

ORGANIZATIONAL AND OPERATIONAL REGULATIONS OF EÖTVÖS LORÁND UNIVERSITY

VOLUME 2

ACADEMIC REGULATIONS FOR STUDENTS

INTRODUCTORY REGULATIONS

(1) The effect of the Academic Regulations for Students (henceforth: Regulations) extends to every Student pursuing his/her studies in the undergraduate, graduate, or post-graduate training programs of the University, irrespective of the starting date of their (regular, guest, or adult education) student status.

(2) The Regulations control the rights and duties emerging from the (regular, guest, or adult education) student status established between the University and the Student.

(3) The basic terminology used throughout the Regulations is explained below:

Course: opportunity (for *Lecture/Seminar* or *Exam*) advertised in a given *Semester* to complete a *Study Unit*. A course can be taken three times;

Course Registration: at the beginning of each *Semester*, the Student needs to register in the *Electronic Registration System* for the *Courses* and *Exam Courses* he/she wishes to take in that *Semester*;

Course Registration Period: period when the Student can add and drop *Courses* in the *Electronic Registration System* according to what he/she wishes to take in that *Semester*;

Preliminary Course Registration Period: the period extending from the release of the preliminary course list (middle of the preceding *Exam Period*) to the third day before the (*Ranking*) *Course Registration Period*;

Ranking Course Registration Period: the first week of the *Registration Period* and the *Study Period*, when the Student registers in the *Electronic Registration System* for the *Courses* and *Exam Courses* he/she wishes to take in that *Semester*;

First-Come-First-Served Course Registration Period: the second week of the *Study Period*, when admittance to the *Course* is based no longer on ranking,

but on the “first come, first served” principle;

Credit: unit of measure of the Student’s academic workload, which expresses the estimated time needed for the completion of the course requirements. In the national credit transfer system, one credit is equivalent to the accomplishment of 30 study working hours. The value of the credit, if the Student’s achievement is can be evaluated, is independent of the grade or the level of performance;

Credit Index: the indicator of academic achievement in a given *Term*. $CI = \frac{\sum (\text{obtained_credits} * \text{grade})}{30}$

The *Credits* obtained for the completion of each *Course* are multiplied by the adequate grade, then the products are summed and divided by 30, the ideal amount of *Credits* per *Semester*;

Curriculum: the system of the basic academic requirements of a given *Major*;

Diploma/Degree: official document, issued by the University in Hungarian and English, certifying the higher education degree and *Qualifications* of the Student;

Diploma Supplement: official document, issued by the University in Hungarian and English, certifying and specifying the particular knowledge, skills, and competences the Student has acquired with the diploma;

Electronic Registration System: also known as NEPTUN, used for the registration of the Student’s personal, academic, and exam data and for the formal and informal communication among the University’s official bodies, instructors, and Students;

Enrollment: after the Student was admitted to the University, he/she needs to enroll, which is the administrative act of establishing *Student Status* and entering into a contractual relationship with the University. The enrollment statement and the contract are to be signed in the Office of Educational Affairs (Registrar);

Exam: assessment at the end of a lecture. There can be altogether four attempts for any given *Course* (or *Exam*), and two attempts in any one *Semester*;

Invalid Exam: if the Student fails to pass the exam that was the *Weak Prerequisite* of the given *Course*, the exam results of the given *Course* are invalid. An invalid exam does not count in the overall number of exam attempts for the *Course*;

Postponed Exam: if the Student cancels his/her exam registration before the given deadline, or he/she stays away from the exam for a justifiable reason, the exam is postponed and he/she can re-register without consequences for any available further dates advertised in NEPTUN;

Unsuccessful Exam/No Show: if the Student fails to appear at the exam without a justifiable excuse and he/she fails to postpone the exam before the given deadline, the exam is considered unsuccessful. The Student gets no grade for such an exam. An unsuccessful exam can be retaken one more time in the same semester, but it does not count in the overall number of exam attempts for the *Course*;

Failed Exam: if the Student tries to pass the exam but cannot meet the requirements, the exam is considered a fail. The student gets a grade for such an exam (1 = F “fail”) but no *Credits*. A failed exam can be retaken one more time in the same semester;

Retake Exam: the second attempt to take a *Failed* or *Unsuccessful Exam* in the same *Semester*;

Exam Course: an *Exam* which has no contact hours in the given *Study Period*. Some *Courses* with weekly contact hours ending in an *Exam* may also have an *Exam Course* in the following *Semester* for the Student who attended the class in the previous *Semester* but did not take the *Exam*. *Comprehensive Exams*, *Foundation Exams*, *Language Proficiency Exams*, and *Basic Language Exams* are, by definition, exam courses;

Comprehensive Exam: an exam course that checks and assesses the acquisition of a broad and analytical knowledge in a given field. The requirements of the comprehensive exam are to be announced by the end of the *Course Registration Period*;

Foundation Exam: an exam course specific to language majors, announced each *Semester*, the completion of which is the prerequisite for further studies;

Language Proficiency Exam: an exam course specific to language majors, which serves to check the Student's proficiency of the *Major's* language;

Basic Language Exam: an exam course specific to non-language majors, which serves to check the Student's basic knowledge of a given language (or in the case of language majors, the basic knowledge of another language);

Final (Pre-Degree) Certificate/Absolutorium: it confirms that the Student has completed all the required *Study Units* and the related general academic obligations as specified and sequenced in the *Curriculum*, except for the *Thesis*, and he/she has acquired all the prescribed *Credits* except for those related to the *Thesis*. The final certificate attests, without qualification and assessment, that the Student has fulfilled all the study and exam requirements in the *Curriculum*;

Final Exam: after the Student obtains his/her *Final (Pre-Degree) Certificate*, he/she can take the final exam, which serves to assess if the Student has acquired and can apply the necessary knowledge, expertise, and skills required for the *Qualification*. The final exam may consist of several parts; the defense of the *Thesis* may be accompanied by oral, written, and/or practical tasks, set in the *Curriculum* of the given program;

Grade Book: the official document used for the certification of studies at the University;

Ideal Curriculum: if the Student adds and completes *Courses* each *Semester* according to the ideal curriculum, he/she will be able to finish his/her studies within the time period as ideally defined in the training requirements of the program;

Lesson: a period of time (lasting for 45, 90, or 135 minutes) assigned to the fulfillment of study requirements defined in the *Curriculum*, demanding the personal participation of the instructor. It can be a *Lecture*, a *Seminar*, or a *Consultation*;

Lecture: the lesson, based primarily on the instructor's oral explanations, where the Student's achievement is typically assessed by *Exam(s)*;

Seminar: the lesson, based primarily on the oral communication between the instructor and the Student, where the Student's achievement is assessed continuously throughout the semester by tasks accomplished outside of the classroom, and/or other requirements set in the *Curriculum*;

Consultation: a personal discussion and meeting provided by the instructor for the Student;

Major: the uniform system of training content comprising the necessary knowledge, expertise, and skills required for the *Qualification*;

Track: the uniform system of training content within the *Major*, which provides the Student with an independent *Qualification* and special expertise;

Partial Studies: if a person wishes to take certain *Courses* at the University, he/she establishes *Student Status* with the University by signing a contract and paying tuition fee for the *Courses*. The University issues a certificate listing the completed *Courses*, whose *Credits* can be transferred and included in the Student's higher education training;

Plagiarism/Dishonest Academic Behavior: misuse of another author's language, thoughts, and ideas in the Student's written work;

Practical Grade: the grade given at the completion of a *Seminar*;

Prerequisite: the precondition of taking or completing a given *Study Unit*;

Strong Prerequisite: a prerequisite which needs to be completed in a *Semester* prior to the completion of the given *Study Unit*;

Weak Prerequisite: a prerequisite which can be completed in the same *Semester* with the given *Study Unit*;

Qualification: the acknowledgement of expertise, obtainable on both the *Bachelor's* and *Master's* level, which prepares the degree holder for practicing the profession of the *Major*, the *Track* or the specialization;

Bachelor's Program: the first phase of the multi-tier higher education training, which provides the Student with a Bachelor's degree and qualifies him/her for applying for a *Master's Program*;

Master's Program: the second phase of the multi-tier higher education training, built on the *Bachelor's Program*, which provides the student with a Master's degree and qualification;

Registration: the Student in *Semesters* following the first *Enrollment* has to register in the *Electronic Registration System* to confirm whether he/she wishes to have an *Active* or a *Passive Semester* in the given *Term*. The registration can be modified until the given deadline (one month after the start of the semester; as actual deadlines vary, the Student is advised to make inquiries in due time);

Active Semester: the semester in which the Student registers to start or continue his/her studies and does not cancel it until the given deadline (one month after the start of the semester);

Passive Semester: the semester in which the Student announces that he/she wishes to interrupt his/her studies, or he/she cancels his/her active registration, or fails to register until the given deadline (one month after the start of the semester);

Registration Period: the period designated for the Student's registration, which in the *Fall Term* comprises the last three working days before the *Study Period*, and in the *Spring Term* the entire week before the start of the *Study Period*;

Semester/Term: the academic training period consisting of a *Study Period* of 14 weeks and an *Exam Period* of 7 weeks;

Exam Period: the last 7 weeks of the *Semester* when the *Exams* are held;

Study Period: the first 14 weeks of the *Semester* when the *Courses* are held;

Student Status: the legal status established between the University and the Student upon his/her *Enrollment*, which entails rights and duties. The student status

terminates at the end of the *Exam Period* that follows the Student's last *Study Period* or when the Student is admitted to another institution of higher education. Furthermore, the student status can be terminated unilaterally by the Student or – in cases determined by the law – by the University;

Interruption of Student Status: if the Student declares that he/she wishes to suspend his/her studies in the given *Term*, or he/she fails to register for the given *Term*, his/her student status is interrupted. The interruption of the student status cannot last longer than two *Terms*, but it can be repeated.

Interruption of Studies: the interruption of the *Student Status*;

Study Unit: the minimal structural-logical unit of the training, the requirements of which the Student can accomplish with a semester-long study (for example, by completing a *Course*), and/or with a single academic achievement (for example, by taking an *Exam*);

Thesis: the paper written at the end of the degree program, whose formal and content requirements are defined by the Faculty and the specific program;

Training Program: the requirement system of a given program which describes the *Curriculum*, specifies the *Study Units*, and determines the conditions of its completion;

Full-Time Program: contrary to the schedule of *Part-Time Programs*, the *Courses* of full-time training programs are organized on the five working days of the week (Monday till Friday, with Monday as the first day of the working week);

Part-Time Program: the courses of part time training programs can be evening courses or correspondence courses. The amount of lessons offered in the program must reach the minimum of 30, and the maximum of 50 percent of the respective full-time training. For special post-graduate programs the respective numbers are 20 to 50 percent.

CHAPTER I

ADMISSION TO THE UNIVERSITY

The conditions and rules of admission to the University are contained in the Annexes of the present Regulations.

CHAPTER II

ORGANIZATIONAL AND CONTENT UNITS OF THE TRAINING

PROGRAM

The Program comprises the system of BA and MA programs, PhD programs, special post-graduate trainings, and independent programs.

TIME SCHEDULE OF THE PROGRAM

- (1) Higher education programs can be organized in the frames of full-time or part-time trainings.
- (2) Full-time trainings must offer at least 300 lessons per semester and the courses must be organized on the five working days of the week.
- (3) Part-time trainings, which can be organized in the frames of evening courses or correspondence courses, must offer lessons in the amount of at least 30, at most 50 percent of the respective full-time training. Special post-graduate programs are exceptions, as the respective numbers are 20 to 50 percent.

MAJOR

- (1) The major is the uniform system of training content, including the necessary knowledge, expertise, and skills required for the Bachelor's or Master's qualification.
- (2) In the Bachelor's (BA) Program, which is the first phase of the multi-tier higher education training, the Student can obtain a Bachelor's degree and qualification, which makes him/her eligible for applying for a Master's Program. The Bachelor's level requires the completion of a minimum of 180, and a maximum of 240 credits. The training time is minimally 6, maximally 8 semesters.
- (3) In the Master's (MA) Program, which, after the BA, is the second phase of the multi-stage higher education training, the Student can obtain a Master's degree and qualification. The Master's level requires the completion of a minimum of 60, and a maximum of 120 credits. The training time is minimally 2, maximally 4 semesters (1 and 2 years, respectively).
- (4) In special post-graduate programs, the Student can obtain further specific qualifications, in addition to his/her BA and MA degree. Post-graduate programs require the completion of a minimum of 60, and a maximum of 120 credits. The training time is minimally 2, maximally 4 semesters.

TRACKS AND SPECIALIZATIONS

- (1) The track is a curricular unit that provides the Student with special qualifications, which can be recorded in the certificate.
- (2) The specialization focuses on a specific field of the major, offering a deeper understanding of a given area. The specialization might furnish the Student with a special qualification.

CURRICULUM

The Curriculum, as approved by the University's Senate, is the requirement system of a given major, which contains the basic academic conditions of completing that program. The Curriculum, thus, provides

- a) a detailed list of the study units (Study Unit List);
- b) the study and exam requirements;
- c) the conditions for taking the final exam;
- d) the conditions of issuing the degree.

TRAINING PROGRAM

- (1) The training program is the detailed requirement system of a given program, which describes the curriculum, specifies the study units, and determines the conditions of completing the program.
- (2) The study units which are listed as strong prerequisites of a given study unit need to be completed in a semester prior to the completion of the given study unit.
- (3) The study units which are listed as weak prerequisites of a given study unit can be completed in the same semester but before the completion of the given study unit.

STUDY UNIT

The study unit can be

- a) a course with regular, weekly contact hours and activities tailored for the length of a semester demanding the personal participation of the instructor and the Student (such as a lecture, a seminar, or a combination of these);
- b) a course without regular, weekly contact hours but with activities and meetings determined for the length of a term (like thesis consultation, internship, etc.);
- c) an exam course with no contact hours, which can be accomplished by a single academic achievement (such as a comprehensive exam, a basic language exam, a language proficiency exam, or a final exam).

COURSE

- (1) The requirements of the study unit are accomplished in the frame of a course (may that be a seminar or a lecture), by the regular, continuous, or intensive personal communication between the instructor and the Student during the study period. The assessment of the course can be dependent on tasks due in the study period, but it can also be assigned to exams set in the exam period (test, oral exam, practical exam, etc.).
- (2) The exam course has two types:
 - a) the opportunity to complete the study units of the comprehensive exam, the foundation exam, the language proficiency exam, and the basic language exam;
 - b) the opportunity for the alternative completion of some courses. In certain cases, a course with regular weekly contact hours, ending in an exam, may have an exam course in the following semester, for the Student who attended the class in the previous semester but did not take the exam.

PREREQUISITE

- (1) The conditions of proceeding in a program are determined by the prerequisite regulations, as determined in the curriculum.
- (2) The types of prerequisites, according to the time of their compulsory completion, are
 - a) strong prerequisite: the prerequisite must be completed in a semester prior to the completion of the given study unit;
 - b) weak prerequisite: the prerequisite may be completed in the same semester as the given study unit.

(3) The results of a study unit are considered invalid if the prerequisite was not completed. In such cases, the grades will be cancelled, both in the grade book and the electronic system, by the Office of Educational Affairs.

IDEAL CURRICULUM

(1) The Ideal Curriculum is the schedule of completing the study units, in the order suggested by the University. The standard study order defines the ideal semester to add and complete a course in order to keep the logical-hierarchical structure of the major's study program.

(2) If the Student adds and completes courses each semester according to the standard study order, he/she will be able to finish his/her studies within the time period defined in the training requirements of the program.

ELECTIVES

(1) The Student can add and complete any courses offered by the University, up to the amount of credits available for electives as determined by his/her specific program.

(2) The Student whose major does not include courses of physical education is free to complete one sports course per semester, which is worth 1 credit.

(3) The credits earned for general sports courses are added to the Student's final certificate, totaling a maximum of 4 credits.

CHAPTER III

LEGAL FRAMES OF THE STUDIES

STUDENT STATUS

(1) The student status is the legal relation established between the University and the Student of a given major upon his/her enrollment, which entails rights and duties, as defined in the University's Regulations.

(2) The legal relation of the student status obliges the Student to meet the study and exam requirements listed in the University's regulations, especially in the present Regulations.

ADULT EDUCATION STUDENT STATUS

According to Law CI of 2001, self-financing students can pursue studies at the University within the legal frames of adult education student status, which requires the Student to enter into an adult education contract with the University.

PARTIAL STUDIES

If a person, not enrolled in any university, wishes to take certain courses, he/she establishes student status with the University by signing a contract and pays tuition fee for the courses. The University issues a certificate listing the courses completed, whose credits can be transferred and included in the Student's higher education training.

ESTABLISHMENT OF STUDENT STATUS

The student status is established upon the student's enrollment to the University. Before the enrollment, the student needs to sign a student training contract about the tuition he/she needs to pay for the training.

ENROLLMENT

(1) The student status is established, after the student's admission or transfer to the University, by the enrollment.

(2) For the enrollment the Student needs to supply his/her personal information required for registering him/her in the electronic registration system of the University.

(3) In semesters following the enrollment, the Student needs to announce, in the electronic registration system, if he/she wishes to pursue studies in the given semester.

REGISTRATION

- (1) At the beginning of each semester, the Student needs to register in the electronic registration system of the University to confirm whether he/she wishes to pursue or suspend his/her studies in the given term. During the registration, the Student needs to indicate in which program(s) he/she wishes to pursue studies. The Student can register from the start of the preliminary course registration till the end of the registration period, which is the last Friday before the study period. After the indicated deadline, the Student cannot register for that term.
- (2) The Student can suspend his/her student status as early as the first semester after the enrollment.
- (3) In special cases, like serious illnesses, accidents, or extraordinary, unexpected circumstances, the Student or his/her representative can request the cancellation of his/her previous registration for the semester within one month after the start of the semester. He/she needs to present the original papers documenting the unexpected event at the Office of Educational Affairs. The request will be considered by the Board of Studies of the Faculty. After the given deadline, no requests will be accepted.
- (4) If the Student cancelled his/her registration before the deadline, he/she can decide if the tuition paid for that semester should be transferred for the next semester, or back to him/her. In the latter case, the administrative costs will be deducted. If the Student does not indicate his/her choice, the University will automatically transfer the tuition back to the Student.
- (5) During the registration period, the Student needs to announce any change in his/her personal data.

SELECTION OF TRACKS

- (1) The Student pursues his/her studies not only in a major but also within the frames of a track, a minor, a specialization, or a special program (henceforth: track).
- (2) The Student can choose and be admitted to a track in three ways:
 - a) as part of the admission procedure;
 - b) by applying for a track during his/her studies;
 - c) by completing track specific courses.
- (3) If the selection of the track was part of the admission procedure, the Student is accepted to pursue studies in the frames of a specific major and a specific track.

(4) If the program offers an obligatory or optional selection of tracks, the Student needs to announce his/her choice in the Office of Educational Affairs till the end of the study period preceding the start of his/her track studies. If his/her track studies are supposed to begin in the first semester after the enrollment, the announcement of the selection needs to be done immediately after the notification of admittance to the program.

(5) If the program does not necessitate a preliminary track selection, the student is free to decide on his/her track at a later period. By organizing his/her studies in order to complete the study units of the track of his/her choice, the Student is entitled to receive the qualifications of the specific track.

HOME FACULTY

(1) The Student's home faculty is that faculty which hosts the program to which the Student was first admitted or transferred.

(2) It is the home faculty that is responsible for the administration of the Student's academic issues.

INTERRUPTION OF STUDENT STATUS

(1) The Student announces his/her intention to suspend his/her student status during the electronic registration.

(2) The Student status can be suspended on a number of occasions, but for a maximum of two semesters at a time.

(3) If the Student fails to register to start or continue his/her studies after two consecutive semesters of suspension, his/her student status will be terminated.

(4) The student status is not terminated if the Student fails to register, after two consecutive semesters of interruption, due to unexpected events such as accident, illness, childbirth, etc., and he/she announces and documents it till the start of the third semester. At the same time, the Student needs to submit a statement, to the Office of Educational Affairs, expressing his/her intent to sustain his/her student status, with an indication of the estimated duration of the interruption.

TERMINATION OF STUDENT STATUS

- (1) The student status can terminate
 - a) with the completion of studies;
 - b) at the Student's request;
 - c) on the University's initiative.
- (2) The student status terminates at the end of a given academic period, or at the end of the first final exam period after the Student's final certificate was issued if the Student pursue no other studies at the University.
- (3) The Office of Educational Affairs terminates the student status if
 - a) the Student fails to register after the allowed duration of the suspension of his/her student status;
 - b) the Student fails to clear 36 credits in the first three semesters he/she registered for after the establishment of his/her student status.
- (4) The Student has to be expelled from the program if
 - a) he/she fails to complete a study unit that is part of program's curriculum after registering for it for the third time (in the case of language exams, for the fourth time);
 - b) he/she fails to pass an exam belonging to a study unit that is part of the program's curriculum for the fourth attempt (exams, whose results were invalidated by the failed completion of the weak prerequisite, are not included);
 - c) he/she fails to register his/her semester for the third time in a row.

CHAPTER IV

ACADEMIC RESPONSIBILITIES

SCHEDULE OF THE ACADEMIC YEAR

- (1) The academic year consists of two semesters, which are referred to as:
 - a) the first (fall/autumn) semester of the academic year .../...
 - b) the second (spring) semester of the academic year .../...

(2) The semester is composed of 21 weeks, of which the first 14 mark the study period and the last 7 the exam period.

(3) The registration period and the first week of the study period make up the course registration period, which is the period when the Student can add and drop courses and exam courses in the electronic registration system of the University according to what he/she wishes to take in that semester

PRELIMINARY COURSE REGISTRATION

(1) By announcing a preliminary course list, the Faculty offers the opportunity for the Student to register for courses before the course registration period.

(2) The preliminary course registration period starts with the release of the preliminary course list and ends two days before the course registration period. During this time the Student can enter the electronic registration system of the University to mark the courses he/she wishes to register for in the following semester.

(3) During the preliminary course registration period, the Student can add courses up to 45 credits.

(4) The preliminary registration for a course is not obligatory. In the final registration period, the Student can register for courses he/she did not select in the preliminary period.

(5) Until the Student registers for a given semester, he/she cannot register for courses.

COURSE REGISTRATION

(1) The Student is entitled to register in the electronic registration system of the University for any of the courses and exam courses offered by the University.

(2) The data of the courses the Student registered for in the electronic registration system are recorded in the Student's grade book by the Office of Educational Affairs. Courses which were not selected and marked by the Student in the electronic registration system cannot be entered into the grade book subsequently; thus, they cannot be completed in the given term.

- (3) In exceptional cases, if the failed course registration was not the Student's fault and he/she can certify the completion of the course, the Vice Dean for Educational Affairs can authorize the subsequent recording of the course in the grade book and the electronic registration system.
- (4) The Student needs to submit his/her grade book in the Office of Educational Affairs until the fifth working day after the end of the exam period.
- (5) If the Student receives a grade better than 1 (F) for a course, he/she cannot register for that course again, in order to improve the grade.
- (6) During the course registration period, the electronic registration system deletes some exam registrations till the first day of the second week of the study period, according to the following principles:
- a) if a prerequisite of the course is missing, the course will be deleted (except if the course is not part of the Student's program);
 - b) if the Student fails to register for one of the courses which are bound and need to be taken together, the course the Student did register for will be deleted (except if the other course has already been completed);
 - c) if the number of students registered for the given course exceeds the number of participants available for the course, students on the waiting list will be deleted.

LESSON

- (1) In the case of lectures, the Student's participation/attendance is obligatory only if the training program specifies it.
- (2) In the case of seminars, the Student's participation, along with the accomplishment of the practical requirements, is obligatory.
- (3) The practical requirements leading to a practical grade can be
- a) tasks to be accomplished in the classroom, and/or
 - b) tasks to be accomplished outside of the classroom, and/or
 - c) in-class test, and/or
 - d) other tasks as specified in the training program.

ASSESSMENT OF ACADEMIC ACHIEVEMENT

A study unit can be completed

- a) by passing the course or the exam course;
- b) by transferring credits.

(2) The Student has completed a course or an exam course if he/she received a grade that is different from 1 (F) according to the five-scale grading, or “nem felelt meg” (insufficient) according to the three-scale grading.

(3) The Student has failed to pass a course if

- a) he/she received a 1 (F) according to the five-scale grading, or “nem felelt meg” (insufficient) according to the three-scale grading;
- b) the results of the exam were invalidated due to the failed completion of a weak prerequisite;
- c) the Student does not attempt to pass the course, either by staying away from the exam or the seminar sessions (“no show”), or by performing in a way that cannot be assessed.

(4) If the course was not launched, or the Student did not attempt to pass the course because of a weak prerequisite, the failed completion of the course does not reduce the number of occasions available for registering for that course.

SEMINARS AND PRACTICAL GRADES

(1) Participation in seminars is compulsory. If the Student is not exempted from attending a course, the instructor needs to check his/her participation rate and decide on the grade according to these principles:

- a) the instructor cannot deny the grade if the Student was absent from no more than 25% of the classes held;
- b) the instructor can give extra tasks, as announced on the first class of the course, to the Student with absences between 25 and 33%;
- c) the instructor must deny the grade if a Student was absent from more than 33% of the classes.

(2) Practical grades are given either according to a 5- or a 3-scale system, with 5 or “kiválóan megfelelt,” respectively, as equivalents of A “excellent,” signaling the highest academic achievement.

EXAMS AND COMPREHENSIVE EXAMS

The exam can be

- a) an oral exam;
- b) a written exam;
- c) combined exam, type A, which includes a written and an oral exam, both of which need to be successfully completed, so that their combined results can make up the final grade;
- d) combined exam, type B, which includes a written and an oral exam, where the successful completion of the written part is the prerequisite of the oral, but the final grade is determined by the performance at the oral part;

- e) combined exam, type C, which includes 3-4 tests or home assignments during the study period, whose combined results make up the final grade;
- f) combined exam, type D, which includes a test at the end of the study period, based on which the instructor offers a grade on the first week of the exam period. If the Student declines the grade, or was not offered one, he/she can take an oral exam in the exam period.

(2) The comprehensive exam, which assesses the acquisition of knowledge on a broader field, can only be a combined exam, type A or B.

RULES FOR TAKING AN EXAM

(1) The Student needs to register for the exam in order to take the exam. The Student can register for an exam only if he/she has registered for that course.

(2) In the same semester, the Student can register and attempt to take an exam from a given course two times at most.

(3) Some of the exam dates may be announced as retake exam dates.

(4) The Student can register for a retake exam date only after failing an exam or passing an exam but wanting to improve the grade.

(5) The Student can cancel or postpone his/her registration for an exam no later than 36 hours before the start of the exam. Postponement, by definition, is available only if further exam opportunities are announced.

(6) A further exam opportunity needs to be guaranteed only if the Student stayed away from the exam due to external factors, which he/she can prove.

RETAKE EXAMS

(1) The Student can take a retake exam, to amend a failed exam or to improve a passed exam, only within the same exam period.

(2) To retake a failed language exam in the same exam period may be excluded by the curriculum of the given program.

PLAGIARISM

- (1) In essays, home papers, and theses, the Student can use another author's work only if he/she respects the author's intellectual property.
- (2) The authors' rights belonging to all intellectual products, including literary, scientific, and artistic pieces, need to be respected.
- (3) The rules of using another author's work are the following:
 - a) the Student needs to indicate the source and the name of the author (if it is identifiable in the source) every time he/she uses a given part or the whole of the author's piece (that is, when he/she quotes it, refers to it, or translates it);
 - b) the Student needs to put the excerpts taken from another author's piece in quotation marks, in compliance with the source, and up to the amount necessitated by the Student's writing.
- (4) The instructor is entitled to apply anti-plagiarism softwares to check the Student's writing.
- (5) If the Student violates the above described rules on how to use another author's work in the Student's writing, the piece must be assessed as a fail, and the grade for the course/thesis will be denied.

CHAPTER V

COMPLETION OF STUDIES

FINAL CERTIFICATE

The final certificate (absolutorium/pre-degree certificate) confirms that the Student has completed all the required study units and the related general academic obligations as specified and sequenced in the curriculum, except for the thesis, and he/she has acquired all the prescribed credits, except for those related to the thesis. The final certificate needs to be issued in the semester when the Student has completed the above described requirements.

THESIS

- (1) The thesis is an academic paper written at the end of a degree program.
- (2) The Student, whether pursuing studies in a BA or an MA program, has to write a thesis, in compliance with the respective content

requirements.

- (3) The Student needs to write a separate thesis in each of his/her programs.
- (4) The formal and content requirements of the thesis are defined in the Curriculum of a given program.
- (5) The Student needs to choose his/her topic for the thesis within the frames defined by the program.
- (6) The Student needs to sign and attach to his/her thesis a pledge of scholarly honesty, certifying that the thesis is his/her own work that cites all sources from other authors faithfully, as determined in Chapter IV of the present Regulations.
- (7) The student is assisted in the thesis writing process by one or more supervisors.
- (8) The selection of the thesis topic needs to be at least 6 months before the respective final exam period.
- (9) The selection of the thesis topic and the supervisor needs to be approved, in writing by the head of the responsible organizational unit (head of institute, head of department, or head of program) within one month.
- (10) The Student is entitled to change his/her thesis topic, but he/she is only allowed to take the final exam at least 4 months after the modification.
- (11) The approved topic and supervisor need to be announced at the Office of Educational Affairs.
- (12) The Student needs to submit a bound copy of the thesis before the given deadline, meeting the given formal requirements, in the given number (including the electronic submissions if necessary), at the Office of Educational Affairs, where it is registered and forwarded to the head of the appropriate organizational unit.
- (13) The thesis is assessed by one or more experts appointed by the head of the appropriate organizational unit.
- (14) The thesis needs to be defended before a committee, whose evaluation has to be attached to the thesis.
- (15) The committee follows a five-scale grading in the evaluation of the thesis.

FINAL EXAM

- (1) The Student closes his/her studies with a final exam.
- (2) The Student can register for the final exam after obtaining his/her final certificate, that is, after completing all the study units prescribed in the curriculum of the program. The Student can take the final exam in the exam period immediately after the issuing of his/her final certificate, still with student status, or in any other exam periods, within the next two years, without student status. If the Student wants to take the final exam more than two years after obtaining his/her final certificate, he/she may be subject to certain conditions defined by the respective organizational unit. Five years after the termination of the student status no final exam can be attempted.
- (3) The Student can register for the final exam only if
 - a) he/she has obtained the final certificate;
 - b) he/she has submitted the thesis on time;
 - c) he/she has cleared all his/her financial debts (tuition fee, compensation, extra charge) and returned all material properties (books) belonging to the University.
- (4) The Student can take the final exam only if his/her thesis received a grade better than 1 (F).

FINAL EXAM COMMITTEE

The Student takes the final exam before a committee, which is composed of at least three members.

FAILED THESIS OR FINAL EXAM

- (1) If the Student receives a fail for his/her thesis, he/she needs to write a new thesis and register for the final exam in the next exam period at the earliest. A thesis that was evaluated with a grade better than 1 (F) cannot be withdrawn.
- (2) If the head of the given organizational unit approves it, the topic of the new thesis can be the same as the previous one.
- (3) If the Student fails in one specific (practical, oral, or written) part of the final exam, he/she needs to re-take that part, not earlier than in the next final exam period.
- (4) The Student can retake a failed part of the final exam or a failed final exam only twice.

THE DIPLOMA

- (1) The condition for issuing the diploma that certifies the completion of higher education studies is a successful final exam.
- (2) The University issues the diploma, in Hungarian and English thirty days after the successful final exam.
- (3) The qualification of the diploma is the average grade, rounded to two decimals, drawn from the results of the final exam:
 - outstanding (5), if the average is 5.00,
 - excellent (5), if the average is 4.51-4.99,
 - good (4), if the average is 3.51-4.50,
 - satisfactory (3), if the average is 2.51-3.50,
 - sufficient/low pass (2), if the average is 2.00-2.50.
- (4) Upon the Student's request, the diploma can be issued in a language other than English or the language of instruction of the program, in addition to Hungarian, for extra charges as determined by the Faculty.

DIPLOMA SUPPLEMENT

- (1) To accompany the diploma, the University issues a diploma supplement, in Hungarian and English, free of charge, as determined by the European Commission and the European Council.
- (2) Upon the Student's request, the diploma supplement can be issued in a language other than English, in addition to Hungarian, for extra charges as determined by the Faculty.
- (3) The diploma supplement serves to help a third party, primarily from abroad, to ascertain what kind of knowledge and competences the given diploma certifies.
- (4) The diploma supplement contains at least
 - a) the name of the degree holder;
 - b) the name of the qualification;
 - c) the level of the qualification;

- d) the list of the completed academic requirements (including, in the case of each study unit, the name of the course, the credits gained, the type of the assessment, and the grade);
- e) the overview of what potential jobs the degree holder is qualified for;
- f) information about the University;
- g) information about the Hungarian higher education system.

CHAPTER VI

FEES

TUITION FEE

- (1) If the Student was admitted to a self-financing program, he/she has to pay tuition fee.
- (2) The tuition fee, specific for a given program, is determined for the duration of an academic year.
- (3) The Student, pursuing studies in a self-financing program, enters into an adult education contract with the University. On behalf of the University, the contract is signed by the Dean.
- (4) The tuition fee needs to be refunded to the Student, after the deduction of the administrative costs, if he/she indicated his/her wish to interrupt or suspend student status in due time.

RULES FOR PAYING THE TUITION FEE

- (1) The tuition fee needs to be paid until October 15 (in a fall term) and March 15 (in a spring term). The payment needs to be certified at the Office of Educational Affairs.
- (2) The above dates are the deadlines for applying for exemption as well.
- (3) If the Student expresses his/her wishes to interrupt his/her student status before enrollment or registration, the tuition for the given semester needs to be refunded to the Student.

(4) If the Student fails to pay the tuition, despite the warning, he/she cannot register for and take the exams, nor can he/she take the final exam or start the next term.

(5) The tuition fee needs to be transferred to the University's bank account (as specified).

CREDIT FEE

(1) If the Student registers to complete more courses than available in his/her training program (including the repeated registrations for failed courses), he/she needs to pay a fee for all the extra credits.

(2) Once the Student obtains more than 110% of the credits available in his/her training program, he/she needs to start paying the fee after every extra credit.

(3) Every first registration for a credit is deducted from the 100%.

(4) Every second registration for a credit, along with every additional registration, is deducted from the 10%. If this limit is exceeded, the Student will pay a credit fee after the given term.

RULES FOR PAYING THE CREDIT FEE

The Student will have to pay the credit fee between the end of the given semester and the start of the next registration period; otherwise, he/she will not be able to register. Graduate students need to settle their debt in order to obtain their final certificate.

CHAPTER VII

RULES OF FIRST INSTANCE PROCEEDINGS IN STUDENT ISSUES

AUTHORITY

First instance proceedings fall under the jurisdiction of the Dean, the Vice Dean, and the Head of the Office of Educational Affairs.

DEAN'S EQUITY

- (1) Under special circumstances, defined by the present Regulations, the Dean may permit deviations, as requested by the Student, from any of the rules listed in the Regulations.
- (2) For the decision the Dean needs to consult the responsible organizational unit and/or instructor, or the responsible board.
- (3) Aggravating family and life circumstances, if proven, are the primary reasons why the Student can submit a request for equity.
- (4) The Student cannot submit a request for equity if
 - a) his/her application was declined;
 - b) his/her extraordinary conditions were caused by his/her own misbehavior or negligence.
- (5) The Dean cannot grant exemption from the completion of the studies.

INSTIGATION OF THE PROCEEDING

- (1) The proceeding can be instigated by the University or upon the Student's request.
- (2) The request needs to be handed in to the responsible person in a document that states the following data:
 - a) the Student's name, university ID code, mother's maiden name, address, major(s), and faculty;
 - b) the addressee of the request, that is, the body responsible for the matter;
 - c) the regulation on which the request is based;
 - d) the definite request the Student submits the document for;
 - e) the facts and conditions serving as justification for the request;
 - f) authorization (if necessary).

SCHEDULE OF THE PROCEEDING

- (1) The request needs to be processed within 30 days after its submission.
- (2) If the request was found incomplete, the new deadline for processing it will be set according to the complete submission.

DELIVERY

The document can be delivered to the Student

- a) in person;
- b) in an announcement;
- c) by post;
- d) by e-mail;
- e) by fax.

SUMMONS

Whoever the body (person) responsible for processing the request wishes to hear will be officially summoned.

EXCUSE

- (1) If the Student missed the deadline, he/she can submit an excuse request.
- (2) The excuse request needs to contain the justification of the missed deadline, proving that it was not out of the Student's fault, and the Student needs to provide the necessary corrections.

PROVIDING CORRECTIONS

If the Student submits a request that is incomplete, he/she needs to be informed about providing the necessary corrections on a short notice (within a maximum of 8 days).

FIRST INSTANCE DECISION

The University informs the Student about its decisions in writing. The decision takes legal effect if the Student fails or renounces to lodge an appeal within 15 days upon the arrival of the notification of the first instance decision.

CHAPTER VIII

RULES OF APPEAL (SECOND INSTANCE) PROCEEDINGS IN STUDENT ISSUES

The Student can lodge an appeal against the University's decision or failed decision (not including academic evaluations) within 15 days upon the arrival of the notification of the first instance decision.

AUTHORITY

- (1) Second instance proceedings, including requests of individual complaints, fall under the exclusive jurisdiction of the Student Appeals Board.
- (2) The Board does not exercise equity.
- (3) If not specified differently in the present chapter, the general rules of first instance proceedings are to be applied in second instance proceedings as well.

SUBMISSION

The Student needs to address the appeal to the Rector and submit it to the Rector's Office.

CHAPTER IX

DISCIPLINARY RESPONSIBILITIES AND COVERING DAMAGES

DISCIPLINARY RESPONSIBILITY

- (1) If the Student violates his/her obligations in a severe and culpable way, the University takes disciplinary action against him/her and he/she may receive a disciplinary sanctions.

- (2) The Student needs to take disciplinary responsibility for
- a) his/her behavior, within the University's territory, if he/she deliberately or severely violates the rules and regulations of the University or its establishments (dormitories, sports facilities, schools, etc.);
 - b) his/her behavior, outside the University's territory, if it is harmful or threatening to the reputation of the University, or it results in a minor or major criminal offense.

DECISIONS IN THE DISCIPLINARY ACTION

- (1) The disciplinary action can end with the following decisions:
- a) termination of the procedure without sanctions;
 - b) reprimand;
 - c) censure;
 - d) suspension for a definite period of time (for a maximum of two years);
 - e) dismissal from the University.

COVERING DAMAGES

- (1) If, during the pursuit of his/her studies, the Student causes damage to the University or the host of the practical training, he/she needs to pay compensation as determined by the present Regulations and the Civil Code of Hungary.
- (2) In the case of unintended damage, the compensation cannot exceed the 50 percent of the monthly minimal wage effective on the day of the damage. Intentional damage, however, needs to be fully compensated.

ANNEX I

ENTRY REQUIREMENTS FOR BA STUDENTS

APPLICATION PACKAGE

- (1) The Applicant has to send his/her application package by e-mail to the International Student Office.
- (2) The deadline for applications for the fall term is in the second half August of the same year.
- (3) The application package needs to contain:
 - a) a scanned copy of the passport's biodata page (in pdf format);
 - b) a fully completed BA Application Form (only typed application forms will be considered);
 - c) a CV in English or in the target language (in doc format with a low resolution photo);
 - d) an official copy of completed secondary education or highest BA (Bachelor of Arts) degree (scanned, in pdf format);
 - e) proof of language proficiency requirements (scanned, in pdf format).

LANGUAGE REQUIREMENTS

- (1) The Applicant must meet specific language proficiency requirements in the specific BA programs. For details, the Applicant needs to consult the program coordinator of the specific program.
- (2) In the case of English and American Studies, the Applicant who cannot meet the set language requirements will only be admitted to the two-semester Preparatory Year in English. This foundation course has been designed for the Student who wishes to undertake further studies at the Faculty, but do not yet have the necessary level of language competence, study skills, and cultural background knowledge to start a BA program.

PROCESS OF SELECTION

- (1) The application material will be evaluated by the program leaders.
- (2) The Applicant will receive an e-mail of acknowledgment, confirming that his/her application package has been duly received.
- (3) Once the documents have been considered in the selection process, a Letter of Acceptance or a Letter of Refusal will be sent out to the Applicant's postal address as a registered air mail / priority letter shortly afterwards (within 30 days).
- (4) If the Applicant wishes to have the original Letter of Acceptance shipped by an express mail service, he/she personally needs to place an order in his/her country of origin and cover the shipping expenses. The International Student Office can hand over the Letter of Acceptance only to the courier of the express mail company of the Applicant's choice.
- (5) In addition to the Letter of Acceptance, an electronic notification will be sent to the Applicant with the following information:
 - a) settling payment (transferring the tuition fee);
 - b) further instructions on documentation (if appropriate);
 - c) the date when the courses start;
 - d) the date before which the applicants must arrive in Hungary;
 - e) accommodation possibilities;
 - f) general information on Budapest and Hungary.

ANNEX II

ENTRY REQUIREMENTS FOR MA STUDENTS

APPLICATION MATERIAL

- (1) The Applicant has to send all his/her application materials by e-mail to the International Student Office.

(2) The deadline for applications for the fall term is in the second half August of the same year.

(3) The application package needs to contain:

- a) a scanned copy of the passport's biodata page (in pdf format);
- b) a fully completed MA Application Form (only typed application forms will be considered);
- c) a CV in English or in the target language (in doc format with a low resolution photo);
- d) an official copy of BA (Bachelor of Arts) degree or other higher education diploma (scanned, in pdf format);
- e) proof of language proficiency requirements (scanned, in pdf format).

LANGUAGE REQUIREMENTS

(1) The Applicant must meet specific language proficiency requirements in the specific A programs. For details, the Applicant needs to consult the program coordinator of the specific program or the person in charge of handling applicant submissions.

(2) The Applicant needs to make sure that the BA degree or other higher education diploma he/she holds is closely related to the discipline he/she applied for (for example, to pursue MA Studies in German Literature and Culture, the Applicant must hold a BA degree in German) and/or that he/she has the necessary language proficiency. The Applicant who is unable to comply with these requirements will not be admitted into an MA-level program.

PROCESS OF SELECTION

(1) The application material will be evaluated by the program leaders.

(2) The Applicant will receive an e-mail of acknowledgment, confirming that his/her application materials have been duly received.

(3) Once the documents have been considered in the selection process, a Letter of Acceptance or a Letter of Refusal will be sent out to the Applicant's postal address as a registered air mail/priority letter shortly afterwards (within 30 days).

(4) If the Applicant wishes to have the original Letter of Acceptance shipped by an express mail service, he/she personally needs to place an order in his/her country of origin and cover the shipping expenses. The International Student Office can hand over the Letter of Acceptance only to the courier of the express mail company of the Applicant's choice.

(5) In addition to the Letter of Acceptance, an electronic notification will be sent to the Applicant with the following information:

- a) settling payment (transferring the tuition fee);
- b) further instructions on documentation (as applicable);
- c) the date when the courses start;
- d) the date before which the applicants must arrive in Hungary;
- e) accommodation possibilities;
- f) general information on Budapest and Hungary.