

UNIVERSITY OF DEBRECEN
CENTRE OF ARTS, HUMANITIES AND SCIENCES
HUNGARY



***EDUCATION AND EXAMINATION RULES AND
REGULATIONS***

***INCLUDING SPECIAL PROVISIONS AND SUPPLEMENTS FOR THE
FACULTIES OF: ARTS AND HUMANITIES, ECONOMICS AND BUSINESS
ADMINISTRATION, SCIENCE AND TECHNOLOGY, INFORMATICS, MUSIC,
ENGINEERING***

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INTRODUCTION

The Senate of the University of Debrecen (hereinafter referred to as: Senate), in agreement with the Student Self-Governing Body of the University/Student Union (hereinafter referred to as: Student Union) on the basis of the provisions of Law CCIV. of 2011 on National Higher Education and government decrees 248/2012. (VIII. 31.), 79/2006. (IV. 5.) and 289/2005. (XII. 22.), hereby stipulate the following Education Rules and Regulations for the University of Debrecen.

I. GENERAL PROVISIONS

Scope of the Regulations

Article 1

- (1) The scope of Education and Examination Regulations at the University of Debrecen shall cover the study and exam-related matters of Hungarian and non-Hungarian students who enjoy the same legal status as the Hungarian students (hereinafter referred to as: students) enrolled at the university in college/university level undergraduate degree programs and complementary programs, in Bachelor programs of the Bologna Process (BSc, BA), in Master programs (MSc, MA), in one tier-programs, and in specialized postgraduate non-degree programs.
- (2) Unless otherwise stated or specified in individual statutes or international agreements, the study and exam-related matters of international students, with permanent residence outside of Hungary, shall be subject to the provisions of these present EER. The detailed rules and regulations concerning international students, together with faculty-level special study-related matters, if they deviate from the provisions of these present Regulations, shall be appended to these EER as faculty/conservatory level supplements/appendices.
- (3) The scope of these EER shall not cover the issues of post-secondary vocational training programs and doctoral programs.
The rules and regulations concerning these latter types of programs shall be discussed and approved by the Senate in accordance with the currently effective university regulations.

Bodies and Individuals Authorized to Act on Study and Exam-Related Matters

Article 2

- (1) The body of first instance authorized to act on academic and exam-related matters of the students is the Faculty Educational Committee (hereinafter referred to as: Educational Committee - EC).
- (2) The composition of the EC shall be specified in the supplement. The EC and its sub-committees shall have a 50% ratio of student representation with voting power.
- (3) The non-student members of the EC shall be delegated by the Faculty Council, while its student members shall be delegated by the faculty-level Student Union. Due to his/her position, the head of the Credit Transfer Sub-Committee is also either a member of or a regularly invited participant in the committee.
- (4) The chairperson of the EC shall be the vice dean for academic affairs of the faculty.
- (5) The ECs of the individual faculties may also establish sub-committees and may confer certain powers upon them.
- (6) The EC shall establish a Credit Transfer Sub-Committee whose authority shall be to decide on credit

equivalency matters and issues.

- (7) The extent of authority and control of the Educational committee includes the following areas among others:
 - transfer of students within the university and from other educational institutions,
 - decision on student objection based on article 5/B (7) if it is rejected by the instructor/department responsible for the give course,
 - the establishment and enforcement of a uniform order of procedures concerning the issues and matters of study and examinations specified in the supplement.
- (8) Additional extent of authority and control exercised by the EC shall be detailed in the supplement containing individual faculty provisions.
- (9) The EC shall determine its own rules of procedure and agenda. The EC may confer some of its powers upon the chairperson of the EC.
- (10) Students are entitled to submit an appeal against the decisions, actions, or oversight of the faculties with reference to the breach of provisions concerning the legal status of students. Appeals may be submitted regarding the evaluation of the fulfilment of academic requirements as well if the decision was not based on the requirements accepted by the university or the decision is in conflict with the provisions of the university's Regulations on Organization and Operation, or rules pertaining to the organization of exams have been breached. There shall be a separate set of university rules regulating the procedure of submitting and adjudicating appeals by students.

Student Status

Article 3

- (1) Student status is granted to those persons who have been admitted or transferred to the university to enrol in college/university level undergraduate degree programs and complementary programs, in Bachelor programs (BSc, BA), in Master programs (MSc, MA) specialized postgraduate programs irrespective of the form of education.
- (2) Students admitted or transferred to the university may establish student status based on the admission decision. Students maintain a student status at the University. The student status commences with registration.

With regard to students starting their studies in the first year in September 2013 and after, students receiving full or partial state funding declare if they accept the conditions of pursuing the degree program, self-funded students receive an education contract.
- (3) At the beginning of the semester that follows the admission to the university, the students shall register at the proper faculty, as the rights and commitments related to the student status are granted only to registered students. Those who fail to register shall lose their right to participate in the given programs. Having taken care of the registration, as official students of the university, students may petition for leave of absence status (or a so-called passive semester).
- (4) The legal document to attest the existence of a student status is the student ID. The detailed rules and regulations concerning the student ID are listed in a separate set of university regulations and a statute.
- (5) If a student is registered simultaneously at several faculties/departments, the faculty where s/he has registered first among the faculties giving the instructions of his/her majors actively financed by the state (if there are any such faculties) shall be favoured from the aspect of registration and shall be called home faculty.
- (6) Due to their student status, students at the university exercise individual and collective rights.

As specified in the supplement, the students have certain individual rights and obligations based on their student status even in the so-called passive semesters, however, they are not entitled to receive either financial or fringe benefits during this time period.

- (7) At the beginning of each semester (before the end of the second week of instruction), students shall indicate in the electronic registration system whether they wish to continue to pursue their studies (and take an active semester) or they opt for a passive semester. Missing this indication also results in a passive semester.
Instead of an active semester, students may still opt for a leave of absence or a passive semester if they petition for a leave of absence within thirty days after the commencement of the academic instruction. If a student fails to petition for a leave of absence prior to this point in time (i.e., s/he does not opt for a passive semester), the given semester shall be considered an active semester even if the student does not attend classes or fails to fulfil the academic requirements of any curriculum.
- (8) The number of passive semesters may not exceed half of the original duration of the program (rounded up for programs with odd-semester lengths). In special cases requiring individual evaluation, the dean may lengthen this period by one additional semester. The duration of passive semesters may not exceed 2 contiguous semesters. The dean may approve a longer contiguous period based on a student request supported by reasons such as giving birth, suffering an accident, disease or other, unexpected reasons, which keep them from completing the study requirements and whose occurrence is beyond the influence of the student.
- (9) Based on the principles for pursuing studies in the credit system in a state-funded form, state-funded students must fulfil the education requirements of the curriculum and the critical requirements laid down in the relevant faculty supplement (completed credits, comprehensive examinations, internship, etc) in due time during the active semesters following the first registration.
- (10) The rector delegates the right to the dean to terminate the student status of state-funded students who fail to fulfil the requirements laid down in Article 3 (9) or fails to obtain the credits of a course after three enrolments or six examination attempts, or the student may choose to continue studies in self-funded form. The student may be readmitted to the state-funded scheme after two semesters by a request submitted to the faculty Education Committee based on the conditions and methods laid down in the relevant faculty supplement.
The rector delegates the right to the dean to terminate the student status of students starting their studies in the first year in September 2012 and later if they fail to complete obtain the credits of a course after three registrations or altogether six examination attempts.
- (11) State-funded students who commenced their studies in September 2007 and after in the first year may continue only in a self-funded form if at the end of the academic year, the faculty establishes that the student failed to obtain at least 50% of the credits required by the model curriculum in the previous two semesters. 15% of state-funded students may be transferred in this way. State-funded and self-funded status of students are valid for one academic year.
- (12) Students who commenced their studies in September 2012 and after in the first year and receive full or partial state scholarship, must be transferred to a self-funded form at the end of the academic year if they did not obtain at least 50% of the credits required by the model curriculum in the previous two semesters and did not reach the grade point average required by the relevant faculty supplement.
- (13) Student status shall be terminated
 - a) if a student has transferred to another higher education institution, upon the day of the transfer,
 - b) if a student announces that s/he intends to terminate his/her student status, on the day of the announcement,
 - c) if a student may not continue his/her studies in the framework of state-funded education and s/he does not wish to pay tuition,
 - d) on the last day of the final examination period following the last cycle of the program (or term in the

case of specialized postgraduate programs),

e) if the rector terminates the student status of a student for failure to pay tuition following the delivery of a notice without response and an examination of the social/financial situation of the student, upon the day the decision on the termination of student status comes into effect,

f) upon the day when termination based on disciplinary action comes into effect,

g) for students starting their studies in the first year in September 2012 and later if the requirements of student status outlined in the Law of National Higher Education are no longer fulfilled, on the day the decision for termination enters into force.

(14) The faculty shall terminate the student status of any student who

a) fails to complete the requirements for pursuing studies as laid out in the present rules and regulations document and the curriculum,

b) has failed to register for the forthcoming semester upon two consecutive occasions and failed to opt for a passive semester,

c) failed to continue his/her studies following a passive semester.

In all three cases, before the final decision is made, the students must be notified at least two times in writing, calling upon them to fulfil their commitments by the given deadline, and also must be warned about the consequences of non-compliance.

(14/A) The university informs the student about its decision in writing if:

- it concerns the existence of their student status

- the student's request was wholly or partly rejected and there is a possibility of appeal

The personal message sent through the electronic academic system is to be regarded as official written notification outlined in section (14) of the present chapter, which must contain information about the legal consequences of not responding.

Individuals maintaining a student status with the university are required to check the official written notifications sent through the electronic academic system during the period of their studies and act according to their content.

(15) Students whose student status has been terminated shall be deleted from the official student records.

(16) Student status shall not be terminated for undergraduate students who are admitted to graduate studies after graduation in the following semester.

(17) The continuation of studies based on section (10) is approved by the faculty Education Committee upon the student's request.

II. PROVISIONS CONCERNING STUDIES

The Schedule for the Academic Year

Article 4

- (1) Each year, for establishing the schedule for the upcoming academic year, the rector shall make a proposal to the Senate after consulting with Student Union. The duration of the term-time per semester shall be 13-15 weeks, with the examination period covering at least 6 weeks.
- (2) The rector and the heads of the faculties may authorize a maximum of 6 days of vacation per academic year. The choice concerning the allocation of vacation time periods may be made with the consent and approval of Student Union.
- (3) Any time schedule differences from the provisions in sections (1) and (2) may be authorized by the Senate.
- (4) The duration/unit of class time (contact hour) is 50 minutes.

Obligations of Students as to Registration, Reporting Changes in Personal Data, and Enrolling in Courses

Article 5

- (1) Prior to commencing their studies, students shall appear for registration in person. Registration shall take place at the start of the first academic year in person and in writing. Before the registration period, the office of student records registers the personal data of the students admitted in the electronic academic system (hereinafter referred to as: academic system). At the time of registration, students need to provide the data which the university is required to handle based on the provisions of the Law of National Higher Education. They need to present the original documents for verification of data at the request of the employee of the office of students.
By uploading the photo required to create the University of Debrecen Card (DEKa) and by providing the bank account number required to transfer grants using the online system are regarded as the student's agreement to the university's handling this data.
Students may request adjustments or corrections of the data on a registration sheet printed from the database of the academic system or they may attest the correctness of the data by signing the registration sheet.
During the rest of the span of their student status, there shall be no need for yet another registration.
- (2) The different types of Lecture Books are public documents certifying the course of studies and their completion (absolatory), which also contains the data related to the fulfilment of the academic requirements. In the case of tuition-paying students, the academic and adult education contracts are also signed at the time of the registration.
- (3) Not later than the end of the second week of the term-time, students shall either register themselves through the academic system for the current active semester (with regard to all their majors) and sign up for courses to be taken as prescribed in the academic system and the supplement of the regulations or shall opt for a passive semester. Registration for the semester and adding/dropping courses may be freely altered until the end of the second week of the term-time. The student is required to verify their personal data including their tax number, social security number, permanent address, bank account number, type and appropriate passport size of photo in the academic system.
- (4) State-funded students may sign up for one and the same course not more than three times. The add/drop choices of fee-paying students are discussed separately in the supplement.

- (5) Based on their professional competences and educational organizing reasons, instructors have the right of assigning study groups.
- (6) Students shall report any changes occurring in their personal particulars within 8 working days from the time of the occurrence. This notification may be implemented through the registration system in the case of data to which the system provides access. Any other change in personal data shall be reported in person to the education office at the host faculty. Students shall bear responsibility for the validity of the reported data.
- (7) Students may register for the upcoming academic time period even if they failed to obtain the amount of credits in the previous semester as specified in the supplement.
- (8) In special exceptional cases, students may alter their choice of adding/dropping courses until the end of the fourth week of the term-time upon paying a fee for the procedure in return.
- (9) Students may withdraw their registration for the active semester in the first four weeks of the term-time and opt for a passive semester.
- (10) Students shall enter into the Lecture Books the subjects/courses they have signed up for in the academic system, together with the names of the instructors, the code numbers of the subjects/courses, and the credits for the subjects/courses in the way prescribed in the supplement.
If the students pursue studies in several majors at the same time, the subjects/courses taken in the individual majors shall be entered into the Lecture Book on separate pages.
- (11) In case the students fail to pay the tuition fee due for the semester by the specified deadline, they may not commence to take exams in the given semester.
- (12) Students failing to fulfil outstanding payment obligations may not register and enrol in courses. This provision shall be first applied to students starting their first year in September 2007 and to all students afterwards.

Enrolling in additional specializations

Article 5/A

- (1) In bachelor and master programs, additional (second) specialization may be pursued in parallel to the first. Written student requests regarding this are decided by the EC, which asks the opinion of the instructor responsible for the given major.
- (2) State-funded students shall pay a fee for courses that exceed the required credits by 10%. The supplement contains further information on taking an additional specialization.

Electronic Lecture Book

Article 5/B

- (1) Since September 2011 (applying to students starting their studies in September 2011 and later), the university uses electronic lecture books using the electronic academic administration system, which means that the primary document is the data contained in the electronic academic administration system. The Lecture Book is a public document printed from the electronic academic administration system, certified and stapled together (C-type Lecture Book), which is certified by the signatures of the relevant dean and vice dean for academic affairs.
- (2) After September 2011, the faculty education office puts course enrolment and completion stickers printed from the electronic academic administration system every semester in the paper-based

Lecture Books of students who commenced their studies before 1st September, 2011 – excluding students of the faculties of: General Medicine, Dentistry, Pharmacy and Public Health –, and also certifies the Lecture Book. Students who commenced their studies before 1st September 2011 at the faculties of General Medicine, Dentistry, Pharmacy and Public Health continue to use their paper-based Lecture Books in the same way, are required to take it with them to exams and have the results written into them.

- (3) In cases where C-type and sticker Lecture Books are used, notification on paper is done by writing into the study book (student document) bearing the university's logo. Students commencing their studies in September 2011, February 2012 and September 2012 receive this upon registration, students who commenced their studies before September 2011 receive this at the beginning of the exam period of the first semester of the 2011/2012 academic year. Students starting after 1st January 2013 – excluding students of the faculties of General Medicine, Dentistry, Pharmacy and Public Health – paper-based notification is done through the course completion paper printed by the student from the electronic academic administration system. Students of the faculties of General Medicine, Dentistry, Pharmacy and Public Health continue to use the student document from January 2013. Students are required to take the student document/course completion paper with them to oral exams, and in the case of written exams, have the results written into them at the time designated and advertised by the instructor.
If the student fails to fulfil their above duty, they voluntarily forfeit their right to written notifications on exams and therefore lose the possibility to verify the grades in the electronic academic administration system.
- (4) The instructor is required to input grades into the electronic academic administration system, the exam paper and the student document/course completion paper according to the procedures outlined in the supplement.
- (5) Post-verification of grades is based on the student's submitted exam, which has to contain the evaluation and the signature of the evaluator.
- (6) Students may submit an objection against the evaluation data in the electronic academic administration system to the instructor/department responsible for the course within two weeks following the end of the exam period. If the objection is rightful, the grade objected is to be corrected to the grade on the student's submitted exam in the conventional Lecture Book, the student document/course completion paper or the exam paper.
- (7) If the instructor/department responsible for the course finds that the student's objection is not founded and rejects it, the student may submit an appeal against the decision to the EC (first instance) and to the Committee on Student Affairs and Appeals (second instance).
- (8) Students are entitled to receiving an excerpt of the Lecture Book printed from the electronic academic administration system for free once every semester. Students who commenced their studies before 1st September, 2011 may borrow their conventional Lecture Books with stickers on both sides from the education office only in special cases.
- (9) The procedures related to the use of the electronic lecture book are listed in the supplement.

The Credit System

Article 6

- (1) The University of Debrecen (hereinafter referred to as: the University) operates an accumulation credit system that measures in credits the workload necessary to fulfil the academic requirements involving academic working hours prescribed as the preconditions for receiving a degree or the certificate of a degree at the university in one tier-programs, in college/university level

undergraduate degree programs and complementary programs, in Bachelor and Master programs (BSc, BA, MSc, MA), in all tracks and forms of education.

One credit is equivalent to 30 student academic working hours. On average, the completion of an academic year equals 60 credits, and the workload for one semester in the curriculum corresponds to 30 credits.

- (2) The value of the credits, as long as the performance of the students has been accepted, is not dependent on what evaluation the students have actually received concerning their knowledge or competence.
- (3) The credit value of the individual semesters in the model curriculum recommended by the institution, with a consideration to the program period specified by the institution, may deviate from the recommended thirty credit figure by maximum three credits less or more.
- (4) Credits may be allocated only to courses whose evaluation is carried out on a five or a three-grade scale by administering a grade. No fractions of credits may be allocated to subjects/courses.
- (5) The allocation of contact hours and credit-values to individual subjects/courses is an organic part of the curriculum/syllabus.
- (6) The average number of individual academic working hours determined for the allowed length of studies may not exceed three times the number of class hours (contact hours) in full- time education, five times the number of class hours in part-time and evening class education, twelve times the number of class hours in correspondence (external) education, and twenty- five times the number of class hours in distance education.
- (7) The curriculum shall specify the system of prerequisites, i.e., the previous completion of what other courses are required for signing up for certain (individual) courses. A maximum of three other courses or one module (incorporating several subjects either thematically or depending on the training objectives of the major) may be identified as academic prerequisites for a given subject/course. For certain subjects/courses either the previous or the simultaneous completion of other subjects/courses may be accepted or required.

Exam Course

Article 6/A

- (1) The exam course is an opportunity available to students who completed the prerequisites of taking an exam from a given course but have not taken or failed the exam. Courses advertised as exam courses have no classes announced.
- (2) Exam courses may be advertised following the rules pertaining to the announcement of courses. Advertisement of exam courses may be requested by the head of the educational unit, the EC or in special cases the Committee of Education and Student Affairs of the University of Debrecen.
- (3) Taking an exam course counts as enrolment in a course and is added to the number of courses taken.

Providing Information concerning Student Obligations

Article 7

- (1) The Dean shall be responsible for providing information in a verifiable fashion to the students upon their registration concerning their rights and obligations, the conditions necessary for earning a degree, and the time schedule and academic requirements for the first semester.

- (2) In the interest of providing information for the students, the By-Laws of the university, the Education and Examination Regulations (EER), and other relevant rules and regulations concerning the students shall be made accessible in the offices of the Deans, in the Student Union offices, in the institutional libraries, and on the homepage of the university/faculties.
- (3) The credit-system institutional information packages compiled by the faculties shall contain the following items: the programs, the curricula, the regulations on the acquisition and transfer of credits between different levels of training, and the order of prerequisites, which shall point out what courses are required to have been completed for signing up for other courses.
- (4) Prior to the beginning of each academic term, a study information booklet shall be made available for the students in Hungarian in a hard copy (printed form) and in both Hungarian and English in a soft copy (electronic form on the Internet or on CD).

The general section of the study information booklet pertaining to the university contains:

- a) the name, address and national (OM) identification number of the institution,
 - b) the general attributes of the institution,
 - c) time schedule for the academic year, the study period,
 - d) the name and contact information of the mobility coordinator and the coordinator for students with disabilities of the university,
 - e) the mode of access to academic advising and career planning,
 - f) the description of the registration processes,
- important information for foreign students (especially: obtaining a residence permit, conditions of gaining admission to the higher education institution, living costs, medical facilities, insurance),
- h) tuition and fees collected by the higher education institution, the general provisions of contracts related to education,
 - i) the availability of student hostels,
 - j) library and computing services,
 - k) sports facilities, free time activities.

The section with major-specific information of the study information booklet contains:

- a) model curricula, a list of the attainable qualifications and degrees
- b) for all compulsory and elective subjects and curriculum units (hereafter jointly referred to as: subject) the following:
 - ba) the name of the subject, number of contact hours, credit value, code, frequency in which it is advertised,
 - bb) the language of instruction,
 - bc) academic prerequisites,
 - bd) the subject's classification as compulsory or elective,
 - be) the scheduling of the subject,
 - bf) the person responsible for the subject and the instructor,
 - bg) the aim of acquiring the professional content of the subject,
 - bh) the brief course programme, and the description of knowledge, skills and competencies that can be acquired,
 - bi) study requirements during the semester,
 - bj) the evaluation of acquired knowledge, skills and competences (semester grade or exam grade)
 - bk) the method of evaluation
 - bl) the course materials available for acquiring the knowledge, skills and competences,
 - bm) suggested reading,
- c) the processes of handling student academic matters, office hours,
- d) regulations on student appeals

The section with departmental/institute-level information of the study information booklet contains:

- a) at least 6 weeks prior to the beginning of the semester, the departments/institutes shall advertise

the course list (complete with the following: code, academic level, prerequisites, instructors, duration, instructional method, means of evaluation, number of contact hours, credits),
 b) at least 6 weeks prior to the beginning of the semester, the faculties shall advertise the list of optional courses (complete with the following: code, academic level, prerequisites, instructors, duration, instructional method, means of evaluation, number of contact hours, credits),
 c) information on the convertibility of courses offered by other majors or at other levels of education,
 d) agreements between/among the institutions concerning the equivalency of credits,
 e) the forms and scheduling of testing and assessing knowledge within the given training period and the time schedule for the examination period, in particular the first and the last day thereof.

Course Requirements

Article 8

- (1) The course requirements shall be prepared by the academic teaching units.
- (2) The course requirement system shall comprise the following elements:
 - attendance and participation requirements,
 - requirements for mid-term and end-term tests, their number, approximate date, possibilities and means of retakes or the fact if they may not be retaken,
 - conditions for obtaining a final grade, where the instructor's signature indicates class attendance,
 - if the course ends with an exam, information about whether it is complemented by a parallel seminar/laboratory practice, which is a prerequisite of taking the exam,
 - conditions for taking the exam, the fulfilment of which is indicated by the instructor's signature in the case of courses that end with an exam,
 - the components that the final grade shall be based upon,
 - lists of required and recommended reading,
 - the credit allocated to the subject/course.
- (3) The course requirements determined by the course coordinators shall be made available for the students in a written form during the first week of the given course, comprising information on the dates of end-term tests, the deadlines for the fulfilment of end-term requirements and possibilities for making up or retaking them.
- (4) Course requirements shall be scheduled in such a way that the students should have sufficient time to fulfil them.
- (5) In the case of courses which have to be attended in person as a prerequisite to acquiring a term grade, the instructor inputs the fulfilment of this prerequisite in the electronic academic administration system.
- (6) If a student fails to fulfil the requirement of mid-term tests, which are stated in the system of requirements, the department offers a one-time retake opportunity. If the student fails to fulfil the requirement even after this opportunity, they are offered another chance by no later than the end of the third week of the examination period.
- (7) If a course is joined by a parallel seminar/laboratory practice whose completion is a requisite to taking the exam, the student cannot sign up for the exam until the seminar/laboratory exercise is completed. In this case, a note of 'not completed' is placed in the electronic academic administration system.
- (8) The faculties regulate course prerequisites in the curricula of individual majors.

- (9) The faculties shall make sure that students may choose from courses of at least 20% more credit value than the total amount of credits prescribed for the given major during the course of their studies.
- (10) The faculties shall make sure that state-funded students may choose from courses of at least 10% more credit value than the total amount of credits prescribed for the given major during the course of their studies. This shall be made available to students commencing their studies in September 2012 and after regardless of the funding scheme.
- (11) The faculties must ensure that students can take electives in the amount of at least 5% of the required total credit value, or take part in voluntary activities instead. The types of voluntary activities accepted are contained in the supplement.
- (12) The students shall be furnished with a model curriculum, broken down to semesters which, if properly followed and completed, guarantees that the students receive their degree exactly at the end of the time period specified in the national qualification requirements and the program and exit requirements. Students may deviate from this following an individual study plan.

Language Study and Language Exams

Article 9

- (1) According to the executive and ministerial decrees on the national qualification requirements and the program and exit requirements (hereinafter referred to as: requirements), of majors in one-tier college/university level undergraduate degree programs and complementary programs, in Bachelor programs (BSc, BA), in Master programs (MSc, MA), and specialized postgraduate non-degree programs, the completion of the requirement of passing a language examination (which is recognized by the state or qualifies as the equivalent thereof) and presenting the certificate of said language examination shall be prerequisite to the award of the diploma certifying the accomplishment of academic studies.
- (2) If the qualification requirements specify a general language examination, the Senate accepted a list available on the university's webpage, which states that students who fail to present their language certificate within three years following the successful final exam may be exempted from part of the requirements in certain majors. In the case of these majors, the requisite of issuing the degree is reduced to either the oral or written part of the state-accredited language examination as outlined in the study and completion requirements if it is acquired at a language centre or language exam location belonging to or operated by the University of Debrecen. These examinations are considered separate language examinations organized by the institution. Students who have successfully completed their final exam and possess a non-complex but state-accredited language exam may submit a request to the relevant dean asking that the degree be issued.
This provision may be applied only to students who take the final examination in the 2012/2013 academic year.
- (3) If the qualification requirements specify a general language examination, students admitted to one-tier programs, college/university level undergraduate degree programs and complementary programs, Bachelor programs (BSc, BA), Master programs (MSc, MA), and specialized postgraduate non-degree programs shall be exempted from the obligation of passing the language examination
 - if they reach the age of 40 or older in the first year of their studies,
 - if they reach the age of 40 during the span of their studies within the time period specified in the qualification requirements of their major and if they already held a student status on July 1, 2003,
 - if they reach the age of 40 within the time period specified in the qualification requirements of their major commenced in the 2003/2004 academic year as first-year students.This provision shall be applicable for the last time in the case of students who will take their final examination in the 2015/2016 academic year.

- (4) Further information on language programs or the possibilities of preparation for the language examination are detailed in the supplement.
- (5) If the faculty prescribes compulsory professional foreign language semesters, these may bear a credit value.

Physical Education

Article 10

- (1) Students in college/university level programs – with the exception of students of the faculties of: Applied Economics and Rural Development, Agricultural and Food Sciences and Environmental Management, and Music – must take four compulsory semesters of physical education per week, two semesters in bachelor programs – with the exception of students of the Faculty of Music –, one semester in master programs, three semesters in one-tier programs, all counted by two contact hours of physical education per semester. Physical education requirements of the faculties of Applied Economics and Rural Development, and Agricultural and Food Sciences and Environmental Management, are outlined in the supplement. Credits may be obtained for the completion of electives in two additional semesters as advertised by the Coordinating Committee for Physical Education.
- (2) The fulfilment of physical education requirements is a prerequisite to issuing the certificate of final examination (absolatory).
- (3) The fulfilment of physical education requirements may be substituted by
 - involvement in qualified professional sports,
 - certifiable use of university sports services,
 - certifiable involvement in university sports activities,
 - in the framework of sporting events organized by Physical Education and Sports Centres,
 - individual activities in fitness centres (without supervision by trainer or physical education teacher).
- (4) In the case of individual activities (without supervision by trainer or physical education teacher) undertaken in establishments outside the university, the requisite of course completion is reaching the minimum level laid out in the Physical Education Code at the Hungarofit benchmark.
- (5) Petitions for exemption and acceptance shall be adjudicated by the heads of Physical Education and Sports Centres.

Attendance

Article 11

- (1) Lectures constitute an organic part of the education process, therefore, the University expects the students to regularly attend them.
- (2) Attendance in the case of seminars/practical courses is compulsory, with some variation depending on the actual specifications of the individual course requirements. Information concerning the acceptable extent and the consequences of absences and the ways to make up for missed classes shall be published in the supplement.

Student Transfer

Article 12

- (1) Admission by transfer to the faculties of the university shall be granted to students if
 - their legal status as students has not been interrupted or has not been terminated for reasons

of dismissal or expulsion due to disciplinary action, or in whose case the conditions leading to dismissal or expulsion are not presently relevant, and

- they satisfy the requirements specified by the receiving/hosting faculty in the supplement.

- With regard to the transfer of master's students the first instance of the admission decision is made by the dean.

- (2) The responsibility of making decisions on matters concerning transfer issues lies with the education committee, the acceptance of credits obtained at different faculties or individual institute is decided by the credit transfer subcommittee of the receiving faculty. The subcommittee may ask professional experts to assist in the preparation of their decision. In the case of a one-to-one equivalency, the Credit Transfer Sub-Committee shall automatically accept the credits from the sending institution. In the case of a minimum 75% equivalency between the programs of study of courses offered by the sending and the receiving institutions, as many credits shall be recognized as the course is allocated in the curriculum of the receiving institution. If the higher credit value of the course offered at the sending institution is the consequence of a significantly larger body of acquired knowledge, surplus credits may be "taken into account" in the credit amount available for optional courses.
- (3) Agreements between two institutions may be initiated concerning the mutual or unilateral recognition of courses. The agreements concerning course recognition issues shall be made public and available for the students.
- (4) In supplementary undergraduate training, credits transferred on the basis of college level studies shall be supplemented by further credits for obtaining a university level qualification.
- (5) A maximum amount of 60 credits for studies accomplished in accredited school-based higher vocational training can be transferred to college level and university level education and to undergraduate programs (BSc, BA), regardless of the fact whether these were obtained earlier in secondary or tertiary student status.
- (6) In the areas of adult education (correspondent undergraduate programs, specialized postgraduate non-degree programs), it shall be checked if there is a body of professional aptitude acquired previously that could be recognized through credits in the case of a 75% overlap. Authentication may take the form of an exam. During their career paths, students entering adult education may have been involved in practical activities that cover 75% of some practical course in a non-degree training program. In undergraduate majors (BSc, BA), only such professional aptitude may be authenticated that has been acquired after the high school leaving exams (school-based), at least at the level of higher vocational training. In the case of non-accredited programs, this knowledge shall be tested through an exam.
- (7) Further conditions and requirements for transfer and the procedural order for transfers shall be detailed in the supplement.

Simultaneous Studies

Article 13

- (1) Students in simultaneous undergraduate studies may pursue their studies in two different educational institutions at the same time and, upon graduation, they are awarded two separate diplomas.
- (2) A student may participate in simultaneous undergraduate studies if his/her student status is not suspended or terminated in his/her home institution and s/he can fulfil the academic requirements in both institutions at the same time.
- (3) The home institution in the case of students admitted to simultaneous undergraduate studies is the one where the students are entitled to receive student benefits.

- (4) In the case of simultaneous undergraduate studies, the students hold a separate Lecture Book in both institutions of higher education.
- (5) Students participating in simultaneous undergraduate studies shall meet all the requirements as prescribed for them and they are also subject to the provisions of the EER as well as other university regulations on students.
- (6) In the case of simultaneous undergraduate studies in two majors, the accomplishment of one given academic requirement may be taken into account for credit accumulation in both majors.

Attendance in External Courses, Course Recognition

Article 14

- (1) Students of the university may attend lectures and seminars offered at other departments, faculties, or institutions of higher education if it is not restricted or prohibited by the regulations of the hosting institution and they can simultaneously meet their academic responsibilities in their home institution.
- (2) Students may take the (required or required optional) courses in the curriculum of their majors (or major group) at another institution/faculty and may request the Credit Transfer Sub-Committee upon completing the course and earning the credits (receiving a grade) to recognize the credits of the course. Prior to commencing the semester (signing up for the course at another institution/faculty), students may submit a petition to the Credit Transfer Sub-Committee requesting for the official opinion of the sub-committee on the issue of 75% overlap in the course material. The amount of credits that an institution gives for a course outside the host institution equals the amount that is allocated to the course(s) skipped, as set in the curriculum of the given program of study.
- (3) Students whose student status was terminated due to non-fulfilment of academic requirements but were readmitted through a repeated entrance procedure, may request the recognition of previously obtained credits from the faculty level credit transfer committee. The credit transfer committee is entitled to recognizing up to 100% of previously obtained credits. The credit transfer regulations are upheld with regard to other related matters as well.
- (4) The faculty shall recognize the credits acquired by their students in a different domestic or foreign higher education institution on the basis of inter-institutional credit equivalence agreements, individual student contracts or legislation on credit equivalency. Two curricula shall be regarded as equivalent if they cover at least 75% of one another. The extent to which two curricula are similar is determined by a faculty level Credit Transfer Sub-Committee. This equivalency results in the obligatory recognition of credits within and among institutions.
- (5) Credits may be allocated to a given accomplished study requirement only once within a program, but this accomplished requirement may be recognized by other programs as well.
- (6) Students shall earn a minimum of 1/3 of the total credits required in the institution that issues the diploma or the doctor's certificate for medical doctors, dentists, or lawyers.
- (7) Credits obtained on lower study levels which also fulfil the requirements of higher level study shall be recognized.
- (8) Study abroad is considered to be a special case of cross registration. In the framework of this possibility, the students of the university pursue their studies and take exams in a higher education institution abroad based on a bilateral agreement and on the basis of the permission of the education committee of the faculty. Students may study abroad according to an individual study plan.
- (9) Credits earned by students at higher education institutions abroad while studying abroad shall be

recognized according to the provisions of section (4).

- (10) The student is entitled to receive study grant for the study abroad period if they commenced their studies with the consent of the university, reached the minimum average required for receiving a grant in the previous semester, in the case of undergraduate students if they already obtained at least 60% of their credits. The grant can only be given if the student requested it as required by the Rules of Student Fees and Grants of the University of Debrecen, they pursue studies in a country belonging the European Community, and possess a certificate from the foreign institution containing the exact time of stay and the enrolled courses. The exact amount of the grant is stated in the Rules of Student Fees and Grants of the University of Debrecen.
- (11) For completing the practical courses prescribed in the curriculum abroad, the preliminary permission of the person responsible for the practical course shall be obtained.
- (12) Individuals not holding a student status at the university may attend any lecture at the university unless obstructed by objective circumstances. In the supplement, the faculties may introduce provisions concerning classes other than lectures or special cases. The order of lectures shall be advertised on the faculty webpages.

Special Provisions on Teacher Training

Article 15

- (1) The professional module of teacher training is taught by the relevant faculty, which also undertakes the related education administration tasks. The subjects of the joint pedagogy-psychology module are taught by the Faculty of Arts and Humanities, which also undertakes the related education administration tasks. Teacher training at the various faculties of the University of Debrecen is coordinated by the Committee of Teacher Training, which is headed by the Vice President responsible for Teacher Training of the Teaching practice is organized by the Office of Teacher Training of the Centre of Arts, Humanities and Sciences.
- (2) Teacher training is conducted primarily on a dual major basis. In the framework of dual major teacher training, two majors listed in Education Ministry decree no. 15/2006 (IV. 3) may be chosen in any pairing. Only students who complete the compulsory prerequisites of a given dual major during bachelor training may apply to a master degree in teaching. The first major is the corresponding bachelor-level major, the second major is the major chosen during teacher training specialization. The completion of the pedagogy-psychology module of the teacher training specialization during bachelor training is an additional application requirement.
- (3) Based on Government decree no. 289/2005 (XII. 22.), it is possible to obtain a teacher's degree in one major at the University of Debrecen in the following cases:
 - with a college-level degree obtained earlier in the same major, or obtaining a teacher's degree in a new major if already in possession of university of college-level teacher training certification in the framework of 'supplemental training,'
 - after completing a non-teacher master's degree for obtaining teacher's certificate in the same major,
 - teacher's certification obtained parallel with pursuing a master's degree in music education,
 - obtaining a degree of engineer-teacher.
- (4) The University of Debrecen administers only full-time programs in dual major teacher training and only part-time in single major teacher training with the exception of the music and engineering fields.
- (5) The procedures regarding teacher training are detailed in the supplement.

Special Provisions on Partial Training

Article 16

- (1) Student status in partial training is established by enrolment and without entrance procedure. The student is entitled to the rights and obligations of student status with the exceptions detailed in this chapter.
- (2) Student status for partial training can be established only one time for a maximum of two semesters with students who are self-funded and not yet holding student status.
- (3) Following the conclusion of training, the faculty produces a certificate about the knowledge and credit value obtained, which may later be used in higher education studies.
- (4) Students with regard to their partial training are not entitled to:
 - pursue studies for a new professional degree,
 - initiate their transfer,
 - establishing another (parallel) student or guest student status,
 - suspend their student status except in cases such as childbirth, accident, sickness or other unforeseeable developments outside the student's power.
- (5) Faculty councils are entitled to making decisions on advertising and starting partial training, the method and conditions of applying, and the aim and content of the training.
- (6) Partial training resulting in a certificate is aimed primarily at completing the requirements of new minors or specializations and to prepare for master training.
- (7) After September 2012, for the purposes of partial training, student status can be established with regard to any course or module of the institution – without entrance procedure – with self-funded applicants possessing a higher education degree and not already in a student status with the university. The faculty produces a document on the student's performance, which can be counted towards a higher education degree program based on the rules of credit transfer. The application requirements of partial training are decided by the faculty councils.

III. PROVISIONS PERTAINING TO THE TESTING AND ASSESSING OF KNOWLEDGE

The Examination Period

Article 17

- (1) Upon commencement of the term-time, the faculty shall be required to publish in the academic guide, in the manner customary at the faculty, the methods of student performance assessment and the related dates of such assessments during the given term, as well as the time schedule for the examination period, in particular, the first and the last day thereof. The instructors responsible for the coordination of individual courses shall publish no later than three weeks before the end of the term-time the dates set for the individual examinations, the names of the examiners, the dates and manner of registration for the examinations, the date of publishing the results of the examinations, and the possibilities for retake examinations. Furthermore, s/he shall implement the registration in the academic system.
- (2) The minimum number of examination dates per subject/course shall be three, evenly distributed in the entire examination period. The minimum number of examination places shall be 150% of the number of the students who have taken the course. The last examination date may be reserved for students who have already received a grade in the given subject/course.

- (3) Students may register (sign up) for the examinations through the academic system. Registration for the examination is possible until 12 o'clock noon on the day before the examination, alteration and cancellation can be made till 0.00 o'clock on the day before the examination. If a student has cancelled his/her registration for the examination, s/he can only sign up for another examination date that is not yet fully booked. The instructors giving the examination are not obliged to appoint a new examination date because of cancellations.
- (4) If the examination dates available are in conflict with the students' interests to appropriately prepare for and take the examination, the competent Education Committee, when requested by the Faculty Student Union, shall investigate the issue and make a decision.

The Chief Forms of Testing and Assessing Knowledge

Article 18

- (1) The prerequisite-based forms of testing and assessing knowledge, conforming to the given educational objective (examinations), shall be determined by the requirements and the curriculum.
- (2) Assessment of the student's knowledge of the teaching material may be carried out according to
 - a five-grade scale: excellent (5), good (4), satisfactory (3), pass (2), fail (1);
 - or a three-grade scale: excellent (5), satisfactory (3), fail (1)
 Regular attendance in classes that qualify as criteria-conditions (e.g.: physical education) may be indicated through the instructor's signature in the Lecture Book.
- (3) Assessing forms of subjects/courses:
 - a) The curriculum may prescribe a practical course/seminar grade if the practical application of the course and the assessment of the application skills are possible and necessary from the aspect of the training objective. Students shall primarily try to obtain assessment of course work and the related credits during the term-time. Assessment shall be carried out according to a five-grade or a three-grade scale.
The assessment of course work (marked as 'gy/f') shall be based upon the results of the tests and assessments during the term.
 - b) A report is the assessment of the material specified in the course syllabus which, if successfully delivered, means that the students will earn the relevant amount of credits. It shall be assessed according to a three-grade scale.
 - c) An end of semester examination means the comprehensive assessment of the material of a subject/course, generally covering a semester which, if passed, means that the student will earn the relevant amount of credits identified in the course requirements. It shall be assessed according to a five-grade scale.
 - d) A final examination means the comprehensive assessment of the material of subjects/courses considered fundamental from the aspect of the training objective, generally covering and closing several semesters. The supplement shall carry information on how many compulsory final examinations the student shall take in the given major and how many credits are allocated to these if passed. It shall be assessed according to a five-grade scale.
- (4) The curriculum shall contain the relevant information concerning the deadline for the completion of the compulsory internship, its requirements, and the means and methods of its assessment and evaluation. The faculty keeps record of the period, obtained credits, grade, date of completion of the external internship (teaching practice or field practice), which contains the name of the external institution and the signature of the internship supervisor.
- (5) In the case of subjects/courses that are to be assessed through a report or an (oral) examination and that are appended with a follow-up seminar/practice, as well as in the case of subjects/courses that comprise only seminars/practice, the instructors may offer the students a grade on the basis of their

term-time performance. The possibility of being offered a grade shall be announced to the students in advance, at the beginning of the semester. Students are not obliged to accept the grade offered and may opt for taking an examination.

- (6) An unsuccessful test on the subject covered during a lecture may not lead to a student not being able to take an examination.
- (7) The results of a successful mid-term test on the subject covered during a lecture can be counted into the examination grade:
 - as being offered a grade,
 - as extra points included in the examination points,
 - as being exempted from any part (e.g., minimum questions) of the examination.
- (8) If the instructor (e.g., examiner, person charged with overseeing the examination) detects the unauthorized use of any equipment or method, the test must be suspended and graded fail (1) or not satisfactory. In case of examinations, the grade must be entered into the electronic academic system and the examination page, in the case of other tests, the grade must be documented in writing.
- (9) If the instructor conducting the test detects the use of unauthorized equipment or method, which may be regarded as a serious breach of studying obligations (i.e. the use of telecommunication devices), testing has to be suspended.
The dean of the faculty decides on initiating a disciplinary procedure against the student for breaching the academic code of conduct, following the instructor's written notification – submitted no later than the following working day.
Until the end of the disciplinary procedure, a note of 'not gradable' is to be placed in the electronic academic system and the fact of suspension has to be written on the examination paper or documented in writing in the case of other tests. After the end of the disciplinary procedure, both the conventional lecture book and the electronic academic system has to contain the same entry.
In addition, the number of examination attempts are decreased by one.
In the absence of a disciplinary procedure, the provisions of section (8) are to be followed.

Regulations Concerning Papers Created by the Student

Article 18/A

- (1) In the course of completion study requirements, students must use the product of other authors upholding copyright rules, the rules outlined in the present document and the Code of Ethics of the university, especially when producing work-at-home paper, a term paper, or a thesis.
- (2) All literary, scientific, artistic or other intellectual products regardless of their author, form of publication, the degree of declassification, the presence or absence of copyright protection are to be regarded as the work of other authors.
- (3) When using whole or part of the work of another author:
 - the source and the name of the author must be indicated,
 - the work or part of it – true to its original – must be marked as quotation.
- (4) In other cases pertaining to using the work of other authors, the rules accepted by the given professional field must be witnessed.
- (5) If the student breaks the rules concerning the use of the work of other authors, wholly or in part, their paper is to be graded fail and the student is obliged to complete the course/term paper/thesis again.

The Order of Examinations

Article 19

- (1) Students may take an examination only in subjects that they have duly signed up for at the beginning of the semester according to the relevant regulations.
- (2) Students may take examinations individually or in a group of other students.
- (3) Oral examinations, including the final examination and the defence of the degree thesis, shall be, in general, open to the public. Further information concerning oral examinations shall be detailed in the supplement.
- (4) The student is obliged to be present at the examination's location at the starting time of the examination.
- (5) The examinee shall be provided a short time period before the examination to get prepared.
- (6) The examiner (or the chair of the examination board) shall be responsible for the proper circumstances and quiet atmosphere of the examination.
- (7) Students may submit a written proof of an excuse for missing an examination within three working days at the education office. If they manage to do so, the office shall delete their registration for the examination. Missing an exam shall not influence in any way whatsoever the assessment of the students' knowledge.
If students fail to appear for the examination, their knowledge may not be assessed.
- (8) Missing an examination without a legitimate excuse shall result in recording "failed to appear" in the academic system. In such a case, students shall have missed one potential chance for taking the examination in the given semester. If the students do not attempt to take the examination during the semester at all, the record "failed to appear" shall be entered in their lecture book, too, by the education office.
If the student does not sign up for an examination during the examination period at all or signs up but fails to appear, a "not completed" entry is to be input into the academic system.
- (9) The examination grade shall be determined according to the assessment principles announced in advance.

Repeating Failed Exams

Article 20

- (1) In one and the same examination period, students may take each examination maximum three times (examination, retake examination, repeated retake examination). If the retake examination was unsuccessful and the same and only person conducted both the examination and the retake, the opportunity to take the repeated retake examination before a different instructor or a panel must be provided if requested by the student. The students shall enjoy this right even if the examination is taken in a subsequent term. The panel is designated by the head of the academic department responsible for the given course.
- (2) If students fail to complete their internship, or it cannot be assessed properly on the basis of the work done there, the conditions for making up for this shall be determined with regard to the provisions of the supplement by the supervisor responsible for arranging the internship.
- (3) To be fair and reasonable in cases when it is really necessary and supported with a valid proof, the head of the faculty may give his/her consent to an examination to be taken beyond the expiration of the

examination period.

Improving Passed Exams

Article 21

- (1) If students wish to improve the grade or assessment that they have already received, they may do so in maximum two subjects per semester and once per subject within the examination period. The assessment and the grade received at the make-up examinations shall be final, except if it is failed, which may be then improved in another retake according to the relevant regulations on failed examinations.
- (2) The grade received after the retake of a passed examination may not be improved any further.

Calculation of the Grade Average

Article 22

- (1) The adjusted credit index and the stipend index shall be determined and the credits registered with the help of the electronic academic system by the faculty education offices following the closing of the examination period.
- (2) For the academic grade average, the weighted academic average shall be taken into consideration. For the calculation, the product of the credit values of subjects graded a pass or higher multiplied by their grades shall be divided by the total amount of credits completed.

$$\text{Weighted grade average} = \frac{\sum \text{completed credits} * \text{grade} (>1)}{\sum \text{completed credits}}$$

- (3) The stipend index assesses both the quality and the quantity of the work of the students. For the calculation, the product of the credit values of subjects graded a pass or higher multiplied by their grades shall be divided by the total number of credits undertaken.

$$\text{Stipend index} = \frac{\sum \text{completed credits} * \text{grade} (>1)}{\sum \text{completed undertaken}}$$

- (4) The average and the stipend index shall be calculated in a way that the final value shall be rounded to two decimal places.
- (5) The grades received for completion of previous courses by the students who leave for studying abroad shall be converted to European Credit Transfer System (ECTS) grades for the foreign hosting institution, whereas the grades of received in the home institutions by foreign exchange students coming to study here shall be converted by the foreign institution.
- (6) In the credit system-based education, the instrument for monitoring the performance of a student for a time period exceeding a semester is the weighted (accumulated) academic average. For the calculation of the weighted academic average, the product of the credit values of subjects completed in the given time period multiplied by their grades shall be divided by the total number of completed credits.
- (7) For the assessment of the students' performance from the aspects of quality and quantity in one semester, the credit index and the adjusted credit index are used, in more semesters, the accumulated adjusted credit index is used. For calculating the credit index, the product of the credit values of completed subjects multiplied by their grades shall be divided by thirty credits in the case of an average progression. The adjusted credit index may be calculated from the credit index with the multiplication factor corresponding to the ratio of credits completed during the semester and credits undertaken by

the student at the registration.

$$\text{Credit index} = \frac{\sum \text{completed credits} * \text{grade} (>1)}{30}$$

$$\text{Adjusted credit index} = \text{Credit index} * \frac{\sum \text{completed credits}}{\sum \text{credits taken}}$$

The calculation of the accumulated adjusted credit index is the same as that of the adjusted credit index with the exception that the thirty credits per semester and the credits taken and completed during the whole period are to be counted together.

- (8) Students are ranked every semester by years and majors (on the basis of the number of their active semesters in the given major) by their adjusted credit index designating their place in the semester student ranking. The accumulated adjusted credit index of active semesters shall be designated for all students. The accumulated adjusted credit index of the student's last active semester serves as the basis of student ranking. Students may be ranked according to majors, education branches, education fields or faculties based on the accumulated adjusted credit index and according to the needs of the faculty. Rankings are published using EHA codes in the way customary at the faculty.
- (9) The supplement to the EER may specify the minimum (accumulated) weighted academic average required after a given academic period for the continuation of studies or for the attainment of the diploma or certificate at the closing of studies.

IV. PROVISIONS PERTAINING TO THE FINAL PRE-DEGREE CERTIFICATE (ABSOLUTORIUM), THE THESIS, THE FINAL EXAMINATION, AND THE DEGREE

The Completion of the Program

Article 23

- (1) As the closing act of studies at the university in one-tier programs, in college/university level undergraduate degree programs and complementary programs, in Bachelor programs (BSc, BA), in Master programs (MSc, MA), in vocational training programs, and in specialized postgraduate programs, the students shall be issued a final pre-degree certificate (absolutory) within 30 days.
- (2) –
- (3) –
- (4) Students who have received their pre-degree certificates may take their final examination.

Thesis

Article 24

- (1) As a prerequisite for the final examination, students in one-tier programs, in college/university level undergraduate degree programs and complementary programs, in Bachelor programs (BSc, BA), in Master programs (MSc, MA), and in specialized postgraduate programs shall prepare a thesis.
- (2) The announcement of topics for the thesis shall be detailed in the supplement.
- (3) The requirements concerning the contents of the degree thesis, the possibility of acceptance of multi-author theses, the general criteria for assessment, and the number of credits allocated to the

thesis shall be specified in the supplement.

- (4) The preparation of the thesis shall be supervised by an internal consultant approved by the department and may be assisted by an external consultant accepted by the department if necessary.
- (5) Students may also offer a topic for the degree thesis, which the competent head of department may accept or reject.
- (6) The conditions of the acceptance of an SSS [Student Scientific Society - OTDK] paper as a thesis shall be listed in the supplement to the regulations.
- (7) The thesis shall be adjudicated by the referee(s) and graded by an appointed board of experts in a five-grade scale.
- (8) The thesis shall be prepared and submitted both on paper and in electronic form. The student must upload the thesis in electronic pdf format to the University of Debrecen Electronic Archives (DEA) at <http://dea.lib.unideb.hu/dea/handle/2437/85081>.
The deadline of submission and upload shall be designated in the supplement. Archiving requirements of paper submittals shall also be detailed in the supplement, while archiving of electronic formats shall be done by the maintainers of DEA.
Procedures applicable to the handling of classified theses are detailed in the supplement.
The student is obliged to declare that the paper and electronic formats are the same in all respects.
- (9) The student must declare, in the way and format requested by the faculties, that the thesis is their own independent product and upheld copyright regulations. If the university learns after absolution but before issuing the degree that the student or former student breached the rules applying to the use of works of other authors and submitted his/her thesis as his/her own, the university voids the grade given and grades the thesis fail. The university notifies the student about this decision in writing and calls them to submit a new thesis within a maximum of two semesters' time.
If the university learns after issuing a degree that the former student breached the rules applying to the use of works of other authors and submitted his/her thesis as his/her own, the university takes the necessary legal action to withdraw or invalidate the degree.

Final Examination Board

Article 25

- (1) The members of the final examination board shall be invited and appointed by the dean with the consent of the faculty council. The length of the appointment of membership shall be one year.
- (2) The final examination board shall have a minimum of two members apart from the chairperson. The actual number of members shall be specified in the supplement. At least one of the members of the final examination board shall be a university or college full professor or a university or college associate professor, and at least one member must have no employment relationship with the university or must be an instructor of another faculty or major of the university.
- (3) The distribution of students to individual commissioned final examination boards shall be published by the faculty Education Office.

Final Examination

Article 26

- (1) After receiving their pre-degree certificate, students in one-tier programs, in college/university level undergraduate degree programs and complementary programs, in Bachelor programs (BSc, BA), in

Master programs (MSc, MA), in vocational training and in specialized postgraduate programs, conclude their studies by taking a final examination. The final examination cannot be taken later than five years following the termination of student status.

- (2) The final examination shall test and assess the knowledge, skills and abilities requisite to the award of the diploma, whereby the students shall also prove their ability to apply the acquired knowledge in practice.
- (3) The conditions for taking the final examination and the examination itself shall be defined in the requirements for the given major. Students who started their studies in September 2007 or later cannot take the final exam if they have outstanding payment obligations towards any faculty or other organizational unit of the university. This rule shall be applied from September 2007 onwards.
The student cannot take the final examination if they do not return items belonging to the university's inventory (objects designated in the supplement such as books and sporting equipment). The certificate proving that the student returned these items need to be submitted to the faculty Education Office by the working day preceding the final examination.
- (4) The final examination shall be taken in an examination period following the award of the pre-degree certificate. The final examination shall be taken before an examination board.
- (5) If the students do not take their final examination before their student status expires, they may take it at any later time in accordance with the prevailing program and final examination requirements. Students starting their first year studies in September 2012 and later, can take the final examination within two years after their student status expires in accordance with the prevailing program requirements. The final examination may be taken two years after the expiration of student status according to the rules adopted by the faculties.
- (6) The supplement issued by the faculty may stipulate further conditions to be fulfilled for taking the final examination if the final examination is to be taken more than seven years after the issue of the pre-degree certificate.
Students starting their first year studies in September 2012 and later cannot take the final examination later than five years after the expiration of student status.
- (7) The result of the final examination shall be calculated according to the method prescribed in the qualification requirements of the given major.
- (8) The final examination may consist of several parts, depending on the stipulations of the curriculum (the defence of the thesis, and additional oral, written, and practical examinations).
- (9) If the students fail in any part of the final examination, the final examination shall be retaken as specified in the supplement.
- (10) The oral examination shall be assessed by the members of the final examination board according to a five-grade scale. The final examination board shall then consult behind closed doors and vote about the final grade for the final examination. In the case of an equal division of the votes, the chairperson shall be given the casting vote. The result of the final examinations shall be announced by the chairperson of the board.
- (11) There shall be minutes taken during the final examination. The results of the constituent parts as well as the grade for the final examination shall also be entered into the conventional lecture book and the academic system. Further provisions concerning the final examination may be included in the supplement.

Retaking a Failed Final Examination

Article 27

- (1) The retake of a failed final examination may be attempted in the following examination period at the earliest.
- (2) If, according to the provisions listed in the supplement, the referee(s) unanimously assess(es) the degree thesis as failed, the student may not take the final examination and shall prepare another thesis. The conditions and the deadline for submission of this thesis shall be listed in the supplement.

Diploma

Article 28

- (1) The diploma (or medical doctor's, dentist's, lawyer's doctoral diploma) shall be issued and delivered to the students having passed the final examination within thirty days from the presentation of the document in evidence of a valid language examination. Those who obtain and present the language examination certificate after the final examination shall receive their diploma thirty days after they present the certificate. The diploma is a public document bearing the coat of arms of Hungary, certifying that the studies have been successfully completed in the major identified in the diploma.
- (2) The amount of credits required for the diploma and the number of credits allocated to the degree thesis shall be specified in the requirements of the given majors.
- (3) In the complementary degree program, a number of credits complementing the amount of credits recognized from the college level program to the amount of credits required in a university level program shall be obtained.
- (4) The minimum amount of credits required in specialized postgraduate programs shall be 60.
- (5) In the tracks other than full-time, the amount of credits required to be obtained in a given major shall be the same as required for the corresponding major in the full-time track.
- (6) The diploma is a public document bearing the coat of arms of Hungary and displaying the name of the University of Debrecen, its OM [from the initial letters of the Hungarian words for Ministry of Education] identifier, the name of the relevant faculty, the serial number of the diploma, the name, place and date of birth of its holder, the level of qualification or the degree awarded, the major, professional qualification, specialization, and the training schedule of the program, as well as the place, year, month, and day of issue. The diploma shall also be furnished with the signature of the rector of the University of Debrecen (or if unavailable, the vice rector) and the chair of the final examination board or the dean of the relevant faculty (or if unavailable, the vice dean), and shall bear the stamp of the University of Debrecen. In the event the student does not possess evidence of the language examination at the time of the final examination and, therefore, the diploma is issued after the final examination period, or if the chair of the final examination board is unavailable, the diploma may be signed by the vice dean for academic affairs of the faculty instead of the chairperson of the final examination board.

The procedures detailed in the present section are applicable to the signature of the clauses attached to the diploma.

The diplomas issued shall be registered in a central registry.

Students starting their first year studies in September 2012 and later, the diploma is a public document bearing the coat of arms of Hungary and displaying the name of the issuing higher education institution, its institutional identification number, the serial number of the diploma, the name, place and date of birth of its holder, the level of qualification or the degree awarded, the major, professional qualification, the place, year, month, and day of issue as well as the classification of the

qualification or profession certified by the diploma according to the Hungarian Qualifications Framework and the European Qualifications Framework for Lifelong Learning.

The diploma shall be furnished with the signature of the rector (or if unavailable, the vice rector) and the dean of the relevant faculty (or if unavailable, the vice dean), and shall bear the stamp of the higher education institution.

- (7) If the diploma cannot be issued because the student cannot present any certificate of a language examination, the University of Debrecen shall issue a certificate instead. Such certificates do not certify any academic or professional qualification but the fact of the completion of the final examination and bear the signature of the dean or vice dean for academic affairs. The procedures detailed in the present section are applicable to the signature of the certificate on the issuing of the diploma. The certificates issued shall be registered in a central registry.
- (8) Information concerning the subjects/courses to be taken into consideration when assessing the diploma according to the qualification requirements shall be included in the supplement.
- (9) The diploma shall be assessed on the basis of the calculation of the grade average as follows:
- | | |
|--------------|-------------|
| outstanding | 4.81 – 5.00 |
| excellent | 4.51 – 4.80 |
| good | 3.51 – 4.50 |
| satisfactory | 2.51 – 3.50 |
| pass | 2.00 – 2.50 |
- (10) The title of doctor in the case of dentists, medical doctors, and lawyers shall be assessed on the basis of the calculation of the grade average as follows:
- | | |
|-----------------|-------------|
| summa cum laude | 4.51 – 5.00 |
| cum laude | 3.51 – 4.50 |
| rite | 2.00 – 3.50 |
- (11) The diploma shall be issued in Hungarian and English or in Hungarian and Latin or, if the instruction is not delivered in Hungarian, in Hungarian and in the language of instruction. Upon request by the student, the diploma may be issued in another language, the related costs of which shall be borne by the student.
- (12) The diploma supplement defined by the European Commission and the European Council shall be issued together with the bachelor, master, vocational training diploma in Hungarian and English. The diploma supplement is a public document.
- (13) Students may accrue the number of credits required for the issue of the diploma or the certificate in a shorter period of time than the allowed length of studies as specified in the qualification and graduation requirements and, therefore, the diploma/certificate may be issued to them earlier. The allowed length of studies may also be shortened in the case of a second or further degree program through the recognition of knowledge acquired previously (credit transfer).
- (14) The diploma awarded after the completion of an undergraduate course, a graduate course, or a one-tier program, and a specialized postgraduate program entitles its holder to hold the jobs and to pursue the activities defined by the relevant acts and laws.
- The English and Latin descriptions of the levels of education corresponding to the degrees certified by the diplomas awarded in Hungary are as follows:
- a) undergraduate degree, “Bachelor” or “baccalaureus” (abbreviated as: BA, BSc),
- b) graduate degree, “Master” or “magister” (abbreviated as: MA, MSc).
- Holders of a Master degree are entitled to use the designation Master before the professional qualification (e.g.: engineer, economist, teacher, etc.) as certified by their diploma.
- The diplomas of medical doctors, dentists, and lawyers certify a doctorate title. The associated

abbreviated forms are as follows: dr. med., dr. med. dent., dr. pharm., dr. jur.

Honours Degrees/Diplomas

Article 29

An honours degree/diploma shall be issued to the student who receives an excellent grade in all the subjects of the final examination, excellent grade for the thesis and for all the comprehensive/basic level examinations, and the grade average of all his/her other examination and seminar grades is minimum 4.00 or better, and who does not have a grade lower than satisfactory among all of his/her grades.

In bachelor and master programs, a degree/diploma with honours shall be issued to the student who receives an excellent grade in all the subjects of the final examination, excellent grade for the thesis and who does not have a grade lower than good among all of his/her other examination and seminar grades.

V. MISCELLANEOUS AND CLOSING PROVISIONS

Fees Due in the Programs

Article 30

Students shall pay the fees and contributions specified for them by the set of regulations titled *Fees and Contributions to Be Paid by the Students of the University of Debrecen and the Forms of Financial Support Available for Them*.

Definitions

Article 31

ECTS (European Credit Transfer System): A European credit transfer system that facilitates a greater degree of student mobility among the higher education institutions in Europe for the students of the institutions that accept and approve the basic principles and guidelines of ECTS.

ECTS grade: means the conversion of the grade received as follows:

Hungarian grade	ECTS grade
5	A
4	B
3	C
2	D
1	F

In the case of a three-grade scale, the grade shall be converted to the corresponding Hungarian grade first. Excellent: 5, satisfactory: 3, fail: 1. The conversion method shall be used in reverse, too, when ECTS grades are converted into Hungarian grades.

Individual study hours: mean the part of studies apart from contact hours, expressed in working hours, that the student spends studying and fulfilling the requirements on average (including the time spent studying in the examination period).

Individual study plan: means that the institutional EER and the curricular requirements provide a possibility for the student to make his/her own choice concerning the requirements offered for each academic time period according to the conditions specified in the regulations and curricula.

Term/Semester: is a period of about 21-22 weeks consisting of a term-time and an examination period, the length of which is expressed in units of time. On average, 30 credits are expected to be earned per semester in a program.

Active semester: means a semester in which the student signs up for courses and completes them (in the given major).

Passive semester: means a semester in which the student opts for a temporary suspension of his/her studies (in the given major).

Home faculty: means that, if a student is registered simultaneously at several faculties/departments, the faculty where s/he registered first among the faculties giving the instructions of his/her majors actively financed by the state (if there are any such faculties) shall be favoured from the aspect of registration and shall be called home faculty.

Undergraduate (Bachelor) program (BSc, BA): means the first tier of the multi-tier linear system of training in which the acquired undergraduate degree (baccalaureus, bachelor; hereinafter called: undergraduate degree) certifies the facts of graduation and qualification for the purpose of finding a job in the labour market. It also prepares for entry into the second tier of the system, called graduate or Master program.

Graduate (Master) program: means the second tier of the multi-tier linear system of training, in which the acquired graduate or Master degree certifies the fact of graduation and the corresponding qualification.

Student workload: means the time necessary for a student of average talent, with average educational background, and of average potential future performance, to successfully complete academic work (among average circumstances) expressed in working hours, i.e., the sum total of contact hours and the individual student working hours.

Credit: means a relative unit of students' work which represents in relation to the course-unit or curricular unit the estimated time necessary for the acquisition of a specific body of knowledge and the fulfilment of requirements; one credit equals 30 study hours.

Credit accumulation: means the activity of accumulating credits during one's studies. The credits earned in each academic time period shall accumulate to the credits earned previously until the student obtains all the credits required for the diploma (including the credits allocated to the required material as well).

Credit allocation: means the allocation of subjects/course and credits to one another in the curriculum.

Module: means a curricular unit of a department including subjects/courses that comprise a related body of knowledge concerning the training objectives of the department or an individual specialization. Modules can be thematically consecutive and interchangeable.

Model curriculum: means the distribution of the subjects/courses to semesters in such a way that a student who wishes to progress in an average fashion may follow by observing the prerequisite requirements when signing up for each course, by completing work in each semester that is sufficient for earning 30 (± 3), and by completing his/her study requirements within the time period specified in the qualification requirements.

Contact hour: means a class requiring the personal cooperation of the lecturer for the fulfilment of the academic requirements specified in the curriculum.

Subject/course: means the professional unit of measurement in the curricular structure of a major, which may be associated with conditions relating to registration and completion.

Foreign student enjoying the same status as Hungarian students: means a person of non- Hungarian citizenship who holds an immigration or residence permit valid for the territory of the Hungarian Republic or a

person qualifying for refugee status according to an additional statute, as of the day of issue of their ID or residence permit.

Part-time training: means training provided in the framework of the training schedule associated with evening or correspondence training. The length of the part-time training – with the exception of specialized graduate programs – shall equal at least thirty but not more than fifty per cent of the contact hours of full-time training (at least three hundred contact hours per semester). The length of the specialized graduate program shall equal at least twenty but not more than fifty per cent of the contact hours of full time training. The provisions on specialized graduate programs are to be applied to students starting their first year in such programs after September 1, 2007 and later.

Distance education: means a particular form of training, involving the use of ICT teaching aids and teaching-learning methods based on the interactive relationship between the teacher and the student and the student's individual work, where the number of contact hours is less than 30% of the contact hours in full-time training.

Closing Provisions

Article 32

- (1) These regulations were accepted and approved by the Senate of the University of Debrecen on May 25, 2006 by decree no. 23/2006. (VI.22). Its provisions shall enter into force as of September 1, 2006. With these regulations entering into force, the regulations titled Credit System-Based Educational and Examination Regulations of the University of Debrecen, accepted on June 28, 2001, and amended several times, shall be automatically repealed.
- (2) Students who pursue their studies outside the credit system-based programs shall be reasonably subjects to the provisions of these present regulations with the exception of the provisions on assessing student performance (credits). The supplement to these present regulations may specify the relevant features at the faculty level.
- (3) Students who started their undergraduate higher education studies before September 1, 2006, with the exception of those participating in a pilot BSc program, shall be awarded a diploma with college degree or a diploma with university degree.
- (4) For students who started their studies before 1 September, 2006, the university provides the opportunity to finish studies according to the following provisions.
If the earlier type of program is no longer offered to new students, the student may decide the following:
 - a) by adopting a special study plan, complete courses that are advertised in the model curriculum for students who are in programs that are no longer offered to new students,
 - b) may join the courses of the two tier education system and complete the program requirements through a correspondence between majors.
 - c) can request transfer to a major in the two tier system, whose admission requirements are the same as that of the major to be changed and courses completed earlier can be accepted through credit transfer.
 - d) terminate his/her student status.The above requests are decided by the faculty credit transfer committee.

If the student's request is for transfer to the two tier system and it is granted by the appropriate committee, the student status is regarded as continuous subject to the conditions valid at the time of transfer but acknowledging that the students continue their studies according to the requirements of the new major.

- (5) For students who gained admission earlier to a university or college level undergraduate program, the study requirements handed out to them upon enrolment and the present education rules and regulations are applicable.
- (6) The Senate of the University of Debrecen modified articles 1 (3), 2 (10), 3 (2), (8), (17), 5 (5), 7 (4), 9 (2), 14 (9) and 31 (5) of the rules and regulations on 2 November 2006 by decree number 11/2006. (XI. 2.), the provisions enter into force from 3 November 2006.
- (7) The Senate of the University of Debrecen modified articles 1 (1), 3 (1), 3 (9), 3 (10), 6 (1), 9 (2), 16 (3), 18 (7), 22 (1), 23 (1), 25 (1) of the rules and regulations on 19 April 2007 by decree number 14/2007. (IV. 19.), the provisions enter into force from 20 April 2007.
- (8) The Senate of the University of Debrecen modified articles 3 (2), 3 (9), 3 (10), 5 (2), 5 (12), 25 (3), 27 (6), 27 (14), 30 of the rules and regulations on 4 October 2007 by decree number 10/2007. (X. 4.), the provisions enter into force from 5 October 2007.
- (9) The Senate of the University of Debrecen modified articles 3 (11), (16), (17), 10 (1) and (3), 12 (2), 16, 21 (8) and (9), 27 (1) of the rules and regulations on 20 December 2007 by decree number 14/2007. (XII. 20.), the provisions enter into force from 21 December 2007.

Debrecen, June 27, 2013.

Dr. István Fábián
rector

VI. SUPPLEMENT TO THE EDUCATION AND EXAMINATION REGULATIONS OF THE UNIVERSITY OF DEBRECEN ON REGULATING ACADEMIC DATA MANAGEMENT AND REGISTRATION

The purpose of student academic data registration is the precise and full-scale management of data prescribed in the relevant statute, which may serve as a basis for providing statistical and other information. In particular, its purpose is the registration of the state-funded length of study, the student ID-s, and the diplomas, supplements to the diplomas, degrees, and certificates issued. The student registry shall be operated as an electronic system.

A paper-based registry shall be retained for the management of certificates of the legal status of students, the minutes of final examinations, and the registry of issuing diplomas and certificates, the registration sheets, and the forms for registering personal data.

The electronic academic system shall contain academic information on different majors and the URL address where further information is available.

Each user who has access to the data stored and managed in the academic system shall read and observe the pertinent rules on protection of data and the related institutional regulations.

Duties before Registration and During the Registration Period

1. Students receive their Neptun codes together with the notification of admission, which the student must use to create his/her own university network identifier no later than 15 days before registration and using the webpage designated in the notification and following the procedures listed there. This webpage is used to upload a passport photo required to create the University of Debrecen Card and input the bank account number required to transfer student benefits.
2. Creating a valid university network identifier is a prerequisite to using the electronic academic system, uploading a photo – allowing the personal identification of the student and the use of university services – is a prerequisite to issuing a University of Debrecen Card (DEKa).
3. Non-first-year students can upload their photos required for the DEKa card, and input their bank account number required to receive grants for the first time in the registration period of the first semester of the academic year 2013/2014.

Registration

1. The registration sheet is a form for certifying the establishment of student status, which contains the following information: the student's name, code, major(s), work schedule, the name of the institution, its OM identifier, the student's signature, and further particulars requested by the academic system.
2. The registration sheet shall be paper based.
3. Personal registration shall be entered into the student registry within 3 working days. Every person shall have only one file in the electronic academic system.
4. A personal folder shall be established for collecting the documents related to the student, his/her studies, and personal particulars. Students enrolled simultaneously in several faculties shall also have

just one single personal folder; however, data important from the aspect of individual programs shall be registered by the respective faculties, too. Among the Educational Offices concerned, the office of the faculty where s/he registered first (home faculty) among the faculties giving the instructions of his/her majors actively funded by the state (if there are any such majors) shall be favoured from the aspect of registration and manage his/her folder.

5. The registration sheet shall be kept together with its supplements in the personal folder.
6. The student's written and signed acknowledgement concerning the reception of a brochure of academic information and, in the case of fee-paying students, the adult education contract shall constitute supplements of the registration sheet.
7. On the basis of the data registered in the academic register, the education office of the training faculty shall print the section of the registration sheet of the student that contains personal data, a copy of which it shall place in the personal folder and a copy of which it shall send to the home faculty (if the home faculty is different from the training faculty). A student participating in more than one program shall enrol in each of the offices of the Educational Office of his/her training faculties for each one of his/her active majors. This office then shall, without any delay, send a copy of the enrolment to the home faculty (if the home faculty is different from the training faculty).
8. Upon enrolling, the student shall receive at the training faculty the respective information brochure concerning his/her training, and the fee-paying students shall sign the adult education contract. These documents shall constitute supplements to the original registration sheet, which shall be placed in the student's personal folder together with the newly prepared registration sheet and a copy shall be sent to the education office of the home faculty (if the home faculty is different from the training faculty).

Registration for the Semesters

1. The students' petition for leave of absence shall be adjudicated within 5 days and the students shall be informed about the decision. The fact of granting leave of absence shall be registered in the academic system within 3 days after the decision in order to make sure that the change could be included in the next instance of data supply.
2. The suspension or temporary termination of student status and the data concerning state- funded and fee-paying semesters shall be registered in the case of each and every student with regard to each and every major.

Certification of Student Status

1. The certification of student status shall be paper based.
2. Certificates of student status shall be issued by the education office upon the student's request. The certificate may be issued only from the academic system and may be delivered only to the student.

Closing of the Semesters

1. The education office shall, by majors, identify the number of credits taken for the current semester and the previous active semesters as well as the number of credits obtained, the number of accumulated credits obtained, the weighted grade average, the accumulated weighted grade average, the stipend index, the credit index and the adjusted credit index.

2. From the academic system, a registration record shall be printed with the academic results of the past semester. The printed registration record shall be placed into the faculty personal folder of the student and it shall also be sent on to the registry of the home faculty (if the home faculty is different from the training faculty).

Entries

1. The following items shall be entered into the academic system: the registration of the student for the individual semesters, the suspension of the student status, further entries concerning his/her student status, transfer, termination of student status, and resolutions made on the basis of rights and obligations. At the termination of the student status, the relevant pages of the registration record shall be printed and placed into the personal folder.
2. The education office shall enter into the Lecture Book of the students and into the electronic academic system the following items of information: the registration record number, the certification of the final pre-degree certificate, the data about the thesis and the certification of its completion, the data about the language examination, the components and the result of the final examination, the assessment of the diploma or certificate, and the reference numbers of the resolutions regarding the students' studies.

Diploma

1. The education office shall keep a registry in the academic system about diplomas and certificates issued. The relevant data shall be entered into the system within 5 days after the issue.
2. Supply of information on and archiving of the diplomas issued shall be carried out by the organizational unit responsible for maintaining the electronic academic system.
3. The delivery of the diplomas shall be registered in the delivery book of diplomas and certificates.
4. The institutions of higher education shall use the form of diploma and diploma supplement approved by the registration centre.
5. The minutes taken at the final examination shall be attached to the registration record of the students. The certificate issued about the completion of the final examination shall be registered in the academic system within 3 working days. Supply of data on the certifications issued shall be carried out by the IT Directorate.

Supplement to the Diploma

1. Within 30 days following the issuing of the diploma, the students shall be issued a supplement to the diploma in Hungarian and English. The supplement shall contain the data of the results achieved. The issued and certificated supplements shall be placed into the Europass folder and delivered to the students.
2. Supply of information on and archiving of the diploma supplements issued shall be carried out by the organizational unit responsible for maintaining the electronic academic system.
3. The diploma supplement forms shall be handled by the education office according to the regulations on document management.

Visiting Students

1. Students of visiting student status shall be also registered in the academic system and a registration record shall be kept about them.

Admission of Transfer Students

1. In the cases of obtained credits at another institution, in another program or abroad, the courses accepted must be documented with the appropriate course status in the electronic academic system. Subjects/courses entered in such a way shall be taken into consideration when calculating accumulated completed credits. They must not be taken into consideration when calculating the academic grade average, the credit index, or the stipend index.
2. When calculating the accumulated credit index, the accredited subjects/courses shall be taken into consideration with the original grades received.
3. As regards the recognition of work experience and other requirements fulfilled that do not belong to the programs in the scope of the Act on Higher Education, the competent authority shall be the credit transfer committee of the faculty.

The Transfer of Students

1. If the students transfer to another institution of higher education, the termination of student status shall be entered into the academic registry, the Lecture Book and the electronic academic system. From the registration records of the students, the following information shall be printed and placed into the personal folder: registry of state-funded semesters, disciplinary and compensation data, deficiency data and resolutions. Following this, the Lecture Book or its certified version printed from the electronic academic system and the personal information package of the students shall be transferred to the receiving higher education institution.

Termination of Student Status

1. If the student status is terminated for whatever reason, it shall be registered in the academic system without any delay. Following the termination of the student status, it is prohibited to delete the data on the student from the academic system.
2. The following data shall be printed from the registration record and placed into the personal folder upon the termination of the student status: data related to the student status, a registry on the state-funded semesters, disciplinary and compensation data, deficiency data and resolutions made according to the students' rights and obligations.
3. Dismissal or expulsion from the institution of higher education or the interruption of studies shall be registered into the Lecture Book and the electronic academic system.
4. Following the closing of the registration record, the Lecture Book or the certified lecture book printed from the electronic academic system shall be issued to the students.

Student ID

1. The student ID issued to the students and its accessories shall be handled by the education office of the home faculty. Registration shall be carried out in the academic system.

Dormitory Registration

1. Dormitory registration shall be implemented in the academic system.
2. The order of dormitory registration shall be regulated by the dormitory regulations.

Supply of Information to the National Higher Education Information Centre

1. The institution shall report the establishment and the termination of the student status as well as the changes in the student status as determined in statutes to the National Higher Education Information Centre within 15 days.
2. Information on diplomas, certificates, and doctoral certificates shall be supplied to the National Higher Education Information Centre within 30 days.
3. The supply of information to the National Higher Education Information Centre shall be sent by the IT Directorate on the basis of the data available in the academic system on the first and the sixteenth days of each month.
4. The processing of the data published by the National Higher Education Information Centre shall be carried out by the IT Directorate. The distribution of student identifiers shall be the responsibility of the education office.

Adjustment of Data

1. The education office of the home faculty shall register within 2 working days the changes reported in students' data in the academic system.
2. If the student status of a student admitted to a state-funded program is terminated before the completion of his/her studies, or s/he decides to continue his/her studies as a fee-paying student, a fee-paying student can take his/her place. The change in the financial status shall be recorded in the academic system by the education office within 2 working days.

Archiving

1. The IT Directorate shall be responsible for the security of the data in the academic system, the handling of security savings, archiving of data, management of archived data, and the annual archiving of data on graduating students.
2. 5 years after the termination of the student status, all documents whose content is also recorded on the registration record may be disposed of.

Replacement of Lost Documents

1. A duplicate may be made out of lost Lecture Books, the certified lecture book printed from the electronic academic system, certificates or diplomas on the basis of the registration record. A fee shall be charged for issuing the duplicates.
2. If a Lecture Book is full, another one shall be attached to it in a way that it should be fixed to the original so that they could not be separated.
3. Lost or destroyed registration records shall be replaced on the basis of the contents of the available registries or documents.

VII. Procedures pertaining to the parallel administration in the electronic lecture book and the use of stickers

Advertising courses and registering for them

1. The department must advertise or make the necessary steps to advertise all courses open to students must in the electronic academic system no later than the day before the registration week/course registration period.
2. The student is obliged to register for the courses of his/her choice in the electronic academic system. Registration lasts till the end of the first week of the study period of the semester.
3. Registration for courses may be lengthened by an additional week in exceptional cases, with the recommendation by the instructor, by request after paying the fee designated in the regulations. The modification approved by the vice dean is entered into the electronic academic system by an employee of the Education Office who possesses the necessary rights.
4. The student may object to the data concerning the registered courses at the head of the Education Office within 5 days after the end of the course registration period designated in points 2 and 3. If the registry is changed based on this objection, the relevant department must be notified of it.
5. The list of courses advertised in the electronic academic system cannot be changed after the fifth week of the semester's study period except for extraordinary cases, which may be approved by the vice dean of the given faculty and of which the University Student Informatics Office (EHIK) must be notified.
6. Course registrations made by students are saved by EHIK on the closing day of the course registration period, and the save is kept for one year. The student receives an electronic notification about the registered courses following the save.

Verification of completion

1. If the performance of the study period serves as the basis of the grade, the instructor is obliged to write the grade on the course result document printed from the electronic academic system, enter it into the electronic academic system, and write and sign it in the student document at a date designated and announced in advance, and do these no later than the end of the third week of the examination period.
2. In the case of courses ending with an examination, the instructor is obliged to announce in the electronic academic system at least three weeks before the end of the study period and for the whole exam period the number of examination opportunities as laid out in the academic rules and regulations document, the dates of the individual examinations, the name of the persons involved in the examination, the time and mode of applying, the day that the results will be announced, and the option to retake.
3. The student is obliged to apply for the examination in the electronic academic system.
4. The student is obliged to be present at the examination with an identifying document (student card or ID card).

5. The examiner may allow only those students to take the examination who applied for it in the electronic academic system and proved their identity.
6. Grades may be entered, deleted or modified in the electronic academic system by the Education Office only by the instruction of the vice dean for academic affairs.
7. In the case of oral examinations, following the grading of the examination, the examiner is obliged to enter the grade into the student document/course results document, sign it and make sure that the grade is entered into the electronic academic system by the end of the third working day following the day of the examination – or no later than the last day of the examination period in the case of examinations taken at the last day of the examination period.
8. The instructor is responsible for keeping the examination documents until the beginning of the next examination period.
9. In the case of written examinations:
 - The correction of examination papers and the entering of grades into the electronic academic system must be done within five working days following the day of the examination. If there are less than five days left between the day of the examination and the last day of the examination period, correction of the examination papers and entering the grades into the electronic academic system must be done on the first working day following the examination period by 12 noon.
 - Post-verification of the grade is based on the test, which has to contain the name and signature of the examiner, and which has to be kept by the instructor until the beginning of the following examination period.
 - The instructor writes and signs the grade into the student document/course results document at a time announced earlier.
10. The instructor is not obliged to notify the student on paper if the student does not provide it at the oral examination or at the time designated in advance.

Closing the performance evaluation

1. At the day following the last day of the examination period, students receive a request in electronic form to verify their course completion data for the given semester in the electronic academic system.
2. The student may object to the course evaluation data contained in the electronic academic system at the instructor/department responsible for the course within two weeks following the end of the examination period. If the objection is found to be rightful, the objected grade has to be corrected based on the examination document, the grade written on the examination paper and the student document/course completion document. This correction is made by the instructor or in their absence, the Education Office based on a letter written by the head of the department concerned. In case the student's objection is rejected, a decision is made by the faculty Education Committee in the first and the Student Affairs Legal Redress Committee in the second instance.
3. The faculties execute the closing of the semester in the electronic academic system after the 14th day following the end of the examination period. EHIK saves the data after semester closing. EHIK saves the data in two copies and stores them for 10 years in two separate locations. A registry must be created about the saving of the data.
4. The vice dean for academic affairs notifies EHIK if the archived data are modified at a later time. Data

saved cannot be modified, if modification is needed, the saving has to be repeated and stored next to the original save.

5. Following the closing of the semester the course registration and course completion lists are applied as a sticker into the still valid paper-based lecture book (if it does not contain this already).

Certification of completion

1. After the closing of the semester, the student can directly monitor and print his/her own course completion data from the electronic academic system.
2. In case of studies abroad, students may request an authenticated certification containing the data on course completion. In this case, the university issues this certification in English.
3. If the student leaves the university without finishing studies, the lecture book printed from the electronic academic system or the conventional lecture book has to be issued and authenticated together with the resolution closing the studies.
4. At the time of graduation, students must receive their printed, authenticated and stapled lecture book or the conventional lecture book.

If the (national-level) Education Office approves the use of the electronic lecture book, the obligation to use paper-based lecture books ceases (except if a different decision is made by the faculty). After this, the lecture book is a document printed from the electronic academic system, authenticated by the dean and vice dean for academic affairs of the relevant faculty and is inseparably stapled.

VIII. FACULTY OF ARTS AND HUMANITIES

Article 1

/to Articles 2 (2), (6), (8) and (9) of the Regulations/

- (1) The Education Committee shall consist of ten members, including five instructors and five students. In case of an equality of votes, the vote of the chairperson shall be decisive. The secretary of the committee shall be the head of the Registrar's Office, who shall participate at the meetings of the Education Committee without the right to vote.
- (2) A subcommittee of the Education Committee shall be the Credit Transfer Committee, whose members shall be elected by the Education Committee from its own ranks.
- (3) The following issues shall belong in the scope of competence of the Education Committee: transfer from another institute, change of track (full-time, correspondence, etc.), change of major, special study plans, termination or suspension of student status, approving change from tuition-based to state-funded training, decisions concerning tuition-related petitions submitted by students, administering academic and examination-related matters of students with disabilities.
- (4) In order to ensure the continuous performance of its tasks, the Education Committee may delegate certain powers on the chairperson of the committee. In case of such delegation of powers, the chairperson shall be required to obtain the opinions of the departments when deciding in issues requiring a professionally related position

Article 2

/to Articles 3 (2), (3) and (10) of the Regulations/

- (1) The precondition of the commencement of student status is admission to an undergraduate programme of the Faculty or transfer from another higher education institution or joining into a simultaneous training programme.
- (2) The length of leave of absence status (passive semesters) shall not exceed two semesters.
- (3) In case of students who commenced their studies before September 2007, the condition of readmission into the state-funded system is the filing of the application mentioned in the University Regulations to the Education Office of the Faculty during the continuation of the training by 1 September in the autumn and by 31 January in the spring semester. Additional conditions of readmission:
 - the fulfilment of two semesters in a tuition-based system,
 - the fulfilment of at least 40 credits over the two semesters,
 - a credit index of at least 3.00 in both semesters,
 - the successful completion of the subject due to which the student was transferred to the tuition-based system.

Article 3

/to Articles 5 (4), (6) and (9) of the Regulations/

- (1) The course registration options of students in the tuition-based system shall be identical with those pursuing their studies in the state-funded system.

The number of course registration and examination opportunities available to students transferred from the state-funded to the tuition-based system shall be added up. The student status of these students shall be terminated by the Faculty if the student fails to obtain the respective credit for a

course, irrespective of the system of funding, after registering for the course a total of six times and/or attempting the examination twelve times.

- (2) The enrolment, registration and filing obligations of tuition-based students pursuing their studies in correspondence or distance learning tracks shall be identical with those of state-funded students.
- (3) The order of courses registered for shall be the same in the credit book and the academic system.
- (4) For students in bachelor (BA), master (MA), vocational training (FSZ), specialized postgraduate training, partial training, the primary document is the data in the electronic academic system. For students who started their studies in September 2001 or before in a full-time non-credit form, the primary document is the paper-based lecture book. This applies to part-time students pursuing their second degree and students in supplemental training who were not obliged to register for courses in the electronic academic system.
- (5) Registration to courses is done until the end of the first two weeks of the semester (including the registration week). Registration to courses for students is available till midnight of the Sunday of the second week.
- (6) Modifications in the list registered courses can be done for an additional week in exceptional cases, with the support of the relevant instructor, based on a request and following payment of the fee designated in the rules and regulations. The deadline for submitting the request to the Faculty Education Office is 12.00 noon Friday of the third week of the semester.

Article 4

/to Article 7 (8) of the Regulations/

- (1) The language of the information package provided in foreign-language degree programmes shall be the same as the language taught in that programme.

Article 5

/to Articles 8 (5) and (6) of the Regulations/

- (1) In addition to the instructor of a given course, the chair and the deputy chair of the department, as well as the director or deputy director of the institute may make entries (signature, grade) in the credit book.
- (2) Grades for practical courses shall be obtained during the period of the term. In case of grades that serve as preconditions of an examination to be taken during the examination period following the term period, the instructor shall be required to enter such grades both in the student's credit book and in the academic system; otherwise, the deadline shall be the end of the third week of the examination period.
- (3) If the student fails to fulfil an obligation (obtain a grade for a practical course) that is the precondition of an examination and can be made up for during the examination period, then the fulfilment of such obligation in the given course may be reattempted once, but not later than by the end of the third week of the examination period. If the obtaining of the grade for the practical course is the precondition of the examination, then the student may only take the examination after obtaining the grade.

Article 6

/to Article 9 (3) of the Regulations/

- (1) The Faculty and the Centre for Foreign Languages offers language courses that assist students toward fulfilling the language examination requirements set as the precondition of graduation in the

qualification and the training and output requirements.

- (2) Students who commenced their studies in or before September 2001 may take a final examination in foreign languages until they obtain their pre-degree certificate
- (3) Students with a state-accredited language examination(s) (or equivalent language certificate or advanced-level secondary school leaving examination in foreign languages) obtained before university studies are exempted from the obligation to participate in language courses. For the exemption to be properly processed, the originals of the relevant documents shall be presented at the Education Office of the Faculty.

Article 7

/to Article 10 (1) of the Regulations/

- (1) Participation in two physical education classes per week for four semesters is also required in traditional programmes.

Article 8

/to Article 11 (2) of the Regulations/

- (1) The completion of courses evaluated with practical grades shall be subject to participation in the practices/seminars, which cannot be replaced by a special examination or report. Exceptions from the above rules include students in study abroad programmes, distance learning courses and project works.
- (2) The total number of permitted absences from seminars/practical classes is three occasions. If the student exceeds the above number of occasions, no practical grade can be assigned, and the note "Not completed" shall be entered in his/her credit book. An exemption from the above may be granted, upon the submission of a properly documented application by the student, by the vice dean in charge of academic affairs, who may thus permit the student to obtain the practical grade.
- (3)
 - a) The Study Committee may approve an special study or examination plan for a student for the given semester by the well-founded request of the student. The student may receive approval for pursuing a special study plan if s/he:
 - takes part in partial training abroad in the given semester in an intergovernmental or inter-university scholarship scheme for the duration of the study abroad,
 - proves a special case (childbirth, family reasons) and has already completed 80% of the credits assigned for the given semester.

The student may not receive approval for pursuing a special study plan if s/he:

- spends the semester abroad through own arrangements, as an employee or as an employee assigned to work abroad,
- is spending his/her teaching practice as a full-time student or has undertaken employment,
- takes part in parallel training,
- is a part-time student.

In case of teaching practice or serious illness, the student may request from the head of the relevant Institute or Department to be exempt from attending part of the classes supposing that the amount of absences exceed the limit designated in the rules and regulations. In case of serious illness, if the amount of absences exceed 50% of total classes, the student may opt to live with the possibility of post-application for a passive semester following the rules set out in the rules and regulations.

- b) Students with an approved special study plan are exempt from the obligation to attend classes for the duration of the time officially spent abroad, while students whose special study plan was approved for other reasons, this approval does not automatically mean the possibility of being exempt from attending all classes.

In both cases, the student who has the right to pursue a special study or examination plan, is obliged to

send the list of courses – together with a photocopy of the approved request – /he registered for the given semester to the Institute or Department, who will make the necessary arrangements – discussing with the instructors involved – concerning the mode of completion of the given courses giving written notification to the student, the instructors involved and the person who gave the approval.

- c) Well-founded requests for a special study plan or examination arrangement may be submitted no later than the end of the second week of the study period of the given semester using the relevant form downloadable from the Faculty's website. Photocopies of supporting documents must be attached to the completed form. Requests without attachments or incomplete forms will be rejected without consideration by the Study Committee.
- d) If the reason for a special study plan or examination arrangement period emerges during the course of the year, the student is entitled to submit a request for a special study plan or examination arrangement within 8 days after the occurrence of the reason following the formal requirements laid out in point b).
- e) The request for a special study or examination plan can be submitted separately. In case of requests for special study and examination plan, the Study Committee has the right to grant only a special study or examination plan. Students who are granted special study plan cannot benefit from any changes in the examination plan.
- f) The permission for special study or examination plan may be withdrawn if:
 - the reason supporting the request no longer exists,
 - it is requested by the student,
 - it is proven that the student provided false data to the Study Committee to support his/her request. In this case, a disciplinary procedure must be initiated against the student.
- g) Students benefitting from a special study or examination plan are not exempt from fees applicable in case of courses or examinations not completed by the end of the semester.

Article 9

/to Article 12 (7) of the Regulations/

(1) The Faculty-specific conditions of student transfers are the following:

- Students of another higher education institution may submit their application to programmes in which they have an active student status at the time of the submission of the transfer application.
- Transfer to another programme by a student of the University/Faculty may only be permitted on the basis of a national-level application process.
- In case of a transfer, the applicant shall have two closed semesters with a corrected credit index of 3.50 in the average of the two semesters, and shall have completed at least 50 credits.
- Students whose transfer applications have been approved may continue their studies in the year indicated in the decision on the transfer. The decision on the recognition of transferred credits shall be made by the credit transfer subcommittee, on the basis of the opinion of the institutes/departments concerned.
- The period spent at the previous higher education institution shall also be calculated into the total length of studies of transferred students.
 - The deadline for submitting applications for student transfer: 15 July of each year.
- Applications received after the deadline, as well as those in which the academic records of the applicant are not properly documented, shall be rejected by the Faculty without examining the merits of the application.
- The credit transfer subcommittee may request the opinion of the institutes/departments concerned in connection with any differential examinations, other obligations or exemptions.
- Students transferred from another higher education institution may primarily be admitted as tuition-paying students. Students may only be admitted into the state-funded system in case of a vacancy in the state-funded quota of the Faculty.

Article 10

/to Articles 14 (7) and (10) of the Regulations/

- (1) A student participating in a study abroad programme shall also be required to register for the given semester in accordance with the regulations contained herein and submit a request for a special study or examination plan as laid out in Article 8.
- (2) Cross-registered students of other higher education institutions may attend lectures and practical courses with the approval of the Education Committee, for the decision of which the opinion of the relevant institute/department shall also be obtained. An exception from the above rule shall be students received on the basis of official exchange programmes.

Article 11

/to Articles 16 (1), (2) and (3) of the Regulations/

- (1) In the framework of partial training in another discipline, modules corresponding to the bachelor degree majors of the faculty are offered with the exception of andragogy, political science and psychology. Registration for modules in partial training is done by downloading and submitting the relevant form from the faculty website (btk.unideb.hu) and submitting it by the deadline announced on the website.

The conditions of registration are the following:

- a) a college-level teacher's degree, a university-level degree, a university-level teacher's degree, a bachelor degree or a master degree in the field of arts or humanities (or creative art in the case of modules in ethnography),
- b) additional requirements in the case of partial training in languages:
 - for English language modules, an advanced-level high school graduation exam, or an advanced level combined (type 'C') state-accredited or equivalent language certificate in English;
 - for German, Italian and French modules, an advanced-level high school graduation exam, or an intermediate level combined (type 'C') state-accredited or equivalent language certificate in the given language;
 - for modules in Netherlandistics, an advanced-level high school graduation exam in English or German, or an intermediate level combined (type 'C') state-accredited or equivalent language certificate in English, German or Dutch;

The applicants must attach a photocopy of the document proving the fulfilment of the relevant prerequisite. Courses will be launched only if a sufficient number of students enrol in them. Applicants will receive written notification about the enrolment decision and if further steps, if any, are to be taken.

- (2) The fee for modules in partial training equals the fee applicable to the majority of bachelor degree programs, which are advertised.
- (3) In case of partial training corresponding to a bachelor program, which is administered in a part-time form basis in all three years, the student joins the part-time program, and if the bachelor program is not administered in a part-time form or not in all years, the student joins the program as a part-time student but may enrol in courses in the full-time program and attendance is decided on an individual basis.

Article 12

/to Articles 17 (1), (2), (3), (4) and (5) of the Regulations/

- (1)
 - a) Based on the student's well-founded request, the Education Committee may approve a special examination plan for the given semester. A special examination plan may be granted to students who
 - takes part in partial training abroad in the given semester in an intergovernmental or inter-university scholarship scheme for the duration of the study abroad,
 - proves a special case (childbirth, family reasons) and has already completed 80% of the credits assigned for the given semester.
 - b) The rules applicable to applying for a preferential examination period are listed in Article 8.
 - c) Students granted a special examination plan may take their exams at a date arranged with the

instructor during the examination period until the date designated in the permission. Students granted a special examination plan may take exams outside the examination period according to the content of the permission, which is until 31st July in the spring semester and 28th February in the fall semester. If the student is entitled to use the fall semester examination period, s/he may take examinations until the last day of the second week following the examination period.

- d) Students granted solely a special examination plan are not entitled to any concessions from obtaining seminar grades and signatures.

Article 13

/to Article 18 (4) of the Regulations/

Professional training is done for a period of time set out in the program and exit requirements of the individual majors, at employers relevant to the profession and taking into account the provisions of the effective decree (230/2012. VIII.28. govt. decree). If the professional training lasts for 6 weeks or longer, it is compulsory to sign a cooperation agreement with the relevant employer. Additional regulations and compulsory forms regarding professional training are accessible on the webpage of the majors.

Article 14

/to Article 19 (3) of the Regulations/

- (1) The examination requirements shall be as set forth in the curriculum, and these shall be independent of the instructor teaching the course or giving the examination. With the consent of the students concerned, the requirements of the term examination may also be fulfilled electronically.

Article 15

/to Article 20 (1) of the Regulations/

- (1) At least two (calendar) days shall elapse between two attempts of a term examination in the same course and four (calendar) days between two attempts of a comprehensive (foundation) examination. The day of the unsuccessful first attempt and the day of the repeated attempt shall not count into the above periods.

Article 16

/to Article 21 (1) of the Regulations/

- (1) When retaking a successful (i.e. not failing) examination, the grade assigned may also be worse than the original grade. A successful term examination or a successful preliminary examination for a comprehensive examination can be retaken, but a successful comprehensive (foundation) examination cannot be.
A successful practical grade cannot be improved.

Article 17

/to Articles 24 (1), (2), (3), (6) and (8) of the Regulations/

- (1) The student shall be required to declare that his/her degree thesis, diploma thesis, diploma project, final project (hereinafter: degree thesis) was prepared in conformity with the international norms of copyright, that it is the student's own, independent work, and shall enclose a statement to this effect with the printed and/or electronic version of the degree thesis.
- (2) The institutes/departments shall announce topics for degree theses each year, by the end of the first month of the autumn semester. Students shall choose from the topics announced by the end of the fourth semester in the undergraduate (BA) programme. The proposed titles of the degree thesis shall be submitted at the institute/department concerned.

- (3) The requirements for the degree thesis in terms of content, the general criteria of evaluation and the number of credits assigned to the degree thesis on the basis of the requirements of the given study programme shall be included in the credit lists and other information materials and provisions of the programme concerned.
- (4) Works awarded a grand prize, a prize (1st, 2nd or 3rd place) or a special prize in the National Student Research Competition (OTDK), provided they otherwise satisfy the requirements of the relevant institute/department, may be accepted with an excellent grade by the director of the institute/chair of the department without additional evaluation. In case of outstanding results achieved in other national or international competitions, the work of the student may also be recognised in a similar way on the basis of the opinion of the institute/department.
- (5) The required length of the degree thesis shall be at least 40 pages (60,000 characters without spaces) in case of traditional university and college programmes and in the master's (MA) programmes, and at least 20 pages (30,000 characters without spaces) in case of undergraduate (BA) programmes, in each case not counting appendices.

(6) Students shall be required to submit their degree theses to the institute/department by 30 November in the autumn semester or by 31 March in the spring semester. The units may also establish different deadlines depending on the scheduled dates of their final examinations, but they shall notify both the students and the Registrar's Office of any such different deadlines. Students shall be required to submit the degree thesis in the printed and/or electronic form, as specified by the academic unit at the time of choosing the topic. The evaluation(s) of the degree thesis shall be sent to the student at least one week before the date of the final examination.

Article 18

/to Article 25 (2) of the Regulations/

- (1) The final examination board shall have 2-6 members in addition to the chairperson. The thesis director of the candidate shall also be invited for the final examination.

Article 19

/to Articles 26 (5) and (6) of the Regulations/

- (1) After the termination of student status, a final examination may only be attempted in the final examinations period. Final examination shall be organised at the Faculty in each examination period.
- (2) The requirements of the final examination shall be fulfilled in accordance with the regulations in effect within seven years from the issuance of the pre-degree certificate.
- (3) In the case of BA degrees of the two tier education system, if the final examination consists of written and oral parts and either of these result in a fail grade, the student must repeat the final examination (or the part graded fail), which s/he can do during the following final examination period the earliest. If the oral part consists of multiple grades, and any of these are graded fail, the student has to repeat the final examination, which s/he can do during the following final examination period the earliest.

Article 20

/to Article 27 (2) of the Regulations/

- (1) Students required to submit a new degree thesis or to retake their final examinations may take their final examinations in the next available final examination period.
Since course attendance is not a precondition of taking the final examination, it is not necessary for candidates to register for a retaken final examination, and it is sufficient if they submit their degree thesis and register for the final examination.

Article 21

/to Article 28 (8) of the Regulations/

- (1) In the case of university and college type degrees, the assessment of the diploma shall be calculated as the simple mathematical average of the final examination, the degree thesis, the foundation examination(s) and the comprehensive examinations.
- (2) In the case of bachelor (BA) and master (MA) degrees of the two tier education system, the following compose the assessment of the diploma:
 - 1) the average of the scholarship credit indices of active semesters during the student's degree education
 - 2) the average of the thesis grade and the final examination grade.

The mathematical average of the two averages is the assessment of the diploma.

$$\text{The assessment of the diploma} = \frac{\frac{\sum \text{scholarship credit index}}{\text{number of active semesters}} + \frac{\text{thesis grade} + \text{final examination grade}}{2}}{2}$$

- (3) In the case of specialized postgraduate programs, the assessment of the diploma is done according to the provisions of the education program.

Article 22

/to Article 29 of the Regulations/

- (1) In the case of university and college majors, those students are entitled to receive an honours degree who have excellent grades in all subjects of the final examination, the thesis and all comprehensive examination grades are excellent, the average of all other examination and seminar grades are at least 4.00, and no grade is lower than satisfactory.
- (2) In the case of bachelor degrees (BA) in the two tier education system, those students are entitled to receive an honours degree who have excellent grades in all subjects of the final examination, the grade of the thesis is excellent, the average of all other examination and seminar grades are at least 4.00, and no grade is lower than satisfactory.

IX. FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION

Article 1

/to Articles 2 (2), (6), (7), (8) and (9) of the Regulations/

- (1) The Education Committee of the Faculty (hereafter referred to as EC) shall consist of 10 members: it is chaired by the vice dean responsible for academic affairs, other members are the president of the Faculty Credit Transfer Subcommittee, 3 additional instructors and 5 students. The mandate of members delegated by the Student Union is always for one year, faculty members are elected with a simple majority by the Faculty Council in an anonymous vote for a period of 3 academic years, the secretary of the EC is the head of the education affairs department who is a non-voting member of the EC.
- (2) The Credit Transfer Subcommittee and the Professional Training Subcommittee are subcommittees of the EC whose members are elected from among the full-time faculty for a three year term by the Faculty Council in an anonymous vote.
- (3) Study and examination-related issues in the scope of competence of the Education Committee:
 - deciding on students study and examination-related petitions in the first instance;
 - providing an opinion on and checking course requirements, as well as eliminating course requirements that are in violation of the provisions of the Education and Examination Regulations (the "Regulations");
 - in consultation with the department chair concerned, changing the prerequisite academic requirements of courses if found to be in violation of the Regulations or other provisions or hindering progress in accordance with the model curriculum;
 - at the request of the Student Union, deciding on the scheduling of new examination dates;
 - providing its opinion on academic and examination-related issues not governed by the Regulations or its annexes, as well as making propositions for amending the same;
 - adopting decisions concerning petitions for cross-registration;
 - transfer to the majors of the faculty from another education institution or other faculty within the university;
 - changing of majors within the faculty, changes between part-time and full-time studies, and changes between types of programs.
- (4) Further powers of the Education Committee:
 - providing its opinion on applications for launching new degree programmes;
 - decision on applications for the reduction of tuition or payment in instalments;
 - decision on the (re)admission of students from tuition-based to state-funded status;
 - decision on the termination of student status pursuant to Section 3 (12) and (13) of the Regulations.
 - all academic issues delegated to the authority of EC by the Faculty Council.
- (5)
 - a) The EC performs its duties as a board in every case. Decisions by the EC are made by open votes of simple majority. The EC is quorate if more than half of its members are present. In case of equality of votes, the president's vote is decisive.
 - b) The EC meets at least twice a year and adopts the regulations pertaining to its operation itself. The president of EC sends a written invitation to the members at least three days before the meeting designating the subject(s) to be discussed.
 - c) The EC is required to decide within 30 days in cases where it has jurisdiction. In case of requests submitted by a deadline, the deadline for the decision is aligned to the submission deadline.
 - d) The EC is required to ask the opinion of the departments in cases where an expert opinion is needed or if the decision means additional work for the departments, and in cases where majors are involved, it is required to ask the opinion of the faculty member responsible for the major.

- (6) In order to undertake its duties continuously, the EC may transfer some of its authorities to its president. In case of transfer, the president is obliged to ask the opinion of the departments/faculty members responsible for majors when deciding cases where expert opinion is also required.

Article 2

/to Articles 3 (7), (10), (11) and (18) of the Regulations/

- (1) If the student does not register following the rules, s/he is to be considered active according to the regulations. S/he therefore bears the rights and obligations of active students. State-funded students lose a state-funded semester. The tuition-paying student who failed to register and became active has to pay the tuition.
- (2) If a student continues his/her studies in the tuition-based system pursuant to Section 3 (10) of the University's Education and Examination Regulations and requests readmission after 2 semesters into the state-funded system, then such requests may be considered if the student completed at least 30 credits in the previous 2 semesters and achieved a grade average of 3.0 in both semesters.
- (3) Of the students who enrolled before September 2007, those may transfer from tuition-based to state-funded status – based on their request – who:
- completed at least two semesters,
 - obtained at least 30 credits per semester in the last two semesters, and
 - has a weighted average of at least 3.0 in both directly preceding semesters.

Article 3

/to Article 5 of the Regulations/

- (1) Registration and the notification of a passive semester shall be made by way of the academic system.
- (2) a) The student status of the student who has been continuously in the same tuition-paying degree program shall be terminated by the faculty if the student fails to obtain the credits of a subject after six enrolments or 12 examinations.
b) If the student is transferred from state-funded to tuition-paying form or if s/he changes between tuition-paying study programs, the number of registrations for the courses with the same title in different study programs are added. The student status of this student shall be terminated by the faculty if the student fails to obtain the credits of a subject after six enrolments or 12 examinations.
- (3) Students shall be responsible for any material damage arising from late notice given of changes in their particulars.
- (4) Students who failed to pay their tuition by the commencement of the examination term may not take examinations in the courses registered for in the given semester, the results of preliminary examinations already achieved, if any, shall be deleted.
- (5) If less than 10 students register for an optional course advertised by the end of the course registration period, the course can be launched only by the permission of the EC based on special professional reasons. If the launching of the course is not permitted by the EC, the departmental administrator notifies the student about this immediately, and the course registration is deleted by the Faculty Education Office without additional fee. In such cases, the student may request the registration for other course(s) to replace the deleted one(s) within one week and without paying an additional fee.

Article 4

/to Article 8 of the Regulations/

- (1) By the end of the examination period of each semester, the vice dean for academic affairs requests the curriculum requirements of the courses to be launched. The heads of the departments shall be responsible for the timely submission of the curricula.
- (2)
 - a) The EC decides on the final dates of the term tests based on the data provided by the departments. If there is a conflict in schedule, the EC is entitled to modify the dates proposed by the departments and announce the final dates. The EC notifies the departments about this decision immediately in written form.
 - b) The conditions for obtaining a signature for a course must be announced in writing by the last working day of the week preceding the course registration week and the students must be informed about it at the first regularly scheduled contact hour.
- (3) Completion of course requirements during the term shall be certified by the signature of the instructor responsible for the course if the student makes the lecture book available to the instructor at the time announced for this. The relevant instructor, the instructor responsible for the course and the head of the department are responsible for official entries related to the evaluation of the students (signatures and grades).
- (4)
 - a) Seminar grades may be corrected in the study period of the semester according to the rules set by the instructor responsible for the course. The rules pertaining to the completion and correction of examinations apply to the in-term correction of seminar grades.
 - b) Students failing to complete the in-term requirements designated in the curriculum of a subject cannot receive the semester signature. Conforming to the requirements of the curriculum, the departments are obliged to provide opportunities for correcting grades, firstly during the last week of the study period and secondly (if the first opportunity was unsuccessful) no later than the third week of the examination period.
 - c) The departments designate the dates of correction opportunities together with the Faculty Education Office for part-time students.
 - d) At least 2 days must pass between two correction attempts and between two examinations of the same subject.
 - e) Students granted a special study plan may obtain the signature according to the conditions in their permission.
 - f) The student is entitled to registering for a course, which was previously not completed in a later semester. If s/he obtained the signature of a course earlier, the condition of obtaining the signature need not be fulfilled again.
 - g) Departmental administrators are entitled to delete the examination registrations of those students who failed to obtain the signature after the last correction opportunity from the electronic academic administration system.
- (5)
 - a) Students may view their own written examination papers at a time designated by the department.
 - b) Post-correction and revision of the evaluation of the examination paper can be done only by the instructor who corrected the paper and the head of the department.

Article 4/A

/to Article 5/B of the Regulations/

- (1) *Deleted clause.*
- (2) Part entitled 'Course announcement, course registration' of Annex 2 of the Regulations 'Parallel Administration in the Electronic Lecture Book and the Use of Stickers' is amended with the following.

1. Course registration is possible until 24:00 midnight of the Sunday following the registration week.
- (3) Part entitled 'Verification of Completion' of Annex 2 of the Regulations 'Parallel Administration in the Electronic Lecture Book and the Use of Stickers' is amended with the following.
 1. The instructor and the examiner are obliged to make the entries concerning the completion of courses by students (signatures, grades) into the electronic academic administration system. They may transfer this duty to the departmental administrator.
 2. Instructors keep the corrected and evaluated examinations papers, and departmental administrators keep the examination sheets.

Article 5

/to Articles 9 (3) and (4) of the Regulations/

- (1) The Faculty shall provide students with maximum 2 semesters in one foreign language course for the purposes of technical language education, the credits earned for which can be accounted for the optional and the required optional (social science and skills development) courses. Undergraduate students are required to complete two semesters of technical foreign language courses at the Faculty.
- (2) Students earn 3 credits per semester for the technical foreign language courses. In the undergraduate programme, the maximum number of credits that can be taken into consideration for technical foreign language courses shall be 6 credits.

Article 6

/to Article 11 (2) of the Regulations/

- (1) The total number of permitted absences from seminars/practical classes, as well as opportunities for making up such absences shall be defined in the course requirements. If the number of absences exceeds more than half of the seminars/practical classes, the semester's work shall be considered as not completed and the end-term signature shall be refused. In the course requirements, by way of providing appropriate times, the making up for lost practical classes can be required.

Article 7

/to Article 12 of the Regulations/

- (1) Only bachelor students in the same academic branch may be transferred to the Faculty. Master students in the same academic field may be transferred to the Faculty.
- (2)
 - a) Those students of other Hungarian higher education institutions or other faculties of the University of Debrecen may be transferred to a state-funded full-time program of the faculty who, in another Hungarian higher education institution or another faculty of the University of Debrecen:
 - completed at least two active semesters,
 - completed at least 20-20 credits in the past two active semesters,
 - has a credit weighted average of at least 3,50 in both of the previous two semesters,
 - is entitled to be a state-funded student on the relevant degree level (a declaration stating this must be attached to the request).Only state-funded students may be transferred to state-funded degree programs. Transfer to state-funded programs of the Faculty may be done subject to the state-funded student quota of the Faculty.
 - b) Transfer to full-time and part-time programs in tuition-paying form is possible if the student has a credit weighted average of at least 2,50 in both of the previous two semesters and the student completed at least 15-15 credits in the previous two active semesters.
 - c) Those students of foreign higher education institutions may be transferred to the Faculty who proves with a document translated by official translator into Hungarian that they have at least two closed

semesters or fully completed two semesters worth of study; and furthermore if they studied in a program employing the credit system, that they have at least 30 (ECTS) professional credits. In this case, the student commences his/her studies as a first semester student.

- d) Only students who still have the opportunity to complete at least 1/3 of the maximum required credits in the curriculum at the Faculty may be transferred from another university or faculty of the University of Debrecen. In case of transfer to master programs, the EC is obliged to examine the fulfilment of the conditions listed in the admission regulations of the University of Debrecen for admission to the particular major. If these are not fulfilled, the transfer request must be declined.
- (3) On the request of the student, s/he may be transferred from a full-time tuition-paying program to a part-time tuition-paying program or vice versa.
- (4) Transfer of state-funded students between full-time and part-time form of study is subject to the state-funded student quota of the Faculty.
- (5)
 - a) Changes between bachelor programs of the Faculty may be done only within the same academic branch. In case of changes in master programs, the EC is obliged to examine the fulfilment of the conditions listed in the admission regulations of the University of Debrecen for admission to the major. If these are not fulfilled, the transfer must be declined.
 - b) Students of another major of the Faculty may be transferred to a state-funded full-time program if
 - completed at least two active semesters,
 - completed at least 20-20 credits in the past two active semesters,
 - has a credit weighted average of at least 3,50 in both of the previous two semesters,Only state-funded students may be transferred to state-funded degree programs. Transfer to state-funded programs of the Faculty may be done subject to the state-funded student quota of the Faculty.
 - c) Transfer to full-time and part-time programs in tuition-paying form is possible if the student has a credit weighted average of at least 2,50 in both of the previous two semesters and the student completed at least 15-15 credits in the previous two active semesters.
 - d) Requests for transfer, requests for change between full-time and part-time study, and requests for change between majors as well as the documents required for evaluation (copy of the closed lecture book or other document of equal status, the certified course descriptions of courses requested to be approved, and other documents) need to be submitted to the Faculty Education Office addressed to the vice dean for academic affairs no later than the last working day of the week preceding the registration week. In master programs, the conclusion of a credit approval procedure is a prerequisite of transfer.
 - e) Transfer, change between full-time and part-time study and changes of majors in bachelor and master programs are subject to the education capacity of the Faculty and the given major.
 - f) The resolution approving a transfer, change between full-time and part-time study and changes of majors must state the major in which the student continues his/her studies, whether it is a part-time or full-time program and if it is a state-funded or tuition-paying program.

Article 8

/to Articles 14 (8) and (12) of the Regulations/

- (1) In the course of participation in study abroad programmes, students shall pursue their studies in accordance with the Learning Agreement previously approved by the Faculty. Any modification to the learning agreement may, within 3 weeks of the commencement of the study abroad programme, be permitted by the Faculty upon the written request of the student. Study agreements shall become effective upon approval by the Faculty's vice dean for academic affairs.
- (2) Due to the limited capacities of the Faculty, students in other training programmes may only participate in seminars in the framework of cross-registration arrangements with the approval of the Education Committee. Prior to the decision of the committee, the opinion of the relevant department

shall be obtained in connection with the application. The permit of the chair of the department concerned shall be necessary for the completion of a practicum required by the Faculty's curriculum abroad.

Article 8/A

/to Articles 16 (1), (2) and (3) of the Regulations/

- (1) In order to obtain the knowledge designated as required for admission in the study and graduation requirements of master programs, the Faculty provides study opportunities, conforming to the bachelor programs, in the form of partial training.
Registration for courses in partial training is done on the Faculty webpage (www.econ.unideb.hu) by the deadline announced and by downloading and submitting the application form.
Those may be admitted to partial training who obtained a bachelor or master degree and professional qualification.
Applicants must enclose the photocopies of the documents designated as preconditions for admission to the application. Launching of the partial training course is subject to the number of applicants. Applicants receive written notification about the admission decision and the additional steps that may need to be taken.
- (2) The annex of the regulations of student fees and grants of the University of Debrecen regulates the fees of partial training programs.
- (3) In the case of partial training in majors where there are both full-time and part-time forms of study in all years of the bachelor program, the student pursuing partial training joins the part-time students. If part-time study is not available or not available in all years, the student pursuing partial training becomes a part-time student but enrolls in courses of full-time students with individual scheduling.

Article 9

/to Articles 17 (2) and (3) of the Regulations/

- (1) In case of courses taken by the entire year of students, at least one examination day per week shall be offered.
- (2) The instructor in charge of the course may set a minimum number of students below which the examination day may be cancelled.

Article 10

/to Article 18 of the Regulations/

- (1) Examination requirements may also be fulfilled by way of in-term examinations.
- (2) The number and credits of comprehensive examinations shall be as defined in the curricula of the degree programmes. There are no comprehensive examinations in vocational training programs, in specialized postgraduate programs and in bachelor and master programs.
- (3) The internship designated in the study and graduation requirements of the management and business administration and international economics bachelor programs can be commenced only if all other study requirements are fulfilled.

Article 11

/to Article 19 of the Regulations/

- (1) a) Examinations must be held in the official rooms of the university. In special cases, the Dean may approve a change from this rule designating the place of the examination.
b) Students missing from the examination sheet printed from the electronic academic system may not

take a valid examination.

- (2) The instructor must provide an opportunity for viewing the examination papers within one week after the announcement of grades, and inform the students about this and the date when the results will be entered into the lecture book.
- (3)
 - a) The instructor presiding over the examination is obliged to verify the students' number and identity by asking for their ID cards or student cards.
 - b) In written examinations, the instructor is obliged to make sure that there is a person presiding over the examination, and provides test and examination papers corresponding to the number of test takers.
 - c) In written examinations, the instructor makes sure that the originality of test sheets is easily identifiable (it is stamped, is on letterhead or by other means). Each page of the test (on the first page if the papers are stapled together) has to contain the name of the student (and another identifier if there are students with the same name, e.g., mother's name, date of birth, electronic academic system identifier), the number of semester, the subject of the examination and its date.
 - d) The minimum time of the examination is half an hour and the maximum is three hours. All examination papers already started has to be submitted by the student with his/her name indicated.
 - e) The relevant department has the examination papers corrected. If the paper is in an unacceptable format (illegible), the student receives no grade but loses one opportunity to take the examination.
 - f) Examination papers must be kept for at least one year following the examination period.
 - g) The regulations pertaining to written examinations are also valid for term tests with the exception that the length of the test cannot be shorter than 30 minutes.
 - h) The examiner may ask minimum questions based on previously designated conditions, which, if not answered successfully, may result in an examination grade of fail (1).
- (4)
 - a) In certificate handed in as proof of missing an examination, the issuer must mention clearly that it was issued for the Faculty of Economics and Business Administration of the University of Debrecen, in the absence of which the document cannot be accepted.
 - b) The Faculty Education Office is entitled to verify if the student attempted another examination at the period mentioned in the certificate and (if deemed necessary) may approach the issuer and ask the student to provide additional documents. If it becomes proven that the certificate contains false data, a disciplinary procedure must be initiated against the student.
- (5)
 - a) In justified cases, the Education Committee may permit students to follow a special study plan.
 - b) Students granted a special study plan are not required to attend classes but s obliged to negotiate the conditions of obtaining the semester signature with the instructor responsible for the course. These students may obtain the signatures by the end of the examination period according to the way and conditions listed in the permission. Students granted solely a special study plan cannot receive any reductions related to the completion of examinations.
 - c) The student may receive permission to follow a special study plan if
 - s/he pursues partial training in foreign higher education institution in the given semester;
 - s/he proves a special case worthy of consideration (especially exceptional scientific or public activity, serious illness or giving childbirth).
 - d) Students granted a special study plan may take examinations at dates negotiated with the instructor responsible for the course. If the student did not register for an examination date, the instructor responsible for the course designates the examiner at the time of negotiating the date. Students granted a special study plan (if they did not register for an examination in the electronic academic system for that day) may indicate that they wish to take an examination by 12 noon of the day before the examination either in person or by telephone, which, if missed, means that the student cannot take a valid examination on that day. Students granted a special study plan may take examinations beyond the examination period until the last working day of the second week following the examination period according to the provisions in their permission. For years that may use the fall examination period, the final deadline for taking exams is also the last working day of the second week following the fall

examination period. Students granted solely a special study plan cannot receive any reductions related to obtaining signatures.

- e) The student may receive permission for a special examination plan if
 - s/he pursues partial training in foreign higher education institution in the given semester;
 - s/he proves a special case worthy of consideration (especially exceptional public activity, serious illness or giving childbirth).
- f) Well-founded requests for special study and examination plans must be submitted to the EC no later than the end of the second week of the given study period, attaching all supporting documents at the same time. Requests without attachments as well as incomplete forms will be rejected by the EC without consideration.
- g) If the reason supporting a request for special study or examination plan occurs during the year, the student is entitled to submit a request within 8 days after the occurrence of the reason. The request is evaluated by the EC without delay.
- h) Request for a special study or examination plan may be submitted separately. The EC is entitled to grant either a special study plan or a special examination plan to students who requested both.
- i) The permission to follow a special study or examination plan can be revoked if
 - the reason supporting the request no longer exists,
 - the student requests it,
 - it becomes proven that the student provided false data to the EC in order for the request to be granted. In this case, a disciplinary procedure must be initiated against the student.

Article 12

/to Article 20 (1) of the Regulations/

- (1) At least 2 days must pass before taking an examination from the same subject and at least 3 days must pass between comprehensive examinations, and there can be no valid exceptions to this rule. The day on which the examination was unsuccessfully attempted and the day of the retake examination are excluded from these minimum days.

Article 13

/to Article 21 (1) of the Regulations/

When attempting to correct the grade of a successful examination, a lower grade than the original one may also be given. The grade of a successful examination may be corrected in the same examination period in the same form (orally or in writing), but that of a comprehensive examination may not. A successful seminar grade cannot be corrected.

Article 14

/to Articles 24 (2), (3), (6), (7) and (8) of the Regulations/

- (1) The student must declare that the thesis, diploma work or final paper (hereafter thesis) was created adhering to international copyright rules, that it is the own and independent work of the student, and the signed declaration stating this must be attached to the printed and/or electronic version of the thesis.
- (2) Possible topics for degree theses shall be provided for the students of the Faculty by the departments.
- (3) The formal and content requirements of the degree thesis shall be made continuously available on the website of the Faculty. The number of credits assigned to the degree thesis shall be specified in the curricula of the degree thesis. The degree theses completed shall be submitted by the students to the department concerned on or before the date specified by the Faculty Education Office in 2 hard copies and also upload it to the Electronic Archive of the University of Debrecen. Submitted theses are archived by the University and National Library within the electronic archives of the University of Debrecen (DEA). A business enterprise or institution may request the thesis to be classified if it

provided or obtained data/information in the process, which validates their claim to classification on the ground of defending their business or official interests. Classification of theses may be requested for up to five years at the relevant head of department. Classified degree theses shall not be deposited in the public archive of the library but the uploading obligation to DEA remains in place.

- (4) Works submitted to the National Student Research Competition (OTDK), provided they otherwise satisfy the requirements for degree theses, may be accepted upon the recommendation of the dean or the thesis director with an excellent grade without additional evaluation. Outstanding results achieved by students in other competitions may also be recognised in a similar way on the basis of the above procedure, on the basis of the opinion of the relevant department. In this case, the Faculty regards the missing thesis credits as completed with excellent grade. Upon the request of the student, this is administered by the vice dean for academic affairs with countersignature by the Faculty TDK official.
- (5) The final degree of the degree thesis shall be determined by the final examination board.
- (6) The Faculty Education Office shall determine the deadline for the submission of degree theses, to be announced at the beginning of the academic year. The deadline shall be determined in a way to allow sufficient time for the evaluation of the degree theses and the forwarding of such evaluations to the students.
- (7) External consultants in bachelor programs may be individuals possessing at least a bachelor or college degree in the same field, whereas in specialized training programs and master programs, external consultants must be experts holding a university or master degree in the same field. When recommending an external consultant – which can be approved by the relevant department –, the student declares that the consultant is not his/her close relative.

Article 15

/to Article 25 (2) of the Regulations/

The final examination is conducted before a final examination committee of 3-8 people. The dean appoints the president and members of the committee. The committee has to be created so that it has at least one external, expert member.

Article 16

/to Article 26 of the Regulations/

- (1) If the student fails any part of the final examination, the final examination may only be retaken in the next final examination period.
- (2) The final examination shall consist of the defence of the degree thesis and a complex oral examination related to the student's degree programme. At the complex oral examination, the student shall provide proof of application of the knowledge mastered. In the international economy and business major, the complex examination has an oral and a written part and the final examination committee evaluates these together and gives one grade. Both parts of the final examination (the thesis defence and the complex examination) shall be evaluated on a five-grade scale. The result of the final examination shall be the simple mathematical average of the two grades.

Students in the traditional (not credit-based) programme have to achieve a grade average of at least 3.00 in the following subjects:

- 1. Business economics (1 semester)
- 2. Accountancy (3 semesters)
- 3. Corporate finance (2 semesters)
- 4. Organization theory and organizational behaviour (2 semesters)
- 5. Marketing (1 semester)
- 6. World economics (1 semester)

7. Foreign economics (1 semester)
8. Production management (1 semester)
9. Human resource management (1 semester)
10. Marketing management (1 semester)
11. Strategic management (1 semester)

The method of calculation: in case of subjects taught over more than one semester, the average grade for the subject shall be determined, and then the simple mathematical average rounded to two decimal figures shall be calculated for the subjects listed above. Students failing to reach an average of 3.00 in the above subjects may retake the subject(s) necessary to improve their average.

In case of students admitted before 1 September 2000, the foreign-language final examination with emphasis on economics shall be deemed as equivalent with the state language certificate for the purpose of obtaining the degree.

Article 17

/to Article 27 (2) of the Regulations/

If the grade assigned for the degree thesis by both opponents is a fail, the student shall prepare a new thesis, which shall be submitted not earlier than before the commencement of the next examination period. If one of the opponents accepts the degree thesis and the other assigns a failing grade, then a third opponent shall be appointed to evaluate the same. If this third opponent also assigns a grade of fail, then the process described above shall be applicable.

Article 18

/to Article 28 (8) of the Regulations/

In case of traditional training programmes, the assessment of the degree shall be calculated as the simple mathematical average of the comprehensive examinations and the final examination, while in case of the undergraduate programme, it shall be calculated as the simple mathematical average of the courses of the student's specialisation and the result of the final examination, rounded to two decimal figures. In the case of bachelor and master programs (with the exception of the English language management and business administration bachelor and the Hungarian and English language Master of Business Administration /MBA/ master programs) the assessment of the degree shall be calculated as the mathematical average of the courses of the student's specialisation and the result of the final examination, rounded to two decimal figures. In the English language management and business administration bachelor and the Hungarian and English language Master of Business Administration master programs, the parts of the assessment of the degree shall be 1) the scholarship-credit index averages of the student's active study semesters, 2) the average of the thesis grade and the final examination grade. The mathematical averages of these two parts constitute the assessment of the degree. In the case of the Business Coach specialized training program, the parts of the assessment of the degree shall be 1) the mathematical average of course grades multiplied by two, 2) the average of the thesis and its defence, and 3) the result of the oral final examination. The mathematical averages of these three parts constitute the assessment of the degree.

Article 19

/to Article 32 (4) of the Regulations/

Students may, upon request, be transferred from the traditional training programme to the undergraduate programme in the corresponding form of financing, subject to the decision of the Education Committee.

X. FACULTY OF SCIENCE AND TECHNOLOGY

Article 1

/to Article 2 of the Regulations/

- (1) The subcommittee of the Faculty Education Committee (hereinafter: EC); is the Credit Transfer Subcommittee.

The president of EC is the vice dean for academic affairs.

The members of the EC: one instructor (deputy director for academic affairs/academic director in charge of academic affairs) and one student from each institute. The secretary of the EC shall be a staff member of the Faculty Education Office.

The powers of the EC: Establishing uniform procedural orders, student transfers, declaring/changing students' majors, simultaneous studies, and credit transfer regulations, the readmission of tuition-based students into the state-funded system, readmission, and recognition of credits earned in study abroad programmes, permitting special examination plans of students. In case of delegated powers, the decision of the representative of the institution must be obtained. The powers of the Credit Transfer Subcommittee: determining credit equivalences.

The EC and its subcommittees shall establish their own rules of procedures.

Article 2

/to Article 3 (10) of the Regulations/

- (1) The EC may, at the request of a student and after the elimination of the causes of the loss of state-funded status, permit readmission to the state-funded system after 2 semesters in the tuition-based system.

Article 3

/to Article 5/A of the Regulations/

- (1) The following conditions apply to bachelor and master students of the Faculty wishing to pursue a second specialization, a second 50 credit minor simultaneously:
- The two specializations cannot be launched in the same semester.
 - The EC decides on the student's written request to pursue a second specialization and asks the opinion of the instructor responsible for the major.
 - Sufficient credits need to be completed from among the group of basic and professional courses even if the requirements of two specializations are completed simultaneously.
 - There is a tuition fee for the second specialization based on the regulations of the faculty responsible for the major.
 - Tuition for the second specialization at the Faculty is determined at the end of the education program by means of credit exceeding, which takes into account that the student is entitled to take 10% more credits than required without paying addition fees. For credits above this amount, the student is required to pay 40,000 HUF as credit advance payment for at least two semesters (course registration may be changed with a reason and by paying a fee until the end of the second week of the study period, or until the end of the fourth week of the study period in exceptional cases). Fees applicable to credits registered for has to be paid even if there will be no completion.
 - If the student pursuing two specializations simultaneously fails to obtain the credits required for the degree during the time of studies plus two semesters, s/he may continue his/her studies in a tuition-paying form.
 - In the case of completing two specializations simultaneously, the completion and defence of one thesis is sufficient as laid out in the Study Requirements.
 - If the student completes both specializations at the same time
 - the subject of the thesis should be relevant to both specializations if possible
 - takes one final examination covering the subjects of both specializations

- In the case of enrolment in a second specializations later, the fact that the student already possesses a degree in the major and already completed a thesis must be taken into account when designating the requirements.
- The compulsory requirement of enrolment in a master program is the existence of the bachelor degree so if the student is ready to conclude studies with a final examination but still has an incomplete second specialization or minor:
 - a) s/he may discontinue the specialization and receives a degree with only one specialization, or
 - b) studies for additional semester(s) and finishes with both specializations at the same time.
- If the student completes the requirements of both specializations by the time of obtaining the degree, both need to be included in the degree (or the specialization may be indicated as a clause in the certificate).

Article 4

/to Article 5/B (1) of the Regulations/

Deleted Article.

Article 5

/to Article 9 (4) of the Regulations/

The completion of one semester (2 credits) of technical foreign language is compulsory for all bachelor students of the Faculty. Registration for this course is not possible before the third semester.

Article 6

/to Article 11 (2) of the Regulations/

- (1) The attendance of practical type courses is mandatory. Further requirements of the completion of courses in terms of content and form (absences, leaves of absences, examinations: written and oral; conditions for offering a term grade, etc.) shall be discussed by the instructor (with the senior faculty member in charge of the subject) at the first class session. The total number of permitted absences from practical/laboratory classes is three occasions. In case of laboratory classes, depending on the requirements of the instructor, a lower number of absences may also exclude the student from the successful completion of the course.

Article 7

/to Article 12 (7) of the Regulations/

- (1) A student may, on the basis of an approved request, transfer after studies commenced in another higher education institution, provided that there are no legal obstacles of such transfer. With respect to transferring into a specific degree programme/specialization, the training capacity of the given areas, as well as the prior academic record of the applicant (in a ranked way) shall be taken into consideration. Student mobility is to be supported in case of good overall academic record or outstanding achievements after the completion of minimum two semesters. The transfer of the student is not recommended if the major chosen is not related to the original major or if his/her performance does not prove continuous and balanced work and his/her results are below the average of the degree programme/specialization they wish to transfer to.
The student is required to submit an electronic form with enclosures, and his/her particulars and credits shall be entered in the academic administration system after the approval of the transfer.

Article 8

/to Article 14 (10) of the Regulations/

- (1) Students of other higher education institutions may sign up for practical type classes in writing, during

the week before the term period, also requesting the permit of the instructors teaching such seminars and practices, subject to the fulfilment of the relevant conditions. Such applications shall be submitted to the relevant institute, and the student shall be entered into the academic administration system. The rules of the institution are applicable to such “guest students.”

Article 9

/to Article 16 (5) of the Regulations/

The Faculty provides education in partial training as modules corresponding to the bachelor programs in part-time form.

The conditions of admission: conducting a credit recognition procedure, the decision of the relevant Institute as a result of the credit recognition process, studies require tuition, payment in instalments is possible based on student request in partial training.

Student status can be established for one semester in the framework of partial training and studies can be pursued according to an individual study plan.

Article 10

/to Article 17 (3) of the Regulations/

Students can register for examinations in the electronic academic system. Registration for examinations is possible by 12 noon on the working day before the examination and deletion of registration is possible by 0.00 on the working day before the examination, with the exception of final examinations, from which registrations may be deleted by noon of the third day preceding the examination. If the student deleted his/her registration, s/he can only register for examination dates where there is still capacity. The instructor is not obliged to designate new examination dates due to examination deferrals by students.

Article 10/A

/to Article 18 (4) of the Regulations/

- (1) The curricula of practice-oriented BSc programs of the Faculty contain a compulsory internship requirement (6 weeks). Internships are organized by responsible persons appointed by the institutes, who announce the internship in the electronic academic system for the semester designated in the curriculum, verify and evaluate its completion. The Faculty signs cooperation agreements with the places of internships after it is prepared by the responsible persons and before the internships commence.
- (2) Applying to internship is possible by filling the declaration form, the person responsible for internships at the institute decides if it is granted and notifies the student of the decision. Registration for internship is entered into the electronic academic system. Changing the internship is possible only with the permission of the person responsible for internships at the institute.
- (3) The student can certify the completion of the internship with the place of internship by filling the Certification form and the person responsible for internships at the institute decides on its acceptance. The student may request the recognition of his/her earlier work experience as the completion of the internship. The request is approved or declined by the person responsible for internships at the institute. The completion of the internship is entered into the electronic academic system.
- (4) Students need to register for the internship in the electronic academic system as well. The work done during internship is verified by the person responsible for internships at the institute. The person responsible for internships at the institute makes sure that the completion of the internship is entered into the electronic academic system.

Article 11

/to Article 19 (3) of the Regulations/

- (1) In order to ensure that examinations are undisturbed and administered in a calm atmosphere, the chairperson of the examination board may restrict public access to the examinations. In the interest of the examiners, the number of interested visitors at the examination shall not exceed the number of students preparing for it. If the examinee does not consent to the examination to be public, then the examiner shall be required to exclude interested visitors from the examination.

Article 12

/to Article 20 of the Regulations/

- (1) With the exception of computer laboratory practices, grades assigned to laboratory practice courses can only be improved by way of repeated completion of the course.

Article 13

/to Article 23 (1) of the Regulations/

- (1) Pre-degree certificates shall be issued not later than 3 working days before the final examination.

Article 14

/to Article 24 of the Regulations/

- (1) The institutes shall announce the topics for degree thesis / diploma projects by the 15 day of October in the autumn and March in the spring semester.

Students may sign up for the topics at the institute concerned. The institutes concerned shall decide on the acceptance of signing up for topics by 30 November/April. The acceptance shall enter into effect at the end of the semester when the student has obtained the number of professional and quality credits required for the degree. The degree thesis credits can be obtained subsequently.

At the time of the acceptance of the signing up for topics, the title of the degree thesis/diploma project and the name of the thesis supervisor shall be recorded. Any modification in the subject and supervisor shall be subject to approval by the relevant institutes.

The degree thesis/diploma project shall indicate the name of the student, the title of the topic, the place of preparation, the name of the thesis supervisor, while the contents shall include the objectives, the current status of science on the topic, as well as the experimental and theoretical methods applied. The text of the degree thesis/diploma project must clearly show the independent achievement of the student, if any. In case of material that is quoted or otherwise introduced in the text, the degree thesis/diploma project shall include exact references to the sources of such materials. The thesis is an individual piece of work, which is prepared by the student alone with the direction of the thesis supervisor. (Two or more students may not jointly prepare a degree thesis/diploma project.)

The degree thesis/diploma project, complete with a summary, as well as list of references and a table of contents, shall be submitted in at least one bound copy to the relevant institute and electronically (internet) to the university library, at least 1 month prior to the commencement of the final examination period.

The Faculty signed an agreement with the University and National Library of the University of Debrecen on 25th November 2009 concerning the electronic archiving service of diploma and degree theses prepared at the Faculty. According to the resolution of the Faculty: if the thesis needs to be classified due to its subject, e.g. it contains data from an external company or the results of research cannot be published – for this the permission of the Faculty is required –, the thesis will not be uploaded. The

form used for the classification of theses is downloadable from the Faculty's website (annex no. 2).

The requirements for the degree certificate indicate the minimum number of semesters in which the credits for the degree thesis/diploma project must be obtained.

The requirements for the degree certificate indicate the minimum number of semesters in which the credits for the degree thesis/diploma project must be obtained. The recommendation for the grade of the degree thesis/diploma project must be available 1 wee before the commencement of the examination period, and the degree thesis/diploma project shall be forwarded to the chairperson of the final examination board.

The institute concerned shall be competent in decisions concerning the recognition and acceptance of work submitted to the Student Research Competition as a degree thesis/diploma project also.

Article 15

/to Article 25 (2) of the Regulations/

- (1) The final examination shall be taken before a board consisting of at least three members. Members of the board shall be full professors or associate professors, and at least one member shall be an external expert. Also to be invited into the final examination board is the assessor of the diploma project (if so required by the degree certificate requirements) for the duration of the candidate's examination, as well as the representatives of the Department of Pedagogy and the Department of Pedagogical Psychology in case of candidates of teacher certification.

Article 16

/to Article 26 (6) of the Regulations/

- (1) Application for taking a final examination after the elapse of seven years from the date of the pre-degree certificate shall be subject to approval by the EC.

Article 17

/to Article 27 (1) of the Regulations/

- (1) A failed final examination – as an examination subject – may be retaken by the candidate twice.

Article 18

/to Article 27 (2) of the Regulations/

If the assessment of the degree thesis/diploma project is a fail, the student is required to prepare a new degree thesis/diploma project. The new degree thesis/diploma project can be submitted one semester later at the earliest. The conditions of and the manner in which degree thesis/diploma project can be substituted for shall be determined by the council of the institute concerned.

Article 19

/to Article 28 (14) of the Regulations/

- (1) The assessment of the degree certificate shall be based on the average of the final examination grade, the grades of comprehensive examinations.

In case of teacher certification, the above grades shall be supplemented by the average of the grade(s) of the teaching practice(s).

In the undergraduate (BSc) programme, the assessment of the degree certificate shall be calculated as the mathematical average of the following:

- the (accumulated) weighted average for the full course of studies completed,
- the average of the grade assigned on the degree thesis and its defence, and
- the grade for the final examination questions.

The regulations for the assessment of the final examination and the degree certificate in teacher's master programs (MSc) are included in the present regulations document.

In the non-teaching master (MSc) programme, the assessment of the degree certificate is the following: The assessment of the degree certificate shall be calculated as the mathematical average of the following:

- the (accumulated) weighted average for the full course of studies completed,
- the average of the grade assigned on the degree thesis and its defence, and
- the grade for the final examination questions.

According to the Education Rules and Regulations, the assessment of the degree is the following:

outstanding:	4.81 – 5.00
excellent:	4.51 – 4.80
good:	3.51 – 4.50
satisfactory:	2.51 – 3.50
pass:	2.00 – 2.50

DECLARATION

(for diploma/degree theses by students of the Faculty of Science and Technology)

I, the undersigned (Neptun code:) by signing the present document hereby declare that the diploma/degree thesis (*irrelevant part needs to be deleted*) entitled

.....
 – hereafter referred to as thesis – is my own work, during its compilation I adhered to the provisions of Law no. LXXVI of 1999 on copyright and the rules of the University pertaining to the creation of theses, especially the ones on references and quotations¹.

I declare furthermore that I did not mislead the thesis supervisor during the creation of the thesis when stating that it is my own work. I did not use any prohibited forms of help and did not submit the thesis earlier at another education institution as degree or diploma thesis.

By signing the present thesis, I agree that if it is proven that I did not create it on my own or if a breach of copyright becomes a fact, or if the thesis was submitted earlier to another education institution, the University of Debrecen may reject the thesis and commence disciplinary procedure against me.

Rejection of the thesis and the commencement of a disciplinary procedure does not exclude other judicial consequences arising from a breach of copyright (civil law, law on breach of regulations, criminal law).

Debrecen, 20..... (year) (month) (day)

.....
 signature of the student

I, the undersigned thesis supervisor declare that the degree/diploma thesis submitted was created with my expert supervision and regular professional consultations with its author and it reflects his/her own work. I reviewed the thesis and I deem it suitable for defence in the final examination and for upload to the webpage of the university library.

Debrecen, 20..... (year) (month) (day)

.....
 signature of the supervisor

Faculty of Science and Technology, Institute of

¹ 34. § (1) of Law no. LXXVI of 1999: Part of the work – in the length justified by the type and objective of the quoting work and true to its original version – can be quoted by anyone with the inclusion of the source and by naming the author mentioned there.

36. § (1) Public lectures and parts of other similar works, as well as political speeches meant for information – in the length justified by the objective – are freely usable. In such cases, the source – together with the name of the author – has to be indicated unless it proves impossible.

Request for Thesis Classification
(for the protection of business or other significant interests)

Name of the student:

Neptun code:

Faculty:

Major/specialization:

Title of the thesis:

Name of the thesis supervisor from the University:

The name of the institution involved in the thesis:

The contact person of the institution involved in the thesis (internal consultant):

1. I, the undersigned student hereby request the classification of my thesis named above considering that publication of the data it contains would hurt the business or other significant interests of the institution named above.

2. I request the thesis to be classified for the following time: years¹

3. I request the classification of the thesis *defence* (excluding the public): **yes / no²**

4. The detailed justification of the necessity of classification, with special regard to why the inclusion of secret information in the thesis was unavoidable:

5. I have read and acknowledged Annex no. 5 (the process of handling classified theses) of the Education Rules and Regulations of the University of Debrecen.

.....
signature of the student

Debrecen, 20..... (year) (month) (day)

¹ Maximum 5 years.

² Delete the unnecessary part.

6. I, the undersigned contact person of the institution involved in the thesis (external consultant, university supervisor) as owner of the rights over the secrets declare that the student may use the secret data in his/her thesis.

7. I, the undersigned contact person of the institution involved in the thesis (external consultant, university supervisor) as owner of the rights over the secrets declare that the student's thesis may be uploaded to DEA¹ exclusively in electronic format with viewing permissions and deadlines set accordingly:

It may be uploaded electronically. / It may not be uploaded electronically.²

8. I, the undersigned contact person of the institution involved in the thesis (external consultant) as owner of the rights over the secrets declare that **the following data may be published and uploaded to DEA** about the classified thesis of the student:

a) the title of the thesis, its author and the name of its supervisor

b) the fact that it is classified and its date of expiration

9. I have read and acknowledged Annex no. 5 (the process of handling classified theses) of the Education Rules and Regulations of the University of Debrecen.

Debrecen, 20..... (year) (month) (day)

.....
signature of contact person or external consultant

STAMP

.....
signature of the university thesis supervisor

¹ University of Debrecen electronic archive.

² Delete the unnecessary part.

Decision about the classification of the thesis

Name of the student:

Neptun code:

Faculty:

Title of the thesis:

Name of university thesis supervisor:

I, the undersigned university thesis supervisor **recommend / not recommend**¹ that the request of the above named student concerning the classification of his/her thesis and the thesis defence (excluding the public) be granted.

Justification (optional):

--

.....
signature of the university thesis supervisor

Debrecen, 20..... (year) (month) (day)

I, the undersigned dean of the faculty **approve / decline**¹ the above named student's request for classification of the thesis and its defence (excluding the public).

.....
signature of the Dean

Debrecen, 20..... (year) (month) (day)

¹ Delete the unnecessary part.

XI. FACULTY OF INFORMATICS

Article 1

/to Articles 2 (2) and (8) of the Regulations/

- (1) The Faculty Education Committee (EC) shall be chaired by the vice dean of the Faculty responsible for academic affairs, the six faculty members shall be delegated by the Faculty Council, while its six student members shall be delegated by the Faculty Student Union (KHÖK). The EC has a Credit Transfer Subcommittee and an Internship Subcommittee. The authority of the Credit Transfer Subcommittee is to decide on credit equivalency matters. The authority of the Internship Subcommittee is the handling of issues related to internships. Both subcommittees are supervised by the vice dean responsible for academic affairs. The departments' student advisors and the presidents of the subcommittees are regularly invited participants in the committee.
- (2) The Faculty Education Committee
 - a) establishes the principles of evaluation and verifies decisions in the following questions:
 - transfer of students to the faculty from other educational institutions and other faculties within the university,
 - transfer of students between majors within the faculty,
 - changes of track or form of financing,
 - readmission to the faculty,
 - readmission from tuition-paying to state-funded form,
 - special study plan,
 - tuition fee reduction,
 - payment of tuition in instalments.
 - b) has authority over:
 - announcement of thesis topics, acceptance of students' requests for thesis topics
 - coordination of course planning and timetabling
 - coordination of the announcement of courses
 - consultation regarding the syllabi of new courses, authorisation of their inclusion in the course register
 - recognition of studies conducted earlier or elsewhere
 - the designation of examination boards as and when required
 - verifying the announcements made regarding examination dates
 - initiating the revision of the curricula of existing majors,
 - provides opinion on the curricula of existing majors,
 - consultation regarding new course concepts
 - management of the accreditation of new courses

Article 2

/to Article 11 (2) of the Regulations/

- (1) Attendance is compulsory in practical courses; a maximum of three absences are permitted.
- (2) If the student exceeds the number of allowed absences designated in section (1), the instructor may provide one opportunity to make up for the absences until the end of the third week of the examination period.
- (3) If the instructor does not provide a possibility for the student to make up for the absences, the student may present a special case worthy of acknowledgement in a request to the vice dean for academic affairs.
- (4) If the student exceeds the number of allowed absences in practical courses and misses the make-up

classes as well, an entry of 'not completed' will be made, or if s/he took part in the make-up class, that result will be entered.

Article 3

/to Article 3 (10) of the Regulations/

Readmission of previously excluded students excluded to the state-funded system can be initiated by a request to the vice dean for academic affairs until the beginning of the semester. The student may be readmitted to a vacated state-funded place if s/he has two successful semesters, completed 40 credits during these and his/her accumulated corrected credit index was at least 3.00 or exceeded the minimum average required for scholarship in both semesters. (And passed the examination of the relevant subject during the tuition-paying semesters.) Readmission is decided by the vice dean for academic affairs of the Faculty.

Article 4

/to Article 5 (4) of the Regulations/

The number of course registration for tuition-paying students is not limited but there is a fee designated in the Regulations of Student Fees and Grants for the third and later examinations of the same course.

Article 5

/to Article 5 (7) of the Regulations/

Students may register for the next study period even if they did not complete any credits in the previous semester.

Article 6

/to Article 5 (10) of the Regulations/

The code, name, instructor and credit value of registered courses must be entered into the lecture book in the order they are present in the electronic academic system.

Article 7

/to Article 5/B of the Regulations/

- (1) The data of the electronic academic system represent the primary document for the certification student achievements in the following majors: software information technology, business information technology, engineering information technology (BSc), library information technology, business information technology, information technology teacher (MSc), library information technology, teacher of library pedagogy (MA) and discontinued programs. The obligation to use a paper-based lecture book ceases.
- (2) Part entitled 'Course announcement, course registration' of Annex 2 of the Regulations 'Parallel Administration in the Electronic Lecture Book and the Use of Stickers' is amended with the following.
 1. Course registration is possible until 24:00 midnight of the Sunday following the registration week.
 2. Modification of course registration is possible for an additional week in exceptional cases.
- (3) Part entitled 'Verification of Completion' of Annex 2 of the Regulations 'Parallel Administration in the Electronic Lecture Book and the Use of Stickers' is amended with the following.
 1. The instructor and the examiner are obliged to make the entries concerning the completion of courses by students (signatures, grades) into the electronic academic administration system.
 2. Instructors keep the corrected and evaluated examinations papers and the examination sheets.

Article 8

/to Article 8 (2) of the Regulations/

Unsuccessful laboratory practice course (L) grades can only be corrected by re-registration to the course.

Article 9

/to Article 8 (5) of the Regulations/

The completion of in-term/practical requirements of courses are certified by the instructor of the practical course in the student lecture book if the student presents the lecture book at the date designated for this occasion. The instructor of the course or practice is responsible for the entries related to the evaluation of students in the electronic lecture book (signatures, grades).

Article 10

/to Articles 9 (3) and (4) of the Regulations/

Credits granted for technical foreign languages are among the optional course credits.

Article 10/A

/to Article 11 of the Regulations/

The special study plan is for one semester.

Students granted a special study plan receive a certification from the Faculty Education Office. The student must present the certification to each instructor and agree with them about the exact way and requirements to complete the courses. Allowed absences and the method of examination may vary by subject. If completion requirements change from what is listed in the syllabi, it must be stated in writing and signed by the student and the instructor who each receive a copy.

Article 10/B

/to Article 12 of the Regulations/

Changing institution (transfer to one of the majors of the Faculty) can be requested by students who:

- has a closed semester
- completed at least 20 credits of which there are 15 professional credits.

Transfer is only possible to majors of the Faculty.

If the student gained the credits s/he wishes to have recognized at another institution, documents proving the earlier completion (lecture book, electronic lecture book) and course descriptions must be attached to the request form. Recognition of courses must be requested after their completion simultaneously at the beginning of the first semester at the Faculty by the designated deadline. Courses not recognized by this time cannot be recognized later.

Article 11

/to Articles 19 (8) and (9) of the Regulations/

- (1) The instructor supervising the written examination must verify the identity of the examination takers.
- (2) Examination papers must be kept for at least one year after the given examination period.
- (3) Regulations for written examinations also apply to term papers.

Article 12

/to Article 24 of the Regulations/

- (1) The Faculty shall announce the topics for the degree thesis once every semester, on 15 October/March. The thesis course(s) may be registered for subject to the fulfilment of the specified prerequisites and there is an application for thesis work approved by the Faculty Education Committee.

Students may submit their thesis topic requests in writing. The Faculty Education Committee shall judge the applications once every semester, by 30 November/April. Acceptance shall take effect at the end of the given semester, when the student has obtained the number of practical and course credits specified in the diploma requirements. The thesis credits can be obtained following this.

Upon acceptance of the topic request the title of the thesis and the name of the tutor shall be registered. Several students may jointly prepare a thesis. Any changes of topic shall be made subject to approval by the Faculty Education Committee.

The thesis shall include the student's name, the title of the topic, the place of its preparation and the name of the supervisor, and it shall specify the aims of the thesis, the current status of research into the topic, and the practical and theoretical methods applied.

The text of the thesis should clearly indicate the student's independent findings (in the case of a joint thesis, the work and results of the individual authors must also be specified!) if any. Where existing specialist literature is quoted or paraphrased, the thesis should contain a precise reference to the source literature.

Subject to the approval of the supervisor, the thesis can be written in the languages the Faculty has accredited degree programs in.

The thesis shall be presented by the designated deadline, with a summary, bibliography and table of contents, in one bound hard copy to the Faculty Education Office with a CD, which contains the electronic version of the thesis and its attachments (source codes, etc.) An additional copy shall be presented to the thesis supervisor until the same deadline.

The means of evaluating, defending and grading the thesis are specified in the diploma requirements. A recommendation regarding the grade of the thesis must be made one week prior to commencement of the final examination period, and sent to the chairperson of the final examination board.

The decision regarding acceptance of a Student Scientific Society paper as a degree thesis shall be made by the Faculty Education Committee.

- (2) By the student's request, a Student Scientific Society paper presented on the national level can be recognized as a thesis grade and any missing thesis credit grade of excellent subject to the approval of the local jury in the subject area of Informatics Sciences and/or Library Sciences. The necessary administrative steps are made by the vice dean for academic affairs.
- (3) Final year students must upload their theses in electronic format into the Electronic Archive of the National and University Library of the University of Debrecen (DEA). They need to fill a declaration of placement and receive a document certifying the upload.
- (4) In special cases (e.g. if the thesis contains company secrets), the classification of the thesis may be requested by filling the relevant form of the library and having it signed by the supervisor and stamped by the Faculty Education Office.

Article 13

/to Article 8 (2) of the Regulations/

To ensure that the examinations are undisturbed and conducted in a calm atmosphere, the examiner or

the president of the examination committee may exclude the public from the examinations. If the examinee disagrees with the public status of the examination, the examiner is obliged to exclude the public from the examination.

Article 14

/to Article 25 (2) of the Regulations/

The final examination shall be conducted by a board consisting of at least three members. Internal members of the board may preferably be university professors or associate professors, and at least one member shall have no employment relationship with the university. The supervisor of the thesis (if stipulated in the diploma requirements), and in the case of students on teacher training courses the representatives of the departments of Education and Educational Psychology, shall be invited to attend the examination of the given candidate, as members of the final examination board.

Article 15

/to Articles 26 (6), (9) and (11) of the Regulations/

- (1) The candidate may repeat an unsuccessful final examination twice per examination subject.
- (2) The sitting of the final examination after a period of seven years has elapsed since the issue of the pre-degree certificate, may be authorised by the Faculty Education Committee.

Article 16

/to Article 27 (2) of the Regulations/

- (1) If the thesis is graded as a failure, the student shall prepare a new thesis. The new thesis may be submitted after a period of one year has elapsed, at the earliest. The conditions and procedures for submitting a new thesis in this manner are determined by the Faculty Education Committee, taking into consideration the recommendations of the supervisor.

Article 17

/to Article 28 (6) of the Regulations/

- (1) The assessment of the degree is based on the average of the grades awarded for the final examination and, if there were no comprehensive examinations, the average of course examination grades.

Article 18

/to Article 18 (4) of the Regulations/

The following students need to complete an internship: software information technology, business information technology, engineering information technology (BSc) admitted after fall 2011, all library information technology BA students, software information technology MSc students admitted after fall 2011, all business information technology MSc students. Participation in internship is initiated by the student and aided by the Faculty. The length of the internship is 240 working hours for BSc students, 15 credits for library information technology BA students and 160 working hours for non-teacher's master programs.

The precondition for applying to internship for software information technology BSc students is the completion of the course entitled High level programming languages 2, for business information technology BSc students the completion of the High level programming languages 2 and Accounting 1 courses, for engineering information technology BSc students the completion of the High level programming languages 2 and Network architecture courses, for library information technology BA students, the completion of the courses designated in the study program. Software information technology, business information technology MSc and library information technology MA students may

apply for internship from the second semester.

Applying for internship is done by filling the declaration of acceptance, which is approved by the Internship Subcommittee and informs the student of the decision. The application for internship is entered into the electronic academic system. Changes in the internship can be done only with the approval of the Internship Subcommittee.

The completion of the internship is done by filling the certificate of completion form, which is approved by the Internship Subcommittee. Students may request the recognition of earlier work experience as the completion of the internship requirement. The request is decided by the Internship Subcommittee. Completion of the internship is entered into the electronic academic system.

Unsuccessful internships can be corrected by repetition.

XII. FACULTY OF MUSIC

Article 1

/to Articles 2 (2), (6), (8) and (9) of the Regulations/

The bodies and persons competent in academic and examination matters:

- (1) The Education Committee (EC) shall consist of 6 members; including the vice dean as the chairperson of the EC, the head of the Education Office, one instructor elected by the Faculty Council, and three students. The term of the elected instructor shall be identical with his/her term of appointment into the Faculty Council. No substitution of members is allowed. The student members shall be elected by the Student Union for two years.

- (2) The functions and tasks of the Credit Transfer Subcommittee shall be provided by the EC, if necessary.

- (3) The powers of the EC: providing its opinion, making recommendations and adopting decisions in academic and examination-related questions, as well as administering the matters of students with disabilities.

The dean shall be responsible for the operation of the EC. The powers of the EC include:

- granting permissions for cross-registration
- issues related to simultaneous enrolment
- granting preferences and exemptions
- matters of course registration by students
- matters of students living with disabilities
- determining credit equivalences

The EC shall be required to obtain the opinions of the individual departments, if necessary for the decision.

The EC delegates the following issues into the competence of the department chairs concerned:

- deferment of subjects,
- deferment of main subjects,
- professional decisions related to the transfer of students.

The following shall be in the powers of the dean on the basis of the recommendation of the Education Committee:

- leaves of absence for a year,
- the dismissal of students,
- the readmission of dismissed students,
- the obtaining of grades for practical classes in the examination period,
- the transfer of students by their own request,
- the approval of special study plans, including joining semesters and main subjects,
- the admission of students from another higher education institution,
- awarding tuition waivers,
- the modification of the deadline for submitting the degree thesis,
- issues of equitable treatment.

Student petitions related to academic affairs (addressed to the person competent in the decision-making) shall be submitted with the signature of the main subject and the department chair to the head of the education office, which shall forward the same to the persons making the decision and issue the decisions.

- (4) The rules of procedure of the Education Committee:

- The meeting of the EC shall be summoned by the chairperson. The EC shall have a quorum if at least four members are present.
- The EC shall have its meetings as necessary.

- The EC shall adopt its decisions with simple majority; in case of an equality of votes, the vote of the chairperson shall be decisive.
- Minutes shall be prepared of the meetings.
- The chairperson and the head of the Education Office shall be in charge of the implementation of the decisions of the EC.

Article 2

/to Articles 3 (9), (10) and (13) of the Regulations/

- (1) The conditions of maintaining continuous student status – in addition to registration renewed for each semester – shall be the completion of at least 25-25 credits in the first two semesters (out of which 21 must be professional credits) following the registration.
- (2) The conditions for readmission into the state-funded system:
The students participating in the tuition-based system may, until the commencement of the semester, request their transfer into the quota of such state-funded students whose student status is terminated before the completion of their studies or continue their studies in the tuition-based system. Only such students may request their transfer who earned an average of at least 20 credits in the previous semesters and whose corrected credit index was at least 4.00. The dean of the Faculty shall decide on the applications at the beginning of each semester.
- (3) The institution may terminate the student's status if the student:
 - fails to meet his/her registration obligation for two weeks
 - Out of the first three semester courses, which are prerequisites of the final examination according to the study program, four are graded fail
 - fails in his/her main subject examination
 - is subject to the most severe consequence of disciplinary action
 - requests the termination of his/her student status
 - as well as for other reasons identified by the University and the Faculty.
 A student dismissed may be readmitted on the basis of a new, successful entrance examination.

Article 3

/to Articles 4 (4) and (5) of the Regulations/

- (1) The length of classes in the instrumental (practical) main subject shall be 60 minutes, while mandatory practical classes may also be shorter than 50 minutes.
- (2) There is no scheduled teaching on holidays, but in special cases (e.g. rehearsals for concerts or competitions) the dean may also permit a deviation from the above. During the examination period at the end of the first semester and at the end of the academic year, scheduled training is provided in the main subject(s) and in chamber music until the examination/report in the interest of the continuous skills development.

Article 4

/to Articles 5 (4) and (9) of the Regulations/

- (1) The course registration options of students in the tuition-based system shall be identical with those pursuing their studies in the state-funded system.
- (2) The course offerings published in the information material include the subjects to be registered for by the students, as well as their code numbers and credit numbers. This information shall be entered into the credit book accordingly.
- (3) Study material of compulsory practice and lecture courses build on each other, which means that the

completion of earlier semesters is a prerequisite of registering for courses in later semesters. Exceptions to this rule can only be made by a written request submitted to the Education Office and subject to the approval of the Education Committee.

- (4) Semesters containing primary subjects may be joined only exceptional cases worthy of special consideration by written request supported by the instructor of the main subject and the head of the department, which will be approved by the dean.
- (5) The student may request a special study plan for a fixed period of time with adequate reason. All students with two closed semesters showing exceptional performance may be granted the possibility to follow a special study plan. On the basis of social need, special study plans generally cannot be granted (with the exception of special cases requiring individual consideration). The request for special study plan can be submitted to the Education Office with the written supporting statement of the instructor of the main subject and the head of the department. Letters sent by students to the dean will be replied to by the dean. Requests for special study plan must be submitted by the end of the examination period of the previous semester. The head of the department needs to approve the student's special study plan simultaneously. The permission of the dean to pursue a special study plan has binding force for all instructors of the Faculty involved in the student's training. The permission for special study plan may be revoked if there is adequate reason.

Article 4/A

/to Article 5/A of the Regulations/

- (1) Students of the Faculty of Music wishing to study two specializations simultaneously within the same major needs to submit a written request to the Education Committee by 15 February each academic year.
- (2) The applicant takes part in an oral interview outside the order of the admission procedure but in the admission period, whereby s/he proves that his/her professional preparation as required by the department is satisfactory.
- (3) The Admission Committee decides on the possibility to register for specializations.
- (4) After the conclusion of the admission procedure and the national announcement of official results, the Education Committee notifies the applicant in writing about the decision.

Article 5

/to Article 9 (3) of the Regulations/

- (1) The Faculty shall take measures with respect to foreign language courses and the preparation for language examinations in accordance with the Curriculum, in cooperation with the Centre for Foreign Languages of the University.
For students who have already passed their foreign language examinations, the Faculty shall provide an opportunity for attending language classes in other foreign languages for credit. These credits may be registered for as part of the pool of credits assigned to optional courses.

Article 6

/to Article 10 (1) of the Regulations/

- (1) One physical education class per week is mandatory for 5 semesters at the college and BA levels, for 6 semesters at the university level and for 3 semesters in the upgrading undergraduate programme.

Article 7

/to Article 11 (2) of the Regulations/

- (1) Attendance of the classes, lectures and practical sessions is either mandatory or recommended, depending on the relevant course requirements.

The method of checking attendance, the consequences of absences, as well as the conditions for signing the credit book shall be as defined in the department's requirements. Students shall receive information on the above requirements in due course.

Students shall be required to provide documentary proof of excused absences from mandatory classes.

If the extent of absences (either excused or not excused by way of documentary evidence) exceeds the number of classes scheduled for 2 weeks, the instructor may refuse signing the credit book. In such a case, the student's semester shall be invalid in respect of the given course.

The instructor of the class shall take attendance at the classes, and inform the person in charge of academic administration on the basis of such records in case of absences in excess of the permissible level.

The department chair may, in the interest of the professional development of the student, grant a leave of absence of four weeks per academic year. The Education Committee shall be notified of such leaves of absences. Students concerned shall make up for all lost work upon their return. (Such extraordinary reasons may include performing abroad, professional competitions, performing outside of the institution, short-term scholarships, etc.).

The student shall be required to participate in the professional practices prescribed, and in case of absences from the above, to make up for such missed practice by way of a practice with content defined by the department.

- (2) Students establish artistic ensembles at the Faculty (bands, choirs, chamber music bands). Students and instructors may create ensembles together. Composing these joint ensembles shall be the responsibility of their leader. The ensembles provide the artistic framework in which professional and pedagogical duties related to interpretations are carried out.

Artistic ensembles are led by an instructor appointed for this task. Ensembles designate the professional content of their activities themselves as well as their program, and consult with the head of the relevant department and the dean of the Faculty about these.

Students may not terminate their participation in ensembles for at least one semester, and the instructor leading it cannot suspend the membership of the student unless there is a significant reason involving disciplinary action against the student.

The leader of the ensemble consults with the members about performances above the program planned for the given semester. Students are obliged to take part in the high level realization of the program even if the time it requires exceeds the mandatory practice hours designated in the study program.

Article 8

/to Article 12 (1) of the Regulations/

- (1) a) Students of other higher education institutions of music may request to be transferred to the same degree programme at the Faculty.
b) The preconditions of such student transfers shall be the following:
- two, closed semesters
 - termination of student status at the previous institution for reasons other than dismissal or disciplinary action
 - academic record is satisfactory to the requirements of the department concerned.
- c) The departments may require such transfer students to take entrance, qualification or differential examinations.
d) The Education Committee (in consultation with the chair of the receiving department) is to decide

whether the students applying to be transferred have completed the credits necessary for continuing his/her studies at the Faculty.

e) Transfer applications shall be submitted on a semester-by-semester basis, by a deadline allowing sufficient time to decide on the transfer application by the commencement of the next term period.

Article 9

/to Article 19 (3) of the Regulations/

- (1) From among the examinations, the final examination in the form of a concert, oral examinations, the defence of the degree thesis and other final oral examinations shall be open to the public. In justified cases, the department chair, in agreement with the examinee and the chairperson of the examination board, may restrict public access to the examination.

Article 10

/to Article 20 (1) of the Regulations/

- (1) At least three days shall elapse between an unsuccessful and a retaken term examination, and five days in case of a comprehensive examination.
In case of retaken examinations, the new grade shall be entered in the credit book under the failing grade, with the note "i.v." (ismételt vizsga = retaken examination) or "i.sz." (ismételt szigorlat = retaken comprehensive examination) added. When calculating the grade average, only the grade of the retaken examination shall be taken into account.
In case of a failing grade for a practical course, such unsuccessful practice may be made up for until the end of the examination period, if possible, in the form of a make-up examination taken during the examination period. The conditions for such make-up examinations shall be determined by the department chair, in agreement with the instructor of the subject.

Article 11

/to Article 24 of the Regulations/

The rules pertaining to the degree thesis, degree concert and comprehensive examination concert shall be as specified in the Appendix.

Article 12

/to Article 25 (2) of the Regulations/

- (1) The final examination board shall consist of at least three members. The members of the final examination board shall be commissioned by the dean. In accordance with the statutory requirements, one member (chairperson) of the board shall be an external expert.

Article 13

/to Articles 26 (3) and (9) of the Regulations/

- (1) a) Conditions of admission to the final examination:

In college and university level degree programs:

- obtaining the pre-degree certificate,
- submitting the programme of the final examination concert and the degree thesis, and the acceptance of the same by the professional board.

In bachelor programs:

- obtaining the pre-degree certificate,
- in the performing arts program, submitting the programme of the final examination concert, and the acceptance of the same by the professional board,

- in the musical creative art and musicology program, submitting the degree thesis, and the acceptance of the same by the supervisor.

In performance master programs:

- obtaining the pre-degree certificate,
- submitting the programme of the final examination concert, and the acceptance of the same by the professional board.

In teacher's master programs:

- completion of the professional final comprehensive examination,
- obtaining the pre-degree certificate,
- submitting the degree thesis and portfolio and their approval by the supervisor.

Final examinations at the Faculty of Music may be organized in every examination period.

b) The final examination at the Faculty shall consist of the following component parts:

In college and university level degree programs:

- performance of final examination concert in the main subject (instrument, solo singing, choir conducting),
- defence of the degree thesis,
- final examination teaching session(s),
- written and oral final examination in the main subject in the Solfege-Music Theory degree programme.

In bachelor programs:

- in performance programs, instrumental final examination concert performance in two parts (private and public),
- in the musical creative art and musicology program defence of the degree thesis,

In specialized graduate training programs:

- in programs related to a performance bachelor major, the final examination concert, and the completion of the complex oral final examination,
- in programs related to a musical creative art and musicology major, defence of the degree thesis, and the completion of the complex oral final examination.

In performance master programs:

- public instrumental final examination concert performance.

In teacher's master programs:

- presentation and defence of teacher's thesis and portfolio,
- oral examination from: the subject of pedagogy-psychology,
- the subject of methodology,
- final examination teaching.

- (2) If the result of any component part of the final examination is a fail, then the examination concerned shall be repeated. An examination part may be retaken once only. An unsuccessful final examination may be retaken after the elapse of one semester.
- (3) No registration for the semester is needed to complete a repeated final examination, the submittal of the thesis and registration for the final examination are sufficient.
- (4) Taking the final examination after the seventh year following the issue of the pre-degree certificate is done according to the provisions of the regulations.

Article 14

/to Articles 28 (6) and (8) of the Regulations/

- (1) Degrees awarded in the university-level programme shall be signed by the rector of the Liszt Ferenc University of Music and the dean of the Faculty, and the stamp of the Liszt Ferenc University of Music shall be placed on it.
- (2) The assessment of bachelor degrees is constituted by the mathematical average of the grades of the comprehensive examinations and the grade of the degree concert. When grading the degree concert, the results of its private and public versions are to be evaluated with different weighting, with the public examination weighted 60% and the private 40%.
- (3) The assessment of performing master degrees in the majors of instrumental music, singing and choir conducting equals the grade obtained at the final examination concert, in the woodwind specialization of the conducting major, it is the mathematical average of the final examination parts (orchestration final examination and final examination concert).
- (4) The assessment of the teacher's MA degree is constituted by the average of the final comprehensive examination(s) and the final examination grades.

Article 15

/to Article 29 of the Regulations/

The special condition to the *summa cum laude* diploma shall be the outstanding artistic quality of the final examination concert.

APPENDIX

1) Employment and performances outside the Institution while in student status

- Full-time registered students of the Faculty may also be employed, which may be approved as a special case by request if the prerequisite of the full completion of study obligations is met. Applications for employment, accompanied by the recommendation of the instructor of the main subject and the department chair, shall be submitted to the Education Committee.
- Undertaking temporary work is available to all student during the entire time of studies.
- Performances outside the Institution and continuous participation in an external ensemble shall be subject to the prior consent of the instructor of the main subject.
- Cases other than those described above shall be decided on a case-by-case basis.

2) THE THESIS

General rules pertaining to the preparation, evaluation and defence of the thesis

THE CONTENT OF THESES

- The degree thesis as an independent intellectual work shall not be simply a compilation of quotations, a rewritten version of another author's work or an extract of lectures. The author of the thesis presents his/her knowledge on the subject and related literature, the individual results of his/her individual research, observations and analysis, which have to be clearly separated from the literature.
- In the discussion of the topic of the thesis, the accurate use of terminology, observance of the rules of grammar, as well as clear phrasing are basic requirements.
- When choosing the topic of the thesis, topics other than the suggested topics posted at the departments can also be used, subject to approval by the instructor who agrees to serve as the thesis supervisor.

THE FORM OF THESES

The length of the degree thesis shall be 20 typed pages (50-60.000 characters with spaces). In addition to the tables of content and separate chapters of the degree thesis, it may also include an appendix with further illustrations. The appendix shall not constitute part of the required length of the degree thesis as specified above.

Quotations shall be included in the degree thesis in an easily identifiable way, in accurate, verbatim phrasing. The combined length of quotations shall not exceed 15% of the total volume of the degree thesis. Spelling mistakes, phrases violating the rules of grammar or typographical errors shall be eliminated from the degree thesis.

With respect to words of foreign origin and names, the spelling rules of the Hungarian Academy of Sciences shall be applicable.

On the last pages of the thesis, a bibliography of sources used shall be provided, identifying the name of the author, the title of the work, as well as the publication date and the publisher of the work.

The cover must contain the name of the institution, under it the name of the author, the date of creation and the author and supervisor of the thesis.

On the first page, the table of contents of the degree thesis shall be provided.

The layout of the pages shall be as follows: Page margins of 4 cm on the top and left sides, 3 cm on the bottom and the right sides of the page. 70 characters per line, line spacing of 1.5 lines, font size of 12 points, Times New Roman font type, page numbers on the top of the page.

The proportion of illustrations and figures shall not exceed 10% of the total volume of the degree thesis.

PERSONS INVOLVED IN THE PREPARATION OF THESES

The thesis supervisor

The instructor responsible for the selection of the thesis topic as well as the fulfilment of the required criteria in terms of content and form. The degree thesis shall assist the student by offering perspectives and methods. The thesis director may only approve the submission of degree theses read in their entirety.

External consultant

A professional with special expertise in the selected topic of the degree thesis, who discusses the statements of the thesis during the process of the preparation of the work, provides assistance in the creation of this intellectual work, in the clear expression of ideas, and stimulates the generation of independent results by way of providing continuous criticism.

The department chair

Responsible for publishing and approving the suggested thesis topics, checking the due submission of the thesis topic forms, and controls the process of the appointment of thesis directors. The department chair may approve the extension of a deadline due to reasons arising in individual spheres of interest. The department chair invites and appoints the professional board administering the defence and coordinates the scheduling of the defences. Supervises the implementation of related processes in accordance with the procedures and recommends remedies to the dean in case of any procedure violating the due processes.

The dean

Provides supervisory control and decides in case of petitions related to the general regulations; in extraordinary situations, may also approve the use of extraordinary procedures. Repeals measures proved to be violating the rules.

The head of the Education Office

Ensures that students observe the deadlines in the process, stores the theses in an accessible location under the end of the defence process, and makes them available to the professional board. Notifies the members of the board and the students of the date of the defence. Prepares the thesis evaluation forms. Ensures that privacy rights are duly observed.

The professional board

A body consisting of three members, of which at least one shall be a college professor or associate professor. The thesis director shall also be a member of the board. The student shall respond to the questions raised in the written evaluation as well as at the time of the defence before the board. On the basis of the student's performance, the board shall establish the final degree, and shall communicate the same to the student.

THE EVALUATION OF THESES

The written evaluation of degree thesis shall be the task of the thesis supervisor. The evaluation shall take place on the form introduced for this purpose. In addition to the evaluation, the form shall also include the grade assigned to the thesis, as well as at least three questions that the student is expected to answer at the defence.

The abovementioned evaluation and the questions shall be sent to the student.

After the defence, the professional board shall evaluate it also by way of assigning a grade. The grade of the degree thesis shall be entered, along with the title of the degree thesis, in the protocol of the final examination, and signed by the members of the board.

The grade of the degree thesis shall also be entered among the final examinations grades in the credit book, along with the date and the title of the degree thesis, and shall be signed by the thesis supervisor. The general principle of evaluation shall be that it shall examine the intellectual merits of the thesis, the level of the author's preparation, ability to express ideas, professional expertise in the field, proportionate structure, linguistic accuracy, neatness, as well as the fulfilment in general of the formal criteria.

A degree thesis properly submitted shall be defended by the student before a professional board. In the course of the defence, the student is required to respond to questions related to the thesis and the topic, discuss any debated issues, etc. Unexcused absence from the defence shall lead to an entry of 'failed to show'. In such a case, a repeated defence may be held in one semester from the due date. The same consequences shall be applicable to missing the deadline for the submission of the degree thesis.

The grade assigned to the degree thesis shall be on a five-grade scale, and it shall be calculated as the average of the written evaluation and the grade assigned at the defence.

The preparation of the thesis shall be supervised by the instructor serving as the student's thesis supervisor, who shall be responsible for the quality of the thesis in terms of content and form. External consultants may also be invited to serve as thesis directors. In this case, the names of both thesis directors shall be shown on the thesis. Degree theses that are not compliant in terms of form or content shall not be accepted by the department.

The department chair shall be responsible for appointing and inviting the members of the board in accordance with the topics of the thesis from among the instructors or with the involvement of an external expert. The thesis supervisor shall be the member of the thesis evaluation committee.

The provisions of the Education and Examinations Regulations pertaining to final examinations (e.g. the scheduling of dates, etc.) shall be also applicable to the degree thesis process.

The submitted and evaluated degree theses shall be deposited in the library in such a way as to provide public access. These cannot be loaned or photocopied.

DEADLINES AND SCHEDULING

Departments shall publish recommended topics for degree theses by 1 April.

The selection and the submission of the topic to the Education Office shall subsequently take place by 31 May with the signature of the thesis supervisor and the department chair. Failure to select and submit the thesis topic means that the student will only be able to complete the requirement of writing and defending the thesis in the following final examination period. On the thesis topic forms, the thesis directors and the external consultants shall also be identified by way of entering their names of the form.

The outline of the degree theses shall be presented to the thesis supervisors by 30 September of the next academic year. The student may modify the topic and the supervisor with the written approval of the department chair until this date.

With attention the thesis topics submitted, by 1 April of the following year, the department chair shall establish the three-member professional boards before which the student shall defend their degree theses. (The head of the Education Office shall subsequently invite and appoint the instructors in writing.)

The thesis needs to be submitted in 4 copies and in electronic format on CD or DVD. The deadline for submitting the degree theses shall be 1 April of each academic year.

If the student requests an extension of the deadline, such requests shall be submitted to the dean of the Faculty in writing, before the deadline. The request shall also be endorsed by the thesis supervisor and the department chair.

Missing the deadline results in a fail grade for the final examination.

The finished thesis shall be submitted together with the completed form on which the thesis supervisor verifies by his/her signature that the thesis complies with the relevant formal requirements. Staff members of the Education Office may only take receipt of the thesis together with this signed form.

The thesis supervisor shall then prepare a written evaluation of the thesis, in the way and in accordance with the criteria discussed above. Deadline: 30 April.

The professional boards shall administer the defences of the degree theses in the period between 30 April and 15 June.

As the concluding step of the process, the Education Office shall deposit the theses in the library, where a registration number is assigned and public access is provided to them.

Any deviation from the above deadlines may only take place in properly documented, extraordinary cases. Such requests shall be submitted to the dean, with the written endorsement of the department chair concerned.

RULES OF PREPARING THESES FOR STUDENTS OF CONVENTIONAL COLLEGE, UNIVERSITY AND SUPPLEMENTAL PROGRAMMES

The Higher Education Act and the related training and exit requirements specify that college, university and supplemental training degrees may be granted by the Faculty upon the successful completion of three final examinations:

- the final examination concert,
- the final examination teaching,
- the degree thesis and its defence.

The degree thesis shall be prepared on a topic selected in the field of the art of music, music pedagogy or music science.

Students upgrading their college degrees to university degrees shall also be required to prepare a new degree thesis, since they work toward an additional degree, one precondition of which is the writing of a thesis. The topic of this thesis can be the same as that of the college-level thesis, but it must satisfy significantly higher quality requirements.

The length of the thesis is minimum 25 and maximum 50 (printed) pages.

RULES OF PREPARING THESES FOR STUDENTS OF CREATIVE ART AND MUSICOLOGY BACHELOR PROGRAMME

Based on Education Ministry decree no. 15/2006, those students of the creative art and musicology bachelor programme may register for the final examination who, among other things, submitted the degree according to the Education Rules and Regulations and was accepted by the final examination committee. The thesis is the elaboration of one selected topic in music and music science. The length of the thesis is at least 20 pages (30,000 characters without spaces) and has to be submitted in the sixth semester by 1 April. The written evaluation of the thesis shall be the responsibility of the supervisor and two other instructors take part in the evaluation by the request of the supervisor. During the defence, the candidate responds to the questions of the committee and elaborate on the statements and conclusions of the thesis. The committee evaluates the thesis and its defence on a five grade scale.

3. THE FINAL EXAMINATION

A) Rules of conducting the final examination concert

In college and university level programmes in instrumental and solo singing programmes, the final examination in the main subject, while in the solfège-music theory and the choir conducting programmes the choir conducting final examination shall be held in the form of a public concert. The final examination instrumental performance consists of two parts in performance bachelor majors; one is private and done before a final examination committee, the other is a public concert. At least 3 weeks must pass between the two parts. In specialized postgraduate programmes, the final examination is in the form of a public concert. In creative art master programs, the final examination is in one part and is public, in teacher's master programs, the final comprehensive examination concert is held in the framework of a public concert.

The material of the final examination concert shall be included in the training and exit requirements and the curriculum of the degree programme.

The final examination concert shall take place before a professional board. In the composition of this board, the relevant provisions of the Education and Examinations Regulations concerning final examinations shall be applicable.

The instructor of the main subject of the instrumental, the solo singing and the choir conducting programmes shall be responsible for the part of the final examination concert related to the main subject, while the chamber music instructor (or other teacher preparing the student) for the chamber music part of the programme.

The department chair and the head of the Education Office shall be responsible for the organisation

and the execution.

Final examination concerts may only be undertaken by students who have fulfilled their academic obligations in full by the date of the final examination. The results of the final examination concert may be entered also before issuing the pre-degree certificate, but the diploma shall be issued to the student only after the satisfactory performance of all obligations.

The final examination concert is to be held on the premises of the Faculty; however, at the recommendation of the department chair, it may also be held at a different venue (including another settlement) in justified cases. In case of an external venue, the student shall be responsible for the transportation of the professional board. Requests for holding the final examination concert at an external venue shall be submitted directly to the dean, accompanied by the recommendation of the department chair also.

An orchestra may be used during the final examination concert according to the regulations of Faculty Council decree no. 2/2010.01.26. after the submission of a request and with the dean's approval.

The performance at the final examination concert shall be evaluated by the examination committee on a five-grade scale, subsequently to be communicated to the student. The result shall be included in a protocol to be signed by all members of the examination board, and the grade shall be entered in the credit book.

An external member from the Liszt Ferenc University of Music shall be invited to the final examination concert of students in the university programme. A deviation from the above rule is only possible if the invited artist-teacher is unable to participate at the final examination concert.

Final examination concerts may be held from 1 April, final comprehensive examination concerts from 1 December until the end of the academic year (in justified cases only in other periods of the academic year also). Deferred or repeated final examination concerts may be staged in the term examination period or in the period commencing in March.

By 1 February of each year, the department shall collect the programmes of the final examination concerts, and then either approves these or proposes changes in case of appropriate professional reasons. The department shall not accept examination programmes submitted after the above deadline, which means that in this case, the student may complete his/her final examination concert in the next final examination period.

No changes can be made in the submitted examination programme, and the participants in the chamber piece shall not be changed either. The only exception from the above rule is in case of health-related or other unexpected and major reasons due to which the final (comprehensive) examination concert cannot be held in accordance with the original plans.

When scheduling the final examination concert, attention shall be paid to the preferences of the student as well as to organisational factors. The scheduled dates shall be considered as official once agreed upon by the department chair. Any changes to the date can only be made on the basis of extraordinary and substantial reasons. Decisions on such changes shall be made also by the department chair.

An invitation may be prepared for the final (comprehensive) examination concert, including the date/time and venue of the concert, the programme, as well as the names of the current (and earlier) teachers of the student. The invitation shall be prepared in a way that properly reflects upon the institution and the department.

After the final examination concert, the Faculty shall provide a ceremonious opportunity for the student(s) and the invited guests to meet in the dining hall. A permit for such an event shall be requested from the vice dean in writing, and proper measures shall be taken for returning the venue in a clean and orderly condition.

XIII. FACULTY OF ENGINEERING

Article 1

/To Article 1 (1) of the Regulations/

The provisions of the Regulations shall be kept by full-time instructors of the Faculty, instructors of other faculties teaching at the Faculty of Engineering, non-teaching staff doing work related to teaching and other temporary staff (external lecturers).

Article 2

/To Articles 2 (2), (3), (4), (6), (8) and (9) of the Regulations/

- (1) The number of voting members of the Faculty Education Committee is 6.
- (2) The head of the Education Office (hereafter EO) takes part in the meetings of the Education Committee as its secretary.
- (3) In case there is an equality of votes, the president has the deciding vote.
- (4) The president of the credit transfer subcommittee shall be elected by the Faculty Council by the recommendation of the vice dean for academic affairs. Instructors responsible for courses are invited to the meetings of the committee.
- (5) Additional authorities of the Education Committee:
 - approval of simultaneous studies, cross-registration and partial training,
 - evaluating appeals concerning the prohibition to register for examinations (rejection to sign the lecture book),
 - approval of tuition reduction based on the rules of student grants and fees,
 - decides on transfers between state-funded and tuition-paying forms of financing.
- (6) Requests related to academic affairs need to be submitted to the EO. The EO prepares the cases to be discussed.

Article 3

/To Articles 3 (6), (7) and (10) of the Regulations/

- (1) The EO notifies the persons admitted twice, in writing about the consequences of missing registration for the semester.
- (2) The student is obliged to track the changes of the university and faculty regulations even during passive semesters. Failure to know the rules does not exempt the student from being held responsible for not keeping them.
- (3) If the student fails to register, s/he is considered active and carries the rights and obligations accordingly. State-funded students lose a state-funded semester. Tuition-paying students becoming active due to failing to register must pay tuition. Requests to reduce tuition may be submitted to the EO addressed to the president of the Education Committee.
- (4) The Education Committee may readmit students to the state-funded form up to the number of students losing this status subject to the following considerations:
 - a) vacancies in the major/form are considered first,
 - b) academic performance is considered second.

Article 4

/To Articles 5 (4) and (10) of the Regulations/

- (1) Comprehensive examinations have no credit value in the study programs of the Faculty, it is not a prerequisite of other courses, which means that the student may register for it more than three times.
- (2) The timetable of the student becomes final when the EO checked the courses registered for in the electronic academic system against the study program and established that course registration was done rightfully and according to the regulations.
- (3) Students who fail to pay tuition by the beginning of the examination period cannot take examinations in the given semester and all pre-examination grades must be deleted.

Article 5

/To Articles 8 (2), (4), (6), (7), (9) and (10) of the Regulations/

- (1) The course requirements need to contain information about the method of viewing the evaluations of semester practice term tests.
- (2) Instructors responsible for courses designate the way students in individual training, simultaneous training and cross-registration complete the requirements.
- (3) Only students who attempted the completion of the prerequisites of the examination at least once during the study period may live with this opportunity. These students may submit a request to the department addressed to the department head. The departments are obliged to provide make-up occasions for these students until the third week of the examination period.
- (4) The curriculum of the majors detail the way courses are built on each other. Same-semester registration for courses building upon each other is possible if the student obtained the semester signature of the prerequisite courses in an earlier semester. Examination requirements of courses need to be completed in the sequence designated in the prerequisites, and failing to do so will result in the Education Committee destroying achieved results. The student may not request courses linked to other semesters to be advertised in the current one based on this possibility.
- (5) If the student registers for courses exceeding the number of required credits prescribed by more than 10%, s/he may be required to pay a fee announced beforehand and proportionate to the number of credits in accordance with the provisions of the regulations on student grants and fees and its Faculty annex.

Article 6

/To Articles 9 (1) and (3) of the Regulations/

- (1) The prerequisites of issuing a diploma:
 - State accredited or equivalent basic 'C' or intermediate 'A' or 'B' type language examination in order to obtain a college level degree.
 - Students who started their studies in the BSc programs of mechanical engineering or environmental engineering in September 2005, need to possess state accredited or equivalent intermediate 'A' or 'B' type language examination in order to obtain the bachelor degree.
 - Students who started their studies in BSc programs in September 2006 or later need to obtain state accredited intermediate 'C' type language examination or equivalent secondary school leaving certificate in order to obtain the bachelor degree.
 - In order to obtain a master degree, a state accredited intermediate type 'C' language examination or equivalent secondary school leaving certificate from any living language which has scientific literature is required.

- (2) The foreign language course is a critical subject to students starting their studies from the fall of 2009, and this course is entitled technical language in the study plan. This means that they need to complete this course in order to register for the final examination.

For students whose study plan does not contain the foreign language course and possess the language examination required for obtaining the degree, attending language classes is optional.

The Faculty provides the opportunity for bachelor students to complete foreign language courses in 3 semesters subject to the following conditions:

The student receives 1 credit for each completed semester, and if s/he obtains the language examination required to issue the degree during his/her studies, additional 4 credits (altogether 7) are given by the completion of the courses announced by the Faculty.

If the student wishes to use more semesters for language learning, s/he needs to pay a fee in the amount designated by the regulations on the grants and fees of students.

If the student possesses the required language examination designated in article 9 (1), s/he may use the free semesters for language learning in a second foreign language.

Students who successfully complete the final examination must present the language examination certificate at the EO at least two weeks before the degree is issued or submit a photocopy authenticated by a notary public. The administrator of the EO makes a photocopy of the language examination, writes that it is true to the original on it, sign and stamps the photocopy.

The photocopy of the language examination is enclosed to the file containing the final examination materials of the student at the EO.

Article 7

/To Article 11 (2) of the Regulations/

Making up for missed requirements due to absences in a maximum of four weeks during a semester is approved by the head of the department according to the announced course requirements. If the absences of the student exceeds the allowed amount, s/he cannot receive the credits for the course and must register for it again within the allowed number of completion attempts.

Absences are tracked by the instructor leading the practice course.

Article 8

/To Articles 12 (1) and (7) of the Regulations/

- (1) Professional and other conditions set by the Faculty (percentage of transferable credit points, form of financing, etc.) must be listed in the decision approving the transfer. Transfer may only be approved from the beginning of a semester. The deadlines for submitting transfer request to majors within the Faculty or changes between program levels (college and BSc programs) is 31 August and 31 January of the same year for the fall and spring semesters respectively.

- (2) Transfer requests submitted to the Faculty from another higher education institution or another major or faculty of the university must contain the following:

m) proof of the existence of student status at the other institution,

n) certificate proving the form of financing at the other institution or faculty,

o) photocopy of the entire lecture book or the extract of the electronic lecture book,

p) the descriptions of the courses studies may be requested by the relevant department head.

Requests with insufficient attached documentation will be rejected by the EC. In case of transfer from another institution or faculty, the student must state to both institutions/faculties in writing at which institution or faculty s/he wishes to continue studies no later than the end of the second week of the study period. The EO requests the certificate of the sending institution/faculty about the transfer, which states the time the student has spent in state-funded programs and that it transfers the student and deletes him/her from its own registry of students.

Article 9

/To Articles 13 (2), (5) and (6) of the Regulations/

- (1) The student has to initiate the recognition of courses by filling the relevant form obtainable from his/her academic administrator and submitting it to the EO addressed to the president of Credit Transfer Subcommittee (CTS).

If the student is transferred from another institution/faculty, changes majors within the Faculty or participates in a second bachelor program simultaneously, credit recognition for courses completed with the examination requirements laid down in the study plan shall be given by the CTS with respect to earlier results.

Release from the completion of courses based on other documents are given by the head of the relevant department or the responsible person from the CTS after conferring with the instructor responsible for the course until the end of the fourth week of the study period.

Credit recognition requests for the ongoing semester may be submitted by the end of the second week of the study period for full-time students, by the end of the second consultation weekend for part-time students, with the necessary departmental signatures included in both cases.

Credit recognition requests submitted after the deadline will enter into force in the following semester. If there are courses registered for whose prerequisites are courses listed in a late-submitted credit recognition request, the registered courses in question will be deleted by the EO.

Article 10

/To Articles 14 (5) and (11) of the Regulations/

- (1) Students of the Faculty must complete at least 40% of the credits required to obtain the degree at the Faculty of Engineering. In the case of second and further bachelor programs (study program for graduates), the maximum credits that may be recognized is 60% of the credit value of the first major.

- (2) Students of other faculties may participate in courses listed in the study plans of specializations and announced by the Faculty or announced on its behalf, subject to approval by the EC of the Faculty with the opinion of the department head.

Requests to register for these courses must be submitted to the EO of the Faculty addressed to the president of the EC by the end of the second week of the study period. Students of the Faculty may register for any required optional courses announced by the Faculty without the approval of the EC in which case these will be counted as optional courses in the amount of 2 credits of the given major. Students of the Faculty may register for any optional courses announced centrally by the University without the approval of the EC in which case these will be counted as optional courses in the amount of 2 credits of the given major. Accounting for these credits is done by the EO conforming to the electronic academic administration system. Credit value of courses obtained through cross-registration – with the exception of cross-registration through optional courses – cannot be counted when calculating the study average and the scholarship index. The student may delete the optional course registered for through cross-registration from the lecture book until the end of the fourth week of the study period, otherwise the EO will count it when calculating the study average and the scholarship index. If the student completes the Physical Education course at another faculty, it still has to be registered for in the electronic academic administration system at the Faculty of Engineering under the code assigned by the faculty. In this case, the end of the semester signature is given by the head of the Physical Education Group after presenting a document of proof. If the student changes majors, s/he may request the recognition of courses completed at the previous major as optional courses of the new major.

Article 11

/To Article 17 (5) of the Regulations/

The Education Committee shall have no authority to approve examinations outside the examination period.

Article 12

/To Articles 18 (3) and (4) of the Regulations/

- (1) The signature in the lecture book proves the completion of the requirements of the given course in the study period.

Conditions of obtaining the signature are included in the course requirements of the study programs, appeals against the invalidation of signatures can be submitted to the EO addressed to the president of the EC by the end of the first week of the examination period. Based on a signature obtained, the student may take examinations for four consecutive semesters. If the student does not pass a successful examination during this time, the instructor may request that the signature be completed again.

a) No possibilities shall be made available to make up for term requirements in the examination period in the case of semester plans supposed to be completed by continuous work through the semester.

c) Grading of the examination may be done by evaluating the performance during the examination solely, or by consideration of the performance shown throughout the semester as well. In this latter case, the consideration of performance shown during the semester shall be at least in the amount of 30%. The completion of term requirements for courses ending with an examination is proven by the signature in the lecture book. Obtaining the signature is a prerequisite to registering for the examination.

d) The number of courses ending with a comprehensive examination is designated in the training and exit requirements (study plan). The study plan may request the inclusion of more than one course in the comprehensive examination. The comprehensive examination can be completed if the student accomplished all semesters of the comprehensive examination course. The comprehensive examination may not be a prerequisite of other courses.

The comprehensive examination shall take place before a committee of two people, a president and a member who are appointed by the head of the relevant department. The president can only be a senior instructor. Records must be kept during the comprehensive examination and sent back to the EO within three working days.

- (2) Students must register for internships in the electronic academic system as well. Assignments to be completed during internships and the method of supervision are decided by the department head. The department head verifies the completion of the internship by signing the lecture book, and makes sure that it is entered into the electronic academic system as well.

Exemptions from the completion of the internship are made by the department head based on the written requests sent to him/her.

- (3) The Faculty employs the following types of testing and uses them according to the cases designated below:

the type of the course:	the course consists of lectures only	the course consists of lectures and practice		the course consists of practice only
requirement:	examination	examination	semester grade	semester grade
theoretical term test	X	X		
home assignment	X	X	X	X
practical term test		X	X	X
term assignment		X	X	X
measurement		X	X	X

Theoretical term test:

A written and graded form of testing based on the theoretical material covered in lectures and written during a lecture with its result counted into the examination grade according to the course requirements, with the possibility of being offered an examination grade on the basis of the result of the theoretical term test. If a theoretical term test is failed, or the grade is unsatisfactory for the student, or the test was missed, at least one make up opportunity shall be provided. In the case of a failed term test, the student may register for the examination if s/he fulfilled the requirements of class attendance (has the signature). The student shall not register for the examination if s/he missed one of the term tests and the make up opportunity.

Home assignment:

A form of testing that requires the submittal of an assignment, which was provably completed by individual work, and its material and formal requirements are included in the study plan. The term grade is counted based on its result according to the course requirements, and an examination grade may be offered if the student fulfilled the requirements of class attendance as well (has the signature). The home assignment prepared in accordance with the course requirements may not be made up for but may be corrected once. The student may not register for the examination if s/he received a grade of fail for the home assignment or missed its submittal.

Practical term test:

A form of testing evaluating the knowledge acquired during practical courses written and graded during a practical class. The term grade is counted based on its result according to the course requirements, and an examination grade may be offered if the student fulfilled the requirements of class attendance as well (has the signature). If a practical term test is failed, or the grade is unsatisfactory for the student, or the test was missed, at least one make up opportunity shall be provided, which may be repeated once during the examination period in accordance with the examination regulations. The student may not register for the examination if s/he received a grade of fail or missed the practical term test during the study period.

Term assignment:

A form of testing, which is completed by the provably own work of the student as a planning, calculation or project task consulted with the instructor of the course. The term grade is counted based on its result according to the course requirements, and an examination grade may be offered if the student fulfilled the requirements of class attendance as well (has the signature). The term assignment prepared in accordance with the course requirements may not be made up for but may be corrected once. The student may not register for the examination if s/he received a grade of fail or missed the term assignment during the study period.

If the task requires the use of professional literature and/or the intellectual product of others, adhering to the rules of referring to professional literature is mandatory, and in case the student uses the intellectual products of others without references, the term grade shall be fail and the examination cannot be taken.

Measurement:

A form of testing related to the measurements compulsory during practical courses. Parts of the test is a preliminary assessment of knowledge, carrying out the measurement, processing the results of the measurement, its evaluation and documentation. The term grade is counted based on its result according to the course requirements, and an examination grade may be offered if the student fulfilled the requirements of class attendance as well (has the signature). If a measurement test is failed, or the grade is unsatisfactory for the student, or the test was missed, at least one make up opportunity shall be provided, which may be repeated once during the examination period in accordance with the examination regulations. The student may not register for the examination if s/he received a grade of fail or missed the measurement test during the study period.

Article 13

/to Articles 20 (1) and (3) of the Regulations/

- (1) On the student's request, the first retake examination ('B' examination) in the same examination period is conducted before a board whose members are appointed by the head of the department. The second retake examination ('C' examination) must be taken before a board of three members, whose members are appointed by the head of the department. The president of the board must be a senior instructor. If a 'C' examination is not taken before a board of three, the EC shall invalidate the examination. Records shall be kept of 'C' examinations. The records must contain the members of the board, the place and date of the examination, the written or oral questions asked from the student and the short evaluation of the examination. The written examination questions as well as notes taken during preparation for the oral examination must be annexed to the records. The records shall be kept for five years.
- (2) Students registered for examination courses in the fall semester may attempt to pass the examination one time in the first week of the study period (or the registration period if there is one). If the first examination in the first week is unsuccessful, the second attempt taken during the examination period shall be counted as a 'B' examination. The student must request the announcement of an examination course and indicate his/her intention to take an examination in the first week, from the head of the department responsible for the given course by 30 August. Late requests for the announcement of examination courses and examinations in the first week may be declined by the department head without providing a reason. The announcement of examination courses may be requested by the end of the third week in the spring semester but there will be examination opportunities only in the examination period.

Article 14

/to Articles 24 (2), (3), (6) and (7) of the Regulations/

- (1) The student works on thesis topics offered and accepted by the faculty.
- (2) Thesis assignments are announced by the departments no later than the end of the fourth week of the study period of the last but one semester.
The thesis must be submitted to the department, which assigned the topic by the designated date but not earlier than two weeks preceding the first day of the final examination period. Formal requirements of thesis shall be designated by the EC and must be announced in writing together with the thesis topics.
- (3) A Student Scientific Society topic which was completed may be accepted as a thesis topic.
- (4) Based on the evaluation(s), the head of the relevant department recommends a grade for the thesis. If the evaluator(s) graded the thesis firmly as fail, the student may not take the final examination and must create a new thesis. This must be communicated to the student. Conditions to make up for a rejected thesis are designated by the head of the relevant educational unit responsible for the major or specialization.

Article 15

/to Article 25 (2) of the Regulations/

At least one external member must be present in the board so s/he may be replaced only with another external member and not with an employee of the university. If the external member cannot join the board on the given day, replacement members may be selected only from among the other external members selected. If there are no external members in the final examination board, the final examination may not be held, or an already held final examination where no external members were present is considered invalid and must be repeated.

Article 16

/to Articles 26 (6), (7) and (8) of the Regulations/

- (1) If seven years passed after the pre-degree certificate was issued, the final examination may be taken at any time, without a deadline in the final examination period according to the effective training requirements. The candidate cannot be requested to pass an additional examination but must fulfil the prevailing training requirements applying to students wishing to take a final examination.
- (2) In college-level degree programs and in BSc programs where there is a mandatory comprehensive examination, the grade of the final examination consists of the weighted average of the comprehensive examination grades, the oral final examination grade and the thesis grade. The grade of the final examination shall be calculated as follows:

$$x = \frac{a + b + c}{3} \quad \text{where}$$

- a) average of the comprehensive examinations, adjusted to 2 decimals,
- b) average of the grades given for the oral parts of the final examination, adjusted to 2 decimals,
- c) grade given for the thesis.

In specialized postgraduate degree programs, in BSc programs where there are no mandatory comprehensive examinations, and in MSc programs, the grade of the final examination shall be calculated as follows:

$$x = \frac{a + b}{2} \quad \text{where}$$

- a) average of the grades given for the oral parts of the final examination, adjusted to 2 decimals,
- b) grade given for the thesis.

- (3) Parts of the final examination:
Oral parts of the final examination:

First part:

presentation of the thesis plan or the thesis and its defence against criticism (evaluation by grade)

Second part:

oral examination of the designated subjects by drawing an examination topic card and following individual preparation in the same place (its evaluation individually for each subject adjusted to 2 decimals), or immediate answers to questions based on the topic covered in the thesis or thesis plan (its evaluation by one grade).

The testing method used in the second part of the final examination must be presented for approval to the Faculty Council by the instructor responsible for the major by designating the method to be uniform for all students, which is mandatory for them and according to the particularities of the major. In the absence of a Faculty Council decision, the method used earlier shall be continued.

Oral parts of the final examination may be commenced if the department evaluated the thesis as suitable for submittal to the final examination. The second, oral part of the final examination may be commenced if the thesis plan or thesis and its presentation (the first, oral part) are each graded higher than fail.

Requirements of the final examination and examination topics of the designated courses must be announced no later than the last week of the study period. If there are immediate answers to the topics

covered in the thesis plan or thesis during the final examination, the topics for immediate answers must be designated in writing in the thesis plan/thesis announcement.

For students readmitted to the faculty, the date of first registration following readmission is considered in relation to the requirements of the final examination.

Article 17

/to Articles 27 (1) and (2) of the Regulations/

- (1) A repeated final examination may be taken twice per examination course.
- (2) The rules listed in Article 13 apply to the creation and evaluation of a new thesis.

Article 18

/to Articles 28 (8) and (13) of the Regulations/

- (1) In college-level, BSc and MSc programs the assessment of the degree equals the grade of the final examination.
- (2) The study time of a college-level degree may be shortened by a maximum of one year if the number of credits recognized are at least 60.

Article 19

/to Article 29 of the Regulations/

The Faculty awards a golden ring to students who achieve the best results in the study period and the final examination, which is handed to the students during the degree ceremony.

Article 20

/to Article 32 (4) of the Regulations/

Rules applying to students transferring to a BSc program from a college-level program:

- Students who obtained 0 credits in a college-level program (delay of studies, passive semester or other reasons), are transferred to the relevant BSc program automatically and must fulfil the requirements listed in the BSc study program.
- Students in college-level programs where the credit system is used may transfer to a BSc program by their own request. In this case, his/her courses in the college (credit) study program must be accredited to the BSc program. The list of courses which may be recognized if completed in college programs is provided for the students by the departments. The student must declare in writing that s/he accepts the change between study programs.

XIV. PROCEDURES OF HANDLING CLASSIFIED THESES

1. Request for classification of theses

- 1.1. If the student includes data in the thesis, which is considered secret and require restricted handling (hereafter: classification), the publication of the thesis may be deferred subject to the existence of adequate reasons according to the regulations of the present regulations.
- 1.2. The classification of the thesis may be done:
 - a) for the protection of business or other significant interests of third parties,
 - b) for the protection of research results and intellectual property belonging to in the interest of the University,
 - c) for the protection of data considered sensitive.
- 1.3. In special cases, the defence of the thesis may also be declared classified. In all other cases, the defence is public.
- 1.4. Classification of the thesis may be requested at least 30 days before its defence. Requests for the classification of theses are put forward by the supervisor of the student (the consultant) or the head of the Knowledge and Technology Transfer Office (in the case outlined in 1.2/b) in writing addressed to the dean on the form attached to the regulations.
- 1.5. Forms and sample requests related to the classification of theses can be found at http://detti.unideb.hu/portal/diplomamunka_titkositas.
- 1.6. The request for classification must contain:
 - a) the detailed reasons for the necessity of classification, especially why the inclusion of classified data was unavoidable in the thesis
 - b) the declaration of the owner of the secrets about which pieces of information are to be considered classified and that the student may use that information in the thesis
 - c) the declaration of the student and the owner of the secrets that they both acknowledge the provisions of the regulations and the fact of classification
 - d) declaration stating whether or not they request the classification of the thesis.
- 1.7. The dean of the Faculty shall decide about the classification of the thesis and the closure of the defence to the public.
- 1.8. Classification may be approved for 5 years after the date of the defence, which may be lengthened in special cases – by submitting a request before the 5 years pass. The new request is to be submitted according to the provisions of section 1.4. no later than 30 days before the expiration of the classification. The thesis is classifiable – especially for the protection of significant interests or in other special cases – for another 5 years. Provisions of Law no. CLV of 2009 about the protection of sensitive data shall be observed in relation to sensitive data.

2. Defence of classified theses

- 2.1. Only the supervisor, the evaluators and members of the evaluating committee may view the classified thesis who declare in writing that they keep the secrecy of the data included in the thesis and do not disclose it to the public or to third parties.
- 2.2. Only members of the evaluating committee, the supervisor and the student may be present at the defence of the classified thesis.

- 2.3. The faculty Education Office is responsible for obtaining and keeping the declarations of privacy as well as the private conduction of the defence.
- 2.4. Printed versions of the classified thesis submitted shall be returned to the student after the defence of the thesis.

3. Keeping classified theses

- 3.1. Classified theses need to be stored exclusively in electronic format in DEA, where the setting of proper viewing permissions and deadlines need to be made possible. The following data are disclosed in relation to classified theses:
 - a) the title of the thesis, the name of the author and the supervisor and the date of defence
 - b) the fact of classification and the expiration deadline of the classification
- 3.2. Uploading the classified thesis is the responsibility of the student.
- 3.3. Appropriate storage of classified theses shall be the responsibility of the managers of DEA.

Following the expiration of classification, the thesis shall be stored and accessed according to the general rules.

Debrecen, 27 June 2013.

Dr. István Fábián
Rector