d), the applicable fee is specified in the RSFB, the scholarship or mobility program agreement, or the training program announcement (e.g., summer university).

(4) Students admitted to acquire a specified partial qualification must conclude a training contract by the relevant rules of the Regulations on Student Fees and Benefits within the framework of the Student Requirements Framework. The duration of the training contract may not exceed two semesters.

(5) Within 30 days after completion of the training, the University issues a micro-credential containing the acquired knowledge, credit value, and subject description (subject matter). The knowledge acquired can be recognized in higher studies.

(6) Concerning this legal status, the student shall not be entitled to pursue further studies in a tertiary vocational program, or postgraduate specialization program, to apply for transfer, to establish an additional (parallel) student or visiting student status, to suspend his/her student status - except the reason specified in § 17(6) - to apply for transfer to a state-funded scholarship program, to use a support period.

(7) The duration of the student status established to acquire partial knowledge shall be included in the period for which the student is entitled to receive benefits, discounts, and services.

§ 22: Transfer for academic studies reasons

(1) A person may pursue studies in higher education with a state-funded scholarship for twelve semesters (hereinafter referred to as the support period), including vocational training. The support period of a disabled student may be extended by the higher education institution by a maximum of four semesters. This benefit may be used for the acquisition of several degrees (diplomas), provided that the total period of support used in respect of this paragraph does not exceed four semesters.

(2) The support period shall also include the semester of the state-funded scholarship. The following periods do not need to be taken into account when calculating the support period:

a) a semester that was started but not completed due to illness, childbirth, or other reasons not attributable to the student

b) a semester completed during the support period if the higher education institution ceased to exist before the student could finish their studies, provided that the student was unable to continue their studies at another institution

c) a semester that was not recognized by the higher education institution from completed semesters at the ceased institution when continuing studies

d) a semester taken by a student in relation to the National University of Public Service, or in accordance with Section 21/A(1) a), b), and d) of Act CXXXII of 2011 on public administration, law enforcement, and military higher education (hereinafter referred to as the National University of Public Service Act)

e) a semester taken by a student in a teaching master's program as per Section 39(4a) of the NHE Act

f) a semester taken in 2, 3, or 4-semester teacher master's programs

g) the semester starting from the date of birth or adoption of a married student's child, or the semester starting after the marriage of a student with children, and continuing until the semester before the student's 30th birthday.The termination of the student's marriage does not affect the provisions stated in Section 47(6)(g) of the NHE Act. The provisions in Section 47(6)(g) of the NHE Act. Do not affect the possibility of being transferred to a seld-financed program as per Section 48 (2) of the NHE Act.

(3) A student who is studying in a state-funded scholarship degree program shall be transferred by the Academic Studies Committee at the end of the academic year, after the end of the training period, but no later than 30 days before the beginning of the next training period (by 1 August), by a decision made based on the legislation in force at the time of enrolment,

if he/she has not acquired at least 15 credits on average in the last two semesters in which his/her student status was not suspended or did not participate in any partial training in an EEA member state as regulated by § 81(3) and (4) of the NHE Act, and

a) did not achieve the academic weighted average, or

b) withdraws the relevant declaration,

and continues his/her studies on a self-funded basis.

(4) A transfer for a self-funded form of financing can take place ex officio:

a) if the student has not acquired at least 15 credits on average in the last two semesters in which his/her student status was not suspended or has not achieved the weighted average of the two semesters under review, as determined by the Maintainer per each field of study.

Field of study	Weighted average
Informatics	2.5
Engineering	2.5
Teacher Training	3
Social Sciences	3
Economics Sciences	3
Art	3

b) exceeds the maximum of 12 semesters eligible for state funding under § 47 (1) of the NHE Act.

(5) To determine the number of students, who can be transferred to the state-funded scholarship training form for the next academic year, the Academic Studies Committee must determine based on the academic studies performance of the students:

a) the number of students in state-funded scholarship degree programs who have lost their student status during the academic year,

b) the number of students on the list who have been transferred from a state-funded scholarship degree program to a self-funded degree program, and

c) the number of students who have already taken the available semesters of the degree program with a state-funded scholarship by the end of the semester.

(6) The number of state scholarship semesters available for completing the given program may be extended by a maximum of two semesters — or, by applying Section 47(4) of the NHE Act., a maximum of six semesters — beyond the training duration specified by the legal qualification requirements (Annex 2)

(7) If the student is unable to complete his/her studies during the support period, he/she may continue them on a self-funded basis.

(8) If a student has exhausted the period of support available to him/her under (1) and (6), he/she may continue his/her studies only on a self-funded basis, without prejudice to the fact that he has been admitted to training with a state-funded scholarship.

(9) If a student admitted under the state scholarship quota terminates their student status before completing their studies during the semester, and for a reason specified in paragraph (5) of this section, or if the student continues his/her studies in a self-funded form for any reason, he/she may be replaced by a student pursuing studies in the same field of study, on a self-funded basis, based on an application.

(10) A student admitted/reclassified for self-funded training may only apply for a state-funded scholarship after two active semesters.

(11) Applications must be submitted in writing via the Neptun system using the appropriate form by the last day of the exam period.

(12) The student eligible for reclassification to a vacant state-funded scholarship quota is one who:

a) has achieved the weighted grade point average (GPA) specified by the Maintainer under point b) for their respective field of study, averaged over at least two semesters, has earned an average of at least 20 credits over at least two semesters, and is also an active member of a national team in an Olympic sport, Paralympic sport, or chess; or

b) has earned an average of at least 25 credits over a minimum of two semesters during their studies, and has achieved the weighted grade point average (GPA) determined by the

Maintainer for their respective field of study, calculated as the average of the final two semesters under evaluation.

Field of training	Weighted average
Informatics	2.5
Engineering	2.5
Teacher Training	3
Social Sciences	3
Economics Sciences	3
Art	3

The ranking based on b) is broken down by field of study and in descending order according to the weighted academic average. A student can only be transferred to a state-funded scholarship training if all the students ahead of him/her in the ranking have already been transferred from the field of study in question. If there is a tie in the ranking, the following criteria will apply:

- outstanding athletic achievements,
- outstanding community service,
- financial need,
- disability.

If a tie persists even after applying these criteria, the position will remain unfilled. The format, scope, and submission process for supporting documents under the secondary criteria are determined by the Academic Committee, in alignment with the scholarship criteria managed by the Student Welfare Committee. These criteria are available on the Neptun student login page under the "Downloadable documents" menu item.

Reclassification pursuant to points a) and b) may also occur on the basis of an individual decision, subject to academic and staff capacities. The procedure set forth under point a) shall first apply to reclassification decisions made at the conclusion of the 2024/2025 academic year

(13) A student in a self-funded scholarship training whose previously used state-funded scholarship semesters exceeds the duration of the given degree program by two – four in the case of students with disabilities – cannot be transferred to the state-funded scholarship training form. Furthermore, a student who has exhausted the maximum funding period specified in paragraphs (1) and (6) of this section may not be reclassified.

(14) The student shall make a written declaration that he/she will continue his/her studies on a self-funded basis. If the student does not wish to continue his/her studies on a self-funded basis, his/her student status shall be terminated by § 23(1)(i).

(15) Students who have not been transferred will continue their studies in the next academic year in the same form of training (funding) as in the previous academic year.

(16) A student who is enrolled in training supported by a Hungarian fully state-funded scholarship may also be transferred to a place in training supported by a Hungarian partially state-funded scholarship.

(17) NHE Act. Section 48

(5) A married student must be transferred to a Hungarian state scholarship program starting from the semester following the birth or adoption of their child, or a student

with children must be transferred to a Hungarian state scholarship program starting from the semester following their marriage, if they have not yet turned 30 on the first day of the semester.

(6) If, according to paragraph (5), a student was admitted to a self-funded program at the time of enrollment, they must be transferred to a Hungarian state scholarship program after enrollment.

(7) The provisions of paragraph (5) cannot be applied again if the student was transferred to a Hungarian state scholarship program under paragraph (5) or (6), and subsequently, under Section 48(2), was transferred to a self-funded program.

(18) The procedural rules for the transfers outlined in paragraph (17) and the relevant deadlines will be determined by the Academic Vice-Rector, based on the proposal of the Director of Higher Education.

§ 23: Termination of student status

(1) Student status shall be terminated:

a) if the student has been transferred to another higher education institution, on the date of transfer, but not earlier than the date of receipt of the student's written declaration to this effect and settlement of outstanding debts,

b) if the student declares that he/she is terminating his/her student status, on the date of the declaration, provided that he/she has settled the outstanding debts,

c) if the student cannot continue his/her studies in a degree program supported by a Hungarian fully state-funded or partially state-funded scholarship and does not wish to continue on a self-funded basis, on the day of receipt of the student's declaration and settlement of outstanding debts, or

d) on the last day of the semester which the student obtained the final graduation certificate,

e) in higher-level vocational education, if the student has become medically unfit to continue his/her studies and there is no other suitable higher-level vocational education at the University, or the student does not wish to continue his/her studies or cannot continue his/her studies due to the lack of the necessary conditions for further studies, on the day the decision on the termination becomes final,

f) if the student's student status is unilaterally terminated by the University based on (4)(b), on the day the decision becomes final,

g) on the day on which the disciplinary decision of expulsion made under the University's Student Disciplinary and Compensation Regulations becomes final,

h) if the conditions for the establishment of the student status set out in the NHE Act are no longer met, on the date on which the decision to terminate the student status becomes final,

i) if a student enrolled in a state-funded program revokes their declaration confirming compliance with the program conditions (the declaration pursuant to Section 48/D, Paragraph (2) of the Act on National Higher Education) and does not consent to transfer to a self-funded program,

j) upon the death of the student, effective on the date of death, applying simultaneously to all of the student's programs. Upon presentation of the original death certificate, the Study Office shall immediately record this fact in the Neptun system and issue the certificates

required for probate proceedings. The refund of any paid tuition fees is governed by Section 15, Paragraph (9), Point f) of the Regulations on Student Fees and Benefits (RFSB). The relative reporting the death or presenting the death certificate shall be notified of the obligation to return any tangible assets issued in the student's name pursuant to the asset use or loan agreement concluded for said assets.

(2) In the event of termination of the student's status under (1)(d) of this Section, the student shall have the rights and obligations related to the final examination until the diploma is issued.

(3) The University may – unilaterally - also terminate the student status of a student who:

a) fails to fulfill the academic progress obligations set out in these Regulations or the curriculum, and fails to obtain the final graduation certificate (Absolutorium) within twice the standard duration of the program calculated from the start of studies, including both active and passive semesters, in accordance with Section 38 (2) at the latest,

b) fails to register for the next semester for the third consecutive time,

c) does not start his/her studies after the suspension of the student's status, provided in any case that the student has been reminded in writing, at least once, in the Neptun system or by postal registered letter with acknowledgment of receipt, to fulfill his or her obligations by the deadline and has been informed of the legal consequences of failure to do so.

d) has not registered after two passive semesters,

e) has failed to comply with the obligation under § 7 (5) of the Student Requirements Framework's Admission Regulations.

(4) The decision declaring the termination of the student status specified in (3) of this Section shall be made by the Director of Higher Education.

(5) The University shall, by unilateral declaration, terminate the student's student status in a given degree program on the day the decision on the termination becomes final.

(6) If a student does not fulfill all the conditions provided for in (3) a), the Academic Vice-Rector may grant him/her a further extension for a particularly justifiable reason.

(7) A student who has been dismissed may, if admitted through a new admission procedure, request that his/her previous studies be recognized in the current studies. Because he/she is taking up a new student status, all the provisions of these Regulations shall apply to him/her without change.

III. PROVISION ON TRAINING

III/A. STRUCTURE OF THE TRAINING

§ 24: Forms of training, duration of training

(1) At the University, as provided for in § 3 of NHE Act., the training cycles shall be consecutive, providing a higher education qualification:

a) bachelor's degree program,

b) master's degree program.

(2) Bachelor's and Master's degree programs can be organized in consecutive cycles as separate or combined programs.

(3) At the University, in addition to (1), the following training can also be organized, however, these do not provide a higher education qualification:

a) tertiary vocational program,

b) postgraduate specialization program.

At the University, programs may be organized as full-time (daytime) studies, part-time (evening or correspondence) studies, distance learning, or via a closed-system electronic distance education format. Full-time and part-time (correspondence) programs may also be conducted as dual education programs.

(4) The University can organize training for people to acquire partial knowledge.

(5) The statutory training time for each training cycle is as follows:

a) at least four semesters in the tertiary vocational training program,

b) a minimum of six semesters and a maximum of eight semesters in a bachelor's degree program,

c) a minimum of two semesters and a maximum of four semesters for a Master's degree program,

d) a minimum of four semesters in teacher training,

e) a minimum of two semesters and a maximum of four semesters in postgraduate specialization training program,

f) teacher training in single-cycle training for ten semesters.

(6) The duration of a degree program is determined by the relevant training and outcome requirements.

(7) In tertiary vocational training programs, a higher vocational qualification can be obtained attested by a diploma. A diploma awarded in respect of a tertiary vocational training program does not certify an independent level of qualification (degree). At least one hundred and twenty credits must be acquired in the tertiary vocational training program. The training and outcome requirement shall include the training area classification of tertiary vocational training. The number of credits that may be counted towards a bachelor's degree in the same field of study shall be at least thirty and not more than ninety.

(8) In bachelor's degree programs, bachelor's degree and professional qualifications are available. The bachelor's degree is the first cycle of higher education and gives access to master's degree programs. The bachelor's degree shall comprise a minimum of one hundred and eighty credits and a maximum of two hundred and forty credits.

(9) In master's degree programs, master's degree and professional qualifications are available. The master's degree is the second cycle of higher education. A master's degree shall be awarded for a minimum of sixty credits and a maximum of one hundred and twenty credits, taking into account the provisions of 11.

(10) A single-cycle training program comprises a minimum of three hundred and a maximum of three hundred sixty credits.

(11) Students can earn the credits required for the degree in a shorter or longer period than the training period. To this end, the student shall draw up an individual study plan within the framework of these Regulations. If, during the period of study, the training and outcome requirements or the model curriculum change, the Credit Transfer Committee shall determine the subject equivalences which will ensure that the student can continue his/her studies in the

new subjects or model curriculum in such a way that the training and outcome requirements in force at the time the student's legal status was established are met.

§ 25: Periods of training

(1) The academic year is ten-month of educational organization divided into two semesters of five months each (autumn semester and spring semester). The schedule for preparatory training and training aimed at acquiring partial knowledge may differ from that of other programs.

The academic calendar, including seasonal recesses, is approved by the Senate, issued by the Academic Vice-Rector, and published by the Academic Office on the Neptun system login page.

(2) The semester is divided into a registration week, a study period and an exam period.

(4) During the study period, the student attends the classes (contact lessons) of the subjects he/she has taken and solves the tasks related to the subjects. The duration of the study period is 13 weeks.

(5) Exams are held during the exam period. The exam period shall last 4 weeks.

(6) For students who have registered for the final examination, the examination period before the final examination consists of two weeks.

(7) The admission criteria for the final examination is the successful completion of the thesis mock defense for both Hungarian and English language students.

(8) The language of the final examination is the same as the language of the training.

(9) The final examination period is determined in the University's academic year timetable, which is the third and/or fourth week of the exam period.

(10) Enrolment for first-year students takes place during the period specified by the Study Office.

(11) The registration period is the period preceding the study period, as specified in the schedule of study periods., during which the following educational tasks must be completed:

a) subject and course registration,

b) meeting payment obligations,

c) making declarations, submitting applications according to the application periods,

d) modification of course start dates, taking the registered numbers into account, with the compulsory provision of progress according to the model curriculum

e) change of course registrations.

(12) It is not possible to change the start of the course/time table after the start of the course. In justifiable situations, changes may only be made with the special permission of the Academic Vice-Rector on the recommendation of the Director of Higher Education.

(13) The duration of a lesson (contact lesson) is 45 minutes during the day, followed by a 15-minute break.

(14) Two lessons may be combined with the agreement of the students, lasting 90 minutes, followed by a 30-minute break. Three lessons may be combined with the agreement of the students for 135 minutes, followed by a break of 45 minutes. No more than three lessons may be combined.

(15) In the correspondence system, the duration of a lesson (contact lesson) is 45 minutes, followed by a 10-minute break. Two lessons may be combined with the agreement of the students for

90 minutes, followed by a 30-minute break. Three lessons may be combined with the agreement of the students for 135 minutes, followed by a 30-minute break.

(16) Audio or video recordings may be made during lessons, provided that the teacher and the students expressly agree.

(17) Lectures at the University are open to the public and may be attended by anyone, after consultation with the teacher, without disturbing the class, taking into account the capacity of the classroom.

III/B. TRAINING REQUIREMENTS

§ 26: Training and outcome requirements

(1) The professional requirements for the degree or qualification obtained at the University shall be determined by the regulations on the training and outcome requirements of the degree/course programs.

(2) The requirements shall include, by degree program, the definition of the training objective, the main fields of study to be taught and their proportions, the duration of training in semesters, the amount of study workload required for the degree or qualification in credits, the subjects of the examinations, the requirements for the thesis, the type of final examination, the subjects or subject parts that may be chosen for the oral examination, the level of the qualification, the professional qualification and the title to which it relates, and other provisions relevant to the degree prorgam

(3) The introduction of new or modified studies and examination requirements, i.e. changes in required, elective, and optional subjects related to the degree program, may be introduced in an ascending order. An exception to this is the requirement to obtain a signature, subject to the provisions of §30 (30)-(33) of these Regulations, and an exception provided for by law.

(4) In the case of a student who interrupts his/her studies, it is possible, upon written request, to apply the subjects in force at the time of resuming his/her studies, based on the decision of the Credit Transfer Committee.

§ 27: The curriculum

(1) The detailed educational and study requirements, as well as the detailed rules of the training shall be laid down in the curriculum.

(2) The curricula include required, elective, and optional subjects. The qualification is awarded on completion of the required subjects and the number of credits of the elective subjects specified in the curriculum. The number of credits for the optional subjects must be acquired by the curriculum.

(3) The recommended curriculum (model curriculum) is the recommendation that a student can follow to complete his or her studies within the period of training allocated to the degree program.

(4) The model curriculum includes:

a) the level of education,

b) the title of qualification,

c) the definition of the training objective,

d) the general and professional competencies to be acquired,

e) the main fields of study to be taught and their proportions,

f) the duration of training in semesters,

g) the amount of study workload required to obtain the qualification, expressed in credits,

h) the examination subjects,

i) all required and elective subjects, broken down by educational period, and the rules for the announcement of elective subjects,

j) the number of hours per week (or semester) (lecture + classroom tutorial + laboratory) and the number of credits allocated to each subject,

k) the language of education, which is Hungarian by default,

l) the type of check (mid-term grade or exam(ination) grade, or graded signature),

m) the semesters in which the subject is offered (autumn and/or spring),

n) the criteria requirements and their deadlines,

o) the conditions and rules of the choice of specialization,

p) the pre-study requirements,

q) the requirements for taking up and completing practical training and a thesis,

r) the language requirements,

s) the detailed conditions for taking the final examination, the subjects of the final examination, and the rules for their selection,

t) the method for calculating the degree classification.

The curriculum of each major shall be approved by the Senate prior to the national accreditation procedure. Curricula must be reviewed every five years. The procedure for reviewing the curricula shall be established by the Educational Development Working Group.

In the event of a modification or update to a course syllabus that is part of a degree program's curriculum—provided it does not alter the curriculum structure or other core program data—the Educational Development Working Group shall decide on the modification of the model curriculum.

(5) Physical education is a required subject on all full-time BSc and BA courses at the University, with two lessons per week for 4 semesters. In all full-time tertiary vocational training programs, students are required to take two hours of physical education per week for 3 semesters.

(6) On all full-time and part-time (correspondence) courses at the University, Professional Mentoring is a required one-hour a week subject for the first 2 semesters (5 hours per semester on correspondence training). Three sessions are required, the rest are elective consultations. The requirements for the mentoring subject are set out in the Professional Mentoring Regulations.

§ 27/A: Specialisation specified in the curriculum

(1) During the course of their studies, the student can choose a specialization in accordance with the prerequisites specified in the curriculum and the provisions of this regulation.

(2) In the case of the Vocational Technical Instructor bachelor's program, enrolment in a second specialisation is subject to the student holding at least one professional qualification or vocational qualification relevant to the program and presenting the original document certifying such qualification. In the absence of this requirement the student shall not be entitled to enrol in an additional specialisation.

§ 28: Subject programme, subject requirements

(1) The knowledge to be acquired in each subject is defined in the subject programmes. The curricula for each subject shall be approved by the institutes within the framework of the curricula and training programme.

(2) The subject programme includes:

a) the full and abbreviated name of the subject,

b) the university registration code,

c) the language of instruction,

d) the purpose of learning the professional content of the subject,

e) the number of hours per week (semester) broken down in lecture-classroom (drawing room) exercise - laboratory practice (computer room),

f) the assessment of the knowledge, (sub)skills, and (sub)competencies acquired (mid-semester mark or exam(ination) mark),

g) the method and timing of assessment, the way in which the mark is awarded,

h) the amount of coursework required to complete it in credits,

i) the classification of the subject as required or elective,

j) the department responsible for the subject, the subject coordinator and the teacher(s) of the subject,

k) the preliminary requirements for taking up the subject,

l) a short programme of subjects, a description of the knowledge, (sub)skills and (sub)competencies to be acquired, and the academic studies requirements for the year,

m) the detailed curriculum, broken down according to the education schedule,

n) any exam(ination) requirements,

o) the learning resources available for the acquisition of knowledge, skills, and competencies (textbook, notes, examples, literature, case studies, etc.),

p) the main technical and other aids that can be used,

q) the number and type of tasks the student is expected to do individually,

r) the scope and frameworks for the utilization of artificial intelligence,

s) the type of exams (written and/or oral).

(3) The subject requirements shall specify the conditions for obtaining a signature, the conditions, tasks, and deadlines for completing the subject.

(4) The subject requirements are formulated by the course teacher via the Neptun system and approved by the subject coordinator by the first day of the week following the first lesson or consultation. The teacher is required to inform the students of the course of the subject requirements, and upload the class minutes and the three assessment points into the Neptun system, except as otherwise provided in paragraph (7) of this section.

(5) The scope of artificial intelligence utilization to meet course requirements may be determined differently for each subject:

a) total prohibition: the use of artificial intelligence is prohibited in all learning scenarios and assessment methods;

b) partial authorization: the use of artificial intelligence is permitted for specific tasks (e.g., coursework, term papers) but prohibited in other instances (e.g., in-class exams);

c) full authorization: the use of artificial intelligence is permitted across all learning scenarios for the given subject.

(6) The subject coordinator must ensure that the subject programs and subject requirements are uploaded to the Neptun system by 23:59 on the Friday of the week preceding the study period.

(7) The subject requirements shall be presented to the students in the information displayed with the subject program at the time of registration (requirement type) and orally during the first lesson. The information shall not differ from the content of the electronic interface referred to in (5). The requirements — with particular regard to the conditions for obtaining the signature — must be recorded by the instructor in a protocol through the Neptun system during the first class — the examination-only course pursuant to Section 29(3) shall constitute an exception to this provision.

(8) The subject requirements may not be changed during the semester unless it helps the student's progress.

(9) The subject requirements contain the following information updated for the semester in question:

a) the requirements for attendance and the possibility of making up for absences, as well as the method and regularity of checking attendance and the method of verification in the event of absence, within the limits set out in § 28 (2) to (7),

b) the exact number of mid-semester exam(ination)s (reports, final examinations, etc.), their subjects and dates, the possibility of their completion and correction, the dates and times of their completion, as provided in § 28 (4), (7),

c) the conditions and the method of obtaining mid-semester marks and the possibility of correction during the exam(ination) period, as provided for in § 28 (4),

d) in the case of an exam(ination) mark, how and in what proportion the requirements are fulfilled in the exam(ination) or during the study period are taken into account in the calculation of the final mark within the limits set out in § 28 (4),

e) assignments that, according to the requirements, can be completed in the context of the whole semester's work and cannot be substituted during the exam(ination) period.

§ 29: Announcement of and registration for a subject

(1) The announcement of a subject means the announcement of course(s). A course is the concrete form of the subject.

(2) Courses are announced in the Neptun system by entering the following details:

a) the name and code of the subject, course code

b) the lecturer responsible for the course and where applicable the collaborating lecturer

c) the maximum number of students in the course

d) the timetable of the course and room information where the course takes place

e) course remark

(3) In the case of a subject requiring an exam(ination), the student can retake the subject with a mark of "1" and to take an exam or a repeated exam to improve the mark in the following academic year without attending classes. A student without a mark but with a valid signature can take an exam without attending classes (examination-only course).

(4) The University shall publish the courses announced for the next semester in the form of a timetable in the Neptun system by the end of the registration week of the current semester.

(5) The director of the institute responsible for the subject is responsible for the subject requirements. The Director of Higher Education shall be responsible for the announcement of the courses assigned to the subjects and for the modification of the announcements.

(6) It is always compulsory to start a course for a subject that is required according to the current model curriculum.

(7) In the case of elective subjects, it shall be ensured that the student may take optional subjects up to at least five percent of the total number of credits required for the award of the degree or may participate in voluntary activities that can be completed instead of these subjects. The procedure for recognizing voluntary activities is determined by the procedure established by the Credit Transfer Committee.

(8) The course offerings should provide the opportunity to progress according to the recommended curriculum.

(9) The number of students admitted to a course may be limited due to the availability of teaching facilities and other infrastructure.

(10) A course shall be started if the number of applicants reaches the minimum number required at the time of its announcement.

(11) Students have the right (subject to the curricular regulations) to choose the subjects and the teachers by choosing between the courses offered in parallel.

(12) During their studies, a student may take courses with a cumulative credit value exceeding the total credits required for their given major by up to ten percent, as well as courses taught in English up to an additional ten percent of the total required credits, without incurring any separate cost or fee. Beyond these thresholds, the student shall be required to pay a credit fee in accordance with the Regulations on Student Fees and Benefits (RSFB). To determine the applicable fee, the threshold calculation is based on the number of completed credits, excluding any credits earned from courses related to scientific student association activities, innovation activities, and talent development programs.

(13) A student may only take a course related to a subject for which he/she has fulfilled the prerequisites.

(14) A student can acquire a mark only for those subjects, in which he/she has registered in the semester in question.

(15) The application for the course, the course registration is done in the Neptun system.

(16) During the registration week, the student is obliged to check the list of courses registered in the Neptun system and to report any discrepancy(s). If the student can prove that the list is not correct (no course is listed or a course is listed that the student has not taken), the student or his/her proxy may complain via the Neptun system until the last day of the registration week.

(17) There shall be no right of appeal after the expiry of the time limit specified in (16).

(18) In the event of a student's serious administrative non-compliance, the Academic Affairs Office is entitled to restrict the student's course registration privileges until the issue is rectified. Serious administrative non-compliance includes, among other actions, the failure to sign the student training contract for the new program following a change of major or department, or the failure to submit a declaration pursuant to Section 48/D, Paragraph (2) of the Act on National Higher Education after switching to a statethe r-funded scholarship status.

§ 30: Assessment of studies, absence, signature

(1) Assessment of knowledge of the subject matter may be:

a) five-grade-scale: excellent (5), good (4), satisfactory (3), passed (2), failed (1) qualification,

b) three-grade-scale: excellent (5), satisfactory (3), failed (1) qualification,

(2) The student's performance cannot be assessed, if:

a) there is more than the number of absences allowed, or

b) for a subject requiring an exam(ination), no attempt is made for an exam(ination) during the exam period, or

c) other subject requirements are not met.

(3) There is no right of appeal against the assessment, except, if:

a) the decision was not based on a set of requirements adopted by the University,

b) it is contrary to the University's Organisational and Operational Rules and Regulations,

c) the provisions on the organization of the exam(ination) were not respected.

(4) The knowledge can be checked:

a) during the study period, using a written or oral report in class, a written (final) paper, or a homework assignment (e.g. a plan, a measurement report, a computer program, a study) and by the evaluation of work done in seminars or practical training,

b) by the exam taken during the exam period,

c) by the examination taken during the exam(ination) period,

d) by the final examination.

(5) The possibilities for digital teaching are set out in Annex 9 to these Regulations.

(6) A mid-term mark may be given:

a) in the case of a subject assessed with a mid-semester mark, i.e. a subject requiring an (F), students are assessed continuously during the semester, with the final mark being based

on the results of at least three assessment points in full-time courses and at least two in non-full-time courses. Multiple passes of one type of assessment count as more than one assessment point.

b) in the case of a subject assessed with an exam(ination) mark, i.e. a (V) requirement, the student's mark, if obtained, may be determined based on performance in the exam(ination) only, or based on the mid-semester marks and the exam(ination) performance together. In the latter case, at least 51% of the mark will be based on the exam(ination).

(7) Types of assessment:

a) a written work to be submitted,

- essay,
- reflection
- answering, explaining and justifying questions
- online test
- individual work, collective work
- working in a group to create a product (e.g. a joint presentation)
- student mini-presentation with video recording

For a Teacher Training Center:

- teacher diaries,
- lesson plan,
- submission of a thematic plan
- production of distance learning methodological materials

b) mini-presentation,

c) final exam,

d) assessment of practical work done in class

e) performance of an assessment task, minutes,

f) programming task, etc.

g) oral or written exam in digital format,

h) exam for improving a mark.

(8) If the mark is determined in whole or in part based on final exam papers, or the exam mark is determined in part based on final exam papers, the student shall be allowed to make up or correct the final exam paper at least once during the semester. If the student has to make up more than one paper, he/she may also write a single consolidated paper. The possibility of making up or improving a mark on a final exam is available to all students as a matter of right.

(9) Mid-term assignments and exercises may be made up and corrected as described in the subject requirements. If the student is not able to obtain the mid-semester mark by using the possibility(s) of making up or correcting the final exams, exercises, or mid-semester assignments, he/she may attempt to obtain the mid-semester mark using an exam to improve a mark or a repeated exam to improve a mark by § 30 (7) (h) of these Regulations.

(10) The teacher must enter the date, type, and subject of the assessment points in the Neptun and/or Moodle system within 5 days of the first class or consultation. The teacher shall enter the results of each assessment point(s) in the Neptun and/or Moddle system within 5 working days of the assessment point date, and at the latest, 8 working days before the next assessment point date.

(11) The examination is a final exam covering the entire curriculum of the subject which is essential for the training objective.

(12) The curriculum may provide for the examination of several subjects together.

(13) The **examination is assessed** in a five-grade scale. The examination shall be written and oral. The result of the examination shall be the aggregate of the written and oral examinations.

(14) No examination may be prescribed in a subject, which is a final examination subject.

(15) In the case of a subject assessed **with a mid-semester mark,** the teacher must record the signature or the refusal of it in the last week of the **semester.** The teacher must record the mark by the Saturday of the last week of the study period for full-time students and by the Saturday of the first week of the exam period for correspondence students. To do this, he/she prints the examination sheet from the Neptun system. The mark is entered and signed on the examination sheet and the mark is then entered into the Neptun system based on the examination sheet.

(16) An examination sheet shall be prepared for the determination of the end-of-semester mark, regardless of whether the end-of-semester mark is determined by mid-term marks or by exam(ination).

(17) In the case of a subject **assessed with an exam(ination) mark,** the presence of a signature is a condition for admission to the exam(ination). Performance in a given semester can only be assessed by a mark based on an attempted exam(ination).

(18) In the case of a subject assessed with an exam(ination) mark, an examination sheet must be prepared per exam(ination).

(19) The teacher:

a) in the case of oral exams, records the mark obtained on both the examination sheet and the pre-printed result sheet and validate them with his/her signature; the student acknowledges receipt of the mark and the result sheet by signing the examination sheet; the teacher enters the mark based on the examination sheet in the Neptun system within 5 days.

b) in the case of written exams, at the beginning of the exam, verifies the identity of the student by checking a photo ID; at the same time, the student signs the examination sheet to confirm his/her presence at the exam; the teacher records the result of the exam on the examination sheet and signs it, and enters the result in the Neptun system within 5 days.

(20) A student will not receive credit if his/her performance is assessed with a fail grade of "1" and if he/she has been denied a signature.

(21) The value of the credit, provided that the student's performance has been accepted, does not depend on the assessment of the student's knowledge.

(22) In the case of parallel courses in a subject, the exam shall be conducted in a manner agreed by the subject coordinator, and as far as possible in the same way.

(23) The student may consult the assessment of written assignments and exams at a time agreed with the teacher.

(24) After the end of the exam period, the student is obliged to check his/her marks and results registered in the Neptun system. If the student can prove that the record does not correspond to the reality (a mark is not included or a mark for which the student has received a result record is not included), the student may complain via the Neptun system within 15 days of the end of the exam period.

(25) No appeal shall lie after the expiry of the time limit specified in (24).

(26) If there is a discrepancy between the contested mark and the examination sheet, the result indicated on the underlying examination sheet shall be accepted as valid.

(27) The teacher shall keep, sign and have the students sign an attendance sheet for each contact lesson of the study period, which shall contain the data of the course (subject name, subject code, course code, place, date, and duration of the course, list of participating students) printed from the Neptun system, and shall enter the data into the Neptun system within 5 working days.

(28) In the case of **absences** exceeding 15% of the total number of hours of practical sessions and 30% of the total number of hours of lectures, or if the student has not fulfillled the assessment points, no credit points can be obtained for the course. The subject requirement may also impose requirements other than the absence rate specified in these Regulations.

(29) **It is not considered an absence** if the student is not attending the required academic events not specified in the timetable:

a) field trip,

b) sport and academic studies competitions authorised by the University,

c) a practical session organised by the University,

d) participation in the meetings of the Committees defined in the University's Organisational and Operational Rules and Regulations.

(30) For all subjects, the student will receive either **a signature or a** "*Signature Denied*" for the completion of the mid-term requirements. The signature certifies that the student has attended the required classes in the subject, in person or digitally, has participated in the required sessions, and has met the signature requirements. A signature can only be obtained in a subject that the student has registered in during the semester.

(31) For courses assessed by an examination grade, an earned signature remains valid for the semester in which it was obtained and for the two subsequent semesters. A student may not waive a valid signature.

(32) If the requirement for the signature is a final exam, report, assignment, or other similar requirement, at least one opportunity to make up these requirements must be provided during the semester.

(33) In case the exam is held during the semester (e.g. pre-exam), the date of the semester signature entry in the Neptun system must precede the (earliest) exam date.

(34) In case the signature is denied, the student may not obtain a mark in the subject concerned, even on an equitable basis. Any application made by such a student for exam before the signature was denied, shall also be invalid.

(35) In case of a "*Signature Denied*" record, the student shall pay a course withdrawal fee according to Table 3 of Annex 1 to the Regulations on Student Fees and Benefits.

(36) The teacher shall enter the signature or its refusal in the Neptun system by the end of the last week of the study period for full-time students at the latest, and by the end of the first week following the study period for correspondence students at the latest. In the latter case, the student(s) concerned must also be barred from taking the examination. The disabling or unblocking of the exam registration is done by the Study Office in the Neptun system.

(37) If the entry published in the Neptun system in connection with the semester signature is not correct, the student may lodge an objection with the teacher in charge of the entry within 15 days of its publication.

(38) In the case specified in paragraph (24) or in a specific case after the deadline, the correction of the grade discrepancy will be carried out by the designated staff member of the Study Office in the Neptun system, following the approval of the Director of Higher Education. A protocol will be prepared regarding the correction of the grade discrepancy, which will be authenticated by the Director of Higher Education

§ 31: Exams (examinations) and assessments

(1) The established exam schedule shall be announced and published at least **three weeks** before the exam period. The exam schedule shall include the scheduled dates of the exams, the examiner(s), and the limit on the number of students at the relevant exam. The deadline for scheduling the examination period may be waived in individual cases.

(2) The teacher shall publish the exams in the Neptun system per occasion. The Head of the Department shall be responsible for the announcement of exams.

a) The number of available examination slots **for courses assessed with a grade of "F"** must be at least twice the number of students who obtained a signature but received an unsatisfactory grade during the academic term,

b) The number of exam places **for the subject with requirement "V",** at least twice the number of students registered for the subject,

c) **At least one** exam per **week** must be ensured **in** each subject during the exam period.

If all students in the subject course have obtained a successful mark, no further exams shall be announced and published.

(3) For those subjects where an exam is required and announced, exam slots shall be provided each week during the exam period.

(4) Only students who have fulfillled all their obligations under the Regulations on Student Fees and Benefits and have a valid signature in the relevant subject may be admitted to the exam (examination). The deactivation of registration for the exam and the reactivation of registration for the exam are carried out by the Study Office in the Neptun system. The reactivation happens if the student has fulfilled his/her payment obligations in the Neptun system.

(5) Students may register for the exam (or withdraw from the exam) until 13.00 on the day before the exam day at the latest.

(6) Only students who are listed in the Neptun system on an examination sheet printed out by the teacher - at the earliest at 13.00 on the day before the exam - are eligible to sit the exam. Students who have registered for the exam and who have appeared for the exam, and who present the necessary documents, must be examined by the teacher unless the student has appeared in an inappropriate state (e.g. drunk) or has displayed inappropriate behavior. The announced exam may not be postponed or canceled, even if the number of candidates is low, except in cases of force majeure (unforeseen and unavoidable reasons preventing the teacher

from attending the exam). In such cases, the teacher is obliged to inform the students who have registered for the exam and who have attended, via the institute's administrator.

(7) In the event of an unexcused absence from an exam, the student shall pay the exam administration fee specified in the Regulations on Student Fees and Benefits, unless he/she can prove that the absence was justified. Proof of absence must be submitted via the Neptun interface within 3 working days of the exam.

(8) Exams can only be taken at a location officially approved by the University or through online platforms approved by the University.

(9) The University and the examiner shall be jointly responsible for the smooth conduct of the exam.

(10) In the case of online oral exams or assessments, only students who can ensure their presence at the exam using a live camera image may take the exam.

(11) The use of artificial intelligence during examinations and assessments is permitted only as explicitly specified in the course syllabus.

(12) During the exams, assessments, it is prohibited to:

a) using or attempting to use a device (paper-based aids, computer capable of displaying or recording visual and/or audio information, mobile phone, wristwatch, radio transmitter-receiver, or any other similar electronic device) which is not permitted;

b) the use of artificial intelligence—other than as specified in the course syllabus;

c) behave in a way that disturbs the calm atmosphere of the exam or assessment and hinders the examiner in the exam, the supervision of the exam, and the other students in their calm work.

d) A pocket calculator capable of performing only arithmetical operations shall not be considered a prohibited device if its use is authorized by the examiner.

e) A student who violates the exam or assessment regulations will not be allowed to continue the exam and will receive a „failed" mark. In the event of the use of an unauthorized aid or artificial intelligence - other than as specified in the course syllabus, the examiner may initiate disciplinary proceedings in writing to the Director of the Institute. The initiative must be accompanied by a report containing the details and signatures of the examiner, witnesses, and the offending student, and the material evidence(s). If the offending student refuses to sign the report, this shall be recorded in the report but shall not be an obstacle to the initiation of disciplinary proceedings.

(13) The student shall bring his/her identity card or other Hungarian or English language photo identification with him/her to all exams, and in the case of oral exams, 1 copy of the results report printed from the Neptun system, in the absence of which he/she shall not be allowed to sit the exam.

(14) The teacher shall ensure that the identity of the candidate is checked and, in the case of an oral exam, the results report is received before the exam begins.

(15) The teacher must have the student sign the examination sheet for each exam, except in exceptional circumstances. This shall certify:

a) the handover of the results report at the oral exam and the acknowledgment of the mark obtained,

b) in a written examination, the student's attendance at the exam and the submission of the paper.

(16) The examining teacher is obliged to enter the marks obtained in each exam, in numbers and letters, on the examination sheet printed from the Neptun system, and in the case of oral exams, on the student's results report, to date and sign the entry, and to enter it in the Neptun system within 5 days.

(17) The exam shall be held before a committee of at least two members and a record shall be made.

(18) For the oral exam and the final examination, the candidate must be given at least 30 minutes of preparation time per subject. No preparation time shall be allowed for online exams.

(19) In the case of written exams, the student must legibly write his/her name and Neptun code on each separate sheet of the examination paper and sign them.

(20) Examination papers and examination records shall be kept at the Institute by the Rules for the Management of Records.

(21) Any unauthorized entry in the examination sheet or in the Neptun system is a falsification of a document and will lead to disciplinary and statutory action.

(22) The teacher shall personally hand over the results report to the student in the manner provided in § 30 (19).

(23) The student is obliged to take the results sheet at the oral examination and to sign the corresponding document (list of students at the exam) as a certificate.

(24) The student may consult his/her corrected written examination paper within 15 days after the result has been entered into the Neptun system, but before the re-examination, at a time announced or agreed by the teacher. Within this time limit, the student may lodge a written complaint with the examiner or, exceptionally, with the Director of the Institute, if the mark for the exam has been incorrectly calculated by the examiner who marked the exam or if the student has not been awarded a mark for an assignment. In the event of a scoring error or incomplete assessment, the mark will be adjusted accordingly by the teacher.

(25) Oral exams shall be open to the students and teachers of the University, and audio or video recordings may be made only with the express consent of the participants. Publicity may be restricted by the Academic Vice-Rector for good cause (e.g. protection of trade secrets).

(26) In written and oral exams, two persons appointed in writing by the University's Student Council, who are students, may occasionally conduct an exam control, provided that the order of the exams may not be disturbed by the control.

(27) Exams (examinations) and repeat exams (examinations) to improve a mark may be taken at the exam dates announced for the exam period.

(28) A student may, upon written request to the Director of Higher Education, take the repeat exam in front of another teacher or committee. The appointment of the examiner or committee shall be made by the Director of the Institute in consultation with the Director of Higher Education.

(29) The student shall pay the fee specified in the Regulations on Student Fees and Benefits for the third and subsequent exams in the same subject (regardless of the number of times the subject has been taken).

(30) In case of a successful result in the exam period of the given semester, the student may take an exam (examination) to improve his/her mark until the end of the exam period. The student must be informed prior to the exam that he/she could be awarded then a worse result at the exam than before. No further credits may be obtained by improving a successful exam. The application for the exam to improve a mark must be submitted via the Neptun system by the

3rd day before the date of the exam for the subject in question. An exam to improve a mark may only be requested for a subject for which an exam is required, after obtaining at least a pass mark. The student may take the exam to improve his/her mark once per subject.

(31) The student may request a preliminary exam for a subject in the semester in question if it is necessary for the registration of a subsequent subject. The request for a preliminary exam must be submitted via the Neptun system during the subject registration period. Admission to the preliminary exam may be granted provided that the student has fulfilled the signature requirements for the relevant course—excluding class attendance—and that this completion has been verified by the institute responsible for the course.

(32) If the subject program provides for it, the student may be offered an exam mark if the conditions set out therein are met. The teacher must enter the offered exam mark in the Neptun system by the last Saturday of the exam period.

(33) The student may record his/her acceptance of the offered exam mark in the Neptun system the day prior to course enrollment at the latest. The student is not obliged to accept the offered exam mark. The offered exam mark becomes final once the student has accepted it in the Neptun system. An offered exam mark not accepted by the deadline is considered as rejected.

(34) If a student who has been offered an exam mark obtains a mark during the exam period, the offered exam mark shall be invalid.

§ 32: Indicators of the learning outcomes

(1) The amount of academic workload a student has done is indicated by the number of credits earned in a given semester or since the beginning of studies.

(2) The quality of academic workload is measured by the weighted grade point average, which is the average of the grades of the subjects completed, weighted by the number of credits:

$$\text{weighted grade point average} = \frac{\sum(completed_credits)\times(grade)}{total_completed_credits}$$

(3) The credit system uses the adjusted credit index to assess the quantity and quality of academic workload:

$$\text{adjusted credit index} = \frac{\sum(completed_credits)\times(grade)}{30} \times \frac{completed_credits}{undertaken_credits}$$

(4) The weighted grade point average and the adjusted credit index may be calculated for the total number of credits earned by the student in the semester in question and for the total number of credits (cumulative average). The cumulative average is calculated based on the last valid grade in the subject.

(5) The accepted subject shall not be included in the weighted average, the adjusted credit index or the scholarship index unless the subject was taken in the semester to which the average relates.

(6) The scholarship index calculated based on the previous active semester is used to determine the amount of the scholarship. The method of calculation shall be laid down by the Regulations on Student Fees and Benefits.

(7) After the end of the study period, the number of credits taken and earned, the adjusted credit index, and the weighted average of the student's studies will be recorded in the Neptun system.

§ 33: Re-registration for a subject

(1) If a student is unable to obtain credits for a subject in the semester of registration, he/she may retake the subject in a later semester.

(2) On the third (second repeat) or subsequent registration of a subject, the student must pay the fee for the repeated registration of a subject as set out in the Regulations on Student Fees and Benefits.

(3) A subject for which the student has earned credit points cannot be taken again.

§ 34: Recognition of subjects, transfer of credits

(1) A student may receive credits for the acquisition of given knowledge (subject) only once. According to Section 6 (10) points a) and c) during the procedures listed therein, the value of the credit recognised shall not be taken into account in the calculation of a single grade point average or in the fulfillment of the criteria for the award of credits.

(2) The University recognises a student's academic studies performance recognized with credit during his/her studies at any higher education institution, if the prerequisite for this is fulfillled, irrespective of the higher education institution and the level of study at which the student obtained the credits. Recognition is based solely on a comparison of the knowledge on which the credits are based, based on the subject program. The University shall recognize the credit provided that the compared course content is at least 75% identical and was completed in the same language of instruction as the course for which recognition is requested. The comparison of the knowledge is carried out by the Credit Transfer Committee.

(3) The recognition of a subject announced at another institution or level of training means the inclusion of a subject in a course of study, the determination of the credit points associated with the subject, and the determination of the substitutability of the subject with another subject (or subjects) or its distinctiveness from other subjects.

(4) Only subjects whose subject program contains a maximum of 25% of the subjects already taken into account in the calculation of completion can be taken into account for the fulfillment of a requirement related to the curriculum.

(5) The student can request the recognition of the subject(s) in an application to the Credit Transfer Committee via the Neptun system during the application period. The student may only submit the request in writing via the Neptun application interface, together with the necessary supporting documents. The decision on recognition shall be made by the Credit Transfer Committee, taking into account (1) to (3) and any existing credit transfer agreements with other higher education institutions.

(6) Previous studies and work experiences may be recognised by the Credit Transfer Committee as fulfillling a study requirement. The maximum number of credits that may be counted based on work experiences, excluding credits allocated to practical training, is 30. Verification of knowledge of work experiences shall be using a specific written, oral, or practical exam, at the discretion of the Credit Transfer Committee.

A student may submit a request for the procedure referred to in Section 6 (10) points a) and c) only if:

(7) student has not yet completed the given subject in the given program, nor has attempted to complete it in a previous semester and has registered for the subject in the given semester.

(8) As a general rule, the competent Credit Transfer Committee will recognize up to 2/3 of the credits specified in the training and exit requirements, the remaining credits must be completed by the student at the University.

(9) To obtain the final graduation certificate, the student must complete at least 1/3 of the credits of the training in the University - in the case of previous studies at the University and in the case of courses leading to a joint certificate with other higher education institutions. This provision is subject to exceptions as outlined in Sections 49 (7a) and (7b) of the National Higher Education Act (NHE Act.).

(10) The student may also request the determination of credits based on his/her studies and work experiences before recognition.

(11) The University accepts the completion of the accepted subjects (credits) as an adequate subject in the curriculum of the respective degree program, if any, and if not, as an optional subject, if there is a corresponding subject.

(12) The credit point of the substituted subject shall be the credit point according to the curriculum, and the mark shall be the mark of the substituted subject. In the case of several substitute subjects, the average of the marks of the substitute subjects shall be used by the Credit Transfer Committee to determine the mark.

(13) It is possible for the Credit Transfer Committee, taking into account (2) and (3) of this section, to recognize a subject group completed elsewhere instead of a subject group included in the curriculum of the course.

(14) In the case of the postgraduate specialization program preparing for the teacher's professional examination, the candidate may apply for recognition of the previously obtained teacher's professional examination qualification and the acquired professional qualification in the course indicated during the admission procedure, acknowledging that in case of a positive decision on the application, the University may determine the required subject(s) to be completed for the third semester of the course.

§ 35: Professional practical training

(1) The curriculum may provide for the compulsory completion of professional practical training (related pedagogical practice). The completion of the professional practical training may be required as a prerequisite for other curricular units.

(2) In the case of bachelor's degree programs requiring practical training, practical training of at least the duration specified in the training and outcome requirements for the degree program must be organized in an external training establishment, institution or organization suitable for practical training. Completion of the practical training is a prerequisite for admission to the final examination.

(3) The requirements, conditions of completion, and certification of the practical training are defined by the procedures issued by the institutions supervising the degree program and the curriculum of the degree program. The details of the practical training must be recorded on the student's enrolment sheet.

(4) In tertiary vocational training programs and postgraduate specialization programs, the practical training can be organized as full-time or part-time training, by the provisions on professional practical training.

(5) The procedure referred to in paragraph (3) must include the process and conditions for the recognition of professional practice based on work experience.

§ 36: Preferential study arrangements

(1) The Academic Studies Committee may grant a preferential study scheme upon a student's request based on academic performance, participation in part-time or parallel courses, or his/her achievements in community, social and health reasons, or elite sports. The Academic Studies Committee may also authorize a preferential study schedule for a student raising a child under the age of fourteen, allowing the student to be absent from lectures and seminars for the purpose of childcare, provided that such absence does not result in exemption from the fundamental academic requirements of the given program.

(2) In particularly justified cases, the Academic Studies Committee may decide to derogate from (1).

(3) During the preferential study scheme, the teacher will specify in writing the required sessions and exams. The decision on the application is made by the Academic Studies Committee based on the opinion written by the teacher.

(4) Based on the authorization, the student may be exempted from attending required classes, in whole or in part, the deadline for submitting assignments may be changed, the study period may be completed earlier or other benefits may be granted.

(5) The conditions set out in the preferential study scheme cannot be changed during the semester.

(6) The authorization is valid for one semester. The preferential study arrangements do not exempt the student from completing the assignments in the subjects he/she has taken and from meeting the criteria for progression.

IV. REGISTRATION OF ACADEMIC STUDIES RECORDS, PROVISIONS ON FINAL GRADUATION CERTIFICATES, THESES, FINAL EXAMINATIONS, DIPLOMAS

§ 37: The transcript of records (course record book)

(1) The course record book used at the University:

a) A master record extract printed from the Neptun system is a document authenticated by the Director of Higher Education and inseparably bound together. The master record extract may also be issued via electronic authentication. The student shall be held solely responsible for the use of this document.

(2) For students with a printed course record book, the information printed on the label is pasted into the course record book by the Study Office employee and certified by the Director of Higher Education.

(3) The Study Office shall issue the course record book in a form determined by the University and approved by the Educational Authority..

(4) The extract from the student registry (transcript) will be automatically issued by the Study Office and handed over to the student upon request, or in the event of termination of student status, for students with at least one completed semester. During the period of student status – for students with at least one completed semester – the transcript can also be issued free of charge.

(5) In cases not specified in paragraph (4), the extract from the student registry (transcript) is subject to a fee, the amount of which is determined by the Regulations on Student Fees and Benefits (RSFB)

(6) The transcript of records must contain details of all the studies undertaken by the student at the same level and in the same degree program:

a) the student's identity details (name, name at birth, place and date of birth, mother's name at birth),

b) the name, seat, and institutional identification number of the higher education institution,

c) student status data, student enrolment number,

d) details of the student's training,

e) the subjects (curricular units), credits allocated, assessment data, broken down by training period,

f) proof of the final graduation certificate (certifies that all curriculum requirements have been met),

g) details of the thesis and proof of its completion,

h) details of the language exam,

i) details and results of the final or professional examinations,

j) the qualification of the diploma or certificate,

k) decisions affecting the student's studies,

l) proof of studies at other higher education institutions,

m) proof of studies from previous studies,

n) the unique serial number of the document,

o) upon termination of the student's student status, an authorized paper-form extract of the course record book is issued

i. ex officio for students who have completed their studies without a final graduation certificate, provided that they have completed at least one semester as an active student;

ii. on request, for students who have obtained a final graduation certificate but have completed their studies without obtaining a diploma,

iii. on request, to a student who has obtained a certificate in a postgraduate specialization program.

iv. upon request, to the next of kin in the event of the student's death.

p) A student who is issued a course record book by the higher education institution does not need a certified extract of a student enrolment sheet.

(7) Any prohibition from continuing studies, exclusion from the University, or failure to complete studies shall be entered in the exctract from the student registry.

(8) No separate course record book may be issued to a visiting student. Exceptions to this rule are students studying at a foreign higher education institution, who may be issued a visiting student's course record book upon written request, which shall include:

a) the student's identity details,

b) student status data, student enrolment number,

c) the subjects (curricular units) studied, the credits allocated, the forms of assessment, broken down according to the training period,

d) the reference number of the decision affecting the student's studies.

IV/A. A. PROVISIONS ON TERTIARY VOCATIONAL PROGRAMMES, POSTGRADUATE SPECIALIZATION PROGRAMMES, AND BACHELOR'S AND MASTER'S DEGREE PROGRAMMES

§ 38: The final graduation certificate

(1) The final graduation certificate (diploma) shall certify the successful completion of the exams prescribed in the curriculum and, except the thesis, the fulfillment of other study requirements and the acquisition of the credits prescribed in the training and outcome requirements, and shall attest, without grading or assessment, that the student has fully met the studies and examination requirements prescribed in the curriculum.

(2) The final graduation certificate must be obtained at the latest within twice the period of training, including both active and passive semesters, from the start of the studies, according to the training and outcome requirements.

(3) To obtain the final graduation certificate, the student shall complete 1/3 of the number of credits prescribed in the course of studies at the University, even if the previous studies or other previous studies and work experiences are recognized as credits. This provision is subject to exceptions as set out in Sections 49 (7a) and (7b) of Act CCIV of 2011 on National Higher Education (NHE Act.).

§ 39: Thesis/dissertation/portfolio

(1) According to the curriculum, students shall prepare a thesis, a diploma, or a portfolio in the last semester of their studies, to prove that they can to solve theoretical and practical tasks independently, by the direction and level of their professional training, based on the knowledge acquired at the University.

(2) Subjects related to the preparation of the thesis and the portfolio end with a qualified signature and the portfolio with a mark. There is a prior requirement for their admission, which is set out in the model curriculum.

(3) The student's proposal for the thesis topic to be included in the thesis shall be submitted to the educational unit responsible for the training. The educational unit shall evaluate the proposal and, after approval, the basic data shall be uploaded into the Neptun system. A change of title or thesis modification within the assigned topic is possible until the last working day of the 5th week of the study period and must be entered in the Neptun system.

(4) The deadline for thesis submission is specified in the academic calendar. The completed thesis, the combined thesis and portfolio, or the portfolio alone must be submitted electronically through the Neptun system in accordance with the guidelines of the department issuing the assignment. Upon a request submitted via the Neptun system, the Transfer Committee (TC) may grant a one-week extension for the submission of the thesis.

(5) The content and format of the thesis/portfolio, and the general and specific criteria of evaluation shall be defined based on the curriculum and shall be made known to the students. The method of general publication and modification of the thesis, the content and format of the thesis, and the general criteria for evaluation shall be laid down in the procedures of the institutions responsible for the degree program. The specific content of the thesis and the specific assessment criteria shall be determined by the institutes.

(6) Only those assignments may be assigned as a thesis topic that can be developed creatively and within the prescribed time frame, based on the knowledge acquired in the curriculum and during the practical training, and by studying the literature.

(7) The preparation of the thesis and the portfolio is supervised by a consultant. For each thesis and portfolio issued, the University shall provide a thesis consultant. A member of the University teaching staff shall act as internal consultant to the thesis holder. In addition, the student must ask for an external consultant; if the person asked refuses the request, the University must provide one. The work of the internal consultant shall be directed by the head of the institute which has appointed him/her.

(8) Consultants shall certify the consultations on the consultation form. The internal and the external consultant (if any) shall make a separate declaration on the admissibility of the thesis and the portfolio (admissibility yes/no) and certify it by signature / electronic signature on the consultation form. If either consultant considers the thesis and portfolio not to be admissible, the thesis and portfolio will not be admissible.

(9) The thesis and the portfolio submitted by the deadline under (8) shall be submitted for assessment. However, the Director of the Institute may refuse to examine a thesis or portfolio which does not meet the requirements about content and/or format. The assessor must be a professional with a university degree and must be appointed by the University on the recommendation of the Director of the Institute/thesis consultant. At the discretion of the Institute, a second invited assessor may prepare a separate assessment in addition to the assessor. The assessor may not be the same person as the consultant.

(10) The evaluations must be made available to the candidate in the Neptun system no later than five days before the start of the final examination period. The reviewer(s) shall evaluate the thesis or portfolio in writing through the Neptun system and provide a recommendation for its classification.

(11) An electronic or printed copy of the evaluation(s) must be submitted to the Final Examination Committee for review, along with the assessment proposal from the reviewer(s). The Final Examination Committee shall determine the final grade (evaluation) of the thesis or portfolio.

(12) The Director of Higher Education may authorise the student to defend the thesis and take the oral examination in a separate final examination period upon the student's separate application in the Neptun system. The fee for the separate procedure is included in the Regulations on Student Fees and Benefits.

(13) The student may defend the thesis approved by the institute within three consecutive final examination periods from the date of the subject announcement. If he/she fails to sit or to appear for the final examination within this period, he/she

a) shall seek a re-approval of the thesis topic, or

b) modify it as decided by the Director of the Institute that issued the assignment, or

c) shall choose a new thesis topic.

(14) The University shall ensure the storage of theses and the possibility to consult them through the academic system by § 11 of the Regulations on Library Use.

(15) When submitting their thesis, students are required to make a declaration in the electronic system designated for thesis submission. In this declaration, students confirm that their thesis complies with the university's ethical and academic standards, and that the use of artificial intelligence (AI) is fully transparent and traceable. Any failure to properly reference AI-generated content, or presenting such content as the student's own intellectual product, constitutes a violation of the plagiarism-related provisions of the thesis submission procedure established by the relevant

institute or the Teacher Training Centre. Such violations may result in the rejection or non-acceptance of the thesis or portfolio.

(16) The student shall prepare the thesis, diploma project or portfolio in the language of instruction of the program. No deviation from this requirement shall be permitted, except for the inclusion of a brief summary of the content in a foreign language.

§ 40: Final examination

(1) Students shall complete their studies in tertiary vocational training programs and postgraduate specialization programs and bachelor's and master's degree programs with a final examination.

(2) The final examination is a test and assessment of the knowledge, skills, and abilities required for the award of the diploma, in which the student must also demonstrate that he/she can apply the knowledge acquired. The language of the final examination is the same as the language of the training.

(3) The final examination is conditional on the obtaining of a final graduation certificate and a successful mock defense in full-time degree/course programs (in correspondence courses the mock defense is optional).

(4) The final examination may be taken in the first final examination period following the award of the final graduation certificate within the framework of the student status, and after the termination of the student status without a deadline, for those who start their studies from the academic year 2012/2013, in ascending order, within two years in any exam period, according to the valid training requirements. The Regulations may make the final examination conditional upon the expiry of the second year after the issue of the final graduation certificate. No final examination may be taken after the fifth year following the termination of the student's studies.

(5) Students who have not fulfilled their payment obligations to the University shall not be admitted to the final examination.

(6) Applications for the final examination must be submitted in advance via the Neptun system by the date specified in the timetable for the academic year, but no later than the 12th week of the study period. Final registration for the final examination shall be made by the date specified in the timetable for the academic year, but no later than 8 days before the final examination period.

(7) The academic year timetable adopted by the Senate shall designate two final examination periods. Final examinations may be taken only during a final examination period.

(8) The final examination consists of:

a) first, the defense of the thesis or the thesis and portfolio, or the portfolio only, and then, but at the same time,

b) an oral exam.

(9) The Final Examination Committee shall consist of at least two members in addition to the chairperson. The composition of the Final Examination Committee shall be such that the chairperson and the members are, as far as possible, recognized external experts in their fields, so that at least one member is a senior lecturer at the University, and at least one member is either not employed by the University by the Nftv. or is a teacher in another department of the University. The final examinations

a) may be chaired by those who are occasionally invited by the Academic Vice-Rectoron the recommendation of the Director of the Institute,

b) members of the committee may be invited from time to time by the Director of the Institute.

(10) Minutes shall be kept of the final examination, the minimum content of which shall be determined by certain provisions of § 42 (3) of the NHE Act. The s mark of the thesis or the thesis (including the portfolio) or only the portfolio and the examination subjects shall be deteremined in accordance with the provisions of these regulations. . The examination procedure is laid down in § 31 and the student must bring his/her identity card to the examination and the secretary of the final examination must check the identity of the student before the examination begins.

(11) At the end of the final examination, the chairperson of the committee shall announce the results.

(12) The final examination is considered successful if the following conditions are met simultaneously:

a) the thesis or the thesis (including the portfolio), or just the portfolio is awarded a grade of at least pass

b) the thesis presentation is awarded a grade of at least pass

c) the defense is awarded a grade of at least pass

d) the examination subjects are awarded a grade of at least pass A successful final examination may not be retaken to improve the mark.

(13) A student may not proceed to the final examination after the defense of the thesis or the thesis (including the portfolio) has been marked „failed" by the Final Examination Committee. In this case, the student must write a new thesis.

(14) If a candidate fails a final examination subject, he/she is only required to repeat the failed part. If the candidate fails to appear for the final examination, the next examination shall be considered a re-examination. A repeated final examination may only be taken in the next final examination period(s).

(15) The student must register for the repeated final examination via the Neptun system and pay the fee specified in the Regulations on Student Fees and Benefits.

(16) The result of the final examination shall be the simple average of the marks of the defense of the thesis or thesis (including the portfolio), the marks of the professional examination, and the final teaching mark in the teaching course program, as awarded by the Final Examination Committee.

(17) The results of the final examinations in tertiary vocational training programs and postgraduate specialization programs shall be determined based on the qualification requirements as specified in the curriculum.

(18) In the case of students who choose more than one specialization, the final examination shall be organized in such a way that the student can complete the final examination requirements of both specializations before one final examination committee. In the case of a second specialization, a certificate of completion of the second specialization may be awarded at the final examination on successful completion of the oral examination of the second specialization. If the final examination in the second specialization is unsuccessful, the diploma will not have a certificate of completion of the second specialization.

(19) In support of students' further studies, the University may organize an early final examination at the end of the autumn semester of the given academic year. The purpose of the early final examination is to enable students who have applied for admission to a program (e.g., a master's

program) during the mid-year higher education admission procedure, but do not yet possess the required diploma and qualification, to obtain them by successfully completing the early final examination.

(20) The deadline for applying for the early final examination and the date of the examination itself are specified in the academic calendar, and may differ from the provisions set out in Section 25 (9). The academic calendar also specifies the thesis submission deadline for students applying for the early final examination.(21) The student shall complete the presentation of the thesis/diploma project/portfolio and the final examination in the language of instruction of the program. A deviation from this requirement shall be permitted only in the case of a summary in a foreign language and examination components aimed at assessing foreign language proficiency.

§ 41: The diploma

(1) The award of a diploma attesting to the completion of higher education studies shall be subject to the successful completion of the final examination.

(2) In the case of training, where there is a special examination, the qualification of the diploma is calculated as follows:

(ZV + D + SZ)/3:

(ZV) is the arithmetic average of the marks for the final examination subject(s) (the result is rounded to two decimal places),

(D) the mark awarded by the Final Examination Committee for the thesis or dissertation (including the portfolio) or portfolio,

(SZ) is the arithmetic average of the marks obtained in the examinations (the result is rounded to two decimal places).

(3) For studies not involving special examinations, the result of the diploma is calculated as follows:
(ZV1) the grade of the first final examination subject,

(ZV2) the grade of the second final examination subject,

(D) the grade of the thesis, which is calculated as follows (with the exception of higher vocational education and training courses and teacher training programs, where the provisions of the model curriculum shall prevail):

— Grade awarded for the written assessment: 1/3

— Presentation: 1/3

— Defense skills and responses to questions: 1/3

(TA) the weighted grade point average (GPA) of all credits earned throughout the entire duration of studies, excluding the thesis (the final result shall be rounded to two decimal places).

Students who commenced their final examination in the first (autumn) semester of the 2025/2026 academic year or in any earlier final examination period shall be entitled to continue and complete the final examination in accordance with the method of calculation applicable at the time of commencement of the final examination.

(4) In the case of the vocational programs, the methodology for calculating the final diploma result is specified in the model curriculum.

(5) The diploma shall be graded based on the average result calculated by (3) and (4), as follows:

excellent	4,51 - 5,00
good	3,51 - 4,50
satisfactory	2,51 - 3,50
pass	2,00 - 2,50

(6)A diploma with distinction is awarded to a student who has obtained an excellent mark in all subjects of the final examination, has obtained an excellent mark in his/her thesis and all the special examinations, if any, and has a weighted average of at least 4.01 for the whole period of study, and has no mark below satisfactory.

(7)Within 30 days of the successful completion of the final examination, the University will issue and award the diploma to the holder.

(8) The diploma is a public document bearing the coat of arms of Hungary, which must be issued with the contents specified in the NHE Act

(9)The diploma is signed by the Rector and the Director of the Institute that runs the degree program.

(10)The diploma must be issued in Hungarian and English.(11)The University will issue the diploma supplement in English and Hungarian by the model developed for the student by the legislation - except for postgraduate specialization programs, where the diploma supplement will not be issued. In the case of vocational programmes the Diploma Supplement may be issued free of charge upon the student's request. The issuance of additional copies of the Diploma Supplement (duplicate Diploma Supplements) shall be subject to payment of the fee specified in the Student Fees and Benefits Regulations.

V. MISCELLANEOUS PROVISIONS

§ 42: Obligation of the institution to provide information and advice

(1) The Academic Vice-Rector shall ensure that written information is made available to students in the usual manner at the University, i.e. in electronic or printed form, containing:

a) a general presentation of the University,

b) a presentation of the educational and organizational units,

c) study facilities (libraries, laboratories, studios, etc.) and equipment,

d) a list and brief description of the qualifications and skills that can be obtained,

e) the presentation of the training,

f) the curricula of the credit system, the training objectives of the degree programs,

g) the full curriculum of all degree/course programs, specializations,

h) the program and requirements of the subjects/courses offered by the University,

i) the possibilities for agreements and credit equivalence between degree/course programs or faculties,

j) the schedule for the current semester,

k) the University's Student Requirements

- Admission Regulations,
- Regulations on Studies and Examinations,
- Regulations on Student Fees and Benefits.

l) the names and office hours of the University's advisers.

(2) The annual curricular information, the internal network and Neptun are the usual means of communication at the University.

(3) The applications specified in the Rules must be submitted via the Neptun system. In cases where the applicant does not have a Neptun code (transfer, visiting student), applications may be submitted in writing to the Study Office. The deadline and fees for submitting applications will be published by the Study Office on the Neptun website.

(4) The role of the Student Counsellor is to provide students with psychological counseling, focusing on the social situation, health, and mental health of students. Occasionally crisis intervention, to a lesser extent career guidance, personal development.

(5) The role of the Mentor is to actively contribute to the training of well-balanced professionals with a high level of self-awareness who can manage their conflicts well, and to this end, to provide continuous, individual, personalized advice to students in the management of their learning and study-related matters, and in particular to help them:

a) navigate the life of the University, draw attention to potential difficulties, and provide proactive help, with a view to prevention;

b) raising awareness of the Regulations on Studies and Examinations and subject requirements by explaining rights and obligations, and recognising causal links;

c) in the study of subjects that are difficult for the student, and in the scheduling of exams;

d) in communication within the institution, in contact with other teachers;

e) advise the student on course scheduling and timetabling of backlogged subjects during the course registration period;

f) plan career paths, showcase industry experience, provide career guidance, and motivate.

§ 43: Language teaching, language requirements

(1) The University provides English language teaching at different levels for its students by the curriculum of the degree program.

(2) The language requirements are set out in the curricula adopted by the Senate.

(3) A student with a disability may request a partial or full exemption from the language requirements of the curriculum. The request must be submitted via the Neptun system and will be assessed by the Academic Studies Committee. The expert opinion justifying the exemption must comply with the legal requirements in force at the time.

§ 44: Rules Governing the Use of Artificial Intelligence (AI)

(1) Students may use AI-based tools to fulfill their academic obligations solely in a supportive capacity, provided that such use does not violate the principles of independent work and academic integrity.

(2) If a student utilizes an AI-based tool in the preparation of an academic assignment, they must clearly declare this fact in the submitted work, specifying the type of tool used, as well as the purpose and extent of its application. The undeclared use of AI shall be considered a serious ethical offense.

(3) The use of artificial intelligence does not exempt the student from liability for the content of the work produced.

(4) Instructors are entitled to permit or prohibit the use of artificial intelligence tools within the course requirements, defining the method and extent of their application in accordance with Section 28, Paragraph (5). Students are required to fully comply with these provisions

§ 45: Mobility Window

(1) The University supports and encourages student mobility that facilitates the achievement of academic and training goals, the development of professional competencies, and the acquisition of international experience.

(2) The University provides students with a mobility period integrated into the curriculum for all bachelor's and master's degree programs as follows:

a) degree programs shall be designed in such a way that completing the mobility period does not cause a disadvantage to the student's academic progress;

b) the mobility period may be completed within the standard duration of the program specified in the model curriculum;

c) the mobility period may be structured within the curriculum as a mandatory or elective block of courses, a subject group, or another module;

d) the academic or practical credits earned during the mobility period may be recognized through the credit transfer procedure in accordance with the applicable regulations.

Additional special rules for foreign currency training

§ 46: Establishment and termination of student status

Admission is based on an application, submitted via the designated application form or electronic form and the submission to the University of the application form and its compulsory annexes. The University shall determine, within the legal framework, the procedure for the assessment of applications, the ranking of applicants, the admission requirements, the procedure for the setting of the procedural fee to be charged during the admission procedure, the maximum amount of the fee and the cases in which the fee may be waived. The admission decision shall be made by the Rector. The necessary documents to be submitted and the payment obligations are set out in the Annexes to these Regulations and the Regulations on Student Fees and Benefits.

Annexes

ANNEX 1: INTERPRETATIVE PROVISIONS

active semester:	concerning the student's status, the semester for which the student is registered and has taken at least one subject and in which the student's status is not suspended. During the active semester, the student fully exercises the rights and obligations of these Regulations.
signature:	the signature acknowledges that the student has attended classes in the subject by the subject requirements, has participated in the required sessions, and has fulfilled the conditions for the signature.
foundation module:	an ordered set of subjects and knowledge that are essential for other subjects or modules specific to the degree program and on which other (degree) modules (in particular modules of the degree program group) can be built.
state-funded scholarship student:	a student enrolled in a state-funded scholarship program and a student who has been admitted to a Hungarian fully or partially state-funded scholarship program since September 2012.
enrollment:	the official procedure for the establishment of a student status.
registration:	the declaration by the student via the Neptun system on whether he/she wishes to continue or discontinue his/her studies in the given semester, i.e. the start of an active or passive semester.
secure electronic environment:	A digital teaching and learning environment that can be accessed through individual authentication through the higher education's study system or closed system distance education training management system (hereinafter together referred to as training systems), as well as, the electronic whiteboards, interactive panels, projectors used in the institution, for which access is limited to teachers or the assistants of the educational institution, as well as, to the students participating in its training – with student relationship – regardless of whether the teaching and learning activity is carried out on the premises of the institution or using access to the study system or to the closed-system distance education training management system - implemented with individual authentication.
individual student study time:	the part of the student study workload, expressed in working hours, which the student performs on average, independently, outside the classroom (contact lesson) to learn the subject material and meet the requirements (including the time spent studying during the exam period).
individual study plan:	in the credit system, the University's Studies and Examination Regulations and the curriculum regulations may allow the student to choose individually from the study requirements offered for each period of study, under the conditions laid down in the regulations and curricula.
prior learning arrangements:	the set of prior learning requirements for the subjects (and criteria requirements) in the curriculum of the degree/course program.
elite athlete:	who has been a member of an NB-I team in an Olympic sport in the year of admission or the year before admission and has an official certificate from a professional association; or in a non-Olympic sport, if it fits the

	University's profile, based on an individual assessment of outstanding results. Who, in the year of admission or the year before admission, is the Hungarian champion in junior or junior-replacement age group in an Olympic sport, or is ranked first to third in the adult age group, or is a member of an age group (junior - junior-replacement-adult) national team and has an official certificate from a professional association; and in a non-Olympic sport, if it fits the profile of the University, based on an individual assessment of outstanding results.
prerequisite:	the knowledge required for understanding the subject content of a subject in another subject or subject group and/or the proven fulfillment of a criterion. A subject can only be taken up if the student has already fulfilled the subject(s) or criterion(s) indicated as a prerequisite for the subject(s) to be taken up.
results report:	a document which the student takes with him/her to the exams and in which the result is marked and signed by the teacher. Without it, the student cannot take either the written or the oral exam. In possession of this document, the student may question the mark entered in the Neptun system.
exam for a better mark:	an exam opportunity to improve the mark of a successful exam taken during the exam period.
semester:	educational organization period of up to five months.
mid-semester grade:	a grade awarded to a student for mid-semester performance based on assignments completed during the semester, written exams, written reports, laboratory notes, etc., by the assessment procedure set out in the Studies and Examination Regulations.
ascending system:	a concept of training organization under which the new or amended study and exam requirements may be applied to students who started their studies after their introduction or, if the higher education institution's regulations so permit, to students who started their studies before that date but who choose to prepare themselves based on the new or amended study and exam requirements.
tertiary vocational training and postgraduate specialization programs:	vocational education and training provided by higher education institutions as part of a student's legal status, and by a vocational college as part of a legal status under an agreement with a higher education institution, which is integrated into the higher education institution's basic education and which also leads to a higher education qualification in the National Qualifications Register.
a student with a disability (applicant):	a student (applicant) who has a motor, sensory, or speech disability, or, in the case of a combination of several disabilities, a cumulative disability, an autism spectrum disorder or other mental disability (severe learning, attention or behavioral disability).
practical exam:	an aptitude test to determine whether the candidate has the individual physical, motor, and artistic skills and aptitudes required to participate in training and to perform the activities corresponding to the qualification obtained.

child:	Biological child and adopted child.
Student with children:	Student exercising parental custody.
cumulatively disadvantaged student (applicant):	a person who is under 25 years of age by the closing date for applications for admission and who is cumulatively disadvantaged as defined in the Law on the Protection of Children and Guardianship Administration.
website publication:	publication of information on the UoD [University of Dunaújváros] website in a domain accessible to all.
institute:	an organizational unit that brings together the activities of several departments or that performs the functions of several departments.
institutional document:	the founding document and the regulations, programs, and plans provided for in this law, such as the organizational and operational regulations, the training program, the institutional development plan, the statutes of the student council, the internal regulations under the Law on Accounting and its implementing decree.
institutional (study) information:	information containing the data necessary for the student to continue and plan his/her studies.
repeated exam to improve a mark:	a second retake of a failed exam in a given exam period.
exam to improve a mark:	a retake of a failed exam for the first time in a given exam period
applicant:	the person who wishes to participate in the training indicated in the application form. The applicant shall be considered to be the applicant who applied unless there is evidence to the contrary.
preferential curriculum:	a student may, within the framework of these Regulations, be exempted from certain student obligations, except for the fulfillment of academic studies requirements, upon request.
qualification framework:	the general characteristics of each level of qualification of a multi-cycle training for each field of study.
training pathway:	the set of degree programs in a field of study whose content is identical at the initial stage of training.
training cycle:	the successive levels of training in higher education (tertiary vocational training and postgraduate specialization programs, bachelor's and master's degree programs, single-cycle training, doctoral programs).
training and outcome requirements:	the set of knowledge, skills, competencies, and abilities or the knowledge that can be acquired to obtain a diploma in a given field of study.
training time:	the time required to obtain the required credits, the level of qualification, and the professional qualification, as defined by law.
training period:	division of the training period into a study period and a corresponding exam period.
training program:	the complex training document of the institution, which contains the detailed training and study requirements for the bachelor's and master's degree programs and single-cycle training programs, as well as for tertiary

	vocational training and postgraduate specialization programs, and the plan for doctoral training, together with the detailed rules of training, including, in particular, the curriculum and the teaching program and the subject programs, and the assessment and control methods, procedures and regulations.
field of study:	a set of degree/course programs and training pathways, defined by government decree, which have similar or partly identical training content.
a student with outstanding academic performance	a student ranked in the top 5% of the ranking list per degree/course program based on the cumulative credit index, who, in addition to his/her required studies, also carries out additional academic and scientific activities.
consultation:	the opportunity for a personal meeting, including electronic communication, provided by the teacher of the higher education institution to the student.
credit:	a measure of a student's academic work, which expresses, concerning a subject or curricular unit, the estimated time required to acquire specific knowledge and to meet the requirements; one credit is equivalent to thirty hours of study, the value of which, provided that the student's performance has been accepted, is not dependent on the assessment of the student's knowledge.
credit allocation:	the assignment of credits based on the average total student workload required to meet the curricular obligations.
credit accumulation:	the accumulation of credits during the study, with credits earned being added to the credits previously earned in each period of study until the student has reached the total number of credits required for the award of the diploma (including credits allocated to the required knowledge to be acquired).
credit-based training:	the number of credits required to obtain a university (or college) degree and qualification within the time limit set by the curriculum of the degree program (degree programs) and the number of credits required to meet the criteria.
credit index, adjusted credit index:	the credit index or adjusted credit index is a quantitative and qualitative measure of a student's performance in a semester. When calculating the credit index, the amount formed by multiplying the credit value and grade of the subjects completed in the semester must be divided by the thirty credits to be completed in one semester in the case of average progress. The adjusted credit index can be calculated from the credit index with a multiplier corresponding to the proportion of credits completed during the semester and undertaken in the individual curriculum. The calculation of the cumulative adjusted credit index is the same as the calculation of the adjusted credit index, except that the thirty credits per semester and the credits taken and completed during the entire period are taken into account.
criterion-requirement:	a compulsory requirement that does not involve the award of credit. This could be practical training, participation in physical activity, or language requirement.

course:	an announced implementation of a subject (unit of study) for a given semester, with a defined form and type of knowledge transfer, for which data for the semester, including information on the teachers of the course, classroom times, semester exams, are recorded in the learning system in addition to the subject data.
removal from a course:	a student's absences in a given semester exceed the number of absences specified in these Regulations or in the requirements of the course for the given subject, and thus earns a ”signature denied”.
course record book (index):	a course record book is a public document used to certify studies and the final graduation certificate, which contains information on the fulfillment of academic studies obligations.
correspondence course timetable:	a timetable according to which - unless otherwise agreed with the students concerned - the students' classes are held in blocks, on working days, or the weekly rest day at the institution, and the rest of the course is taught by distance learning.
mentoring:	a specific form of training in which a student from a disadvantaged background is assisted in his/her preparation by a student or teacher of the University.
micro-credential:	a certificate, including subject description and credit value, which is a public document certifying the learning outcomes obtained through the completion of a course, module, sub-course, or micro-course at a higher education institution.
model curriculum:	a distribution of subjects in the curriculum into semesters which a student who wishes to progress at an average pace can follow by meeting the prerequisite requirements for each subject, completing 30 credits in each semester, and meeting the learning requirements in full within the period of study specified in the qualification requirements.
module:	a set of specific subjects or units of study, which are recorded in the learning system with a unique identifier.
(Neptun Unified Study Program System):	Computerised record-keeping system for the management of teaching and learning organization and student finances. Access to the Neptun system is provided by the University via the website.
educational, illustrative use:	the use of educational content where, in the course of teaching and learning activities carried out under the responsibility of the higher education institution, only students who are students of the higher education institution, or its teachers or assistants, have access to the educational content through the use of a secure electronic environment, such as a learning system or a closed system distance learning training management system, or electronic whiteboards, interactive panels, projectors.
self-funded training:	a form of financing in which the fees for the training services provided by the higher education institution to the student are not paid by the state but by the student himself/herself or by another natural or legal person on his/her behalf.

career aptitude test:	an aptitude test to determine whether the applicant has the individual skills and qualities required to participate in training and to perform the activity corresponding to the qualification obtained.
passive semester:	a semester for which the student registers for a passive semester via the Neptun system or for which the student's status as a student is suspended for any other reason and during which the student's rights and obligations as a student are limited.
portfolio:	in teacher education, the final examination is a collection of documents produced during the teacher education program, including the presentation and processing of professional practice, which evaluates the teacher candidate's preparation and personal development, and which is intended to present, analyze, and evaluate the experience from an educational point of view, in an academically rigorous manner. It demonstrates the student's ability to self-reflect, integrate and apply the knowledge acquired in the different areas of training, to evaluate the scientific and literary findings relevant to his/her work, and assess the effectiveness of teaching or the pedagogical task.
continuing partial studies:	if the student obtains credits in another higher education institution as a visiting student.
acquiring partial knowledge:	NHE Act. 42. § (1)-(2)
related field of study:	a set of fields of study defined in a ministerial decree that have comparable educational content.
specialization:	training that does not lead to a separate qualification but provides specialized skills as part of a given degree/course program.
degree/course program:	training that comprises a coherent set of training content (knowledge, skills, competencies) required to obtain a specific qualification.
program/subject coordinator:	the person responsible for the content of the program and the whole training process, with the competencies indicated in the program start-up documents or delegated by the Senate.
specialization:	training leading to an autonomous qualification as part of a given specialization and providing specific skills.
professional qualification:	acknowledgment in a diploma or a higher professional diploma of professional knowledge that can be obtained simultaneously with a bachelor's degree or a master's degree program, as well as in tertiary vocational training and postgraduate specialization program, defined by the content of the degree/course program and the specialization, and that prepares the holder for the practice of the profession.
professional aptitude test:	a form of assessment, set by the higher education institution, which tests the skills required for the chosen qualification, and whether the individual has the skills that can be optimally developed to complete the preparation (training) phase.
examination/special examination:	assessment of the synthesized knowledge of a multi-semester subject or several subjects.

study period	a period of study during which classes are held and some forms of assessment are possible.
academic year:	an educational organization period of ten months.
class/lesson:	A class (lecture, seminar, practice, consultation) conducted in person through face-to-face teaching, requiring the personal participation of the instructor to meet the academic requirements specified in the curriculum or course description, with a duration of at least forty-five and at most sixty minutes. A class conducted through face-to-face teaching is considered equivalent to a theoretical course delivered through a closed-system electronic distance learning platform if the course is implemented through such a platform in a way that the lectures are offered through the video content management system of the closed-system distance learning platform. Additionally, it must ensure that students have the opportunity to participate in online consultations with the necessary amount of personal instructor involvement, using the closed-system distance learning platform, and that there are opportunities for individual assessment of knowledge acquisition, provided through testing features enabled by the closed-system distance learning platform.
department:	the organizational unit which carries out the tasks of training, scientific research, and educational organization concerning at least one subject.
unit of study (subject):	a curricular unit that can be completed in one semester and is recognized with a credit value, or a subject with a fulfillment requirement and a subject content.
subject content:	a summary of the content of the data, identifiers, and specifics of a subject, which, among other things, defines the subject content and the requirements for its fulfillment; in the event of a substantial change in the subject content, a new version number is saved and the version of the subject content is also recorded in the course data of the subject as published.
recognition of studies:	means the determination of the credits associated with a subject/course announced or completed in an institution, faculty or program, and the determination of its substitutability with another subject/course and its distinctiveness from other subjects/courses.
distance education:	A training that relies on the interactive relationship between the instructor and the student, as well as independent student work, using specific information technology and communication teaching tools, knowledge transfer-learning methods, and digital course materials, in which the number of class hours does not reach thirty percent of the full-time training's total class hours – or twenty percent in the case of partial knowledge training and specialized further education. Distance education can be fully implemented through a closed-system electronic distance learning platform, using a closed-system distance learning management system.
fields of science:	the humanities, religious sciences, agricultural sciences, engineering sciences, medical and health sciences, social sciences, natural sciences, and arts, which are divided into academic disciplines.

the final graduation certificate of (absolutorium):	certifies the successful completion of the exams prescribed in the curriculum and, except the thesis, the fulfillment of other study requirements and the acquisition of the credits prescribed in the training and outcome requirements, and attests, without marking or assessment, that the student has fully met the studies and examination requirements prescribed in the curriculum.
exam:	a form of monitoring the acquisition of knowledge, skills, and competencies, including assessment.
closed-system distance learning management system	A system that plans, organizes, and monitors the training of participants, providing the necessary digital course materials, content provided by the video content management system, self-assessment testing, and electronic examinations, as well as additional knowledge in e-book (e-book) format. It delivers these materials to the participants through online access, according to the training programme (displayed in a web browser). This system is a certified and qualified closed IT system in relation to the academic system, which, beyond organizing the training, automatically and immutably records and evaluates – and transmits to the academic system via system connection – the progress, responses to control and exam questions, results, and activities of the participant within the training programme, including the content. It also executes – based on the participant's performance evaluation – possible navigation requests according to the training programme. Furthermore, it ensures the interactive and distance collaboration between the instructor, the education organizer, and the participant, enabling full online and offline cooperation, which must be designed so that all clients, user interfaces, and implemented functionalities are available in Hungarian.
mobility window:	to facilitate short-term study abroad within bachelor's and master's degree programmes by providing a designated period integrated into the curriculum for international student mobility, the purpose of which is to enable students to pursue studies at a foreign higher education institution without extending their standard duration of programme.

ANNEX 2: TRAINING PERIODS

Number	Course	Training	Training period (semester)
1	Materials Engineering	B.Sc.	7
2	Economics and Management	B.Sc.	7
3	Business Informatics	B.Sc.	7
4	Mechanical Engineering	B.Sc.	7
5	Communication and Media Science	B.Sc.	6
6	Computer Engineering	B.Sc.	7
7	Technical Manager	B.Sc.	7
8	Technical Vocational Teacher	B.Sc.	7
9	Vocational Teacher	B.Sc.	6
1	Single-cycle Teacher	M.Sc.	10
2	Teacher – Teacher of Engineering	M.Sc.	2-3-4
3	Mechanical Engineering	M.Sc.	4
1	Business Administration and Management	tertiary vocational training	4
2	Business Informatics	tertiary vocational training	4
3	Computer Engineering	tertiary vocational training	4
4	Television Program Producer	tertiary vocational training	4
5	Communication and Media	tertiary vocational training	4
6	Engineering	tertiary vocational training	4
7	Finance and Accounting	tertiary vocational training	4
8	Aircraft Driving	tertiary vocational training	4
1	Industrial Environmental Engineer	postgraduate specialization program	2
2	Technical Environmental Engineer	postgraduate specialization program	4
3	Technical Diagnostics and Metrology	postgraduate specialization program	2
4	Quality Management Specialist	postgraduate specialization program	2
5	Quality Management Engineer	postgraduate specialization program	2
6	Rubber Technology	postgraduate specialization program	2
7	Mechanical Maintenance Technician	postgraduate specialization program	2

8	Welding Technologist	postgraduate specialization program	2
9	Seminar Leader Mentor Teacher Preparation for a Professional Exam in Pedagogy	postgraduate specialization program	4
10	Teacher Preparation for Measurement-Assessment tasks and Professional Exam in Pedagogy	postgraduate specialization program	4
11	Professional Exam in Pedagogy in the field of E-Learning Expertise	postgraduate specialization program	4
12	Professional Exam in Pedagogy Preparation for Exam Presiding Duties	postgraduate specialization program	4
13	Personnel Counsellor	postgraduate specialization program	2
14	Personnel Organizer	postgraduate specialization program	2
15	Adult Education Organizer	postgraduate specialization program	2
16	Adult Education Developer	postgraduate specialization program	2
17	Professional Exam in Adult Education and Pedagogy	postgraduate specialization program	2
18	IT Systems Operator for Large Enterprises	postgraduate specialization program	2
19	Computer Programmer	postgraduate specialization program	2
20	Nuclear Power Plant Operations Engineer	postgraduate specialization program	2
21	Nuclear Power Plant Operations Specialist	postgraduate specialization program	2
22	Sustainable Economics Specialist Engineer	postgraduate specialization program	2
23	Sustainable Economics Specialist	postgraduate specialization program	2
24	Electric Power Engineering Specialist	postgraduate specialization program	2
25	Hydrogen Technology Operating Engineer	postgraduate specialization program	2

ANNEX 3: FIRST-YEAR STUDENTS MAKING THE PLEDGE

I……, a student of the University of Dunaújváros, swear to be faithful to the Fundamental Law of Hungary, to obey its laws, to accept and keep the rules of the University.

I will do my utmost to complete my studies with the best possible results, to acquire the knowledge provided by the sciences, and to enhance the reputation of the University of Dunaújváros by my conduct.

With the knowledge I have acquired, I wish to serve the advancement of humanity and my country, the cause of technical, economic, and social development.

ANNEX 4: FINAL YEAR STUDENTS MAKING THE PLEDGE

I …… pledge that I will always be loyal to Hungary and the Hungarian people.

In the spirit of what I have learned at the University of Dunaújváros, I will endeavour to fulfill my profession with honour. I vow to use the knowledge I have acquired at the University in the service of my country, and to work for the eternal renewal of my knowledge by enriching my knowledge.

I shall use all my strength to contribute to the uplifting of the well-being of the Hungarian people and the strengthening of its democratic traditions. I promise to be faithful to my Alma Mater, to strengthen its reputation, and to support it in the performance of its tasks.

ANNEX 5: THE RULES OF PROCEDURE OF COMMITTEES IN MATTERS OF STUDIES AND EXAMS

§ 1 The rules of procedure of committees in matters of studies and exams

(1) This Annex shall apply to the proceedings of the Academic Studies Committee (ASC), the Credit Transfer Committee (CTC), and the Appeals Committee (AC) (hereinafter collectively referred to as the committee).

§ 2: Rights and duties of the committee members

(1) Members shall have the right and duty to facilitate the effective functioning of the committee.

(2) A member shall have the right and the duty:

a) to attend meetings of the committee,

b) in the event of his/her absence, notify the chairperson or, in the case of an Appeal Committee member, the Secretary,

c) to comply with the legislation and the University regulations in the course of his/her activities in the committee,

d) to raise questions, initiate measures or amendments at a meeting of the committee on any matter within its competence,

e) to have access to all information necessary for the performance of his/her duties as a member of the committee.

§ 3: The meeting schedule of the committee

(1) The committee shall convene as soon as possible after the request has been submitted. In the case of the Supervisory Committee, this meeting shall take place within 15 working days. If the committee finds that there is an increase in the number of applications during an educational period, the designated committee of the assigned committee shall meet on a weekly/monthly basis, at the discretion of the chairperson of the committee.

(2) The chairperson of the committee shall invite to the meeting of the committee, with the right to be present, on a case-by-case basis, all those whose presence is necessary for the discussion of the agenda.

(3) The meeting shall be chaired by the chairperson of the committee or, if he/she is prevented from attending, by a member of the committee designated by the chairperson.

(4) At each meeting, the secretary of the Supervisory Committee shall provide information on the implementation of the decisions of the committee.

§ 4: Preparation of committee meetings

(1) Committee meetings shall be prepared by an employee of the Study Office responsible for the administration of the committee, in the case of the Appeals Committee, by the secretary.

(2) The annual schedule of committee meetings, except for the Appeal Committees, shall be determined by the chairperson of the committee after obtaining the opinion of the committee members. The annual meeting schedule shall be sent to the committee members by e-mail by

the employee of the Study Office responsible for the administration of the committee. Deviations from the meeting schedule may be made with the authorization of the chairperson. In the case of the Appeals Committee meetings involving a personal interview, the student will be notified of the meeting by the secretary by registered letter with acknowledgment of receipt or short e-mail.

(3) In exceptional cases, the committee may be convened orally at short notice.

§ 5: Committee Meetings

(1) After the opening of the meeting, the chairperson shall establish the quorum of the committee. The meeting has a quorum when at least half of the members are present. After the quorum has been established, the chairperson of the committee shall present the agenda, after which the committee shall decide on the adoption of the agenda for the meeting.

(2) If the meeting does not have a quorum, the chairperson of the committee shall attempt to restore the quorum or shall arrange for a new meeting to be convened within 24 hours. The resumed meeting shall constitute a quorum irrespective of the number of persons present.

(3) The chairperson may delegate the presiding of a committee meeting to any member of the meeting who is not in a conflict of interest.

(4) The decision shall be announced orally by the chairperson of the committee and shall be announced by delivery.

(5) After the decision has been announced, the chairperson of the committee shall adjourn the meeting unless more than one application is to be considered at the meeting.

(6) Different provisions for the Appeals Committee meetings are as follows:

a) After the opening of the meeting, the chairperson shall invite the committee members and the applicant to declare any conflict of interest.
b) The request and the legal position shall be briefly presented by the secretary of the committee or, if the applicant is present at the meeting, the applicant may present his request orally before the brief presentation of the case.
c) The committee members shall then put questions to the applicant and to the persons concerned present. The applicant may respond to the comments of other persons concerned at any time during the meeting.
d) If the meeting is attended by invited members who are also present and if the committee members do not wish to put any more questions to those present, the chairperson of the committee shall ask those present who are not members of the committee to leave the room while the decision is being made.

§ 6: Decision-making

(1) The decisions of the committee shall be made by open vote, by simple majority. Decisions of the committee shall be made by open ballot by a simple majority. In the event of a tie, the proposal supported by the chairperson of the committee (or, in his/her absence, by the chairperson-in-charge) shall become the decision.

(2) The committee shall notify the student of its decision in writing within 8 working days of the decision made. The decision, written in the language of the training, shall include:

a) the name of the student, his/her Neptun code, his/her degree/course program, his/her date of birth and place, his/her mother's name, the case number, and the subject of the case,

b) in the operative part, the decision of the committee and information on the possibility of appeal,

c) in the statement of reasons, the facts established and the evidence on which they are based, the legal provisions cited based on which the committee made its decision,

d) the place and date of the decision, its registration number, and the signature of the chairperson or the chairperson presiding over it.

(3) If the student has suffered a further disadvantage in connection with the offense on which the decision on the matter of studies and examinations is based, the decision shall also address the remedy of such disadvantage.

(4) The decision of the first instance shall be recorded in writing by the employee of the Study Office, and the decision of the second instance by the employee of the University's Legal Office and sent to the student and, in certain cases, to the educational unit concerned.

(5) Decisions relating to the student's status and studies and examinations shall be recorded in the student's course record book and in the Neptun system in the "official records" interface.

§ 7: Memorandum

(1) Memorandum of the committee meetings shall be drawn up – minutes in the case of the Appeals Committee - by the employee of the Study Office responsible for the administration of the committe, - in the case of the Appeals Committee, by the secretary.

(2) The memorandum shall record, by agenda item, the main substance of the discussion and the decision or resolution of the committee.

(3) The minutes shall record, by agenda item, the statements of the persons heard, the main content of the debate, and the decision or position of the committee.

(4) The memorandum shall be signed by the chairperson or the presiding chairperson of the committee and by the person who drew it up.

ANNEX 6: TABLE ON THE USE OF GRADING

<table>
<tr><td rowspan="3">Exam
Subject with requirement</td><td rowspan="2">signature denied</td><td rowspan="2">performance cannot be assessed</td><td>exceeding permitted absences</td></tr>
<tr><td>failure to fulfill other requirements</td></tr>
<tr><td rowspan="2">signed</td><td colspan="2">1, 2, 3, 4, 5
exam or recommended mark</td></tr>
<tr><td colspan="2">without a mark (did not appear on the exam)</td></tr>
<tr><td rowspan="3">Midterm mark
Subject with requirement</td><td rowspan="2">signature denied</td><td rowspan="2">performance cannot be assessed</td><td>exceeding permitted absences</td></tr>
<tr><td>failure to fulfill other requirements</td></tr>
<tr><td>signed</td><td colspan="2">1, 2, 3, 4, 5
based on performance in the semester</td></tr>
<tr><td rowspan="3">Qualifying signature
Subject with requirement</td><td rowspan="2">signature denied</td><td rowspan="2">performance cannot be assessed</td><td>exceeding permitted absences</td></tr>
<tr><td>failure to fulfill other requirements</td></tr>
<tr><td>signed</td><td colspan="2">failed (1)
satisfactory (3)
excellent (5)</td></tr>
</table>

ANNEX 7:

ANNEX 7. Admission procedure regulations for applicants applying to foreign language taught programmes

Admission shall be based on an application submitted to the university using the designated application form or electronic application form, together with all mandatory supporting documents. The procedure for evaluating applications, the ranking of applicants, the admission requirements, as well as the rules for determining any procedural fee payable during the admission procedure, the maximum amount of such fee, and the cases in which applicants may be exempted from paying the fee shall be established by the University within the framework of applicable legislation. The required documents to be submitted and the payment obligations are specified in these Admission Procedure Regulations, as well as in the Student Requirements Framework (hereinafter referred to as the SRF) and its annexes

I.

APPLICATION FOR SELF-FINANCED STUDY

§ 1 Submission of the Application

(1) A foreign national applying for an advertised foreign language-taught programme shall submit their application through the official application platform of the University of Dunaújváros (hereinafter referred to as UoD). Taking into consideration the experience gained from previous years, in particular the number of rejected visa applications, UoDshall be entitled to determine the number of applications accepted from applicants originating from certain third countries.

(2) The submission of an application is subject to the payment of a registration fee, the amount of which is specified in *Annex 3/a of the Student Requirements Framework (SRF) – Regulations on Student Fees and Benefits. (RSFB)*

§ 2 Mandatory supporting documents of the application

(1) In order for the application to be assessed, applicants are required to submit the following supporting documents:

a) a copy of the secondary school certificate (in the case of Bachelor's programmes) together with its certified English translation;

b) a document certifying the completion of higher education (in the case of Master's programmes) together with its certified English translation;

c) a Transcript of Records containing the applicant's academic results together with its certified English translation;

d) a document certifying English language proficiency as follows:

da) Preparatory Year: IELTS 4.0 or an equivalent score achieved in one of the following examinations: EF SET, TOEFL, TOEIC, or Duolingo;

db) Bachelor's programmes: IELTS 5.5 or an equivalent score achieved in one of the following examinations: EF SET, TOEFL, TOEIC, or Duolingo;

dc) Master's programmes: IELTS 6.5 or an equivalent score achieved in one of the following examinations: EF SET, TOEFL, TOEIC, or Duolingo.

A foreign citizen shall be exempt from submitting the above-mentioned proof of English language proficiency if:

- English is an official language of the applicant's country of citizenship; or
- the language of instruction of the educational programme qualifying the applicant for admission was English, and the applicant submits an official certificate issued by the educational institution confirming this fact.

e) a prescribed medical certificate issued within one month prior to submission;

f) a bank document confirming the payment of the registration fee;

g) a short curriculum vitae (CV) in English;

h) a motivation letter;

i) a copy of the relevant pages of the passport (validity, visas and personal data). The passport must be valid for at least six months after the applicant's arrival;

j) one colour passport-size photograph taken within the last six months (3.5 × 4.5 cm).

§ 3 Assessment of the application

(1) Following the receipt of the registration fee on the bank account of UoD, the verification of the mandatory supporting documents submitted with the application shall be carried out.

(2) If a foreign national has failed to submit all mandatory supporting documents specified in Section 2 in the required content and format, UoD shall provide the applicant with an opportunity to remedy the deficiencies by sending a notice requesting the submission of the missing documents. The applicant shall submit the missing documents within the deadline specified in the notice. If the deadline for remedying the deficiencies expires without successful completion, the application shall be rejected.

(3) If the applicant has submitted all mandatory supporting documents in full, the applicant shall participate in an online interview at a pre-agreed date and time as a prerequisite for the official acceptance of the application by UoD.

(4) Different rules shall apply to applicants who submit their applications to UoD through partner institutions or authorised representatives acting under partnership agreements.

§ 4 Official acceptance of the application; Issuance of the Application Acceptance Letter (AAL)

(1) UoD shall issue and send an Application Acceptance Letter *(AAL) (Annex 1)* to applicants who have successfully completed the interview process conducted by UoD or through its partners. The mandatory content elements of the Application Acceptance Letter shall include:

a) the applicant's personal data;
b) the name of the selected programme;
c) the Neptun code;
d) the amount of fees payable;
e) the UoD bank details required for the transfer of payments.

§ 5 Issuance of the Letter of Acceptance

(1) The applicant shall pay the fees specified in the Application Acceptance Letter (AAL) by the deadline indicated therein, ensuring that the transferred amount is credited to the UoD collective account by the due date. All costs and fees related to the bank transfer shall be borne by the applicant.

(2) Following the receipt of the fees specified in the AAL in full and in the exact amount to the UoD collective account, UoD shall issue the Letter of Acceptance *(Annex 2),* which shall be sent to the applicant after being signed by the Rector.

(3) Upon receipt of the Letter of Acceptance, the applicant shall submit their visa application as soon as possible. All tasks, responsibilities and procedural actions related to obtaining the visa shall be the sole responsibility of the applicant.

§ 6 Visa and arrival

(1) If the applicant's visa application is approved, the applicant shall inform the International Relations Directorate (IRD) of their expected date of arrival.

§ 7 Tasks to be completed prior to establishing student status

(1) Prior to establishing student status, the applicant shall:

a) conclude a health insurance contract for the entire academic year with the insurance company selected through the public procurement procedure conducted by UoD, under the terms and conditions and at the premium rate

b) pay the insurance fee specified in the health insurance contract;

c) submit proof of payment of the insurance fee to a staff member of the IRD.

(2) Following the conclusion of the health insurance contract and the payment of the insurance fee, UoD shall provide the applicant with:

a) a copy of the health insurance contract;

b) a copy of the document certifying the payment of the insurance fee;

c) the insurance card.

a) conclude a health insurance contract for the entire academic year with the insurance company selected through the public procurement procedure conducted by UoD, under the terms and conditions and at the premium rate

§ 8 Documents required for establishing student status

(1) At the Study Office of UoD (hereinafter referred to as SO), the applicant shall present the original copies of the mandatory supporting documents specified in Section 2 and submitted electronically in order to establish student status and conclude the study contract:

a) the secondary school certificate (in the case of Bachelor's programmes), together with its certified English translation;

b) the document certifying the completion of higher education (in the case of Master's programmes), together with its certified English translation;

c) the Transcript of Records containing the applicant's academic results, together with its certified English translation;

d) an English language proficiency certificate.

A foreign national shall be exempt from submitting the English language proficiency certificate if:

- English is an official language of the applicant's country of citizenship; or
- the language of instruction of the educational programme qualifying the applicant for admission was English, and the applicant submits an official certificate issued by the educational institution confirming this fact.

e) the health insurance card received from the IRD office;

f) a passport valid for at least six months and a duly issued visa;

g) one colour passport-size photograph taken within the last six months (3.5 × 4.5 cm).

§ 9 Collection of the residence permit following the establishment of student status

(1) Following the establishment of student status, the student shall collect their residence permit from the IRD office by signing a handover and acceptance statement and presenting the following documents:

a) passport and visa;

b) study contract.

II.
APPLICATION FOR SCHOLARSHIP-FUNDED STUDIES (SH, ÖKF, DFP)

§ 1 Submission of the application

(1) A foreign national shall submit their application through the application platform designated for the relevant scholarship programme.

§ 2 Mandatory supporting documents to be submitted with the application

For the assessment of the application, applicants are required to submit the following supporting documents:

a) a copy of the secondary school certificate (in the case of Bachelor's programmes), together with its certified English translation;

b) a document certifying the completion of higher education (in the case of Master's programmes), together with its certified English translation;

c) a Transcript of Records containing the applicant's academic results, together with its certified English translation;

d) a document certifying English language proficiency as follows:

da) Preparatory Year: IELTS 4.0 or an equivalent score achieved in one of the following examinations: EF SET, TOEFL, TOEIC, or Duolingo;

db) Bachelor's programmes: IELTS 5.5 or an equivalent score achieved in one of the following examinations: EF SET, TOEFL, TOEIC, or Duolingo;

dc) Master's programmes: IELTS 6.5 or an equivalent score achieved in one of the following examinations: EF SET, TOEFL, TOEIC, or Duolingo.

A foreign citizen shall be exempt from submitting the above-mentioned proof of English language proficiency if:

- English is an official language of the applicant's country of citizenship; or
- the language of instruction of the educational programme qualifying the applicant for admission was English, and the applicant submits an official certificate issued by the educational institution confirming this fact.

e) a medical certificate issued in accordance with the requirements of the relevant scholarship programme;

f) a short curriculum vitae (CV) in English;

g) a motivation letter;

h) a copy of the relevant pages of the passport (validity, visas and personal data). The passport must be valid for at least six months after the applicant's arrival;

i) one passport-size photograph taken within the last six months.

§ 3 Assessment of the application

(1) If a foreign national has failed to submit all mandatory supporting documents specified in Section 2 in the required content and format, UoD shall provide the applicant with an opportunity to remedy the deficiencies by sending a notice requesting the submission of missing documents. The deadline for remedying deficiencies shall be determined by the relevant scholarship programme. If the deadline for remedying the deficiencies expires without successful completion the application shall be rejected.

(2) If the applicant has submitted all mandatory supporting documents in full the applicant shall participate in an online interview at a pre-agreed date and time.

(3) The applicant's performance shall be evaluated and scored based on the interview. UoD shall upload the result to the platform associated with the relevant scholarship programme.

(4) The decision regarding the admission of the applicant shall be made by the Tempus Public Foundation/Hungary Helps Agency, which shall inform UoD of the outcome of the decision.

§ 4 Issuance of the Letter of Acceptance

(1) The Tempus Public Foundation / Hungary Helps Agency shall send the data of the admitted applicants to the institution. The applicant shall accept the scholarship within the deadline specified in the admission decision.

(2) UoD shall issue the Letter of Acceptance for the applicant who has accepted the scholarship. The Letter of Acceptnace shall be sent to the applicant after being signed by the Rector. The Letter of Acceptance is required for initiating the visa application process.

(3) Upon receipt of the Letter of Acceptance, the applicant shall submit their visa application as soon as possible. All tasks, responsibilities, and procedural actions related to the visa application process shall be the sole responsibility of the applicant.

§ 5 Visa and arrival

(1) If the applicant's visa application is approved, the applicant shall inform the International Relations Directorate (IRD) of their expected date of arrival.

(2) Based on this information IRD staff shall arrange an appointment for the verification of documents (certificates and passport), the signing of the scholarship agreement and the conclusion of the health insurance contract.

(3) The applicant shall register for enrolment at UoD by the deadline specified by the relevant scholarship programme.

§ 6 Tasks to be completed prior to establishing student status

(1) Prior to establishing student status, the applicant shall:

a) conclude a health insurance contract for the period of the relevant semester with the insurance company selected through the public procurement procedure conducted by UoD;

b) sign the scholarship agreement.

§ 7 Documents required for establishing student status

(1) At the Study Office of UoD (hereinafter referred to as SO), the applicant shall present the original copies of the mandatory supporting documents specified in Section 2 and submitted electronically, in order to establish student status and conclude the educational contract:

a) the secondary school certificate (in the case of Bachelor's programmes), together with its certified English translation;

b) the document certifying the completion of higher education (in the case of Master's programmes), together with its certified English translation;

c) the Transcript of Records containing the applicant's academic results, together with its certified English translation;

d) an English language proficiency certificate.

A foreign national shall be exempt from submitting the above-mentioned proof of English language proficiency if:

- English is an official language of the applicant's country of citizenship; or
- the language of instruction of the educational programme qualifying the applicant for admission was English, and the applicant submits an official certificate issued by the educational institution confirming this fact.

e) the health insurance card received from the IRD office;

f) a passport valid for at least six months and a duly issued visa;

g) one colour passport-size photograph taken within the last six months.

§ 8 Collection of the residence permit following the establishment of student status

(1) Following the establishment of student status, the student shall collect their residence permit at the International Relations Directorate (IRD) by signing a handover and acceptance statement and presenting the following documents:

a) passport and visa;

b) study contract.

ANNEX 8:

Contact activity	**Digital or distance learning**	**Task/monitoring/assessment**
Lecture	- multimedia/video tutorial - sharing of existing video lectures on the topic - video recording of the lecture - online, live video streaming - online consultation, chat - sharing notes, books, volumes, articles, studies	- tasks to be submitted: - essay, - reflection - answering questions, elaborating, and reasoning answers - online test - individual tasks, collection - project - group work to create a product (e.g. joint presentation) - student presentation with video recording
practice**	- multimedia/video tutorial - sharing of existing video lectures on the topic - video recording of the lecture - online consultation, chat - online, live video streaming	- tasks to be submitted: - essay, - reflection - answering questions, elaborating, and reasoning answers - online test - individual tasks, collection - project - group work to create a product (e.g. joint presentation) - student presentation with video recording
laboratory**	- online forum discussion	
accompanying seminar**	- online, live video streaming	- submission of a teaching diary, lesson plan, thematic plan creation of

	- online consultation, chat - sharing of notes, books, volumes, articles, studies - online forum discussion	digital teaching methodological materials (development of digital teaching materials currently in use in public education, a task for public education staff, with the possibility for non-public education staff to complete practical hours)
portfolio/thesis practice**	- video recording of the lecture - online, live video streaming - online consultation, chat - online forum discussion	- developing a portfolio of competencies and submitting it for assessment
portfolio/thesis individual consultation	- online forum discussion - individual chat	- submitting portfolio/thesis

Suggested platforms, e.g. (1) Moodle - polymedia, notes, video chat, chat, forum, (2) Digital Textbook Library: https://konyvtar.uniduna.hu/en/, (3) MS Teams, etc.