# EÖTVÖS LORÁND UNIVERSITY
# ORGANISATIONAL AND OPERATIONAL REGULATIONS

## VOLUME 2
## ACADEMIC REGULATIONS FOR STUDENTS

*Amended version*[1]
***[14 October 2025]***

[1] Senate Resolutions CCLXII/2007 (XII. 17), XXXVI/2008 (III. 31), CCII/2008 (VI. 30), CCXXVIII/2008 (X. 6), CCLXXXIV/2008 (XII. 15), XXXV/2009 (III. 23), LXXIII/2009 (IV. 27), XCV/2009 (V. 25), CXCI/2009 (VI. 29), CXCV/2009 (VI. 29), CCXXXI/2009 (IX. 28), CCXXXII/2009 (IX. 28), CCLVIII/2009 (XI. 2), CCLXIII/2009 (XI. 2), CCLXIV/2009 (XI. 2), CCLXV/2009 (XI. 2), CCCXXXII/2009 (XII. 7), CCCXXXIII/2009 (XII. 7), XVIII/2010 (III. 1), LIII/2008 (III. 29), LIV/2010 (III. 29), LV/2010 (III. 29), LXXIV/2010 (IV. 26), LXXV/2010 (IV. 26), CVII/2010 (V. 31), CVIII/2010 (V. 31), CCXXIX/2010 (VI. 28), CCXXX/2010 (VI. 28), CCXXXI/2010 (VI. 28), CCXXXII/2010 (VI. 28), CCXXXIII/2010 (VI. 28), CCLXIV/2010 (XI. 8), CCLXXV/2010 (XI. 8), CCC/2010 (XII. 6), CCCII-CCCVI/2010 (XII. 6), CCCIX/2010 (XII. 6), XLI/2011 (II. 14), XLII/2011 (II. 14), LXII/2011 (IV. 11), LXXXVII/2011 (V. 23), LXXXVIII/2011 (V. 23), LXXXIX/2011 (V. 23), CLXXIII/2011 (VI. 27), CCXXIV/2011 (VI. 27), CLXXV/2011 (VI. 27), CCIV/2011 (IX. 26), CCXXI/2011 (XI. 7), CCXXII/2011 (XI. 7), CCXLV/2011 (XII. 12), CCXLVI/2011 (XII. 12), XXXII/20112 (II. 13), XLIX/2012 (IV. 2), L/2012 (IV. 2), XCV/2012 (V. 21), XCIX/2012 (V. 21), CLXVIII/2012 (VI. 25), CLXIX/2012 (VI. 25), CLXX/2012 (VI. 25), CLXXI/2012 (VI. 25), CLXXII/2012 (VI. 25), CLXXIII/2012 (VI. 25), CCVII/2012 (XI. 5), CCXLVIII/2012 (XII. 17), CCLIII/2012. (XII. 17), LV/2013 (II. 4), LVI/2013 (II. 4), CII/2013 (III. 18), CLXXXI/2013 (V. 27), CLXXXII/2013 (V. 27), CLXXXIII/2013 (V. 27), CCXLV/2013 (VII. 1), CCXLVIII/2013 (VII. 1), CCXLIX/2013 (VII. 1), CCL/2013 (VII. 1), CCLVI/2013 (VII. 1), CCXCVIII/2013 (XI. 11), CCCXXXIII/2013 (XII. 9), CCCXXXIV/2013 (XII. 9), XXXIII/2014 (III. 31), XXXIV/2014 (III. 31), XLVII/2014 (IV. 28), LXIII/2014 (V. 26), LXIV/2014 (V. 26), LXV/2014 (V. 26), CXLII/2014 (VI. 30), CXLIII/2014 (VI. 30), CXLIV/2014 (VI. 30), CXLV/2014 (VI. 30), CLXXVII/2014 (VII. 21), CLXXXVIII/2014 (IX. 22), CLXXXIX/2014 (IX. 22), CXCVI/2014 (XI. 3), XL/2015. (III. 23.), XLII/2015. (III. 23.), CXX–CXXII/2015. (VI. 29.), CLXVIII/2015. (X. 5.), CXCVIII–CCVIII/2015. (XII. 14.), XXXIX/2016. (III. 21.), LX/2016. (IV. 25.), LXIX/2016. (V. 23.), CLXXI/2016. (VI. 27.), CLXXV–CLXXVII/2016. (VI. 27.), CCXXIX/2016. (X. 24.), VII/2017. (I. 16.), XCVI/2017. (V. 29.), XCVII/2017. (V. 29.), CXCI/2017. (VI. 26.), CXCII/2017. (VI. 26.), CCLII/2017. (X. 2.), IX/2018. (I. 22.), CVI/2018. (V. 28.), CVII/2018. (V. 28.), CVIII/2018. (V. 28.), CXIII/2018. (V. 28.), CXXVII/2018. (VI. 25.), CXXVIII/2018. (VI. 25.), CXXIX/2018. (VI. 25.), CXXX/2018. (VI. 25.), CXXXI/2018. (VI. 25.), CCXXII/2018. (VII. 2.), CCXXVI/2018. (VIII. 31.), CCXXXV/2018. (X. 8.), CCXXXVI/2018. (X. 8.), CCXLIV/2018. (XI. 12.), CCXCV/2018. (XII. 17.), XVIII/2019. (III. 4.), LXIX/2019. (V. 27.), CLXXII/2019. (VI. 24.), CCLXV/2019 (XII.16.), CCLXVI/2019 (XII.16.), CXIII/2020. (VI. 22.), CXXXI/2020. (IX. 11.), CXXXV/2020. (X. 14.), CLXXI/2020. (XII. 16.), XVII/2021. (III. 08.), LXIX/2021. (V. 19.), LXXXI/2021. (V. 31.), LXXXVII/2021. (VI. 30.), CLXXIII/2021. (IX. 29.), CXCII/2021. (XI. 15.), CXCIII/2021. (XI. 15.), CCI/2021. (XII. 15.), CCIII/2021. (XII. 15.), L/2022. (IV. 27.), LI/2022. (IV. 27.), LXXXV/2022. (VI. 1.), LXXXVI/2022. (VI. 1.), LXXXVII/2022. (VI. 1.), LXXXVIII/2022. (VI. 1.), CX/2022. (VI. 29.), CCIX/2022. (X. 10.), CCXIII/2022. (X. 28.), CCXXII/2022. (XI. 14.), I/2023. (II. 08.), XXXIX/2023. (III. 27.), XL/2023. (III. 27.), XLIX/2023. (IV. 24.), LXIII/2023. (V. 22.), LXIV/2023. (V. 22.), CXXXV/2023. (VI. 26.), CLXVI/2023 (X. 9.), CXCII/2023. (XII. 11.), XLIII/2024. (IV. 15.), LXVIII/2024. (V. 27.), CLXVI/2024. (VI. 24.), CLXXX/2024. (X. 07.), CLXXXI/2024. (X. 07.), CLXXXII/2024. (X. 07.), CCXIV/2024. (XII. 16.), LX/2025. (IV. 14.), LXI/2025. (IV. 14.), LXXIV/2025. (V. 26.), LXXV/2025. (V. 26.), CLXXIX/2025. (VI. 23.), CXCVI/2025. (X. 13.), CXCVII/2025. (X. 13.) and Article 20(3) of the Academic Regulations.

**GENERAL PROVISIONS** ..... **8**
**INTRODUCTORY REGULATIONS** ..... **8**
**THE SCOPE OF THE ACADEMIC REGULATIONS FOR STUDENTS** ..... **8**
**CHAPTER I** ..... **24**
**ADMISSION TO THE UNIVERSITY** ..... **24**
**CHAPTER II** ..... **25**
**ORGANISATIONAL AND CONTENT UNITS OF THE TRAINING** ..... **25**
TRAINING PROGRAMME ..... 25
CURRICULUM UNIT ..... 25
STUDY UNIT ..... 25
MODULE ..... 26
PROGRAMME ..... 27
SUBSPECIALISATION AND SPECIALISATION ..... 28
SUBJECT ..... 29
COURSE ..... 29
CURRICULUM ..... 30
PREREQUISITE ..... 31
TRAINING PROGRAMME ..... 32
MODEL CURRICULUM ..... 34
NURTURING TALENT ..... 34
TUTORIAL ..... 34
HONORATIOR STUDENTS AND COLLEGE FOR ADVANCED STUDIES TRAINING ..... 35
HONORATIOR STATUS ..... 36
ELECTIVES ..... 38
TYPES OF TRAINING, LENGTH OF PROGRAMME ..... 38
**CHAPTER III** ..... **40**
**LEGAL FRAMEWORK OF THE STUDIES** ..... **40**
STUDENT STATUS ..... 40
ESTABLISHMENT OF STUDENT STATUS ..... 40
ADMISSION ..... 41
TRANSFER ..... 41
ENROLMENT ..... 45
REGISTRATION ..... 46
HOME FACULTY ..... 47
SUSPENSION OF STUDENT STATUS ..... 48
REALLOCATION ..... 49
PERFORMANCE-BASED REALLOCATION ..... 50
REALLOCATION BASED ON THE NUMBER OF SEMESTERS ..... 53
REALLOCATION UPON REQUEST ..... 54
GUEST STUDENT STATUS ..... 54
SUB-COURSE TRAINING IN ANOTHER HIGHER EDUCATION INSTITUTION ..... 55
SIMULTANEOUSLY PURSUED STUDIES AT ANOTHER HIGHER EDUCATION INSTITUTION ..... 56
SELECTING SUBSPECIALISATIONS ..... 56
TERMINATION OF STUDENT STATUS ..... 58
**CHAPTER IV** ..... **61**
**ACADEMIC OBLIGATIONS** ..... **61**
REGISTRATION AND THE ACADEMIC CALENDAR ..... 61
PUBLISHING COURSES ..... 62
PREREGISTERING FOR COURSES ..... 64
COURSE REGISTRATION ..... 64
CLASS ..... 69
ACADEMIC ASSESSMENT ..... 70
SEMINAR, PRACTICE, PRACTICAL GRADE ..... 72
EXAMINATIONS AND COMPREHENSIVE EXAMINATIONS ..... 72
RULES REGULATING THE ORGANISATION OF EXAMINATIONS ..... 74
RETAKES AND REMEDIAL EXAMS ..... 78
PERSONALISED INSTRUCTION FOR EXCEPTIONAL CASES ..... 79
PLAGIARISM ..... 81
THE USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION ..... 82
**CHAPTER V** ..... **83**

**COMPLETION OF STUDIES ..... 83**
FINAL CERTIFICATE (ABSOLUTORIUM) ..... 83
THESIS ..... 83
SPECIAL REGULATIONS PERTAINING TO CONFIDENTIAL THESES ..... 85
FINAL EXAMINATION ..... 88
RETAKING THE FINAL EXAMINATION ..... 90
THE FINAL EXAMINATION BOARD ..... 91
THE DIPLOMA ..... 91
DIPLOMA SUPPLEMENT ..... 93
THE MASTER DATA SHEET ..... 94
COMMEMORATIVE (JUBILEE) DIPLOMA ..... 94
**CHAPTER VI ..... 94**
**STUDENT BURSARIES AND SERVICES ..... 94**
STATE SUPPORT, GRANTS AND ALLOCATION FORMS ..... 95
DISTRIBUTION OF NORMATIVES ..... 98
ENTITLEMENT FOR GRANTS ..... 101
PAYMENT OF GRANTS/SCHOLARSHIPS ..... 102
ERRONEOUS PAYMENT ..... 103
UNIVERSITY SOCIAL AND SCHOLARSHIP STUDENT COMMITTEE ..... 104
DIRECT PAYMENTS TO STUDENTS ..... 104
PERFORMANCE-BASED GRANTS ..... 104
ACADEMIC SCHOLARSHIP ..... 104
RESEARCH SCHOLARSHIP ..... 105
FINANCIAL SUPPORT FOR PARTICIPATING IN ACADEMIC COMPETITIONS AND CONFERENCES ..... 105
PUBLIC SERVICE SCHOLARSHIP ..... 106
SPORTS SCHOLARSHIP ..... 106
CULTURE SCHOLARSHIP ..... 107
PROFESSIONAL SCHOLARSHIP ..... 108
COMPENSATION FOR SIMULTANEOUSLY PURSUED STUDIES ..... 108
ERASMUS+ START ..... 108
GOOD STUDENT, GOOD ATHLETE SCHOLARSHIP ..... 109
ARTS SCHOLARSHIP ..... 109
NATIONAL HIGHER EDUCATION SCHOLARSHIP ..... 109
GRANTS BASED ON SOCIAL CRITERIA ..... 110
BASIC SUPPORT (FIRST REGISTRATION SUPPORT) ..... 110
REGULAR SOCIAL GRANT ..... 111
IRREGULAR SOCIAL GRANT ..... 111
BURSA HUNGARICA HIGHER EDUCATION LOCAL GOVERNMENT SCHOLARSHIP, INSTITUTIONAL SHARE ..... 112
NORMATIVE GRANTS FOR INTERNATIONAL STUDENTS ..... 112
FINANCIAL SUPPORT FOR THE COMPLETION OF TRAINEESHIPS ..... 113
SCHOLARSHIP FOR PHD STUDENTS ..... 113
OTHER GRANTS ..... 113
INDIRECT PAYMENTS FOR STUDENTS ..... 113
SUBSIDY FOR NOTE PREPARATION, AND THE PURCHASE OF ELECTRONIC TEXTBOOKS, STUDY MATERIALS AND ELECTRONIC EQUIPMENT NECESSARY FOR PREPARATION AS WELL THE PURCHASE OF EQUIPMENT FACILITATING THE STUDIES OF DISABLED STUDENTS ..... 113
SPORTS AND CULTURAL SUPPORT ..... 114
DORMITORY PLACEMENT ..... 114
ADMISSION TO THE DORMITORY CENTRE ..... 115
TERMINATION OF DORMITORY MEMBERSHIP ..... 116
RECORD OF PAYMENTS ..... 117
**CHAPTER VII ..... 118**
**FEES AND CONTRIBUTIONS TO BE PAID BY STUDENTS ..... 118**
TUITION FEE ..... 118
RULES OF PAYING THE TUITION FEE ..... 120
TRAINING CONTRIBUTIONS ..... 121
DORMITORY FEES ..... 123
RULES OF THE PAYMENT AND THE USE OF THE DORMITORY FEE ..... 124
LIBRARY FINE ..... 125
**CHAPTER VIII ..... 126**
**RULES OF FIRST-INSTANCE PROCEDINGS IN STUDENT ISSUES ..... 126**
AUTHORITY ..... 126

Jurisdiction ... 126
The inspection of the authority and jurisdiction ... 127
Appointment of the acting body ... 127
The use of equity by the Dean ... 127
Instigation of the proceeding ... 127
Deadline to Settle the Issue ... 128
Submission of the request ... 129
Participation in the proceeding ... 129
Authorisation ... 129
Communication ... 129
Summons ... 130
Calculation of deadlines, due dates ... 131
Omission ... 131
Excuses ... 131
Providing corrections ... 131
Minutes ... 132
Submission of the request ... 132
First-instance decision ... 132
**CHAPTER IX ... 134**
**RULES OF APPEAL (SECOND-INSTANCE) PROCEEDINGS IN STUDENT ISSUES ... 134**
Authority ... 134
Jurisdiction ... 134
Student Appeals Board ... 134
Grounds for exclusion ... 135
Submission of the appeal claim ... 135
The procedure of the Board ... 136
Calculating the deadlines of the appeal proceedings ... 138
The Rules of Verification in the Appeal Proceedings ... 139
The Second-Instance Decision ... 139
Correction, Replacement, Complementation, Amendment and Withdrawal of the Decision ... 142
**CHAPTER X ... 143**
**THE STUDENT'S DISCIPLINARY LIABILITY AND LIABILITY FOR DAMAGES ... 143**
Disciplinary Liability ... 143
Definitions ... 143
Liability for Damages ... 144
**CHAPTER XI ... 146**
**THE RULES OF THE DISCIPLINARY PROCEEDINGS AND THE ACTION FOR DAMAGES ... 146**
Persons or Entities Involved in the Proceedings ... 146
Grounds for Dismissal ... 148
Initiation of the Disciplinary Proceedings ... 148
Limitation period ... 149
Execution of the Disciplinary Proceedings ... 149
Time frame for completion of the proceedings ... 149
Summons and communication ... 150
Joint and Separate Proceedings ... 151
Personal Data, The Confidential Handling of Data ... 151
The Hearing and the Demonstration of Evidence ... 152
Providing Defence ... 153
The Publicity of the Disciplinary Proceedings ... 154
Suspension of the Disciplinary Proceedings ... 154
Decisions That May Be Made During the Disciplinary Proceedings ... 155
Ending the Disciplinary Proceedings ... 156
Finalisation and Execution of the Decision ... 156
Exemption from the Punishment ... 156
Exemption from Disadvantageous Circumstances in Connection with the Punishment ... 157
Second-instance Proceedings ... 158
**CHAPTER XII ... 160**
**TRANSITIONAL PROVISIONS ... 160**
Special Rules of Teacher Training (of the Previous System) ... 160
School Practices ... 160
**CHAPTER XII/A ... 163**
**SPECIAL PROVISIONS PERTAINING TO THE SZOMBATHELY TRAINING VENUE ... 163**

TEMPORARY PROVISIONS PERTAINING TO STUDENTS WHO STARTED THEIR STUDIES AT THE UNIVERSITY OF SOPRON OR ITS PREDECESSORS ... 163
**CHAPTER XIII ... 165**
**SPECIAL PROVISIONS REGARDING THE ACADEMIC ALLOWANCES AND ACADEMIC SUPPORT PROVIDED BY THE UNIVERSITY TO SPECIAL NEEDS STUDENTS ... 165**
REGISTERING SPECIAL NEEDS ... 166
SUPPORT AND EXEMPTIONS GRANTED TO SPECIAL NEEDS STUDENTS ... 167
**SPECIAL PROVISONS ... 170**
**PROVISIONS PERTAINING TO CERTAIN FACULTIES ... 170**
**CHAPTER XIV ... 170**
**PROVISIONS PERTAINING TO THE FACULTY OF LAW ... 170**
CHANGING PROGRAMMES AND TRAININGS ... 170
TRANSFERRING STUDENTS FROM OTHER NATIONAL UNIVERSITIES ... 170
THE GUEST STUDENT STATUS ... 171
THE FACULTY'S STUDENTS' PARTICIPATION IN THE ERASMUS PROGRAM ... 171
THE END OF THE STUDENT STATUS ... 172
CATCHING-UP EXAMINATIONS ... 172
THE ORDER OF EDUCATION ... 172
MODULES SERVING FOR SPECIALISATION ... 173
CLASS PAPER ... 174
ASSESSING ACADEMIC PERFORMANCE ... 175
CLASSROOM TEST ... 175
SEMINARS, PRACTICES, ORALS ... 175
THE RULES OF ORGANISING EXAMINATIONS ... 176
RETAKE EXAM AND REMEDIAL EXAM ... 176
PERSONALISED INSTRUCTION FOR EXCEPTIONAL CASES ... 177
FIELD STUDIES ... 177
THESIS ... 178
FINAL EXAMINATION ... 179
RETAKING AN UNSUCCESSFUL FINAL EXAM ... 180
THE QUALIFICATION OF THE DIPLOMA ... 180
CONFERRING AND THE AWARDING OF THE DIPLOMA ... 180
STUDENT GRANTS AND SCHOLARSHIPS ... 180
MEMBERS OF THE SCHOLARSHIP COMMITTEE OF THE FACULTY OF LAW ... 181
ACADEMIC SCHOLARSHIP ... 181
HALVING SCHOLARSHIP ... 182
NATIONAL HIGHER EDUCATION SCHOLARSHIP ... 183
FUNDING THE WRITING OF LECTURE NOTES, THE PROCUREMENT OF DIGITAL TEXTBOOKS, COURSE MATERIALS AND DIGITAL SOURCES FOR PREPARING LECTURES. ... 185
TUITION FEE ... 185
FEES ... 186
FIRST INSTANCE BODIES HANDLING STUDENT CASES ... 186
DEAN'S EQUITY ... 186
**CHAPTER XV ... 189**
**PROVISIONS PERTAINING TO THE BÁRCZI GUSZTÁV FACULTY OF SPECIAL EDUCATION 189**
THE FACULTY ACADEMIC AND STUDENT AFFAIRS COMMITTEE ... 189
TRANSFER ... 190
THESIS/PORTFOLIO ... 191
SELECTION OF THE THESIS TOPIC, CHANGE OF THE THESIS TOPIC ... 192
FORMAL REQUIREMENTS AND SUBMITTING THE THESIS ... 193
ASSESSMENT AND EVALUATION ... 193
THESIS DEFENCE ... 194
SUPERVISING TASKS RELATED TO THE THESIS AND THE PORTFOLIO ... 195
TRAINEESHIP (FIELD WORK) ... 195
THE QUALIFICATION OF THE FINAL EXAM AND THE DIPLOMA IN AN MA PROGRAMME ... 196
THE QUALIFICATION OF THE FINAL EXAM AND THE DIPLOMA IN SPECIAL POSTGRADUATE PROGRAMMES ... 196
REQUEST FOR EQUITY ... 197
STUDENT GRANTS AND SCHOLARSHIPS ... 197
MEMBERS OF THE SCHOLARSHIP COMMITTEE OF THE BÁRCZI GUSZTÁV FACULTY OF SPECIAL EDUCATION ... 197
ACADEMIC SCHOLARSHIP ... 198
SCIENTIFIC SCHOLARSHIP ... 198

PUBLIC SERVICE SCHOLARSHIP ... 198
NATIONAL HIGHER EDUCATION SCHOLARSHIP ... 198
TUITION FEE ... 199
RULES FOR PAYING AND SPENDING THE TUITION FEE ... 200
CHANGE OF THE FORM OF FUNDING ... 200
FEES ... 201
**CHAPTER XV/A ... 202**
**PROVISIONS PERTAINING TO THE BERZSENYI DÁNIEL TEACHER TRAINING CENTRE ... 202**
**CHAPTER XVI ... 206**
**PROVISIONS PERTAINING TO THE FACULTY OF HUMANITITES ... 206**
THE MINOR AND THE SPECIALISATION ... 206
STUDY GRANT ... 212
RESEARCH SCHOLARSHIP ... 214
SPORTS SCHOLARSHIP ... 214
CULTURAL SCHOLARSHIP ... 214
PROFESSIONAL SCHOLARSHIP ... 214
NATIONAL HIGHER EDUCATION SCHOLARSHIP ... 215
STUDENT EXCELLENCE GRANT ... 220
**CHAPTER XVI/A ... 222**
**PROVISIONS PERTAINING TO FACULTY OF ECONOMICS ... 222**
TRANSFER ... 222
TERM PROJECT ... 223
THESIS ... 223
FINAL EXAMINATION ... 224
THE DEGREE CERTIFICATE ... 224
STUDENT BURSARIES ... 225
ACADEMIC SCHOLARSHIP ... 225
THE FACULTY'S PROFESSIONAL, SCIENTIFIC AND PUBLIC LIFE SCHOLARSHIPS ... 227
OTHER SCHOLARSHIPS ... 227
NATIONAL HIGHER EDUCATION SCHOLARSHIP ... 227
ELTE GTK BUSINESS CLASS SCHOLARSHIP ... 228
TUITION ... 229
FEES ... 229
EQUITY ... 230
MIXED PROVISIONS ... 230
**CHAPTER XVII ... 232**
**REGULATIONS ON THE FACULTY OF INFORMATICS ... 232**
STUDENT GRANTS AND SCHOLARSHIPS ... 238
FACULTY SCHOLARSHIP COMMITTEE ... 239
ACADEMIC SCHOLARSHIP ... 239
RESEARCH SCHOLARSHIP ... 239
PUBLIC SERVICE SCHOLARSHIP ... 239
SPORTS SCHOLARSHIP ... 240
CULTURE SCHOLARSHIP ... 240
PROFESSIONAL SCHOLARSHIP ... 240
NATIONAL HIGHER EDUCATION SCHOLARSHIP ... 240
FUNDING THE WRITING OF LECTURE NOTES, THE PROCUREMENT OF DIGITAL TEXTBOOKS, COURSE MATERIALS AND DIGITAL SOURCES FOR PREPARING LECTURES ... 240
**CHAPTER XVIII ... 242**
**REGULATIONS ON THE FACULTY OF EDUCATION AND PSYCHOLOGY ... 242**
THE INDEPENDENT PROGRAMME ... 242
TUTORING ... 242
LEGAL FRAMEWORK OF STUDIES ... 243
ANNOUNCING AND TAKING COURSES ... 244
ASSESSING ACADEMIC ACHIEVEMENTS ... 245
THE THESIS ... 245
THE FINAL EXAMINATION ... 247
THE DEGREE CERTIFICATE ... 248
THE COMMITTEE FOR EDUCATION OF THE FACULTY ... 248
THE CREDIT TRANSFER COMMITTEE OF THE FACULTY ... 249
THE SPECIAL COMMITTEE OF THE FACULTY ... 251
EQUITY ... 251

DIVISION OF ALLOCATIONS AT THE FACULTY ..... 252
THE FACULTY SCHOLARSHIP COMMITTEE ..... 252
THE GRANT FOR STUDIES ..... 252
NATIONAL HIGHER EDUCATION SCHOLARSHIP ..... 254
DEADLINES FOR SUBMITTING CLAIMS CONCERNING THE PAYMENT OF THE TUITION FEE ..... 254
SERVICE FEES ..... 255
**CHAPTER XIX ..... 256**
**REGULATIONS ON THE FACULTY OF SOCIAL SCIENCES ..... 256**
CHANGE OF A DEGREE COURSE OR SCHECULE ..... 257
THE FACULTY EDUCATION AND CREDIT TRANSFER COMMITTEE ..... 270
STUDENT GRANTS AND SCHOLARSHIPS ..... 271
MEMBERS OF THE SCHOLARSHIP COMMITTEE OF THE FACULTY OF SOCIAL SCIENCES ..... 271
ACADEMIC SCHOLARSHIP ..... 271
RESEARCH SCHOLARSHIP ..... 272
NATIONAL HIGHER EDUCATION SCHOLARSHIP ..... 272
OTHER SCHOLARSHIPS ..... 273
**CHAPTER XX ..... 276**
**PROVISIONS CONCERNING THE FACULTY OF PRIMARY AND PRE-SCHOOL EDUCATION ..... 276**
STUDENT GRANTS AND SCHOLARSHIPS ..... 284
MEMBERS OF THE SCHOLARSHIP COMMITTEE OF THE FACULTY OF PRIMARY AND PRE-SCHOOL EDUCATION ..... 284
ACADEMIC SCHOLARSHIP ..... 285
NATIONAL HIGHER EDUCATION SCHOLARSHIP ..... 285
**CHAPTER XXI ..... 288**
**PROVISIONS PERTAINING TO THE FACULTY OF SCIENCE ..... 288**
STUDENT GRANTS AND SCHOLARSHIPS ..... 300
MEMBERS OF THE SCHOLARSHIP COMMITTEE OF THE FACULTY OF SCIENCE ..... 301
ACADEMIC SCHOLARSHIP ..... 301
PUBLIC SERVICE SCHOLARSHIP ..... 303
SPORTS SCHOLARSHIP ..... 303
PROFESSIONAL SCHOLARSHIP ..... 303
NATIONAL HIGHER EDUCATION SCHOLARSHIP ..... 303
TUITION FEE REDUCTION ..... 304
INVOICE REQUESTING STATEMENT ..... 305
FEES ..... 305
**CHAPTER XXII ..... 306**
**CLOSING AND ENACTING PROVISIONS ..... 306**

# GENERAL PROVISIONS
# INTRODUCTORY REGULATIONS

## THE SCOPE OF THE ACADEMIC REGULATIONS FOR STUDENTS

### Section 1

(1) [2] The scope of the Academic Regulations for Students (henceforth: Regulations) extends to all persons who have a student status or guest student status at the University, and during the time of arranging the thesis and the final examination, to the person who registers for a final examination after the termination/expiration of his/her student status. Only the provisions regulating the thesis and the final examination apply to students who register for the final exam after the termination/expiration of their student status.

(2) [3] The scope of the Regulations shall extend to a person with an adult student status or other training legal relationship with the University only in the case of an express provision of the Regulations or other university organisational regulations governing these legal relations.

(3) [4] Regarding students who started their studies at the University of Sopron or its predecessors (hereinafter: SoE), and whose student status was established via the legal succession between SoE and ELTE, the Regulations apply as per the specifications of chapter XII/A concerning studies started before 1 February 2017.

(4) [5] In the case of joint international programmes, the agreement between the institutions participating in the joint programme or the documentation adopted by the Senate on the basis thereof with the consent of the Students' union (HÖK) shall apply. The scope of the Regulations shall extend to this legal relationship only if and to the extent that the agreement expressly refers to it.

### Section 2

(1) [6] Beyond the rules laid out in Section 1 (1), the effect of the Regulations extends to all to all organisational units and all employees involved in instruction or educational organisation irrespective of the nature of their legal relationship with the University.

(2) The effect of the Regulations extends to all organisational units, all instructors and all employees involved in educational organisation irrespective of the nature of their legal relationship with the University.

(3) [7] If a training programme shall also be organised as a dual training programme, the regulations applying to the programme that differ from the present Regulations are contained in Annex 7 of the present Regulations.

(4) [8] In provisions of the present Regulations referring to the faculty, the faculty body, the Dean, the Vice-Dean or the Faculty Office of Educational Affairs, references to the Berzsenyi Dániel Teacher Training Centre and its programmes shall apply to the institute, the institutional body in question, the director of the institute, the deputy director of the institute and the organisational unit responsible for carrying out the duties of the office of educational affairs.

---

[2] Enacted by Senate Resolution CXXXV/2023. (VI. 26.). Effective date: 1 September 2023.
[3] Enacted by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[4] Enacted by Senate Resolution VII/2017. (I. 16.) amending the Academic Regulations for Students on the Szombathely integration. Effective date: 17 January 2017
[5] Enacted by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[6] Established by Senate Resolution CCXLVIII/2013 (VII. 1) on the Doctoral Regulations of Eötvös Loránd University. Effective date: 2 July 2013.
[7] Enacted by Senate Resolution VII/2017. (I. 16.). Effective date: 17 January 2017
[8] Established by Senate Resolution LXXXI/2021. (V. 31.) on the reorganisation of the Institute of Business Economics into a faculty, the foundation of the Faculty of Economics and the adoption of the Organisational and Operational Regulations of the ELTE Faculty of Economics. Effective date: 1 August 2021.

**Section 3**

(1) [9]The Regulations control the rights and obligations emerging from the (regular or visiting) student status established between the University and the Student.

(2) Specific provisions concerning the faculties of the University are included under the Special Provisions. The regulations under the Special Provisions section are different from those under General Provisions on account of the particularities of the faculties.

(3) [10]The General Provisions of the Regulations apply to the Master's programme in education currently being phased out established by the repealed Act CXXXIX of 2005 on Higher Education (hereinafter: Ftv.) as well as studies pursued in the undivided programme in education regulated by Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.) mutatis mutandis the Special Provisions concerning the given module and the faculty in charge of teacher training. The Special Provisions cannot deviate from any regulations under General Provisions specifically concerning the Master's programme in education currently being phased out established by the repealed Ftv. and the undivided programme in education regulated by Nftv. (hereinafter jointly referred to as teacher training).

**Section 4[11]**

(1) [12] Paragraph 2 of this section explains the terminology used throughout the General Provisions and the Special Provisions of the Regulations, including basic terminology as well as specific terminology related to specific faculties and programmes.

(2) [13] The terminology used throughout the Regulations is explained below:

1. *Absolutorium*: cf. *Final certificate*;
2. [14]*Active semester*: the semester in which the Student registers to start or continue his/her studies and does not cancel it over the course of the semester;
3. *Bachelor's degree programme*: the first phase of the multi-tier higher education training, which provides the Student with a Bachelor's degree and qualifies him/her for applying for a Master's programme;
4. *Foundation exam*: a mandatory exam course with no contact hours announced each Semester, the completion of which is a prerequisite for further studies, and whose content requirements and credit value are determined by the curriculum; In language faculties and foreign language education faculties, a specific type of foundation exam is used, called the language proficiency exam.

4/A. [15]*State-funded training*:

a) state-financed or state-funded training started before September 2012 that has not been recategorized as tuition-paying training;

b) training started before September 2012 that has been recategorized as state-funded training;

5. [16] *Revision of funding*: decision to change funding category; the revision has three types:

[9] Enacted by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[10] Established by Senate Resolution CCXLV/2013 (VII. 1) on the amendment of the ELTE Organisational and Operational Regulations with view to the establishment of a Teacher Training Centre. Effective date: 15 July 2013.
[11] Established by Senate Resolution LV/2010 (III. 29). Effective date: 30 March 2010.
[12] Established by Senate Resolution CCXLVIII/2012 (XII. 17).Effective date: 18 December 2012.
[13] Introductory text established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[14] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[15] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). Effective date: 18 December 2012.
[16] Established by Senate Resolution CCXLVIII/2012 (XII. 17) on the amendment of 3 volumes of the ELTE Organisational and Operational Regulations in view of Act CCIV of 2011 on National Higher Education and other legislation.Effective date: 18 December 2012.

a) Performance-based revision: decision made at the end of each academic year (June) based on the student's performance during his/her last two active semesters;

b) Quota-based revision: decision based on the exhaustion of the number of state-funded semesters provided by law;

c) Request-based revision: decision following the Student's revision request;

6.[17] *Enrolment*: after the Student's admission, transfer or admission to part-time training in a programme of the University, he/she needs to enrol, which is the administrative act of establishing student status and entering into a contractual relationship with the University. The enrolment statement is given in part electronically through the Electronic Academic System, and in part in person with the assistance of the Office of Educational Affairs (Registrar). Students may have to sign a contract prior to the enrolment depending on the provisions of the relevant legislation;

7. [18] *Registration*: the act through which the Student states whether he/she wishes to have an active or a passive semester in the given semester. Registration for an active semester is a request for the commencement or continuation of one's studies, while registration for a passive semester is a request for an suspension of student status, during which no academic performance can be requested of the Student.

7/A. [19] *Demo lesson/demo seminar*: A lesson/seminar prepared and conducted independently by the student taking part in a professional pedagogical training module in the teacher training programme falling under the scope of Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.) to demonstrate their progress on their path to becoming a teacher.

7/B. [20]*Group pedagogical training:* A type of disciplinary pedagogical training in the teacher training programme regulated by Nftv. launched in 2022 in which students gain experience in the planning and evaluation of the studying process, observe disciplinary classes and take part in micro teaching;

8. [21]*Thesis*: With the exception of the doctoral dissertation, the Student's own intellectual composition compiled at the end of the degree programme, which is public within the framework of the legislation and internal regulations in force at all times, in the scope and manner specified therein, and whose length and format is determined by the Council for Teacher Training and Continuing Professional Development;

8/A[22] *Dual training:*

**Nftv. defines** *dual training* **as: a form of training in a work-intensive initial training course in engineering, art, information technology, agriculture, natural sciences, medical and health sciences or economics, a basic training course in deaconry and social work or a master's degree course in any of these fields of training, where, according to the curriculum of the program - adapted to the vocational training program and outcome requirements and containing specific provisions regarding the period and methods of training, contact hours and the assessment of the knowledge acquired - practical training is carried out in a qualified establishment within a framework determined by the Dual Training Council;**

The regulations applying to the dual training programme in question that differ from the present Regulations are contained in Annex 7 of the present Regulations.

8/B. [23] *Other training status*: a status established between the University and in individual who does not have a student status with the University within the framework of which the

[17]Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018

[18] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017

[19] Enacted by Senate Resolution CLXXII/2019. (VI. 24.) on amendments to the Academic Regulations for Students and certain annexes. Effective date: 25 June 2019.

[20] Enacted by Senate Resolution LXXXV/2022. (VI. 1.). Effective 31 May 2022.

[21] Established by Senate Resolution LXIII/2023. (V. 22.). Effective date: 23 May 2023.

[22] Enacted by Senate Resolution VII/2017. (I. 16.). Effective date: 17 January 2017

[23] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.

University offers one or more study unit, module or other areas of study as a service that does not fall under the scope of Act LXXVII of 2013 on Adult education. The other training status does not grant student status, ensure student rights or provide a higher education degree or vocational training qualification.

9. [24]*Independent professional training*: part of the practical module of the Master's programme in education currently being phased out established by Ftv.; a several-week-long, uninterrupted professional training carried out in a school with the aid of a mentor teacher during the last semester of the teaching programme. The Student completes teaching tasks related to his/her major, educational tasks not related to his/her major as well as other tasks requested by the school;
10. *Individualised instruction*: the Student may decide to choose courses from the list of courses offered in a given semester other than those recommended in the model curriculum, in accordance with the corresponding regulations and curricula. Not to be confused with the personalised instruction for exceptional cases;
11. [25]
12. *Expulsion*: the termination of the Student's studies at a given faculty, which results in the termination of his/her student status unless he/she is enrolled at another faculty;

12/A. [26] *Electronic Academic System*: platform used for the registration of the Student's personal, academic and exam data and for the formal and informal communication among the University's official bodies, instructors, and Students; provided for the University by the Neptun education management system, ensuring the long-term preservation of theses as a part of the University's data assets, including the repository collections and repositories ensuring access to and the searchability of theses of students who have passed the final examination;

12/B. [27] *Electronically archived invoice*: invoice with timestamp and electronic signature, whose first printed copy is given to the customer, after which it is stored in an electronic format;

13. *Foundation course*: a study unit of the curriculum; the Student may be exempted from attending a course by testing out in accordance with the conditions specified in the Regulations;
14. *Lecture*: contact hour based primarily on the instructor's oral explanations, where the Student's achievement is typically assessed by an exam;
15. *Prerequisite*: the precondition of taking or completing a given curriculum unit; cannot exceed 3 completed curriculum units (see also strong ~, weak ~);
16. [28] *Unsuccessful exam/No show*: if the Student fails to appear at the exam without a justifiable excuse and he/she fails to postpone the exam before the given deadline, the exam is considered unsuccessful. The Student gets no grade for such an exam.
17. [29] *Strong prerequisite*: a prerequisite whose prior fulfilment is a condition for registration for the curriculum study unit in question.
18. [30] *Invalid exam*: if the Student fails to pass the exam that was the weak prerequisite of the given course, the exam results of the given course are invalid.

---

[24] Established by Senate Resolution CXCI/2017. (VI.26.). Effective date: 27 June 2017.
[25] Repealed by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[26] Endorsed by Senate Resolution LXIII/2023. (V. 22.). Effective date: 23 May 2023.
[27] Endorsed by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 31 May 2022.
[28] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.[29] Established by Senate Resolution CLXXI/2020. (XII. 16.). Effective date: 14 December 2020.
[29] Established by Senate Resolution CLXXI/2020. (XII. 16.). Effective date: 14 December 2020.
[30]Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

19. [31] *Electronic invoice*: invoice with electronic signature and timestamp that is valid in a purely electronic format;

19/A. [32]*Proof of completion of the semester*: a certified document detailing the student's grades obtained in the latest semester completed, of which the student may request to be printed a copy from the Electronic Academic System.

19/B [33] *Adult student status*: Status sanctioned by Act LXXVII of 2013 on Adult education established with an individual pursuing a training programme that falls outside the education system, by entering into a contractual relationship with the University. The adult student status does not grant student status, ensure student rights or provide a higher education degree or vocational training qualification.

20. [34] *Higher vocational education*: vocational education within the framework of a undivided programme (discontinued by Act CXXXIX of 2005 on Higher Education) or in the case of vocational school students, within the framework of an agreement with a higher education institution, which is incorporated in the Bachelor's programme of higher education institutions, and provides a higher vocational qualification listed in the National Training Register;

20/A. [35] *Tertiary vocational training*:

**Nftv Section 15 (2): Tertiary vocational training programs lead to the award of tertiary level qualifications attested by diplomas. A diploma awarded for the completion of a tertiary vocational training program shall not certify an independent level of education.**

21. *Convergence criterion subject*: any no-credit study unit required or offered by training programmes, whose aim is to ensure that all Students have mastered secondary education curricula;

22. *Semester*: the academic training period consisting of a 14-week term time and a 7-week examination period;

23. [36] *Practice*: contact lesson based primarily on active and independent student participation; includes seminars, laboratory projects and laboratory practice courses, among other formats;

24. *Practical grade*: the grade given at the completion of a practice;

25. [37] *Practical module*: a curriculum unit of the Master's programme in education currently being phased out established by the repealed Ftv., which includes the teacher professional training, seminars accompanying the training, and the portfolio;

26. [38]*Training schools, public education training institutions*: The University's public education institutions involved in, beyond public education, the practical module of teacher training, i.e., preparing teacher candidates for the teaching profession;

27. *Weak prerequisite*: a prerequisite which can be completed in the same semester with the given study unit;

27/A. [39] *Collective account*: the University's sub-account at the Hungarian State Treasury, to which Students can transfer money, thus creating a personal balance that may be used for fulfilling the Student's financial obligations towards the University;

28. [40]*Student status*: the student status established between the University and the Student upon his/her enrolment, which entails rights and obligations. The student status terminates on

---

[31]Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[32] Established by Senate Resolution CXX/2015. (VI. 29.). Effective date: 15 August 2015.
[33] Enacted by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[34] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[35] Endorsed by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[36] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[37] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[38] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[39] Endorsed by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[40] Established by Senate Resolution CLXXXI/2024. (X. 07.). Effective date: 8 October 2024.

the last day of the semester in which the Student obtains the predegree certificate (absolutorium) or when the Student is transferred to another higher education institution. The student status can also be terminated unilaterally by the Student or – in cases determined by the law – by the University;

29. *Suspension of student status*:
**Nftv Section 45 (1): If a student gives notice of not wishing to meet his or her student obligations in the coming academic term or fails to register for the next academic term, his or her student status shall be suspended. The uninterrupted period of suspension shall not be longer than two consecutive semesters. Students may suspend their student status more than once, as set out in the tutorial and examination regulations.**
30. [41]*Classroom observation*: an element of teacher training during which groups of Students or individual Students observe, analyse and assess classes and activities that may or may not correspond to their academic major;
31. [42]
32. *School traineeship*: a teacher training module, where Students acquire practical skills through observing or teaching (guided or independent teaching) classes in a school or other educational institution; i.e.:
a) [43]
b) [44] in the Master's programme in education currently being phased out established by the repealed Ftv.: group or individual pedagogy-psychology training in a school, specialised pedagogical training, individual continuous school traineeship;
c) [45] in the teacher training programme falling under the scope of Nftv.: group pedagogical practice or individual pedagogical practice at a school overseen by a head teacher, mentor or adviser running parallel to the programme; group pedagogical practice, career socialisation practice, disciplinary pedagogical practice and the related individual continuous school traineeship running parallel to the programme;

32/A. [46] *Remedial exam*: a type of remedial exam defined by law aimed at improving the grade of a passed exam within the same examination period;

32/B. [47]

33. *Programme and outcome requirements*:
**Nftv Section 108: Programme and outcome requirements shall mean the overall knowledge set, proficiencies, skills and competences, or the knowledge to be acquired for the award of a diploma for the completion of a given academic discipline;**
34. *Length of studies*:
**Nftv Section 108: Length of studies shall mean the length of time prescribed by law for acquiring the required number of credits, level of qualification or vocational qualification;**
35. [48] *Training plan*: the detailed requirement system of a given programme, which describes the study units and the contents of the curriculum and determines the conditions for the completion of a given work schedule. The training programme includes the conditions for the selection of a given subspecialisation, minor subspecialisation, specialisation, academic field or programme pursuant to Sections 47-48. The training programme must be approved by the respective Faculty Council;

---

[41] Endorsed by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[42] Repealed by Senate Resolution CLXXII/2019. (VI. 24.). Effective date 25 June 2019.
[43] Repealed by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[44] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[45] Enacted by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.
[46] Endorsed by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[47] Repealed by Senate Resolution CLXXI/2016. (VI. 27.) on amendments to the General Provisions of the Academic Regulations for Students, Vol. 2 of Eötvös Loránd University's Organisational and Operational Regulations. Effective date: 28 June 2016.
[48] Established by Senate Resolution CXIII/2020. (VI. 22.) on the amendment of the Academic Regulations for Students and its Annexes. Effective date: 22 June 2020.

36. *Personalised instuction for exceptional cases*: an individual requirement system containing exceptional requirements in terms of the time frame and content of academic requirements. A personalised instruction for exceptional cases may be granted upon request;
37. *Examination*: assessment at the end of a lecture;
38. *Contact hour* (Course hour):
    **Nftv. Section 108 41.: 'Course hour' shall mean a form of in-person education or session (lecture, seminar, practice session, consultation) with a duration of not less than forty-five and not more than sixty minutes, where the personal contribution of an instructor is required for meeting the academic requirements laid down in the curriculum or the subject description. Theoretical training implemented through closed-system electronic distance education shall be considered equivalent to a course hour implemented through face-to-face education if the training is implemented through closed-system electronic distance education, where lectures are offered using the video content manager of the closed system distance education training management system, and students are provided with the possibility of online consultation with the personal involvement of the instructor of the required quantity and duration using the closed system distance education training management system, and the possibility of testing, which ensures individual control of the acquisition of knowledge, is provided by the functionality of the closed system distance education training management system;**
39. *Consultation*:
    **Nftv. Section 108 23: 'consultation' shall mean an opportunity provided by a lecturer or professor of the higher education institution for a student to have a one-to-one discussion in person or electronically;**
40. *Corrected credit index*:

$$CCI = \frac{\sum(credits_obtained * grade)}{30} * \frac{credits_obtained}{credits_registered}$$

    **Government Decree 79/2006 (IV. 5) on the execution of some of the provisions of Act CXXXIX of 2005 on higher education (Hungarian abbreviation: 'Vhr1.') Article 24(3): The corrected credit index can be calculated with a multiplicator corresponding to the ratio of credits taken and accrued by the student in his/her individualised instruction.**

40/A. [49] *Tuition-based training*:

a) tuition-paying training started before September 2012 that has not been recategorized state-funded training;

b) training started before September 2012 that has been recategorized as tuition-paying training;

41. *Mandatory double major*: in undivided training started before 1 September 2006, Students must complete two majors simultaneously;
42. *Recommended double major*: two majors that can be simultaneously completed as their compatibility is provided for by the model curriculum and the course list;
43. [50] *Public education training*: professional training that must be completed in a public education institution, during which the Student is supervised by the institution's teachers as well as other instructors in the given subject field;
44. *Credit*:
    **Nftv Section 108 24: 'Credit' shall mean a unit for measuring students' academic work, expressing, in respect of a subject or curriculum unit, the time estimated as necessary for acquiring the learning outcomes and meeting the requirements identified on the basis of the description of the subject; one credit represents thirty academic hours on average, and the value of a credit does not depend on the assessment of the learning outcome acquired by the student, provided that the student's performance was accepted.**

44/A. [51] *Credit verification form*: **Vhr. Section 43 (1) The credit verification form is a certified document issued by the higher education institution which contains descriptions of the subjects completed by the student which allows the examination and assessment of how the knowledge and other competences acquired and verified by the student coincide with the competences of the subject**

[49] Endorsed by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[50] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[51] Endorsed by Senate Resolution CXX/2015. (VI. 29.). Effective date: 15 August 2015.

**substituted for the purpose of determining for the purpose of decision making based on Nftv. Section 49 (5).**

45. *Credit index*: the indicator of academic achievement in a given semester

$$CI = \frac{\sum(credits_obtained * grade)}{30}$$

**Vhr1 Section 24(3): The credit index is calculated as follows: the sum of the multiplication of the credit value of the subjects completed during the semester and the grades earned, divided by 30, which is the average number of credits accrued by a student in one semester.**

46. *Criterion condition*: any condition determined by the curricula that is a prerequisite for a specific part of one's studies or for obtaining a degree, the completion of which is independent of the studies at the University and whose completion is required by the University, but the means of its completion are chosen by the Student;
47. [52] *Course*: opportunity offered in a given semester to complete a study unit, including contact hours and activities as well as exams and other grading procedures. The course, depending on its type, is usually held at a specific place and time by a specific instructor (including online and blended courses). The type and features of the course are identical to those of the study unit for whose completion it serves (time frame, number of contact hours, types of activities, form of assessment). The course's content may be derived or free;
48. [53] *Course registration*: at the beginning of each semester, the student must register in the Electronic Academic System for the courses and exam courses he/she wishes to take in that semester;
49. [54] *Course registration (subject registration) period*: A period arranged in each semester, divided into three segments during which the Student shall register for the courses and exam courses they plan on completing in the semester. The segments of the course registration period – not applying to doctoral programmes – are as follows:

    [55]*Preliminary course registration period*: the period extending from 1 August pertaining ot the autumn semester and from 2 January pertaining to the spring semester to no later than the Friday of the second week preceding the term time of the given semester. The preliminary course registration period may vary by faculty within those boundaries;

    [56] *Ranking course registration period*: the period extending from the last day of the preliminary course registration period to the Thursday of the week preceding the term time on the last day of which the Electronic Academic System allocates the ranking points referred to in Section 60 to the Students' course registration;

    *First-come-first-served course registration period*: the period extending from the Friday following the ranking course registration period to the following week, the Friday of the first week of the term time, when admittance to the course is no longer based on ranking, but on the "first come, first served" principle;
50. [57] *Dropping a course*: if the student has not attempted to complete a course despite having registered for it.

    a) in the case of a seminar or traineeship, the student did not participate in the classes or their performance could not be evaluated for other reasons,

    b) in the case of an examination, the student did not attempt to pass the examination, including failure to fulfil the prerequisite of the course;
51. *Laboratory practice*: a practice during which Students use special tools and instruments;

---

[52] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[53] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[54] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[55] Established by Senate Resolution LXXIV/2025. (V. 26.) Effective date: 27 May 2025.
[56] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[57] Repealed by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

52. [58]

52/A.[59]

52/B. [60] *Training programme supported by Hungarian State scholarship or limited grant*:

a) (partially) state-funded training started in or after September 2012 that has not been recategorized as tuition-paying training;

b) training started before September 2012 that has been recategorized as (partially) state-funded training;

52/C. [61] *Offered grade*: the instructor may offer the student a grade (offered grade) to the Student based on their performance over the course of the semester. Should the Student reject that grade, they shall be required to sit for a written or oral examination during the examination period.

53. *Suspension of Studies*: the suspension of the student status;

54. [62]*Mentor (mentor teacher, mentor instructor, mentor kindergarten teacher)*: instructor charged with the task of assisting and evaluating the Students' work during their individual and group pedagogical training, who is appointed and prepared for said task by the University;

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

55/A. [63]*Micro-credentials:*

**Nftv. Section 108 28.a. 'micro-credentials' shall mean a certificate, containing a subject description and credit value, in the form of an authentic instrument certifying the learning outcomes obtained through the completion of a course, module, sub-course or micro-training at a higher education institution**

56. [64] *Model curriculum*: the recommended curriculum described in Nftv Section 49; if the Student adds and completes courses each semester according to the model curriculum, he/she will be able to complete the prerequisites of all of his/her courses on time and to finish his/her studies within the time frame defined in the programme and outcome requirements;

57. *Module*: several curriculum units grouped together for professional reasons or reasons pertaining to educational organisation;

58. [65]*Module closing exam, subject criteria exam*: a mandatory exam closing a professional module of the teacher training programme. The conditions for passing and retaking the examination are determined by Regulations. The contents of the module closing exam and the subject criteria exam are determined and announced by the instructor responsible for the given professional module;

59. *Basic language exam*: an exam course specific to language majors that usually has several prerequisites, and which serves to check the Student's proficiency in the language of his/her major. Also knowns as language screening;

60. *Language proficiency exam*: A generally criteria-based exam in non-language programmes, or, in the case of language programmes, an exam in a language other than the language of the major, that tests the Student's basic language proficiency and knowledge.

---

[58] Repealed by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[59] Repealed by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[60] Numerical order established by Senate Resolution CLXXXII/2013 (V. 27). Effective date: 1 September 2013.
[61] Enacted by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[62] Endorsed by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.
[63] Enacted by Senate Resolution LXXIV/2025. (V. 26.) Effective date: 27 May 2025.
[64] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[65] Established by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.

61. *Diploma/Degree*: official document, issued by the University in Hungarian and English, certifying the higher education degree and qualifications of the student;
62. *Diploma supplement*: official document with specific format and contents, issued by the University in Hungarian and English, certifying and specifying the particular knowledge, skills, and competences the Student acquired with the diploma and providing information on the degree of the Student's qualifications and his/her exam results;
62/A. [66] *Undivided programme*: combined Bachelor's and Master's programme, which provides the student with a Master's degree and qualification;
63. [67]
64. *Independent programme*: a professional module composed of interrelated curriculum units, which does not constitute a part of a major, but which is regularly or occasionally offered by the institutional unit responsible for the programme. A certificate may be issued attesting the completion of the programme;
65. [68]
65/A. [69] *Tuition-based training*:

a) tuition-based training started before September 2012 that has not been recategorized (partially) state-funded training;

b) training started before September 2012 that has been recategorized as tuition-based training;

c)[70] under the legislation, programmes that may only be completed in a tuition-based arrangement (including programmes available to recipients of the Stipendium Hungaricum and Christian Young People scholarship programmes);

65/B. [71] *Individual continuous school traineeship*: A form of traineeship included in the curriculum of the teacher training programme falling under the scope of Nftv. done by the candidate teacher at a partner school in the last year or semester of his/her studies or under the guidance of a mentor teacher. Over the course of the traineeship, the candidate shall carry out educational tasks relating to the specialised subjects of his/her subspecialisation(s) as well as tasks not associated with the subjects. During the traineeship, the candidate shall conduct a demo lesson/seminar for both of his/her subspecialisations;

66. *Totalized corrected credit index*:

$$TCCI = \frac{\sum(credits_obtained * grade)}{number_of_active_semesters * 30} * \frac{credits_obtained}{credits_registered}$$

**Vhr1. Section 57 (4) The totalized corrected credit index serves to assess the quality and quantity of the performance of the student over several semesters. The totalized corrected credit index is calculated in the same way as the corrected credit index: 30 credits per semester and all the credits accrued during the whole period must be taken into consideration.**

67. [72] *Passive semester*: the semester in which the Student announces that he/she wishes to interrupt his/her studies, or he/she cancels his/her active registration, or fails to register until the given deadline (in accordance with the Nftv, the student status is terminated if the Student fails to register for the next semester following two consecutive semesters of suspension);

---

[66] Endorsed by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[67] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Repealed: 29 June 2021.
[68] Repealed by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[69] Endorsed by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[70] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28. May 2019.
[71] Enacted by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[72] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

67/A.[73] *Career socialisation practice:* A three-part group practice in the teacher training programme regulated by Nftv. launched in 2022 aimed at allowing students to gain experience in teaching classes and in out-of-class activities at various school types about the complex world of schools, the role of a teacher, the cognitive-social characteristics of each age group and to get an idea of their own career suitability.

68. [74] *Pedagogy-psychology module*: a curriculum unit of the Master's programme in education currently being phased out established by the now repealed Ftv. containing all pedagogy-psychology courses, the pedagogy-psychology comprehensive exam and the thesis, in accordance with legal requirements;

68/A. [75] *Plagiarism*: any use of a work by another author (as defined by 74/A (2) of the Regulations) in violation of 74/B (1) of the Regulations;

69. [76] *Portfolio*: a specific type of thesis or a part of the thesis which, in accordance with the requirements of the given course, contains the documents prepared during the studies and the Student's related assessments and reflections;

70. [77] *Registration*: the act through which the Student states via the Electronic Academic System at the beginning of each semester – including the semester of his/her enrolment – his/her intention to have an active semester in the given semester;

71. [78] Registration period: the period designated for the Student's registration or announcement of their suspension of their student status via the Electronic Academic System extending from the day preceding the first day of the examination period of the semester preceding the one in question to the day preceding the term time of the semester in question. This interval can only be used for the purposes of course registration and consultations for finalizing the timetables concerning the semester in question.

72. *Part-time programmes*:

**Nftv. Section 17 (3): Part-time programs may be arranged in the form of evening or correspondence courses. The number of course hours of part-time programs - with the exception of sub-course training and postgraduate specialization programs - shall be at least thirty per cent and not more than fifty per cent of the full-time programs, including the equivalent closed-system electronic distance education. The number of course hours of sub-course training and postgraduate specialization programs shall be at least twenty percent and not more than fifty percent of the full-time programs, including the equivalent closed-system electronic distance education.**

73. *Sub-course training*:

**Nftv. Section 42 (2): A higher education institution may admit, for sub-course training in any of its courses or modules, and grant student status to, persons who are not enrolled as students, without conducting a separate admission procedure, for tuition-based training. The institution shall issue from the academic system micro-credentials - containing a course description (content elements) - on academic performance. The completed course or module may be taken into account in the student's tertiary studies in accordance with the rules of credit transfer.**

74. [79]*Failed exam*: if the Student tries to pass the exam but cannot meet the requirements, the exam is considered a fail. Each failed exam reduces the total number of exam attempts available for the completion of the given course by one.

74/A. [80] *Special needs student*: a student requiring permanent medical care or living with a disability;

---

[73] Established by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.
[74] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[75] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[76] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[77] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[78] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[79] Established by Senate Resolution LXXIV/2025. (V. 26.) Effective date: 27 May 2025.
[80] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

74/A. [81] *Subspecialisation*:

**Nftv Section 108 (31): 'Subspecialization' shall mean training within a given program, whose completion enables the acquisition of special competence instead of leading to an autonomous qualification.**

75. [82] *Weighted (cumulative) academic average*:

$$WA = \frac{\sum(credits_obtained * grade)}{\sum credits_obtained}$$

**Vhr1 Section 57(3): The weighted (cumulative) academic average is used in a credit-based training system for monitoring a Student's academic achievements in a given programme over a period longer than a single semester or over the total duration of the Student's studies. The weighted academic average is calculated as follows: the credit value of the subjects completed during the given period multiplied by the grades and divided by the overall number of completed credits.**

76. *Free-content course*: a course that derives only its purpose from the study unit for whose completion it serves, but its content can be chosen freely as long as it is in line with said purpose;

77. Programme:

**Nftv Section 108 32.: 'Programme' shall mean training comprising a single system of training content set of learning outcomes (knowledge, skills, competences) required for obtaining a certain qualification**

78. *Thesis*: See 8.

79. *Specialisation*:

**Nftv Section 108 33.: 'Specialisation' shall mean training, comprising a part of a program, whose completion enables the acquisition of special competence and results in an autonomous qualification.**

80. *Postgraduate specialisation programme*: means training following a Bachelor's or Master's degree for acquiring further specialised qualification;

81. *Professional qualification*:

**Nftv Section 108 34.: 'Professional qualification' shall mean special professional competence for practicing a profession, determined by the content of the completed program, specialization or subspecialization, and awarded simultaneously with a bachelor or master degree or through completing a postgraduate specialization program or a tertiary vocational program, certified in the form of a diploma or tertiary vocational diploma.**

82. *Assessment of professional competence*:

**Nftv Section 108 35: 'Assessment of professional competence' shall mean a form of assessment - determined by the higher education institution - of the skills required for the selected professional qualification, i.e. whether the individual has the abilities that may be optimally developed culminating in the successful completion of studies.**

83. [83] Traineeship:

For Students who started their studies in a Bachelor's or Master's programme under Act CXXXIX of 2005 on Higher Education.

**Act CXXXIX of 2005 on Higher Education 147(36/A): Professional training means a traineeship conducted during a Bachelor's or Master's programme at an external training institution or another suitable institution or organisation or at a higher education training institution.**

Students starting their studies under the Nftv.

**Nftv Section 108 36.: 'Traineeship' shall mean an student activity to be performed partly independently at an external workplace or within the higher education institution as part of the completion of a tertiary vocational, bachelor, master or undivided program.**

84. [84] *Professional methodology*: a component of teacher training in the teacher training programme and other programmes, whose aim is to acquire knowledge about the development, learning, education methodological, theoretical, practical and education technology-related competencies (i.e.: subject pedagogy, specialised education);

---

[81] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[82] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[83] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[84] Established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

85. [85]
86. [86] *Disciplinary pedagogical training*: a type of pedagogical training used in the teacher training module/programme, during which the teacher candidate, with the aid of a supervisor, prepares his/her own syllabus, participates in classroom observation, independently plans, prepares and holds subject classes/group activities and assesses his/her own performance at the training school or public school of the University's choice;
87. [87] *Disciplinary module*: a curriculum unit of the Master's programme in education currently being phased out established by Ftv. that includes disciplinary and professional methodological contents and the disciplinary pedagogical training component of the programme. The disciplinary qualification provided by the programme is based on, in line with the programme and outcome requirements, the disciplinary modules;

87/A. [88] *Disciplinary training programme*: a curriculum unit of the teacher training programme regulated by Nftv. containing the disciplinary and professional methodological contents as well as the group training and disciplinary training practice. The disciplinary training programme shall be managed and overseen independently.

88. *Derived content course*: a course that derives its content and purpose from the study unit for whose completion is serves;
89. *Seminar*: practice based primarily on the oral communication between the instructor and the Student. The Student’s achievement is assessed continuously throughout the semester by tasks accomplished outside of the classroom, and/or other requirements laid down in the training programme;
90. *Comprehensive exam*: an exam course that checks and assesses the acquisition of a broad and analytical knowledge in a given field. The requirements of the comprehensive exam must be announced by the end of the course registration period;
91. *Term time*: the first 14 weeks of the semester when contact hours are held;
92. [89] *Attestation of teaching competence*: pre-degree (final) examination at the end of the Master's programme in education currently being phased out established by Ftv., which assesses whether or not the teacher candidate has acquired and is able to apply the required knowledge and skills;
93. *Teacher training*: in the undivided teacher training programme (started before 1 September 2006), a programme organised within the faculty of the Student's disciplinary major, whose requirements are laid down in Government Decree 111/1997 (VI. 7) on teacher qualification requirements;
94. [90] *Teacher Master’s training programme*: Master’s programme providing a teaching degree falling under the scope of Nftv. and according to Ftv.;
95. [91]
96. [92]*Teacher qualification*: dual qualification based on teacher training component and the disciplinary component of the teacher training programme. In the Master's programme in education currently being phased out established by Ftv. it is divided into disciplinary modules and in the teacher training programme sanctioned by Nftv. into disciplinary training programmes;

[85] Repealed by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[86] Established by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.
[87] Established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[88] Established by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.
[89] Enacted by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[90] Repealed by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[91] Established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[92] Established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

97. [93] *Candidate teacher*: Student participating in a teacher training programme as well as pedagogical training;
98. [94]
99. [95]
100. *Study unit*: the minimal structural-logical unit of the training, the requirements of which the Student can accomplish with a semester-long study (for example, by completing a course), and/or with a single academic achievement (e.g., by taking an exam);
101. [96] *Supporting seminar for teacher training practice*: a component of the professional training module of the teacher training programme conducted simultaneously (in the same semester) with the professional training; the seminars are offered by the faculty of the given disciplinary major;
102. *Course hour*: see *Contact hour*;
103. *Subject*: a component of the curriculum comprised of interrelated study units that may be completed over the course of one or more semesters;
104. [97] *Curriculum*:
    **Nftv Section 108 42.: 'Curriculum' shall mean a training plan of a program drawn up in accordance with the relevant program and outcome requirements, comprising, in a breakdown by training program, a course and examination plan developed on the basis of the course and curriculum units, an assessment and evaluation regime of compliance with requirements, and the syllabi of courses and curriculum units.**
105. *Curriculum unit*: a module, the subject, a study unit;
106. *Average grade*: cf. *weighted/cumulative academic average*
107. *Course registration*: See 48
108. *Course registration period*: See 49
109. *Co-registration*: special requirement laid down in the training programme for two or more study units which must be completed simultaneously (in the same semester) unless the Student has previously completed one of them;
110. *Full-time training*:
    **Nftv Section 17 (2): Full-time training - except for closed-system electronic distance education - shall be delivered according to the full-time work arrangement where the academic week consists of five days, on regular working days. Derogations from this provision may be made with the consent of the students' union of the higher education institution. Full-time programs may also be organized as dual training programs.**
110/A. [98] *Proof of completion*: a certified document detailing the student's grades obtained in the semesters completed along with the student's courses in the current semester with the grades for the courses completed in each programme. The student may request to be printed a copy from the Electronic Academic System.
111. *Field studies*: practice during which a group of Students acquire and practice professional skills in a natural environment or real working conditions under the supervision of an instructor;
111/A. [99] *Master data sheet*: a certified document compiling all data concerning the student's studies within the framework of the student status stored in the Electronic Academic System. The student is given an electronic copy of the master data sheet upon the expiration/termination of the student status.

---

[93] Established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[94] Repealed by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[95] Repealed by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[96] Established by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.
[97] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[98] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[99] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.

111/B. [100] *Master data sheet extract*: a certified document printed from the Electronic Academic System containing all the information from the master data sheet with the exception of information concerning the final certificate, final exam, diploma, diploma supplement, foreign language proficiency requirements, disciplinary and compensation proceedings, special needs and student accidents.

112. [101] *Retake examination*: a type of remedial exam defined by law allowing the Student a second attempt at an exam they have failed to pass within the same examination period;

113. [102] *Guest student status*: legal relationship allowing the Student to study in another higher education institution;

114. [103]*Head teacher, kindergarten teacher / teacher in charge of the practice, mentor*: an accredited teacher appointed by the University for assisting, guiding and assessing the work of the teacher candidate during his/her pedagogical training;

115. *Final certificate (Absolutorium)*:

**Nftv Section 108 47.: 'Final certificate (absolutorium)' shall mean a document evidencing the successful passing of all examinations prescribed in the curriculum and that all other academic requirements are met, apart from the preparation of the thesis, along with the acquisition of the credit points stipulated in the training and outcome requirements, certifying, without qualification and evaluation, that the student fulfilled all academic and examination requirements prescribed in the curriculum.**

115/A. [104] *Examination*:

**Nftv Section 108 48.: 'Examination' shall mean a form of testing and evaluation - including by way of completing a project task - of the acquired knowledge, skills and abilities;**

The Student can retake an examination in order to

a) attempt to pass a previously failed exam or to

b) attempt to improve the result of a passed exam;

116. *Postponed examination*: if the Student cancels his/her exam registration before the given deadline, or he/she stays away from the exam for a justifiable reason;

117. *Examination period*: the last 7 weeks of the semester when the exams are held;

118. [105] *Exam course*: the opportunity to complete the study units of the comprehensive exam, the foundation exam, the language proficiency exam, the basic language exam and the thesis compiled individually. Furthermore, an exam course may be offered as an alternative to completing a convergence criterion subject. In certain cases, a course with regular weekly contact hours may have an exam course in the following semester for Students who attended the class in the previous semester but did not take the exam;

119. [106] *Examination sheet*: in the case of an oral examination, a document printed from the Electronic Academic System certified with the name of the instructor containing the following details of an exam course: the course's name, code, exam date, name of the examiner, names and NEPTUN codes of the students registered for it and a description of the method of evaluation.

120. *Final paper*:

a)[107] a paper completing a study unit in the Bachelor's, Master's or undivided programme;

b) in advanced level vocational training, paper written at the end of the studies;

---

[100] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[101] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[102] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[103] Established by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.
[104] Endorsed by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[105] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[106] Established by Senate Resolution LXXIV/2025. (V. 26.) Effective date: 27 May 2025.
[107] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

121. *Final session*: an independently planned, conducted and analysed kindergarten activity in the last semester of the studies, whose aim is to assess the practical preparedness of teaching candidates;
122. [108]
123. *Final examination*:

**Nftv Section 50 (3) The final examination shall be taken after obtaining a final certificate (absolutorium). (...)**

**(4) Final examination is the assessment and evaluation of the knowledge, skills and competences necessary for obtaining a diploma, where students are also required to demonstrate their ability to apply the acquired knowledge. A final examination may, as specified in the curriculum, comprise several parts, such as defending the bachelor or master's thesis, along with oral, written and practical examination elements.**

[108] Repealed by Senate Resolution LXXXV/2022. (VI. 1.). Repealed: 31 May 2022.

# CHAPTER I
# ADMISSION TO THE UNIVERSITY

## Section 5

The conditions for admission to the University are explained in the Annex.

# CHAPTER II
# ORGANISATIONAL AND CONTENT UNITS OF THE TRAINING

**Nftv Section 12 (3): The senate shall (…)**
**e) adopt the institution's**
**ea) training program (…)**
**Nftv Section 15 (1): Higher education institutions shall have in place a training program. As part of the training programs, higher education institutions shall freely develop the curricula for bachelor, master's and tertiary vocational training programs in accordance with training and outcome requirements published by the Minister, and in joint academic programs implemented in programs financed by the European Union, the Visegrád Fund and the Central European Exchange Program for University Studies, in sub-course training programs and postgraduate specialization programs. The curricula shall be revised every five years. New and amended study and examination requirements shall be introduced in the phasing-out system.**
**Nftv Section 16 (1): The training program may include doctoral studies in preparation for acquiring a doctorate degree in training subsequent to the master's degree (…)**

## TRAINING PROGRAMME

### Section 6[109]

The training programme encompasses all Bachelor's and Master's programmes, undivided PhD programmes, advanced level vocational training and specialist postgraduate programmes.

## CURRICULUM UNIT

### Section 7

(1) The content of studies is comprised of modules and study units (collectively: curriculum units).

(2) Curriculum units establish a system of professional requirements. The same curriculum unit may appear in the curricula of different faculties and modules, but curriculum units may also exist independently.

(3) The definitions of all curriculum units must include the curriculum unit's

a) name,
b) identification and version number,
c) credit value,
d) training purpose,
e)[110] structural components, possible deviations from the names of the different modules listed in Section 9(2) of the Regulations,
f) content summary,
g) requirements for registering and completion (including prerequisites, course work, assessment),
h) if applicable, a description of the certificate it provides,
i) list of modules it forms a part of,

(4) Curriculum units may have further features listed in the curriculum or in the training programme in addition to the ones listed above.

## STUDY UNIT

### Section 8

(1) A study unit is the minimal structural-logical unit of the training, the requirements of which the Student can accomplish with a semester-long study (for example, by completing a course), and/or with a single academic achievement (for example, by taking an exam).

[109] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[110] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

(2) The study unit may be

a) based on the type of activities required for its completion<0}

– a course with regular, weekly contact hours and activities or a given number of total contract hours per semester demanding the personal participation of the instructor (such as a lecture, a practice, a seminar, a laboratory practice or a combination of these);

– a course without regular, weekly contact hours but with a given number of total activities and meetings determined for the length of a semester (thesis consultation, traineeship, pedagogical training, etc.);

– an exam course with no contact hours, which can be accomplished by a single academic achievement (such as a comprehensive exam, a basic language exam, a language proficiency exam, the pre-degree (final) exam, a final exam etc.);

b) based on whether it forms part of a programme, the study unit may be a

– disciplinary study unit, which is a curricular requirement for one or more programmes (or other modules),

– independent study unit, which is offered by the University independently of any programme (or other modules).

## MODULE

### Section 9

(1) A Module is a system composed of several curriculum units grouped together for professional reasons or reasons pertaining to educational organisation. Modules may include study units as well other modules.

(2) Types of modules include:

a) [111] disciplinary modules: programme, subspecialisation, specialisation, area of expertise, disciplinary module or programme in the teacher training programme,

b) independent programme,

c) subject.

(3) Specific modules may be given different names based on the traditions, the programme and outcome requirements and the curricula of certain faculties and fields of studies. These differences are identified in the training programme of the University.

(4) [112] The educational units and instructors responsible for specific modules (except for programmes and subjects) are appointed by the Faculty Council or, in the case of the Master's programme in education currently being phased out established by Ftv., by the Senate based on the recommendation of Council for Teacher Training and Continuing Professional Development.

(5) [113] The following organisational units shall be responsible for the general education teacher training programmes sanctioned by Nftv.:

a) The faculty in charge of the given academic field in the cases of the programme of the given field, the professional methodological subjects, the seminars accompanying the teacher training in the given field, the academic content of the group pedagogical training and disciplinary pedagogical training as well as the thesis;

b) The Faculty of Pedagogy and Psychology in the case of the pedagogy and psychology module – including the social pedagogical field studies, the contents of the career socialisation practice, the portfolio, as well as the portfolio to be compiled as a thesis for the various specialisations;

c) The Teacher Training Centre in the cases of the disciplinary content and organisation of the related individual continuous school traineeship, the organisation of the final

[111] Established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[112] Established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[113] Established by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.

examination and the career socialisation, the group pedagogical and disciplinary pedagogical practice. The coordination among the various partial responsibilities shall be handled by the Teacher Training Centre.

## PROGRAMME

**Nftv Section 108: For the purposes of this Act:**

**32. 'Program' shall mean training comprising a single system of training content set of learning outcomes (knowledge, skills, competences) required for obtaining a certain qualification;**

**33. 'Specialization' shall mean training, comprising a part of a program, whose completion enables the acquisition of special competence and results in an autonomous qualification.**

**Nftv Section 15 (3): A bachelor program culminates in the award of a bachelor degree (baccalaureus, bachelor of science, bachelor of profession, bachelor of arts) and a professional qualification. Bachelor degrees shall be awarded for the completion of the first cycle of higher education and provide access to master's programs. The training and outcome requirements of a bachelor program shall specify the professional qualification that can be obtained by its completion. A work-intensive initial training program shall offer traineeship in the minimum duration specified in Subsection (3) of Section 85 (hereinafter referred to as "traineeship"). The completion of traineeship shall be a prerequisite for admission to the final examination. The minimum number of credits to be acquired for the completion of a bachelor program shall be one hundred and eighty, and the maximum number of credits available shall be two hundred and forty. The duration of the program shall be at least six and not more than eight semesters.**

**(4) A master's program culminates in the award of a master's degree (magister, master of science, master of profession, master of arts) and a professional qualification. A master's degree is the second level of tertiary qualification in the successive cycles of higher education. The training and outcome requirements of a master's program shall specify the professional qualification that can be obtained by its completion. Subject to the provisions of Subsection (5), the minimum number of credits to be acquired for the completion of a master's program shall be sixty, and the total number of credits available shall be up to one hundred and twenty. The duration of the program shall be at least two and not more than four semesters.**

**(5) The minimum number of credits to be acquired for the completion of a undivided program shall be three hundred, and the total number of credits available shall be up to three hundred and sixty. The duration of the program shall be at least ten and not more than twelve semesters.**

**(6) A specialist qualification may be obtained - after a bachelor or master degree - by completing a postgraduate specialization program. The minimum number of credits to be acquired for the completion of a postgraduate specialization program shall be sixty, and the total number of credits available shall be one hundred and twenty. The duration of the program shall be at least two and not more than four semesters.**

**Nftv Section 110 (1): The Government is hereby authorized to decree:**

**2. the conditions of receiving a teacher training scholarship, the teacher training programs organized in the form of bachelor, master's or undivided programs, the available optional double-degree programs and fields, as well as the general rules for the specialization system of master's programs.**

## Section 10

(1) A programme is a system of training content organised in accordance with the qualification requirements and the programme and outcome requirements, the completion of which is attested by diploma certificate.

(2) [114] Types of programmes offered by the University:

a) Bachelor's programmes,
b) Master's programmes,
c) Undivided (combined Bachelor's and Master's) programme,
d) specialist postgraduate programmes,
[115]e) higher education vocational training.

(3) The programme forms part of the University's training programme. The Senate endorses the proposal for establishing a new programme, as well as its curriculum and the educational unit responsible for the programme on the recommendation of the faculty in charge of the

[114] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[115] Enacted by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.

given programme, while the Faculty Council appoints the instructor responsible for the programme.

(4) All changes in the curriculum of the programme, the educational unit responsible for the programme or the instructor responsible for the programme, must be submitted to the Senate for approval by the educational unit responsible for the programme. The Senate will consider the opinions of all faculties involved.

(5) [116]

**Section 11**

1) The educational unit responsible for the programme may be the
   a) department,
   b) institution,
   c) faculty

(2) [117]The instructor responsible for the programme (Head of the programme, programme director, the instructor responsible for disciplinary training in the bi-disciplinary teacher training programme falling under the scope of Nftv., hereinafter: Head of the programme) must be a full-time employee of the University, in possession of an academic degree, who fulfils all accreditation requirements.

(3) [118]The educational unit responsible for the Master's programme in education currently being phased out established by Ftv. is the Faculty of Pedagogy and Psychology, which fulfils its organisational obligations in cooperation with the faculties responsible for the disciplinary modules required for the given teacher qualification.

(4) [119]Changes concerning the disciplinary programmes in the dual-major teacher training programme falling under the scope of Nftv. (such as replacing the instructor responsible for the programme, changes in the curriculum), must be submitted to the Senate by the Council for Teacher Training and Continuing Professional Development at the recommendation of the respective faculty, Co-ordinational tasks related to teacher training (such as the admission procedure, the organisation of professional trainings, final exams, attestation of teaching competence, quality management) are carried out by the Council for Teacher Training and Continuing Professional Development.

**SUBSPECIALISATION AND SPECIALISATION**

**Section 12**

(1) The subspecialisation is a curriculum unit (module) that provides the Student with special qualifications, which may be attested by the diploma certificate.

(2) [120]The subspecialisation generally means the expansion of one of the content components of a programme.

**Section 13**

The specialisation focuses on a specific field of the major, offering a deeper understanding of a given area.

**Section 14**

The names given to subspecialisations and specialisations depend on the particularities of the specific faculties.

---

[116] Repealed by Senate Resolution CLXXII/2019. (VI. 24.) Effective date: 25 June 2019.
[117] Established by Senate Resolution CLXXII/2019. (VI. 24.) Effective date: 25 June 2019.
[118] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[119] Established by Senate Resolution CLXXI/2020. (XII. 16.). Effective date: 14 December 2020.
[120] Last Sentence repealed by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

## SUBJECT

### Section 15

1) Subject means a component of the curriculum comprised of interrelated study units that may be completed over the course of one or more semesters. A single study unit may constitute a subject, provided its content is independent of other study units.

(2)[121] The educational unit responsible for the subject is appointed by the dean after consulting with the instructor responsible for the programme, or, in the case of an institution with a unique legal standing, by the director of the institution in accordance with the Organisational and Operational Regulations. The instructor responsible for the subject is appointed by the educational unit responsible for the subject.

(3)[122] The educational unit responsible for a given subject of the teacher training programme is appointed by the dean after consulting with the instructor responsible for the programme, or, in the case of an institution with a unique legal standing, by the director of the institution.

## COURSE

### Section 16

(1) Courses and exam courses are academic acts allowing the completion of a study unit; courses and exam courses are usually offered each semester.

(2) Courses are academic activities held regularly during the study term requiring the presence of both Students and the instructor (lecture, seminar, practice, etc.). A course may be assessed separately (by a written or practical exam etc.).

(3) [123] Exam courses have two types:

a) An academic action, which is aimed at the completion of the comprehensive exam, the foundation exam, the language proficiency exam, the basic language exam and the individually compiled thesis,

b) An exam course, which may be offered as an alternative to completing a convergence criterion subject. In certain cases, a course with regular weekly contact hours, ending in an exam, may have an exam course in the following semester for Students who attended the class in the previous semester but did not take the exam.

(4) On the basis of its content, it may be a

a) free-content course: a course that derives only its purpose from the study unit for whose completion it serves, but whose content can be chosen freely as long as it is in line with said purpose,

b) derived content course: a course that derives its content and purpose from the study unit for whose completion is serves

(5) [124]The type and features of the course are identical to those of the study unit, for whose completion of it serves (time frame, number of contact hours, types of activities, forms of assessment). Courses (including online and blended courses) are typically assigned a specific place, time, educational unit, instructor, activities and assessment opportunities.

---

[121] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date 27 June 2017.
[122] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date 27 June 2017.
[123] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date 27 June 2017.
[124] Second sentence established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.

## Section 17

(1) [125] Courses are developed by the educational unit in charge of the course or by the course instructor and the instructor responsible for the study unit (should they be two different people) in line with the curriculum of the programme and the training programme.

(2) All course descriptions must clearly indicate the course's
a) title,
b) identification code,
c) course type,
d) training purpose,
e) content,
f) specific requirements,
g) method of assessment, in the case of practices, possibilities for making up for missed attendance,
h) number of contact hours (if applicable),
i) place, time, syllabus,
j) responsible instructor and institutional unit,
k) the study units that can be completed via the course.

(2a) [126] The course may be organised in the following forms:
a) a course requiring the student's in-person attendance (hereinafter: in-person course)
b) online course which may be
ba) a synchronous online course in which the instructor and students participate online in real time at the time specified in the syllabus,
bb) an asynchronous online course in which the instructor and students participate online but not in real time,
c) a blended course (only in the case of approved in-person courses) which may be
ca) a combination of courses according to points a) and ba),
cb) a combination of courses according to points a) and bb).

The form in which the course is organised shall be determined by the Dean. The form in which the course is organised is to be entered into the Electronic Academic System at the time of its announcement.

(3) [127] Courses are entered into the Electronic Academic System by the ELTE Academic Board based on the information provided by the educational unit responsible for the course and/or the instructor of the course.

## CURRICULUM

**Nftv Section 15 (1) Higher education institutions shall have in place a training program. As part of the training programs, higher education institutions shall freely develop the curricula for bachelor, master's and tertiary vocational training programs in accordance with training and outcome requirements published by the Minister, and in joint academic programs implemented in programs financed by the European Union, the Visegrád Fund and the Central European Exchange Program for University Studies, in sub-course training programs and postgraduate specialization programs. The curricula shall be revised every five years. New and amended study and examination requirements shall be introduced in the phasing-out system.**

**(1a) In master's training - not including master's training programs in teacher training and political sciences programs - higher education institutions referred to in Subsection (4a) are free to work out their training and outcome requirements and their curricula in the fields of studies in which they have already been authorized to deliver bachelor and master's programs or undivided programs. A training and outcome requirements in academic programs based on curricula freely developed by higher education institutions are registered by the education authority. The denomination of an academic program and the qualification**

[125] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[126] Enacted by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[127] by Senate Resolution CLXXI/2020. (XII. 16.). Effective date: 14 December 2020.

**that can be acquired by completing it shall not be confused with the name of any other academic program or qualification.**

**Nftv Section 108 19. 'training program' shall mean a complex educational document in which the higher education institution lays down**

**a) the detailed requirements for the delivery and completion of bachelor, master and undivided program, tertiary vocational and postgraduate specialized programs,**

**b) the doctoral training program**

**together with the detailed rules of program delivery, applying in particular to the curriculum, or the instruction program and the course programs, and the methods, procedures and rules of assessment and verification;**

**Nftv Section 108 42. 'curriculum' shall mean a training plan of a program drawn up in accordance with the relevant program and outcome requirements, comprising, in a breakdown by training program, a course and examination plan developed on the basis of the course and curriculum units, an assessment and evaluation regime of compliance with requirements, and the syllabi of courses and curriculum units;**

## Section 18

(1) [128] The Curriculum, approved by the University's Senate, is the requirement system of a given major (including higher education vocational training), which contains the basic academic requirements for completing the given programme. The Curriculum, thus, provides

a) the study and exam requirements (as per the programme and outcome requirements),
b) a list of all modules (including courses),
c) the conditions for taking the pre-degree (final) exam and the conditions for issuing a degree.

(2) Changes in the curricula cannot come into force before the following academic year. Changes in the curricula for the following academic year must be made until 31 May of the current academic year. Any changes made after this date can only come into effect in the academic year beginning in the following calendar year.

(3) [129] The faculty curricula are entered into the Electronic Academic System by the Academic Board.

(4) [130]

## PREREQUISITE

## Section 19

(1) [131] The conditions of proceeding in a programme (including higher education vocational training) are determined by the prerequisite regulations of the curriculum. The prerequisite for completing a curriculum unit may be the completion of another curriculum unit. One study unit may have several prerequisites.

(2) The types of prerequisites are

a) based on the curriculum unit they are a prerequisite of:

− Study unit prerequisite: the completion of the study unit is the prerequisite for the completion of a given curriculum unit;

− Module-prerequisite: the completion of the module is the prerequisite of the completion of a given curriculum unit;

b) according to the time of their compulsory completion:

[128] Introductory text endorsed by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[129] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[130] Repealed by the Training Regulations adopted with Senate Resolution CCI/2021. (XII. 15.). Effective 1 February 2022.
[131] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

− Strong prerequisite: a prerequisite which needs to be completed in a semester prior to the completion of the given study unit

− Weak prerequisite: a prerequisite which can be completed in the same semester with the given study unit.

(3) The prerequisites for a study unit that is part of a specific major must be completed by all Students wishing to take the study unit, irrespective of whether they follow said major. They may be exempted from completing the prerequisite by obtaining permission from the instructor responsible for the study unit.

(4) [132] The results of a study unit are considered invalid if the prerequisite was not completed. In such cases, the grades will be cancelled in the electronic system by the Office of Educational Affairs.

**Section 20**

(1) [133] The educational unit in charge of the programme (including higher education vocational training) develops the curriculum of the programme in accordance with the programme and outcome requirements.

(2) The course list groups the courses required for obtaining a diploma according to their module (or, if prescribed by law, according to the training cycle), irrespective of the semester in which they are completed.

(3) [134] The curriculum of the programme (including higher education vocational training) is a hierarchically composed system of modules and study units.

(4) [135] The curriculum of the programme (including higher education vocational training) includes, in addition to or differently from Section 7(3) of the Regulations:

a) the effective date of the curriculum,

b) The system of modules and subjects to complete as well as the rules related to their completion,

c) the number of contact hours and the number of individual academic working hours,

d) other conditions for obtaining a pre-degree (final) certificate, criterion conditions,

e) [136] the formula used for the calculation of the diploma certificate grade.

**TRAINING PROGRAMME**

**Section 21**

(1) [137] The training programme is the detailed requirement system of a given programme, which describes the curriculum, specifies the study units, and determines the conditions of completing the programme.

(2) [138] The training programme is approved by the Faculty Council of the faculty that encompasses the educational unit responsible for the programme based on the recommendation of the educational unit responsible for the programme. The training programme must be sent to the Academic Board for remarks immediately after its approval. The training plan of teacher training programmes falling under the scope of Nftv., as well as any changes to the training plan (provided they affect only one faculty), must be submitted to the Director-General of the Teacher Training Centre for approval by the

[132] Established by Senate Resolution CLXXXII/2013 (V. 27). Effective date: 1 September 2012, to be applied to all students obtaining their pre-degree (final) certificate (absolutorium) in or after the academic year of 2013–2014.
[133] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[134] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[135] Introductory text established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[136] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[137] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[138] Established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 1 August 2019.

council of the faculty responsible for the programme. Prior to approving the training plan or any changes to it, the director-general may consult the Council for Teacher Training and Continuing Professional Development. Any change concerning more than one faculty must be approved by the Director-General of the Teacher Training Centre based on the opinion of the Council for Teacher Training and Continuing Professional Development.

(3) [139] Changes in the training programme cannot come into force until the following academic year. All changes in the training programme must be decided in advance, on the basis of the following:

a) any changes in the training programme made after the beginning of the academic year that concern students who have already started their training can only come into effect in the academic year beginning in the following calendar year;

b) [140] any changes in the training programme concerning students who have not yet started their training must be decided by the deadline determined in the Special Provisions, or at the latest until the semester preceding the start of the training.

(4) [141] The training programmes are entered into the Electronic Academic System by the Academic Board based on the information provided by the faculties.

(5) [142] Changes made in the training programme are evaluated annually by the Quality Management Committee and the Academic Board, based on the information provided by the faculties.

## Section 22

(1) [143] The training programme is developed by the educational unit in charge of the given programme (including higher education vocational training) in line with the programme's curriculum

(2) [144]The training programme includes, in addition to or differently from Section 7(3) of the Regulations:

a) [145] type of work schedule,

b) subjects broken down to study units,

c) type of study units, number of contact hours,

d) in case of a part-time programme: number of contact hours, syllabus, number of individual academic working hours,

e) a brief summary of the content of the courses,

f) the description of the content of study units,

g) weak and strong prerequisites for study units,

h) method of assessment, in the case of practical courses, possibilities for making up for missed attendance.

**Vhr1 Section 23(8): The curriculum must determine which courses constitute the prerequisites of a given course (standard study order). A course cannot have more prerequisites than three courses, or one**

---

[139] Established by Volume 1 of the ELTE Organisational and Operational Regulations, Annex X of the Organisational and Operational Regulations, Section 20(3) of the Academic Regulations. Effective date: 1 April 2010.[140] Established by Senate Resolution CLXXXII/2013 (V. 27). Effective date: 28 May 2013.

[140] Established by Senate Resolution CLXXXII/2013 (V. 27). Effective date: 28 May 2013.

[141] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

[142] Established by the ELTE Organisational and Operational Regulations (especially Annex V), the Management Regulations, Volume 2 of the ELTE Organisational and Operational Regulations, amendments to the Academic Regulations for Students and Senate Resolution CCLVIII/2009 (XI. 2) on the number of executive order terms. Effective date: 3 January 2009.

[143] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

[144] Introductory text established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

[145] Established by Senate Resolution CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.

**module incorporating several interrelated courses, whose overall credit value cannot exceed 15 credits. The curriculum may also require that a given course be taken not prior to, but simultaneously with another course.**

### Section 23

(1) The training programme cannot list more than three study units as prerequisites for a study unit.
(2) Study units that are strong prerequisites must be completed prior to registering for a given course.
(3) [146] A study unit that is a weak prerequisite must be completed in the same semester as the study unit of which it is a prerequisite. In the case of the study unit that is a prerequisite, the preliminary completion of the prerequisite may be mandated in the curriculum or when the course is announced.
(4) The training programme may prescribe co-registration for two (or more) study units. If co-registration is required for two or more study units, they must be completed simultaneously (in the same semester). Students may be exempted from this requirement if they have previously completed one of the courses in question.

## MODEL CURRICULUM

**Nftv Section 49 (4): Higher education institutions shall provide recommended curricula in their academic systems in order to help students create their own study schedules.**
**Vhr1. Section 57 (1) Students may earn the credits required for graduation in less or more time than the duration of the program specified in the training and outcome requirements.**

### Section 24

(1) [147] The model curriculum is the recommended schedule for completing study units, which indicates the ideal semester and order for adding and completing study units.
(2) If the Student adds and completes courses each semester according to the model curriculum, he/she will be able to complete the prerequisites of all of his/her courses on time and to finish his/her studies within the time frame defined in the programme and outcome requirements.
(3) Students may deviate from the model curriculum within the boundaries of the training programme (individualised instruction).

## NURTURING TALENT

### Section 25[148]

The University nurtures the talent of Students with outstanding academic performance within an organised framework through tutorials, the honoratior status, college for advanced studies training, and academic student associations.

## TUTORIAL

### Section 26

[146] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[147] Established by Volume 2 of the ELTE Organisational and Operational Regulations, Senate Resolution LXIII/2014 (V. 26) on the amendment of the General Provisions of the Academic Regulations for Students. Effective date: 27 May 2014.
[148] Established by Volume 2 of the ELTE Organisational and Operational Regulations, Senate Resolution CCXXX/2010 (VI. 28) on the amendment of the General Provisions of the Academic Regulations for Students concerning honoratior training. Effective date: 29 June 2010.

(1) [149]Tutoring is a type of training aimed at nurturing the talent of Students with outstanding academic performance in order to widen their knowledge in their chosen academic field and to develop their skills needed for scientific research, during which Students fulfil individual academic requirements based on an individual syllabus or research project with the assistance of a tutor, i.e., and instructor who is charged with personally helping, motivating and evaluating the Student.

(2) During the activities carried out in the framework of the tutorial, the Student fulfils the curricular requirements of his/her programme or other study units by following an individual course offered only to him/her, which also serves to complete the given study unit, but whose content requirements and/or number of contact hours greatly surpass those of the standard course. The Student is exempted from completing the prerequisites of the study unit.

(3) [150]Study units completed within the framework of the tutorial can be accorded a credit value of the Student's choice, provided that they do not constitute a requirement of the programme's curriculum. Thus, if the Student prefers, credits completed within the framework of the tutorial will not be deducted from the extra 10% of tuition-free credits that may be taken on top of completing the mandatory number of credits within a programme, as defined in Nftv Section 49(2).

(4) [151]Each faculty establishes a committee that evaluates tutorial applications, and accord tutorials for a maximum of two consecutive semesters per application. The application must include an individual syllabus or research project developed by the Student and his/or her Tutor, and an attestation or the approval of instructors responsible for all study units mentioned in the individual syllabus or research project.

(5) [152]The Student must submit a report to the committee in charge of the tutorial during the examination period at the end of each semester.

(6) [153]During the examination period at the end of the semester, the tutor must evaluate the Student's performance in writing, containing, beyond the assessment of his/her academic achievements, the study units completed within the framework of the tutorial, and the grades awarded. The evaluation of the tutorial must be submitted, with the signature of the instructor responsible for the respective programme, to the Office of Educational Affairs and the committee in charge of the tutorial by the end of the examination period.

(7) [154]The committee may withdraw its permission for the Tutorial on the recommendation of the Tutor, or if the Student fails to submit a research paper by the given deadline, or if he/she violated any other condition for the tutorial.

## HONORATIOR STUDENTS AND COLLEGE FOR ADVANCED STUDIES TRAINING

### Section 27[155]

(1) Students admitted into the college for advanced studies training (hereinafter: professional hall students) may complete a portion of their studies by following courses offered exclusively for the students of a given college for advanced studies.

(2) The professional hall student status is awarded in an application process, which is regulated by the Rules of Admission of the given college for advanced studies.

---

[149] Established by Volume 2 of the ELTE Organisational and Operational Regulations, Senate Resolution CXCV/2009 (VI. 29) I/9 on the amendment of the Academic Regulations for Students. Effective date: 30 June 2009.

[150] Last sentence established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

[151]stablished by Senate Resolution CXCV/2009 (VI. 29) I/9. Effective date: 30 June 2009.

[152] Established by Senate Resolution CXCV/2009 (VI. 29) I/9. Effective date: 30 June 2009.

[153] Established by Senate Resolution CXCV/2009 (VI. 29) I/9. Effective date: 30 June 2009.

[154]Established by Senate Resolution CXCV/2009 (VI. 29) I/9. Effective date: 30 June 2009.

[155] Established by Senate Resolution CCXXX/2010 (VI. 28). Effective date: 29 June 2010.

(3) Only professional hall students can register for the courses provided by the college for advanced studies; however, instructors may exceptionally allow other student's to register on a case-by-case basis.
(4) The position and credit value of the courses provided by the college for advanced studies are identical to those of the standard courses.
(5) The college for advanced studies may provide courses in disciplinary as well as non-disciplinary fields (such as general liberal arts courses).
(6) The rector must approve all courses provided by the college for advanced studies.

## HONORATIOR STATUS

### Section 27/A [156]

(1) [157]Honoratior status may be obtained only once during a cycle, for the duration of the programme that the Student follows at the faculty where the Students wishes to obtain honoratior status (henceforth referred to as Faculty throughout 27/A–27/E of the Regulations). Anyone with a student status at the University may apply for the honoratior status, who
a)[158] has completed at least one semester of the Bachelor's programme or the single cycle programme,
b) is enrolled in a Master's programme,
c) has an academic record and academic achievements that make him/her a worthy candidate.
(2) The Student should submit his/her application at the faculty of his/her major. The honoratior status is awarded on the basis of the Student's application by the respective committee of the faculty. The committee may determine further application requirements beyond those established by paragraph 1.
(3) The Student's application must include
a) his/her curriculum vitae
b) academic achievements
c) a certificate of his/her academic results from the previous (completed) semester,
d) an individual syllabus made by the Student, which includes his/her goals and motivations relative to the honoratior status,
e) a list of courses the Student intends to complete within the first semester of his/her honoratior status,
f) the approval of the instructors in charge of the courses the Student intends to take as well as the recommendation of the instructor responsible for the Student's major,
g) all other documentation requested for the application by the committee.
(4) The honoratior student must submit a report on the completion of his/her individual syllabus by a given deadline, as well as a list containing the courses he/she wishes to complete in the following semester within the framework of the honoratior status, with the prior approval of the heads of the educational units responsible for the course.
(5) When granting honoratior status to the Student and approving the list of courses the Student wishes to complete in the following semester, the Committee may also allow the Student to fulfil the requirements of the curriculum or the training programme at a different time or with different content.

---

[156] Paragraph and previous title endorsed by Senate Resolution CCXXX/2010 (VI. 28). Effective date: 29 June 2010.
[157] Introductory text established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[158] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

**Section 27/B[159]**

The honoratior status is interrupted if the Student fails to register for the semester at the faculty. Upon the Student's request, the committee may, at any point in time during the semester, permit the suspension of the honoratior status.

**Section 27/C[160]**

The committee may suspend the honoratior status by

a) rejecting the Student's progress report,

b) rejecting the list of courses the Student wishes to follow within the framework of the honoratior status.

**Section 27/D[161]**

(1) The honoratior status is terminated if

a) the Student fails to turn in his/her report,

b) the Student fails to provide a list of courses he/she wishes to follow within the framework of the honoratior status,

c) the Student is expelled from the Faculty,

d) if Student registered for an active semester at his faculty, but has no permission to interrupt his/her honoratior status and failed to provide a list of courses he/she wishes to follow within the framework of the honoratior status,

e) the Student has obtained his/her pre-degree (final) certificate (absolutorium),

f) the Student exceeds the maximum number of semesters available for completing the programme,

(2) The committee immediately terminates the honoratior status upon establishing any of the facts in paragraph 1 (a–f).

(3) The committee may, in special cases, allow the continuation of the honoratior status after the Student exceeds the maximum number of semesters available for completing his/her programme,

**Section 27/E[162]**

(1) The Student with honoratior status may complete requirements in the curriculum of his/her programme, as well as of any other programme, including programmes from a different training cycle (with the exception of PhD programmes).

(2) [163]Within the framework of the honoratior status, the Student may partially complete the requirements of another programme, subspecialisation or minor specialisation, or fully complete the requirements of a subspecialisation or minor specialisation, which must be properly attested.

(3) Courses completed within the framework of the honoratior status cannot be accepted as electives.

(4) Special, so-called honoratior courses may be available for honoratior students, which

a) are intended for honoratior students, but the course instructor may accept students without honoratior status on a case-by-case basis;

b) may be offered in disciplinary or independent fields;

---

[159] Endorsed by Senate Resolution CCXXX/2010 (VI. 28). Effective date: 29 June 2010.
[160] Endorsed by Senate Resolution CCXXX/2010 (VI. 28) Effective date: 29 June 2010.
[161] Endorsed by Senate Resolution CCXXX/2010 (VI. 28). Effective date: 29 June 2010.
[162] Endorsed by Senate Resolution CCXXX/2010 (VI. 28). Effective date: 29 June 2010.
[163] Established by Senate Resolution CXIII/2020. (VI. 22.). Effective date: 22 June 2020.

c) must receive the approval of the head of the educational unit responsible for the course, after consultation with the instructor responsible for the course and students' union. The Dean of the respective faculty determines the number and the minimal headcount of the groups to be launched, and oversees the course.

## ELECTIVES

### Section 28[164]

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

(2) [165]The Student whose programme (including higher education vocational training) does not include physical education courses – irrespective of the work schedule or form of financing – is free to complete one sports course per semester, which is worth 1 credit.

(3) The credits earned for general sports courses are added to the Student's pre-degree (final) certificate (including higher education vocational training), totalling a maximum of 4 credits.

(4) [166]The volunteer work provided for by Nftv Section 49 may be completed in the form of a University course.

(5) [167]Any course followed by a student studying in a foreign higher education institution with a scholarship for at least 3 months must be accepted (provided it cannot be recognized as one of the courses offered in the curriculum) as an elective worth at least two credit points.

(6) [168] Traineeships completed abroad that last at least two months shall be recognised as an traineeship meeting the curricular as well as the training and outcome requirements or as subjects worth at least 15 credits.

## TYPES OF TRAINING, LENGTH OF PROGRAMME

**Nftv Section 17 (1): In higher education a training program may be offered in the form of full-time, part-time or distance education programs in accordance with the training and outcome requirements. Full-time programs shall comprise at least two hundred - in the case of doctoral training at least forty - course hours, or equivalent closed-system electronic distance education, per semester.**

**(2) Full-time training - except for closed-system electronic distance education - shall be delivered according to the full-time work arrangement where the academic week consists of five days, on regular working days. Derogations from this provision may be made with the consent of the students' union of the higher education institution. Full-time programs may also be organized as dual training programs.**

**(3) Part-time programs may be arranged in the form of evening or correspondence courses. The number of course hours of part-time programs - with the exception of sub-course training and postgraduate specialization programs - shall be at least thirty per cent and not more than fifty per cent of the full-time programs, including the equivalent closed-system electronic distance education. The number of course hours of sub-course training and postgraduate specialization programs shall be at least twenty percent and not more than fifty percent of the full-time programs, including the equivalent closed-system electronic distance education.**

### Section 29

(1) [169] Depending on their admission decision, students may follow

a) full-time programmes,

b) part-time evening programmes or correspondence programmes or

c) distance education work schedules.

---

[164] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[165] Established by Senate Resolution CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.
[166] Endorsed by Senate Resolution LXIII/2014 (V. 26). Effective date: 27 May 2014.
[167] Endorsed by Senate Resolution LXIII/2014 (V. 26). Effective date: 27 May 2014.
[168] Provision to be applied beginning with the 2019-2020 academic year.
[169] Established by Senate Resolution CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.

(2) [170] In part-time evening programmes, courses may be held on workdays after 6pm or on Saturdays in correspondence programmes, courses may be held on workdays or Saturdays, no more frequently than every two weeks.

(3) [171] The rules to pertaining to a student transfer – which may be deviated from based on the recommendation of the organisational unit in charge of the major – shall apply to a change in the work schedule with the exception of the required documents.

**Section 30[172]**

[170] Established by Senate Resolution CCXLVIII/2012 (XII. 17) on the amendment of the Academic Regulations for Students. Effective date: 1 January 2008.
[171] Established by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.
[172] Repealed by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

# CHAPTER III
# LEGAL FRAMEWORK OF THE STUDIES

## Section 31[173]

The University offers four types of legal relationship for students: student status, guest student status, adult education student status and other student status.

### STUDENT STATUS

## Section 32

(1) [174] Student status means the legal relationship between the University and the Student pursuing studies in a programme of the University (hereinafter including higher education vocational training and part-time studies), where both the University and the Student must fulfil their rights and obligations in accordance with the regulations of the University and applicable legislation.

(2) [175] The legal relation of the student status allows the Student to pursue a study at a faculty in accordance with the law, with University regulations and the present Regulations in particular, and with the curricular requirements of the faculty.

(3) [176] The legal relation of the student status obliges the Student to comply with the law, the University's regulations and in particular the present Regulations, and to meet the academic requirements of the faculty. As long as the Student status is valid, be it active or passive, the Student is obliged to use the Electronic Academic System and to read all information published therein, whether it is of general or personal concern.

(4) [177] In accordance with the law ad University regulations, the University manages the Student's personal and academic data, oversees and evaluates his/her work, and in special cases and in line with the corresponding legislation, may check if the medical fitness of the Student allows for the completion of the programme's requirements.

(5) [178] The University must ensure, within the framework of the law, the University regulations, especially the present Regulations, and the curriculum of the programme, that all personal and material requirements necessary for the completion of the programme (including higher education vocational training), as well as all information necessary for the continuation of the studies are at the Student's disposal.

(6) [179] In the case of a master's degree in teaching taken in parallel with a disciplinary master's or undivided programme, the student must have a student status with the University for at least one semester in both the disciplinary and the teaching fields.

### ESTABLISHMENT OF STUDENT STATUS

**Nftv Section 39 (3): Student status shall be acquired on the basis of a decision on admission or transfer, upon enrollment. Students participating in the programs set out in Subsections (2)-(6) of Section 15 shall fulfill the special conditions prescribed in this Act if their programs are supported by Hungarian State scholarship or limited grant. Self-financed students participating in the programs set out in Subsections (2)-(6) of Section 15 shall enter into a student training contract. (...)**

---

[173] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[174] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[175] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[176] First sentence established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[177] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[178] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[179] Enacted by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.

**Nftv Section 39 (4a) A student and a higher education institution may establish an additional training relationship as well outside the scope of the central admission procedure, for a teacher training program taken up in parallel with a master's training program.**

**Nftv Section 39 (7) An admitted applicant may establish student status in the semester for which he or she was admitted during the admission procedure.**

**Nftv Section 49 (7) Issues relating to the application of Subsections (3)-(6) shall be regulated in the study and examination regulations, providing that the number of credits required under the study and examination regulations for obtaining a final certificate (absolutorium), at least one third of the credit value of the program, shall be collected at the given higher education institution's specific academic program, even where previous studies at the institution or elsewhere or prior learning are recognized as having credit values.**

**(7a) The provision laid down in Subsection (7) for obtaining at least one third of the total credit value of the academic program in the specific academic program of the given institution shall not be applied in the case of**

**a) doctoral training,**

**b) joint training taking place in the context of programs financed by the European Union, the Visegrád Fund and the Central European Exchange Program for University Studies,**

**c) a student transferred to a program of the same field of study under an agreement specified in Subsection (1) of Section 23, and**

**d) a former student admitted to the same program,**

**e) a student who is a refugee, a beneficiary of subsidiary protection, a person eligible for temporary protection or a person authorized stay.**

## ADMISSION

### Section 33

(1) Admission criteria are regulated by Chapter I of the Regulations, in accordance with the applicable legislation.

(2) [180] The University must ensure that successful applicants can enrol, thereby establishing their student status. If the Student is already enrolled at the University, the tasks related to his/her registration at the given faculty at must be carried out in accordance with the regulations concerning the establishment of student status.

(3) The admission decision allows for the establishment of the student status in the given semester.

## TRANSFER

**Nftv Section 42 (1): A student**

**(…)**

**b) may apply for transfer to another program within the related fields of study, offered by the same or another higher education institution .**

**(…)**

**(3) The conditions for accepting the applications referred to in Subsections (1) and (2) shall be defined by the receiving higher education institution.**

**(…)**

**(6) With the exceptions laid down in the relevant government decree, the transfer referred to in Paragraph b) of Subsection (1) shall be approved only if the new program leads to the same level of degree, in the case of bachelor programs and undivided master's programs, provided the student concerned actually acquired at least 30 credits at their previous institution.**

**Nftv Section 39 (3) Student status shall be acquired on the basis of a decision on admission or transfer, upon enrollment. Students participating in the programs set out in Subsections (2)-(6) of Section 15 shall fulfill the special conditions prescribed in this Act if their programs are supported by Hungarian State scholarship or limited grant. Self-financed students participating in the programs set out in Subsections (2)-(6) of Section 15 shall enter into a student training contract (...)**

[180] Last sentence endorsed by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.

## Section 34[181]

(1) A Student already enrolled in another higher education institution may request his/her transfer to the University. The Student must submit a written request addressed to the Dean of the faculty fulfilling the function of the home faculty handling the given major(s).

(2) [182] The applicant's transfer request (taking into account the capacity of the programme) may be granted

a) after the completion of a semester, provided the application fulfils the transfer requirements of the given faculty, as laid down in the Special Provisions,

b) in the semester of the enrolment, with the exception of Bachelor's and undivided programmes, provided the Student, based on his/her admission results, would also have met the admission requirements of the University in the year of his/her application, and if the Special Provisions concerning the faculty responsible for the given programme allow for such a transfer,

c) in Bachelor's and undivided programmes if the Student obtained at least 30 credits at their previous institution,

d) if the Student's student status has not been terminated as a result of expulsion or disciplinary exclusion nor are there grounds for his/her expulsion or disciplinary exclusion.

e) if the duration of the Student's studies has not exceeded the duration of their given programme specified in the training and outcome requirements.

The Student requesting a transfer may be obligated to sit for an admission, aptitude and/or equivalency exam. The Student shall be required to pass the exam prior to the deadline for the decision on their transfer referred to in paragraph (4).

(3) The first instance decision regarding transfer requests is made by the Dean or the Vice-Dean for Education. The Faculty Educational Committee and/or other faculty forums – particularly the Credit Transfer Committee or the entity responsible for the programme in question – may give their opinion on Student's transfer request as a way of assisting the Dean in the decision.

(4) [183] The limitation period for the submission of the transfer request shall be 1 July and 20 January in the case of paragraph (2) point a) and the end of the given semester's registration period in the case of for the respective semesters. The request shall be submitted to the Office of Educational Affairs of the faculty in question in the place of study. The Student may make up for an incomplete request within the deadline specified by the faculty in question, taking into account that the decision on the request shall be made by the end of the registration period in the case of paragraph (2) point a) and by no later than September 14 and February 14 in the case of paragraph (2) point b).

(5) The Student must submit the following documents with his/her application:

a) an attestation of a valid student status,

b) a verification of his/her completed credits or completed subjects with descriptions of said subjects,

c) the copies of all documents required for admission (school leaving certificate, diploma, language certificate).

---

[181] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

[182] Established by Senate Resolution CXIII/2020. (VI. 22.). Effective date: 31 July 2020. The amended provision shall apply starting with transfer requests pertaining to the 2020/2021 academic year.

[183] In accordance with Senate Resolution CCC/2010 (XII. 6) Paragraph 19 on the amendment of 3 volumes and the annexes of the ELTE Organisational and Operational Regulations, the "Director-General" or "Deputy Director-General", mentioned in the Academic regulations for Students is henceforth to be understood as the Dean or Vice-dean (except in the case of the Director-General of a college for advanced studies). Effective date: 7 September 2010.

(6)[184] When a Student transfers to the University, his/her student status at the previous higher education institution is terminated. The transfer decision must specify the programme the Student will pursue on which subspecialisation/specialisation/field of study, the Student's work schedule and how the studies will be funded. The Student shall be informed of the decision on the transfer either personally or via mail or via e-mail.

(7) [185] The overall credit value of credits recognized in the credit transfer process – with the exception of the case specified in paragraph (7a) of the current Section – cannot be higher than 50% of the total number of credits required for obtaining a diploma, which is defined in the curriculum requirements of a given major. In case of identical disciplinary requirements, the Dean may approve the transfer with the condition that the Student must complete at least one third of the credits required for obtaining a diploma.

(7a) [186] In the case of students who have been re-admitted to the same programme (hereinafter: re-admitted students), the study units previously completed at the University in the same programme will be recognised by way of credit transfer. This shall not require the submission of a credit verification form if descriptions of the subjects concerned can be found in the Electronic Academic System. Re-admitted students shall not be required to complete one-third of the credit value of the programme in the given programme.

(8) [187] The Student whose transfer request has been granted may initiate a credit transfer procedure by no later than the third day of the term time to have their previously obtained credits recognised. Should the Student miss this deadline, they will be ineligible to submit a verification request but shall have the option of submitting a credit transfer request by the deadline specified in Section 34 (10).

(9) The credit transfer committee may prescribe, taking into account the opinion of the instructor responsible for the programme, requirements (such as criterion conditions) for attesting skills and expertise acquired through work experience.

(10) [188]The credit transfer request shall be submitted by the end of the course registration period – with the exception of Students who are re-admitted under paragraph (7a) – complete with an authenticated verification of completed credits for the subject the Student wishes to have recognised or another type of equivalent verification document (e.g., gradebook or an authenticated description of the subjects in question).

(11) [189] If necessary for the decision, the Credit Transfer Committee may ask for the opinion of those handling the academic branch in question. The Office of Educational Affairs shall enter the committee's decision on the certification of the Student's completion of the subjects in question in the Electronic Academic System.

(12) If the Student registers for the subject whose completion he/she wishes to have recognised in the course registration period, and the University accepts their completion, the Office of Educational Affairs shall cancel the Student's registration.

## Section 34/A[190]

(1) [191] If general education teacher candidates in the undivided double degree teacher training programme can choose between an elementary school teaching subspecialisation and a high school teaching subspecialisation, they must decide which qualification they wish to pursue ahead of their enrollment. Choosing a teacher qualification ahead of enrollment

[184] Last sentence established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[185] First sentence established by Senate Resolution CXIII/2020. (VI. 22.). Effective date: 31 July 2020.
[186] Enacted by Senate Resolution CXIII/2020. (VI. 22.). Effective date: 31 July 2020.
[187] Established by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.
[188] Established by Senate Resolution CXIII/2020. (VI. 22.). Effective date: 31 July 2020.
[189] Enacted by Senate Resolution CXIII/2020. (VI. 22.). Effective date: 31 July 2020.
[190] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[191] The provision shall be applied beginning with the 2019-2020 academic year.

shall not count as a change of programme referenced in Section 34/B. After this, the student may still change his/her decision once. Students shall have until the end of the second week of the examination period in their sixth active semester to change their selected subspecialisation over the course of their studies. This shall be considered a change of subspecialisation as referenced in Section 34/B.

(2) A Student enrolled in the undivided double degree teacher training programme may request his/her transfer to the University's equivalent undivided teacher training programme in the following circumstances beyond the provisions laid out in Section 34:

a) the Student has completed at least two semesters in the undivided teacher training programme,

b) has obtained at least 15 credits per semester over the course of his/her studies,

c) is requesting the change on the grounds of academic and personal circumstances.

**Section 34/B[192]**

(1) The following circumstances shall fall under the category of a change of programme:

- a change in majors
- a change in the doctoral programme in doctoral studies
- a changing of one of the majors to another teacher training programme in the undivided double degree teacher training programme
- [193] a changing of the major in a primary school and secondary school education programme in the teacher training programme over the course of the student's studies
- a transfer to a Bachelor's teacher training programme from a undivided teacher training programme
- a transfer from a Bachelor's teacher training programme to the undivided double degree teacher training programme

(2) The Student shall only be entitled to one change in majors under a single student status.

(3) [194]The rules to pertaining to a student transfer shall apply to a change in majors or place of study pursuant to the present Regulations with the exception of the required documents. The Dean may make an exception to this in especially justified cases.

(4) A Student enrolled in the undivided double degree teacher training programme may change one of his/her majors on one occasion if:

a) the Student has completed 30 credits,

b) fulfils the requirements for the transfer to the undivided teacher training programme for the following semester (not including the requirements for minimum score).

c) is requesting the change on the grounds of academic and personal circumstances.

(5) [195]If the Student has completed at least 60 credits of a disciplinary training programme of the undivided teacher training programme falling under the scope of Nftv., he/she may request his/her transfer to a Bachelor's programme if he/she meets the admission criteria for the programme prescribed by law and the provisions laid out in the Special Provisions of the present Regulations for the given major.

(6) A student pursuing studies in a Bachelor's programme may request to be transferred to the undivided double degree teacher training programme, provided that following conditions are fulfilled:

a) as a result of the transfer, one of the Student's majors in the undivided double degree teacher training programme will be his/her major in the Bachelor's programme, and the other will be a major of his/her choice within the rules of the pairing of majors,

---

[192] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[193] The provision shall be applied beginning with the 2019-2020 academic year.
[194] Established by Senate Resolution CLXXI/2020. (XII. 16.) Effective date: 14 December 2020.
[195] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.

b) has completed at least 30 credits in the Bachelor's programme,

c) fulfils the admission requirements for the undivided double degree teacher training programme for the following semester (not including the requirements for minimum score),

d) [196]

(7) The Student shall submit the requests regulated by paragraphs (4) and (6) to the Office of Educational Affairs to the home faculty no earlier than the end of the first week of the examination period of his/her second active semester for his/her third semester. The request shall be assessed by the educational committee of the home faculty.

(8) [197]In the case of a student transferring to a programme that is the same as their original but taught in another language or the in case of a student transferring from another institution to the same programme taught in a different language, a maximum of 10% of the credits obtained in a language other than the requested language may be recognised under the rules of credit transfer for compulsory and compulsory elective subjects listed in the curriculum of the programme. The Credit Transfer Committee may grant a waiver of performance in the language requested in addition to the 10% of credits, but only up to an additional 10% of credits at the student's reasoned written request. This paragraph shall apply to doctoral training if so stated in the Doctoral Regulations.

## ENROLMENT

**Nftv Section 39 (3) Student status shall be acquired on the basis of a decision on admission or transfer, upon enrollment. Students participating in the programs set out in Subsections (2)-(6) of Section 15 shall fulfill the special conditions prescribed in this Act if their programs are supported by Hungarian State scholarship or limited grant. Self-financed students participating in the programs set out in Subsections (2)-(6) of Section 15 shall enter into a student training contract. (...)**

**Section 81 (2) Higher education institutions shall - unless otherwise provided by law - not require students participating in program supported by Hungarian State scholarships or limited grants to pay administrative service fees (e.g. enrollment fee).**

**Section 83 (1) Self-financed students shall pay a tuition for the services set out in Subsections (1)-(2) of Section 81 and pay fees for the services listed in Subsections (1)-(2) of Section 82.**

**Government decree 51/2007 (III. 26.) on grants available for and fees payable by higher education students (henceforth: the Decree) Section 27(1): The Minister may grant a scholarship to foreign nationals pursuing tuition-based studies in Hungary, with the exception of Students listed in Section 26(1). In accordance with intergovernmental agreements, third-country nationals receiving a scholarship from the Ministry are not required to comply with the obligations for the Hungarian state scholarship laid down in the Nftv.**

**Government Decree 248/2012 (31 August) on measures required for the implementation of Act CCIV of 2011 on Higher Education Section 2(1): in the case of student enrolling in (partially) state-funded studies, the enrolment sheet must include (in addition to the requirements listed in the corresponding legislation) the Student's declaration stating that they understand and accept the conditions of the (partial) Hungarian state scholarship, as laid down in the Nftv.**

**(3) The student enrolling in a (partially) state-funded programme submits the above mentioned declaration in two copies signed by the Student or his/her representative, who must be authorized by an official document in accordance with the provisions of the Act on Civil Procedure.**

**(4) Both the Student and the higher education institution keep a signed copy.**

**(5) The higher education institution will register the Student in the higher education information system as a Student receiving (partial) Hungarian state-scholarship, if the student has submitted his/her declaration in line with paragraph 3.**

**(6) If the Student declines the conditions of the (partial) Hungarian state fund, the higher education institution is obliged to invite the Student to participate in the given programme on a tuition-based basis.**

[196] Repealed by Senate Resolution LXXXV/2022. (VI. 1.). Repealed: 31 May 2022.
[197] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.

## Section 35

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

(2) In order to enrol, the Student must supply his/her personal information required for registering him/her in the Electronic Academic System of the University.

(3) [198] The deadline for registering in the Electronic Academic System shall be the last day of the registration period. The time and date for registering in person shall be determined by the faculties, but shall be no later than the last business day of the course registration period. The faculties may deviate from these deadlines in the following cases:

if the faculty responsible for the programme in question sets a different date in view of special characteristics of the programme (e.g., if the programme is financed from grant money, if it is a vocational training programme or a programme organised for foreign nationals).

If the Student who has been admitted or transferred to the University fail to enrol by the specified deadline due to external circumstances (such as a prolonged admission procedure) and can verify as such, the Student shall be granted permission to enrol without having to pay a separate fee. If the Student then enrols by no later than the last day of the course registration period, he/she shall be allowed to register for an active semester. From then on, the Student may only change his/her status – unless the Dean rules otherwise – if he/she wishes to suspend his/her student status.

(4) [199] If the Student fails to enrol in person by the last workday of the course registration period, his/her enrolment for the semester in the Electronic Academic System shall cease to be valid on the day following the end of the course registration period – except in the cases specified in paragraph (3) points a)-b).

### REGISTRATION

**Nftv Section 42 (5): As long as student status exists, no additional enrollment is needed. Students are required to register for academic terms, before the start thereof, in accordance with the rules of the higher education institution. Students who have failed to fulfill their overdue payment obligations shall not be allowed to register.**

**Vhr1 Section 24(1): In cases specified in the regulations of the higher education institution and in accordance with paragraph 40(3) of the Higher Education Act, the Student may cancel his/her registration for the semester within one month after the start of the semester. If the Student fails to request the cancellation of his/her registration or suspend their student status by the given deadline, he/she will be registered for an active semester irrespective of whether or not the Student participates in the activities or completes any of the academic requirements. If the Student decides to interrupt their studies or fails to register for a semester, this shall not result in a termination of the student status, but instead the student shall be registered for a passive semester.**

## Section 36

(1) [200] At the beginning of each semester, the Student has to register in the Electronic Academic System of the University to confirm whether he/she wishes to pursue or suspend his/her studies along with his/her student status in the given semester. The Student can suspend his/her student status as early as the first semester, immediately after the enrolment. The student can register in the registration period. After this, the Student shall only be allowed to register for the given semester in the cases specified in points a) and b) of Section 35 (3).

(2) [201] The Student must indicate any changes in his/her personal information. In case of changes that need to be attested by an official document, the Student must present said

[198] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[199] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[200] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[201] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

document to the Office of Educational Affairs of the home faculty or the Quaestura Office of Student Services in person by presenting the original document, or electronically via the Quaestura Office's administrative interface.

(3) [202] In special cases, like serious illnesses, accidents, or extraordinary, unexpected circumstances, the Student or his/her representative can request the cancellation of his/her previous registration for the semester within 8 days of the emergence or abatement of the problem by presenting the original documents attesting the unexpected event. The request will be considered by the Board of Studies of the Faculty.

(4) [203] The resolution on the cancellation of the student's registration shall rule on the amount of tuition reimbursement the student is entitled to or the settled overdue payment obligation.

(5) [204]

## HOME FACULTY

### Section 37

(1) [205] The Student's home faculty is the faculty which hosts the program (including higher education vocational training) to which the Student was first admitted or transferred. If the Student, at the time of his/her admission or transfer, already has a student status at the University, his/her home faculty will not change, unless otherwise specified in the present section.

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

(3) When the student's studies at his/her home faculty are finished, but the Student remains at another faculty of the University, his/her new home faculty is determined by the Academic Board in accordance with the rules of procedure of the Study Charter.

(4) [206] The home faculty of a student gaining admission or transfer into the Master's programme of education being phased out established by Ftv. is the faculty she selects from the faculties responsible for the required modules and submits by the deadline indicated on the admission or transfer notice. If the Student does not communicate her choice within the given deadline, and at least two of the required modules belong to the same faculty, then this faculty will automatically become his/her home faculty. A justifiable excuse for missing the deadline may be presented within 8 days, beyond which no justification, including unawareness of the deadline or any circumstance beyond the student's control, may be accepted.

(4a) [207] In the cases of the given teacher training programmes regulated by Nftv., Annex 5 of the present Regulations stipulates the faculty that shall count as the Student's home faculty.

(5) [208]

(6) [209] The rules of procedure and the deadlines in question, in the case of the Master's programme in education being phased out established by Ftv. and teacher training programmes regulated by Nftv., – with the exception of the points cited in paragraph (8) – shall be established by the Council for Teacher Training and Continuing Professional Development, who must notify the faculties concerned and publish the information in the Electronic Academic System:

---

[202] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[203] Established by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.
[204] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[205] Established by Senate Resolution CCXLVIII/2012 (XII. 17). Effective date: 18 December 2012.
[206] First sentence established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[207] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[208] Repealed by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[209] Introductory text established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 1 August 2019.

a) admission,
b) selecting or changing the Student's home faculty,
c) tasks in connection with closing the semester,
d) [210] organizing pedagogical training,
e) [211] submitting a thesis, thesis evaluation,
f) [212]attestation of competence, organisation of the final examination.

(7) Any changes in the deadlines determined by paragraph 6 must be announced in the semester prior their entry into force.

(8) [213] Paragraph 6 b) shall not apply to the teacher training programmes regulated by Nftv and paragraph 6 c) shall not apply to the Master's teacher training programmes currently being phased out established by Ftv.

## SUSPENSION OF STUDENT STATUS

### Section 38

(1) [214] The Student announces his/her intention to suspend his/her student status and studies during the electronic registration via the Electronic Academic System.

(2) During the suspension of student status, no academic performance can be requested of the Student.

(3) [215] During the suspension of the student status, the Student is not allowed access to any of the free services and benefits granted to the Student, with the exception of the library and, during the preliminary course registration period, the computer room.

**Nftv Section 45 (1): If a student gives notice of not wishing to meet his or her student obligations in the coming academic term or fails to register for the next academic term, his or her student status shall be suspended. The uninterrupted period of suspension shall not be longer than two consecutive semesters. Students may suspend their student status more than once, as set out in the tutorial and examination regulations.**

**(2) A higher education institution may allow the suspension of the student status:**

**a) for a continuous period that is longer than what is specified in Subsection (1),**

**b) before the completion of the first semester, unless it is already allowed under the relevant rules of the higher education institution, or**

**c) until the end of an academic term already in progress, for the given academic term,**

**provided that the student is unable to meet his or her obligations arising from student status due to childbirth, accident, illness or any other unexpected cause beyond his or her control.**

**(2a) If the higher education institution permits the suspension of the student status as specified in Paragraph c) of Subsection (2), the student's registration for the given academic term shall be regarded as having been withdrawn, providing that the legal consequences of registration for the academic term already started but affected by the suspension shall not be established.**

**(…)**

**(4) Student status shall be suspended for the period of actual service performed by members of the voluntary military reserve force, during which period students shall be exempted from the obligations specified in the tutorial and examination regulations of the higher education institution.**

### Section 39

(1) The consecutive suspension of the student status cannot last longer than two semesters, but it may be repeated.

---

[210] Notation established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[211] Notation established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[212] Established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[213] Established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[214] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[215] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

(2) [216] If a Student interrupts his/her studies for two consecutive semesters, the Office of Academic Affairs must send the Student a notice through the Electronic Academic System [point c) of Section 150 (1) of the present Regulations] following the fourth week of the term time of the second semester in order to warn the Student of the consequences of failing to register for the next semester.

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

(4) [217] The student status is not terminated if the Student fails to register, after two consecutive semesters of suspension, due to unexpected events such as accident, illness, etc., or if he or she is receiving infant care benefits, child-care benefits or - with regard to his or her maternity leave - a salary [Section 45 (1a) of Nftv.], which he/she announces and produces proof of until the start of the third semester. At the same time, the Student needs to submit a statement to the Office of Educational Affairs, expressing his/her intent to maintain his/her student status, with an indication of the estimated duration of the suspension.

**Nftv. Section 45 (3) Student status shall be suspended if the disciplinary sanction of prohibition from the continuation of studies is imposed on a student.**

### Section 40

If the Student is suspended for disciplinary reasons, he/she must register after the suspension without further notice.

### Section 41

(1) [218] Following the suspension of student status, the Student may request to continue his/her studies according to the curricular changes that may have been introduced in the programme (including higher education vocational training) during the suspension.

(2) [219]The validity of previously completed credits, based on the advice of the instructor responsible for the programme, shall be recognised by the credit transfer committee in accordance with the rules on credit transfers.

(3) [220] If the Student suspends his/her student status for at least two semesters following enrolment, and if the curriculum is changed during that time, the Office of Educational Affairs shall amend the Student's curriculum at the beginning of the Student's first active semester upon their continuation of their studies.

## REALLOCATION

### Section 41/A. [221]

The Student is reallocated or may be reallocated

a) at the end of the academic year (in July) based on his/her academic performance in the last two active semesters (Sections 132–132/A);

b) by taking into account the number of state-financed semesters provided by law (Section 132/B);

c) upon the request of the Student (Section 132/C)

by the University.

---

[216] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[217] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[218] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[219] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date. 28 May 2019.
[220] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[221] Section and preceding sub-head enacted by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.

## PERFORMANCE-BASED REALLOCATION

**Nftv. Section 48 (1) Students shall be classified either as students receiving Hungarian State scholarship or limited grant or as self-financed students.**

**(2)[222] A higher education institution shall, once a year, as defined by decree of the Government, reclassify those students participating in programs supported by Hungarian State scholarships or limited grants as self-financed students who failed to collect at least the number of credits or average grade specified in the higher education institution's organizational and operational regulations at least fifteen days before the academic year, in the last two semesters in which their student status was not terminated and they did not pursue studies abroad, as defined in Subsections (3) and (4) of Section 81, as well as students who have withdrawn their statement referred to in Subsection (2) of Section 48/D.**

**(2a) The provisions laid down in Subsection (2) shall not apply in doctoral training.**

**Vhr1. Article 61 (1) In doctoral programmes, the higher education institution shall decide on the reallocation of students between state-financed and tuition-based programmes in accordance with the provisions of the doctoral regulations, taking into account the restriction laid out in paragraph (2a) of Section 48 of Nftv.**

**(2) To determine the number of students to be reallocated for the following study term, the higher education shall determine based on student's grade point averages how many state-financed and self-funded students have had their student status expire prior to their obtainment of the final certificate,**

**how many state-financed and self-funded students are to be reallocated to another form of financing,**

**how many students have already exhausted their number of state-financed semesters ensured under Section 47 (3) of Nftv. in the given programme in the relevant academic year.**

**(3) When deciding on reallocations for the academic year in question, students who have pursued their studies for a maximum of one study term in the given higher education institution, or who have not been able to complete their semester due to the provisions laid out in Section 47 (6) of Nftv., shall not be considered for reallocation.**

**(4) Self-financed students may only request their reallocation to state-funded programmes, and tuition-paying students may only request their reallocation to partially state-funded programmes.**

**(5)**

**(6) When registering for the first semester following a reallocation to a state-funded programme, the Student shall sign a declaration with the content specified in point 10 of Annex 9, on a form provided for this purpose. The declaration shall be attached to the master data sheet.**

**(7) If the student who has gained admission or requesting reallocation does not agree to fulfil the conditions for taking part in a partially state-funded programme, the higher education institution must offer them the opportunity to participate in the same programme in a tuition-based arrangement.**

**(8) The reallocation decision made pursuant to paragraph (2) of Section 48 of Nftv. must be issued by 31 July of each year for the relevant academic year. If, pursuant to Section 56 (1), the credits allocated for the given semester are only completed after 31 July, and the higher education institution still has state-funded places available, the reallocation decision shall be reviewed, and, if necessary, amended in view of this.**

**(9)[223] In accordance with Article 48 of Nftv., students who fail to obtain the number of credits specified in Article 48 (2) of Nftv. or failed to achieve the weighted academic average set by each academic field. Credits obtained are those obtained by the Student in the given programme and credits recognised towards the academic year in question in accordance with point 9 of Article 41 (3).**

**Vhr1. Article 57 (4) The credit index and corrected credit index shall serve as the indicators of a student's quantitative and qualitative performance in a given programme in a given semester. The credit index is calculated as follows: the sum of the multiplication of the credit value of the subjects completed**

---

[222] The terms specified in Section 48 (2) of Nftv. shall first be applied with respect to the 2022/2023 academic year to students starting their studies in the first semester of the 2016/2017 academic year, and thereafter in an ascending system. The provision applicable to students who began their studies before 31 August 2016: In each academic year, higher education institutions shall reclassify students participating in programmes funded through full or partial Hungarian state scholarships as self-funding students in cases where a student failed to collect at least eighteen credits on average, or to achieve the average academic performance level defined in the higher education institution's rules for organisation and operation in accordance with the relevant decree of the Government, in the last two semesters that student status was not terminated and the student did not pursue studies abroad, as defined in Article 81(3) and (4), and in cases where a student has withdrawn the declaration referred to in Article 48/D(2).

[223] The weighted grade point average referred to in Article 61 (9) and Annex 10 of Vhr1. shall be applied in connection with transfers taking place after 31 August 2016.

**during the semester and the grades earned, divided by 30 credits, assuming average advancement of studies. The corrected credit index can be calculated from the credit index with a multiplying factor corresponding to the proportion of the number of credits completed during the semester and the number of credits taken up by the student for the semester. The totalized corrected credit index serves to assess the quality and quantity of the performance of the student over several semesters. The totalised corrected credit index is calculated in the same way as the corrected credit index: 30 credits per semester and all the credits accrued during the whole period must be taken into consideration.**

## Section 41/B[224]

(1) The performance-based reallocation shall be concluded with regard to two student groups in a parallel proceeding:

a) the reallocation from the state-financed to the tuition-paying course category pertains to those students whose student status was established between 2007 and 1 August, 2012. The scope of this section does not extend to those students who pursued their studies at the University (including higher education vocational studies as well) in 2007, but who did not commence them at the University.

b) the reallocation from the (partially) state-funded to the full tuition course category pertains to those students whose student status was established in September 2012 – and after that date in a phasing-out system – or who commence their studies in a new programme (including higher education vocational training) in September 2012 or after that date. The scope of this section does not extend to those students who pursued their studies at the University (including higher education vocational studies as well) in 2012, but who did not commence them at the University.

(2) The reallocation specified in the present section shall be carried out by the Academic Board until 31 July preceding the next academic year on the basis of the Student's weighted grade point average for their last two active semesters and their number of obtained credits as stored in the Electronic Academic System. The data necessary for the reallocation and the information concerning the right to equity shall be uploaded to the Electronic Academic System and, if necessary, corrected by the faculties until the end of the second week following the examination period.

(3) The scope of this section concerning the reallocation shall extend to students enrolled in fully or partially state-funded programmes as follows:

a) Among students who started their studies before the 2016/2017 academic year, those who did not collect at least 27 credits by completing courses or exam courses during their last two active semesters;

b)[225] Among students who started their studies in or after the 2016/2017 academic year, those who did not obtain the

ba) minimum number of credits per academic field by completing courses or exam courses during their last two active semesters:

| Academic field | Minimum number of required credits |
|---|---|
| Humanities | 36 |
| Economics | 36 |
| Informatics | 30 |
| Law | 36 |
| Engineering | 30 |

[224] Section and preceding sub-head enacted by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021

[225] Established by Senate Resolution CCIX/2022. (X. 10.). Effective date: 11 October 2022 with the stipulation that its provisions are to be applied to the academic performance-based reallocation following the 2022/2023 academic year.

| | |
|---|---|
| Arts | 36 |
| Art Mediation | 36 |
| Teacher Training | 30 |
| Sport Sciences | 30 |
| Social Sciences | 36 |
| Science | 30 |

or

bb) weighted grade point average:

| Academic field | Weighted GPA |
|---|---|
| Humanities | 3.5 |
| Economics | 3 |
| Informatics | 2.75 |
| Law | 3 |
| Engineering | 2.75 |
| Arts | 3.5 |
| Art Mediation | 3.5 |
| Teacher Training | 3 |
| Sport Sciences | 3 |
| Social Sciences | 3.5 |
| Science | 2.75 |

(4) [226]The Student shall be notified electronically of the decision concerning the reallocation in accordance with paragraph (3) of Section 151.

(5) The Academic Board shall ensure that decisions are made in a timely manner and that students are notified of that decision. The Heads of the faculties are responsible for the complete and authentic data concerning the academic performance of the students.

(6) The Student who

a) has completed at least a certain period of the two semesters serving as basis for the reallocation within the framework of the Erasmus or CEEPUS student exchange programme,

b) [227]

c) registered special needs students

shall be granted exemption from the reallocation process.

(7) [228]If an illness, child-birth or other unexpected event hinders the Student in his/her studies (especially if the Student is not able to take the sufficient number of credits during the two active semesters serving as basis of the reallocation), or if personalised instruction has been approved for the Student for an exceptional case, the Board of Studies of the Faculty may grant the Student concerned, exemption from the reallocation upon his/her request by no later than the sixth week of the examination period of the spring semester. The request concerning such an exemption shall be submitted to the Board of Studies of the Faculty by the last working day of the fifth week of the spring semester's examination period at the latest. No excuse request may be submitted after the expiration of the relevant deadlines.

(8) The credits earned during the summer professional traineeship or field studies shall be counted with the credits collected in the next semester.

[226] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[227] Repealed by Senate Resolution CLXXXI/2024. (X. 07.). Effective 8 October 2024.
[228] Established by Senate Resolution CLXXXI/2024. (X. 07.). Effective date: 8 October 2024

**Nftv. Section 48 (3) If the student status of a student, admitted to a program supported by Hungarian State scholarship or limited grant, is terminated before the completion of the program, or continues his or her studies in tuition-based training for any reason, the vacancy thus created may be filled by a self-financed student participating in the same program at the higher education institution, if such application is submitted. The decision on reclassification shall be made by the higher education institution on the basis of the academic performance of self-financed students requesting to be reclassified as students supported by Hungarian State scholarships or limited grant.**
**(4) A student admitted to a program supported by Hungarian State scholarship may also be replaced through the reclassification of a student participating in a program supported Hungarian State limited grant, as set out in Section (3).**

## Section 41/C[229]

(1) Pursuant to Section 48(3) of the Nftv., the vacant state-funded places may be filled by those students who pursue their studies in the same programme and who perform the best, based on the aggregated corrected credit index. The students shall be reallocated based on the following rules, in the following order:
a) for the vacant state-funded positions partially state-funded and tuition-paying students,
b) for the vacant partially state-funded position, tuition-paying students may be accepted.
(2) The students concerned shall be notified of the decision in accordance with the provisions of paragraph (3) of Section 151 until the 30th day preceding the beginning of the academic year.
(3) The provisions of Section 41/B shall be applied to the uploading of the data concerning the academic performance of students paying full tuition.
(4) The Student can only be reallocated to a (partially) state-funded category if the he/she has submitted the relevant statement in the Electronic Academic System by the end of the exam-period, and if they completed
a) (if applicable) 27 credits pursuant to Section 41/B (4) point a),
b)[230] (if applicable) the minimum number of credits specified in point ba) pursuant to Section 41/B (4) point b), and their weighted grade point average reaches the average specified in point bb).

### REALLOCATION BASED ON THE NUMBER OF SEMESTERS

## Section 41/D[231]

(1) The number of state-financed/(partially) state-funded semesters used by the Student shall be determined by the University based on the data available. If the relevant legislative regulations deem it necessary, the Student shall be reallocated by the University to the full tuition course category within fifteen days of the decision. The University shall issue a decision on the subject.
(2) For the case specified in paragraph (1), the first day of the deadline for the payment of the tuition fee shall be the first day after the decision enters into force.
(3) If after the reallocation decision a scholarship/grant is awarded and fully or partially paid for the tuition-paying semester to the Student to which tuition-paying students are not eligible, paragraph (1) shall regulate the withdrawal of the scholarship and the reimbursement of the amount of the scholarship already paid.

[229] Enacted by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021
[230] Established by Senate Resolution CCIX/2022. (X. 10.). Effective date: 11 October 2022 with the stipulation that its provisions are to be applied to the academic performance-based reallocation following the 2022/2023 academic year.
[231] Section and preceding sub-head enacted by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021

## REALLOCATION UPON REQUEST

### Section 41/E[232]

(1) The Student may submit a request to the University at any time to be reallocated from the state-financed/(partially) state-funded course category to the full tuition course category from the beginning of the next semester. By submitting the request, the Student acknowledges that he/she may only be reallocated to the (partially) state-funded course category within the framework of a performance-based reallocation process.

(2) [233]With the exception of the provisions laid out in Section 41/C and Nftv. Section 48 (5)-(6), tuition-paying students are not entitled to submit a request for reallocation to the limited grant programme.

## GUEST STUDENT STATUS

**Nftv Section 42 (1): A student**

***a)* may apply for guest student status at another higher education institution in order to take sub-courses related to the program pursued at the home institution,**

**(…).**

**Nftv Section 82 (4): Section 81 and Subsections (1)-(3) hereof shall apply to students supported by Hungarian State scholarships or limited grants even when studying as a guest student.**

**Nftv Section 108 30.: 'completion of periods of study' shall mean acquisition of a credit or credits by a guest student at another higher education institution;**

### Section 42

(1) [234] The University allows its Students to follow sub-course training at another (Hungarian or foreign) higher education institution with a guest student status, provided that the host institution accepts the Student.

(2) The University does not cover tuition for sub-course training at another higher education institution, unless otherwise specified in an interinstitutional agreement.

(3) [235] The Student's credits obtained at and attested by the host institution – in line with Section 34 (10) – with a guest student status may be recognised in accordance with credit transfer regulations.

(4) In the case of Students pursuing sub-course training in a foreign higher education institution – in accordance with the respective interinstitutional agreement and programme – the credits obtained at the foreign higher education institution will be fully recognized by the University, as long as they were included in the study contract signed prior to the start of the sub-course training. In such cases, credit-equivalence must be established prior to the start of the sub-course training and the finalization of the respective study contract.

### Section 43[236]

(1) The University shall approve that Students of another (Hungarian or foreign) higher education institution pursue studies at the University as guest students.

(2) The guest student is entered into the Electronic Academic System, and is subject to all applicable regulations of the University during his/her studies at the University.

---

[232] Section and preceding sub-head enacted by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021

[233] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.

[234] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

[235] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

[236] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

(3) [237] The guest student shall finance the completion of the credits allocated to the subjects he/she registers for, which his/her sending institution may take over under a contract signed with the University or a declaration of liability.

## Section 44[238]

(1) Requests for pursuing sub-course training at the University must be submitted to the Teacher Training Centre in the cases of the relevant courses or the Office of Educational Affairs of the Faculty where he/she wishes to follow sub-course training until the end of the ranking course registration period. Foreign students may submit their request until the end of the fourth week of the study term. The student shall attach to the request a statement from the sending institution on its recognition of the credits obtained by the student while visiting at the University and – in case the institution chooses to finance the student's studies – a statement on the financing of the student's completed credits.

(2) The request for pursuing sub-course training at the University must contain the approval of the individual authorised to handle the given course (e.g. the instructor(s) or head(s) of the educational unit(s) responsible for the credit(s) in question.

(3) The permission to pursue sub-course training at the University is issued by the Vice-Dean for Education or the head of the Office of Educational Affairs of the Faculty, which also lays down the amount of tuition to be paid as well as the payment method and payment deadline. In the cases of guest students admitted within the framework of an agreement signed between the University and the sending institution, the reimbursement of the tuition shall be covered by the interinstitutional agreement.

(4) The Office of Educational Affairs of the Teacher Training Centre will register the Student for all courses included in his/her permission to pursue sub-course training, irrespective of his/her ranking in the course registration.

(5) The Office of Educational Affairs (Registrar) or the Teacher Training Centre provides the guest student with a proof of completion of the semester.

(6) The provisions laid out in Sections 42-44 shall not apply in the case of training cooperation with other – foreign or domestic – higher education institutions if the rules laid out in the cooperation agreement or the special provisions concerning the faculty in question deviate from them.

### SUB-COURSE TRAINING IN ANOTHER HIGHER EDUCATION INSTITUTION

**Nftv Section 42 (2): A higher education institution may admit, for sub-course training in any of its courses or modules, and grant student status to, persons who are not enrolled as students, without conducting a separate admission procedure, for tuition-based training. The institution shall issue from the academic system micro-credentials - containing a course description (content elements) - on academic performance. The completed course or module may be taken into account in the student's tertiary studies in accordance with the rules of credit transfer.**

**(3) The conditions for accepting the applications referred to in Subsections (1) and (2) shall be defined by the receiving higher education institution.**

## Section 44/A[239]

(1) Sub-course training within the framework of the student status may be organised:
a) as part of a module announced as such by the Faculty, a defined group of subjects, or
b) on the basis of the individual study plan of the Student applying for sub-course training

(2) The contents and announcement of the partial study programme referred to in point a) of paragraph (1) shall be decided on by the Faculty Council based on the recommendation of

[237] Enacted by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[238] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[239] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

the competent organisational unit of education. The decision must also take into account the conditions for the financing of the programme.

(3) No more than 70 credits can be obtained over four consecutive semesters within the framework of a partial study programme.

(5) A student may apply for a partial study programme at the competent Office of Educational Affairs. An application for an autumn semester must be submitted by 1 July whereas an application for a spring semester must be submitted by 20 January. The student shall attach to the application form copies of his/her higher education degree certificate, and in cases determined by the Faculty, a copy of his/her language certificate, CV and a motivation letter detailing why he/she wishes to pursue the programme. The applicant for the programme pursuant to point b) of paragraph (1) shall attach to the application form an individual study plan approved by the head of the educational unit(s) in question or other competent individuals. The study plan must include a list of the subjects the student wishes to complete as part of the programme.

(5) The Office of Educational Affairs may give its opinion on the application for the partial study programme referred to in point a) of paragraph (1) along with the head(s) of the relevant educational unit(s) or other organisations (e.g., the credit transfer body). The admission decision shall be made by the Dean based on the recommendation of the Vice-Dean for Education by the time of the regular admission decisions.

(6) The Student admitted to a partial study programme shall establish a student status with the University in line with the general rules for registering. The Student shall pursue his/her studies in line with the provisions laid out in the present Regulations.

(7) [240]At the Student's request, the Office of Educational Affairs of the Faculty shall issue micro-credentials on sub-course training upon its completion.

**SIMULTANEOUSLY PURSUED STUDIES AT ANOTHER HIGHER EDUCATION INSTITUTION**

**Section 45**

(1) [241]

(2) A Student of another higher education institution may acquire an additional student status at the University in accordance with the Admission Regulations.

**Section 46[242]**

**SELECTING SUBSPECIALISATIONS**

**Section 47**

(1) [243] Students may select one from several subspecialisations which form part of their major. These independent modules may be referred to as subspecialisations, minor specialisations, specialisations, areas of expertise or programmes, henceforth subspecialisations.

(2) [244] There are three possible ways students can apply and be admitted to a subspecialisation:
a) by applying to one at the time of the university admission procedure;
b) by applying a semester in advance during already commenced studies;
c) by completing the required study units in the chosen subspecialisation.

---

[240] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[241] Repealed by Senate Resolution LXXXV/2022. (VI. 1.). Repealed: 31 May 2022.
[242] Section and preceding sub-head repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Repealed: 29 June 2021. VI. 29.
[243] Established by Senate Resolution CXIII/2020. (VI. 22.). Effective date: 22 June 2020.
[244] Established by Senate Resolution CVI/2018. (V. 28.). In force: 1 August 2018.

The rules applying to a joint training programme may deviate from the provisions laid out in Sections 48-49 in line with the provisions referenced in the Special Provisions of the present Regulations or the agreement concerning the given programme.

## Section 48[245]

(1) Students who apply to a subspecialisation as part of their general application process (BA or MA) will automatically be admitted to the subspecialisation of their choice in case of a successful application.

(2) Students who apply to a subspecialisation during already commenced studies must do so in the Electronic Academic System (student administration) a semester in advance, until last working day of the current semester. If classes in the chosen subspecialisation could start in the semester of enrolment, the application should be made right after the admission decision is received.

(3) The selection of a subspecialisation shall be organised separately for each place of study. Entry requirements for each subspecialisation – including the evaluation criteria – can be found in the educational plan, which shall be published on the website of the relevant faculty by the Office of Educational Affairs by the start of the registration period of the semester preceding the one in which the Student is due to begin their studies in the given subspecialisation. Requirements may include:
   a) completion of a set number of study units or pre-specified courses,
   b) completion of study units with a specific grade,
   c) language requirements,
   d) aptitude test,
   e) other requirements specified by the Head of the programme.

(4) The Dean together with the heads of programmes and/or the head of the educational unit in charge of the major determine a preliminary target for student intake until the beginning of the registration period, which will be published by the Office of Educational Affairs.

(5) In case the number of students applying to a subspecialisation exceeds the target student intake, qualifying candidates will be chosen by a ranking process based on the requirements stipulated in the training plan.

(6) Affiliate applicants without student status who wish to complete a subspecialisation in the form of a specialist postgraduate programme or a partial training programme, based on the decision of the parent department, taking into account the programme's structure and schedule, may gain admission
   a) on equal grounds with enrolled students,
   b) irrespective of the number of enrolled students.

(7) The Student's subspecialisation selection shall be assessed by the given field based on the preliminarily announced criteria. Should the Student's selection not meet the announced conditions, the decision shall be left up to the Dean or the Vice-Dean for Education.

(8) If the rules so stipulate, the Student who fails to select a subspecialisation shall be allocated to one by the Office of Educational Affairs based on the decision of the individual responsible for the given major and a designated decision maker at the Faculty and the approval of the Dean or the Vice-Dean for Education. The Office of Educational Affairs shall notify the Student of the decision and their allocation. The Student's allocation to the given subspecialisation can only be changed by changing the subspecialisation. If the conditions for selecting a subspecialisation do not stipulate a mandatory allocation to a subspecialisation, the Student may request an ex-post subspecialisation selection through a written request submitted to the Office of Educational Affairs. The request shall be

[245] Last sentence enacted by Senate Decision CVI/2018. (V. 28.). In force: 1 August 2018.

assessed by the Vice-Dean for Education following a review of the opinions generally required by the Faculty.

(9) The rules applying to an ex-post subspecialisation selection laid out in paragraph (8) shall also apply to the changing of the subspecialisation. The Student shall have one opportunity change their subspecialisations within a single programme.

## Section 49

(1) Subspecialisations that students complete as part of their studies in a specific programme do not require prior application. In this case a student applies to and completes a subspecialisation by registering for and completing its study units, thereby the choice of subspecialisation only becomes apparent after completion.

(2) Applicants wishing to complete a subspecialisation that does not require prior application as a specialist postgraduate programme, must undergo an application process.

## TERMINATION OF STUDENT STATUS

**Nftv. Section 59 (1) The student status shall cease to exist:**

**a) if the student concerned has been admitted by another higher education institution by transfer,**

**b) if the student gives notice of termination of the student status, from the day on which such notice is given,**

**c) if the student concerned cannot continue a program supported by Hungarian State scholarship or limited grant and does not wish to continue it in tuition-based form,**

**d) on the last day of the semester in which the student obtains the final certificate (absolutorium),**

**e) if a student participating in a tertiary vocational training program has become medically unfit to continue his or her studies, and the higher education institution is not operating another, suitable tertiary vocational training program, or the student does not wish to continue studies, or is unable to continue studies because the necessary conditions do not exist, on the day that the decision on the termination of student status becomes definitive,**

**f) if the rector terminates the student status of a student who remains in arrears of payment after an unsuccessful call for payment and an assessment of the student's social situation, on the day that the decision on the termination of student status becomes definitive,**

**g) on the day on which the disciplinary decision on the expulsion of the student becomes definitive,**

**h) if a condition for student status defined in this Act is no longer met, on the day on which the decision on the termination of student status for that reason becomes definitive,**

**i) if a student, participating in a program supported by Hungarian State scholarship or limited grant withdraws the statement referred to in Subsection (2) of Section 48/D and does not undertake to participate in tuition-based training,**

**j) if a doctoral student fails to pass the comprehensive examination, on the day of the missed or failed examination,**

**k)**

**l) at the end of the eighth semester for which a doctoral student has registered.**

**Nftv. Section 59 (5) This Section shall apply to students who participate in more than one program at the same higher education institution with the derogation that instead of the termination of their student status they shall not be allowed to continue their studies in the program concerned.**

## Section 50

(1) Student status can be terminated

a) at the request of the student,

b) by having completed a training programme,

c) at the request of the university.

(2) [246]Every student will be informed about the termination of their student status by the Office of Educational Affairs.

[246] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.

## Section 51

(1) [247] If a student does not wish to continue his/her studies on a state-financed/tuition-based basis, meaning he or she does not sign the university training contract by the deadline set by the Office of Educational Affairs, the Office will terminate her/his student status. When setting the deadline for signing the contract, the Office is obligated to draw attention to the legal consequences of failure to sign the contract. Failure to do this on the Office's part will invalidate the termination of the student status.

(2) [248] Pursuant to Section 59 (1) of Nftv. a student's student status will be terminated if the student is not currently enrolled on any other training programme at the university.

(3) [249] The Office of Educational Affairs can establish the termination of student status in the following cases

a) as regards higher education vocational training and the phased out advanced level vocational training, in the event the student becomes medically unfit as regulated by Section 59 (1) point e) of Nftv.,

b) [250]

c) in the event of expulsion by disciplinary penalty,

d) in the event of dismissal from the programme (including higher education vocational training), if the student is undertaking any studies in another programme or higher education vocational training.

(4) [251]The Office of Educational Affairs terminates the student status, if

a) the student does not commence her/his studies after the time available for student status suspension has passed,

b) [252] exercising the assigned scope of authority assigned by the Rector if no payment is made by the deadline of the payment notification.

(5) [253] The Office of Educational Affairs exercising its scope of authority defined in paragraph (4), point b) – under the provisions of point f of the Section 59 (1) of Nftv. – examines the amount and title of debt by launching an inquiry as stipulated therein.

(6) [254]

**Nftv. Section 59 (3) Higher education institutions may terminate the student status unilaterally of a student who fails to:**

***a)* fulfill his or her obligations relating to academic progress laid down in the study and examination rules and the curriculum,**

***b)* register for the next semester for the third consecutive time,**

***c)* resume studies following the suspension of student status,**

**provided that the student was first called on to meet this obligation within the prescribed time limit and was informed of the legal consequences of failure to comply.**

**Nftv. Section 59 (5) This Section shall apply to students who participate in more than one program at the same higher education institution with the derogation that instead of the termination of their student status they shall not be allowed to continue their studies in the program concerned.**

[247] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[248] Enacted by Senate Resolution LXIII/2023. (22 May). Effective date: 23 May 2023.
[249] Enacted by Senate Resolution CCXLVIII/2012. (17 December). Effective date: 18 December 2012.
[250] Repealed by Senate Resolution LXIII/2014. (V. 26.). Repealed: 27. V. 2014.
[251] Introduction established by Senate Resolution CXX/2015. (VI. 29.). Effective. 15 August 2015.
[252] Enacted by Senate Resolution LXIII/2014. (V. 26.). In force: 27. V. 2014.
[253] Established by Senate Resolution CXX/2015. (VI. 29.). Effective. 15 August 2015.
[254] Repealed by Senate Decision CXIII/2020. (VI. 22.). Repealed: 31 July 2020

## Section 52

(1) [255] In addition to criteria defined in Section 59 (3) points b), c) and paragraph (4) of Nftv. – based on authorisation in Section 59 (3) point a) – a student must be dismissed from a programme if

a) the student has not completed a study unit, which forms part of a programme's curriculum, after three course registrations, or in the case of Language Proficiency Exams, after four unsuccessful attempts;

b) a study unit, which forms part of a programme's curriculum, has not been completed after six attempts, excluding failed attempts and exams due to uncompleted weak prerequisites;

c) in infant and early childhood teacher, kindergarten teacher, primary school teacher, secondary school teacher, special education teacher training the student has failed her/his practice twice;

(2) [256] The provisions laid out in paragraph (1) shall not be applied to courses offered solely as electives.

(3) [257]The Special Provisions pertaining to the faculty regulate

a) the student's responsibilities regarding the advancement of his/her studies

b) the minimum number of credits a student must obtain per training programme

c) the implementation of the rules described in point b) pertaining to students whose student status was previously terminated but later gained admission to a given training programme.

## Section 53[258]

[255] Enacted by Senate Resolution CVI/2018. (V. 28.). In force: 1. VIII. 2018.
[256] Established by Senate Resolution CCLXV/2019. (XII.16). Effective date: 17 December 2019.
[257] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[258] Repealed by Senate Resolution CCXLVIII/2012. (XII. 17.). Repealed: 18. XII. 2012.

# CHAPTER IV
# ACADEMIC OBLIGATIONS

**Nftv. Section 112 (1) Before 1 September 2016, programs imitated under Act LXXX of 1993 on Higher Education (hereinafter referred to as "Higher Education Act of 1993") may be completed, in the form of ongoing training, without any change in professional requirements, examination rules or the diploma awarded. The student status of those who fail to obtain a final certificate by this deadline shall be terminated as of that date. (…)**
**(2) Programs initiated under Act CXXXIX of 2005 on Higher Education (hereinafter referred to as "Higher Education Act of 2005") shall be completed, in the form of ongoing training, without any change in the professional requirements, examination rules or the diploma or certificate awarded.**

## REGISTRATION AND THE ACADEMIC CALENDAR

**Nftv. Section 108 5.: 'Semester' shall mean an organizational period for teaching for up to five months (…)**
**Nftv. Section 108. 16.: 'Academic term' shall mean the length of studies covering the term time and the related examination period.**
**Vhr2. Section 7 (2) An academic year is divided into two terms of study, that is two semesters.**
**(3) Term of study consists of a term time and examination period. The performance of students can be evaluated for the duration of the whole term of study.**
**Section 10 (2) The higher education institution determines in its Academic and examination regulations**
**a) the terms of study and their schedules (…)**

### Section 54

(1) [259] Registration or the suspension of studies set out in Section 36 of present Regulations takes place in the registration period before the beginning of the study term (semester). This period is exclusively dedicated – with the exception being the subject matter of paragraph (6a) – to academic obligations pertaining to registering for courses and negotiating a workable timetable for the semester in question. For this reason, lecturers must keep consultation hours at least twice on the week before the start of the study term to discuss such matters.

(2) [260] The academic year comprises two semesters. The semesters are called:
– first (Autumn) semester of the …/… academic year;
– second (Spring) semester of the …/… academic year.

(3) [261] A semester is a 21-week term of study which divides into a 14-week term time and a 7-week examination period.

(3a)[262]

(4) [263] The Rector specifies the term dates, including the registration period, the academic year, which is composed of the semesters and the term of study (term time and examination period).

(5) [264] The registration period and the first week of the term time is the course registration period, when students register online on Neptun for courses and exams they plan to complete in a semester.

(6) The Rector may grant a maximum of 12 days off in total. The Head of faculty may grant 2 additional days off, and on good grounds can allow cancelling classes for some departments or the entire Faculty.

---

[259] Established by Senate Resolution CVI/2018. (V. 28.). In force: 1. VIII. 2018.
[260] Enacted by Senate Resolution XXXV/2009. (III. 23.) section II.2.1. In force: 1. IV. 2009.
[261] Enacted by Senate Resolution XXXV/2009. (III. 23.) section II.2.1. In force: 1. IV. 2009.
[262] Repealed by Senate Resolution CCXIII/2022. (X. 28.). Repealed: 1 March 2023.
[263] Enacted by Senate Resolution CVI/2018. (V. 28.). In force: 1. VIII. 2018.
[264] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

(6a) [265] The Faculty Council – with the approval of the Students' union (HÖK) – may set aside study breaks, days off or the registration period for activities organised for specific student circles with a view to promoting students' successful academic advancement.

(7) In addition to the days off in the paragraph above Péter Pázmány Day, which commemorates the university's foundation, constitutes a day off, as well.

## PUBLISHING COURSES

### Section 55

(1) [266] The Vice-Dean for Education shall oversee the publishing of courses for each faculty. In the case of individual continuous school traineeship, it shall be overseen by the Director-General of the Teacher Training Centre.

(2) The organisational unit responsible for delivering the course publishes it for registration, with the permission of those responsible for the study unit a specific course satisfies.

(3) [267] Publishing courses that satisfy a programme's (including higher education vocational training) compulsory study units is within the responsibility of the Head of the organisational unit which is responsible for the study unit.

(4) [268] College for advanced studies courses – if these are suitable for completing (i.e., rewarded with credits) curricular study units – are published by the college's leader with the Dean's permission.

(5) [269] Depending on the specifics a course is published with, students who are not members of the college for advanced studies can register for them, provided that the number of members taking it has not exhausted the course's capacity number. Study units completed by college members with college for advanced studies courses do not factor into the 10% credit overflow, set out under Section 49 (2) of Nftv., that students can take free of charge. The same rule applies to students with honoraria status.

(6) Courses that satisfy compulsory study units must be published for the semester the programme's curriculum scheduled it for, by the organisational unit responsible.

(7) Exam courses for foundation exams, language proficiency exams, comprehensive exams, language proficiency final exams must be published every semester.

(8) [270] Courses for retake exams specified under Section 16 (3) point b) of the present Regulations are published by the Head of the organisational unit responsible for the course, at the initiative of the student or the course lecturer.

(9) The organisational unit offering a course may set minimum and maximum capacity numbers for the course. The capacity number must be included in the course description.

(10) To assure the completion of compulsory study units, at least so many courses must be published that their aggregate number of participation yields 115% that of the curricular headcount. Regarding courses published to ensure the completion of compulsory study units scheduled in the curriculum for the first semester, the upper limit for capacity numbers must be at least 115% of the student intake number and the number of students preregistered combined together.

(11) Curricular headcount denotes the student intake number for the year in which students can complete the study unit, provided they progress in their studies according to the curriculum.

---

[265] Enacted by Senate Resolution LXIX/2016. (V. 23.). In force: 24 May 2016.
[266] Established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[267] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18 December 2012.
[268] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18 December 2012.
[269] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18 December 2012.
[270] Enacted by Senate Resolution LXXXV/2022. (VI. 1.). In force: 31 May 2022.

**Section 56**

(1) [271] The Head of the organisational unit responsible for publishing courses records them (including exam courses) on Neptun until the end of the term time of the previous semester. The courses' description must be attached (see under Section 17 (2) of the present Regulations), and whether students in another programme can register for them without fulfilling the course prerequisites.

(2) [272] The preliminary course listing must indicate the lecturer, the time and the location of the course (except for special courses and exam courses), and the preliminary minimum and maximum capacity number for participation. If the person of the lecturer is not settled, the name of the study unit organiser must be displayed.

(3) Regarding compulsory study units, courses satisfying them must be specified with capacity numbers in accordance with the number of students who have preregistered for them. If this is not possible at the time, then in the next semester, or at the very latest, within a year, opportunity must be given to those students who could not register to complete the course.

(4) [273] Course organisers check on Neptun whether the courses do in fact satisfy the study units they are published for, and whether enough courses were published with adequate capacity numbers. Should corrections be made, the organisers are responsible for implementing them.

(5) [274] The Vice-Dean for Education, taking into account the course organisers' modifications, makes sure that the preliminary course listing is published by beginning of the fourth week of the previous semester's examination period on Neptun.

(6) The Head of the organisational unit responsible for the course can request the person responsible for scheduling at a department to modify, supplement and subtract from the preliminary course listing. The department course scheduler cooperating with the course organiser (especially in terms of reducing capacity numbers and changing the study unit), can modify the course listing, but cannot delete exam courses.

(7) [275] All courses satisfying the same study unit can only be deleted, if the total number of students registering to these does not reach the minimum capacity number for any. Following the course organiser's decision, the Office of Educational Affairs deletes the course and informs the students concerned.

(8) [276] The Vice-Dean for Education shall be responsible for publishing the final course listing by the first day of the ranking course registration period. If the time and location of a course has not previously been made public, then the course listing must contain a time and place for the students and the lecturer to negotiate a schedule, which can only take place during the week preceding the term time.

(9) [277] Courses that have not been published in the course listing cannot be offered. In exceptional cases (publishing exam courses, modifying capacity numbers for already published courses, courses taught by visiting lecturers who have arrived unexpectedly) with the Dean's permission, courses can be published correctively, at the latest by the end of the first week following the course registration period. With a good reason, the Dean can give permission to publish condensed courses for a later date by the end of the third week preceding the start of the course. In this case the organisational unit offering the course makes sure to duly inform the students in an announcement or in the manner that is

[271] Enacted by Senate Resolution LXIII/2023 (V. 22.) In force: 23 March 2023.
[272] Last sentence established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[273] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.
[274] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[275] Last sentence established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[276] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[277] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

customary at the faculty, and the Office of Educational Affairs, at the individual requests of the students, shall allocate the students to the course free of charge.

(10) Organisational units can cancel courses already published by Thursday of the second week of the semester.

(11) The Dean of the faculty can decide to publish only the final course listing. In which case courses can't be preregistered for.

## PREREGISTERING FOR COURSES

### Section 57

(1) [278] If the faculty publishes a preliminary course listing for the given location of study, students can register for them before the course registration period.

(2) [279] The preliminary course registration period extends from 1 August pertaining ot the autumn semester and from 2 January pertaining to the spring semester according to the specifics of the given faculty to no later than the Friday of the second week preceding the term time of the given semester. During this period students can preregister for the courses for the next semester in the Electronic Academic System, in accordance with the regular rules of course registration.

(3) During the preregistration period students can register for courses in the value of 45 credits in total.

(4) Preregistration is not compulsory, students can register for courses during final course registration they have not preregistered for.

(5) [280] In the first semester of the year of enrolment there is no preregistration period for freshmen for their programme (including higher education vocational training) or subspecialisation. If at the department freshmen are organised into study groups, the rules of course registration for designated courses can be found under the Special Provisions.

(6) [281] The list of teams for the study groups is assembled by the Office of Educational Affairs by the last working day before the registration period, at the latest, and recorded on Neptun.

(7) The process of building teams cannot interfere with the student's rights to register for courses.

(8) Courses for teams must have a maximum capacity number that is 15% higher than the team headcount.

(9) Students who have not registered cannot preregister for courses.

(10) Based on preregistration, the Head of the organisational unit responsible for the course can decide to cancel it, and, if needed, to offer other courses.

## COURSE REGISTRATION

**Nftv Section 43 (1) Students shall have the right (…) as set out in the relevant legislation and the rules of the institution, for taking up and pursuing their studies, setting up their study schedules and using the educational opportunities and resources available at the higher education institution (…)**

**Nftv Section 49 (2) In the course of their studies, students shall have the opportunity to collect up to five percent of the total number of credits required for obtaining a diploma by taking optional courses, or by participating in voluntary activities in lieu of those courses, pursuant to the higher education institution's organizational and operational regulations, and to choose from courses with a total credit value that exceeds the total number of credits required by at least twenty percent.**

**(2a) Students shall be enabled to include in their individual study schedules, without having to pay any additional cost or fee,**

---

[278] Established by Senate Resolution VII/2017. (I. 16.). In force: 17 I 2017.
[279] Established by Senate Resolution LXXIV/2025. (V. 26.). In force: 27 V. 2025.
[280] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.
[281] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

**a) courses with a total credit value that exceeds the total number of credits required by at least ten percent, and**

**b) courses taught in a language other than Hungarian up to ten percent of the total number of credits required.**

## Section 58[282]

(1) [283] Students – with the limitation set out under (1a) – are entitled to register for any course and exam course offered by organisational unit of the University on Neptun (course registration).

(1a) [284] If the student is enrolled on multiple programmes, he/she cannot register for courses that form part of his/her other programme's model curriculum.

(2) [285] The Student may register for courses included in the curriculum of the given major that are held in the location to which the Student has gained admission or has transferred with a change in location.

(2a)[286] The provisions of paragraph (2) may be deviated from within the framework of a personalised instruction for exceptional cases.

(3) [287]

(4) Students pay a fee for registering for courses (including retaking failed courses) above the allocated limit of total credits detailed under Section 49 (2) of Nftv., according to regulations set out in Chapter VII of the present Regulations.

(5) [288] In foreign-language programmes, compulsory and compulsory elective subjects in the model curriculum being credited in a language other than the language of instruction – excluding subjects listed in the model curriculum that may be or are required to be completed in a foreign language – may not account for more than 10% of the total credits awarded for such subjects. This paragraph shall apply to doctoral training if provided for in the Doctoral Regulations.

## Section 59

(1) [289]

(2) [290] Students can't retake a course with derived content that belongs to a study unit they have already completed. A course with free content, belonging to an already completed study unit can only be retaken out of non-programme (including higher education vocational training) credit allowance. Courses cannot be retaken to improve grades.

(3) In the course registration period computer labs need to keep open 11 hours a day on an even weekly basis.

(4) [291]

---

[282] Established by Senate Resolution CLXXXII/2013. (V. 27.). In force: 1. IX. 2013 with the limitation that it only applies to students who earn their final certificate in the 2013/2014 academic year.

[283] Established by Senate Resolution LXIII/2014. (V. 26.). In force: 27. V. 2014.

[284] Enacted by Senate Resolution LXIII/2014. (V. 26.). In force: 27. V. 2014.

[285] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

[286] Enacted by Senate Resolution LXIII/2023 (V. 22.). Effective date: 23 May 2023.

[287] Repealed by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.

[288] Enacted by Senate Resolution CLXXI/2020. (XII. 16.). Effective date: 14 December 2020, with its provisions to be applied in an ascending system to students beginning their studies in the second semester of the 2020/2021 academic year.

[289] Repealed by Senate Resolution CLXXXII/2013. (V. 27.). Repealed: 1. IX. 2013.

[290] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

[291] Repealed by Senate Resolution CCXLVIII/2012. (XII. 17.). Repealed: 18. XII. 2012.

**Section 60**

(1) [292] Should students who have registered for courses in Neptun undergo ranking for available places at the given Faculty in the given location of study, points will be rewarded based on the following criteria:

| | | |
|---|---|---|
| a) | [293] students beginning their studies in a programme (including higher education vocational training), and students who preregistered for the course must be rewarded, provided that preliminary course registration was required at the Faculty: | 100 |
| b) | students must be rewarded the most points from the following options that applies to them: | |
| | – for students for whom the study unit that the course satisfies is compulsory: | 80 |
| | – for students for whom the study unit that the course satisfies is a compulsory elective: | 70 |
| | – for students for whom the study unit that the course satisfies is not compulsory, but in one of their major's subspecialisations it is compulsory or a compulsory elective: | 60 |
| c) | for students who register for the course in accordance with the model curriculum: | 10 |
| d) | [294] for part-time and distant education students (including higher education vocational training) studying multiple programmes at the same time regardless of which of their active programmes the course belongs to: | 20 |
| e) | [295]every student must be rewarded points ten times the number of programmes they are studying (including higher education vocational training) at the university (for the purpose of this paragraph, fixed programme pairs, the programme pairs of undivided long teacher training programmes and the modules of teacher training programmes count as separate programmes, even if the student is pursuing one of the programmes within the framework of a joint training programme at another institution), | |
| f) | [296]students must be rewarded points five times the semester they are in: | max.60 |
| g) | [297] students who have exceeded the time of the education period registering for a course in the programme's ideal study unit: | 65 |
| h) | [298] students who have exceeded the time of the education period registering for a course not part of the programme's ideal study unit: | 60 |
| i) | [299]students with active honoraria status registering for programme courses detailed under Section 27/A of this Regulations: | 50 |
| j) | [300]students who fill out all OMHV surveys within the allotted time frame: | 8 |

[292] Introduction set out by Senate Resolution VII/2017. (I. 16.). In force: 17 January 2017.
[293] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[294] Established by Senate Resolution CLXXI/2016. (VI. 27.). In force: 28 June 2016.
[295] Enacted by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[296] Enacted by Senate Resolution LXIII/2014. (V. 26.). Enacted: 27. V. 2014.
[297] Enacted by Senate Resolution LXIII/2014. (V. 26.). Enacted: 27. V. 2014.
[298] Enacted by Senate Resolution LXIII/2014. (V. 26.). Enacted: 27. V. 2014.
[299] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.
[300] Enacted Senate Resolution XCIX/2012. (V. 21.) on modifying the Quality Improvement Regulations. In force: 22. V. 2012.

k) [301]special needs students with active registration status 1000

(1a) [302]Special needs students with active registration status can be rewarded the points under paragraph (1) point k), if previously required during their registration with the special needs coordinator.

(2) [303]If multiple students with the same points get into the course, and this way the number of students in the course exceeds the capacity number, Neptun will "randomly" assign the students partaking a number on the basis of the following criteria:

a) [304]the rank number can only depend on the student's code generated by Neptun, on the term of study and the course's unique identification number,

b) if a student drops a course but later re-registers for it, he/she will be awarded the same number of points,

c) all students should have the same mathematical chance in the ranking process.

(3) If it is possible, the course publisher can increase the capacity number in the course registration period.

(4) [305]If the course publisher specifies academic requirements for taking the course, cooperating with the Office of Academic Affairs they must let the students know whether they got in until the 3rd day of the semester. The number of students taking the course cannot exceed the capacity number.

(5) A student, having preregistered for the course published for his/her study group, will be able to take it regardless of ranking.

**Section 61**

(1) [306] The Electronic Academic System shall perform automatic and scheduled prerequisite violation-based deletions among the course registrations as follows:

a) course registration must be cancelled if the student has not completed the course's strong requirements, and has not registered for courses satisfying the weak prerequisites;

b) in cases where co-registration is required (for co-requisite courses), the course registration must be cancelled if the student has not registered for the other course, except if it has been completed in a previous semester;

c) in the case of registrations where the course contains both lectures and seminars, registration for the co-requisite course whose other course the student has not registered for shall be cancelled;

d) a registration for a subject which the student has successfully completed in a previous semester in the given programme or which has been recognised as completed shall be cancelled.

(1a)[307] The cancellations referred to in subsection (1) shall be made three times in a semester in the cases of courses that are part of the ranking course registration:

1. on the Monday of the week before the start of the term time,
2. on the Thursday of the week before the start of the term time,
3. after the end of course registration.

(1b)[308] In the cases of courses that are part of the ranking course registration, the Electronic Academic System, in the course registration period, on the Thursday of the week before the

[301] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.
[302] Enacted by Senate Resolution LXIII/2014. (V. 26.). Enacted: 27. V. 2014.
[303] Introduction set out by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.
[304] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.
[305] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.
[306] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[307] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[308] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.

start of the term time, shall cancel as many registrations from the end of the ranking list with which the number of students does not exceed the capacity number for the course.

(2) [309] The Directory of Educational Affairs will inform the students about the cancellations through Neptun or by email without delay.

(3) Vacancies resulting from cancellations can be applied to from the time specified under paragraph (1), until the end of the term time's second week. During this period course registrations are approved in the order of registration, independent of ranking (speed course registration).

(3a) [310] Unnecessary course registration occurs if the number of courses a student has registered for within the last 72-hour period of the speed course registration phase exceeds by more than five courses the final number of courses registered for at the end of the registration period. Unnecessary course registrations are subject to a fee in the cases of courses where the number of places available have been filled. The fee payable is calculated for the courses registered for that exceed the limit of five courses.

(4) [311]

(5) [312] If a student withdraws his/her registration for studies, courses registered for that semester must be deleted, including those marked as completed.

(6) [313] Students must be deregistered in the Electronic Academic System from courses they have properly registered for if

a) their participation in the course is made impossible due to illness,

b) the organisation of the course is made impossible through the fault of the institution (instructor),

c) the course has less students than the preliminary smallest possible headcount and for this reason, pursuant to Section 62, the course is not organised, or

d) the Student has already registered for the subject he/she had been given to complete via credit transfer in the course registration period.

(7) [314] In cases referred to in points a)-b) of paragraph (6) the Student shall submit his/her request to be deregistered from the course complete with a proof of their specified reasoning within fifteen days of its occurrence. In the case of the verified circumstances described in the Special Provisions of the present Regulations different from those listed in points a) and b), the Student may submit their request to be deregistered from a course by the end of the first week following the course registration period. The deadline in all cases is a limitation period. The request shall be assessed by the Faculty Education Committee, but it may designate this responsibility to another entity, even for specific types of cases.

(8) [315] The Office of Educational Affairs shall handle the deregistration of students from courses in the cases specified in points c)-d) of paragraph (6) based on instructions from the head of the relevant educational unit and the decision of the Faculty Credit Transfer Committee.

**Section 62**

(1) If fewer students register for a course than the minimum capacity number of the course, the course organisers may decide not to offer it.

---

[309] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.
[310] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[311] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.
[312] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[313] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[314] Enacted by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[315] Enacted by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

(2) [316] The Head of the organisational unit responsible for the course informs the Head of the Office for Educational Affairs and the students via Neptun about the cancellation of the course.

## Section 62/A[317]

Upon request by the student submitted by the end of the first week following the end of the course registration period – taking into consideration paragraph (4) of Section 60 – the Office of Educational Affairs shall register the student for the course in question taking into account the student limit. If their registration exceeds the student limit, the student may only register for the course at the approval of the instructor. The student shall not be given the chance to modify an incomplete request. The student may not submit a request for ex-post registration in the course registration period.

### CLASS

**Nftv. Section 108 41. 'Course hour' shall mean a form of in-person education or session (lecture, seminar, practice session, consultation) with a duration of not less than forty-five and not more than sixty minutes**

## Section 63

(1) Attendance can only be made compulsory if it is specified by the curriculum. If attendance is compulsory, it is the lecturer's responsibility monitor it (attendance sheet) and hold on to it until the end of the following a semester.

(2) Attendance, participation and fulfilling practical requirements are compulsory in the case of practices and seminars. The lecturer monitors and keeps a record of attendance.

(3) Practice and seminar fulfilment requirements could be:
a) report on tasks performed during practice or seminar and/or,
b) assignment done outside practice and/or,
c) in-class test and/or,
d) [318] other requirements specified by the instructor.

(4) Practical requirements are specified in the training programme's curriculum. In the first class, students must be informed about the fulfilment of these requirements, academic assessment, course topics and outlines, compulsory or recommended literature, opportunities to catch up with late and missed assignments. Attendance alone is not enough to complete the course and gain credits.

(5) Students can be excused from compulsory attendance of essential courses specified in curriculum – if the training programme's curriculum permits it – by the lecturer if the student can prove their knowledge of the course's material, in way the lecturer determined. The student is not excused from completing the rest of the requirements, and the course's completion must be recorded in the regular way. An excuse must be given in a written form.

(6) Audio or video footage in class can only be recorded with the prior permission of the lecturer and – in case of seminars and practices – the other students. Students with special needs can record footage without prior permission, according to their needs.

(7) Classes are 45 minutes long, unless the training programme's curriculum states otherwise.

(8) [319] In line with the requirements and procedures set by the Council for Teacher Training and Continuing Professional Development, the Faculty of Education and Psychology shall be

[316] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.
[317] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[318] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[319] Established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 1 August 2019.

responsible for organising and coordinating practices in the case of the Master's programme in education being phased out established by Ftv. In the case of the teaching of disciplinary subjects and the individual continuous school traineeship of the teacher training programmes subject to the provisions of Nftv., this responsibility shall fall on the Teacher Training Centre. It shall be handled by the Faculty of Education and Psychology in the case of the social pedagogical practice. The regulations laid out in Sections 197-198 and Sections 200-201 shall be applied to the practical aspects of the Master's programme in education being phased out established by Ftv.

## ACADEMIC ASSESSMENT

**Nftv. Section 49 (1) In the course of studies at a higher education institution, the fulfillment of academic requirements shall be expressed in academic points (hereinafter referred to as "credit") and rated by way of grades. The student's progress in the given training program shall be expressed by the total of the credits accumulated, while the quality of performance shall be expressed by his or her grades.**

**Nftv. Section 108 48.: 'Examination' shall mean a form of testing and evaluation - including by way of completing a project task - of the acquired knowledge, skills and abilities.**

**Vhr2. Section 7 (4) Assessment of student performance can be carried out according to:**

**a) a five-grade scale: excellent (5), good (4), satisfactory (3), pass (2),**
**fail (1),**

**b) a three-grade scale: excellent (5), satisfactory (3), fail (1),**

**Vhr2. Section 8 (2) The value of the credit is not affected by the rating of the student's knowledge, provided that the student's performance has been accepted by the lecturer.**

**Vhr2. Section 9 (3) In the event the student has not attended the examination, his/her knowledge cannot be assessed.**

**Vhr2. Section 10 (1) Upon commencement of the term time, the higher education institution shall be required to publish in the Academic Guide, in the manner customary (…) the schedule of the examination period, in particular the first and the last day thereof. (…)**

**(2) The higher education institution shall determine in its academic and examination regulations**

**a) (…) the terms and their schedules, the rules pertaining to fulfilling academic requirements, and the manner of testing and assessing knowledge,**

**b) the rules regarding registration for, organisation and administration of examinations (…)**

### Section 64

(1) A study unit can be completed

a) by completing a course or exam course

b) by accepting earned credits.

(1a) [320] Exams may be carried out in the following education organisational forms:

(a) in-person exams with the student physically present;

(b) online exams which may be

ba) a synchronous online exam in which the instructor and the student are present online in real time,

(bb) an asynchronous online exam in which the instructor and the student are present online but not in real time;

(c) a combined exam in which a combination of the exam types referred to in points (a) and (b) is carried out.

(1b) [321] The planned organisational form of the exam be entered into the Electronic Academic System when the exam date is posted.

(1c) [322]In addition to stipulations set out in Article 56 (7) of Vhr1., the Student's knowledge may also be evaluated on a two-grade scale, with the possible grades being pass (5) or fail (1).

[320] Enacted by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[321] Enacted by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[322] Enacted by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.

(2) [323] A course or exam course is completed if the student achieves a grade, on a two-grade scale, a five-grade scale or a three-grade scale, other than "fail" or "not completed". Exam courses specified under Section 16 (3) b) can only complete courses, if the student has already taken the course.

(3) The student didn't complete the course,

a) if the student achieved a failing grade,

b) if due to not completing a weak prerequisite in the same semester, the completion of a study unit with the prerequisite will be invalidated,

c) [324] if the student omits a course, that is the student did not attempt to complete the course despite having registered for it: in case of seminars or practices the student did not participate in the classes, or for other reasons his/her performance cannot be evaluated, in case of exams, the student did not attempt to pass the exam.

(4) [325]

**Section 65[326]**

(1) [327] The lecturer shall enter the grade (evaluation) of the course or the exam course into the Electronic Academic System. Exam sheets must only be prepared in the case of oral examinations, and only if the lecturer does not enter the grade into the Electronic Academic System during the exam. The lecturer shall print out the exam sheet, sign it and submit it to the Faculty Office of Educational Affairs.

(2) In the case of oral examinations, in addition to provisions under (1), the lecturer records the grade on the sheet for validating oral examinations (henceforth: validating sheet), printed out from Neptun, written out in numbers and letters, his/her signature and the date to validate it. The lecturer is only required to do this if student presents a validating sheet at the exam.

(3) The lecturer of the organisational unit responsible for the course publishes the grade, at the latest on the next working day after the evaluation is completed – in the case of independent evaluation, for example school practice, after receiving the evaluation report – it is to be recorded on Neptun.

(4) [328]

(5) [329] Messages sent via Neptun and the validating sheet serve as notifications of grades achieved by passing verbal exams, regarding grades achieved by other form of academic assessment Neptun messages serve as notifications.

(6) [330] In the case of the grade recorded on Neptun and the grade awarded by the lecturer do not match, and despite the student having sat for an exam or completed the required assignment, a grade does not appear in Neptun or an unexcused absence is entered into the system, the student and/or the lecturer can lodge a complaint within 7 days following the examination period. In the case of missing this deadline, a complaint can only be lodged if for at least half the 7-day period available to lodge the complaint, the student was not able to act due to health problems that he/she can prove with a doctor's note. The doctor's note can be submitted within 3 days after the problem causing the absence is resolved. The

[323] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[324] Established by Senate Resolution CCLXV/2019 (XII.16.). Effective date: 17 December 2019.
[325] Repealed by Senate Resolution CCLXV/2019 (XII.16.). Effective date: 17 December 2019.
[326] Established by Senate Resolution CLXXXII/2013. (27. V.). In force: 1. IX. 2013. with the specification that this regulation is applied to students acquiring a final certificate in the 2013/2014 academic year or after.
[327] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[328] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[329] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[330] Established by Senate Resolution CXIII/2020. (VI. 22.). Effective date: 22 June 2020, with the stipulation that its provisions shall apply from the 2020/2021 academic year.

evaluation process for the complaint is prepared by the Office for Educational Affairs, and if deemed justified, it will act accordingly within its scope of authority. If it is deemed unjustified, it will forward it to faculty Educational Committee for a first instance decision.

## SEMINAR, PRACTICE, PRACTICAL GRADE

### Section 66

(1) [331] If the student has not received an excuse note specified under Section 63 (5), and the lecturer monitors attendance, due to the student's absence

a) the lecturer cannot withhold a practical grade from the student, if the student was absent from a quarter of the classes at the most;

b) if the student is absent from between a quarter or third of the classes, the lecturer is entitled to give extra assignments to the student or withhold giving a practical grade, however, the lecturer must let the students know in the first class which option he/she chooses;

c) if the student is absent from a third of the classes, the student cannot be awarded a practical grade.

(2) The limit for tolerable absence from laboratory practice is set by the Head of the organisational unit responsible for the study unit. Students will be informed of this in the first class.

(3) [332]

(4) [333]The practical grade must be awarded until the end of the first week in the examination period. Exemptions from this provision include field studies, school practice and practice at public education institutions.

(5) [334]Requirements of the practical grade – with the exception of field studies, professional training, school practice and practice at public education institutions – must be completed during the term time, however, at the request of the students after having consulted with the lecturer, the Head of the organisational unit responsible for the course may allow for extra assignments (e.g. retakes for in-class tests) that students perform before the end of the term time but not later than during the first week in the examination period, in order to achieve a grade. In this case, the deadline under paragraph (4) must be extended by a week.

(6) [335]Students must be given an opportunity to improve a failing practical grade – if the programme's (including higher education vocational training) curriculum permits, or the course listing should the curriculum has no relevant specification – in the first two weeks of the examination period. This must be entered into the course listing.

(7) If at least 67% of all students did not achieve a pass grade on an in-class test (not including re-takes), at the request of the students' union, the organisational unit responsible for the course must launch an investigation.

(8) [336]

## EXAMINATIONS AND COMPREHENSIVE EXAMINATIONS

### Section 67

(1) [337]Exams can be

a) oral examination;

b) written examination;

---

[331] Enacted by Senate Resolution CCXLVIII/2012. (17. XII.). In force: 18. XII. 2012.
[332] Repealed by Senate Resolution CCXLIX/2013. (1. VII.). Out of force: 2. VII. 2013.
[333] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.
[334] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.
[335] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.
[336] Repealed by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[337] Established by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.

c) other requirements determined by the lecturer and approved by the head of the organisational unit responsible for the major.

(2) [338] The type of the exam – including the scheduling of academic assessments – must be indicated in the description of the course, and lecturer must inform the students in the first class with any clarifications that may be required. The type of the remedial exams (for a fail grade, or a grade the student wishes to improve on) – except for foundation exams and comprehensive exams – may differ from the original exam's type, which students should be notified of, together with the type of the retake or remedial exam. The type of regular exams can only be modified for the benefit of special needs students.

(3) [339]

(4) [340]

(5) [341]

(6) [342]Students can sit for in-class tests during the time of the seminars or lectures. On the request or with the consent of the students other dates can be negotiated.

(7) [343]If an exam consists of multiple components, they must be completed during the same semester.

(8) [344] Results of the written components of exams completed in term time must be published within two weeks of sitting for them. The results of written components completed during the examination period must be published at latest by noon on the day before the oral examination, and recorded on Neptun.

(9) [345]Results of an exam, comprising a written component as well, completed during the examination period must be published within 8 days. If this deadline falls on a date that is later than the second business day following the examination period, the result must be published by this day.

**Section 68**

(1) A comprehensive exam (foundation exam in legal studies) is an exam verifying the extensive knowledge acquired in the relevant professional fields, rewarded with one grade, published as an exam course and graded on a 5-grade scale.

(2) [346]

(3) [347]Comprehensive exam requirements will be published when the given course is first announced and cannot be modified in the education period already in session.

(4) The oral component of a comprehensive exam is conducted in the presence of a two-member committee. Unless otherwise specified by the Dean, at least one committee member must be a university/college lecturer.

(5) If the committee has two members and one member is temporarily absent, the exam must be suspended. If a comprehensive exam committee member is absent, a comprehensive exam cannot proceed.

(6) The type of retake exams for comprehensive exams is specified in the training programme.

---

[338] Established by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.
[339] Repealed by Senate Resolution LXXXV/2022. (VI. 1.). Repealed: 31 May 2022.
[340] Repealed by Senate Resolution LXXXV/2022. (VI. 1.). Repealed: 31 May 2022.
[341] Repealed by Senate Resolution LXXXV/2022. (VI. 1.). Repealed: 31 May 2022.
[342] Established by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.
[343] Established by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.
[344] Established by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.
[345] Second sentence established by Senate Resolution LXIX/2019. Effective date: 28 May 2019.
[346] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[347] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.

## Section 68/A[348]

In the case that a course includes both a lecture and a seminar, the provisions of Section 66-67 shall apply with the difference that the Student shall be awarded a single grade for their performance.

## Section 68/B[349]

(1) [350] Based on their performance throughout the semester, the instructor may offer the Student a grade (offered grade). The offered grade can be recorded in the Electronic Academic System from 1 November and 1 April until 6:00 PM on the last day of the first week of the examination period.

(2) The Student has until the end of the second week of the examination period to accept or reject the offered grade in the Electronic Academic System. The Student can only accept an offered grade if they have not registered for an exam.

(3) Offered grades that are not accepted by the deadline specified above will be marked in the Electronic Academic System as rejected.

(4) After the offered grade is recorded in the system, the Student may not register for an exam in the given subject without first rejecting the offered grade. If the Student accepts the offered grade, they will not be allowed to register for an exam in the subject in question. An offered grade that has been accepted by the Student cannot be improved on by sitting for an exam in the subject in question.

(5) If the Student obtains a valid exam grade for the subject in question prior to accepting the offered grade, the offered grade will be considered rejected.

(6) The Student shall be notified of the entry of their offered grade into their gradebook via Neptun message.

## Section 69

(1) [351] When publishing the results of written examinations and the written component of comprehensive exams, the laws governing the protection of personal information must be carefully followed. Without the prior consent of the students, exam results matched with either names, or Neptun codes cannot be divulged in public.

(2) Students must be allowed an opportunity to inspect their graded written examinations and the written component of comprehensive exams within one week of publishing the results.

(3) Having inspected the exam, the student can request the re-grading of the exam based on the answer sheet containing the correct answer or model answers and relevant literature from the grading.

### RULES REGULATING THE ORGANISATION OF EXAMINATIONS

**Vhr2. Section 9 (1) Examinations shall be organised so that each student concerned can enrol for, and take, the examination. (…)**

**Vhr2. Section 10 (1) (…) The higher education institution shall publish in the manner customary, no later than three weeks before the end of the term time the dates set for the individual examinations, the name of the examiners, the date and manner of registration for the examinations, the date of publishing examination results, and the possibilities for retake examinations.**

---

[348] Enacted by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[349] Enacted by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[350] Second sentence established by Senate Resolution CXIII/2020. (VI. 22.). Effective date: 22 June 2020.
[351] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.

**Section 70**

(1) [352] A maximum number of participants must be set for each examination opportunity which must be recorded together with exam dates by the course organiser on Neptun. At the same time, the exam topics and syllabus must be published. Only such literature can be included as an exam requirement that, at the latest, at the time of publishing the exam dates, has been available in print or is accessible in an electronic format.

(1a) [353] The comprehensive exam course referenced in point b) of Section 16 (3) must be made available for registration to at least 20% of the students who registered for the course in an earlier semester.

(2) [354] The date of written examinations is set by the course organiser, the date of the written component of comprehensive exams is set by the person professionally responsible for the programme, taking into account the opinion of the faculty Students' union. Written examinations in the examination period must be scheduled with three dates, each, at least two weeks apart. The exam dates must be published by the end of the third week before the examination period.

(3) Oral examinations can only be scheduled for the examination period.

(3a) [355] In the case of combined exams, the oral and written parts of the exam must be organised within the same examination period.

(4) [356]The dates of Oral examinations are set by the course organiser and published by the end of the third week before the examination period. The number of exam dates (not including retakes) and the maximum number of students participating must be set so that it amounts to 120% of the number of students taking the course. An equal number of exam dates must be set for the 1st, 2nd, 3rd and 4th, 5th, 6th week of the examination period. With the consent of the Students' union this schedule can be deviated from. If the course organiser sets only two exam dates, they must be at least two weeks apart. This cannot be deviated from, not even with the consent of the students.

(5) [357] Disputes between the students and the course organiser relating to the exam dates are settled with the help of the Head of the organisational unit responsible for the programme (including higher education vocational training), whose decision is binding to both the students and the course organiser.

(6) The organisational unit responsible or the lecturer can set the exact time for the exam for a group of students or individuals. Unless an exact time is specified, the exam starts for all students at 9 am, registered for the day. In the event of the lecturer's absence, the Head of the responsible organisational unit sees to the rescheduling of the exam, which cannot affect the students negatively.

(7) [358]The Head of the relevant department is responsible for holding scheduled exams and rescheduling exams cancelled due to any reason attributable to the University, in the case of committee exams the person responsible is the Head of the organisational unit responsible for the course.

(8) [359] If on written examinations (not including retakes or grade improving retakes), on comprehensive or foundation exams on a given exam date, at least 67% of students achieved a failing grade, and at the request of the Students' union, the organisational unit

[352] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.
[353] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.
[354] Last sentence established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[355] Enacted by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[356] First sentence established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[357] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18 December 2012.
[358] First sentence established by Senate Resolution LXXXV/2022. (VI. 1.). In force: 31 May 2022.
[359] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18 December 2012.

responsible for the programme (including higher education vocational training) must launch an inquiry.

(9) [360] Exams retrospectively declared invalid are not included in the number of exams specified under Section 52 (1) of the present regulations.

**Section 71**

(1) Registering for an exam is the prerequisite of sitting for it. Students who registered for the relevant course can register for the exam.

(2) Students can register no more than three times for an exam of the same course (not including postponing exams) in the same examination period.

(3) The course organiser can preliminarily designate some exam dates as retakes or grade improving retakes.

(4) Only students who are instructed to sit for a retake or wish to improve the grade received can register for exams preliminarily designated as retakes or grade improving retakes.

(5) [361] The student can register for an exam at the latest, 24 hours before the exam starts, which applies to exam cancellations and signing up for another date (postponing exams) that has the capacity, as well.

(6) [362] It is not compulsory to provide students other exam dates who have postponed, however, in the case of postponing an exam with a justifiable excuse up until the end of the second-to-last week of the examination period, the student must be provided with the opportunity to take the exam.

(7) [363] If the student is absent from an exam without a justifiable excuse and has not postponed, the exam is regarded unsuccessful and is included in the number of exam registrations for the semester, but is not included in the number of possible attempts to achieve a grade. An absence is only justifiable if it occurs due to reasons beyond the student's control or attributed to external circumstances. A justified absence is seen as postponing the exam.

**Section 72**

(1) [364] The lecturer checks the identity of students at the exam.

(2) The exam begins when the exam question is posed (a syllabus item is yielded to the student to be expounded upon). The student's performance after this point must be rewarded with a grade.

(3) [365]

(4) [366]The procedure of the examination (including the rules on the preparation time to be provided to the student after drawing an exam topic) shall be communicated to the student by the lecturer in the first class, but no later than by the time the exam date is announced.

(5) Exams are conducted in the University's premises, however, with the Dean's permission exams may be held outside the University's premises.

(6) [367]Oral examinations are publicly accessible to the University's lectures, students and staff responsible for academic administration, taking into consideration the confinements of the place of the examination. Access can be restricted at the behest of the student.

---

[360] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18 December 2012.
[361] Enacted by Senate Resolution CLXXXII/2013 (V. 27.). In force: 28 May 2013.
[362] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[363] First sentence established by Senate Resolution LIII/2010 (III. 29.). In force: 30 March 2010 with the provision that it shall be in force from 1 September 2010.
[364] Enacted by Senate Resolution CLXXXII/2013. (V. 27.). In force: 1 September 2013 with the provision that it shall be applied to students gaining a final certificate in or after the academic year of 2013/2014.
[365] Repealed by Senate Resolution LXIII/2023. (V. 22). Repealed: 23 May 2023.
[366] Established by Senate Resolution LXIII/2023. (V. 22). Effective date: 23 May 2023.
[367] Established by Senate Resolution LXIII/2023. (V. 22). Effective date: 23 May 2023.

(7) In the case of committee exams, the student's evaluation is carried out by the Head of the committee, considering the opinion of the other committee members.

## Section 72/A[368]

(1) If the exam attached to the course is conducted online, the provisions of these Regulations concerning examination shall apply with the deviations set out in Sections 72/A-72/B.
(2) Paragraph (2) of Section 65 shall not apply in the case of a student who is not physically present (hereinafter: online examinee).
(3) Paragraph (5) of Section 65 shall be applied in the case of an online examinee in a way that the results of the oral examination are recorded by the instructor in the Electronic Academic System during the exam.
(4) In the case of an online written examination, students may view their corrected exams pursuant to Section 69 in such a way that if the online examinee disputes the grade, they may contact the instructor in writing.
(5) In the case of an online written examination conducted in the Electronic Academic System or in the learning support IT system operated in the University application environment, the identity of the examinee shall be verified upon login pursuant to Section 72 (1).

## Section 72/B[369]

(1) The student's online oral assessment (including the oral examination, the foundation exam, the comprehensive examination, the thesis defence, the oral part of the final examination and - unless otherwise provided in the Doctoral Regulations - the defence of the doctoral dissertation) is carried out simultaneously by electronic means.
(2) Prior to starting the online oral examination, the student may be required to present an ID.
(3) The student is prohibited from using earphones or headphones during the online oral examination. The instructor should make sure, if possible, that the student is taking the exam alone without anybody else present in the room. In the event of a breach of this rule, Section 72 (3) shall apply. Exceptions to this rule are registered students with special needs if they are hindered in oral communication or in the technical execution of the exam (computer use or handling of online interfaces). In their case, the presence of a personal helper, note-taker, captioner, sign or oral interpreter shall be permitted. In this case, the camera must be set up in a way so that both the student and their helper are visible.
(4) Video or audio recordings are prohibited during an oral examination.
(5) [370]An online oral assessment requires the constant presence of a second instructor or examiner. The candidate (student) may only be present for the exam via the use of an electronic device. If a technical issue (such as the loss of internet connection) renders the exam impossible

prior to the start of the exam, [cf. Section 72 (2)] the participants must attempt to re-establish connection once all the other exams scheduled for the day in question are completed. Failing this, the student must be guaranteed an opportunity to attempt the exam again at the nearest possible date.

prior to the start of the exam, [cf. Section 72 (2)] the participants must make an immediate attempt to troubleshoot the issue in question and the exam must be continued. However, during this attempt, the instructor shall be authorised to ask additional exam questions. In the event that the problem is not fixed, the participants must attempt to re-establish connection once all the other exams scheduled for the day in question are completed.

[368] Enacted by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[369] Enacted by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[370] Introductory text established by Senate Resolution LXIII/2023. (V. 22). Effective date: 23 May 2023.

Failing this, the student must be guaranteed an opportunity to attempt the exam again at the nearest possible date.

(6) An exam hampered by technical issues shall not qualify as an attempted exam [cf. point b) of Section 52 (1) of the HKR] or an unsuccessful exam [cf. Section 71 (7) of the HKR].

(7) In the event of technical issues arising during a written examination (such as the loss of internet connection), the exam shall not qualify as an attempted exam or an unsuccessful one. In this case, the student must be ensured another attempt at the exam, with the instructor deciding whether that attempt shall be a written or oral one.

(8) In the case of an online written examination, the instructor may apply the rules pertaining to oral examinations prescribed in Section 72/B (1)-(3) when conducting the exam.

## RETAKES AND REMEDIAL EXAMS

**Nftv. Section 49 (4) (…) Higher education institutions shall have facilities to permit all students to demonstrate their knowledge and repeat successful or unsuccessful examinations and tests, guaranteeing that such repeated examinations or tests are carried out and evaluated in an unbiased manner.**

**Vhr1. Section 56 (2) (…) Examinations must be organized in such a way that all students concerned can register for and take the examination, and it must be ensured that students can retake failed exams in the given academic term.**

**Vhr1. Section 58 (2) If the retake examination following the failed examination was unsuccessful, the student must be allowed, at their request, another retake examination before a different instructor or examination committee.**

### Section 73

(1) [371] The course organiser – taking into consideration paragraph (5) of this Section – must provide an opportunity for students who failed their exam, by the end of the last week before the end of the examination period, to retake the exam, taking into consideration the number of these students. Retake exams may be provided at an earlier date based on an agreement between the students and the instructor in charge of the course.

(2) [372]

(3) [373] If the conditions under Section 58 (2) of Vhr1. are present, the students can request in writing to take their exam in front of a committee from the Head of the organisational unit responsible for the course, at the latest by the day following the exam or within 7 seven working days from the publication of the exam results (but no later than the end of the fifth week of the examination period). The Head of the organisational unit must grant this opportunity in the same examination period unless the Student has registered for the maximum number of exams allowed per semester. In the cases of requests submitted after the expiration of the deadline, the exam in front of an exam board may be organised in the following examination period for the given course.

(4) [374] The date of the exam specified under paragraph (3) is set by the committee. The student must be informed about the date of the exam within 3 working days of the receipt of their request (but not later than the fourth working day before the exam) in a notice by the Head of the organisational responsible for the course sent via the Electronic Academic System.

(5) Retakes or grade improving retakes (including retakes of the separate components of comprehensive exams) may take place three days after the date of the retaken exam, and five days after the date of the retaken exam in the case of comprehensive exams. At the

[371] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[372] Repealed by Senate Resolution CLXXXII/2013. (V. 27.). Out of force: 1/IX/2013.
[373] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[374] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

request of a student, who gives a justifiable reason for the request, the Head of the organisational unit responsible for the course may set different dates.

(6) Retakes and grade improving retakes can only take place in the same semester.

(7) [375] Retaking an unsuccessful Language Proficiency Exam or language comprehensive exam may be banned by the training programme. This must be indicated with the following discretion: "cannot be retaken in the same semester".

(8) [376] The student must be provided the opportunity to improve the grade of no more than two exams per semester (including higher education vocational training) by retaking it. Retaking the exam renders the result of the previous one null and void. Unless specific dates for it are announced, remedial exams may be taken on any other announced exam date, even on re-take exam dates, provided that the Student indicates their intention to take such an exam at the latest three workdays prior to the exam at the Office of Educational Affairs. The Student's registration must fit within the student limit for the exam in question. The head of the course shall have no obligation to announce a separate exam date for the purpose of remedial exams. If the student passes the two remedial exams approved for the given major in the given semester, any further remedial exams they may have registered or received a grade for shall be deleted.

(9) [377] Fees for retakes and unsuccessful exams and procedure pertaining to these matters are regulated by Chapters VI—VII of this Regulations.

## PERSONALISED INSTRUCTION FOR EXCEPTIONAL CASES

### Section 74[378]

(1) At the request of the student, the Faculty Educational Committee, considering the opinion of the organisational units responsible for the programme and subject specified in the request may grant students permission to continue their studies in a personalised instruction for exceptional cases.

(2) Reasons for granting a personalised instruction for exceptional cases may include:

a) exceptionally good academic performance;

b) persistently good academic and professional work, including at academic student workshops, study circle membership, tutoring and honoratior status;

c) persistently good academic performance and active involvement in the University's public life;

d) [379] academic scholarship, traineeship scholarship abroad or work abroad (for a duration that does not exceed the duration of the semester) that can be recognised as traineeship credit on the basis of a preliminary credit review,

e) [380]reasons related to childbirth and child care, raising a child younger than 14, or caring and providing for a disabled or chronically ill person over the age of 14,

f) [381] the student's or their immediate family member's health issues,

g) sporting activity in a major league, membership in a national team

h) participation in an outside traineeship under the curriculum,

i) [382] if entry into the country is made impossible in the case of an international student,

j) [383]parallel training programmes at different locations of the University.

---

[375] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[376] Established by Senate Resolution LXIII/2023. (V. 22). Effective date: 23 May 2023.
[377] Enacted by Senate Resolution CCXLVIII/2012. (XII. 17.). In force: 18. XII. 2012.
[378] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[379] Established by Senate Resolution CLXXI/2020. (XII. 16.). Effective date: 14 December 2020.
[380] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[381] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[382] Enacted by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[383] Enacted by Senate Resolution LXIII/2023. (V. 22). Effective date: 23 May 2023.

(3) Students shall not be granted a personalised instruction for exceptional cases for working while pursuing their studies, or for completing a language course abroad.

(4) Requesting a personalised instruction for exceptional cases is possible on the basis of paragraph (2) a-c), if 50 credits are completed, and two successfully completed semesters with the exception of study circle members, who can request a personalised instruction for exceptional cases, independent of the criteria above, after having gained a study circle membership. The Faculty may set and publish the uniform evaluation criteria for academic performance in advance.

(5) The request for the personalised instruction for exceptional cases must include the student's plan of the study schedule for each subject and the special permission the student requests, furthermore, the request verifying documents and other documents must be attached.

(6) The preliminary support of the lecturer overseeing the personalised instruction for exceptional cases must be attached to the Student's request for each subject, complete with the specific preference ensured for the Student's completion of the various subjects.

(7) The student studying in a personalised instruction for exceptional cases is entitled to the following special permission:

a) permission to be absent from all or some classes;

b) permission to take exams outside the examination period;

c) permission to complete the requirements of the training programme in a different time frame or with different specifics,

d)[384] other preferences (e.g., concurrent completion of subjects built on one another, completion of a complementary subject or research, the completion of courses in a distance education setting, etc.),

e)[385] registration for courses in the given major's model curriculum at other training venues.

(8) A personalised instruction for exceptional cases can be permitted for no more than one semester, but may be repeated an unlimited number of times.

(9) [386] The deadline for submitting the request for a personalised instruction for exceptional cases – with the exception specified in paragraphs (10) and (11) – is the end of the course registration period. The request must be submitted to the home faculty, irrespective of whether it pertains to the subject of another faculty. Incomplete requests will be rejected without being reviewed, unless they are received before the start of the ranking course registration period of the semester in question. A student can only complete/amend requests that are submitted prior to the course registration period of the semester in question.

(10) [387] Requests submitted in connection with an academic scholarship for studies abroad (e.g., Erasmus) may be exempted from the deadlines specified in paragraph (9) if the Student can verify that the reason for the delay in their submission was caused by a delay in the application process.

(11) [388] The option to submit requests made on the grounds set out in point f) of p paragraph 2 shall be ensured on an ongoing basis.

(12) [389] The Faculty Education Committee shall decide on the request for a personalised instruction for exceptional cases by the last day of the third week of the term time, and on requests submitted on the basis of paragraphs (10) and (11) at its subsequent meeting, but no later than within 30 days. Requests related to academic scholarships for studies abroad

---

[384] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[385] Enacted by Senate Resolution LXIII/2023. (V. 22). Effective date: 23 May 2023.
[386] First sentence established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[387] Established by Senate Resolution CLXXI/2020. (XII. 16.). Effective date: 14 December 2020.
[388] Enacted by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[389] Numbering and first sentence established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.

(e.g., Erasmus) that have been submitted in their complete form in accordance with the rules may not be rejected.

## PLAGIARISM

### Section 74/A[390]

(1) [391] Student coursework is the work done by the student in fulfilling the academic requirements, such as coursework essays, essays for the academic year, and theses. The student shall be responsible for ensuring that his/her work is a new work of his/her own intellectual creation (unless otherwise provided for in the Regulations), based on his/her own intellectual activity, and that he/she observes the rules of copyright, the use of other intellectual works, personal data, business and other secrets, and obtains the necessary authorisations and consents from the rightsholders.

(2) [392]Section 74/A—74/C of the present Regulations understands all literary, scientific, artistic or other text-based, image-based or other form of content to be under the protection of copyright that do not constitute the intellectual property of the student, independent of

a) the person of author (e.g., well-regarded author on the subject or another student);

b) the type of publication (e.g., printed or electronic work on the Internet in Hungarian or any other language, or a talk given at a conference);

c) the extent of accessibility (widely known and accessible material, or only accessible with restriction, such as a manuscript),

d) whether the intellectual property of others is under the protection granted by the copyright laws or other regulations in force.

### Section 74/B[393]

(1) [394]The following rules apply to use the intellectual property of others:

a) when using a part or the whole of the intellectual property of others (e.g., copying a passage, quoting, translating, or introducing) the source, the name of the author must be indicated, if the name is clearly stated in the source, or, in the case of oral works, can be clearly attributed to a person;

b) when using a part or the whole of the intellectual property of others, depending on the nature, length and aim of its use in the student coursework, in the appropriate situation and to the appropriate extent.

c) text quoted word for word must be put in quotation marks, while the extent of information that is a reference but not a direct quote must be made clear in the text, and

d) in the case of fair use of intellectual property which goes beyond free use, the student must seek the consent of the author or rightsholder for its use in a student coursework in accordance with the University Regulations, which is to be submitted together with the student coursework (e.g., when quoting an unreleased work).

(2) [395]The lecturer is authorised to check any student coursework and is obligated to check the Student's thesis for plagiarism, specified in the present Section, with specialised software.

(3) [396]Reference rules of a specific scientific field apply to all other use and indicating use of the intellectual property of others, on which the Faculty shall put out a guideline.

---

[390] Established by Senate Resolution CXXXV/2023 (VI. 26.). In force: 1 September 2023.
[391] Enacted by Senate Resolution CCXLVIII/2012 (XII. 17.). In force: 18 December 2012.
[392] Enacted by Senate Resolution CCXLVIII/2012 (XII. 17.). In force: 18 December 2012.
[393] Enacted by Senate Resolution CCXXI/2011 (XI. 7.). In force: 8 November 2011 with the provision that it must be applied to student coursework first submitted after the regulation enters into force.
[394]
[395] Established by Senate Resolution LXXXV/2022. (VI. 1.). In force: 31 May 2022.
[396] Established by Senate Resolution CXXXV/2023 (VI. 26.). In force: 1 September 2023.

### Section 74/C[397]

(1) In the case of a student who does not comply with the provisions regulating the use of the intellectual property of others [Section 74/A-74/B of the present Regulations] regarding the student coursework (with the exception of written or oral examinations, the lab minutes or tests), the student coursework must be deemed unfit for evaluation, and the relevant course or thesis must not be rewarded with a grade.

(2) In the case of a student purporting the intellectual property of others as their own, violating the rules of fair use [Section 74/B (1) of the present Regulations], either word for word or in content, as part of their student coursework or constituting their entire coursework, or submits coursework edited together from parts of intellectual property of others, or violates the rules of using copyrighted work in some other way (such as lifting a word-for-word quote without the use of quotation marks and citing the source or paraphrasing without citing the source) shall especially constitute a disciplinary offence.

(3) Actions detailed under paragraphs (1) and (2) must not be taken in the case of a minor infringement or if the student generally adhered to the rules pertaining to the use of the intellectual property of others [Section 74/A-74/B of the present Regulations], and it can be concurred that partial violation of such rules is due to negligence.

### Section 74/D[398]

(1) In the event that the student has violated the integrity of any form of evaluation relating to the course,

a) the lecturer or any individual contributing to the procedure of the evaluation shall have the right to stop the evaluation and

b) the lecturer shall have the right to give the student in question a failing grade.

## THE USE OF ARTIFICIAL INTELLIGENCE IN EDUCATION

### Section 74/E[399]

Guidelines for the use of artificial intelligence are laid out in a Rector Order.

[397] Established by Senate Resolution CXXXV/2023 (VI. 26.). In force: 1 September 2023.
[398] Enacted by Senate Resolution LXIII/2023 (V. 22.). Effective date: 23 May 2023.
[399] Subsection and preceding sub-head are established by Senate Resolution LXXIV/2025. (V. 26.). Effective from the first day of the 2025/2026 academic year.

# CHAPTER V
# COMPLETION OF STUDIES

## FINAL CERTIFICATE (ABSOLUTORIUM)

**Nftv. Section 50 (1) The higher education institution shall issue a final certificate (absolutorium) to students who have fulfilled the study and examination requirements prescribed in the curriculum, except for those relating to the language examination and the bachelor or master's thesis, completed the required practice period and acquired the required number of credits.**
**(1a) A higher education institution shall provide authentic data from its academic system regarding the final certificates issued as specified in Subsection (1), keep records of the final certificates and, at the request of a person who has acquired a final certificate, it shall issue a certified copy thereof on the basis of the records. At the request of the holder of a final certificate, an electronic copy of such certificate shall also be issued executed by the higher education institution's electronic signature, along with a time stamp issued by a qualified certification service provider.**

**Vhr1. Section 44 (1) If the Student has fulfilled the criteria for the issuance of the final certificate, the higher education institution shall issue the certificate with the date of the Student's completion of their studies within twenty days of said date.**
**(2) The Student shall be notified of the issuance of the final certificate at the time of its issuance.**
**(3) The final certificate shall be issued as a certified document.**

### Section 75

(1) [400] The final certificate (absolutorium) confirms that the student has completed (including higher education vocational training) the training programme's academic and exam requirements (except for the thesis and the final exam), and – in the cases of students who started their studies before 1 September 2015 – all the credits required for the completion of studies, specified in the training programme, with the exception of the credits of the thesis. The final certificate must be issued in the semester in which the student completed the requirements pertaining to it.
(2) [401] In the case of students enrolled on multiple programmes (including higher education vocational training), a separate final certificate must be issued for each programme.
(3) [402]
(2) [403] The final certificate is registered by the Office of Educational Affairs on Neptun.

## THESIS

### Section 76[404]

(1) Students are required to compose a separate thesis for each of their programmes.
(2) [405]The thesis is the student's independent work which complies with the provision under Section 74/A—74/C.

### Section 77

(1) [406] Organisational units responsible for the programmes (institutes, departments) must offer students thesis topics by the beginning of every semester in the Electronic Academic System, or provide the Student the option of choosing a topic of their own.

---

[400] Enacted by Senate Resolution CXCVI/2025. (X. 13.). In force: 14 October 2025.
[401] Enacted by Senate Resolution CCXLVIII/2012 (XII. 17.). In force: 18 December 2012.
[402] Repealed by Senate Resolution LXXXV/2022. (VI. 1.). Repealed: 31 May 2022.
[403] Enacted by Senate Resolution CLXXXII/2013 (V. 27.). In force: 1 November 2013, with the provision that it is to be applied to students receiving their final certificate in the academic year of 2013/2014 or after.
[404] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[405] Established by Senate Resolution LXIII/2023. (V. 22.). Effective date: 23 May 2023.
[406] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.

(2) [407]The student can consult with one or more supervisors on their thesis. The supervisors can be lecturers, researchers or doctoral students of the University, or scholars not employed by the University.

(2a) [408] In the cases of teacher training programmes subject to the provisions of Nftv., topic supervisors may be:

a) Full or part-time employees of the University, including head teachers of practising schools, or

b) other professionals with a degree in teaching or psychology working in a field related to public education.

[409]c) an external expert in the field of teacher training authorised by the organisational unit in charge of the programme according to the rules of procedure of the faculty responsible for the field

(3) [410]The students choose the thesis topic from the options offered in the Electronic Academic System by the organisational unit referred to under paragraph (1), or with the approval of their supervisor(s), or if the students have no supervisor(s) yet, with the approval of the Head of the organisational unit responsible for the programme.

(4) [411] Unless a shorter deadline is specified in the Special Provisions, between choosing the thesis topic and final examination period

a) in undergraduate and graduate programmes at least 6 months,

b) in undivided long programmes at least 12 months must pass.

(5) The relevant organisational unit can stipulate a longer time frame to accommodate the thesis' topic choice. The students must be notified of this in time.

(6) [412] The decision to approve or reject the Student's chosen thesis topic, taken in line with the Faculty's rules of procedure, shall be entered into the Electronic Academic System within one month. A shorter deadline may be specified within the Special Provisions.

(7) Individual departments can appoint thesis referents whose job is to answer the students' questions about writing their thesis.

(8) [413] The student can change the topic of the thesis, but – unless a shorter deadline is specified within the Special Provisions – between changing the topic and the beginning of the final examination period

a) in undergraduate and graduate programmes at least 4 months,

b) in undivided long programmes at least 8 months must pass. The Head of the programme can extend this period to period defined under paragraph (4).

(9) The University is not obliged to provide a supervisor after the second change of topic, or any after that, or in the case of the termination of the student's student status.

(10) [414]

**Section 78[415]**

The student submits the thesis and portfolio via the Electronic Academic System by the deadline specified by the Faculty in charge of the programme. The detailed content and formatting requirements shall be published by the Faculty, taking into account the requirements of the University Library and Archives resulting from the repository management. The rules on

[407] Established by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.
[408] Established by Senate Decision CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[409] Enacted by Senate Resolution CXCII/2023. (XII. 11.). Effective date: 12 December 2023.
[410] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[411] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[412] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[413] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[414] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[415] Established by Senate Resolution CXXXV/2023. (VI. 26. Effective date: 1 September 2023.

the use, repository management and provision of theses of students who have passed the final examination are set out in the Intellectual Property Management Regulations, the Library and the Asset Management Regulations. The thesis may be withdrawn until the submission deadline.

**Section 79**

(1) [416] The thesis is evaluated by one or more opponent appointed by the Head of the organisational unit responsible for the programme, or in the case of the teacher training programme subject to the provisions of Nftv., the Head of the programme, within the Electronic Academic System.

(2) [417] The thesis is defended by the student in front of a committee. The evaluation of the defence/critique is to be entered into the Electronic Academic System.

(3) [418] The committee can be the final examination board or a special committee appointed to evaluate the thesis. In the case of the student defending the thesis in front of the final examination board, the committee is appointed by the Head of the programme, with the designated organisational unit being responsible for organisation. In the case of the general education teacher training programme regulated by the provisions of Nftv., the establishment of the committee and the organisation of the defence of the thesis shall be coordinated by the Teacher Training Centre. The special committee, appointed to evaluate the thesis, is asked to perform its duties directly by the Head of the programme, or the Head of the organisational unit (institute, department) where the thesis was submitted to, at the Head of the programme's request. In this case, the Head of the relevant organisational unit is responsible for organising the committee work.

(4) [419] After the student defends the thesis, the committee, specified under paragraph (2), evaluates the student's performance on a five-grade scale.

(5) [420] If the thesis and its oral defence are evaluated separately, the critique of the thesis must be uploaded to the Electronic Academic System at least five days before the thesis' defence is scheduled. The preliminary opinion and the committee's evaluation of the thesis after the defence must be attached to the thesis.

(6) [421] The thesis defence is public. Restrictions are only possible in the case of confidential theses as specified in Section 80.

(7) A thesis that wins top or first prize at the National Conference of Scientific Students' Associations ("OTDK") or other professional conferences may be rewarded with an excellent grade without further investigation, if the paper complies with the content and formatting requirements.

**SPECIAL REGULATIONS PERTAINING TO CONFIDENTIAL THESES**

**Section 80[422]**

(1) In the cases of confidential theses, the provisions laid out in Sections 77-79 and 82/A shall apply with the exceptions contained in this chapter.

(2) [423]The thesis may only contain information warranting its confidentiality in justified cases. If the thesis can be interpreted and prepared without the information warranting its

[416] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[417] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[418] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[419] Enacted by Senate Resolution LXIII/2014 (V. 26.). In force: 27. V. 2014.
[420] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[421] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[422] Section established and preceding sub-head enacted by Senate Resolution LXXXVII/2021. (VI. 30.) Effective from the 2021/2022 academic year.
[423] Established by Senate Resolution CXXXV/2023. (VI. 26.). Effective date: 1 September 2023.

confidentiality, (e.g., personal data can be anonymised), then there is no reason to include such information.

(3) [424]The task of the supervisor is to assist the student in the elaboration of the thesis according to paragraph (2) and in the establishment of the justification of its classification as secret. The authorisations and consents required for the preparation and submission of a thesis containing personal data or some form of classified data or information covered by legislation to be obtained by the student may be either comprehensive (including for the purposes of the critique, public defence and public repository management in accordance with the University Regulations) or limited (including for confidential treatment under the present Regulations) and their types and content shall be governed by the information and models published by the Legal Directorate. The student must also obtain the necessary authorisation for the inclusion of such data or information in the draft text prior to submission and must themselves ensure the confidentiality of such data.

(4) The thesis is to be classified as secret if it

a) contains business secrets,

b) contains classified information,

c) [425]contains important information regarding non-published intellectual work,

d) contains the personal data of a third party,

e) concerns the University's business interests,

f) [426]contains other classified information defined in legislation or protected data not mentioned here, and rightsholder (discloser) has given their consent and restricted permission in accordance with paragraph (3) for its use.

(5) [427] The Student shall be required to immediately notify the supervisor if the confidentiality of the thesis may be justified. If the topic supervisor determines that confidentiality is not justified, they shall refuse having it be classified as confidential, and if the use of the data or information that would warrant confidentiality is unjustified in accordance with paragraph (2), the supervisor shall simultaneously provide the student with the necessary guidance. If the Student has not announced the classified nature of their thesis, but their supervisor or another individual notices that it contains data that requires it to be classified, they shall instruct the student – through the supervisor – to obtain the required authorisation.

(6) [428]The confidentiality of the thesis is to be approved by the supervisor on the basis of the Student's announcement, or could be ordered by the supervisor or the chair of the final examination board.

(7) [429] The Student shall be responsible for submitting the confidential thesis with the confidentiality marked in the Electronic Academic System, complete with the supervisor's permission with the justification. If confidentiality is ordered after submission pursuant to paragraph (6), the ordering party shall inform the Student of this, together with the justification, and shall notify the head of the Student Affairs and Registrar's Office in a separate document at the same time as the minutes on the final examination is sent. The head of the Student Affairs and Registrar's Office shall ensure that the notification is uploaded to the Electronic Academic System. The theses may be submitted for repository storage after the Student Affairs and Registrar's Office has checked the marking of the theses as confidential by the Students in the Electronic Academic System and the

[424] Established by Senate Resolution CXXXV/2023. (VI. 26.). Effective date: 1 September 2023.
[425] Established by Senate Resolution LXXXV/2022. (VI. 1.). Effective: 31 May 2022.
[426] Established by Senate Resolution CXXXV/2023. (VI. 26.). Effective date: 1 September 2023.
[427] Established by Senate Resolution CXXXV/2023. (VI. 26.). Effective date: 1 September 2023.
[428] Established by Senate Resolution CXXXV/2023. (VI. 26.). Effective date: 1 September 2023.
[429] Last sentence established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.

attachment of the authorisation for confidentiality on the basis of the final examination minutes, and made any necessary corrections.

(8) [430](8) The confidential handling of a thesis shall mean (as long as the confidentiality is justified):

a) that the text of the thesis may be disclosed only to the supervisor as it is being prepared, unless the rightsholder has given their express consent,

b) that it is submitted in accordance with paragraph (7), complete with an electronic copy of the necessary authorisations and consents,

c) that in the absence of legal authorisation or additional permission from the rightsholder (discloser), only the evaluation committee, the supervisor and the student, and in the case of teacher training, the subject methodology instructor, may be present at the defence of the thesis; the minutes shall refer to the confidential handling (which shall not exclude the organisation of a group final examination, provided that it can be ensured that no protected data or information is disclosed there),

d) that in the absence of legal authorisation or additional permission from the rightsholder (discloser), in addition to those specified in point c), only the supervisor, opponents, staff of the Student Affairs and Registrar's Office, a reasonable number of library administrators and the individual appointed by the Dean to review the confidentiality may have access to the thesis, subject to their duties and the obligation of confidentiality, and must act with the utmost care to preserve confidentiality,

e) the thesis shall be kept confidential in a repository and its text shall not be used for any automated word-processing purposes other than plagiarism detection.

## Section 80/A[431]

If the faculty has not entered into an agreement with the holder of the business secret, the Student must submit the consent of the holder of the business secret. The consent must also contain at least the right of access to the thesis for those authorised under the present Regulations. Failing this, the thesis cannot be submitted. The present Section shall be applicable to types of classified information not mentioned in the present Regulations, subject to deviations resulting from the legislation applicable to them.

## Section 80/B[432]

(1) When turning in a confidential thesis, the Student shall also submit their authorisation for using the classified information. The consent must also contain at least the right of access to the thesis for those authorised under the present Regulations. Failing this, the thesis cannot be submitted.

(2) If the thesis contains data whose classification may be justified, the supervisor or the chair of the final examination board shall immediately submit a classification proposal to the head of the legal administrative office with reference to the public interest that can be protected by classification, the proposal of the classification level and validity period and the justification. If the head of the legal administrative office agrees, they shall forward the proposal to the classification body on behalf of the University. Until the decision on the classification is issued, the thesis must be made confidential, the case rests. If the data is not classified, the supervisor will ensure that the thesis is made accessible.

[430] Established by Senate Resolution CXXXV/2023. (VI. 26.). Effective date: 1 September 2023.
[431] Established by Senate Resolution CXXXV/2023. (VI. 26.). Effective date: 1 September 2023.
[432] Established by Senate Resolution CXXXV/2023. (VI. 26.). Effective date: 1 September 2023.

## Section 80/C[433]

(1) [434]Prior to the publication of the patent application, the student must attach the consent of the inventor or rightsholder for consultation of the patent to the thesis containing the data covered by the patent application. The consent must also contain at least the right of access to the thesis for those authorised under the present Regulations. Failing this, the thesis cannot be submitted.

(2) The student is obliged to notify the advisor of the publication of the patent application. The supervisor shall ensure that the thesis is made accessible.

(3) [435]The present Section is also applicable to other non-published intellectual work.

## Section 80/D[436]

(1) The student must attach the consent of the data subject to a thesis containing the personal data of a third party. The consent must also contain at least the right of access to the thesis for those authorised under the present Regulations. Failing this, the thesis cannot be submitted.

(2) A portfolio presenting personal data in line with the academic requirements must be handled confidentially in all cases, without any special requests or individual assessment.

## Section 80/E[437]

If the thesis contains information linked to the business interests of the University, the Student's supervisor or through the supervisor, the organisational unit of the University handling business secrets shall initiate the classification of the thesis through the supervisor. In this case, the supervisor shall notify the Student of the decision. The Student shall be required to handle such data or information confidentially themselves, and apply the University Regulations and guidelines in connection with it.

## FINAL EXAMINATION

**Nftv. Section 50. (2) A student participating in tertiary vocational, bachelor, master's or a postgraduate specialization program shall take a final examination upon the completion of his or her studies.**

**(3) The final examination shall be taken after obtaining a final certificate (absolutorium). A student may take the final examination during the examination period following the award of the final certificate, before the termination of student status, or in any other examination period within two years after the termination of student status, in accordance with the prevailing program requirements. The study and examination rules may prescribed conditions on the completion of a final examination after the expiry of the two-year period following the award of the final certificate. No final examination shall be taken after the end of the fifth year following the termination of the student status.**

**(4) Final examination is the assessment and evaluation of the knowledge, skills and competences necessary for obtaining a diploma, where students are also required to demonstrate their ability to apply the acquired knowledge. A final examination may, as specified in the curriculum, comprise several parts, such as defending the bachelor or master's thesis, along with oral, written and practical examination elements.**

**(5) A student who has not fulfilled their payment obligation towards the higher education institution shall not be allowed to take the final examination.**

**Vhr2. Article 11(2) The academic and examination regulations of the higher education institution shall specify the manner of registration for the final examination, the rules pertaining to the organisation and administration of the final examination, and the method for calculating the results. Higher education institutions may decide to arrange the final examination jointly.**

---

[433] Enacted by Senate Resolution LXXXVII/2021. (VI. 30.) Effective from the 2021/2022 academic year.
[434] Established by Senate Resolution CXXXV/2023. (VI. 26.). Effective date: 1 September 2023.
[435] Enacted by Senate Resolution LXXXV/2022. (VI. 1.). Effective: 31 May 2022.
[436] Established by Senate Resolution CXXXV/2023. (VI. 26.). Effective date: 1 September 2023.
[437] Established by Senate Resolution CXXXV/2023. (VI. 26.). Effective date: 1 September 2023.

## Section 81

(1) [438]

(2) [439] The student sits for separate final exams for each of his/her programmes (including higher education vocational training), unless otherwise specified.

(3) The final exam is sat for in the final examination period. The final examination period is the same as the examination period, unless the Faculty's Dean specifies otherwise.

(4) [440] Students shall register for the final exam in writing at the Faculty's Office or via the Electronic Academic System, at the latest three months before the beginning of the final examination period.

(5) Students can register for a final exam if they have received their final certificate, or in all likelihood, will receive it at the latest by the beginning of the final exam.

(6) [441] Students who

a) [442]

b) started their studies in accordance with Act CXXXIX of 2005 on higher education (Hungarian abbreviation: 'Ftv.') will have to meet certain conditions established by the University if they wish to take the final exam more than 7 years after the issuance of their final certificate;

c) started their studies in accordance with Act CCIV of 2011 on National Higher Education (Hungarian abbreviation: 'Nftv.') may take their final exam during any examination period within 2 years of the expiry of their student status, in line with the valid training requirements. Taking the final exam more than 2 years after the issuance of their final certificate, however, may be subject to certain conditions established by the University. Students who started their studies in accordance with Nftv. shall not be granted permission to take the final exam more than 5 years after the expiry of their student status.

(7) [443] Students can sit for a final exam if they

a) have received their final certificate (absolutorium),

b) [444] do not have any outstanding debt towards the University in terms of tuition fees, damages, and other payments, have returned items of the University's property, c) and submitted their thesis on time.

(7a) [445] In the case of a master's degree programme in teacher training that can be completed in parallel with a disciplinary master's or undivided programme, the student may only begin the final examination for the teacher training programme if they have already passed the final examination in their disciplinary programme.

(8) [446] Students can only sit for the oral component of the final exam, and for written and/or practical components other than the thesis, if their thesis was rewarded with a satisfactory grade or better.

(9) [447] The oral or practical component (if required), must be sat for in front of a committee.

---

[438] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.) Effective from the 2021/2022 academic year.
[439] Enacted by Senate Resolution CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.
[440] Established by Senate Decision CLXXII/2019. (VI. 24.) with the stipulation that its provisions shall be applied starting from the 2019/2020 academic year. Effective date: 25 June 2019.
[441] Established by Senate Resolution CXCI/2017. (VI. 26.). In force: 27 VI. 2017.
[442] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.) Effective date: 29 June 2021.
[443] Enacted by Senate Resolution CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.
[444] Enacted by Senate Resolution CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.
[445] Enacted by Senate Resolution LXXXVII/2021. (VI. 30.) Effective date: 29 June 2021.
[446] Enacted by Senate Resolution CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.
[447] Enacted by Senate Resolution CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

(10) [448] The oral component of the final exam, and the written and/or practical components other than the thesis, are rewarded with a grade on a five-grade scale by the committee at a closed meeting.

(11) [449] The guiding principles for calculating the final exam's results are specified in the Special Provisions. In the teacher training programme subject to the provisions of Nftv., the final exam score shall be the equal-weighted average of the grades received for the various parts of the exam.

(12) [450] The student or former student may withdraw his/her registration for the final exam up until the date prescribed in the Special Provisions. Students who fail to withdraw their registration in accordance with the regulations or fail to show up at the final exam without having withdrawn the registration will have to pay for the cost of organising his/her next final exam. The cost/fee for organising the final exam shall be published by the start of each final examination period.

## RETAKING THE FINAL EXAMINATION[451]

### Section 82

(1) [452] If the thesis receives a fail grade, the student must write a new thesis, pursuant to the approval procedure detailed in the provisions of Section 77 of the present Regulations. In this case, the time limits specified therein cannot be applied. If the thesis is rewritten, the student may register for the next final examination period, at the soonest. Theses rewarded with a grade better than fail cannot be retaken to improve the received grade.

(2) The previous thesis topic can be chosen for the new thesis as well, based on the decision of the Head of the organisational unit responsible for the programme.

(3) If the student receives a fail grade for the oral (including the thesis defence in front of a separate committee), written, and/or practical component of the final exam, the failed component must be retaken. This is possible in the next final examination period, at the soonest.

(4) If the final exam has various oral components held on different dates, the student can sit for all of them, even if he/she has failed one of them. Improving on the fail grade can be attempted once in the same semester, for one component, if the student has completed his/her other final exams held at different dates.

(4a) [453] In the case of the teacher training programme falling under the scope of Nftv., the student may attempt to retake the failed component of an exam that has been given a fail grade in the form of a retake final examination in the next final examination period.

(5) A failed final exam or – in exams consisting of several components – the failed component of a final exam can be retaken twice per exam.

### Section 82/A[454]

(1) A thesis given a passing grade cannot be remedied and a successful final exam cannot be retaken.

(2) [455]Data on theses defined by law are kept in the Neptun system. The thesis (including the annexes to its content that are separate files, such as software, maps) and the documents

---

[448] Enacted by Senate Resolution CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.
[449] Second sentence enacted by Senate Decision CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[450] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[451] Title set by Senate Resolution LXIII/2014. (V. 26.). Effective date: 27 May 2014.
[452] Enacted by Senate Resolution CCXLVIII/2012 (XII. 17.). Effective date: 18 December 2012.
[453] Enacted by Senate Resolution CXCIII/2021. (XI. 15.) on the amendments to the General Provisions of the Academic Regulations for Students. Effective date: 16 November 2021.
[454] Enacted by Senate Resolution LXXXVII/2021. (VI. 30.) Effective date: 29 June 2021.
[455] Established by Senate Resolution CXXXV/2023. (VI. 26.). Effective date: 1 September 2023.

specified in the relevant library regulations – to be kept sealed in the repository next to the thesis – shall be handed over by the Directorate of Education for storage in the repository after the successful final examination period. Within 3 months of the confirmation of the placement in the repository, the thesis files in the Electronic Academic System which have been transferred to the repository will be deleted. If they contain other documents that do not need to be stored in the repository, the Student Affairs and Registrar's Office will ensure their proper storage in advance.

### THE FINAL EXAMINATION BOARD

**Vhr2. Article 11 (1) The final examination shall be taken before the final examination board, which shall have a Chair and at least two other members. At least one member of the final examination board shall be a university or college professor, or university or college associate professor, and at least one of its members shall have no employment relationship with the higher education institution. Final examinations shall be documented in the form of records.**

## Section 83

(1) [456] The Chair of the final examination board can be a university lecturer, professor emeritus, professor, college lecturer or an associate professor of the University or another higher education institution, unless otherwise stated in the Special Provisions.

(2) [457] The persons suitable to chair the final examination board, based on the recommendation of the Head of the organisational unit responsible for the programme (including higher education vocational training), are appointed by Rector, at the latest three months before the start of the final examination period, for three years, committee members are appointed the Dean.

(3) Only those can participate in conducting a final exam who have been invited to do so by the Rector or the Dean. Invitations must be accepted in writing, in the case of the persons invited, who are not employed by the University.

(4) [458] The makeup of final examination boards is specified by the faculties in compliance with the Special Provisions. At least one member of the committee must be an instructor in another training programme at the University or a person not be employed by the University (including teachers at schools for teaching practice).

(5) If the thesis is defended before a final examination board, the supervisor and – if he/she is not the same person as the supervisor – the evaluating expert must be invited with the right to discuss matters.

(6) If the final exam comprises of more than one oral examinations, the present Section must be applied to all committees formed.

### THE DIPLOMA

**Nftv. Section 51 (1) The prerequisites for the award of a diploma attesting to the completion of tertiary studies shall include the successful completion of the final examination.**

**(4) Only higher education institutions falling under the scope of this Act shall have the right to issue diplomas. A document shall be called a diploma only if it is issued by a higher education institution in accordance with this Act to certify professional qualifications and - with the exception of tertiary vocational training programs and postgraduate specialization programs - tertiary qualifications or doctoral degrees.**

**(5) A diploma shall be an authentic instrument bearing Hungary's coat of arms, the name and institution identification number of the awarding higher education institution, the serial number of the diploma, the name, name at birth and place and date of birth of its holder, the specification of the level of qualification, the awarded degree, the program and the professional qualification, the grade of the diploma, the place and the date (day, month, year) of issue, the classification of the degree and the qualification attested by the**

[456] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[457] Enacted by Senate Resolution CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.
[458] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.

**diploma within the Hungarian Qualifications Framework and the European Qualifications Framework, and the program duration specified in the related program and outcome requirements. It shall also feature the name(s), position(s) and original signature(s) of the head of the higher education institution, or the executive officer identified in the institution's regulations, or if they are prevented from signing, other executives, and the imprint of the stamp of the higher education institution.**

**(6) A central register shall be kept of the diplomas issued.**

**(7) The higher education institution shall supply from its academic system authentic data of the diplomas and micro-credentials it has issued and shall keep records of the diplomas and micro-credentials. The higher education institution shall issue from such records a certified copy at the request of the person who obtained the document concerned. At the request of the holder of the diploma and the micro-credentials, an electronic copy of such diploma and micro-credentials shall also be issued executed by the institution's electronic signature, along with a time stamp issued by a qualified certification service provider.**

**(8) The diploma may be issued for a student on whose application for recognition to pursue further studies the higher education institution made a decision on condition that he or she must at a later stage present the document prescribed by law upon compliance with his or her obligation to present the required document.Nftv. Section 52 (1) The diploma shall be issued in Hungarian and English, Hungarian and Latin, Hungarian and the language of the national minority if the programme was offered in the latter language and in Hungarian and the language of instruction if the programme was not offered in Hungarian.**

**Nftv. Section 52 (1) Diplomas shall be issued in Hungarian and English or in Hungarian and Latin or, for ethnic minority programs and foreign language programs, in Hungarian and in the minority language concerned or in Hungarian and the language of the program, respectively.**

**Nftv. Section 52 (5) The English and Latin designations of the levels of qualification attested by diplomas awarded in Hungary are as follows:**

**a) "bachelor" or "baccalaureus" (in abbreviated form: BA, BSc),**

**b) "master" or "magister" (in abbreviated form: MA, MSc).**

**Nftv. Section 52 (7) Holders of diplomas awarded for the completion of a program in (…) legal studies (…) shall have the right to use a doctoral title. In abbreviated form, these are the following: (…) dr. jur. (…)**

**Nftv. Section 81 (1) The following services are available for students under programs supported by Hungarian State scholarships or limited grants: (…)**

**f) first issue of all documents awarded for the completion of the program (…) unless more favorable conditions are laid down by government decree regarding the student concerned.**

## Section 84

(1) [459] As a result of a successful final exam, the University issues – within 30 days of the date of the last component of the final examination– a diploma to the student in Hungarian and English, or in the case of training in minority languages, in Hungarian and the minority language.

(1a) [460] In the case of a master's degree programme in teaching that can be completed in parallel with a disciplinary master's or undivided programme, the teacher's degree may not be issued earlier than the disciplinary degree.

(2) In the case of the programme not being conducted in Hungarian, the diploma is issued in Hungarian and the language of the training.

(3)[461]

(4) [462] The diploma is signed by the Dean of the Faculty or the Vice Dean appointed by the Dean, except in the case of a joint training programme.

(5) The diploma is the evidence of professional qualifications and expertise.

(6) [463]The diploma is classified according to its average down to two decimals:

–outstanding (5), if the average is 4.80–5.00,

− excellent (5), if the average is 4.50–4.79,

− good (4), if the average is 3.50–4.49,

[459] Enacted by Senate Resolution CXCVI/2025. (X. 13.). In force: 14 October 2025.
[460] Enacted by Senate Resolution LXXXVII/2021. (VI. 30.). In force: 29 VI. 2021.
[461] Repealed by Senate Resolution CXCVI/2025. (X. 13.) Effective date: 14 October 2025.
[462] Established by Senate Resolution CLXVI/2023. (X. 9.). In force: 10 X. 2023.
[463] Established by Senate Resolution CLXXX/2024. (X. 07.). In force: 8 X 2024.

− satisfactory (3), if the average is 2.50–3.49,
− pass (2), if the average is 2.00–2.49.

(7) For law students:
− Summa cum laude: 4.51–5.00,
− Cum laude: 3.51–4.50,
− Rite: 2.00–3.50.

(8) [464] Law graduates receive their degree and are allowed to use the title "dr.." after taking an oath, drafted by the Faculty Committee of the Faculty of Law, and signing the oath document.

(9) [465] In contrast to the classifications under paragraph (6), a graduate receives an honours degree if he/she achieved an average of 5.00 on the final exam, his/her thesis and all of his/her teaching/practice exams, foundation and comprehensive exam were awarded an excellent grade, all his/her other exams and practical grades come in at an average of at least 4.51 in each semester, and he/she has not received a grade worse than good. In the case of a remedial exam, the original grade must be ignored.

(10) [466] At the request of the student – after paying the fee specified chapters VI—VII. Of the present Regulations –, the diploma can be issued in a language different than that defined under paragraphs (1) and (2).

**DIPLOMA SUPPLEMENT**

**Nftv. Section 52 (2) A diploma awarded for the completion of bachelor, master's or tertiary vocational training program shall be accompanied by the diploma supplement adopted by the European Commission and the Council of Europe, made out in Hungarian and English. At the student's request the diploma supplement shall be issued in the case of an ethnic minority program in Hungarian and in the language of the minority concerned, while in the case of foreign language programs in Hungarian and in the language of the program. At the student's request the diploma supplement may also be issued upon the completion of a postgraduate specialization course. Electronic copies of the diploma supplements that have been issued shall be stored in the academic system, executed by the institution's electronic signature and time stamp issued by qualified certification service provider. On the basis of the register kept in its academic system the higher education institution shall issue a copy of the diploma supplement it has issued, at the request of the person who obtained the diploma supplement. At the request of the holder of a diploma supplement, an electronic copy of such diploma supplement shall also be issued executed by the higher education institution's electronic signature, along with a time stamp issued by a qualified certification service provider.**

## Section 85

(1) [467] In addition to the diploma, the diploma supplement, as defined by the European Commission and the Council of Europe, is issued without charge in Hungarian and English, and regarding national minority training, at the request of the student, in Hungarian and the minority language.

(2) [468] At the request of the student – after paying the fee specified chapters VI—VII. Of the present Regulations –, the diploma supplement can be issued in a language different than that defined in the previous paragraphs.

(3) The purpose of the diploma supplement is to make it easy to understand for third parties – especially abroad – what knowledge and skills a specific diploma represents.

---

[464] Enacted by Senate Resolution CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.
[465] Enacted by Senate Resolution LXIII/2014. (V. 26.). In force: 27. V. 2014. with the provision that it must be applied to students who began their studies before the academic year of 2014/2015 with modification that if the students do not qualify for an honour decree based on the new rules, they qualify for it on the basis of rules in force on 26 May 2014.
[466] Enacted by Senate Resolution CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.
[467] Enacted by Senate Resolution CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.
[468] Enacted by Senate Resolution CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.

(4) [469]The diploma supplement shall be issued electronically, with a printed version being issued only at the request of the Student.
(5) The Directory of Educational Affairs provides the IT support needed to produce diploma supplements.
(6) [470] Issuing the diploma supplements is the responsibility of the Faculty issuing the diploma.

### THE MASTER DATA SHEET

### Section 85/A[471]

(1) The master data sheet is a certified document compiling all data concerning the student's studies within the framework of the student status stored in the Electronic Academic System. The student is given an electronic copy of the master data sheet upon the expiration/termination of the student status.
(2) The master data sheet extract is a certified document printed from the Electronic Academic System containing all the information from the master data sheet with the exception of information concerning the final certificate, final exam, diploma, diploma supplement, foreign language proficiency requirements, disciplinary and compensation proceedings, special needs and student accidents.
(3) The student shall be assured access to a printable version of the contents of the master data sheet in the Electronic Academic System.
(4) The student may request an outline of his/her grades obtained in the last closed semester (semester proof of completion) once per semester without charge.

### COMMEMORATIVE (JUBILEE) DIPLOMA

### Section 86[472]

(1) [473]A commemorative (jubilee) golden, diamond, iron, ruby, or platinum diploma may be awarded to former students, who received their diplomas at the University or at any of its predecessors at least 50, 60, 65, 70 or 75 years ago, and their life and career is worthy of public admiration.
(2) A brief professional CV and the request must be submitted at the relevant Faculty, together with a copy of the diploma.
(3) [474] The Commemorative (jubilee) Diploma is awarded by the Rector, taking into consideration the recommendations of the relevant Faculty. The Commemorative (jubilee) Diploma is signed by the Rector and the Head of the Faculty making the recommendation, and is conferred at a degree ceremony.
(4) [475]The technical guidelines relating to awarding the Commemorative (jubilee) Diploma are set by a directive from the Dean.

## CHAPTER VI[476]
## STUDENT BURSARIES AND SERVICES

**Nftv. Annex 2. II. 3. Student requirements shall, in particular, specify the following:**
**(…)**

---

[469] Enacted by Senate Resolution CLXXXI/2024. (X. 07.). In force: 8. X. 2024.
[470] Enacted by Senate Resolution CLXXXII/2013 (V. 27.). In force: 28. V. 2013.
[471] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[472] Enacted by the second volume of ELTE SzMSz, and Senate Resolution CCXXVIII/2008. (X. 6.) on supplementing HKR. In force: 7. X. 2008.
[473] Enacted by Senate Resolution CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.
[474] Enacted by Senate Resolution CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.
[475] Enacted by Senate Resolution CCXLVIII/2012 (XII. 17.). In force: 18. XII. 2012.
[476] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.

**d) the rules for the determination and fulfilment of students' payment obligations, the rules governing the distribution of student allowances (fees and allowances policy) (…)**

**Decree Section 11 (1) The forms of grants the higher education institution provides the students with are set prospectively for the duration of one academic year, and are made public in the customary manner at the institution.**

## Section 87

The forms of grants provided to the students with are set prospectively for the duration of one academic year and are to be published by the first day of the autumn term time.

### STATE SUPPORT, GRANTS AND ALLOCATION FORMS

**Decree Section 32 (1) When calculating the sum of the institutional grant**

**the arithmetic mean of the number of students eligible for grants based on statistical data from March and October shall be taken into account in the cases of**

**aa) student grants**

**ab) dormitory funding**

**ac) accommodation grants**

**ad) grants available for textbooks and sports and cultural activities**

**one-twelfth of the actual number of months for which students are entitled to payments shall be taken into account in the case of doctorate bursaries;**

**one-tenth of the actual number of months for which students are entitled to payments shall be taken into account in the case of the National Higher Education Scholarship.**

**the actual payable sum shall be taken into account in the cases of the foreign students' Ministerial Scholarship and the institutional part of Bursa Hungarica Local Government Bursary for Higher Education.**

**Decree Section 33(1): In the case of study grants for students, the quota of entitled students corresponds to the number of students participating in state-funded full-time Bachelor's, undivided long or Master's programme, college or university training or higher education vocational training. Students who commenced their studies before 1 September, 2006 shall only be taken into account during the calculation in the number of semesters that does not exceed the training period.**

**(2) In the case of dormitory funding the quota of entitled students corresponds to the number of students participating in a state-funded or in a full-time tuition-based programme as described in Section 26 (1) who are placed in**

**a) the dormitory of the institution**

**b) a renovated student hostel within the framework of a Public Private Partnership**

**c) a residence rented by the institution meeting the criteria of a dormitory or student hostel.**

**(3) In the case of accommodation grants for students, the quota of entitled students corresponds to the number of students participating in state-funded full-time programmes minus 95% of students participating in state-funded full-time programmes with registered place of residence at the location of the training programme, minus the number of students calculated as per the rules prescribed in paragraph (2).**

**(4) In the case of doctorate bursaries, the quota of entitled students corresponds to the number of students participating in state-funded full-time doctorate training.**

**(5) In the case of grants available for textbook grants and sports and cultural activities, the quota of entitled students corresponds to the sum of the number of students eligible for grants pursuant to the rules prescribed in paragraphs (1) and (4).**

**(6) In the case of the National Higher Education Scholarship, the quota of entitled students corresponds to the actual number of students awarded the scholarship.**

**Nftv. Section 85/C Higher education institutions may use the funds available for student allowances on the following grounds:**

***a)* payment of performance-based scholarships, including**

***aa)* study scholarships,**

***ab)* national higher education scholarships,**

***ac)* institutional scholarships for professional, academic and public life purposes;**

***b)* payment of grants based on social needs, including**

***ba)* regular grants based on social needs,**

***bb)* extraordinary grants based on social needs,**

***bc)* the part of Bursa Hungarica Municipal Higher Education Grants paid by the higher education institution,**

***bd)* grants awarded to foreign students by the Minister,**

***be)* initial aid,**

***bf)* support for the completion of a practice period;**

***c)* payment of doctoral scholarships;**

***d)* payment of other scholarships specified in the fees and allowances policy, as well as additional grants provided to cover the academic expenses of students participating in programs supported by Hungarian State scholarship or limited grant, including, in particular, disadvantaged students and athletes;**

***e)* financing the operating costs of the higher education institution, including**

***ea)* support for the production of course books, the acquisition of digital textbooks, learning materials and electronic devices necessary for the completion of studies, as well as learning aids for students with disabilities,**

***eb)* support for cultural and sports activities,**

***ec)* maintaining and operating dormitories,**

***ed)* renting dormitory places, renovating dormitories,**

***ee)* supporting the operation of students' unions and doctoral students' unions,**

***ef)* supporting the operation of student counselling organizations.**

## Section 88

(1) The student bursaries are covered from the grants provided for student bursaries by the state, which is the income of the institution.

(2) The University is entitled to the following state support covering student bursaries [*normative support*]:

a) normative grant available for study grants,

b) the normative grant available for dormitory grants,

c) the normative grant available for accommodation grants,

d) the normative grant available for textbook grants and sports and cultural activities,

e) the normative grant available for doctorate bursaries,

f)[477] the normative grant available for the National Higher Education Scholarship

g) the normative grant available for foreign students' Ministerial Scholarship

h) the institutional part of Bursa Hungarica Local Government Bursary for Higher Education

(3) State funds for student bursaries (student bursary budget) are allocated by the University in the following forms [allocation forms]:

a) scholarships awarded on the basis of academic performance

aa) academic scholarship,

ab)[478] National Higher Education Scholarship,

ac) institute grants for professional, scientific and public life achievements,

b) grants based on social criteria

ba) regular social background bursary,

bb) one-off social background bursary,

bc) the institutional part of Bursa Hungarica Local Government Bursary for Higher Education,

bd) foreign students' Ministerial Scholarship,

be) basic financial support,

bf) financial support for traineeships;

c) for providing PhD students' grant

d) for the institution's operating costs, which can be used for

da) producing lecture outlines, electronic textbooks, study materials and purchasing electronic educational tools, and tools supporting disabled students in their studies,

[477] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[478] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

db) supporting culture and sports,
dc) operating and maintaining dormitories,
dd) leasing and renovating dormitories,
de) supporting student and PhD students' unions,
df) supporting student counselling organisations.

(4) The University can specify at its own cost other scholarships in compliance with the present Regulations awarded on the basis of applications.

**Section 89**

From the Institute's funds provided as normative funding per student, the financial support made available to students takes the following bursary and scholarship forms [disbursement titles]:

(1) Academic scholarship as a scholarship awarded on the basis of academic performance pursuant to Nftv. Section 85/C. aa).
(2) [479] National Higher Education Scholarship as a scholarship awarded on the basis of academic performance pursuant to Nftv. Section 85/C. ab).
(3) The following scholarships as scholarships awarded on the basis of academic performance pursuant to Nftv. Section 85/C. ac).
a) scientific scholarship,
b) scholarships for participation in academic competitions and conferences
c) public service scholarship,
d) scholarship for sports
e) scholarship for cultural activities,
f) compensation for parallel studies.
g) [480]ERASMUS+ Start
h) "Good student, good athlete" scholarship
i) professional scholarship
k) [481] arts scholarship
(4) Bursaries based social background pursuant to scholarship detailed in Nftv. Section 85/C. b)
a) regular social grant,
b) regular social grant 10%,
c) regular social grant 20%,
d) one-time social grant,
e) the institutional part of Bursa Hungarica,
f) normative grants for foreign students,
g) basic financial support,
h) financial support for traineeships;
(5) Doctorate bursary pursuant to Nftv. Section 85/C. c).
(6) Other scholarships awarded pursuant to Nftv. Section 85/C. d, out of the Institution's income.

**Section 90**

From the Institute's funds provided as normative funding per student, the following disbursement titles are possible as non-direct normative funding charged to a department's student grant financial allocation, to finance support for the Institution's operating costs as prescribed by Nftv. Section 85/C. e):

[479] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[480] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[481] Enacted by Senate Resolution VII/2017. (I. 16.). Effective date: 17 January 2017.

a) grant for producing lecture outlines,
b) purchasing electronic textbooks, study materials and electronic educational tools,
c) purchasing educational tools supporting disabled students in their studies,
d) grants and sports and cultural activities,
e) leasing dormitories,
f) operating and maintaining dormitories,
g) grant supporting the operation of students' unions,

**DISTRIBUTION OF NORMATIVES**

**Decree Section 8 (2) The funds specified below must be used to finance allowances detailed in Nftv. 85/C. § ba)–bb) be)–bf), provided for students enrolled on higher education vocational training programmes, undergraduate programmes, undivided long programme, graduate programmes under the jurisdiction of the present Decree:**
**a) at least 20% of the normative funding per student, furthermore,**
**b) the percentage of the normative grant available for accommodation grants defined by the institution, but at least 30%, and**
**c) 56% of the normative grant available for textbook grants and sports and cultural activities.**
**Decree Section 9 (1) 24% of the institutional normative grant available for textbook grants and sports and cultural activities, provided for students enrolled on higher education vocational training programmes, undergraduate programmes, undivided long programme, graduate programmes under the jurisdiction of the present Decree, must be used according to Nftv. Article 85/C ea).**
**(2) 20% of the institutional normative grant available for textbook grants and sports and cultural activities, provided for students under the jurisdiction of the present Decree, must be used according to Nftv. Article 85/Ceb).**
**(3) The institutional grant for National Higher Education Scholarship, provided for students under the jurisdiction of the present Decree, must be used according to Nftv. Article 85/Cab).**
**(4) The institutional grant for dormitories must be used according to Nftv. Article 85/C ec).**
**(5) The institutionally set percentage, but no more than 70%, of the institutional normative grant available for accommodation grants, provided for students under the jurisdiction of the present Decree, must be used according to Nftv. Article 85/C ed).**
**(6) At least 1% of the normative funding per student, provided for students under the jurisdiction of the present Decree, must be used according to Nftv. Article 85/C ee).**
**Decree Section 14 (1) The annual sum of doctorate bursary of a PhD student participating in state-funded full-time doctorate training corresponds to the annual sum of the annual normative funding allocated to this cause in the Budget Act plus 56% of the grant available for producing lecture outlines, textbooks and grants for sports and cultural activities.**

## Section 91

(1) [482] The normative funds received after state-financed students, full-time students on Hungarian (partial) state scholarship enrolled on undergraduate, graduate programmes, undivided long programmes and vocational higher education programmes, are to be used in the following manner:
a) 52% for academic scholarships
b) 29.5% social background bursary
c) 12.5% for institutional professional and public service scholarships,
d) 6% to support the operation of the students' union.

(2) [483] 56% of normative funds for textbooks and lecture outlines, and sports and cultural activities received after state-financed students, full-time students on Hungarian (partial) state scholarship enrolled on undergraduate, graduate programmes, undivided long programmes and vocational higher education programmes is to be spent on social background grants.

[482] Established by Senate Resolution LX/2025. (IV.14.). Effective date: 15 April 2025.
[483] Established by Senate Resolution CXIII/2020. (VI. 22.). Effective date: 22 June 2020.

(3) 56% of normative funds for textbooks and lecture outlines, and sports and cultural activities received after state-financed students participating in full-time doctorate programmes is to be spent on doctorate bursaries.

(4) [484] The normative funds received after state-financed students, full-time students on Hungarian (partial) state scholarship enrolled on undergraduate, graduate programmes, undivided long programmes, advanced level vocational programmes, or doctorate programmes, are to be used in the following manner:

a) 24% is to be used for purposes specified in Section 91 a)–c),

b) 20% is to be used for sports and cultural grants.

(5) [485]The ratio of the accommodation grant that can be used for leasing and renovating dormitories is determined on an annual basis by the Commission for Organising Educational and Student Affairs at the initiative of the service director, taking into account that no less than 30% of the grant shall be spent on social grants. The ratio is to be calculated by February 15 each year and enters into force upon approval by the Chancellor.

(6) The full amount of the dormitory grant shall be spent on the maintenance and operation of the dormitory.

(7) The full amount of the grant for doctorate bursary shall be spent under the disbursement title of doctorate bursary.

(8) [486] The full amount of the grant for the National Higher Education Scholarship shall be spent under the disbursement title of National Higher Education Scholarship.

(9) The full amount of normative grants for foreign students' Ministerial Scholarship shall be spent under the disbursement title of foreign students' Ministerial Scholarship.

(10) The full amount of the institutional part of Bursa Hungarica Local Government Bursary for Higher Education shall be spent under the disbursement title of the institutional part of Bursa Hungarica Local Government Bursary for Higher Education.

**Section 92**

Planning the allocation normative funding is the responsibility of the Directorate for Education. Subspecialisationing and registering the subsidies for the working numbers is the responsibility of the Faculties and the Directorate for Education. The Directorate for Education shall inform the Faculties about the funding allocations a semi-annual basis. The Directorate for Education oversees the lawful allocation of normative funds.

**Section 93**

(1) The normative funds available for academic scholarships must be equally divided between the faculties proportionate to the number of students entitled to them.

(2) [487]From the grants allocated as professional, scientific and public life achievements grants from the Institution

a) 29% is allocated to EHÖK,

b) 71% is allocated to the faculties proportionate to the number of students entitled to the grant.

(3) Grants allocated to EHÖK can be disbursed on the following titles pursuant to paragraph (2) a):

a) scientific scholarship,

b) grants for participation in academic competitions and conferences,

c) public service scholarship,

---

[484] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.
[485] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.
[486] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[487] Established by Senate Resolution LX/2025. (IV.14.). Effective date: 15 April 2025.

d) sports scholarship
e) cultural scholarship
f) financial compensation for parallel studies,
g) [488]ERASMUS+ Start,
h) "Good student, good sportsman" scholarship
i) [489] arts scholarship

(4) Grants allocated to the faculties can be disbursed on the following titles:
a) scientific scholarship,
b) scholarship for public life achievements from the Faculty,
c) public service scholarship,
d) sports scholarship
e) cultural scholarship,
f) professional scholarship,
g) [490] arts scholarship

(5) The ratio of payments within the title of institutional professional, research and public service scholarships shall be determined by the EHÖK and the faculties with the stipulation that at least 5 million forints shall be spent on the disbursement title listed in paragraph (3) b).

(6) [491] From the social criteria-based grants, the following grants shall be administered on a university level in a way that first the basic aid, then the regular minimum social grant and finally the irregular social grant has to be made available to the students in the following manner:
a) basic social grant,
b) regular social grant 20%,
c) regular social grant 10%,
d) regular social grant,
e) irregular social grant.

(7) [492] The social funds remaining after the distribution of funds pursuant to paragraph (6) shall be distributed among the faculties in proportion to the number of entitled students, which can be spent on participation in traineeships

(8) 24% of the textbook and note, sports and cultural normative funding may be attributed to the preparation of notes and to the purchase and delivery of electronic textbooks, study materials and electronic equipment necessary for preparation, and to purchasing equipment facilitating the studies of disabled students. The amount shall be distributed as follows:
a) 30% shall be allocated to the purchase of equipment facilitating the studies of disabled students,
b) 70% shall be allocated to the preparation of notes and to the purchase and delivery of electronic textbooks, study materials and electronic equipment necessary for preparation.

**Section 94[493]**

The students' union shall be authorised to decide on the utilisation of any remaining amounts from the funds specified in point d) of Section 91 (1), and reallocating them to other funds specified in Section 93.

[488] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.
[489] Enacted by Senate Resolution VII/2017. (I. 16.). Effective date: 17 January 2017.
[490] Enacted by Senate Resolution VII/2017. (I. 16.). Effective date: 17 January 2017.
[491] Established by Senate Resolution CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.
[492] Established by Senate Resolution CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.
[493] Enacted by Senate Resolution LX/2025. (IV.14.). Effective date: 15 April 2025.

## Section 95[494]

### ENTITLEMENT FOR GRANTS

**Decree Section 2(1) g) students entitled to receive social allowances: those students participating in full time higher education vocational training, Bachelor's or Master's programme, undivided long programme or PhD programme, who**

**ga) participate in state-financed training or who receive (partial) scholarship from the Hungarian state, or**

**gb) started their studies in state-financed/(partially) state-funded training, and who would be entitled to participate in state-financed/(partially) state-funded training based on the number of semesters they commenced in the given programme;**

**Decree Section 2(1) i) student receiving state-funding: student who participates in state-financed training and students admitted to the (partially) state-funded course category from September 2012.**

**Decree Section 10(3): Under the title specified in point aa) and be) section 85/C. of the Nftv., the students participating in full-time Bachelor's, undivided long or Master's programmes and higher education vocational training may be awarded grants. Under the title specified in point ab) section 85/C. of the Nftv., the students participating in Bachelor's, undivided long or Master's programmes may be awarded grants. Under the title specified in point ac) section 85/C. of the Nftv., the students participating in full-time Bachelor's, undivided long or Master's programmes, higher education vocational training and PhD programmes may be awarded grants. Under the title specified in points ba)-bb) section 85/C. of the Nftv., students entitled for social grants may be awarded grants. Under the title specified in point bc) section 85/C. of the Nftv., the students participating in full-time Bachelor's, undivided long or Master's programmes and higher education vocational training may be awarded grants. Under the title specified in point bd) section 85/C. of the Nftv., the students participating in full-time Bachelor's, undivided long or Master's programmes and students pursuing sub-course training may be awarded grants. Under the title specified in point bf) section 85/C. of the Nftv., the students participating in full-time Bachelor's, undivided long or Master's programmes may be awarded grants. Under the title specified in point c) section 85/C. of the Nftv., the students participating in full-time state funded PhD programmes may be awarded grants.**

## Section 96

(1) [495] The Student may only be awarded the National Higher Education Scholarship or social criteria-based grants and the scholarship for PhD students specified in the Regulations if he/she does not receive any such grants from other institutions.

(2) [496] Only students participating in state-financed/(partially) state-funded full-time Bachelor's, undivided long or Master's programme, higher education vocational training, moreover in college and university programmes started prior to the implementation of the Bologna Process shall be entitled to receive study grants and the basic benefit.

(3) [497] The following students participating in full-time higher education vocational training, Bachelor's or Master's programmes, undivided long or PhD programmes shall be entitled to receive regular and irregular social grants:

a) students participating in state-financed/(partially) state-funded trainings, or

b) students who started their studies in the state-financed/(partially) state-funded course category, and who would be entitled to participate in state-financed/(partially) state-funded training based on the number of semesters they commenced in the given programme, and have not exhausted the number of state-funded semesters available to them under Section 47 of Nftv.

(4) Only students participating in state-financed/(partially) state-funded full-time PhD programmes shall be eligible to receive the scholarship for PhD students.

---

[494] Repealed by Senate Resolution CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.
[495] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[496] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.
[497] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

(5) [498] Students participating in state-financed/(partially) state-funded Bachelor's, undivided long or Master's programme, higher education vocational training shall be entitled to receive the National Higher Education Scholarship.

(6) [499] Students participating in state-financed/(partially) state-funded full-time Bachelor's, undivided long or Master's programme, higher education vocational training, PhD programme shall be entitled to receive institutional, professional and academic scholarships and the Bursa Hungarica Local Government Bursary for Higher Education.

(7) [500] Students participating in state-financed/(partially) state-funded full-time Bachelor's, undivided long or Master's programme, higher education vocational training, PhD programme shall be entitled to receive institutional, professional and academic scholarships and the Bursa Hungarica Local Government Bursary for Higher Education.

(8) Only students participating in state-financed/(partially) state-funded full-time Bachelor's, undivided long or Master's programme shall be entitled to receive financial support for traineeships.

(9) All students are eligible to receive other scholarships.

## PAYMENT OF GRANTS/SCHOLARSHIPS

**Decree Section 10 (2) The scholarships outlined in Nftv. Section 85/C points a), ba), bc)-bf), c)-d) must be paid to the student on a monthly basis, unless otherwise stated in this decree. The Institution shall contact the financial institution maintaining the account about transferring the grant the student is entitled to by no later than the 10th day of the reference month, with the exception of the first month of the semester.**

### Section 97

(1) [501] The regular allowances – except for the National Higher Education Scholarship and the scholarship for foreign students granted by the Minister responsible for education – shall be determined for the duration of the semester.

(2) The payment of the monthly allowances, in accordance with the deadline set in Section 10(2) of the Regulations, shall be initiated in due time by the faculties and by the responsible organisational units in accordance with the regulations concerning student allowances. If an organisational unit fails to meet the deadline, this delay shall not affect the payment of other allowances.

(3) The autumn semester includes September, October, November, December and January, whereas the spring semester includes February, March, April, May and June. Allowances for September-October in an Autumn term, and for February-March in a Spring term shall be transferred in one amount. Allowances for the remaining months shall be transferred until 10th day of the month in question.

(4) [502]In the case of twelve-month payments, the breakdown of the semesters during which the student is entitled to payments is the following for the duration of the student status:
a) the autumn semester includes September, October, November, December and January,
b) the spring semester includes February, March, April, May, June, July and August.

Allowances for September-October in the autumn term – excluding doctoral programmes unless stated otherwise in the Doctoral Regulations – shall be transferred in one amount in October. Allowances for February shall be transferred by the 20th, while allowances for the remaining months shall be transferred until 10th day of the month in question.

---

[498] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[499] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.
[500] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.
[501] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[502] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.

(5) The grants prescribed in Section 90 (3) of present Regulations may also be paid in February, July, August and September.

(6) [503] In accordance with the relevant legislation, the National Higher Education Scholarship shall be paid on a monthly basis along with the allowances for the reference month, provided that the centrally allocated funds are available.

(7) The scholarship for foreign students granted by the Ministry of Education shall be paid for ten or twelve months with the exception applying that international students pursuing sub-course training under the international agreement or the benefit law shall receive grants for the period of the partial programme.

(8) The allowances for foreign students and for students of Hungarian nationality shall be paid exclusively via bank accounts. Payment in cash is only possible according to the provisions of the Financial Regulations of the University.

(9) All students irrespective of their course category are obliged to supply their bank account number, their tax identification number and their social security number upon enrolment in the Electronic Academic System. Students are to ensure that their valid details are provided in the system before payments can be made. Students who have failed to provide their valid details after a third attempt of transferring the payments, will lose their entitlements to their grants.

## ERRONEOUS PAYMENT

### Section 98

(1) If the University transfers an unauthorised disbursement or a disbursement higher than the authorised sum, the disbursement shall be qualified as an erroneous payment.

(2) Payments transferred to the student in semesters in which the student status is retroactively suspended or in which it has expired are not considered erroneous payments if the payments are transferred before the resolution suspending the student status becomes legally binding or before the student status expires.

(3) The University shall inform the student about any erroneous payment via the Electronic Academic System.

(4) [504]The student shall pay back the payments that have been erroneously transferred to him/her by the last workday of the month following the month in which he or she is notified of the erroneous payment.

[503] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.
[504] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.

## UNIVERSITY SOCIAL AND SCHOLARSHIP STUDENT COMMITTEE

### Section 99

(1) The University Social and Scholarship Student Committee (hereinafter: EHSZÖB) is the body responsible for the scholarship applications to be assessed on an institutional level.

(2) [505] Members of the EHSZÖB are the 2 members delegated by the EHÖK, one person delegated by the EDÖK, moreover, 3 people delegated by the Rector and the Chancellor who have civil servant statuses with the University. The chairman of the EHSZÖB is selected jointly by the Chancellor, the Rector and the chairman of the EHÖK.

(3) The operation of EHSZÖB is determined by the rules of procedure approved by it and OHÜB. The rules of procedure may prescribe the tasks for the performance of which EHSZÖB may set up an operative committee.

(4) The university applications to be assessed by EHSZÖB are determined by present Regulations.

(5) The EHSZÖB shall set up subcommittees known as Faculty Grants Committees (hereinafter: KÖB) which are the bodies that assess scholarship applications at the faculty level.

(6) The faculty-level applications that are to be assessed by the KÖB are set out in present Regulations.

(7) The chairman of the KÖB is jointly selected by the Dean, the president of the partial students' union and the Chancellor.

(8) The number of members in the KÖB is prescribed in the Special Provisions with the stipulations that

a) half of its members are members delegated by the Rector and the Chancellor who have civil servant statuses with the University

b) members who have student or PhD statuses with the university are delegated by the Faculty partial students' union and the EDÖK. PhD members of the KÖB shall make up no more than 25% of the committee.

(9) The operation of KÖB is determined by the rules of procedure approved by it and EHSZÖB. The rules of procedure may prescribe the tasks for the performance of which KÖB may set up an operative committee.

## DIRECT PAYMENTS TO STUDENTS PERFORMANCE-BASED GRANTS ACADEMIC SCHOLARSHIP

**Decree Section 10(8) In the case of an additional (parallel) student status, the academic scholarship specified in point aa) of Section 85/C. of the Nftv. may be awarded on the basis of the Student's academic performance in the first and in the additional Bachelor's or Master's programme.**

**Decree Section 13(1) The academic scholarship may be allocated for a period of one semester. In the higher education institution, maximum 50% of the students participating in state-funded full-time training programmes may receive academic scholarships, with the addition that the monthly amount of the academic scholarship allocated to individual students has to reach the amount corresponding to five percent of the normative funding per student.**

**(2) During the allocation of the academic scholarship - when determining the scope and the number of the recipients - it shall be ensured that the achievements realised based on identical or similar academic requirements may be comparable, and that the allocated grants shall be of equal amount.**

**(3) The Student who enrols to the higher education institution for the first time may not receive academic scholarships for his/her first semester following the enrolment.**

**(4) In the case of a Student who has previously pursued studies in a higher education institution, the conditions of receiving an academic scholarship in the recipient institution shall be governed by the regulations concerning fees and grants of the recipient institution.**

[505] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.

## Section 100[506]

(1) Students may apply for study grants after registering for the relevant semester.
(2) The amount of the scholarship is determined by the Office of Educational Affairs, and the methods and guidelines for its calculation as well as the assessment of the academic performance of transfer students is laid out in the Special Provisions.
(3) The university-wide rules for determining the amount of the academic scholarship are as follows:
a) the student is eligible to receive the scholarship in every Hungarian state-financed/(partially) state-funded programme
b) only the study units completed in last active semester of the relevant programme shall be taken into account when calculating the scholarship if the programme is state-financed/(partially) state-funded.
(c) The study unit completed in accordance with the rules laid out in Section 28 (5) and Section 42 (4) shall be taken into account when calculating the scholarship.
(4) Students whom the faculty academic committee allows to withdraw their registration for a semester in which they would have been entitled to an academic grant will not receive the grant in their following active semester.

**Decree Section 10 (4) The institutional professional and research scholarships are optional allowances granted to students who perform activities going beyond curricular requirements. They are allocated - in accordance with the procedural steps and principles specified in the regulations concerning fees and grants - on the basis of application for a specified period of time and are either paid on a monthly basis or at one time.**

### RESEARCH SCHOLARSHIP

## Section 101

(1) Students who actively participate in research or have outstanding research achievements are eligible for the research scholarship.
(2) The opening of applications for the scholarship and the rules for awarding it are set out by the EHSZÖB at the university level and by the KÖB at the faculty level. The requirements for applying for the scholarship shall be determined and published on the EKÖK website no later than 30 days ahead of the deadline for submitting the applications.
(3) [507] The monthly amount of research scholarship shall not exceed
a) 400% of the student normative valid at the time of the approval of the grant if there are at least 50 other students apart from the applicant who take part in the research activity that the applicant is taking part in,
b) 300% of the student normative valid at the time of the approval of the grant if there are no more than 49 other students apart from the applicant who take part in the research activity that the applicant is taking part in,
c) 200% of the student normative valid at the time of the approval of the grant if the applicant is the only student taking part in the given research activity.

### FINANCIAL SUPPORT FOR PARTICIPATING IN ACADEMIC COMPETITIONS AND CONFERENCES

## Section 102

(1) Students may be eligible for financial support for participating in academic competitions and conferences.

[506] Established by Senate Resolution CXCIX/2015. (XII. 14.). Effective date: 15 December 2015.
[507] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

(2) The opening of applications for the grants charged against the funds specified in Section 94 (2) a), the conditions of applying and the assessment of the applications is carried out by the subcommittee set up by the Talent Management Council for the performance of this task, while the opening of applications for the grants charged against the funds specified in Section 94 (2) b), the conditions of applying and the assessment of the applications is carried out by the KÖB. The requirements for applying for the scholarship shall be determined and published on the EKÖK website no later than 30 days ahead of the deadline for submitting the applications.
(3) The monthly amount of financial support awarded under the disbursement title of financial support for participating in academic competitions and conferences cannot exceed 300% of the student normative valid at the time of the approval of the grant.

**PUBLIC SERVICE SCHOLARSHIP**

**Section 103**

(1) The public service scholarship can be granted to elected members of the student or doctorate union during their term in office or to students who carry out a level of public service that goes beyond curricular requirements.
(2) The amount of public service scholarship an elected member of the students' union is determined by the assembly of delegates of the EHÖK, the amount of public service scholarship an elected member of the doctorate union (hereinafter: EDÖK) is determined by the assembly of delegates the EDÖK, the amount of public service scholarship an elected member of the faculty partial students' union is determined by the assembly of delegates of the faculty partial students' union.
(3) The amount of the scholarship money determined in paragraph (2) shall be published on the websites of the EDÖK and the EHÖK.
(4) The public service scholarship application of the student whose university public service goes beyond curricular requirements is opened and assessed by the EHSZÖB, while the public service scholarship application of the student whose faculty public service goes beyond curricular requirements is opened and assessed by the KÖB.
(5) Elected members of the student and doctorate unions are eligible for one public service scholarship a month for the tasks carried out in their fields of service.
(6) The fact that the Student receives the faculty public service scholarship, as well as the aim and amount of the scholarship may be announced publicly in accordance with the provisions of the University's Data Management Regulations[508]. By submitting an application for the public service scholarship or for the post that entitles him/her to the scholarship, the Student acknowledges the above fact.
(7) [509] The monthly sum of the public service scholarship cannot exceed 200% of the student normative valid at the time of the approval of the grant.

**SPORTS SCHOLARSHIP**

**Section 104**

(1) Students with outstanding achievements in the field of sports, students who participate in sporting activities or students who organise sporting activities may be awarded the sports scholarship.
(2) The opening of applications for the grants charged against the funds specified in Section 94 (2) a), the conditions of applying and the assessment of the applications is carried out by the EHSZÖB, while the opening of applications for the grants charged against the funds

[508] Established by Senate Resolution CXIII/2018. (V. 28.). Effective date: 28 May 2018.
[509] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

specified in Section 94 (2) b), the conditions of applying and the assessment of the applications is carried out by the KÖB. The requirements for applying for the scholarship shall be determined and published on the EHÖK website no later than 30 days ahead of the deadline for submitting the applications.

(3) [510] The monthly amount of sports scholarship shall not exceed

a) 400% of the student normative valid at the time of the approval of the grant if there are at least 50 other students apart from the applicant who take part in the sporting activity that the applicant is taking part in,

b) 300% of the student normative valid at the time of the approval of the grant if there are no more than 49 other students apart from the applicant who take part in the sporting activity that the applicant is taking part in,

c) 200% of the student normative valid at the time of the approval of the grant if the applicant is the only student taking part in the given sporting activity.

(4) [511] The Student's receipt of a university or faculty sports scholarship, along with the purpose and amount of the scholarship money, may be made public, in line with the provisions laid out in the University's Data Management Regulations512. The Student acknowledges this by submitting their application for the scholarship.

**CULTURE SCHOLARSHIP**

**Section 105**

(1) Students with outstanding achievements in the field of culture or students who organise cultural activities may be awarded the culture scholarship.

(2) The opening of applications for the grants charged against the funds specified in Section 94 (2) a), the conditions of applying and the assessment of the applications is carried out by the EHSZÖB, while the opening of applications for the grants charged against the funds specified in Section 94 (2) b), the conditions of applying and the assessment of the applications is carried out by the KÖB. The requirements for applying for the scholarship shall be determined and published on the EHÖK website no later than 30 days ahead of the deadline for submitting the applications.

(3) 513The monthly amount of sports scholarship shall not exceed

a) 400% of the student normative valid at the time of the approval of the grant if there are at least 50 other students apart from the applicant who take part in the cultural activity that the applicant is taking part in,

b) 300% of the student normative valid at the time of the approval of the grant if there are no more than 49 other students apart from the applicant who take part in the cultural activity that the applicant is taking part in,

c) 200% of the student normative valid at the time of the approval of the grant if the applicant is the only student taking part in the given cultural activity.

(4) [514]The Student's receipt of a university or faculty culture scholarship, along with the purpose and amount of the scholarship money, may be made public, in line with the provisions laid out in the University's Data Management Regulations515. The Student acknowledges this by submitting their application for the scholarship.

---

[510] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[511] Enacted by Senate Resolution CLXXVII/2016. (VI. 27.) on the adoption of the University's data protection, data security and data management regulations.
[512] Established by Senate Resolution CXIII/2018. (V. 28.). Effective date: 28 May 2018.
[513] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[514] Enacted by Senate Resolution CLXXVII/2016. (VI. 27.). Effective date: 28 June 2016.
[515] Established by Senate Resolution CXIII/2018. (V. 28.). Effective date: 28 May 2018.

## PROFESSIONAL SCHOLARSHIP

### Section 106

(1) Students whose professional achievements go beyond curriculum requirements or students with outstanding professional achievements may be awarded the culture scholarship.

(2) The conditions of applying for the scholarship and the assessment of the applications is carried out by the KÖB. The requirements for applying for the scholarship shall be determined and published on the EHÖK website no later than 30 days ahead of the deadline for submitting the applications.

(3) [516] The monthly amount of sports scholarship shall not exceed 200% of the student normative valid at the time of the approval of the grant.

## COMPENSATION FOR SIMULTANEOUSLY PURSUED STUDIES

### Section 107

(1) [517]The following students may receive compensation for simultaneously pursued studies: who simultaneously participate at the University – or at the same faculty – in active state-financed/(partially) state-funded and in active tuition-paying Bachelor's, Master's or undivided long programmes or in higher education vocational training provided that he/she meets the following requirements:

a) the number of their active semesters did not exceed the education period calculated in semesters either in the state-financed/(partially) state-funded or the tuition-paying programme

b) they were not transferred to the tuition-paying course category within the framework of the reallocation process

c) they were not given exemption from paying tuition or the head of the faculty did not reduce the tuition,

d) they can provide an invoice proving that are tuition-paying students.

(2) The application for a compensation for simultaneously pursued studies shall be assessed at a university level, with the EHSZÖB determining the requirements for its eligibility and assessing the applications. The requirements for applying for the compensation shall be determined and published on the university/EHÖK website no later than 30 days ahead of the deadline for submitting the applications.

(3) The maximum amount of compensation a student can receive for pursuing simultaneous studies is 80% of his/her tuition. If both of the student's programmes are tuition-based programmes, he maximum amount of compensation the student can receive is 80% of the tuition of one of the programmes.

## ERASMUS+ START

### Section 108[518]

(1) Students eligible for Erasmus+ Start support are students pursuing studies abroad within the framework of the Erasmus+ programme. The application for the support shall be opened and assessed by the EHSZÖB. The requirements for applying for the compensation shall be determined and published on the university/EHÖK website no later than 30 days ahead of the deadline for submitting the applications.

---

[516] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[517] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[518] This Section and the subtitle above established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.

(2) The amount of financial support paid under the disbursement title of Erasmus+ Start support shall not exceed 200% of the student normative valid at the time of the approval of the grant.

### GOOD STUDENT, GOOD ATHLETE SCHOLARSHIP

### Section 109

(1) Students with outstanding academic and sporting achievements are eligible for the Good student, good athlete scholarship. Applications for the scholarship shall be opened and assessed by the EHSZÖB. The requirements for applying for the scholarship shall be determined and published on the university/EHÖK website no later than 30 days ahead of the deadline for submitting the applications.

(2) [519]The monthly amount disbursed under the title of Good student, good athlete scholarship shall not exceed 200% of the student normative valid at the time of the approval of the grant.

### ARTS SCHOLARSHIP

### Section 109/A[520]

(1) Students with outstanding artistic achievements are eligible for the Arts Scholarship.

(2) The opening of applications for the Arts Scholarship charged against the funds specified in Section 93 (2) a), the conditions of applying and the assessment of the applications is carried out by the EHSZÖB, while the opening of applications for the grants charged against the funds specified in Section 93 (2) b), the conditions of applying and the assessment of the applications is carried out by the KÖB. The requirements for applying for the scholarship shall be determined and published on the EHÖK website no later than 30 days ahead of the deadline for submitting the applications.

(3) [521]The monthly amount disbursed under the title of Arts Scholarship shall not exceed 200% of the student normative valid at the time of the approval of the grant.

### NATIONAL HIGHER EDUCATION SCHOLARSHIP[522]

**Decree Section 24(1): The National Higher Education Scholarship may be awarded for a whole academic year (10 months). The monthly amount of the Scholarship shall correspond to one-tenth of the amount specified under this title in the Budget Act.**

**(2) The number of students entitled to receive the National Higher Education Scholarship may correspond to 0.8% of the total number of students participating in state-financed full-time Bachelor's, Master's or undivided programmes based on the statistical data of 15 October of the previous year, but at least one person per institution.**

**(3) Those students who participate in Bachelor's, Master's or undivided programmes and who - during their present or previous studies - were registered to at least two semesters and who obtained at least 55 credits may be awarded the National Higher Education Scholarship.**

**(4) The National Higher Education Scholarship may be awarded on the basis of application. The call for application - with the principles of assessment - shall be published 30 days before the due date in the higher education institution. The student shall submit his/her application to the higher education institution. Submission of the application is conditional upon the student pursuing a full-time programme at the time of its submission. Based on the submitted applications, the Senate makes a recommendation concerning the allocation of the Scholarship to the Minister until 1 August of each year separately for students participating in Bachelor's, Master's and undivided programmes.**

**(5) The National Higher Education Scholarship awarded for the given academic year may only be paid in the given academic year.**

---

[519] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[520] Section and preceding title enacted by Senate Resolution VII/2017. (I. 16.). Effective date: 17 January 2017.
[521] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[522] Sub-head established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

**(6) If the Student's student status is terminated or suspended due to any reasons, he/she will no longer be entitled to receive the National Higher Education Scholarship.**

**(7) If it is established during the appeal procedure that the Student whose application was rejected deserves the Scholarship and that he/she is entitled to receive it pursuant to the conditions specified in paragraphs (1)-(6) and to the institutional quota, but he/she did not receive it due to the institution's procedural error, the Minister is entitled to award the Scholarship of the Republic to the student in question based on the institution's recommendation. In these cases, the Student may not be taken into consideration during the allocation of funds for the National Higher Education Scholarship. For the student concerned, the institution shall pay the scholarship from its own revenues or from the student appropriation.**

**(8) The Student receiving the Scholarship of Republic of Hungary may not be excluded from the allocation of the study grant.**

## Section 110

(1) [523]The applications for the National Higher Education Scholarship shall be submitted at the Office of Educational Affairs. The Office of Educational Affairs may not accept applications after the expiration of the deadline.

(2) The applications shall be ranked in accordance with the principles laid down in the Special Provisions.

(3) [524]If the Student did not receive the National Higher Education Scholarship due to the Faculty's fault, the funds of the National Higher Education Scholarship shall be provided to the Student from the Faculty's own revenues.

(4) The applications ranked by the Faculty shall be transferred to the Vice Rector for Education by the Head of the faculty at the latest 20 days before the due date specified in Section 24 of the Decree.

(5) The Vice Rector for Education shall transfer the ranked applications – with taking into consideration the appeal procedures as well – to the Minister responsible for education.

(6) The applicant shall obtain the documents necessary for the application. All titles shall be justified separately with an authentic document. The document shall become authentic with the signature of the person justifying the title and with an official seal. No points may be awarded to a title that is not justified by an authentic document.

(7) The documents that may be rectified shall be announced clearly by the Office of Educational Affairs in the faculty's call for application. The documents that may not be rectified may not be submitted after the expiration of the deadline. In the absence of the necessary documents, the application will be rejected by the faculty's decision-making body responsible for the assessment of the applications.

### GRANTS BASED ON SOCIAL CRITERIA
### BASIC SUPPORT (FIRST REGISTRATION SUPPORT)

**Decree Section 15(1) The Student who establishes a student status for the first time in a state-financed, full-time higher education vocational training, Bachelor's or undivided long programme may be awarded - upon his/her request, at the first registration - a basic support corresponding to 50% of the normative funding per student, provided that he/she fulfils the conditions set out in Section 16(2)-(3).**

**(2) The Student who establishes a student status for the first time in a state-financed, full-time Master's programme may be awarded - upon his/her request, at the first registration - a basic support corresponding to 75% of the normative funding per student, provided that he/she fulfils the preconditions set out in Section 16(2)-(3).**

## Section 111

(1) The basic support is awarded based on submission of an application.

(2) The applications are opened and assessed by the EHSZÖB.

---

[523] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

[524] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

**REGULAR SOCIAL GRANT**

**Decree Section 16(1): The regular social grant is an allowance granted based on the Student's social condition - in accordance with the procedural steps and principles set out in the institutional regulations concerning fees and grants - for one semester and is paid on a monthly basis.**

**(2) The monthly amount of the regular social grant may not be less than 20% of the annual normative funding per student, provided that the Student is entitled to receive the regular social grant based on his/her social condition pursuant to Section 21 of the Regulations, and the Student:**

**a) lives with disabilities or is in financial need due to his/her health condition,**

**b) is severely disadvantaged,**

**c) is the breadwinner, or**

**d) lives in a large family, or**

**e) is an orphan.**

**(3) The monthly amount of the regular social grant may not be less than 10% of the annual normative funding per student, provided that the Student is entitled to receive the regular social grant based on his/her social condition pursuant to Section 21 of the Regulations, and the Student is:**

**a) disadvantaged, or**

**d) no longer under legal guardianship because he/she has come of age, or**

**c) half-orphan.**

**(4) The monthly amount of the regular social grant may not be less than 10% of the annual normative funding per student, if the Student receives grants – not allocated for the duration of the programme – specified in section 26-26/A.**

## Section 112

(1) Grants disbursed under the titles listed in Section 90 (4) points a)-c) (hereinafter in this passage: regular social grants) may be disbursed based on students' social condition, by submitting an application.

(2) Applications for the scholarship shall be opened and assessed by the EHSZÖB. The general rules of determining the Student's social conditions shall be governed by the Decree and the Annex of the present Regulations. The requirements for applying for the grant shall be determined and published on the university/EHÖK website no later than 30 days ahead of the deadline for submitting the applications.

(3) The monthly amount disbursed under the title of regular social grant shall be no less than 5% of the student normative valid at the time of the approval of the grant.

(4) Students who supply false information for assessing their social situations shall be subject to disciplinary proceedings pursuant to Chapter XI of present regulations.

**IRREGULAR SOCIAL GRANT**

**Decree Section 10 (3) […]Under the title specified in points ba)-bb) section 85/C. of the Nftv., students entitled for social grants may be awarded grants.**

**g) students entitled to receive social allowances: those students participating in full time higher education vocational training, Bachelor's or Master's programme, undivided long programme or PhD programme, who**

**ga) participate in state-financed training or who receive (partial) scholarship from the Hungarian state, or**

**gb) started their studies in state-financed/(partially) state-funded training, and who would be entitled to participate in state-financed/(partially) state-funded training based on the number of semesters they commenced in the given programme;**

**[…]**

**Decree Section 17(1): The irregular social grant is a one-time allowance paid - in accordance with the procedural steps specified in the institutional regulations concerning fees and grants - in order to support students whose social conditions have suddenly deteriorated.**

**(2) The irregular social grant may be awarded on the basis of application. The submitted student requests shall be assessed at least once in a month. The payment shall be executed within eight working days of the decision.**

## Section 113[525]

(1) The fund allocated for the irregular social grant shall primarily serve to provide exceptional support for students.

(2) Applications for the scholarship shall be opened and assessed by the EHSZÖB. The requirements for applying for the grant shall be determined and published on the university/EHÖK website no later than 30 days ahead of the deadline for submitting the applications.

### BURSA HUNGARICA HIGHER EDUCATION LOCAL GOVERNMENT SCHOLARSHIP, INSTITUTIONAL SHARE

**Decree Section 18(2) Those students shall be entitled for the Bursa Hungarica Scholarship who have been granted benefits by their local government within the framework of the Scholarship system, and who pursue their studies in full-time Bachelor's or Master's programmes, undivided long programme, higher education or higher-level vocational training.**

**(3) The source of the institutional share of the grant shall be the allocated funds specified in the institutional budget.**

**(5) The maximum amount of the institutional share per person (hereinafter: maximum amount) shall be published once a year by the Minister on the website of the ministry.**

**(6) The monthly amount of the institutional share corresponds to the share of the local government, but it cannot exceed the maximum amount specified in paragraph (5).**

**(7) The grants determined within the framework of the Scholarship system may only be allocated based on the student's social conditions. His/her academic performance shall not be taken into consideration.**

**(8) The institutional share is independent from all other benefits granted in the institution.**

## Section 114

The payment of the Bursa Hungarica Higher Education Local Government Scholarship shall be executed centrally from the allocated funds specified in Section 18 of the Regulations.

### NORMATIVE GRANTS FOR INTERNATIONAL STUDENTS

**Decree Section 26(2) The monthly amount of the scholarship from the Ministry responsible for education corresponds:**

**b) in the case of students participating in other Bachelor's or Master's programmes, to 34% of the annual normative funding per student specified in the Budget Act,**

**c) in the case of PhD students, to one-twelfth of the annual normative funding allocated to this cause in the Budget Act.**

**(3) The scholarship from the Ministry responsible for education shall be paid by the higher education institution with which the Student has a student status.**

**Decree Section 26/A (1) The minister in charge of education may grant a János Hunyadi Scholarship to Hungarian students from beyond the border participating in a state-funded programme at a nationally-recognised higher education institution, not including students taking part in a doctoral programme.**

**(2) For full-time students, the scholarship shall cover 10 months of the academic year, with the monthly per-person amount being HUF 30,000. For students pursuing part-time programmes, the scholarship shall cover the duration of the part-time programme, with the monthly per-person amount being HUF 80,000.**

## Section 115

The payment of the scholarships for foreign students granted by the Minister responsible for education shall be executed centrally in the amount specified in Section 26 of the Decree.

[525] Established by Senate Resolution CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.

## FINANCIAL SUPPORT FOR THE COMPLETION OF TRAINEESHIPS

**Section 14/A 44(1) Financial support for the completion of traineeships is available to students who complete an traineeship with a duration of no more than one semester as stipulated in the completion and exit requirements for a period of no more than one semester.**

**(2) The conditions for being eligible for financial support for the completion of traineeships are laid out in the university's fees and grants regulations and state that students eligible for the grants are those who complete their traineeships away from the university's premises and are not given dormitory placement, and for whom the distance between the premises where the traineeship is completed and the student's accommodation corresponds to the distance prescribed in the institution's regulations.**

**(3) The monthly amount disbursed under the title of financial support for the completion of traineeships shall be no more than 10% of total annual student normative.**

### Section 116

Applications for financial support for the completion of traineeships shall be opened and assessed by the KÖB. The requirements for applying for the grant shall be determined and published on the university/EHÖK website no later than 30 days ahead of the deadline for submitting the applications.

## SCHOLARSHIP FOR PHD STUDENTS

**Decree Section 14 (1) The source of the scholarship awarded to the registered PhD students participating in full-time state-financed/(partially) state-funded programmes shall be the amount specified in the Budget Act, and 56% of the textbook and note, sports and cultural normative funding.**

**(2) The scholarship determined in paragraph (1) shall be paid in twelve equal instalments on a monthly basis.**

### Section 117

(1) The PhD student can register for the PhD scholarship after having registered for the relevant semester.

(2) The payment of the scholarship shall be executed centrally in the amount specified in Section 14 of the Decree.

## OTHER GRANTS

**Decree Section 6: Pursuant to the provisions of Section 85/B. of the Nftv., apart from the grants based on social criteria or on academic performance, the higher education institution shall allocate other benefits from its own revenues on the basis of application.**

**Decree Section 2(1):**

**In the application of this decree (...) h) own revenue: training contributions specified in Section 82 (1)-(2), furthermore the administrative service fees specified in the institutional regulations, the revenues from the institution's business activities as well as revenues coming from the subsidies of legal persons, moreover the funding granted on the basis of application to be used specifically to the payment of grants.**

### Section 118

(1) All students may be awarded grants from sources other than the state support that is from the University's own revenue described in the Decree.

(2) The grants may be allocated upon academic, professional, social or public service grounds.

(3) Grants may only be awarded on the basis of application.

## INDIRECT PAYMENTS FOR STUDENTS
## SUBSIDY FOR NOTE PREPARATION, AND THE PURCHASE OF ELECTRONIC TEXTBOOKS, STUDY MATERIALS AND ELECTRONIC EQUIPMENT NECESSARY FOR PREPARATION AS WELL THE PURCHASE OF EQUIPMENT FACILITATING THE STUDIES OF DISABLED STUDENTS

**Decree Section 10(5) the higher education institution may use the amount available for note preparation to prepare notes and deliver them to the students, or to purchase equipment facilitating the studies of disabled students. The Students' union shall comment in advance on the use of the subsidy. The Rector shall annually inform the Students' union on the use of the subsidy.**

**Decree Section 34(1) The share specified in point ea) Section 85/C. of Nftv. may be used to purchase electronic textbooks, study materials and electronic equipment necessary for preparation provided that the institution uses these funds to prepare and to purchase digital study materials or to purchase equipment facilitating the studies of disabled students.**
**(2) The shares specified in paragraph (1) shall be governed by the institution's regulations concerning fees and grants – with the assent of the students' union as specified in the Nftv.**

## Section 119

(1) The subsidy for note preparations and the purchase of electronic textbooks, study materials and electronic equipment necessary for preparation and their distribution to students specified in Section 94 (8) point b) can be used on the basis of application. The opening of the application process and the assessment of the applications is carried out by a committee set up by the Education and Training Council for the performance of the task specified in this paragraph.
(2) The use of funds for the purchase of equipment facilitating the studies of disabled students is governed by the Equality Committee.

### SPORTS AND CULTURAL SUPPORT

**Decree Section 10(6) The higher education institution, or the institutional body specified in the regulations concerning fees and grants shall decide upon the funding of sporting and cultural activates – pursuant to Section 61(2) of the Nftv. – with the assent of the Students' union, with the following specifications:**
**a) cultural activities include in particular cultural activities organised for or provided to the students within the framework of the higher education institution, as well as event planning, career counselling and lifestyle, educational or mental health counselling;**
**b) sports activities include in particular activities organised for or provided to the students within the framework of the higher education institution that promote physical exercise, sport, competition and health education, as well as lifestyle counselling.**

## Section 120

(1) The University provides aid for the organisation of sporting and cultural events from the funds allocated for the support of sporting and cultural events (10-10%). The support shall be allocated for one financial year based on the call for applications announced by the ELTE's Rector and the President of EHÖK. If the application includes the plan to use the University's facilities as well, the detailed budget shall include the user fee of the facilities.
(2) The requirements for applying for the grant described in paragraph (1) shall be determined and published on the university/EHÖK website no later than 30 days ahead of the deadline for submitting the applications. The application requirements must explicitly state the transparency rule laid out in paragraph (3).
(3) The name of the applicants for the sports and cultural support, as well as the grant's amount and aim shall be published on the university/EHÖK website. By submitting the application, the student agrees to this stipulation.

### DORMITORY PLACEMENT

## Section 121

**Dormitory placements shall be determined on the basis of application. The applications shall be assessed within the framework of the scoring system specified in the regulations concerning fees and grants.**
**(2) The scoring system shall be made available before the submission of the applications.**
**(3) In the scoring system, the following shall be taken into consideration: the Student's social condition, his/her academic performance, his/her work in the student community, his/her training schedule, the**

**exemption specified in Nftv. Section 4(4), and if the Student enjoys priority during the assessment of the applications according to Section 41(1) of the Nftv., then the justification of the preconditions specified in the Nftv.**

**(4) The dormitories functioning as colleges for advanced studies or students' hall of residences may apply a scoring system different from the one specified in paragraph (3).**

## Section 122

(1) [526]Placement into a member dormitory of the Dormitory Centre can be secured through the submission of an application. Anyone who has been admitted to the university or who has a student status can apply for dormitory placement.

(2) [527]Students who have not enrolled at the University and who have not registered for the next semester are not entitled to dormitory placement in member dormitory of the Dormitory Centre.

(3) In assessing applications for dormitory placement, disadvantaged students lacking dormitory placement and hence unable to begin or continue their studies in higher education shall enjoy priority.

(4) 30% of the dormitory places reduced by the number of places specified in paragraph (3) shall be reserved to first-year students.

(5) The coordination of the dormitory admission procedure, the assessment of the applications and the notification of students shall be carried out within the Electronic Academic System.

### ADMISSION TO THE DORMITORY CENTRE

## Section 123[528]

(1) The rules and regulations concerning the admission to the Dormitory Service Centre shall be determined by the OHÜB. Pursuant to the Regulations, the admission applications shall be ranked in a scoring system. During the establishment of the classification, the following points shall be taken into account:

a) the Student's social conditions,
b) his/her academic performance,
c) his/her work for the student community,
d) his/her ability to accommodate oneself to the community,
e) his/her training schedule,
f) the distance between his/her residence and the University,
g) his/her participation in a Bachelor's, Master's, undivided long or PhD programme.
h) whether the Student enjoys priority during the admission procedure pursuant to paragraph (1) section 41 of the Nftv., the justification of the conditions of the priority specified in the Nftv.,
i) the fact that the student's disciplinary responsibility is determined by a legally binding decision.

(2) The dormitory placement in the Dormitory Centre shall be valid for the academic year in question.

(3) The deadlines for the dormitory admission procedure for the given academic year shall be set by the service director upon the recommendation of the ELTE Dormitory Students' union.

(4) The Students shall be informed about the relevant deadlines in announcements placed on the notice boards of the Dormitory Centre as well as through the Electronic Academic System.

---

[526] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.
[527] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.
[528] Section and subtitle established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.

(5) The applications to the Dormitory Centre shall be submitted electronically.
(6) Access to Electronic Academic System shall be provided at all faculties and in all dormitories.

**Section 124**[529]

(1) The admission applications to the Dormitory Centre shall be assessed by the Dormitory Admission Committee. The Committee shall take into account:
a) During „first-year" admission procedures, the recommendation of the KolHÖK,
b) During „senior year" admission procedures, the recommendation of the Subassembly of the Dormitory Students' union of the partner dormitory.
(2) The Dormitory Admission Committee shall compile a waiting list for filling up places that become vacant over the course of the academic year. The public employee appointed by the Dormitory Admission Committee is authorised to update the waiting list and fill up the vacant places with students on the waiting list, taking into consideration the recommendation of the Subassembly of the Dormitory Students' union of the partner dormitory.
(3) Members of the Dormitory Admission Committee are the following:
a) the service director, who acts as Chairman of the Committee,
b) three public employees appointed by the Director General of the Dormitory Centre,
c) the Head of the ELTE Dormitory Students' union or his/her representative,
d) three members delegated by the Dormitory Student Sub-union.
(4) The meetings of the Dormitory Admission Committee are called by the Chairman of the Committee.
(5) The Presidents of the university dormitory students' unions, the head of EHÖK and the leader of the Academic Board shall be invited to attend the sessions of the Committee with the right of consultation.
(6) The appeals against the decision on dormitory placements shall be assessed by the Student Appeals Board. The appeal claim shall be addressed to the Chairman of the Board and submitted via the Electronic Academic System.
(7) The Dormitory Students' union of the EHÖK may propose candidates to 5% of all dormitory places from the students entitled to dormitory placement.

**TERMINATION OF DORMITORY MEMBERSHIP**

**Section 125/A**

(1) The student's dormitory membership shall be terminated:
a) when the deadline specified in the decision on admission expires,
b) with the termination of the student status, or for the period of the suspension of the student status,
c) on the day the decision concerning the expulsion from the dormitory becomes binding,
d) if the Student fails to pay the dormitory fee and his/her dormitory membership is cancelled – after having been warned to no avail and after having reviewed the social conditions of the Student –, on the day the decision enters into force,
e) if the Student cancels his/her dormitory membership in writing, on the day indicated in the declaration,
f) the Student shall be granted exemption from the provision of point d) after having been granted deferment to the payment obligation by the Dormitory Leadership Council due to his/her social circumstances.
(2) If the dormitory membership is suspended, the Student may move out of the dormitory for a specified period of time. The suspension claim shall be submitted in writing to the director

[529] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.

of the concerned dormitory. The suspension claim shall be assessed by the Director of the dormitory based on the opinion of the Dormitory Student Committee.

The dormitory membership may be suspended in the following cases:

a) in the event of personal or health-related problems,

b) in the event of a foreign scholarship or a study tour abroad.

**Section 125/B**

(1) The following students shall be eligible for dormitory placement during the summer vacation:

a) PhD students, or those students who pursue academic or scientific activities certified by the Head of their department, or who carry out tasks in favour of the University certified by the faculty's Vice Dean, as well as orphans, students who used to be in state custody, moreover, foreigners who are entitled to a 12-month long placement in accordance with intergovernmental agreements. All of them shall pay a dormitory fee proportional to the duration of their stay.

b) [530]Students who have paid the share of the dormitory fee increased by the Senate proportional to the given period of time, and to whom the service director – upon the recommendation of the students' unions of the dormitory – have granted this opportunity upon their request, on the basis of their social conditions.

(2) [531]The students of the University shall enjoy priority in the summer reservation of dormitory places. Nevertheless, if they are not among the students specified in paragraph (1), they shall pay the (market) price determined by the Dormitory Centre.

**RECORD OF PAYMENTS**

**Section 125**

Students who receive benefits – or whose close relative specified in this section (hereinafter in this section: close relative) receives them – shall not participate in the decision-making process or in the preparation thereof – with relation to his/her own matter or to matters affecting his/her close relative – concerning the allocation of non-social criteria-based grants to the students who are subject to Act CLXXXI/2007 on Transparency of Subsidies Provided from Public Funds. If pursuant to this provision, the Student is not eligible to vote in a matter, he/she shall not be taken into account when determining the quorum during the decision-making process for the given matter.

[530] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.
[531] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.

# CHAPTER VII
# FEES AND CONTRIBUTIONS TO BE PAID BY STUDENTS

## Section 126[532]

(1) The provisions of this chapter shall be applied to all students having a student or guest student status if they have a payment obligation towards the University.
(2) The payment obligations are the following: tuition fee, training contributions, dormitory fees and levies.
(3) The University will automatically settle the student's overdue debts up to the amount on the joint account.
(4) [533]

**Nftv. Section 46 (1): Based on the form of tuition, a student participating in higher education shall be in one of the following categories:**

***a)* students supported by Hungarian State scholarship,**
***b)* students receiving Hungarian State limited grant, and**
***c)* self-financed students.**

**(...)**

**(3) In accordance with the costs of education determined by law for students granted Hungarian State scholarship, the State shall cover the full cost of training, and part of the cost of the programs pursued by students receiving Hungarian State limited grant, whereas the costs of tuition-based training shall be covered either by the student or the natural person or legal entity bearing the fee payable for tuition-based training. The repayment obligations determined by the body responsible for keeping records on the fulfillment of conditions for Hungarian state scholarships in respect of training programs supported by Hungarian State scholarship or limited grant shall be treated as outstanding public dues enforced as taxes. A Hungarian State scholarship or limited grant may be granted to any student participating in any training cycle, tertiary vocational or postgraduate specialization course, irrespective of the mode of study.**

**Decree Section 36(1): The student**

**a) whose student status was established before 31 December, 2006 and who**

**aa) participated in a tuition-paying training and on the first day of the semester (term time), he/she received pregnancy-maternity benefits, childcare allowance, child-rearing allowance or childcare benefits, or**

**ab) as a student of Hungarian nationality having already obtained a certificate in general education or in religious education-educator training programme pursues additional studies – in order to obtain a certificate in a second general education training programme – for a period of time determined in the qualification requirements of the given education programme, and**

**b) who, on the first day of the semester (term time), fulfils the requirements set out in points aa) or ab),**

**shall not be obliged to pay tuition-fee in the semester (term time) specified in point b), in the programme or training in which he/she – before the present decree entered into force – had enjoyed exemption from the paying of tuition fee based on the provisions of points aa) or ab).**

## Section 127[534]
## Section 128[535]

### TUITION FEE[536]

**Nftv. Section 83 (1): Self-financed students shall pay a tuition for the services set out in Subsections (1)-(2) of Section 81 and pay fees for the services listed in Subsections (1)-(2) of Section 82.**

---

[532] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[533] Repealed by Senate Resolution LXXXV/2022. (VI. 1.). Repealed: 31 May 2022.
[534] Repealed by Senate Resolution CCII/2008. (VI. 30.). Effective date: 1 July 2008.
[535] Repealed by Senate Resolution CCII/2008. (VI. 30.). Effective date: 1 July 2008.
[536] Title established by Senate Resolution CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

**(2) The regime for determining the tuition and fees shall be laid down in the fees and allowances policy, on the basis of which the higher education institution shall set the amounts of tuition and fees in the student training contract..**
**Nftv. Section 73 (3): The maintainer shall**
**(…)**
**j) grant its approval required for the higher education institution for determining the costs of its training activities**

## Section 129[537]

(1) The amount of the tuition fee payable by students beginning their studies in the academic year in question for each programme, along with the tuition fee per credit in the case of guest student programmes referred to in Section 43 shall be determined with the chancellor's approval on a yearly basis by the Faculty Council. In the case of general education teacher training programmes subject to the provisions laid out in Nftv., the tuition fee is determined by the Conciliation Board of the Teacher Training Centre.
(2) The tuition fees payable during the first year in the full tuition course category shall be published in the Guide for Admission to Higher Education.
(3) The formal requirements of the contract between the tuition-paying student and the University shall be specified by an order. On behalf of the University, the contract is signed by the Dean.

**Nftv. Section 49 (2a) Students shall be enabled to include in their individual study schedules, without having to pay any additional cost or fee,**
***a)*** **courses with a total credit value that exceeds the total number of credits required by at least ten percent, and**
***b)*** **courses taught in a language other than Hungarian up to ten percent of the total number of credits required.**

## Section 130

(1) [538] Pursuant to paragraph (4) section 58 of the Regulations, the Student taking more courses (including retaking courses not completed for any reason) than specified in paragraph (2a) point a) of Section 49 of the Nftv. shall pay a credit fee (students enrolled in programmes launched before September 2012), or a tuition fee (for programmes launched after September 2012). The Dean may grant an exemption from the payment obligation for courses organised based on inter-faculty agreements, as well as in cases specified in the Special Provisions.
(2) [539]
(3) [540] The credit fee and the tuition fee shall be paid after the Student has exceeded the 10% extra credits that he/she is entitled to take without having to pay tuition or credit fee.
(4) [541] In relation to students who commenced their state-financed studies before 1 September, 2006
a) those students may be required to pay a tuition fee whose active semesters in a state-funded programme exceed the training period specified in the programme and outcome requirements;
b) the payment of the tuition fee shall not put the students in a less favourable position than they would have been in the case of a payment according to the previous faculty regulation.
The Special Provisions may deviate from the provision of this paragraph.

---

[537] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[538] Last sentence enacted by Senate Resolution LXIX/2019. (V. 27.). Effective date28 May, 2019.
[539] Repealed by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May, 2019.
[540] Established by Senate Resolution CCXLVIII/2012. (XII. 17.). Effective date:18 December, 2012.
[541] Last sentence established by Senate Resolution CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

(5) [542]Every first registration for
a) courses in the curriculum,
b) elective courses up until the credit value required for obtaining the degree certificate is deducted from the 100%.

(6) [543]Every additional course registration is deducted from the 10% for which the Student does not have to pay immediately.

(7) [544]

(8) [545]

**Nftv. Section 83 (3): A proportionate amount - as set out in the organizational and operational regulations - of the costs paid shall be reimbursed to students who give notice of the termination or suspension of student status before the date specified in the organizational and operational regulations.**

**Nftv. Section 43 (3): With a view to enabling the fulfillment of their payment obligations toward the higher education institution, students shall be entitled to payment in installments, deferment and exemption in accordance with the conditions and procedure laid down in the organizational and operational regulations, upon the decision of the rector, of which the maintainer shall be informed.**

## RULES OF PAYING THE TUITION FEE[546]

### Section 131

(1) [547] The Student shall pay the amount of the tuition fee as well as the contribution fee for foreign language training by 15 October in a fall term (or 15 March in a spring term). The timing of the tuition fee payment as well as the establishment of its deadline for an earlier date is specified in the Special Provisions.

(2)[548]

(3) [549] If the tuition-paying student terminates or announces the suspension of their student status during the semester, they shall be entitled to a refund of the amount of the tuition as follows:
a) 90% if the termination of the student status or the notification of the suspension takes place before 15 October in the case of the autumn semester and 15 March in the case of the spring semester,
b) 30% if the termination of the student status or the notification of the suspension takes place after the deadline specified in point a) but by the last day of the term time,
c) if the student terminates or suspends their student status after the last day of the term time, they shall not be entitled to a refund.
If the Student fails to fulfil their tuition payment obligation by the expiry of the student status or the date of the suspension of the student status, they must fulfil the obligation to the amount specified above.
The rules of the Special Provisions may not deviate from this rule.

(4) [550] Within the power conferred to him/her by the Rector, the Head of the faculty – upon request – may allow to make instalment payments or grant deferment to the payment obligation of the tuition fee with regard to the Student's financial standing and academic performance. The Head of the faculty shall set the deadline and determine the method of the payment at the same time.

---

[542] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May, 2019.
[543] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May, 2019.
[544] Repealed by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May, 2019.
[545] Repealed by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May, 2019.
[546] Title established by Senate Resolution CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.
[547] Second sentence established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[548] Repealed by Senate Resolution LXIII/2023. (V. 22.) Senate Resolution. Effective date: 23 May 2023
[549] Established by Senate Resolution LXXXV/2022. (VI. 1.). Effective: 31 May 2022.
[550] Established by Senate Resolution CLXXXI/2013. (V. 27.). Effective date: 28 May 2013.

(5) [551] The Head of the faculty may exercise equity and reduce the amount of tuition fee to paid upon the request of the Student as stipulated in the Special Provisions.

(5a) [552] The requests referred to in paragraphs (4) and (5) shall be submitted through the Electronic Academic System by 17:00 on Saturday in the second week of the term time of the given semester, which are forfeiture deadlines. If the student is reallocated to a tuition-paying programme at a later point, the deadline for submitting the request referred to in paragraphs (4) and (5) shall be the 15th day following the notification of the reallocation.

(6) [553] If the Student fails to pay the tuition fee, the head of the faculty shall warn the Student within one month of the original deadline to fulfil his/her payment obligation.

(7) [554] The student status of the Student who fails to fulfil his/her payment obligation despite the warning – and if he/she was not granted deferment – shall be terminated \[point b) paragraph (4) section 51 of the Regulations]. Moreover, until this decision becomes enforceable, the Student may not register for and take exams and may not register for the next term or take his/her final exam.

(8) [555] The tuition fee shall be paid to the University's account by a transfer initiated from a collective bank account in the Electronic Academic System, by payment card, or – if the Student requests an electronically archived invoice – by bank transfer.

(9) [556]

**Section 131/A[557]**
**Section 132[558]**
**Section 132/A[559]**
**Section 132/B[560]**
**Section 132/C[561]**

## TRAINING CONTRIBUTIONS

**Nftv. Section 82 (1) The following services shall be available to students for a fee in the framework of programs supported by Hungarian State scholarships or limited grants:**

***a)* delivery of courses in languages other than Hungarian, at the students' choice, if such courses are defined in the curriculum of a bachelor or master's program in Hungarian, and are normally delivered in Hungarian, unless the curriculum comprises an academic requirement that is to be fulfilled in a foreign language on a mandatory basis;**

***b)* anything produced by using the assets of the higher education institution and provided for students by the higher education institution if it subsequently becomes the property of the student (e.g. reproduced documents);**

***c)* access to the higher education institution's facilities (libraries, laboratories and IT, sports and recreational facilities) and equipment, used outside the context of services available free of charge;**

***d)* courses resulting in available credits in addition to the mandatory credits and/or those to be provided by the higher education institution on a mandatory basis pursuant to this Act.**

---

[551] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[552] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 1 September 2021.
[553] Established by Senate Resolution CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.
[554] Established by Senate Resolution LXIII/2014. (V. 26.). Effective date: 27 May, 2014.
[555] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021
[556] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[557] Section and preceding sub-head repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[558] Section and preceding sub-head repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[559] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[560] Section and preceding sub-head repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[561] Section and preceding sub-head repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.

**(2) The higher education institution may impose payment obligations in its academic and examination regulations on those who retake an examination in the same subject three or more times or take the same lecture, seminar, consultation, practical course or field study repeatedly, and in its fees and allowances policy on those who fail to meet their obligations set out in the study and examination regulations, or fulfill those obligations in delay. The amount to be paid shall in no case exceed five percent of the mandatory minimum wage for full-time work.**

**Vhr2. Section 9(3): If the student fails to appear at an exam, his/her knowledge cannot be evaluated. The higher education institution shall oblige the Student who has failed to appear at the exam to pay for all the expenses incurred – in accordance with the procedures specified in its regulations on fees and grants– unless the student gives a justifiable excuse for his/her absence.**

## Section 133[562]

(1) [563] The amount and titles of the tuition fees and payment obligations specified in Article 82 (1) of Nftv. shall be determined by the faculty with the approval of the chancellor which provides the service for the tuition fee. If the service is not provided by a faculty, the amounts and titles shall be determined by the chancellor. The amount and titles of the tuition fees and payment obligations specified in Article 82 (2) of Nftv. shall be determined by the Senate with the approval of the chancellor. The tuition fees cannot exceed the amount of the University's relevant expenditures.

(2) [564] Pursuant to the provisions of Article 56 (2) of Vhr2., if the Student fails to appear at an exam without a justifiable excuse specified in Section 71 (7) of the Regulations, the Student is obliged to pay a training contribution specified in paragraph (1).

(3) [565] The credit fee and the tuition fee specified in section 130 of the Regulations qualify as training contribution pursuant to Article 82 (1) of Nftv. which shall be determined

a) with the approval of the chancellor by the faculty responsible for the Student's major, with the exception of the provisions laid out in point b),

b) [566] with the approval of the chancellor by the Conciliation Board of the Teacher Training Centre in the case of general education teacher training programmes.

## Section 134[567]

(1) [568] Training fees are to be paid within 30 days, with the exception of the cases referred to in Sections 137-137/A.

(2) [569]

(3) [570] A Student who fails to meet the payment obligation of the training contribution and the administrative service fees by the specified deadline shall not register for and take the end-term exams, shall not register for the next semester and shall not take the final exam – in the case of any unpaid debt until meeting their payment obligation.

(4) [571] The Student shall be notified of the training fees payable in a personal message sent through the Electronic Academic System.

---

[562] Established by Senate Resolution CCXLVIII/2012. (XII. 17.) Effective date: 18 December 1012.
[563] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 1 September 2021.
[564] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[565] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.
[566] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.
[567] Section and preceding sub-head repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 1 September 2021.
[568] Established by Senate Resolution LXXXVII/2021. (VI. 30.) Effective date: 1 September 2021.
[569] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[570] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019
[571] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.

## Section 135[572]

The tuition fees, as well as the training contributions paid by the students shall constitute the revenue of the concerned organisation unit apart from the current expenses deducted in accordance with the University Management Regulations. The organisational unit shall decide on the use of its revenues within its own authority.

### DORMITORY FEES

**Decree Section 22(3) The classification of individual dormitory places shall be governed by the agreement between the Head of the higher education institution and the Students' union that has to be concluded until 30 May preceding the beginning of the academic year, with the addition that**

**a) the dormitory place in which the plumbing unit is common, 3 or more people are placed in the same room and the building has not been renovated in the last 10 years may only be ranked in Category I.;**

**b) the dormitory place may be ranked in Category II. if fewer than 3 people are placed in one room;**

**c) the dormitory place may be ranked in Category III. if a complete separate plumbing unit is constructed for each room or for two rooms and if fewer than 3 people are placed in one room;**

**d) the dormitory place may be ranked in Category IV. if a complete separate plumbing unit is constructed for each room or for two rooms, if fewer than 3 people are placed in one room and if the building has been renovated in the last 10 years.**

**Decree Section 23(1) In the case of students participating in state-financed programmes or PhD programmes, the monthly amount of the dormitory fee per person specified in the institution's regulations on fees and grants may not exceed**

**a) 8% of the annual dormitory normative funding in the case of a Category I. place;**

**b) 10% of the annual dormitory normative funding in the case of a Category II. place;**

**c) 12% of the annual dormitory normative funding in the case of a Category III. place;**

**d) 15% of the annual dormitory normative funding in the case of a Category IV. place.**

**(2) The basic dormitory services are the following: the continuous assurance of the conditions concerning the operation of a dormitory or students' hall of residence, furthermore the possibility to use personal computers, consumer electronic goods and household appliances with low electricity consumption.**

## Section 136[573]

(1) [574] Every higher education dormitory and college for advanced studies operated by the University shall be classified into different degrees of comfort pursuant to paragraph (3) section 22 of the Decree. The basic services provided by the dormitories are specified in the Rules and Regulations of the Dormitories. The regulations shall be drawn up at the initiative of the organisational unit responsible for the operation of the dormitories, with the approval of the Students' union – and as part of it, the ELTE Dormitory Students' union along with the highest-level bodies of colleges for advanced studies with their own buildings – and in a joint instruction of the Rector and the Chancellory. The same rules shall apply to the amendment of the regulations.

(2) [575] The dormitory fees are specified in the Rules and Regulations of the Dormitories, taking into account the terms and conditions of the dormitory operation, pursuant to the legal provisions in force at any time. Fully 10% of the dormitory fee shall be spent on development.

(2a) [576] As part of student solidarity, a development and compensation budget shall be drawn up in member dormitories and colleges for advanced studies to compensate for tuition-paying students' lost normatives, to offset the depreciation of buildings and equipment and

---

[572] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.

[573] As the references in the following paragraphs were accepted incorrectly, "paragraph (2)" shall be replaced by "paragraph (3)" in the introductory text of paragraph (4), "paragraph (3)" shall be replaced by "paragraph (4)" in paragraph (5), "paragraph (8)" shall be replaced by "paragraph (9)" in paragraph (10), and "paragraph (2)" shall be replaced by "paragraph (3)". Corrected on 28 April, 2011

[574] Established by Senate Resolution CCLXVI/2013. (VII. 1.) Effective date: 1 September 2013

[575] Introduction established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

[576] Established by Senate Resolution CCXXVI/2018. (VIII. 31.). Effective date: 1 September 2018.

to improve student services. The amount of the contribution to be paid into the development and compensation budget is specified in the Rules and Regulations of the Dormitories. Fully 50% of the development and compensation budget - taking into account the recommendation of the ELTE Dormitory Students' union and the highest-level bodies of colleges for advanced studies - shall be spent on the development of services other than basic services.

(3) [577] The Student admitted to the dormitory shall pay the dormitory fee for each calendar month started at the dormitory after moving in, irrespective of which day of the month he/she moves in or out on.

(4) [578]

(5) [579]

(6) [580]

(7) [581] During the course of the semester, the Student shall give notification of his/her intention to move out from the dormitory at least one calendar month in advance, and he/she shall pay the dormitory fee for the incomplete month.

(8) The following students shall not move into the dormitory:

a) [582]

b) those who have been admitted to the dormitory, but did not cancel their membership and failed to move in before the set deadline.

(9) [583]

(10) [584]

(11) The following students may be granted exemption from the obligation to pay the dormitory fee due to their social conditions:

a) students on long-term (foster) care,

b) orphans,

c) breadwinners,

d) students who are no longer under guardianship because they have come of age.

The Dormitory Leadership Council shall decide on the exemption from paying the dormitory fee.

(12) In the case of a Student working in the dormitory, the Dormitory Leadership Council may grant him/her exemption from the payment obligation of the dormitory fee, if the Student submits a written request.

**RULES OF THE PAYMENT AND THE USE OF THE DORMITORY FEE**

**Section 137**

(1) [585]The Student shall pay the dormitory fee by the 20th day of the reference month.

(2) The dormitory fees paid by the students shall be used in accordance with the provision of the University Management Regulations.

(3) [586]If the payment of the grants was delayed, the service director shall exercise equity on late payments of the dormitory fee.

---

[577] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 1 February 2020.
[578] Repealed by Senate Resolution CCLXV/2019. (XII.16.). Effective date: 1 February 2020.
[579] Repealed by Senate Resolution CCLXV/2019. (XII.16.). Effective date: 1 February 2020.
[580] Repealed by Senate Resolution CCLXV/2019. (XII.16.). Effective date: 1 February 2020.
[581] Repealed by Senate Resolution CCLXV/2019. (XII.16.). Effective date: 1 February 2020.
[582] Repealed by Senate Resolution CCLXV/2019. (XII.16.). Effective date: 1 February 2020.
[583] Repealed by Senate Resolution CCLXV/2019. (XII.16.). Effective date: 1 February 2020.
[584] Repealed by Senate Resolution CCLXV/2019. (XII.16.). Effective date: 1 February 2020.
[585] Established by Senate Resolution CCLXV/2019. (XII.16.). Effective date: 17 December 2019.
[586] Established by Senate Resolution CCLXV/2019. (XII.16.). Effective date: 17 December 2019.

## LIBRARY FINE

### Section 137/A.[587]

(1) The order for setting the amount of the library fine is specified in the Rules and Regulations on Library Use, which is Annex 2 of the Organisational and Operational Regulations of the University Library Service.

(2) [588]The Student who fails to pay the library fine by the specified deadline may not register for the end-of-semester exams, start their exams or register for the following semester until they fulfil the payment obligation. The Student who fails to pay the library fine and who fails to return the borrowed items before the due date shall not take his/her final exam.

[587] Established by Senate Resolution CLXVIII/2012. (VI. 25.) Effective date: 1 September 2012.
[588] Established by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 1 October 2022.

# CHAPTER VIII
# RULES OF FIRST-INSTANCE PROCEDINGS IN STUDENT ISSUES

## Section 138

(1) [589] All issues qualify as a student issue in which the person or board specified in paragraph (1) section 139 of the Regulations is entitled to act (take action, make a decision) in relation to the student status, in a matter related to the Student's rights and obligations.

(2) [590]The student shall not suffer any adverse legal consequences in connection with their studies at the University which are the fault of the institution and to which no other legal consequences are attached in the present Regulations.

### AUTHORITY

## Section 139

(1) [591] First instance proceedings fall under the jurisdiction of the Dean, the Vice Dean, the Head of the Office of Educational Affairs and the people, boards and organisational units specified in the Regulations, thus in particular:
a) the Office of Educational Affairs
b) the Board of Studies,
c) the subcommittees of the University Social and Scholarship Committee,
d) the subcommittees of the University Credit Transfer Committee

(2) [592] Pursuant to sections 11 and 126, Volume I. of the Organisational and Operational Regulations, the composition of the bodies specified in paragraph (1) should be governed by the faculty regulations that constitute an annex of Volume I. of the Organisational and Operational Regulations.

(3) [593] The Dean may delegate some of their powers to the Vice-Dean for Education, the chair of the faculty body and the Faculty Education Committee. The Dean may delegate some of the powers of the Faculty Credit Transfer Committee to the Vice-Dean for Education and the head of the Office of Educational Affairs.

### JURISDICTION

## Section 140

(1) [594] Unless otherwise provided in the relevant legislation or in the Organisational and Operational Regulations of the University, the body (person) belonging to the faculty at which the Student pursues his/her studies shall have jurisdiction over the matter.

(2) If there are multiple such faculties, the faculty organising the training to which the Student's request pertains shall have jurisdiction over the matter.

(3) If the Student's request is not connected to the training, his/her home faculty shall have jurisdiction over the matter.

(4) [595]If the Student's request is not directed toward a subject handled by the home faculty, the home faculty's decision shall be tied to the opinion of the faculty in charge of the subject in question (including the Teacher Training Centre).

---

[589] Established by Senate Resolution CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.
[590] Established by Senate Resolution LXIX/2019. (V. 27.). Effective: 28 May 2019.
[591] Introductory text established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[592] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[593] Enacted by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[594] Established by Senate Resolution CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.
[595] Enacted by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.

## THE INSPECTION OF THE AUTHORITY AND JURISDICTION

### Section 141

(1) The body (person) acting in the student issue shall inspect its authority and jurisdiction in all stages of the proceeding. If the absence of authority or jurisdiction is established, the issue must be transferred to the body (person) having authority or jurisdiction. At the same time, the Student – or his/her representative – must be informed of the transfer.
(2) If the person (body) having authority or jurisdiction cannot be determined, or the issue should be transferred to a body (person) that had previously established the absence of such authority or jurisdiction, the appointment of the acting body must be initiated.

## APPOINTMENT OF THE ACTING BODY

### Section 142

(1) The acting body can be appointed upon the initiation of the first instance body (person) or of the Student.
(2) [596]The appointment should happen in the cases specified in paragraph (2) Section 141 of the Regulations as well as when the acting body (person) cannot be determined at the instigation of the proceeding.
(3) The acting body should be appointed by the Rector within 15 days of the submission of the relevant request. This deadline can be prolonged by 15 days on one occasion.

## THE USE OF EQUITY BY THE DEAN

### Section 143

(1) [597]Under special circumstances specified in the Special Provisions, the Dean – upon the Student's request – may permit deviations from any of the rules listed in the Regulations.
(2) For this decision the Dean needs to consult the responsible organisational unit and/or instructor, or the board responsible.
(3) Aggravating family and life circumstances, if proven, are the primary reasons why the Student can submit a request for equity.
(4) [598]The Student cannot submit a request for equity if
a) his/her application was declined,
b) his/her extraordinary conditions were caused by his/her own misbehaviour or negligence, except if the consequence is disproportionate to the gravity of the misbehaviour or negligence.
(5) The Dean cannot grant exemption from the completion of the studies.

## INSTIGATION OF THE PROCEEDING

### Section 144

(1) The proceeding can be instigated by the University or upon the Student's request.
(2) The proceeding is instigated by the University if the University is bound by the relevant legislation or by the Regulations, furthermore, if pursuant to the legislation or the Regulations or the Student applies for the University's invitation to all students or to a part of them (e.g., call for applications etc.).
(3) A proceeding may be instigated upon the Student's request if pursuant to the relevant legislation or to the provisions of the Regulations the Student is entitled to initiate the proceeding.

---

[596] Established by Senate Resolution CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.
[597] Established by Senate Resolution CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.
[598] Established by Senate Resolution CXCI/2017. (VI. 26.). Effective date: 27 June 2017.

(4) In the case of a proceeding instigated upon the Student's request–, the provisions of paragraph (5) of this section should prevail, unless the obligatory form and content are specified– in the relevant legislation or the Regulations.

(5) The request –shall be submitted to the responsible body (person)– in writing. The request shall include:

a) [599] the Student's name, university ID code generated by the Electronic Academic System, mother's maiden name, address, major(s) (including higher education vocational training), and the faculty/faculties at which the Student pursues his/her studies,

b) the addressee of the request, that is, the body responsible for the matter;

c) the regulation on which the request is based;

d) the definite request the Student submits the document for;

e) the facts and conditions serving as justification for the request;

f) authorisation (if the Student has a representative).

(6) [600]The list of the issues whose assessment can only be instigated on the appropriate platform of the Electronic Academic System shall be published according to the methods of the given faculty. In such issues – with the exception of the case specified in paragraph (7) of this section – the request cannot be submitted in any other form.

(7) [601]If the petitioner does not have a university ID code generated by the Electronic Academic System, the request must be submitted in writing with the contents specified in paragraph (5), with the exception of the university ID code.

**Section 145**

In all cases, the request must be assessed based on its content. Incorrect naming of the request cannot result in the rejection thereof.

**DEADLINE TO SETTLE THE ISSUE**

**Section 146**

(1) [602]Unless otherwise set out in the relevant legislation or in the Regulations, the student's issue must be resolved at the latest 30 days after the submission of the request. If necessary, the acting body may prolong this deadline by 30 days. The Student - or his/her representative - must be informed of this decision. If a university body whose meeting schedule is public has authority to handle the issue, the issue shall be handled at the following session of the body if the request was received at least 8 days before the session, unless otherwise stated in the Special Provisions. If the request is not received in time, the issue shall be handled at the next session.

(1a) [603]In cases when a deadline to submit the request is set, the deadline for resolving the issue established in paragraph (1) is counted from the expiration of the deadline to submit the request.

(2) If the acting body had to be assigned, the deadline is calculated from the day on which the assigned body received the documents.

(3) If the Student's request was found incomplete, the first day of the deadline shall be the day on which the Student completed the submission.

(4) If the Faculty Council or the Senate is entitled to settle the issue, the issue must be settled during the next session. It is not obligatory to call an extraordinary session, even if the deadline specified in paragraph (1) cannot be respected otherwise.

---

[599] Established by Senate Resolution CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.
[600] Endorsed by Senate Resolution CXX/2015. (29 June). Effective date: 15 August 2015.
[601] Endorsed by Senate Resolution CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.
[602] Endorsed by Senate Resolution CXX/2015. (29 June). Effective date: 15 August 2015.
[603] Endorsed by Senate Resolution CXX/2015. (29 June). Effective date: 15 August 2015.

**SUBMISSION OF THE REQUEST**

**Section 147**

(1) [604]Depending on the relevant legislation, the Regulations, the relevant advertisement or the provisions of the call for applications, the Student may submit his/her request
a) in person or
b) [605]
c) electronically, on the appropriate platform of the Electronic Academic System, or in its absence, via e-mail.

(2) [606]

(3) [607]In the case laid out in point c) of paragraph (1), the attachment to the request can be a scanned-in document. The attachment can also be an e-mail written by an instructor sent from that instructor's official university e-mail account.

(4) [608]To certify the authenticity of the verification submitted by the Student, the Office of Educational Affairs may mandate the Student to present its original copy.

**PARTICIPATION IN THE PROCEEDING**

**Section 148**

(1) The Student is entitled to participate in the proceeding either in person or through a representative.

(2) The Student is not entitled to have a representative if his/her obligation can only be fulfilled in person.

(3) Only people older than eighteen years of age may act as representatives. Attorneys or law firms may also be authorised.

**AUTHORISATION**

**Section 149**

(1) The authorisation given to persons other than attorneys or law firms is legitimate if
a) the Student has written it by his/her own hand and has signed it personally, or
b) if it is not handwritten, two witnesses confirm with their signatures that the authorisation was signed in their presence by the Student, or the Student recognises the signature as his/her own,
c) or it has been recorded in another conclusive private document.

(2) The authorisation must be signed by the representative as well.

(3) The procedural steps falling under the scope of the authorisation must be clarified in the document.

(4) The representative must submit the authorisation to the responsible body upon first encounter.

**COMMUNICATION**

**Section 150[609]**

(1) Documents may be communicated to the Student

---

[604] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[605] Repealed by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.
[606] Repealed by Senate Resolution LXXXV/2022. (VI. 1.). Effective date: 31 May 2022.
[607] Enacted by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[608] Enacted by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[609] Subsection and preceding sub-head established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.

a) in person;
b) by post;
c) by e-mail.

(2) If the documents are communicated to the Student in person, the fact and the date of the receipt as well as the Student's signature must be indicated on the duplicate.

(3) The communication of documents by e-mail is primarily done via the Electronic Academic System, except if the recipient is not listed in the Electronic Academic System.

(4) The provisions of this section – with the exception of those regarding the communication of documents through the Electronic Academic System – are applicable even if the Student acts through a representative.

**Section 151**[610]

(1) In the case of documents communicated electronically – via the Electronic Academic System or by e-mail – the document shall be deemed to have been duly communicated on the date recorded by the Electronic Academic System at the time of reading, otherwise at the time of it being recorded in the Electronic Academic System or on the fifth day following the date of sending the e-mail.

(2) Documents communicated via e-mail shall be deemed to have been duly communicated

a) on the day of attempted delivery, if the recipient or the person authorised to receive mail refused to accept the document;

b) if delivery was made to the student's address entered into the Electronic Academic System and

ba) delivery was unsuccessful because the recipient or the person authorised to receive mail did not accept the document, and it was returned with the note "not collected," on the fifth working day following the date of the second delivery attempt;

bb) the document was returned with the note "recipient unknown" or "moved away", on the fifth working day following the date of the delivery attempt.

**SUMMONS**

**Section 152**

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

(2) The acting body, the case number, the subject of the case, the date of the hearing, the capacity in which the person will be heard (e.g., witness) and the relevant issue must be indicated in a summons.

(3) [611]The provisions of Section 151 of the Regulations are applicable to the communication of the summons, with the addition that the party appearing in person may be summoned to another hearing orally. Furthermore, in urgent cases, the party concerned may be summoned by telephone.

(4) oral summons must be registered in the minutes of the personal hearing, whereas a summons by telephone must be registered in a separate note.

(5) [612]If the party concerned has a representative, a summons to a personal hearing must be communicated to both parties.

[610] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[611] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[612] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.

## CALCULATION OF DEADLINES, DUE DATES

### Section 153

(1) Deadlines must be calculated in either calendar days, months or years.
(2) The starting day of the deadline is the day on which the event serving as basis to the deadline occurred. In the case of a deadline calculated in days, the starting day is not taken into consideration.
(3) [613]If the last day of the deadline or the due date falls on a Sunday or a bank holiday, the deadline and due date shall expire on the next workday. This provision shall not apply to administration or payments conducted via the Electronic Academic System.
(4) [614]Deadlines and due dates may be set by the relevant legislation, by the Regulations, by the call for applications or in the absence of such provisions, by the acting body.
(5) [615] Deadlines and due dates can only be prolonged if the relevant legislation or the Regulations provide so.

## OMISSION

### Section 154

(1) Unless otherwise provided in the relevant legislation or in the Regulations, the person who misses the deadline shall no longer meet it effectively.
(2) If the deadline was not respected due to a well-known natural event or other extraordinary circumstances, the missing of the deadline shall not be taken into consideration.
(3) [616]

## EXCUSES

### Section 155

(1) In the case of a missed deadline, the Student can submit an excuse request.
(2) The excuse request shall contain the justification of the missed deadline, proving that it did not happen out of the Student's own fault. Moreover, the Student needs to provide the necessary corrections.
(3) No excuse request may be submitted if it is excluded by the relevant legislation or the Regulations, or if another set deadline is missed because of the excuse request.
(4) The excuse request must be submitted to the acting body within 8 days of the due date or of the last day of the deadline. If the Student learns about the omission later, or if the obstacle is removed later, the deadline shall be calculated from the day on which the student learnt about the omission, or the day on which the obstacle was removed. No excuse request may be submitted after the 30th day from the missed due date or the last day of the deadline.
(5) [617] If the Student is proven to have been hindered in submitting the request on time by an IT system error on the side of the University (Electronic Academic System, e-mail server), the Student's request shall be accepted (even in the case of limitation period deadlines), even if prohibited by the present Regulations.

## PROVIDING CORRECTIONS

### Section 156

(1) If the Student's request is found incomplete – it does not contain the information specified in the relevant legislation, the Regulations, in particular paragraph (5) of section 144

[613] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.
[614] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.
[615] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.
[616] Repealed by Senate Resolution LXXXV/2022. (VI. 1.). Repealed: 31 May 2022.
[617] Enacted by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

thereof, or in the call for applications – he/she must be informed about providing the necessary corrections at short notice (within a maximum of 8 days).

(2) [618]The notice for correction may be communicated
a) in person
b) by mail, or
c) electronically

(3) The notice for correction must indicate the incomplete parts and the necessary corrections. Moreover, it must remind the party concerned that if he/she fails to provide the necessary corrections, his/her request will be rejected by the acting body, or the acting body will assess the request based on its incomplete content.

### MINUTES

### Section 157

(1) A minutes shall be prepared of the public council or board meeting preceding the decision, of all separate personal hearings and in the cases specified by the Regulations.

(2) [619] The minutes shall be prepared in accordance with the provisions of paragraph (1) in writing or in a sound recording. If the minutes are prepared in a sound recording, the recording shall be handed over or a transcript must be made of the recording within 8 days.

(3) [620]The minutes must contain the name of the acting body, the place and date of the creation of the minutes, the name of the person participating in the hearing, his/her mother's name, his/her ID card number, address, in the case of a student, his/her university ID number generated by the Electronic Academic System, his/her role in the issue (submittee, representative, witness, expert etc.), reminder of the rights and obligations, statements significant to the issue, and finally – in the case of written minutes – the signature of the persons participating in the hearing, of the acting persons and of the keeper of the minutes.

### SUBMISSION OF THE REQUEST

### Section 158

(1) The Student's request shall be assessed by the acting body without a hearing, in a hearing or at a board meeting.

(2) If the rules of the assessment are not specified in the relevant legislation or in the Regulations, the request must be assessed without a hearing. However, the Student may be heard if necessary or upon his/her request.

### FIRST-INSTANCE DECISION

**Nftv. Section 57 (2): The higher education institution shall - in the cases specified in this Act, the relevant government decrees and its organizational and operational regulations, and if so requested by the student - notify the student in writing of decisions that concern him or her. The decision adopted by the higher education institution concerning the student shall be definitive if the student concerned fails to lodge an appeal within the time limit specified in Subsection (3) or has waived the right to lodge an appeal.**

### Section 159

(1) [621] The first instance body/ person shall issue a decision.

---

[618] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[619] Established by Senate Resolution CXX/2015. (29 June). Effective date: 15 August 2015.
[620] Established by Senate Resolution CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.
[621] Established by Senate Resolution CCLXII/2007. (XII. 17.). Effective date: 1 January 2008.

(2) [622]Notices concerning the practice of general student rights and the fulfilment of obligations as well as information on the investigation of a complaint should not be issued in a decision. However, the right for legal redress shall be registered in writing in these cases as well. As a legal redress warning, the legal redress instructions on the first-instance ruling published in accordance with subsection (6) shall apply mutatis mutandis.

(3) If the first instance body/ person grants the application, a simplified decision may be issued that may not include the explanatory statement and the information on a legal remedy. The explanatory statement may be omitted in the case of a decision only determining the date of a procedural act.

(4) The decision must contain

a) the name of the acting body/ person, the case number and the name of the official in charge,

b) [623] the name of the entitled or obliged student as well as his/her university ID code generated by the Electronic Academic System,

c) the subject matter,

d) in the ruling

da) the decision, moreover information on the possibility of appeal,

db) the due date or deadline for the fulfilment of the obligation and the legal consequences of the lack of voluntary compliance,

e) in the explanatory statement

ea) the established factual situation,

eb) the statutory and regulatory stipulations on the basis of which the decision has been made, moreover how these stipulations led to the decision presented in the ruling,

ec) whether the Student has presented evidence, if so, how the evidence has been taken into account by the decision maker, or the reasons why the evidence has been disregarded,

ed) if the request was rejected on the basis of its incompleteness – including the failure to present evidence –, the call for corrections, its date, and the failure to fulfil the call,

ee) in the case of a decision based on equity, the aspects and facts serving as basis of the equity,

ef) if the request was denied because the deadline was not respected, the fact that the deadline was missed with the indication the original deadline and the actual date of the submission,

f) [624]place and date of the decision-making, name and title of the decision maker,

g)[625] in the case of a written document, the signature and stamp of the decision's issuer.

(5) [626] A deadline or a due date must be set if the decision contains an obligation. If the Regulations provide so, the obligation may be fulfilled in instalments.

(6) [627] The administrative director of the University shall be responsible for publishing the obligatory sample of the first-instance ruling among the forms on the University's website and keeping it up to date.

[622] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[623] Established by Senate Resolution CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.
[624] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.
[625] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.
[626] Established by Senate Resolution CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.
[627] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.

# CHAPTER IX
# RULES OF APPEAL (SECOND-INSTANCE) PROCEDINGS IN STUDENT ISSUES[628]

**Nftv. Section 57 (3): A student may lodge an appeal against any decision or measure, or failure to act, of the higher education institution (hereinafter referred to collectively as "decision") within fifteen days after notification or, in the absence of notification, the student's becoming aware of the decision, with the exception of decisions relating to the assessment of academic achievements. Proceedings may also be initiated against a decision relating to the assessment of academic achievements if it was not based on the requirements adopted by the higher education institution, or is contrary to the higher education institution's organizational and operational regulations, or if any provision applicable to the organization of examinations has been violated.**

**Nftv. Section 58 (3): Section 57 and Subsections (1)-(2) hereof shall apply, mutatis mutandis, to decisions and omissions relating to**

***a)***

***b)***

***c)* students who no longer have student status.**

**(4) Appeal procedures, in particular the communication of the decision and the time limit for the examination of the appeal for remedy shall be regulated by the higher education institution in its organizational and operational regulations in the framework of this Act, where the time limit shall not exceed thirty days.**

## Section 160

The provisions of this chapter shall be applied in all cases in which the Student is entitled to seek remedial action in connection with a first instance decision or with the institution's failure to make a decision.

## AUTHORITY

## Section 161

(1) [629]Second instance proceedings shall fall under the exclusive jurisdiction of the Student Appeals Board (hereinafter: Board).

(2) The Board does not exercise equity.

(3) Unless otherwise specified in the relevant legislation or in the present chapter, the general rules of first instance proceedings are to be applied in second instance proceedings as well.

## JURISDICTION

## Section 162

(1) All second instance proceedings of the students – including the second instance review of first instance compensation and disciplinary sanctions – fall under the jurisdiction of the Board.

(2) The Board shall have jurisdiction over all appeal claims lodged in cases when the institution fails to make a decision.

## STUDENT APPEALS BOARD

## Section 163

(1) The members of the Board are the following:

a) [630] Chairman of the Board,

---

[628] The title of the chapter was established by Senate Resolution CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

[629] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

[630] Established by Senate Resolution XL/2015. (III. 23.). Effective date: 15 April 2015.

b) two instructors;
c) [631] three student members;
d)632two instructors and three students as substitute members.

(2) [633] The chair of the Committee shall be a person employed by the University with legal qualifications. The permanent and substitute instructor members of the Board are elected by the Senate, which shall also simultaneously determine which Council of the Board the permanent and substitute instructor members may serve on. Of the Board's permanent and substitute student members, two of each are delegated by the EHÖK and one of each is delegated by the EDÖK, which shall also determine which Council of the Board the permanent and substitute student members may serve on.

(3) [634]If the Secretary General has been excluded from the proceeding \[Nftv. Section 57(4)], the person who is entitled to substitute the Secretary General shall act as the Chairman of the Board.

(4) [635]The (instructor and student) substitute members of the Board may replace a permanent (instructor or student) member if the latter has been excluded from the proceeding \[Nftv. Section 57(4)], or if the permanent member is prevented from acting, and this obstacle endangers the deadline set for the conclusion of the proceeding.

(5) The Rector makes a recommendation concerning the person of the (permanent and substitute) instructor members to the Senate.

(6) The mandates of the instructors (both permanent and substitute) shall be valid for 3 years. The mandate of student members (both permanent and substitute) shall be valid for 1 year.

(7) The mandate of the permanent and substitute member terminates
a) upon the expiration of the mandate
b) upon the expiration of the public servant or student status,
c) upon recall from the Board,
d) upon resignation.

(8) [636]

## GROUNDS FOR EXCLUSION

**Nftv. Section 57 (4): No decision regarding an appeal for remedy shall be made:**
***a)* by the person who adopted the contested decision or failed to adopt a decision,**
***b)* by a close relative of the persons referred to in Paragraph *a)***
***c)* by anyone who cannot be expected to take an objective approach to the case.**

## SUBMISSION OF THE APPEAL CLAIM

**Nftv. Section 57 (3) A student may lodge an appeal against any decision or measure, or failure to act, of the higher education institution (hereinafter referred to collectively as "decision") within fifteen days after notification or, in the absence of notification, the student's becoming aware of the decision, with the exception of decisions relating to the assessment of academic achievements. Proceedings may also be initiated against a decision relating to the assessment of academic achievements if it was not based on the requirements adopted by the higher education institution, or is contrary to the higher education institution's organizational and operational regulations, or if any provision applicable to the organization of examinations has been violated.**

---

[631] Established by Senate Resolution CXLII/2014. (VI. 30.). Effective date: 1 July 2014.
[632] Established by Senate Resolution CXLII/2014. (VI. 30.). Effective date: 1 July 2014.
[633] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[634] Established by Senate Resolution CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.
[635] Established by Senate Resolution CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.
[636] Repealed by Senate Resolution CCXLVIII/2012. (XII. 17.). Effective date: 18 December, 2012.

## Section 164[637]

(1) The student may appeal the decision within the deadline specified by law and shall submit the appeal via the relevant platform in the Electronic Academic System, or in its absence to the hjb@kancellaria.elte.hu e-mail address, marked "For the Student Appeals Board". The appeal must contain the student's name, Neptun code, e-mail address, the name of their home faculty and the registration number of the decision they wish to appeal.

(2) The appeal must speficy the provision and section of the first-instance decision that the Student objects to. Additionally, a precise request must be submitted as to as to the extent and reasons for the Board to ammend the contested provision or part of the first-instance decision.

(3) If the appeal is incomplete, the Board shall proceed in accordance with the rules on corrections. The notice for corrections shall specify the missing information, how they are to be corrected, and shall include a warning that if the Student fails to fully comply with the notice for corrections, the Board shall reject the appeal, or shall assess it based on its incomplete contents.

(2) If the Student does not submit his/her appeal to the body specified in paragraph (1), the appeal must be submitted immediately to the Student Appeals Board. In this case, for the deadline for submission, the date of the original submission should be taken into account. However, the deadline set for the Board's proceeding only begins on the day on which the appeal claim was transferred.

### THE PROCEDURE OF THE BOARD

## Section 165

(1) If the appeal claim pertains to a disciplinary sanction, the Disciplinary Committee of the Board shall have jurisdiction, otherwise the General Committee of the Board shall be competent in the matter.

(2) [638]The chairman of the General Committee specified in subsection (1) is the Chairman of the Board, whereas the members of the acting body are one instructor from the Board and one student member delegated by the EHÖK selected by the Chairman from among their two delegated members or – if the issue relates to a PhD student – by the EDÖK.

(2a) [639]The chairman of the Disciplinary Committee specified in paragraph (1) is the Chairman of the Board, whereas the members of the acting body are one instructor from the Board and one student member delegated by the EHÖK selected from among their two delegated members or – if the issue relates to a PhD student – by the EDÖK.

(3) [640]In addition to the acting committees, the Chairman of the Board is assisted by committee notaries in organising the work of the Board and of the acting committees, as well as in tasks related to the preparation of the sessions and of the decision-making process.

(4) [641]The committee notaries are appointed and relieved by the Chairman of the Board upon the recommendation of the person in charge of legal affairs appointed by the chancellor. The grounds for exclusion shall be applied to the committee notary as well.

**Act CL of 2016 on General Public Administration Procedures (hereinafter: Ákr.) Article 50 [Administrative time limit]**

**(1) Unless otherwise provided by an act, the administrative time limit shall begin on the date of the opening of proceedings.**

---

[637] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[638] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[639] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions to also apply to ongoing cases.
[640] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[641] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

**(2) The administrative time limit shall be:**
**c) sixty days for full hearings.**

## Section 166

(1) [642]
(2) [643]Upon receipt of the application and with the help of the relevant notary, the head of the Committee immediately contacts – via telephone or e-mail – the institution (person) of the first instance in order to have them send the documents specified in paragraph (3) of the first-instance proceedings.
(3) The institution (person) of the first instance shall immediately – within two working days at most – fulfil the request specified in paragraph (2) by way of sending the original documents listed below:
a) the call for grant, where appropriate,
b) the student's application with all attachments included,
c) in the case of a regulatory procedure, the record of the first-instance proceedings,
d) a signed copy of the first-instance decision,
e)[644]a proof of communication of the decision to the student
f) the summary of the faculty's regulations and decisions forming the basis of the first-instance decision
g) [645] in the event the E-learning System does not contain it, the copy of the relevant parts of the herd book – in case of several pages, the copy of all of them,
h) and all other documentation prescribed by the head of the Committee.
(4) Within 2 working days upon receipt of the first-instance documents, the head of the Committee examines the application to establish whether it arrived within the given time frame and includes all the required paperwork.
(5) [646]In the event that the application did not arrive within the given time frame, the head of the Committee – or, in case the late arrival is established during a Committee meeting, the Committee – rejects it without substantive examination. Otherwise, the head of the Committee prepares it for substantive evaluation.
(6) In the event that the application is incomplete, the rules of supplying documents for an incomplete application apply.
(7) [647]

## Section 167

(1) To clarify the bearings of the case, the head of the Committee
a) [648]if deemed justified within the frameworks of its own powers, or is decided by the Committee during the examination of the case to do so, the Committee subpoenas the student that submitted the appeal along with their representative,
b) calls the head of the faculty, committee or body that made the first-instance decision and the person that made the first-instance decision to make a written statement about the appeal and makes arrangements to invite the mentioned persons to the Committee meeting.
(2) The person specified in section b of paragraph (1) or their representative may be present during the student's personal hearing at the Committee's meeting.

---

[642] Repealed by Senate Resolution CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012.
[643] Established by Senate Resolution CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012.
[644] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[645] Established by Senate Resolution CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012.
[646] Established by Senate Resolution CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012.
[647] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[648] Established by Senate Resolution CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012.

(3) [649]The fact that the student, their representative or the person specified in paragraph (2) does not make an appearance despite being properly notified does not obstruct decision-making.
(4) Experts invited by the head of the Committee may be present at the Committee meeting in a consultative role.
(5) [650]
(6) The rapporteur of the case is the president of the Committee. The president may decide to have the notary present the documents pertaining to the case.
(7) During the decision-making process, the Committee takes into consideration
a) the content of the student's appeal and all enclosed attachments,
b) the content of the argumentation attached to a possible first-instance decision,
c) the standpoint of the student making the appeal expressed verbally or in writing,
d) the opinion of the head of the educational institutional unit concerned,
e) the relevant legislations or regulations,
f) all the information available and relevant for the examination of the appeal.
(8) [651]
(9) [652]

## Section 167/A[653]

(1) The Committee shall adopt its decisions at its meetings or by electronic mail vote.
(2) The Committee may hold its meetings by electronic means of communication.
(3) In the case of a vote by electronic mail, the president shall present the proposal and draft decision by e-mail. The e-mail must contain the deadline to cast a vote, which may be no sooner than one and no later than five working days.
(4) The Committee reaches quorum if the president and at least one other member are present at the meeting, or has taken part in the vote by electronic vote by mail.
(5) The Committee shall make its decision by a majority of the votes cast. In the event of a tie, the president shall cast the deciding vote.

### CALCULATING THE DEADLINES OF THE APPEAL PROCEEDINGS

**Nftv. Section 57 (6) In the examination of the appeal the provisions laid down in the Act on General Public Administration Procedures shall apply mutatis mutandis to the presentation of proof or certification, the form and content of the decision and to the correction, replacement, supplement, amendment or revocation of the decision upon request or ex officio. The second instance decision shall become definitive upon delivery.**

**Ákr. Article 52 [Calculation of time limits]**
**(1) The time limit defined in days shall not include the day when the act or circumstance underlying the commencement of the time limit has occurred, or the day of service, delivery, or the day of posting and removal of a notice on the website, or the day of proclamation.**
**(2) Where a time limit is defined in months or years, it shall expire on the day that corresponds to the starting day based on its number, or if this day is not available in the month when the time limit expires, on the last day of the month.**
**(3) The time limit defined in hours begins in the first minute of the hour following the underlying action.**
**(4) If the last day of a time limit falls on a day that is declared an official holiday for the authority, the time limit - except for the administrative time limit - shall expire on the next working day.**
**(5) The date of presentation for a petition and request submitted by way of the postal service shall be the date of dispatch. Where a right is contingent upon a specific day, it shall take effect at the beginning of**

[649] Established by Senate Resolution CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012.
[650] Repealed by Senate Resolution LXXIV/2025. (V. 26.). Repealed: 27 May 2025.
[651] Repealed by Senate Resolution LXXIV/2025. (V. 26.). Repealed: 27 May 2025.
[652] Repealed by Senate Resolution LXXIV/2025. (V. 26.). Repealed: 27 May 2025.
[653] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.

**that day. The legal consequences relating to any failure of compliance with a time limit and to default shall take effect upon the last day of the time limit.**

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

## THE RULES OF VERIFICATION IN THE APPEAL PROCEEDINGS

**Nftv. Section 57 (6) In the examination of the appeal the provisions laid down in the Act on General Public Administration Procedures shall apply mutatis mutandis to the presentation of proof or certification (…)**

**Ákr. Article 53 [Submission of application for justification]**

**(1) Any person who was unable to keep a deadline or time limit in the proceedings for reasons beyond his control may submit an application for justification.**

**(2) The application for justification shall be adjudged by the authority proceeding at the time of the omission. Justification for failure to meet the deadline for appeal shall be adjudged by the body which hears the appeal.**

**(3) The application for justification shall be submitted after the time of becoming aware of the default or from the time the obstruction is eliminated, at the latest inside the time period calculated from the deadline omitted or the last day of the time limit prescribed for the procedural step to which the justification pertains, not exceeding forty-five days.**

**(4) In the event of failure to comply with the time limit, the action omitted shall be performed simultaneously with the submission of the application for justification, if it is possible.**

**(5) No application for justification shall be accepted for failure to comply with the time limit for the submission of justification and for procedural steps repeated upon request.**

**Ákr. Article 54 [Legal effect for the acceptance of application for justification]**

**If the authority accepts the justification, the unobserved deadline or time limit shall be considered met, hence, if necessary, it shall reverse or withdraw its decision, and/or shall repeat certain procedural steps.**

## THE SECOND-INSTANCE DECISION

**Nftv. Section 57 (5) The higher education institution may adopt the following decisions in respect of an appeal:**

***a)* reject the appeal,**

***b)* order the person who failed to adopt a decision to adopt a decision,**

***c)* overturn the decision,**

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

**(6) In the examination of the appeal the provisions laid down in the Act on General Public Administration Procedures shall apply mutatis mutandis to the (…) form and content of the decision (…) The second instance decision shall become definitive upon delivery.**

**Ákr. Article 80 [Forms of decisions]**

**(1) A decision may take the form of a resolution or ruling. Except as specified in Subsection (4), the authority shall adopt a resolution on the merits, and shall deliver other decisions during the process in the form of a ruling.**

**(2) The client shall be considered to have been authorized to exercise the right asserted if the authority decided not to adopt a resolution within the prescribed administrative time limit (right to remain silent). The right to remain silent may be exercised if:**

**a) not precluded by an act or government decree in cases where automated decision-making process may be employed;**

**b) so ordered by an act or government decree in cases where summary proceeding may be employed;**

**c) so ordered by an act or government decree in full hearings, where there is no adverse party in the case.**

**(3) Where the right to remain silent is exercised the authority shall enter the acquired right on the application, and on the duplicate copy of the application held by the client, or the client shall be supplied a duplicate of the copy held by the authority.**

**(4) The authority shall avoid to adopt a resolution if the purpose of the proceedings is to increase the amount of cash benefits without deliberation to an extent defined by law, to the beneficiaries specified by law.**

**Ákr. Article 81 [Content and form of decisions]**

**(1) A decision shall contain all data and information required for the identification of the competent authority, the clients and the case, the operative part - including the Authority's decision, the**

**assessment of a specialist authority, information for seeking legal remedy and the procedural costs incurred -, and, in the event of a transition to a full procedure, the reason for the transition, ascertained facts of the case, the evidence available, explanation for the specialist authority's assessment, the reasons for deliberation and the decision, and the specific statutory provisions on the basis of which the decision was adopted.**

**(2) A simplified decision may be adopted without any information as to remedy, showing in the statement of reasons only the specific statutes underlying the decision:**

**a) if the authority approves the request in its entirety and if there is no adverse party in the case, or if the decision does not affect the right or legitimate interest of the adverse party, or**

**b) on the approval of a settlement.**

**(3) A simplified decision may be adopted in relation to rulings which cannot be appealed separately, showing in the statement of reasons only the specific statutory provisions underlying the decision.**

**(4) The authority shall deliver the decision worded in the form of a separate document, record it in a report or enter it on the case file.**

**(5) In cases where instant procedural actions are required, prior transcription of the decision is not required, and it may be delivered to the client orally as well. In such cases the authority shall transcribe and deliver the decision subsequently.**

**Ákr. Article 82 [Definitive decisions]**

**(1) The Authority's decision shall be considered definitive if the authority is no longer permitted to amend it, save as provided for in this Act. A decision shall be considered definitive upon delivery.**

**(2) If, by an act, the right to appeal lies in specific types of cases, the Authority's decision shall become definitive if:**

**a) it was not appealed, and the time limit for appeal has expired;**

**b) the right to appeal was waived or the appeal was withdrawn; or**

**c) the authority of second instance sustained the decision of the authority of first instance, upon delivery of the appellate decision.**

**(3) If the right to appeal was waived or the appeal was withdrawn a decision shall be declared definitive:**

**a) upon delivery of the decision of first instance, if the client has waived his right to appeal before the decision is delivered subject to compliance with his request, and there is no adverse party involved in the case;**

**b) on the day when the last waiver or withdrawal is delivered to the authority, upon the waiver or withdrawal of the right to appeal by all persons entitled to appeal before the deadline for appeal.**

**(4) If the appellate procedure is terminated, the authority's decision of first instance that can be appealed shall become definitive on the day when the ruling on termination of the appellate procedure becomes definitive.**

**(5) Any provisions of a decision of first instance uncontested by the appeal shall be declared definitive in accordance with Subsections (2)-(4) if:**

**a) only another party to the proceedings appealed any provision of the decision that pertains to him; or**

**b) where the appeal submitted is limited to certain specific provisions of the decision and, stemming from the nature of the case, the appeal proceedings shall have no effect upon the provisions left uncontested.**

**Ákr. Article 83 [Approval of a settlement]**

**If a settlement is agreed upon or if the clients enter into an agreement, and the settlement is in conformity with the Fundamental Law and other legislation, it provides also for the performance deadlines and for covering procedural costs, the authority shall approve it and shall transcribe it in a resolution.**

**Ákr. Article 84 [Immediate enforceability]**

**The authority shall declare a decision immediately enforceable if:**

**a) it is necessary to prevent, eliminate any life-threatening or potentially devastating situation, or a situation arising as a result of a cause warranting a protection order, or a severe violation of rights relating to personality, or to mitigate the detrimental consequences thereof;**

**b) considered necessary for reasons of national security, defence, security or public security, or for the protection of public interests;**

**c) the decision provides for the support or maintenance of any person; or**

**d) prompt entry into the relevant official records and registers is prescribed by law.**

**Ákr. Article 85 [General rules on the delivery of decisions]**

**(1) The authority shall deliver its resolutions to the clients, to persons in respect of whom it contains provisions and the specialist authorities involved in the case.**

**(2) The authority shall deliver its rulings to the parties in respect of whom it contains provisions and whose rights or legitimate interests are affected. The authority shall provide a copy of any ruling that was not delivered to the client free of any duties or charges once, upon request.**
**(3) Where communication is maintained in writing the authority shall deliver its decisions in the form of an official document, or by way of electronic communication provided for in the ET Act.**
**(4) If not excluded by law, the decision may be delivered orally as well to the person referred to in Subsections (1) and (2). Delivery and the date thereof shall be entered on the document and it must be signed. At the request of the person referred to in Subsections (1) and (2), the authority shall send a written copy of the decision that was delivered orally.**
**(5) Unless otherwise provided by an act or government decree, the decision shall be considered delivered:**
**a) on the day when delivered orally or in writing, or**
**b) on the fifteenth day after the date when the public notice was posted on the website.**
**(6) In the event of a reason warranting a protection order, or in the event of a life-threatening or potentially devastating situation, the authority delivers the decisions to the client verbally or by any other means capable of conveying the content of the decision, and the authority shall make a record of the decision. The decision shall subsequently be delivered by the authority in writing as well. In those cases the decision shall be considered delivered on the day when delivered in writing, exclusively for the purpose of calculating the time limits for the right to appeal.**

**Ákr. Article 86 [Provisions relating to service]**
**(1) Documents delivered by means other than electronic shall be considered served on the day of attempted delivery if the addressee refused to accept it. Where delivery failed for the document is returned to the authority from the addressee's home address or registered address shown in the official register:**
**a) marked (…) (unclaimed), the document shall be considered served on the fifth working day following the day of the second attempt of delivery,**
**b) marked (…) (addressee unknown) or (…) (addressee moved), the document shall be considered served on the fifth working day following the day of attempted delivery.**
**(2) When the addressee becomes aware that the authority considers a document sent to him served, he may lodge an objection within fifteen days from the time of becoming aware, at the latest within forty-five days of the date of delivery.**
**(3) The authority shall accept the objection if the addressee was unable to collect the document alleging:**
**a) that service was carried out in violation of the provisions of specific other legislation on the service of official documents, or it was illegitimate for other reasons, or**
**b) that he was unable to collect the document for reasons not covered by Paragraph a) for reasons beyond his control.**
**(4) If the addressee is not a natural person, an objection may be filed only if service took place unlawfully.**
**(5) The objection shall specify the facts and other evidence to demonstrate the alleged infringement in the service of process or to demonstrate that the addressee is not at fault. If the authority accepts the objection, the rules on justifications shall apply.**
**(6) The objection shall be determined by the authority from which the document presumed served originates.**
**(7) The provisions contained in this Section shall also apply where delivery is affected by an official process server.**

## Section 168

(1) [654] The communication of the decision is the responsibility of the relevant committee notary.
(1a) [655] In the case of a document communicated electronically via the Electronic Academic System or e-mail, the document shall be deemed to have been duly served on the date it is marked "read" in the Electronic Academic System for reading, or on the fifth day following its entry into the Electronic Academic System or after the e-mail was sent.
(2) The mandatory pattern of the second-instance decision may be determined by the rector in a rectoral order.

[654] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[655] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.

## CORRECTION, REPLACEMENT, COMPLEMENTATION, AMENDMENT AND WITHDRAWAL OF THE DECISION

**Nftv. Section 57 (6) In the examination of the appeal the provisions laid down in the Act on General Public Administration Procedures shall apply mutatis mutandis to the (…) correction, replacement, supplement, amendment or revocation of the decision upon request or ex officio.**

**Ákr. Article 90 [Correction of decisions]**

**(1) Where a decision contains any typing error or a calculation error, the authority shall correct it if it has no effect on the case as to merits.**

**(2) The authority shall inform all parties to whom the original decision was delivered concerning the correction.**

**(3) The corrected part of the decision is subject to the same remedy procedure as the original decision.**

**Ákr. Article 91 [Supplementing decisions]**

**(1) Where a decision is missing any compulsory content element prescribed by law, if it fails to address any matter of substance, the authority shall supplement its decision.**

**(2) A decision may not be supplemented after one year following the date when the decision became definitive.**

**(3) The authority shall install the addendum incorporated in a codified version, by issuing a replacement one if possible.**

**(4) The addendum is subject to the same remedy procedure as the original decision.**

**(5) The addendum shall be notified to any person to whom the original of the supplemented decision was delivered.**

**Ákr. Article 120 [Amendment or withdrawal of decisions]**

**(1) If the authority finds that its decision that has not been judged by the authority of second instance, supervisory body or administrative court is unlawful, it shall amend or withdraw the decision in question, on one occasion at most, within one year from the date when it was delivered, or in cases that go against Article 5/A of Act CXXV of 2017 on Penalising Administrative Infractions, within one year from the date of the decision issued in the criminal case. In the event of a decision that has been challenged, an amendment or withdrawal shall only be possible after the statement of defence has been forwarded, in accordance with Article 115 (6).**

**(2) Unless otherwise provided for by an act or government decree, with the exception of erroneous entries in official certificates and instruments, a decision may not be amended or withdrawn if it would compromise any right that was acquired and exercised in good faith.**

# CHAPTER X
# THE STUDENT'S DISCIPLINARY LIABILITY AND LIABILITY FOR DAMAGES

## DISCIPLINARY LIABILITY

**Nftv Section 55 (1) Disciplinary sanctions may be imposed on a student for serious breach of their obligations by way of a written decision adopted in a disciplinary procedure.**

### Section 169

(1) [656]The student – including one whose student status has been terminated in the meantime – for misconduct or omission inside or outside the University – is liable to disciplinary action for

a) behaviour which infringes the order of the University or other institutions operated by it (dormitories, practice schools, sports-grounds, etc.) intentionally or with gross negligence, or actions that breach legislation, university regulations, rules, (including the rules of academic activity and the University's ethical standards) and

b) behaviour which is incompatible with the university student status, gravely damages or endangers the University's reputation, harms or endangers the dignity and rights of other students or university staff or acts that constitute a criminal offence or violation directly or indirectly related to their student status,

regardless of whether the act or omission is a one-time occurrence, a repeat offence or continuous

(2) [657]The student may not be held responsible – except for Sections 74/A–74/C of this Regulation – for behaviour, actions or omissions which are followed by – educational – legal consequences based on chapters I–IX. and XII–XXIII.

## DEFINITIONS

### Section 169/A[658]

As used in this Chapter and Chapter XI:

a) *Disciplinary case file*: any document filed and placed in a temporary archive by the students' disciplinary committee acting in a given disciplinary case – or in the case of second-instance proceedings, the Student Appeals Board – and in particular the document instituting the disciplinary proceedings as the opening document, as well as the documents sent as an annex thereto, the submissions of the student subject to disciplinary proceedings, the minutes of the hearing, the request for an expert, the request for a witness, the witness testimony, the expert statement, and documents serving as evidence.

b) *Expert*: a person approached by the students' disciplinary committee - in the case of a second-instance proceedings, the Student Appeals Board - who formulates a professional opinion on the issue raised during the evidentiary hearing on the basis of their academic and professional qualifications and other forms of expertise, irrespective of their whether or not they are employed by the University.

c) *Damage*: depreciation or loss in the property of the University, in particular, but not exclusively:

---

[656] Enacted by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions to also apply to ongoing cases.

[657] Enacted by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions to also apply to ongoing cases.

[658] Section and preceding sub-head enacted by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions to also apply to ongoing cases.

ca) depreciation, including, for example, damage, loss or the misappropriation of the University's material, technical or financial assets, resulting from the improper use of assets owned, managed, overseen, used or otherwise in the possession of the University;
cb) loss or impairment of the property rights and enforceable claims of the University.

**LIABILITY FOR DAMAGES**

**Nftv. Section 56 (1) If a student causes damage unlawfully to the higher education institution and/or the organizer of practical training in relation to the fulfillment of their academic obligations, he or she shall be liable to provide compensation for such damage as specified in the Civil Code, subject to the derogations laid down in this Act.**

**(2) In the cases referred to in Subsection (1), the compensation for damages caused by negligence shall not exceed fifty percent of the monthly amount of the mandatory minimum wage prevailing on the day when the damage was caused. Full compensation shall be payable for any damage caused intentionally.**

**(3) A student shall be liable to provide full compensation for any loss or damage to items taken over as evidenced by a list or a receipt, provided that he or she keeps such items in his or her custody at all times and uses or handles them exclusively. The student shall be relieved from liability in case the shortage was caused by any circumstance beyond his or her control.**

**(4) The higher education institution, the provider of practical training shall compensate the student concerned for any damage caused to the them in connection with their student status or the practical training concerned, in accordance with the provisions of the Civil Code. The higher education institution or the provider of practical training shall be exempted from liability only if able to prove that the damage was caused by an unavoidable cause beyond its scope of operations or the injured party's unavoidable conduct.**

## Section 169/B[659]

(1) The provisions laid down in point c) of Section 169/A shall be applied mutatis mutandis to the unlawful damage caused by the student to the organiser of the traineeship in connection with the fulfilment of the student's academic obligations.
(2) Damage caused unlawfully by the student at social, cultural, scientific, professional or sporting events organised by the University or during the use of the services provided by the University, including if the student participates in an organised event with the participation of a university shall be deemed damage caused in connection with the student's fulfilment of their academic obligations.
(3) If a student foresees the possibility of their actions leading to damage, but trust that it can be avoided, or if they fail to anticipate the possible consequences of their actions because due to carelessness or a failure to exercise caution as it would be expected of them, they are responsible for causing damage out of negligence.
(4) Damage is considered intentional if the student in question aims to bring about the consequences of their actions or makes no effort to prevent said consequences.
(5) In the event that damage is caused by more than one individual, the relevant provisions of the Civil Code shall apply accordingly.

## Section 169/C[660]

(1) A minutes shall be taken of the damage caused by the student at the place of the damage. The minutes must be signed by the student who caused the damage, stating whether they acknowledge that they caused the damage and undertake to pay compensation for it. The student's statement shall be recorded in the minutes. The minutes on the damage caused to the organisational units of the University shall be signed by the head of the organisational unit. The minutes on the damage must be sent to the head of the faculty. If a minutes cannot

[659] Enacted by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions to also apply to ongoing cases.
[660] Enacted by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions to also apply to ongoing cases.

be taken on site or the student is unable to give a statement and sign it, or if they fail to show up for any reason, the minutes can be taken without their participation provided that it is sent to them and they are given a chance to give a statement within 5 working days.

(2) If a student causes damage to the place where they are completing their traineeship - in the absence of relevant provisions of the contract concluded by the organisational unit responsible for organising the traineeship - the organisational unit responsible for organising the traineeship shall handle the compensation of the damage on the basis of a binding and enforceable decision of the head of the faculty (or another organisational unit responsible for organising the traineeship) or a decision that has become final at second instance, taking into account the actual claim of the representative of the place of the traineeship.

**Section 170[661]**

(1) If no disciplinary offense has been committed when the damage was caused, the head of the faculty (or other organisational unit responsible for organising the traineeship) – if up to HUF 50,000 worth of damage is estimated, otherwise after the opinion of the Chancellery's directorate-general responsible for the given area is sought – shall adopt a first-instance reasoned decision in line with the provisions of Chapter VIII laying down the general rules for first-instance proceedings in student matters.

(2) In the decision, the head of the faculty shall establish the student's obligation to, and shall call on the student to compensate for the damage caused.

(3) If the cause of the damage and the disciplinary offence were committed as part of the same act, the rules of the disciplinary proceedings – with the exception of Sections 189-190 on exemption – shall apply to the compensation case, with the stipulation that the General Committee of the Board shall act in the second instance in the matter of damages, with regard to Section 165 (1).

(4) In assessing the damage, if the object in question has been damaged, the total amount of the expenditure on repairs and the loss of value remaining in spite of the repairs shall be taken into account, along with depreciation.

(5) If the object in question is destroyed, rendered unusable or is lost, the consumer price valid at the time of damage shall be taken into account for the purpose of its replacement. If this cannot be established, its purchase value shall apply.

(6) Damage shall be compensated in cash, unless the circumstances justify compensation for the damage in kind (repair, replacement).

(7) No compensation proceedings need to be conducted if the factual and legal assessment of the damage is simple and the damage is acknowledged by the student or the established damage to be compensated does not reach HUF 10,000. In this case, the fact of the damage, the established monetary value of the damage and, if available, the statement of acknowledgment of the damage shall be recorded in a minutes, which, with the approval of the head of the faculty, shall be considered a decision on compensation.

(8) The minutes referred to in paragraph (7) shall contain the name of the person responsible for the damage, their personal data (at least their Neptun code or their date and place of birth, their mother’s maiden name), the name of the object that was damaged (lost, destroyed), the established monetary value of the damage, the sum of the monetary compensation and the method and deadline for compensation.

[661] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions to also apply to ongoing cases.

# CHAPTER XI
# THE RULES OF THE DISCIPLINARY PROCEEDINGS AND THE ACTION FOR DAMAGES

**Nftv. Section 55 (5) The rules of disciplinary procedures shall be laid down in the higher education institution's organizational and operational regulations, with the proviso that at least one third of the members of the disciplinary board shall be delegated by the students' union, and the student shall be heard in the course of the procedure, although a disciplinary hearing may be held even if the student has failed to appear despite of due notice.**

## Section 171[662]

During the proceedings examining the disciplinary liability of students (hereinafter disciplinary proceedings), the provisions of chapters VIII–IX shall be applied by taking account of the divergences discussed in this chapter.

### PERSONS OR ENTITIES INVOLVED IN THE PROCEEDINGS

## Section 172[663]

(1) The disciplinary proceedings may be initiated by the Rector concerning any case, in cases specifically concerning a single faculty, the head of the faculty – in the case of a procedure initiated by a university dormitory, the service director, in the case of colleges for advanced studies, the director of the college–, or, in the event that these persons are absent or indisposed for a long period of time, their substitute.

(2) The first-instance disciplinary proceedings are conducted by a three-member (the president, a teacher and a student) faculty committee, or in the case of dormitories or colleges for advanced studies, the students' disciplinary committee of the dormitory/college for advanced studies (hereinafter jointly referred to as the students' disciplinary committee.)

(3) The faculty's students' disciplinary committee investigates every case which, according to paragraph (5), does not belong to the jurisdiction of the students' disciplinary committee of the dormitory/college for advanced studies or the ad hoc central disciplinary committee.

(4) In the case of a certain student, the right holder to proceed is the students' disciplinary committee of the faculty which – according to the general rules of jurisdiction – is entitled to initiate the first-instance proceedings in cases pertaining to that student. In the event that the disciplinary proceedings are against a PhD student, the disciplinary committee proceeds in the formation specified in paragraph Section 173 (3).

(5) The jurisdiction of the students' disciplinary committee of the dormitory and college for advanced studies encompasses cases where the student entitled to an accommodation in a dormitory or college for advanced studies commits an act on the dormitory or college's territory or at an event organised by the dormitory or college. If the case does not violate only the order of the college or college for advanced studies, the head of the faculty in question – or in the case of multiple faculties, the Rector – must be notified, who may refer the matter to the students' disciplinary committee delegate with the stipulation that the entity authorised to order proceedings may delegate a member with consultation rights to the committee.

(6) The disciplinary proceedings ordered by the Rector shall be conducted by the students' disciplinary committee of the faculty in question – or in the case of multiple faculties, the one selected by the Rector. In such a case, other faculties involved shall be represented on the committee.

---

[662] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021.

[663] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions to be applied to ongoing cases as well.

**Section 173**

(1) It is the Faculty Council that appoints the teacher members of the Students' Disciplinary Committee, in a fashion that it simultaneously appoints the president, the president's substitute, one member and two alternate members.
(2) The faculty's Student Council delegates one member and two alternate members.
(3) [664]The faculty's representation for PhD students delegates one member and two alternate members.

**Section 174**

(1) [665]The dormitory's students' disciplinary committee shall be formed at the Dormitory Service Centre, the students' disciplinary committee of a college for advanced studies shall be formed on the premises of the college.
(2) [666] It is the Dormitory Centre, or – in the cases of colleges for advanced studies – the head of the college for advanced studies in question that appoints the teacher members of the students' disciplinary committee of the dormitory in a fashion that it simultaneously appoints the president, the president's substitute, one member and two alternate members. The members are primarily chosen from among the employees at the Dormitory Centre with higher education qualifications, in the case of the students' disciplinary committee, the instructors at the college for advanced studies in question, or those employees of the college for advanced studies who have higher education qualifications.
(3) [667]The KolHÖK delegates one member and two alternate members per dormitory.

**Section 175**

(1) [668]In the event that the president is indisposed, it is their substitute; in the event that a member is indisposed, it is one of the alternate members selected by the president that participate in the Students' Disciplinary Sub-Committee's work.
(2) The mandate of the teacher members and the alternate members shall be for 3 years, that of the student members and alternate members shall be for 1 year.
(3) The mandate of the member and the alternate member ends in case
   a) the mandate ends,
   b) the public sector employee status or student status ends,
   c) the member or alternate member are dismissed from the Committee,
   d) the member or alternate member resign from the post.
(4) [669]If the delegacy of the president or their substitute ends, a new president, substitute shall be appointed at least 30 days prior to the expiry of their mandates. If the delegacy of a member ends, an alternate member shall take their place. If the number of alternate members is reduced to zero, a new alternate member shall immediately be appointed or delegated.

---

[664] Endorsed by Senate Resolution CXLII/2014 (VI. 30.). Effective date: 1 July 2014
[665] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[666] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions to be applied to ongoing cases as well.
[667] Established by Senate Resolution XXXIX/2016. (III. 21.). Effective date: 22 March 2016.
[668] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions to be applied to ongoing cases as well.
[669] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions to be applied to ongoing cases as well.

**GROUNDS FOR DISMISSAL**

## Section 176

(1) [670]One shall not participate in the work of the Students' Disciplinary Committee (and must disclose this fact)
   a) [671]if they are close relatives of the student involved in the disciplinary proceedings [8:1. § paragraph (1) section 1 of the Civil Code],
   b) if the objective examination of the case cannot be expected from them (bias).

(2) [672]The student involved in the disciplinary proceedings or a person appointed by them may file a bias complaint at least one working day prior to the start of the proceedings.

(3) [673]The Student Appeals Board makes a decision regarding the bias complaint out of turn. If the committee accepts the complaint, it appoints in a decision the new member (the president's substitute). In the opposite case, it rejects the complaint in an injunction. Further legal redress against the injunction may not be admissible at the University.

(4) The provision for the exclusion from exercising the disciplinary powers applies to the record-keeper as well.

**INITIATION OF THE DISCIPLINARY PROCEEDINGS**

**Nftv. Section 55 (4) No disciplinary procedure shall be opened if more than one month has passed since gaining knowledge of the disciplinary offense, or more than five months have passed since the offense was committed. For the purposes of these provisions, gaining knowledge of an offense shall means when the party authorized to initiate a disciplinary procedure became aware of the circumstance giving rise to the procedure.**

## Section 177[674]

(1) The disciplinary proceedings commence upon receiving a report or gaining knowledge of the misconduct in an official manner with the simultaneous notification of the Student in question.

(2) Gaining knowledge refers to the time when the person entitled [Section 172 (1) of the Regulations] to start the disciplinary proceedings gains knowledge of the misconduct. Any University citizen may report misconduct in writing to a person entitled to order disciplinary proceedings pursuant to Section 172 (1).

(3) In the case of repeat and related cases of misconduct, the date of the last instance shall be decisive, however – in order to assess the gravity of the case – the circumstances of the previous acts may be disclosed, regardless of the expiry of the objective time limit. In the case of continuous misconduct, the date of termination of the conduct or omission shall apply.

(4) The action ordaining the disciplinary proceedings shall contain the personal data of the student involved in the proceedings, the name of the committee taking action in the case, the name of its chair (co-chair) and its members, the case's registration number, its subject, along with a short summary of the action forming the basis of the proceedings.

---

[670] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions to be applied to ongoing cases as well.
[671] Established by Senate Resolution CLXXXVIII/2014 (IX. 22.). Effective date: 23 September 2014
[672] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions to be applied to ongoing cases as well.
[673] Second sentence stablished by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions to be applied to ongoing cases as well.
[674] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions to be applied to ongoing cases as well.

## LIMITATION PERIOD

### Section 177/A[675]

(1) The misconduct giving rise to disciplinary proceedings shall lapse if five months pass
(a) since the commission of the act; or
(b) in the event of default, since the expiry of the time limit for the lawful exercise of a right or obligation
or if one month passes since the person entitled to order the disciplinary proceedings pursuant to Section 172 (1) became aware of the misconduct.

(2) The suspension of disciplinary proceedings shall interrupt the limitation period. The limitation period shall restart from the termination of the suspension of the limitation period if the suspension is subject to Section 185/A (1) and (2), from the final termination of the criminal proceedings or other official proceedings.

(3) Any procedural action taken against a student for a disciplinary offense, including, in particular, ordering disciplinary proceedings, summons, hearing, trial, etc. – shall interrupt the limitation period. The limitation period shall begin to run again on the date of suspension.

## EXECUTION OF THE DISCIPLINARY PROCEEDINGS

**Nftv. Section 55 (5) The rules of disciplinary procedures shall be laid down in the higher education institution's organizational and operational regulations, with the proviso that at least one third of the members of the disciplinary board shall be delegated by the students' union, and the student shall be heard in the course of the procedure, although a disciplinary hearing may be held even if the student has failed to appear despite of due notice.**

## TIME FRAME FOR COMPLETION OF THE PROCEEDINGS

### Section 178[676]

(1) The provision laid out in Section 146 (1) shall be applied in disciplinary proceedings with the exceptions prescribed in this paragraph.

(2) The disciplinary proceedings shall be completed within a sensible time frame that is reasonable for investigating the case at hand and takes into account all aspects of the case, particularly the management of the proceedings, the number of students against who disciplinary proceedings have been launched and witnesses who need to be interviewed and other evidence that may need to be collected. The disciplinary proceedings shall be closed no later than sixty days from the date on which the they are ordered. Pursuant to paragraphs (3) and (4), the proceedings must not exceed ninety days, with the exception of the cases referenced in Section 185/A (2) and (3).

(3)[677] If the student in question is notified of the disciplinary proceedings by post, the sixty-day deadline shall not cover the following:
a) the period between the posting of the summons sent to the student subject to disciplinary proceedings and its communication,
b) the period between the posting of the decision of the students' disciplinary committee and its communication; or
c) the duration of the suspension of the disciplinary proceedings,

[675] Section and preceding sub-header enacted by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions to be applied to ongoing cases as well.
[676] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.
[677] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.

but the disciplinary proceedings must not exceed ninety days in any case, with the exception of the cases referenced in Section 185/A (2).

(4) The period of the adjournment of the hearing provided for in Section 182/A counted from the submission of the student's request shall also not be counted towards the sixty-day period.

(5) In particularly justified cases, the chair of the students' disciplinary committee may extend the sixty-day period specified in paragraph (2) on one occasion by an additional fifteen days, against which there shall be no independent legal remedy.

(6) The provisions laid down in Section 153 (3) shall apply to disciplinary proceedings with the exception that the provisions concerning the calculation of deadlines shall also apply to any administration carried out via the Electronic Academic System.

## SUMMONS AND COMMUNICATION[678]

### Section 179[679]

(1)[680] The provisions of Sections 150–152 are applicable to the content and communication of the summon, with the addition that only a party appearing in person or via an electronic communications device may be summoned verbally, and only to the forthcoming hearing.

(2)[681] The document to be served in line with this chapter shall be deemed to have been duly communicated if it is served by post

a) on the day on which delivery of the summons is attempted, in the event that the addressee or the person authorised to receive it has refused to accept the document,

b) if delivery was made to the student's address entered into the Electronic Academic System and

ba) delivery was unsuccessful because the recipient or the person authorised to accept mail did not accept the document, and it was returned with the note "not collected," on the fifth working day following the date of the second delivery attempt;

bb) the document was returned with the note "recipient unknown" or "moved away", on the fifth working day following the date of the delivery attempt.

(2a)[682] If the Student Appeals Board determines the day of the communication of the decision concluding the disciplinary proceedings in line with subsection (2), it shall inform the recipient as well as anyone appointed to accept mail of this within eight days.

(2b)[683] In the case of documents communicated electronically – via the Electronic Academic System or by e-mail – the document shall be deemed to have been duly communicated on the date recorded by the Electronic Academic System at the time of reading, otherwise at the time of it being recorded in the Electronic Academic System or on the fifth day following the date of sending the e-mail.

(3) The verbal summon shall be registered in the record created at the hearing.

(4)[684] If the party concerned has a known representative, the summon to a personal hearing shall be communicated to both parties.

(5) The student involved in the disciplinary proceedings shall be informed through the summon that they have a right to hand in their defence also in writing, together with the fact that their absence – in line with the provisions laid down in Nftv. Article 55 (5) – does not

---

[678] Sub-head established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[679] Section and preceding sub-header enacted by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.
[680] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[681] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[682] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[683] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[684] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.

obstruct the hearing from taking place, nor the decision-making. The disciplinary hearing and the taking of a decision are also not obstructed if a student subject to disciplinary proceedings appears at the hearing but subsequently leaves it early without permission.

(6) The student involved in the disciplinary proceedings, the witnesses and the expert shall be summoned in a manner that ensures that the summon is delivered 8 days prior to the hearing.

## JOINT AND SEPARATE PROCEEDINGS

### Section 179/A[685]

(1) In the event that multiple interrelated disciplinary proceedings are to be ordered, the individual or entity entitled to order disciplinary proceedings under Section 172 (1) may, in the measure ordering the disciplinary proceedings, decide to merge the proceedings.

(2) Upon the launch of the disciplinary proceedings, the students' disciplinary committee may merge the cases pending before it, if it is appropriate to do so, particularly if the person subject to the proceedings or the subject matter of the proceedings coincide, and in order to close the proceedings by the deadline specified in Section 178 (2). Separate disciplinary decisions must be issued for each student subject to joint proceedings.

(3) Upon the launch of the disciplinary proceedings, the students' disciplinary committee may choose to separate the cases pending before it if the large number of persons subject to the proceedings or other reasons would significantly complicate the assessment of disciplinary liability in the same proceedings.

(4) In cases referred to in paragraphs (2) and (3), the chair of the students' disciplinary committee shall issue a decision which cannot be appealed.

## PERSONAL DATA, THE CONFIDENTIAL HANDLING OF DATA

### Section 179/B[686]

(1) Upon such justified request, the students' disciplinary committee shall order the confidential handling of the personal data and address of witnesses, experts, the owner of the object of inspection or other persons participating in the proceedings – with the exception of the members of the students' disciplinary committee – if the person requesting the confidential handling of the data deems it likely that they would be adversely affected by their involvement in the proceedings. Only the person making the request shall be notified of such decision.

(2) The students' disciplinary committee shall handle personal data and addresses separately and in a confidential manner. The students' disciplinary committee shall ensure that the data being handled confidentially do not become known during the proceedings.

(3) Only the students' disciplinary committee, the registrar, the Rector, in the case of second instance proceedings the Student Appeals Board and the court are entitled to access the data being handled confidentially.

(4) In exercising the right of access to the file, the students' disciplinary committee shall ensure that no conclusion can be drawn as to the identity of the person specified in paragraph (1).

(5) The chair of the students' disciplinary committee shall decide on the confidential handling of the data in an order which cannot be challenged.

---

[685] Section and preceding sub-header enacted by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.

[686] Section and preceding sub-header enacted by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.

(6) The fact that the disciplinary proceedings are ongoing, the essence and circumstances of the misconduct in question and the punishment may be published without disclosing the personal data of the student.

**THE HEARING AND THE DEMONSTRATION OF EVIDENCE**

**Section 180**

(1) The disciplinary hearing is conducted by the president of the Disciplinary Board.
(2) [687]The chair ensures that the provisions of this chapter and the order of the hearing are respected, and that those partaking in the proceedings are able to exercise their rights.
(3) [688]The hearing and the session of the students' disciplinary committee may also be held with the use of an electronic communications device, and the participation of certain participants in the proceedings may be ensured in this way.

**Section 181**

(1) A record shall be kept of the disciplinary hearing.
(2) [689]The provisions of paragraph 157, sections (2)– (3) of the Regulations shall be applied to the record made at the disciplinary hearing, with the addition that the record-keeper shall be appointed by the president of the Students' Disciplinary Committee, and the record shall be signed by the president and the record-keeper.

**Section 182**

(1) The Students' Disciplinary Committee has an obligation to clarify the bearings of the case to make a decision. If the information available is not sufficient to do so, the authority initiates an evidentiary procedure.
(2) Facts that constitute public knowledge or are officially known by the Students' Disciplinary Committee are not required to be proven.
(3) [690]Such evidence may be used during the disciplinary proceedings that facilitates the clarification of the bearings of the case. Main sources of proof: the student's statement, the written document, the witness testimony, the record made at the inspection, the expert opinion, and tangible evidence.
(4) [691]The Students' Disciplinary Committee is free to choose the means of proof to be used with the stipulation that the Student must be heard provided that they show up for the hearing as required.
(5) The Students' Disciplinary Committee assesses the evidences both individually and on in their entirety, and establishes the bearings of the case based on the conclusion drawn from these.
(6) [692]If deemed important concerning the clarification of the bearings of the case, – upon making a record –, the president of the Students' Disciplinary Committee may confiscate tangible evidence and documents that may be used as evidence.

---

[687] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.
[688] Enacted by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.
[689] Established by Senate Resolution CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012
[690] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.
[691] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.
[692] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.

(7) Unless otherwise provided in the relevant legislation, tangible evidences and documents no longer important concerning the clarification of the bearings of the case shall be returned to the person they were confiscated from.

(8) [693]Upon request and at the cost of the stakeholder or the owner of the document, the Students' Disciplinary Committee pursuing the case shall provide a certified copy of the confiscated document.

### Section 182/A[694]

The student subject to the disciplinary proceedings may submit a request three working days prior to the scheduled time and date of the hearing, if justified, for the hearing to be adjourned once for a maximum of eight days. The student's request is ruled on in an order issued by the chair of the students' discipline committee, which may not be independently challenged.

### Section 183

(1) Upon the execution of the evidentiary procedure, the Students' Disciplinary Committee makes its decision in a closed session, with a simple majority, and discloses its decision.

(2) [695]Upon 8 days after the decision's disclosure, the decision is set down in writing and is communicated to the individuals specified in Section 186 (3).

## PROVIDING DEFENCE

### Section 184

(1) [696]Upon request by the student involved in the disciplinary proceedings, the Students' Disciplinary Committee helps the student to be able to properly exercise their rights and obligations.

(2) [697]For the sake of fulfilling the provisions of paragraph (1), the Students' Disciplinary Committee is obligated to provide proper information to the student involved in the proceedings – if they do not have a legal representative – at their request about their rights and obligations during the proceedings.

(3) [698]The student involved in the disciplinary proceedings or their legal representative, taking into considerations the provisions laid down in Section 179/B, is entitled to access the documents pertaining to the proceedings. Those documents pertaining to the proceedings that contain state secrets or service secrets, must not be copied and one shall not make an abstract from them. In such cases, any access to the documents – in accordance with Act CLV of 2009 on the Protection of Classified Information and based on its authorised access clause – is to take place under the conditions established by the president of the Committee. In cases of documents containing other types of secrets, the right to access and copy the documents may only be exercised upon making a written statement about the obligation to keep those secrets, with the personal data being redacted.

---

[693] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.
[694] Enacted by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.
[695] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[696] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[697] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.
[698] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.

## THE PUBLICITY OF THE DISCIPLINARY PROCEEDINGS

### Section 185[699]

(1) The Students' Disciplinary Committee makes a decision regarding the disciplinary case during the course of a public hearing.
(2) [700]The chair of the Students' Disciplinary Committee may close the hearing – partially or entirely – to the public in a reasoned decision. The chair may approve participation in the hearing via an electronic communications device.
(3) [701]Only the members of the disciplinary committee, the court reporter the student involved in disciplinary proceedings and his/her representative may be present for hearings for cases described in paragraph (2).
(4) [702]

## SUSPENSION OF THE DISCIPLINARY PROCEEDINGS

### Section 185/A[703]

(1) If a substantive decision in the case is dependent on the preliminary assessment of a matter in which the procedure falls within the competence of another person or body, or cannot be reasonably decided without another decision of the students' disciplinary committee, the chair of the committee shall move to suspend the proceedings. If the student in question has the right to initiate proceedings before another body, they must be invited to do so within an appropriate deadline. If the student does not comply with the order, the chair of the students' disciplinary committee shall terminate the suspension of the proceedings and the committee shall issue a decision based on the available information.
(2) If criminal proceedings or other official proceedings have been instituted against a student subject to disciplinary proceedings in connection with the misconduct on which the disciplinary proceedings are based, the chair of the students' disciplinary committee shall, within eight days of being officially notified of the criminal and other proceedings may be suspend the disciplinary proceedings against the student until being officially notified of the final conclusion of the criminal or other official proceedings.
(3) If the student's participation in the disciplinary hearing specified in this chapter is rendered impossible due to reasons beyond their control – in particular due to an act of God or force majeure – the chair of the student disciplinary committee may suspend the disciplinary proceedings within 8 days after being notified of the obstacle to the student's participation until being notified of the elimination of the obstacle. A student subject to disciplinary proceedings may not abuse their rights or invoke their own misconduct if it is suspected that their participation is rendered impossible due to reasons beyond their control.
(4) The order of the chair of the students' disciplinary committee to suspend the proceedings may not be independently challenged.

---

[699] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[700] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.
[701] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.
[702] Repealed by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021.
[703] Enacted by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.

## DECISIONS THAT MAY BE MADE DURING THE DISCIPLINARY PROCEEDINGS

### Section 185/B[704]

The students' disciplinary committee shall issue a decision on the merits of the case, and will issue a judgement in all other cases.

### Section 186

(1) The decision may be one that imposes disciplinary punishment or one that ends the disciplinary proceedings.
(2) [705]
(3) [706]The decision shall be sent to the student involved in the disciplinary proceedings, his/her representative if there is such and the person who ordered the disciplinary proceedings.
(4) [707]The ruling on the penalty to be applied shall be kept on record in the Electronic Academic System.

**Nftv. Section 55 (2) A disciplinary sanction may be:**
***a)* a reprimand;**
***b)* a severe reprimand,**
***c)* reduction or withdrawal of the benefits and allowances specified in the fees and allowances policy, for a period not exceeding six months,**
***d)* banning from further studies for a definite period of time not exceeding two semesters,**
***e)* expulsion from the higher education institution.**
**(3) Disciplinary sanctions shall be imposed by taking into account all circumstances of the act, in particular the injured person, the consequences, recurrence of the offence, and the gravity of the act committed. The disciplinary sanction referred to in Paragraph c) of Subsection (2) shall not include the withdrawal of social aid. A disciplinary sanction - referred to in Paragraphs d)-e) of Subsection (2) - shall be accompanied by final or temporary withdrawal of the benefits and allowances relating to student status. The student status shall be suspended during the term of the disciplinary sanction referred to in Paragraph d) of Subsection (2). A disciplinary procedure may be opened and a disciplinary sanction may be imposed irrespective of the academic performance of the student concerned.**

### Section 187[708]

(1) In the event of an expulsion from the higher education institution, the student status shall be terminated upon the finalisation of the decision, and no new student status may be established as long as the expulsion is in effect.
(2) The operative part of the decision imposing the punishment shall contain
a) the personal data of the student involved,
b) the name of the infringement committed,
c) the disciplinary punishment applied,
d) reference to the possibility of legal redress.
(3) The argumentative part of the decision imposing the punishment shall contain
a) the bearings of the case as established,
b) specification of the evidences,
c) the circumstances taken into account when imposing the punishment,
d) reference to the provisions forming the basis of the disciplinary punishment.

---

[704] Enacted by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.
[705] Repealed by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021.
[706] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[707] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.
[708] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.

## ENDING THE DISCIPLINARY PROCEEDINGS

### Section 188

(1) the disciplinary committee makes a decision to end the proceedings, if
a) the act committed is not a disciplinary breach, or was not committed by the student involved in the proceedings,
b) committing the disciplinary breach cannot be proven,
c) the term of limit on the disciplinary breach expired,
d) a legally binding decision has already been made through disciplinary proceedings with regards to the act forming the basis of the proceedings,
e) the Students' Disciplinary Committee opts for a warning instead of punitive action with regards to the student.

(2) [709]The action specified in paragraph (1) section e) is applicable if the act committed by the student involved is a minor breach, and there is a possibility that the expected effect will take place without imposing a punishment. A record of the warning and the time of its issuance shall be entered into the Electronic Academic System.

## FINALISATION AND EXECUTION OF THE DECISION

### Section 188/A[710]

(1) A first-instance decision shall be binding if
a) no appeal has been lodged and the time limit for appeal has expired,
b) the appeal has been abandoned or withdrawn,
c) the first-instance decision is upheld by the Student Appeals Board.

(2) In the case referenced in paragraph (1) point a), the decision shall become binding on the day following the last day available for lodging an appeal.

(3) In the event of a waiver or withdrawal of an appeal, the decision shall become binding:
a) at the time of the issuance of the first-instance decision, if the student subject to the disciplinary proceedings has waived the appeal before the decision is issued or – if the student is attending the disciplinary hearing – at the time of the announcement of the decision,
b) on the date the students' disciplinary committee or the Student Appeals Board receive the waiver or withdrawal of the appeal, if the student entitled to appeal waives or withdraws the appeal during the appeals period.

(4) In the case referred to in paragraph (1) point c), the first-instance decision shall become binding upon the issuance of the second-instance decision.

(5) A decision which has become binding shall contain a clause stating that the decision is enforceable and the date on which the decision becomes binding.

(6) The decision shall be enforceable only after it has become final.

## EXEMPTION FROM THE PUNISHMENT[711]

### Section 189

(1) [712]Upon their request, the student may be exempted from the disciplinary punishments specified in sections c)–e) of paragraph (2) of Article 55 of Act CCIV of 2011 on National

[709] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.
[710] Section enacted and preceding sub-head established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.
[711] Sub-head established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.
[712] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.

Higher Education (Hungarian abbreviation: 'Nftv') by the head of the faculty or the Rector. The Rector shall act on behalf of the head of the faculty if the case involves multiple faculties or if they take over the case.

(2) [713]The student shall submit their exemption request to the students' disciplinary committee of the first instance. The committee is required to hand over the entire documentation of the disciplinary proceedings to the head of the faculty within 5 days.

(3) [714]The head of the faculty shall issue a decision regarding the exemption based on the documentation available, within 8 days. Prior to making a decision, the head of the faculty is required to hear out the student in person. If the student did not make an appearance despite sending out a proper summon, their absence does not obstruct the decision-making.

(4) The head of the faculty may decide to:

a) reject the request,

b) exempt the student from the disciplinary punishment.

(5) [715]The student may be exempted

a) in the case of the punishment specified in section c) of paragraph (2) of Article 55 of Act CCIV of 2011 on National Higher Education (Hungarian abbreviation: 'Nftv'), upon the passing of at least half of the period determined, in the case of expulsion from a student's hostel, upon one academic semester,

b) in the case of the punishment specified in section d) of paragraph (2) of Article 55 of Act CCIV of 2011 on National Higher Education (Hungarian abbreviation: 'Nftv'), if the suspension was imposed for 2 academic semesters, upon the passing of one academic semester,

c) in the case of the punishment specified in section e) of paragraph (2) of Article 55 of Act CCIV of 2011 on National Higher Education (Hungarian abbreviation: 'Nftv'), upon the passing of 4 academic semesters.

(6) [716]With regards to the dean's decision, its content and its disclosure, the rules of the first instance proceedings specified in chapter VIII apply, whereas with regards to legal redress against their decision, the rules of chapter IX apply.

## EXEMPTION FROM DISADVANTAGEOUS CIRCUMSTANCES IN CONNECTION WITH THE PUNISHMENT

### Section 190[717]

(1) The student shall be exempted from disadvantageous circumstances in connection with the punishment – without the need to file a request and without an injunction pertaining to this:

a) in the case of a reprimand, upon 6 months after the decision becomes legally binding,

b) in the case of reducing or withdrawing allocations and allowances, upon expiry of the time period set in the decision, but upon 6 months after the decision becomes legally binding at the latest,

c) in the case of the suspension of studies, after the suspension expires, but after an educational period equalling 4 years passes at the latest.

---

[713] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.

[714] First sentence established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.

[715] Established by Senate Resolution CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012

[716] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.

[717] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.

(2) In the case of expulsion, upon request from the former student, the Students' Disciplinary Committee may decide to exempt the student, provided that 2 years have passed since the decision became legally binding.
(3) In the case of exemption, the fact of the exemption and the decision thereof shall be entered into the Electronic Academic System as prescribed in Section 186 (3).

### Section 190/A[718]

(1) A student subject to disciplinary proceedings may appeal (seek legal remedy against) a disciplinary decision.
(2) The provisions of Section 164 shall apply to the submission of an appeal.
(3) The appeal shall have a suspensory effect on execution of the decision.

## SECOND-INSTANCE PROCEEDINGS

### Section 191[719]

(1)[720] The rules of the second-instance decision in student-related cases shall be applied with regards to the legal redress against the first-instance decision, and the decision concerning that, taking into account the divergences discussed in Section 191, with the addition that when the Regulations mention a meeting or personal interview, it is to be understood as a hearing in the second-instance proceedings.
(2) In the second-instance students' disciplinary proceedings, the statement of the Students' Disciplinary Committee regarding a legal redress, and in the case referred to in points a)-c) of paragraph (2a), the invitation sent to the members of the committee of the first-instance proceedings shall be omitted.
(2a) In second-instance disciplinary proceedings, the student's request for legal remedy shall be examined by the Board at a board meeting without a personal hearing of the student subject to disciplinary proceedings, but if
(a) the President of the Board considers that he is justified in his power to clarify the facts; or
(b) the Board so decides in examining the appeal; or
(c) the student subject to disciplinary proceedings or their representative specifically requests it
the Board may summon the student lodging the appeal and their representative and hold a hearing.
(3) The rapporteur of the second-instance disciplinary case is always the president of the Committee.
(4)[721] The rules of the first-instance disciplinary proceedings apply with regards to the communication, the summon, the joint and separate handling of cases, the confidential handling of data, the record, the defence, the suspension, the ending of the proceedings and their adjournment in the cases referred to in points a)-c) of paragraph (2a).
(4a) The rules on the deadline for settling the issue shall apply with the exception that the time limit for reviewing an appeal shall be 30 days, provided that the time limit referred to in Section 178 (2)-(4) is not included in this time limit, but second-instance disciplinary proceedings may not exceed sixty days even in the case referred to in point c) of paragraph

[718] Section enacted by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.
[719] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021, with its provisions also to be applied to ongoing cases.
[720] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.
[721] Established by Senate Resolution LXXIV/2025. (V. 26.). Effective date: 27 May 2025.

(3) and paragraph (4) of Section 178, with the exception of the case referred to in Section 185/A (2).

(4b) In particularly justified cases, if necessary to ensure that the second-instance proceedings are conducted appropriately, the President of the Board may order to extend the time limit laid down in paragraph (4a) by a further thirty days, which cannot be independently challenged.

(5) In the second-instance students' disciplinary proceedings, ordering the Committee to make a decision is not possible. If the Committee changes the first-instance decision, it may only make a decision regarding the imposing of punishments provided for in the relevant law or the ending of the proceedings. In the latter case, written warnings may apply.

# CHAPTER XII
# TRANSITIONAL PROVISIONS[722]

**Nftv. Section 15 (1) (…) New and amended study and examination requirements shall be introduced in the phasing-out system.**

### Section 192[723]

The provisions of the Regulations – unless stated otherwise – shall be applied to every student of the University, irrespective of the start date of the student status.

### Section 193[724]
### Section 194[725]
### Section 195[726]
### Section 196[727]

## SPECIAL RULES OF TEACHER TRAINING (OF THE PREVIOUS SYSTEM) SCHOOL PRACTICES

### Section 197

(1) [728]The organising of school practices shall be the task of Pedagogikum Centre Education Organising and Academic Department (in Hungarian: Pedagogikum Központ Oktatásszervezési és Tanulmányi Főosztály, hereinafter: PK OTF). This task particularly includes

– [729]coordination with and supervision of students, institutions of public education and organisational units bearing professional liability with regards to the procedural phases pertaining to the completion of the academic unit,

– preparation of contracts with external schools (not practice schools), external teachers participating in the practices,

– maintenance of the quality assurance system pertaining to the practice schools and the external teacher's teacher training activity.

(2) The following procedural phases are linked to school exercises as special academic units:

a) application to the practice,
b) finalisation of school schedule,
c) registration at the beginning of the practice,
d) completion of the practice,
e) completion of the final task (observed lesson).

### Section 198

(1) [730]Teaching practices at practice schools may only be organised at the practice schools of the University, and on the basis of a contract, in quality-controlled institutions selected by the Council for Teacher Training and Continuing Professional Development, and in

[722] Subtitle established by Senate Resolution CCLXV/2019. (XII. 16.) Effective date: 17 December 2019.
[723] Established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[724] Repealed by Senate Resolution CCLXV/2019. (XII.16.) Effective date: 17 December 2019.
[725] Repealed by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[726] Repealed by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[727] Repealed by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[728] Introductory text established by Senate Resolution CCXLVIII/2012. (XII. 17.). Effective date: 18 December 2012
[729] Established by Senate Resolution CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012
[730] Established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 1 August 2019.

practice places determined by Section 13 of the University's Public Education Regulations, led by head teachers prepared for and signed on for this specific task.

(2) Teaching practices may only take place during the term time and the first week of the examination period.

(3) The student shall apply to the teaching practices of both semesters in the antecedent academic year's second semester, until 31 May.

(4) 6 persons – if possible, not more than 3 per semester – may be allocated to one head teacher for teaching practices.

(5) [731]The allocation of teacher candidates to institutions of practice is the task of PK OTF, which it completes in cooperation with the organisational unit responsible for the given methodology.

(6) The deputy director of teacher training at the institution of practice holds a session to the teacher candidates on the day specified in the university's course list. During the session, they present the educational program and regulations of the institution, the allocation to the head teachers, together with the curriculum for the semester.

(7) The lesson shall be preceded by a preparatory meeting, and followed by a collective evaluation session.

(8) [732]The final teaching may be attended – beside the head teacher – by the instructors of the relevant faculties (pedagogy, psychology, the one responsible for the methodology), the deputy director of the teacher training of the institution of practice or its representative, the colleague of PK OTF, along with the other teacher candidates.

(9) At the end of the teacher training semester, the institution of practice shall provide an opportunity for the teacher candidates to express their opinions and remarks regarding the teaching practice.

(10) At the request of the teacher candidate and in case of more than one teacher majors, the candidate shall be allowed to fulfil their teaching practice requirements at different teaching schools.

(11) The head teacher assesses the teacher candidate's work during the semester in a written evaluation. The candidate receives the evaluation at the end of the semester. In the evaluation, the observed lesson has an emphatic, yet not exclusive importance.

(12) If the teacher candidate failed the teaching practice, they shall repeat it in a subsequent semester. The student shall be allocated to another head teacher, and, if possible, to a new school for the repeated teaching practice. Furthermore, the faculty concerned shall delegate another instructor to the observed lesson.

**Section 199[733]**

**Section 200**

(1) The head teacher and the mentor (hereinafter together: the head teacher) and the teacher candidate share the task of building, organising, supervising and evaluating the teacher candidate's entire activity at the institution of practice, along with providing ongoing professional guidance for them. An additional task of the head teacher and the teacher of the institution of practice is – upon special request – to do presentations.

(2) During the first meeting with the teacher candidate, the head teacher discusses their own head teacher practice, the requirements, and taking these into account, the head teacher and the candidate create the candidate's program.

(3) The head teacher is required to be present at all lessons and classes (hereinafter together: lesson) of the teacher candidate. On two occasions at most during the course of the

[731] Established by Senate Resolution CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012
[732] Established by Senate Resolution CCXLVIII/2012. (XII. 17.) Effective date: 18 December 2012
[733] Repealed by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

academic unit, and at the special request of the teacher candidate, the candidate may hold the lesson without the presence of the head teacher. The time and date of these occasions shall be announced to the school management by the head teacher, who is required to be present at the school and available any time during the course of the lessons.

(4) The head teacher may only intervene during the course of the lesson of the teacher candidate if the candidate makes a basic, incorrigible mistake, or the class is undisciplined to such a degree that it requires immediate intervention. This intervention, however, shall not damage the authority of the candidate.

(5) The head teacher is bound to intervene during the course of the lesson of the teacher candidate if the candidate's activity endangers the physical safety of the candidate or that of others in the room.

(6) In order to unify the requirements set in connection with degree theses the Council for Teacher Training and Continuing Professional Development shall lay down recommendations and binding rules.

(7) The head teachers may initiate the continuous improvement of teacher training in their own field.

**Section 201**

(1) The teacher candidate creates a lesson plan for all their lessons, with the coordination of the head teacher; however, the plan of the observed lesson is to be prepared by the candidate independently.

(2) Before commencing their practice at school, according to the school rules, the student is bound to appear at the relevant school or at a designated place.

(3) In the event that the student cannot commence their practice at the agreed time due to an unexpected and justified obstacle, they should announce it to the head teacher well in time before the start of the practice. In every other cases, the student is to ask the permission of the head teacher a day in advance to cancel or change the time of a lesson or any other prescribed activity.

(4) At the student's request, a weekly day off is to be provided to the student during the pre-shadowing period at the practice school. If the schedule allows it, the candidate is eligible to this benefit during the entire course of the teaching practice.

**Section 202**[734]
**Section 203**[735]
**Section 204**[736]
**Section 205**[737]
**Section 206**[738]

[734] Section and preceding subheading title repealed by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[735] Repealed by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[736] Repealed by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[737] Repealed by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[738] Section and preceding subheading title repealed by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

# CHAPTER XII/A[739]
# SPECIAL PROVISIONS PERTAINING TO THE SZOMBATHELY TRAINING VENUE

## Section 206/A

(1) The provisions of the present Regulations shall be applied to the Szombathely training venue with the distinctions laid out in the present chapter.

(2) [740] References in the present regulations to the Teacher Training Centre should be understood as the Berzsenyi Dániel Teacher Training Centre.

(3) [741] Regulations applying to the majors being taught at the Szombathely training venue, along with the organisational units performing the tasks related to them, are contained in Annex 8. Under the regulations, the tasks and competencies are divided between the faculty responsible for the major (including the cases of responsibility in accordance with the HKR for teacher training programmes falling under the scope of Nftv.) and the organisational unit organising the programme, as follows:

a) the organisational unit organising the programmes decides on their announcement and launch and publishes them in the Guide for Admission to Higher Education in consultation with the faculty responsible for the major.

b) the organisational unit organising the programme shall instruct the major, within the framework of which it advertises the courses, ensures their location, determines the instructor of the course in consultation with the person or entity in charge of the major,

c) the organisational unit organising the programme shall perform the tasks of the home faculty, within the framework of which – in the case of the credit transfer procedure, on the basis of an agreement between the faculties, otherwise in its own competence – shall decide on academic matters,

d) additional tasks specified in the University regulations shall be performed by the faculty and person or entity responsible for the major.

(4) [742] The organiser of the programme and the faculty, as well as the person or entity responsible for the major shall have an obligation to cooperate. In so doing, they shall take into consideration each other's legitimate interests. Any professional disagreements they fail to settle shall be decided by the Vice Rector for Education, which they must comply with.

## Section 206/B[743]

# TEMPORARY PROVISIONS PERTAINING TO STUDENTS WHO STARTED THEIR STUDIES AT THE UNIVERSITY OF SOPRON OR ITS PREDECESSORS

## Section 206/C

(1) [744]If the present Regulations set cardinality or time limitations that are stricter than the ones laid out in the Academic Regulations for Students in effect on 31 January 2017 at SoE, and if the Student has exhausted their opportunity as referenced in the present Regulations, instead of the provision of the present Regulations, the relevant provisions of SoE's

[739] Enacted by Senate Resolution VII/2017. (I. 16.). Effective date: 17 January 2017.
[740] Established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[741] Second sentence of introductory text established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[742] Enacted by Senate Resolution CXIII/2020. (VI. 22.). Effective date: 22 June 2020.
[743] Repealed by Senate Resolution VII/2017. (I. 16.). Effective date: 8 July 2017.
[744] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.

Academic Regulations for Students (hereinafter: SoE HKR) in effect on 31 January 2017 shall apply until the 2020-2021 academic year to students who started their studies at SoE or its predecessors, and whose student status was established via the legal succession between SoE and ELTE.

(2) Regulations that tie any study or exam criteria to cardinality or time limits shall be considered cardinality or time limitations. Cardinality limits shall apply, in particular, to the number of times a student may attempt to pass an exam, the number (or proportion) of study units that may be dropped, or a minimum required grade point average.

(3) The normative grant available for students referred to in paragraph (1) shall only be handled separately for the calculation and payment of academic scholarships. The provisions laid out in Chapter VI of the present Regulations shall apply in the cases of the rest of the scholarships.

# CHAPTER XIII[745]
# SPECIAL PROVISIONS REGARDING THE ACADEMIC ALLOWANCES AND ACADEMIC SUPPORT PROVIDED BY THE UNIVERSITY TO SPECIAL NEEDS STUDENTS

**Nftv. Section 108 6. 'Student (applicant) with disability' shall mean an individual with motor, sensory or speech disability, or multiple disabilities if having more than one type of disability, autism spectrum disorder or any other psychological development disorder (serious learning, attention-deficit or behavioral disorder).**

**Vhr. Section 64 (1) The student may request under Section 63 (1) based on expert opinion partial or full exemption from fulfilling academic obligations or a different set of academic criteria.**
**Government Decree 79/2006 (IV. 5) on the execution of some of the provisions of Act CXXXIX of 2005 on higher education (Hungarian abbreviation: 'Vhr1') Article 20 (2) In accordance with the organisational and operational procedures of the higher education:**
**a) examines the requests of disabled students to aid, exemption and allowances,**
**b) appoints a coordinator that helps disabled students from within the institution,**
**c) the disabled student may use – in accordance with the type and extent of the disability – the personal and technical aids and services provided or not provided by the university and available from another source,**
**d) the disabled student may use the financial support in relation with textbooks and notes in the case of special notes, other types of technical equipment substituting notes and facilitating other methods of preparation.**
**(3) According to paragraph (2) section b), the task of the coordinator:**
**a) participation in the recordkeeping and evaluation of requests specified in paragraph (2) section a) submitted by disabled students,**
**b) keeping in touch with disabled students and their personal helpers,**
**c) providing the aids applicable during the studies and examinations of disabled students. During the term time, organising occasions for consultation at the request of disabled students,**
**d) making suggestions concerning the use of the normative support aimed at facilitating the studies of disabled students, obtaining assets necessary for providing help.**
**(4) Under paragraph (2) point b) the coordinator must possess a higher education degree, skills or work experience in caring for people with disabilities.**
**(5) The institution shall provide the coordinator with information on the student's right to special care.**

## Section 207

(1) [746]Students living with disabilities or requiring permanent medical care (hereinafter: special needs students) – especially those with severe speech impediment, dyslexia, dysgraphia, dyscalculia, hearing-, vision- and physical impairment, in need of durable medical attention – are eligible to academic allowances during their studies, in order to fulfil academic requirements.

(2) [747]Faculty committees (hereinafter: special committees) established to evaluate requests for aid, exemption and allowances base their decisions on expert opinions of bodies authorised to diagnose disabilities, in accordance with the procedure specified in Chapter VIII of the Regulations, and make decisions regarding requests in connection with allowances and partial or full exemption from academic obligations pertaining to disabled students.

(3) A coordinator responsible for the issues of disabled students shall be appointed at the faculties who helps disabled students to exercise the rights and fulfil the obligations stemming from their student stats, especially in cases specified in paragraphs 208–213. The faculty coordinator is appointed by the head of the faculty, upon seeking the opinion of the special committees.

---

[745] Established by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[746] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[747] First sentence established by Senate Resolution LXIII/2023 (V. 22.). Effective date: 23 May 2023.

(4) The student may file a request for legal redress to the Student Legal Redress Committee against the decision of the faculty committee or the head of the faculty within 15 days after the decision was made.

(5) [748]A registered special needs student can request assistance tailored to their individual needs from the Disability Centre (hereinafter: SHÜTI).

## Section 208[749]

Students in need of constant medical care or special needs due to a disorder affecting the student's study skills, can be given any of the exemptions provided by the University, based on the opinion SHÜTI or the faculty disabilities coordinator.

### REGISTERING SPECIAL NEEDS

**Vhr1. Section 63 (1) The disabled student specifies the type of their disability with an expert opinion issued by a body specified in paragraphs (2)-(5).**

**(2)[750] [751]If the student's (applicant's) disability was present during the student's secondary education studies, the student's special needs can be proven with an expert opinion issued by county (capital) pedagogical institutions and their relevant county-level member institutions functioning as expert committees.**

**(3) If the student's (applicant's) disability was not present during the student's secondary education studies, the disability which arose later on can be proven via a report from the Eötvös Loránd University National Pedagogical Assessment Service.**

## Section 209[752]

(1) Special needs students are eligible to use the various forms of assistance, exemptions or allowances (hereinafter: support) guaranteed by law and the university if the student registers him or herself as a special needs student and the approval of the registration is recorded in the Electronic Academic System.

(2) [753]Students can register a disability through electronic forms in the Electronic Academic System or via an electronic form downloadable from faculty websites. Registrations can be submitted in forms of formal requests while or after entering into a student status. The expert opinion issued by expert committees (specialised pedagogical services and their predecessors, and the ELTE National Pedagogical Assistance Service [hereinafter: GYOPSZ] and the rehabilitation expert bodies in accordance with previous legislation and

---

[748] Enacted by Senate Resolution LXIII/2023 (V. 22.). Effective date: 23 May 2023.

[749] Established by Senate Resolution LXIII/2023 (V. 22.). Effective date: 23 May 2023.

[750] Effective date: 1 September 2020. The amended provisions are to be applied to expert opinions issued after 1 September 2020 with the stipulation that expert opinions on the type of disability of a student (applicant) issued prior to 1 September 2020 shall still apply.

[751] Effective date: 1 September 2020. The text of Vhr1. Section 63 (2) and (3) in effect until 1 September 2020:
**Vhr1. Section 63 (2) If the student's (applicant's) disability was present during the student's secondary education studies, the student's special needs can be proven with an expert opinion issued by county (capital) pedagogical institutions, their relevant county-level or national member institutions functioning as expert committees (or their legal predecessors in the form of expert or rehabilitation committees assessing learning abilities or national expert or rehabilitation committees), except if the applicant pursued their adult education in an arrangement other than a full-time work schedule. Otherwise, the student's disability and/or special needs can be verified by an expert opinion issued by the ELTE Teaching National Pedagogical Professional Service and its legal predecessor the Eötvös Loránd University Teaching Professional Service of Special Education and Speech Therapy, Expert and Rehabilitation Committee and the Institute of Professional Services in Special Education.**
**(3) If the student's (applicant's) disability was not present during the student's secondary education studies, the disability can be proven via a report from the rehabilitation expert body or any of its legal predecessors.**

[752] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

[753] Established by Senate Resolution LXIII/2023 (V. 22.). Effective date: 23 May 2023.

their predecessors) shall be attached to the request. If the opinion is not attached to the request, the student must make sure to attach it immediately.

(3) [754] If an international student has a certificate issued by the relevant body in their own country, they are required to submit it and a Hungarian or English-language translation of it to SHÜTI. On the basis of this document, SHÜTI shall verify the student's disability.

(4) The Faculty Special Committee, or, if delegated, the Faculty coordinator shall decide on accepting the registration. The Office of Special Student Affairs may be consulted on the decision. The Faculty coordinator shall notify the Office of Educational Affairs of its decision via a memo. The memo shall contain all the information to be entered into the Electronic Academic System. The memo shall be stored in the Student's personal file. Once the student's registration is approved, the faculty coordinator shall prepare a statement proving the student's status as a student with disability with which the student can apply for grants.

## SUPPORT AND EXEMPTIONS GRANTED TO SPECIAL NEEDS STUDENTS

**Nftv. Section 49 (8) Students with disabilities shall be given the opportunity to prepare for and take examinations in a manner adapted to their condition, and shall receive assistance for meeting the obligations arising from student status. They shall, in justified cases, be exempted from studying, or the obligation to take tests or examinations regarding, certain subjects, or parts thereof. They shall, if necessary, be granted exemption from tests of technical foreign language skills or certain parts or levels thereof. They shall be allowed longer preparation periods before examinations, enabled to use of aids, such as typewriters or computers, for written tests and, where appropriate, the option of taking a written tests instead of oral examinations. The exemptions under this Subsection shall be granted only in respect of the underlying circumstances and shall not result in exemption from the basic academic requirements to be fulfilled for obtaining the professional qualification attested by the diploma.**

**(9) The provisions of Subsection (8) hereof shall apply to the foreign language requirement specified in Subsection (6) of Section 40 and Paragraph b) of Subsection (5) of Section 53, and also to doctoral training.**

**Vhr. Section 62 (1) The higher education institution, on the basis of an expert opinion issued by the body specified in Article 63, may grant the following benefits to students with disabilities, depending on their individual characteristics, subject to Nftv. Article 49 (8):**

**a) use of oral instead of written or written instead of oral examinations,**

**b) allowing more time for preparation and answering than the time allowed for non-disabled students,**

**c) the use of disability-appropriate aids and equipment during the student's studies and examinations,**

**d) the provision of a personal helper, sign language, oral or note-taking interpreters during the student's studies and examinations,**

**e) for the sake of intelligibility and understanding, the questions and instructions shall be presented to the student both verbally and in writing; the use of audio-visual illustration, Braille, and magnification,**

**f) minimal waiting time when taking an exam, longer exams shall be split into multiple parts, the student is allowed to take breaks without leaving the location of the exam,**

**g) if the student so wishes, during an oral examination, questions may be written down or repeated, complex questions may be broken up into multiple questions and the exam questions and requirements may be clarified,**

**h) allowing individual examination,**

**i) exemption from tasks requiring manual skills, with the stipulation that theoretical knowledge may be required,**

**j) partial or total exemption from, or other forms of, practical requirements; or**

**k) exemption from a part, level of, or a full language proficiency evaluation.**

**(2) The longer period of preparation time than the time given to non-disabled students shall exceed the preparation time given to non-disabled students by at least 30%.**

**(3) If warranted, based on the expert opinion provided to the institution, the university may give further allowances to special needs students than the allowances listed in paragraph (1) above.**

**(4)**

**(5) In the case of the existence of a non-disabling health impairment or chronic illness, the higher education institution may provide the student with personalised assistance on the basis of a specialist medical opinion.**

[754] Established by Senate Resolution CLXXXI/2024. (X. 07.). Effective date: 8 October 2024.

**Section 210**

(1) [755]At the student's request and in addition to notifying the coordinator responsible for the issues of disabled students, SHÜTI may appoint a personal helper. The contract to be signed with personal helpers and their preparation and supervision shall be the responsibility of SHÜTI's experts.

(2) [756]At the student's request and based on the decision of the coordinator responsible for the issues of students who are unable to read printed versions of the material, the university shall provide the course materials in digital form. SHÜTI's experts shall give professional advice for the preparation of adapted learning material, and if necessary, will handle the adaptation.

(3) Special needs students may make audio recordings of classes not held in training form. The audio files created may only be used for the student's own studies. The student must inform the lecturer and other participants in the course about the intention to record the class.

(4) [757]The examiner must allow the student to

a) take a written examination instead of an oral one and vice versa,

b) employ the help of special technical tools for written examinations

c) provide preparation time and an evaluation time 30% longer than the time given to non-disabled students if the student makes the request for the above allowances at least four business days before the assessment, or in the case of the final examination, at the time of registering for the final examination.

(5) The rule laid out in paragraph (4) does not apply to the student's right specified in Section 71 (5).

(6) [758]If the special needs student makes a request for allowances at least four business days before the exam, the faculty coordinator will ensure that special needs students have access to special tools and sign interpreters, oral and note-taking interpreters at the exam via SHÜTI.

(7)[759]

(8) Students with physical disabilities, visual or hearing impairment, may be given complete or partial exemption from the course requirements and new specific requirements by the course instructor may, pursuant to the relevant law.

(9) [760]Special needs students who wish to be exempt from the entire or part of the foreign-language terminology proficiency evaluation or its level may be exempt by the head of the faculty based on recommendation from the faculty special committee, only in connection with the circumstance serving as the basis for the exemption.

**Section 211[761]**

The Student living with a disability may submit their request to prolong the duration of their support to the Office of Educational Affairs by the final day of the fourth week of any semester's examination period, indicating the number of semesters for which they wish to avail of the support. The Office of Educational Affairs shall decide on the request. It may only deny or deviate from the request in terms of the number of semesters for which the support for the Student is to be extended. The Student may submit the request multiple times.

---

[755] Last sentence repealed by Senate Resolution LXIII/2023 (V. 22.). Repealed 1 September 2023.
[756] Last sentence enacted by Senate Resolution LXIII/2023 (V. 22.). Effective date: 23 May 2023.
[757] Established by Senate Resolution LXIII/2023 (V. 22.). Effective date: 23 May 2023.
[758] Established by Senate Resolution LXIII/2023 (V. 22.). Effective date: 23 May 2023.
[759] Repealed by Senate Resolution LXIII/2023 (V. 22.). Repealed: 23 May 2023.
[760] Established by Senate Resolution LXIII/2023 (V. 22.). Effective date: 23 May 2023.
[761] Enacted by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

**Section 212**[762]
**Section 213**[763]
**Section 214**[764]
**Section 215**[765]

[762] Repealed by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[763] Repealed by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[764] Repealed by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.
[765] Repealed by Senate Resolution CXX/2015. (29 June) Effective date: 15 August 2015.

# SPECIAL PROVISONS

# PROVISIONS PERTAINING TO CERTAIN FACULTIES

## CHAPTER XIV[766]

## PROVISIONS PERTAINING TO THE FACULTY OF LAW

### Section 216

With regards to students pursuing studies at the Faculty of Law, Chapters I–XIII of the Regulations shall be applied by taking into consideration the divergences discussed in this chapter.

### Section 217

ad Section 2

The educational organisational units participating in the education offered at ELTE's Faculty of Law are the departments, the Institute of Political Science (hereinafter together: departments), and the Legal Training Institute providing vocational trainings.

### CHANGING PROGRAMMES AND TRAININGS

### Section 218[767]

Changing programmes may only be allowed to lower or same level programmes.

### TRANSFERRING STUDENTS FROM OTHER NATIONAL UNIVERSITIES

### Section 219[768]

ad Section 34

Students from other national universities may be transferred if

a) the student successfully completed the obligatory courses set for the first and second semester by the curriculum of the programme pertaining to the student's request (the Educational Board may make an exception to this rule with regards to two examinations per semester at most);

b) in the event of a transfer request to full time training, the student collected at least 27 credits during each of the preceding two semesters and achieved a 4.00 (good) academic grade (scholarship index); in the event of a transfer request to correspondence (part-time) training, the student collected at least 20 credits during each of the two preceding semesters and achieved a 3.51 (good) academic grade (scholarship index) based on the curriculum set by the faculty with regards to the training concerned and its rules regarding the calculation of average;

c) has at least one complex [type "C"] intermediate level (B2) state or state certified language exam.

---

[766] Established by Volume II of ELTE's Organisational and Operational Procedures, Senate Resolution XLVII/2014. (28 April), regarding the amendment of the chapter pertaining to the Faculty of Law of the Special Provisions of Academic Regulations. Effective date: 1 May 2014

[767] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

[768] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

## Section 220[769]

### THE GUEST STUDENT STATUS

## Section 221[770]

The opportunity discussed in paragraph (3) of Section 42 shall be applied by the faculty with the restriction that courses that conclude with a basic level examination or comprehensive examination and courses that belong to the group of courses connected to the final examination may not be completed by a guest student, or in another institution of higher education.

### THE FACULTY'S STUDENTS' PARTICIPATION IN THE ERASMUS PROGRAM

## Section 222

(1) Students with an active status shall apply to the ERASMUS Program through filling in an application in the E-learning System.

(2) The prerequisite for the application is that

a)[771] the student successfully passed the following examinations:

– legal training: Constitutional Law 2, Administrative Law 1, Criminal Law 1, Civil Law 1;

– Bachelor training in Political Science: The Basics of Political Science 2, Constitutional Law 1;

– Masters training in Political Science: Trends in Hungarian Politics, Local Society, regions;

– Bachelor training in Administration of Justice: Civilistics 2, Administrative Law 2;

– Bachelor training in Personnel, Labour and Social Administration (Administration of Labour and Social Insurance): The Administrative Procedure – knowledge of cases of misdemeanour, The Basics of Civil Law 2,

– Masters training in Criminology: Constitutionality and Human Rights, The Basic Problems of Theoretical Criminology

– PhD: registered students with an active status.

b) the student has an intermediate B2 type language exam or a document certifying language skills on par with that with regards to the language to be used during their Erasmus studies;

c) [772]the student has at least two non-completed courses in order to acquire the final certificate stating that all course-units have been completed.

(3) [773]

(4) In the event that the student registers to the final exam after the ERASMUS semester, in the spring semester, they may only attend the examination if they acquire the final certificate stating that all course-units have been completed until 15 March at the latest.

(5) Students participating in the ERASMUS program for the sole purpose of completing their field studies may only be exempted from having to attend courses. In the event that the time frame of the field studies within the framework of the ERASMUS program provides

---

[769] Section and preceding heading repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

[770] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

[771] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021.

[772] Established by Senate Resolution XCVI/2017. (V. 29.) on the amendment to the chapter on the Faculty of Law in the Special Provisions of Eötvös Loránd University's Academic Regulations for Students. Effective date: 30 May 2017.

[773] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

a well-founded reason for this, the student may be granted the extended examination period discussed in paragraph (3) of this section.

(6) The student hands in the verification regarding the completion of a field studies abroad at the International Office of the Faculty. In the event that the verification complies with the requirements, the International Office of the Faculty hands over the copy of the verification for further administrative procedures to the instructor responsible for the field studies.

**THE END OF THE STUDENT STATUS**

**Section 223**

ad Section 52

(1) [774]In accordance with section a) of paragraph (3) of Section 52, the Bureau of Education ends the student status in the event that the student has not completed 20% of the credits necessary to conclude the programme until half-time of the time period specified by the training and outcome requirements. This rule may not be applied with regards to the student-related aspects of LLM trainings.

(2) [775]

**CATCHING-UP EXAMINATIONS**

**Section 224**

(1) In the event that – based on the training and outcome requirements – a student was admitted to the programme concerned upon prescribing the passing of catching-up examinations, this circumstance shall be indicated at the E-learning System by the Bureau of Education.

(2) [776]The catching-up examinations may be held during the term time.

(3) The successful completion of all catching-up examinations shall be indicated by the Bureau of Education at the E-learning System.

(4) In the event that the student does not complete all the catching-up examinations until the end of the second active semester following the student's enrolment, – based on the provision specified in the training and outcome requirements –, the student's name is deleted from the student register.

**Section 224/A[777]**

Under the points system laid out in Section 60 (1) point c), students of the Faculty of Law shall be awarded 50 points.

**THE ORDER OF EDUCATION**

**Section 225**

ad. Section 63

(1) The head of the department – in the case of vocational trainings organised by the Legal Trainings Institute, the director of the institute – ensures that the students are informed about the given course's requirements through the E-learning System or the website of the Faculty. The information provided to the students shall discuss the forms of assessment of the students' performance, the frequency and timing of the assessments, the subject matter

[774] Established by Senate Resolution CLXVI/2024. (VI. 24.). Effective date: 25 June 2024.
[775] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[776] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[777] Enacted by Senate Resolution CXXI/2015. (VI. 29.) on the amendment to the chapter on the Faculty of Law in the Special Provisions of Eötvös Loránd University's Academic Regulations for Students. Effective date: 30 June 2015.

of the course, the examination requirements, the subjects of the examinations, the written study material, and the literature that is regarded as part of the study material.

(2) Only such courses may be announced that are held by lecturers – and only such persons are entitled to hold examinations – that are the employees of the Faculty, bear the title of Professor Emeritus, or persons whose participation (as a PhD student, assigned instructor or a guest lecturer) in the education was approved by the Faculty Council upon the submission of the head of the faculty.

(3) With regards to the instructors and examiners at the Legal Trainings Institute, the director of the institute decides upon coordination with the professional leader of the trainings.

**Section 226**

(1) The categories of courses held at the Faculty: obligatory, elective (alternative) and optional (facultative).

(2) A course is obligatory if – based on the training and outcome requirements, – its completion is necessary for all students in order to obtain the diploma, and all courses that are defined as such by the curriculum. The form of the obligatory course is a class-lecture and/or group work (seminar, practice).

(3) Completing alternative courses is compulsory for students by choosing them from the thematic list offered by the current school schedule at the time.

(4) Completing facultative courses is compulsory for students through the free course choosing prescribed by the training and outcome requirements.

(5) At the legal training, obligatory courses start at the first week of the term time, while alternative and facultative courses start at the second week.

(6) [778]The elective (alternative) courses that will be open for registration in the following semester shall be approved at the end of each academic year by the Faculty Council after consulting with the Faculty Curriculum Committee.

**MODULES SERVING FOR SPECIALISATION**

**Section 227**

(1) [779]At the Faculty of Law and according to the curriculum in effect since September 2010, in the integrated, undivided and full-time legal training, a set group of electives, alternative courses categorised as forming the basis of differentiated professional knowledge, may be divided into 4 modules (Criminal Sciences, Civilistics, International and European Law and Public Law modules). The Faculty Curriculum Committee shall categorise the elective courses into modules based on the people in charge of the modules, by no later than 30 November for the spring semester and 30 April for the autumn semester.

(2) At the undivided, full time legal training, the range of facultative courses belong to one of the 4 modules specified in paragraph (1).

(3) In order to ensure the coordination of themes and a proper variety of facultative courses belonging to the modules, the dean appoints head instructors responsible for the modules (hereinafter head of the module).

(4) Upon negotiation with the relevant department heads, the head of the module makes a written suggestion regarding the range of facultative courses belonging to the modules to the educational vice dean, in the autumn semester, until 1 December at the latest, while in the spring semester, until 1 June at the latest. The range of facultative courses belonging to each module shall be included in the current school schedule at the time.

[778] Enacted by Senate Resolution XCVI/2017. (V. 29.). Effective date: 30 May 2017.
[779] Established by Senate Resolution XCVI/2017. (V. 29.). Effective date: 30 May 2017.

**Section 228**

(1) [780]

(2) The Bureau of Education ranks the students registered to the facultative course belonging to the module based on the credit index of the preceding active semester, and deletes applications exceeding the limit on headcount based on the ranking.

**Section 229**

(1) Whether the given module was completed or not may be established at the time the student concludes their studies, upon acquiring the final certificate stating that all course-units have been completed.

(2) One student may request the accreditation of only one module at most.

(3) With regards to students enrolled before September 2010, the prerequisite for completing the module is the completion of at least 6 facultative courses belonging to the module. A further condition for completing the module is writing a class paper on a subject in connection with the chosen module with a good or outstanding grade.

(4) With regards to students enrolled in or after September 2010, the prerequisite for completing the module is the completion of at least 6 (differentiated) alternative courses belonging to the module, and at least 4 facultative courses belonging to the module. A further prerequisite for completing the module is for the student to write one of their class papers and thesis on a subject in connection with the chosen module with a good or outstanding grade.

(5) The module does not qualify as completed in the event that the arithmetic mean of the student's grade for the obligatory and alternative courses among the group of courses (panel) belonging to the module, together with the arithmetic mean of the grade for the facultative courses belonging to the module does not reach 3.51.

(6) The student shall request the accreditation of the course through the E-learning System, from the day of the issuing of the final certificate stating that all course-units have been completed until the day of their first final examination. The Bureau of Education registers the completion of the module into the E-learning System.

**CLASS PAPER**

**Section 230**

(1) Students enrolled in Legal and Political Science Bachelor trainings are required to write a class paper – which serves the purpose of getting familiarised with the research methodology and improving writing skills – based on the given curriculum, which is at least 1 sheet (40,000 characters, approximately 20 standard pages) long, and is to be assessed based on a five-grade system.

(2) The class paper may be written on the obligatory courses the student registers to until the deadline of the paper, on the subjects recommended or approved by the departments.

(3) The departments announce the recommended subjects for class papers on the bulletin board of the department in every semester, until the end of the first week of the term time. Furthermore, the departments announce the names of the consultant teachers together with their field of expertise.

(4) [781]The deadline for handing in the class paper is the last workday of the term time. The class paper shall be handed in at the Bureau of Education, together with a verification signed by the consultant teacher.

---

[780] Repealed by Senate Resolution CVII/2018. (V. 28.) on amendment to the chapter on the Faculty of Law in the Academic Regulations for Students. Effective date: 29 May 2018.

[781] First sentence established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.

(5) The evaluation criteria are determined by the department and disclosed on the bulletin board of the department.
(6) The deadline for evaluating the class paper is the end of the 6th week of the examination period following the submission of the paper.
(7) There is no room for amending the grade given for the paper.

## ASSESSING ACADEMIC PERFORMANCE

### CLASSROOM TEST

### Section 231

(1) In the event that the department intends to assess the students' performance during the lectures (class classroom test), and attaches consequences to the results, the requirements and conditions shall be disclosed in the E-learning System until the end of the first week of the term time.
(2) Only one class classroom test may be held on the same week among all the courses, except for the last two weeks of the term time.
(3) In the event that the class classroom test is a condition for allowing students to take the examination, the students who failed the test shall be provided an opportunity at a date and time specified by the department to write a repeat test, until the last day of the term time at the latest.
(4) The department is required to correct the class classroom test within 8 days after writing the test, along with making the results available to the students, and giving an opportunity within a week for the students to take a look at the tests.
(5) [782]Even in the case of student consent as specified in paragraph (6) of Section 67, instructors may only deviate from the time of a seminar or lecture if it does not get in the way of students' other academic responsibilities.
(6) [783]Instructors may assess students' knowledge over the course of the term time in the form of classroom tests or by assigning papers. The test and paper scores shall contribute to the students' semester grades. The instructor shall inform students about how papers and tests count towards their semester grades by the end of the second week of the term time.

### SEMINARS, PRACTICES, ORALS

### Section 232

ad Section 66
(1) At obligatory practices, seminars, the instructor responsible for the practice or seminar shall check the attendance of the students. The students shall be informed about the consequences of absences on the first class.
(2) Testing the knowledge of courses specified in the curriculum is in the form of orals.
(3) The assessment of seminars, practices and courses (alternative, facultative) concluding with orals happens in the last week of the term time. An opportunity for amending failed classes shall be given on one occasion, until the second week of the examination period at the latest.
(4) In the event that the practice is connected to a course evaluated by terminal examinations or basic level examinations, and the obligatory course was failed, the practice connected to it shall be repeated as well.

[782] Enacted by Senate Resolution XCVI/2017. (V. 29.). Effective date: 30 May 2017.
[783] Enacted by Senate Resolution XCVI/2017. (V. 29.). Effective date: 30 May 2017.

## THE RULES OF ORGANISING EXAMINATIONS

### Section 233

ad Section 70

(1) [784]In the event of a written examination, the head of the department – in the case of vocational trainings organised by the Institute of Legal Trainings, the director of the institute – makes a decision regarding whether they provide 3 written examination occasions – as the standard rules of examinations –, or the department announces only 2 written examination occasions. In the event of 2 written examination occasions, at least 2 weeks shall pass between the 2 occasions (in the case of the Legal Training Institute, one week), and the headcount shall be proportionally divided in a way that the sum of the headcount shall reach 130% of the students that may be allowed to take the examination.

(2) The rules of exemption are determined by the head of the department – in the case of vocational trainings organised by the Institute of Legal Trainings, the director of the institute – and ensures that the students are informed about it simultaneously with disclosing the dates and times of examinations. Exemption requests may be submitted until the last day of the week following the examination period at the relevant department.

(3) [785]The Students' union shall be notified of the planned times and dates of the exams referred to in paragraph (2) of Section 70. The Students' union shall give its opinion on the planned dates within one week.

(4) [786]If an exam is cancelled due to the absence of an instructor, the cancellation must be reported to the head of the department. The instructor and the students shall agree on a new date for the exam. Students unable to take part in the exam on the newly agreed date, shall be allowed to register for any future exam, regardless of whether or not the student exceeds the limit of students taking the exam.

(5) [787]During Students' inspection of their corrected written examinations, the instructor must present a detailed answer key which makes clear the key elements of the correct answers, as well as the points and part points awarded for them.

## RETAKE EXAM AND REMEDIAL EXAM

### Section 234

ad Section 73

(1) In the event that the department – in the case of vocational trainings organised by the Institute of Legal Trainings – provides only 2 examination occasions, the failed written examination may be retaken by the student – based on their choice, – on the second written examination occasion in writing or on the oral retake examination occasions orally. In the event of announcing 3 or more written examination occasions, the failed written examination – unless determined otherwise by the institute in the case of vocational trainings organised by the department or the Institute of Legal Trainings – may only be remedied in writing.

(2) In the event that the student attempted to pass the examination for the first time during the last written examination occasion, the student may not request another written examination occasion.

(3) [788]

---

[784] Established by Senate Resolution XCVI/2017. (V. 29.). Effective date: 30 May 2017.
[785] Enacted by Senate Resolution XCVI/2017. (V. 29.). Effective date: 30 May 2017.
[786] Enacted by Senate Resolution XCVI/2017. (V. 29.). Effective date: 30 May 2017.
[787] Enacted by Senate Resolution XCVI/2017. (V. 29.). Effective date: 30 May 2017.
[788] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

(4) [789]Section 73 paragraph (5) shall apply to both the comprehensive exam and the foundation exam.
(5) [790]

## PERSONALISED INSTRUCTION FOR EXCEPTIONAL CASES

### Section 235[791]

ad Section 74

In accordance with sections a)-d) of paragraph (2) of Section 74, a personalised instruction for exceptional cases may be granted for students that obtained at least 50 credits, obtained at least 20 credits during their last concluded semester, and their scholarship index in their last concluded semester reached 3.51.

## FIELD STUDIES

### Section 236[792]

(1) The field studies may be completed at professional workplaces belonging to the field of justice, administration, politics and economics individually chosen by the student and approved by the person responsible for the field studies, with the guidance of an instructor.
(2) Students enrolled in full-time legal training, if they do not have an individually chosen professional job, may also choose a place of employment by contacting an instructor supervising the field studies.
(3) Students participating in a correspondence-based programme may request an exemption from the completion of the field studies if they can credibly prove that they are performing work in accordance with the duration and requirements of the field studies. The verification form must include the name of the workplace where the field studies is to be completed, the name of the instructor (manager), a detailed description, evaluation and qualification of the work to be performed. Exemption from the field studies is decided upon by the instructor supervising the field studies on the basis of a separate application.
(4) The duration of the field studies for law students shall be six weeks (240 hours). Students enrolled in full-time legal training may complete the field studies in the first 6 weeks of the tenth semester in accordance with the recommended curriculum, but they may also complete the field studies in the summer following the sixth or eighth semester. Students participating in a correspondence-based programme may complete the field studies at any given time during their studies.
(5) The obligatory 40-hour field studies at the Bachelor training in Administration of Justice, whereas the obligatory 160-hour field studies in Bachelor training in Administration of Labour and Social Insurance shall be completed – according to the recommended curriculum – between the end of the 4th semester and the beginning of the final examination period. The request shall be submitted to the relevant rapporteur of the given major at the Institute of Legal Trainings.
(6) The obligatory 160-hour field studies at the Bachelor training in Political Science shall be completed – according to the recommended curriculum – between the end of the 4th semester and the beginning of the final examination period at the workplace approved by the professional head of the training. The deadline for applying to the field studies is the

[789] Established by Volume II of ELTE's Organisational and Operational Procedures, Senate Resolution CC/2015. (14 December), regarding the amendment of the chapter pertaining to the Faculty of Law of the Special Provisions of Academic Regulations. Effective date: 15 December 2015
[790] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[791] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[792] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021.

last day of the 4th week of the term time, the deadline for submitting the proof of completion at the Political Science Institute is the last workday of the examination period.

(7) The obligatory 200-hour field studies at the Masters training in Criminology shall be completed – according to the recommended curriculum – from the end of the second semester. The deadline for applying to the field studies is the last day of the 5th week of the term time of the 2nd semester. The deadline for submitting the proof of completion at the Department of Criminology is the last day of the term time of the 4th semester.

(8) Students who complete the field studies shall not be exempt from the obligation to attend classes.

(9) Students shall apply for the field studies by submitting the authorised form serving this purpose to the person in charge of the field studies, in the case of students taking the final exam in the spring semester, until 30 November at the latest, in the case of students taking the final exam in the autumn semester, until 30 June at the latest. The proof of completion shall be submitted within 30 days of completing the field studies, but the case of final exams in the spring semester, until 20 March, and in the case of final exams in the autumn semester, 31 August. The application form and the proof of completion shall be submitted electronically to the instructor in charge of the field studies in line with the curriculum.

## THESIS

### Section 237[793]

ad Section 78

(1) Students enrolled in Legal Training shall submit the minimum of 2.5 sheets (100,000 characters – approximately 50 standard pages) long thesis electronically via the Electronic Academic System by the end of the first week of the term time.

(2) Students enrolled in the personnel, labour and social administration (Administration of Labour and Social Security and the Administration of Justice) programmes shall submit the minimum of 2 sheets (80,000 characters – approximately 40 standard pages) long thesis electronically via the Electronic Academic System until 2 months prior to the beginning of the final examination period.

(3) Students enrolled in the Political Science training shall submit the minimum of 2 sheets (80,000 characters – approximately 40 standard pages) long thesis electronically via the Electronic Academic System until 1 month prior to the beginning of the final examination period at the latest.

(4) Students enrolled in the Masters training in Criminology shall submit the minimum of 2 sheets (80,000 characters – approximately 40 standard pages) long thesis electronically via the Electronic Academic System until 3 weeks prior to the beginning of the examination period at the latest.

(5) Students enrolled in LLM programmes shall submit the minimum of 2 sheets (80,000 characters – approximately 40 standard pages) long thesis electronically via the Electronic Academic System until 10 days prior to the beginning of the final examination period at the latest.

(6) Students enrolled in the trainings offered by the Institute of Legal Trainings shall submit the minimum of 1.5 sheets (60,000 characters – approximately 30 standard pages) long thesis electronically via the Electronic Academic System until 1 April or 1 October, respectively, upon receiving the final certificate stating that all course-units have been completed.

(7) Students taking part in specialised continuing education programmes and LLM programmes shall upload the topic of their thesis to the Electronic Academic System by 15 February in

[793] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.

the spring semester and by 15 July in the autumn semester, which is approved by the supervisor within 15 days.

## FINAL EXAMINATION

### Section 238

ad Section 81

(1) [794]Final exam preparation classes shall be provided by the Faculty as a uniform and indivisible service, meaning that students must register for all of their final exam preparation classes at the same time. Choosing the alternative final examination – based on the choice of the student, the final examination to be taken on the subject of Law and State Philosophy or European Law – is based on which preparatory lecture for the final examination the student registers to. The choice may not be changed later.

(2) The requirements of the final examination (the list of subjects), with reference to the literature shall be made available to the students by the departments – in the case of vocational trainings organised by the Institute of Legal Trainings – 3 months prior to the final examination, on the website of the Faculty.

(3) [795]In programmes organised by the Legal Ongoing Education Institute, in particular in the specialised continuing education and the LLM programmes, the student takes the exam for each final examination subject at the same time.

(4) [796] The duration of the final examination period is no less than eleven weeks. The commencement date of the final examination period is determined by the dean of the faculty; the final examination period ends on the last workday of the examination period.

(5) [797]The final examination period in the Institute of Postgraduate Legal Studies begins on 15 November and 15 May, respectively. The degree thesis must be defended before the final exam board prior to the exam. If the thesis defence is unsuccessful, the final exam cannot be taken.

### Section 239

(1) The final exam registration deadline is the last day of the registration period.

(2) The final exam schedule shall be published by the Office of Educational Affairs in the Electronic Academic System (NEPTUN) 1 month before the start of the final examination period.

(3) Should the programme curriculum require that a student completes subjects ending in an exam in the same semester that he/she is scheduled to take the final exam, the student's name shall be removed from the final exam schedule should he/she fail to receive a leaving certificate by the end of the second week of the examination period.

(4) Final exams must be held at least ten days apart within the final examination period.

(5) When determining the final exam schedule at the Faculty of Law, students must be provided no less than twenty days of preparation between the civil law and constitutional and administrative law final exam.

(6) Final exam results shall be announced by the committee chairperson.

(7) In the case of joint final exam subjects, the subjects shall be graded separately.

(8) A student who fails to show up for the final exam may only retake the exam in the subsequent final examination period.

(9) A successful final exam cannot be retaken.

---

[794] First sentence established by Senate Resolution CC/2015. (14 December) Effective date: 15 December 2015.
[795] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[796] Second sentence established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[797] First sentence established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.

## RETAKING AN UNSUCCESSFUL FINAL EXAM

### Section 240

ad Section 82

(1) Students who have passed all but one of their final exams in their first final examination period are to take the remaining exam on the day of the final examination period's re-take exams.

(2) Students who fail the final exam in a final examination period other than their first, may only attempt a re-take exam if the student's registration for the exam does not exceed the quota for the advertised exam dates. This regulation also applies to first attempts at the final exam in programmes offered by the Institute of Postgraduate Legal Studies.

(3) [798]If a student has exceeded the limit on the number of attempts at the final exam specified in Section 82 (5), upon said student's request the Academic Committee may allow a fourth final exam in the programme.

(4) [799]The fee for final exams granted on request within two years, as laid down in Section 50 (3) of the Act on National Higher Education, and within seven years of obtaining the final certificate, as laid down in Section 81 (6), are equal to the semester's lowest tuition fee in the given programme.

## THE QUALIFICATION OF THE DIPLOMA

### Section 241

ad Section 84

The qualification of the diploma is determined by the final exam results and the average calculated from the arithmetic mean of comprehensive exam and language exam grades, if they are specified in the study and exam requirements. The final exam result is the simple arithmetic mean of the grades obtained in the final exam and the grade received for the thesis.

## CONFERRING AND THE AWARDING OF THE DIPLOMA

### Section 242

(1) The doctorate degree is conferred upon law graduates in the order that they pass their final exams. The dates of the degree conferring ceremonies are chosen by the Dean.

(2) Students who miss their degree conferring ceremony for whatever reason may only receive their diplomas in the following period of award ceremonies.

(3) The graduation ceremony for the Department of Law's other programmes is held after the examination period, at a date chosen by the Dean. Students who miss the ceremony can pick up their diplomas at the Office of Educational Affairs.

(4) The graduation ceremony at the Institute of Postgraduate Legal Studies is held at a date chosen by the Director of the Institute. Students who miss the ceremony can pick up their diplomas at the Office of Educational Affairs.

## STUDENT GRANTS AND SCHOLARSHIPS

### Section 243[800]

ad Section 98 (1)

(1) In line with Section 93 (1) the funds allocated to the Faculty are to be spent on academic scholarship payments.

---

[798] Established by Senate Resolution XVII/2021. (III. 08.) Effective date: 9 March 2021.
[799] Established by Senate Resolution XVII/2021. (III. 08.) Effective date: 9 March 2021.
[800] Established by Senate Resolution CC/2015. (14 December) Effective date: 15 December 2015.

(2) [801]In line with Section 93 (2) the grants listed in Section 93 (4) shall be allocated in the following proportions:
a) research scholarship, professional scholarship, financial support for participation in academic competitions and conferences: 46%;
b) public service scholarship: 50%
c) sports scholarship, cultural scholarship, arts scholarship: 4%

(3) [802]The distribution of the funds among the titles specified in paragraph (2) shall be decided by the KÖB based on the relevant requests and in line with the practice of responsible spending.

(4) [803] Remaining amounts may be used freely among entitlements of the same or other allocations. The KÖB shall be free to decide on how the funds are spent.

(5) [804]

(6) [805] When finalising the call for applications for the scholarships listed in point a) of paragraph (2), the KÖB shall take into account
a) events that add to the diversity of the Faculty's academic, professional and social life,
b) the activities of the Faculty's students and student organisations that contribute to the goal established in point a),
c) domestic and international opportunities that could promote the professional advancement of the Faculty's students.

## MEMBERS OF THE SCHOLARSHIP COMMITTEE OF THE FACULTY OF LAW

### Section 244[806]

The Scholarship Committee of the Faculty of Law has 4 members.

## ACADEMIC SCHOLARSHIP

### Section 245[807]

(1) The academic scholarship is a tuition aid regularly paid to the student based on his/her academic achievement in the previous semester.

(2) Students eligible for an academic scholarship are those whose grade point average necessary for calculating the scholarship, is higher than the scholarship index of the student at the midpoint of scholarship index ranking for students whose education is state-funded.

(3) Academic scholarships are determined separately for each programme.

(4) Students who have transferred from another higher education institute shall have their averages calculated according to the faculty's regulations for calculating the average, using the courses, credits and weights listed in the curriculum of the given programme, as well as the grades obtained by the student in the other higher education institute.

(5) The average can only be used as the basis for scholarship payment if the student has successfully obtained no less than 16 credits. The minimum credit requirement for students with Erasmus scholarships is 10 successfully obtained credits. In the case of Erasmus students, course grades taken into account when calculating the grade point average are the

---

[801] Established by Senate Resolution CCXXII/2022. (XI. 14.). Effective date: 15 November 2022.
[802] Enacted by Senate Resolution CVII/2018. (V. 28.). Effective date: 29 May 2018.
[803] Established by Senate Resolution CCXXII/2022. (XI. 14.). Effective date: 15 November 2022.
[804] Repealed by Senate Resolution CCXXII/2022. (XI. 14.). Repealed: 15 November 2022.
[805] Enacted by Senate Resolution CVII/2018. (V. 28.). Effective date: 29 May 2018.
[806] The section and the previous title established by Senate Resolution CC/2015. (14 December) Effective date: 15 December 2015.
[807] The section and the previous title established by Senate Resolution CC/2015. (14 December) Effective date: 15 December 2015.

ones the student has successfully completed and which have been entered into the Electronic Academic System up to the day on which scholarships are calculated.

(6) The following formula is used to calculate the scholarship index:

$$\frac{\sum(credits\ obtained * grade * weight)}{\sum(credits\ obtained * weight)}$$

(7) Weight referred to in paragraph (5):
a) 3: in the case of complex exams and language proficiency exams,
b) 2: in the case of exams,
c) 1: in the case of all other grades.

(8) Only successfully completed courses part of the relevant programme are calculated into the scholarship index.

(9) When including courses not resulting in the obtainment of credits (courses ending with a language proficiency exam or a complex exam) in the scholarship index formula, the number of lessons for said courses is to be taken into account, and substituted into the formula.

(10) The method for calculating academic scholarships is the following:
a) The number of students eligible for an academic scholarship shall be determined using Section 244 (2),
b) The number of students determined in a) is to be multiplied by the minimum sum payable (5% of the student normative), as defined in legislation.
c) The sum calculated on the basis of b) is to be deducted from the scholarship allocation,
d) The faculty average for the relevant programme is to be deducted from average determined by the use of paragraphs (1), (2) and (4) of this section.
e) The differences rounded to the nearest hundredth calculated in d) on the basis of a) are to be multiplied by 100, (this product is the multiplier to be applied to the relevant student)
f) Following the calculation laid out in e), the products for all eligible students determined in a) are to be added up,
g) Following the calculation laid out in (c), the scholarship allocation remaining after sums payable to all eligible students have been deducted, is to be divided by the sum resulting from the calculation laid out in f) (this quotient determines one unit of the scholarship),
h) The unit calculated in g), rounded to the nearest whole, is to be multiplied by the multiplier for each student eligible for a grant in accordance with a). This result must then be added to the minimum sum payable defined in legislation [referred to in b)], to calculate the sum to be allocated to the grade point averages on the basis of which grants are paid,
i) The grade point averages on the basis of which grants are paid, are to be allocated to the respective students.

## HALVING SCHOLARSHIP

### Section 246[808]

(1) Students taking part in full-time tuition-based programmes who have been admitted to a programme in legal studies, enrolled and registered for the given semester may apply for a performance-based "Halving" academic scholarship from the available resources.

(2) The scholarship may be awarded to a student for the maximum number of academic semesters allocated for the programme in the model curriculum.

(3) The scholarship provides support for tuition-paying students to pay their tuition.

[808] Section and preceding sub-head enacted by Senate Resolution CXXXI/2020. (IX. 11.) on the amendments to the Special Regulations of the Academic Regulations for Students pertaining to the Faculty of Law. Effective date: 12 September 2020.

(4) The sum of the scholarship determined for the academic semesters, the indicators of a student's academic performance for each academic semester and the eligibility criteria shall be determined by the Dean in an individual application and published on the Faculty's website.

**Section 247[809]**

(1) The first call for scholarship applications shall be put out in the 2020/2021 academic year. Applications will be invited in the autumn semester of the academic year and will be open to students who have enrolled in full-time legal training in September 2020. Depending on the resources available to the Faculty, the scholarship application for students admitted in the subsequent academic years will be announced at the discretion of the Dean.

(2) The scholarship application is evaluated based on the academic performance indicators and the student's fulfilment of each eligibility criterion. For the sake of equity, especially in justified cases, the Dean or the delegated dean of education may deviate from the academic requirements and criteria, provided that the opinion of the Academic Committee or the Faculty Scholarship Committee is obtained in advance before deciding on such matters.

**NATIONAL HIGHER EDUCATION SCHOLARSHIP**

**Section 248[810]**

(1) [811]Students eligible for the National Higher Education Scholarship are those who(se)
a) obtained a scholarship index of at least 4.51 in the previous two
b) application for the scholarship has the support of an instructor

(2) [812]Applications for the scholarship are to be submitted via the Electronic Academic System by the deadline specified in the call for applications.

(3) Applications submitted on time shall be ranked by the Board of Studies of the Faculty according to the following criteria:

| **APPLICATION FORM HEADINGS** | **POINTS** |
|---|---|
| **Academic achievements** | |
| combined scholarship index of the last two semesters X 100 | max. 1000 |
| intermediate (B2) language proficiency exam result | 50 |
| advanced (C1) language proficiency exam result | 80 |
| knowledge of legal terminology | 50 |
| re-take exam | - 50 |
| **Professional activity** | |
| **(1) Research activity**<br>Participation in organised research<br>Participation contributed relevantly to the research (collection of materials, contributing to bibliography, annotation, translation, etc.)<br>Submitted an interim research paper | max 120<br>30<br>60<br><br>120 |

[809] Enacted by Senate Resolution CXXXI/2020. (IX. 11.). Effective date: 12 September 2020.
[810] Established by Senate Resolution CC/2015. (14 December) Effective date: 15 December 2015.
[811] Introduction established by Senate Resolution LXIX/2019. (V. 27.). Effective Date: 28 May 2019.
[812] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021.

| | |
|---|---|
| **(2) Participation, award in a Conference of Scientific Students' Associations, National Conference of Scientific Students' Associations**<br>Member of the Scientific Student's Association and/or a college for advanced studies<br>gave a lecture<br>opposed a research paper<br>submitted a research paper<br>Secretary of a Conference of Students' Scientific Associations<br>submitted a research paper for a National Conference of Scientific Students' Associations<br>finished in the top 3 at a National Conference of Scientific Students' Associations | max. 200<br>30<br>50<br>60<br>80<br>90<br>100<br>200 |
| **(3) Publications, lectures** | max 150 |
| **(4) Research papers**<br>Submitted an entry to competition at home<br>Submitted an entry to competition abroad<br>Won a prize, ranked in the top 3 at home<br>Won a prize, ranked in the top 3 abroad | max 150<br>80<br>90<br>140<br>150 |
| **(5) Other vocational/academic competitions**<br>Participated in a vocational competition at home<br>Participated in a vocational competition abroad<br>Won a prize, ranked in the top 3 at home in a vocational competition<br>Won a prize, ranked in the top 3 abroad in a vocational competition | max 150<br>80<br>90<br>140<br>150 |
| **(6) Other outstanding professional accomplishments** | max. 200 |
| Passed an exam in<br>a partial (at least a semester-long) research stay scholarship programme | 100 |
| Studies in parallel programmes | 100 |
| The application is backed by an instructor | 100 |
| The application is backed by an instructor (PI) independent of the higher education institution | 100 |
| **(7) Other education-related accomplishments**<br>Appointed demonstrator for a department | 100 |
| **Sporting achievements, public service and other accomplishments (III)** | |
| **(8) Student public service**<br>has an active functional role in the Student Council/Entrance Exam Preparatory Committee<br>member/officer of an elected faculty body<br>member/officer of an elected university body | max. 125<br>50<br>75<br>125 |
| (9) Other outstanding social, cultural activities | 50 |
| (10) Activities represents the Faculty or the University in a national or international organisation | 50 |

| | |
|---|---|
| (11) Finished in the top 3 in a national or international sporting competition | 50 |
| (12) Active membership in faculty's/university's student body | 50 |

(4) All achievements listed in paragraph (5) must be backed up by attaching valid documentation to the application.

(5) [813]Points for achievements in the Professional activity (II) and Sporting achievements, public service and other accomplishments (III) categories shall only be awarded for those not listed in previous successful applications for the Scholarship of the Republic of Hungary or National Higher Education Scholarship. Points awarded for criteria under the Professional activity (II) and Sporting achievements, public service and other accomplishments (III) categories may not exceed the maximum number of points attainable for those criteria, even if the total number of points attained for the sub criteria is greater than the relevant criterion's absolute limit.

## Section 249[814]

## FUNDING THE WRITING OF LECTURE NOTES, THE PROCUREMENT OF DIGITAL TEXTBOOKS, COURSE MATERIALS AND DIGITAL SOURCES FOR PREPARING LECTURES.

## Section 250

ad Section 114

(1) The decision on the allocation of the percentage of funds laid down in legislation and in Volume 2 of the Organisational and Operational Regulations of Eötvös Loránd University is made by the faculty's Vice Dean for Education with the approval of the Faculty Student Council. The funds may be spent on producing lecture notes, digital legal research database subscriptions, providing the necessary technical factors for wireless access, as well as expanding the faculty library's list of textbook titles.

(2) The percentage of funds laid down in legislation and in Volume 2 of the Organisational and Operational Regulations of Eötvös Loránd University is to be spent on e-textbooks, course materials, electronic devices and tools assisting disabled students in their studies. The decision on the allocation of the funds is made by the faculty's Vice Dean for Education, based on recommendation from the Coordinator of Services for Students with Disabilities, with the approval of the faculty Student Council.

## TUITION FEE

## Section 251

ad Section 131

(1) [815]

(2) Upon request, and based on the student's social environment, the student may receive no more than 2 extensions to pay tuition. Students may not pay their tuition in instalments.

(3) Upon request, and based on the student's social environment, the student may qualify for a reduction of up to 40% of his/her tuition, if said student registered for no less than 30 credits, and obtained at least half of these credits with a minimum grade point average of

[813] First sentence established by Senate Resolution LXIX/2019. (V. 27.). Effective Date: 28 May 2019.
[814] The section and the previous title repealed by Senate Resolution CC/2015. (14 December) Effective date: 15 December 2015.
[815] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.) Effective date: 1 September 2021.

3.51. Students enrolling for their first semester may have their tuition reduced on social grounds, taking entrance exam scores into account.

(4) [816]

(5) Students who have been granted a payment extension pursuant to paragraph (2), but have failed to meet the new deadline, are to be sanctioned in accordance with Section 131 (7).

(6) The Institute of Postgraduate Legal Studies does not grant extensions to pay tuition. Upon a student's request, the Director of the Institute of Postgraduate Legal Studies may allow a student to pay his/her tuition in instalments. Students paying their tuition in instalments are not eligible for refunds, should they interrupt their student status.

## FEES

### Section 252[817]

Compensation fees are set by the Faculty Council, no later than the 15th of May preceding the academic year. The faculty must then publish the fees according to standard procedure.

## FIRST INSTANCE BODIES HANDLING STUDENT CASES

### Section 253

(1) Faculty first instance bodies carrying out tasks entrusted to it by legislation and this Regulation are the following:
a) Board of Studies of the Faculty for full-time programmes,
b) Board of Studies of the Faculty for part-time programmes,
c) Faculty Credit Transfer Committee,
d) [818]Faculty Scholarship Committee,

(2) The first instance body for handling student cases at the Institute of Postgraduate Legal Studies is the Director of the Institute.

## DEAN'S EQUITY

### Section 254

ad Section 143

(1) Under special circumstances, defined by the present Regulations, - with the consent of the Board of Studies of the Faculty - the Dean may permit deviations, as requested by the Student, from any of the rules listed in the Regulations, with the exception of circumstances in which a student fails to meet the deadlines to matters referred to in paragraph (2).

(2) In the case of a request for equity pertaining to a transfer, course registration or registration for the final exam, students must submit the request by the end of the second week of the term time, while requests dealing with personalised instruction for exceptional cases or post-registration for courses must be submitted by the end of the fourth week of the term time. The student may not submit a request for equity or an excuse request if he/she fails to meet a deadline regulated in this paragraph.

(3) Students may only make one request for equity during their studies in a given programme.

---

[816] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.) effective 1 September 2021.
[817] First sentence and preceding sub-head established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[818] Established by Senate Resolution CC/2015. (14 December) Effective date: 15 December 2015.

**Section 255**[819]
**Section 256**[820]
**Section 257**[821]
**Section 258**[822]
**Section 259**[823]
**Section 260**[824]
**Section 261**[825]
**Section 262**[826]
**Section 263**[827]
**Section 264**[828]
**Section 265**[829]
**Section 266**[830]
**Section 267**[831]
**Section 268**[832]
**Section 269**[833]
**Section 270**[834]
**Section 271**[835]
**Section 272**[836]
**Section 273**[837]
**Section 274**[838]
**Section 275**[839]
**Section 276**[840]
**Section 277**[841]
**Section 278**[842]
**Section 279**[843]
**Section 280**[844]
**Section 281**[845]

[819] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[820] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[821] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[822] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[823] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[824] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[825] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[826] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[827] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[828] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[829] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[830] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[831] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[832] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[833] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[834] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[835] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[836] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[837] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[838] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[839] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[840] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[841] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[842] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[843] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[844] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[845] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.

**Section 282**[846]
**Section 283**[847]

[846] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.
[847] Repealed by Senate Resolution XLVII/2014. (IV. 28.) Effective 1 May 2014.

# CHAPTER XV
# PROVISIONS PERTAINING TO THE BÁRCZI GUSZTÁV FACULTY OF SPECIAL EDUCATION[848]

## Section 284

Provisions of sections 1-13 of the Academic Regulations for Students are to be applied with deviations present in this section for students pursuing studies at the Bárczi Gusztáv Faculty of Special Education[849].

### THE FACULTY ACADEMIC AND STUDENT AFFAIRS COMMITTEE

## Section 285[850]

(1) The Faculty Academic and Student Affairs Committee (hereinafter the Committee) carries out the tasks referenced in Section 124 (3) points a) and b) of Volume 1 of the Organisational and Operational Regulations of Eötvös Loránd University (as laid down in Section 11 of Annex G in Volume 3 of the Organisational and Operational Regulations), and is competent in the following academic affairs concerning students:

a) preparing and reviewing faculty and university regulations pertaining to students and their studies,

b) preparing and making decisions pertaining to student requests,

c) preparing teaching arrangements and improvement proposals pertaining to student affairs,

d) preparing decisions pertaining to faculty teaching arrangements.

(2) To carry out recurring but non-continuous tasks, the Committee operates subcommittees in the following areas:

a) The Credit Transfer Subcommittee, which has decision-making power over request dealing with earning, acknowledgement or validation of credits obtained. The subcommittee carries out the tasks assigned to the committee referenced in Section 124 (3) point b) of Volume 1 of the Organisational and Operational Regulations of Eötvös Loránd University.

b) The Selection Subcommittee, which is involved in establishing and reviewing rules dealing with the admission procedure, and preparing decisions concerning the procedure.

c) The Practical Training Subcommittee, which is involved in decisions relating to organising practical training programmes, and organising the programmes themselves.

d) The Special Needs Subcommittee, which is involved in establishing conditions ensuring that special needs students are given equal opportunities in their studies.

(3) The Committee is chaired by the faculty's Dean for Education Affairs, and its members are heads of delegates of the faculty's various institutes, as well as two members of the faculty's Student Council. The Practical Training Subcommittee is to ensure the representation of special postgraduate programmes.

(4) The Dean may appoint, in addition to the members of the committee, additional experts to participate in the work of the subcommittees.

(5) The Committee shall adopt its rules of procedure approved by the Faculty Council. The Committee shall report annually to the Faculty Council on its work.

---

[848] The faculty's name changed as a result of Sen. Rule CXCI/2009. (VI. 29.) Effective 1 July 2009.
[849] The faculty's name changed as a result of Sen. Rule CXCI/2009. (VI. 29.) Effective 1 July 2009.
[850] The Section and the subtitle established by Senate Resolution CXLIV/2014. (VI. 30.). Effective date: 1 July 2014.

**Section 286**[851]
**Section 286/A**[852]
**Section 287**[853]

**TRANSFER**

**Section 288**[854]

ad Section 34

(1) The transfer request is to be submitted to the faculty desk at the Pedagogikum Centre Office of Educational Affairs (PK TO) by filling out the form referenced in the Annex to the Rules and Procedures of Student Affairs. The form shall be addressed to the Dean. The Dean's decision is prepared by the Faculty Academic and Student Affairs Committee.

(2) Students who can be transferred are the following:

a) students who have validly completed no less than one semester,

b) students whose entrance examination scores are at least 85% of the entrance examination threshold in the faculty's relevant year of admission and type of training programme.

c) [855]students who held a grade point average of 4.00 or higher in the last active semester obtained an average of 20 credits – 30 credits in undergraduate training – in their semesters completed.

(3) [856]

**Section 288/A**[857]
**Section 288/B**[858]
**Section 289**[859]
**Section 290**[860]
**Section 291**[861]
**Section 292**[862]

(1) [863]

(2) [864]Students may request to register for an exam course by submitting a request for exam course signed by the course's lecturer by the end of the registration period. The exam course registration is done by the Office for Educational Affairs staff through the Electronic Academic System, once the student has submitted the filled out request.

---

[851] The Section and the subtitle repealed by Senate Resolution CXLIV/2014. (VI. 30.). Effective date: 1 July 2014.
[852] The Section and the subtitle repealed by Senate Resolution CXLIV/2014. (VI. 30.). Effective date: 1 July 2014.
[853] Section and preceding heading repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[854] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[855] Established by Senate Resolution CXIII/2020. (VI. 22.). Effective date: 31 July 2020, with the amendment to apply beginning with the transfer requests submitted for the 2020/2021 academic year.
[856] Repealed by Senate Resolution LXXXVI/2022. (VI. 1.). Repealed: 31 May 2022.
[857] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[858] Section and preceding heading repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[859] Section and preceding heading repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[860] Section and preceding heading repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[861] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[862] Established by Senate Resolution CXLIV/2014. (VI. 30.). Effective date: 1 July 2014.
[863] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[864] Established by Senate Resolution CVIII/2018 (V. 28.). Effective date: 29 May 2018.

**Section 292/A[865]**
**Section 292/B[866]**

The student registers for seminars from the course list published by the faculty (education seminars, field work) during the registration period.

**Section 293[867]**

ad Section 66 (5)

(1) The seminar requirements - including the field work, traineeship, public education practice - are to be completed during the term time. Individually organised practical requirements done in independent institutions are to be started four weeks before the end of the term time.

(2) Upon students' request, and having obtained the opinion of the lecturer, the head of the department responsible for the course may allow additional lessons to be held (cancelled lessons, seminars) following the end of the term time in order for the students to receive their practical grades.

**Section 294**

Grades for courses in which students are required to submit a paper for evaluation, shall be finalized by the last day of the third week of the examination period.

**Section 295[868]**

**THESIS/PORTFOLIO[869]**

**Section 296[870]**

(1) [871]The thesis is a written academic paper corresponding to a given major, which proves that the student is capable of creating his/her own academic piece of work by applying the knowledge acquired during his/her studies, and processing empirical data with the aid of domestic and international scientific literature. The student is assisted in the thesis writing process by one or more supervisors.

(2) [872]If the Student finished in the top three at a National Conference of Scientific Students' Associations ("OTDK"), or received s special prize, or placed first or won the grand prize in another academic competition, their thesis shall be accepted without being subjected to the critique procedure, and evaluated as „excellent" if this meets the academic and formal requirements concerning the thesis.

---

[865] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[866]Endorsed by Senate Resolution CCCXXXIII/2013. (XII. 09.) Effective 10 December 2013.
Established by Senate Resolution CXLIV/2014. (VI. 30.) Effective 1 July 2014.
[868] Section and preceding heading repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[869] Established by Senate Resolution CVIII/2018. (V. 28.). Effective date: 29 May 2018.
[870] Established by Senate Resolution LV/2013. (II. 4.) on the changing of the name of the Bárczi Gusztáv Faculty of Special Education in the Special Provisions in the Academic Regulations for Students in Volume 2 of the Organisational and Operational Regulations of Eötvös Loránd University. Effective 5 February 2013.
[871] Numbering established by Senate Resolution IX/2018. (I. 22.) on the amendment to the chapter on the Bárczi Gusztáv Faculty of Special Education in the Special Provisions of the Academic Regulations for Students.
[872] Enacted by Senate Resolution IX/2018. (I. 22.). Effective date: 23 January 2018.

## SELECTION OF THE THESIS TOPIC, CHANGE OF THE THESIS TOPIC

### Section 296/A.[873]

(1)[874] The list of recommended thesis topics is put together by the departments responsible for education, and are sent to the Registrar's Office by the heads of the departments. Students shall choose their thesis topics from the list of recommended topics, but may also choose their own under special circumstances. The deadline for submitting the list of topics: **15 September** every academic year.

(2)[875] The list of recommended topics is published in the Electronic Academic System. The deadline for publishing the list of topics: **15 October** every academic year.

(3)[876]

(4)[877] The supervisor can be a faculty lecturer, a faculty researcher, or an independent expert. An assistant lecturer with no PhD degree or an independent expert may also supervise the thesis alongside a certified lecturer.

(5)[878] The thesis topic and supervisor - in the case of an independent supervisor and/or individually chosen topic - is approved by the head of the responsible organisational unit, while in the case of a postgraduate training programme it is approved by the person responsible for the relevant major when the thesis topic is posted. If, during the topic selection period, the student proposes a topic of their own or requests an external supervisor, it must be approved by the head of the department responsible for education or, in the case of in-service training, by the supervisor.

(6) The deadline for choosing the thesis topic is:

a) **November 15** for students in their 5th semester according to the curriculum in full-time and correspondence BA programmes

b)[879] In MA programmes

ba) **November 15** for students in their first semester according to the curriculum in three-semester programmes

bb) **November 15 / April 15** for students in their second semester according to the curriculum in four-semester programmes.

c) for special postgraduate programmes

ca) **November 15** for students in their first semester according to the curriculum in two or three-semester programmes.

cb) **April 15** for students in their second semester according to the curriculum in four-semester programmes.

ad Section 77 (8)

(7)[880] Changing the already approved thesis topic is permitted by the head of the responsible organisational unit, while in the case of special postgraduate training programmes it is permitted by the person responsible for the relevant programme with the approval of the lecturers concerned. In this case students will have to fill out a topic modification form available on the website, which is to be approved by the aforementioned individuals before being sent to the Office for Educational Affairs for modification in the Electronic Academic System.

---

[873] Paragraph and previous title endorsed by Senate Resolution CCCXXXII/2009. (XII. 7.) Effective 8 December 2009.
[874] Established by Senate Resolution CXCVIII/2015. (XII. 14.) Effective date: 1 January 2016.
[875] Established by Senate Resolution LXXXVII/2021. (VI. 30.) Effective date: 29 June 2021.
[876] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.) Effective date: 29 June 2021
[877] Established by Senate Resolution CXLIV/2014. (VI. 30.) Effective 1 July 2014.
[878] Established by Senate Resolution LXXXVII/2021. (VI. 30.) Effective date: 29 June 2021.
[879] Established by Senate Resolution LXXXVI/2022. (VI. 1.). Effective date: 31 May 2022.
[880] Established by Senate Resolution LXXXVII/2021. (VI. 30.) Effective date: 29 June 2021.

(8)[881] The Faculty Council, the Faculty Academic and Student Affairs Committee and the Research Ethics Committee may all set out recommendations and mandatory requirements regarding the formal and content requirements of the thesis. A guide containing these recommendations and mandatory requirements is to be published on the faculty's website.

(9) [882] In the case of the portfolio, the content requirements shall be published on the website of the Faculty in line with the guidelines of the given programme guide.

**FORMAL REQUIREMENTS AND SUBMITTING THE THESIS**

**Section 296/B.[883]**

(1)[884]

(2)[885] If the thesis is presented in an unconventional format (e.g., presented through multimedia contents), the length of the written part is to be defined individually. In this case, the multimedia content of the thesis is to be handled no differently than the rest of the thesis regarding content requirements.

(3)[886] The author shall verify by signature that the thesis conforms to the conditions provided for in Section 74/B (1). In accordance with the declaration the thesis is invalid in the event of plagiarism.

(4)[887] The deadline for submitting the thesis in the Electronic Academic System is:

a) **March 1 5:00 PM** in the spring semester,

b) **November 2 5:00 PM** in the autumn semester,

c) The date specified in the thesis guidelines in special postgraduate programmes.

(5) [888] The student may submit the thesis up to two weeks after the deadline with the written approval of the supervisor by paying a fee.

(6) [889] In the case of the portfolio, the deadlines shall be published on the website of the Faculty in line with the guidelines of the given programme guide.

(7)[890] In the event that the deadline specified in subsections (4) and (5) falls on a weekend or a holiday in the given semester, the Student Affairs and Registrar's Office shall set the deadline for uploading the thesis for 5:00 PM on the first following working day.

**ASSESSMENT AND EVALUATION**

**Section 296/C[891]**

(1)[892] The thesis is assessed separately in writing by the head of the appropriate organisational unit - or by the reviewer appointed by the topic supervisor based on the approval of the person responsible for the major in the case of special postgraduate training programmes. If the student has an independent supervisor, the thesis shall be assessed by a reviewer from the university. In the case of a thesis submitted without a supervisor, the reviewer shall be appointed by the head of the organisational unit, or, in the case of special postgraduate training programmes, the person responsible for the major. The reviewer shall consult with

---

[881] Established by Senate Resolution CXLIV/2014. (VI. 30.) Effective 1 July 2014.
[882] Established by Senate Resolution CVIII/2018. (V. 28.). Effective date: 29 May 2018.
[883] Paragraph and previous title endorsed by Senate Resolution CCCXXXII/2009. (XII. 7.) Effective 8 December 2009.
[884] Repealed by Senate Resolution LV/2013. (II. 4.). Effective 5 February 2013.
[885] Established by Senate Resolution LV/2013. (II. 4.) Effective 5 February 2013.
[886] Established by Senate Resolution LXXXVII/2021. (VI. 30.) Effective date: 29 June 2021.
[887] Established by Senate Resolution LXI/2025. (IV. 14.). Effective date: 15 April 2025.
[888] Endorsed by Senate Resolution CCCII/2010. (XII. 6.) Effective 7 December 2010.
[889] Enacted by Senate Resolution CVIII/2018. (V. 28.). Effective date: 29 May 2018.
[890] Enacted by Senate Resolution LXI/2025. (IV. 14.). Effective date: 15 April 2025.
[891] Established by Senate Resolution LV/2013. (II. 4.) Effective 5 February 2013.
[892] Enacted by Senate Resolution LXI/2025. (IV. 14.). Effective date: 15 April 2025.

the supervisor on the circumstances of the thesis's preparation. The review form is contained in the Thesis guidelines. The written critique is to be uploaded to the Electronic Academic System no less than one week (seven calendar days) before defending the thesis. In addition to an evaluation of the thesis, the written critique contains the recommended grade and an opinion stating whether the thesis can be submitted for defence. The copy of the review and the protocol of the thesis defence shall be submitted to the Student Affairs and Registrar's Office after the final exam.

(2)[893] The reviewer shall make a proposal on the grade. If the grade is a 1 (fail), the student shall not be allowed to defend the thesis. If the supervisor disagrees with the reviewer's opinion, another reviewer shall be appointed. If both reviewers recommend a 1 (fail) grade, the student shall not be allowed to defend the thesis.

(3) Students may re-work or re-write an unsuccessful (failing) thesis, or a thesis deemed unacceptable pursuant to Section 74/C (1), only once.

(4) [894] In the case of the portfolio, the assessment criteria shall be published on the website of the Faculty in line with the guidelines of the given programme guide.

**THESIS DEFENCE**

**Section 296/D[895]**

(1)[896]The thesis defence takes place at a separate date, before the oral part of the final exam in BA and MA programmes, as well as postgraduate training programmes for a BA programme study subspecialisation. Only students who have successfully defended their thesis may sit for the oral part of the final exam.

(2) The dates for thesis defences organised in a special procedure before the final exam:

a) **March 1 - May 30** in the spring semester,

b) [897]**November 2 - December 20** in the autumn semester.

(3) [898] In BA and MA programmes, and in postgraduate training programmes for a BA programme study subspecialisation, the thesis is defended in front of a three-member committee put together by the relevant organisational unit. The supervisor is a member on the committee. The committee chair is the head of the organisational unit, or a certified lecturer appointed by the head of the organisational unit. The Office for Educational Affairs will notify the student on the time the organisational unit scheduled the defence for.

(4) [899] The thesis defence is oral. First the student gives a brief rundown of the thesis, highlighting the main ideas, and follows it up by replying to the thesis review and any questions the committee might have. During the defence, the student has the opportunity to demonstrate knowledge he/she required that is related to the thesis topic. Following the defence, the committee determines the thesis grade, taking into account the grade recommended by the reviewer. If the committee is unable to reach a decision on the grade, the committee chair has the final say. The Office for Educational Affairs records the grade in the Electronic Academic System, in accordance with the thesis defence protocol.

(5)[900] Only theses/degree projects graded 4 (good) and 5 (excellent) will be stored in the university thesis repository. Portfolios and theses/degree projects graded below a 4 shall not be accessible. The thesis review sheet and the thesis defence protocol shall be archived

---

[893] Enacted by Senate Resolution LXI/2025. (IV. 14.). Effective date: 15 April 2025.
[894] Enacted by Senate Resolution CVIII/2018. (V. 28.). Effective date: 29 May 2018.
[895] Paragraph and previous title endorsed by Senate Resolution CCCXXXII/2009. (XII. 7.) Effective 8 December 2009.
[896] Established by Senate Resolution CXLIV/2014. (VI. 30.) Effective 1 July 2014.
[897] Established by Senate Resolution CCCII/2010. (XII. 6.). Effective 7 December 2010.
[898] Established by Senate Resolution CXLIV/2014. (VI. 30.) Effective 1 July 2014.
[899] Enacted by Senate Resolution LXI/2025. (IV. 14.). Effective date: 15 April 2025.
[900] First sentence established by Senate Resolution LXXXVI/2022. (VI. 1.). Effective date: 31 May 2022.

at the Student Affairs and Registrar's Office as a supplement to the final exam protocol. The deadlines for archiving the documents are:

a) **June 5** in the spring semester,

b) **January 5** in the autumn semester.

(6) [901]In the case of a postgraduate training programme - not including the postgraduate training programme for a BA programme study subspecialisation - the person responsible for the relevant major may decide within 5 days of the current semester's thesis submission deadline that the thesis defence shall take place at a date other than that of the final exam. The person responsible for the major shall notify the head of the Office for Educational Affairs in writing of the decision. Theses defences held separately from the final exam in postgraduate training programmes - not including the postgraduate training programme for a BA programme study subspecialisation - are organised by the Office for Educational Affairs.

(7)[902] In the case of the portfolio, the scheduled defences, the defence procedure as well as the rules for preserving the portfolio shall be published on the website of the Faculty in line with the guidelines of the given programme guide.

## SUPERVISING TASKS RELATED TO THE THESIS AND THE PORTFOLIO

### Section 296/E.[903]

The vice dean is appointed by the dean to oversee the writing and defence of theses and portfolios. Should a problem arise during the thesis defence, the student may report the problem in writing to the vice dean appointed by the dean no later than on the third academic day following the defence.

## TRAINEESHIP (FIELD WORK)

### Section 296/F.[904]

(1) [905]Students pursuing special education BA studies shall take part in an traineeship (field work) in their 8th semester. The traineeship

a) consists of 300 contact hours (150 hours per study subspecialisation) in full-time programmes

b) consists of 90 contact hours (45 hours per study subspecialisation) in part-time programmes.

The duration and activity for student work exceeding contact hours can be found in the guide released by the organisational units responsible for the study subspecialisation.

(2) Students who qualify for the traineeship, are those who have fully completed the prerequisites for the traineeship.

(3)[906]The organisational units responsible for organising and supervising the traineeship are responsible for organising the traineeships, working out student schedules, and publishing content requirements.

(4)[907]Students must pre-register through the Electronic Academic System for spring semester traineeships (scheduled for the 8th semester in the model curriculum) by November 10 in the autumn semester before starting the traineeship. During the preliminary registration

---

[901] Established by Senate Resolution CXCVIII/2015. (XII. 14.). Effective date: 1 January 2016.

[902] Enacted by Senate Resolution CVIII/2018. (V. 28.). Effective date: 29 May 2018.

[903] Heading preceding section and section's first sentence established by Senate Resolution CVIII/2018. (V. 28.). Effective date: 29 May 2018.

[904] Paragraph and previous title endorsed by Senate Resolution CCCXXXII/2009. (XII. 7.) Effective 8 December 2009.

[905] Established by Senate Resolution CCCXXXIII/2013. (XII. 09.) Effective 10 December 2013.

[906] Established by Senate Resolution CCCXXXIII/2013. (XII. 09.) Effective 10 December 2013.

[907] Established by Senate Resolution CCCXXXIII/2013. (XII. 09.) Effective 10 December 2013.

phase, students must choose a field for the traineeship, the person responsible for the study subspecialisation will then choose and approve the institution where the student shall complete the traineeship. The institution in which the student completes the traineeship may not be the same institution as the student's workplace.

(5) [908]The deadline for withdrawing from the traineeship, and submitting the withdrawal to the organisational unit in charge of the traineeship shall be the last week of the examination period in the (autumn) semester before the traineeship, that is, the last week of January.

(6)[909] The organisation unit in charge of organising the traineeships shall take into account the traineeships of all students in their budget, regardless of the preliminary registration.

(7)[910]

(8) [911] On the basis of Decree no. 15/2006. (IV. 3.) OM on the training and outcome requirements, the following decision shall apply to the traineeships of students beginning their studies after 1 September 2010: the prerequisite for the traineeship is completing all study and exam requirements - with the exception of the thesis and the final exam - in the special education BA programme, and obtaining all credits necessary to complete the requirements. In accordance with paragraph (7) point a), the student may complete the traineeship in the following autumn semester after completing the study and exam requirements.

(9)[912] Contrary to the provisions in paragraphs (1)-(8), students are to register for the autumn semester traineeship of the postgraduate training programme for a BA programme study subspecialisation in the Electronic Academic System by May 15 of the spring semester before the traineeship. The deadline for withdrawing from the traineeship, and submitting the withdrawal to the organisational unit in charge of the traineeship shall be the last day of the registration period in the fall semester.

## THE QUALIFICATION OF THE FINAL EXAM AND THE DIPLOMA IN AN MA PROGRAMME

### Section 297[913]

(1) The final exam grade in BA and MA programmes is determined by the result of the oral examination covering the study subspecialisation. Should a student be pursuing more than one subspecialisation, the arithmetic mean of the exam results is recorded in NEPTUN.

ad Section 84

(2) The method for determining the qualification of the diploma: the simple arithmetic mean of the results of complex exams, closing lectures and seminars, the result of the final exam (grades taken into account separately in the case of multiple study subspecialisations), and the thesis grade.

## THE QUALIFICATION OF THE FINAL EXAM AND THE DIPLOMA IN SPECIAL POSTGRADUATE PROGRAMMES

### Section 297/A[914]

In the case of special postgraduate programmes, the programme guide explains the method for calculating the final exam grade and the qualification of the diploma.

---

[908] Established by Senate Resolution CCCXXXIII/2013. (XII. 09.) Effective 10 December 2013.
[909] Established by Senate Resolution CXLIV/2014. (VI. 30.) Effective 1 July 2014.
[910] Repealed by Senate Resolution LXXXVI/2022. (VI. 1.). Repealed 31 May 2022.
[911] Last sentence endorsed by Senate Resolution CXLIV/2014. (VI. 30.) Effective 1 July 2013.
[912] Established by Senate Resolution CXLIV/2014. (VI. 30.) Effective 1 July 2014.
[913] Established by Senate Resolution CXLIV/2014. (VI. 30.) Effective 1 July 2014.
[914] Paragraph and previous title endorsed by Senate Resolution CCCII/2010. (XII. 6.) Effective 7 December 2010.

## REQUEST FOR EQUITY

### Section 298[915]

(1) [916]The request for equity shall be addressed to the Dean of the Faculty and submitted to the Office for Educational Affairs. The Dean's decision is prepared by the Faculty Academic and Student Affairs Committee.
(2) [917] The deadline for submitting the request for equity shall be the last day of the course registration period for requests dealing with registering for courses and/or exams after the course registration period and/or exam dates.
(3)[918]
(4) The condition for submitting a request for equity is a significant change in the student's health, living conditions for which he/she is not responsible, deserving of equity. The student must present these facts in the request, and attach valid documentation verifying said facts.
(5) A student may be granted equity five times during his/her studies. The student may be granted equity on the same grounds on no more than two occasions.
(6) The Dean cannot grant exemption from the completion of the studies.
(7) [919] The Dean cannot grant exemption from the paying of tuition fees.
(8) [920]Contrary to the provisions laid out in paragraph (5), a student may be granted equity an unlimited number of times for submitting a request of payment extension or a request to pay his/her tuition in instalments.

## STUDENT GRANTS AND SCHOLARSHIPS

### Section 299[921]

ad Section 93
(1) In line with Section 93 (1) the funds allocated to the Faculty are to be spent on academic scholarship payments.
(2) In line with Section 93 (2) the proportion by which the grants listed in Section 93 (4) are allocated shall be decided by the Faculty Scholarship Committee.
(3) [922]
(4) Funds not spent may be spent freely on grants they were originally allocated for or any other grant types. The allocation of the remaining funds is to be decided on by the Faculty Scholarship Committee.

## MEMBERS OF THE SCHOLARSHIP COMMITTEE OF THE BÁRCZI GUSZTÁV FACULTY OF SPECIAL EDUCATION

### Section 300[923]

ad Section 99
The Scholarship Committee of the Bárczi Gusztáv Faculty of Special Education has 6 members.

---

[915] Paragraph and previous title endorsed by Senate Resolution XXXII/2012. (II. 13.). Effective date: 13 February 2012.
[916] First sentence established by Senate Resolution CVIII/2018. (V. 28.). Effective date: 29 May 2018.
[917] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[918] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[919] Established by Senate Resolution LXXXVII/2021. (VI. 30.) Effective date: 29 June 2021.
[920] Established by Senate Resolution CXLIV/2014. (VI. 30.) Effective 1 July 2014.
[921] Paragraph and previous title endorsed by Senate Resolution CCI/2015. (XII. 14.), Effective date. 15 December 2015.
[922] Repealed by Senate Resolution CLXXI/2016. (VI. 27.). Effective date: 28 June 2018.
[923] Paragraph and previous title endorsed by Senate Resolution CCI/2015. (XII. 14.), Effective date. 15 December 2015.

## Section 300/A[924]

### ACADEMIC SCHOLARSHIP

## Section 301[925]

ad Section 100

(1) The KÖB shall determine the sum of the academic scholarship based on the credit index, broken down per band.

(2) By determining the academic achievement of the student transferred from another higher education institution only the results of the last completed semester can be considered. The procedure is the same as in the case of the students of the Faculty.

### SCIENTIFIC SCHOLARSHIP

## Section 302[926]

ad Section 101

Students taking part in state-funded/partially state-funded and self-funded/tuition paying programmes who are appointed demonstrators may be granted academic scholarships. The sum of the scholarship money shall be determined by the KÖB based on the approval of the Dean.

### PUBLIC SERVICE SCHOLARSHIP

## Section 303[927]

ad Section 103

The Dean may revoke the faculty public service scholarship from students deemed unworthy of it based on recommendation from the Student Council Executive Board.

### NATIONAL HIGHER EDUCATION SCHOLARSHIP

## Section 304[928]

ad Section 110

(1) Students applying for the National Higher Education Scholarship must
   a) meet the academic criteria set out in the call for applications,
   b) have a weighted/cumulative GPA of 4.51 in each of their last two active semesters,
   c) have completed at least 20 credits per semester in their last two active semesters,
   d) still be pursuing their programme when the scholarship would be paid out to them.

(2) In the case of a student who studied abroad for at least 3 months during the duration of their programme, the period referred to in point d) of paragraph (1) shall be extended by the number of semesters covered by the international scholarship.

(3) The application for a National Higher Education Scholarship must be submitted via the Electronic Academic System by the deadline specified in the call for applications. Missing the deadline results in forfeiture.

---

[924] Paragraph and previous title endorsed by Senate Resolution CCI/2015. (XII. 14.), Effective date. 15 December 2015.
[925] Established by Senate Resolution CVIII/2018. (V. 28.). Effective date: 29 August 2018.
[926] Paragraph and previous title endorsed by Senate Resolution CCI/2015. (XII. 14.), Effective date. 15 December 2015.
[927] Paragraph and previous title endorsed by Senate Resolution CCI/2015. (XII. 14.), Effective date. 15 December 2015.
[928] Established by Senate Resolution LXIX/2021. (V. 19.). Effective date: 18 May 2021.

(4) The Office for Educational Affairs shall publish the application on the website of the Faculty within 8 working days after the announcement of the application. Simultaneously with the publication of the application, the Office for Educational Affairs shall notify the students about the schedule of the application procedure.
(5) The application for a National Higher Education Scholarship must include:
a) a letter of recommendation from at least two faculty members;
b) documents verifying academic, public life and other activities.
(6) Activities performed within the University may be verified with a statement signed by a University instructor. The documents/verification forms must include the student's name, Neptun code and the exact time of the activity. Documents verifying academic and public life activities that have already been used by the student in successful applications for the Scholarship of the Republic of Hungary or the National Higher Education Scholarship may not be submitted.
(7) The committee evaluating the applications shall be chaired by the Vice Dean for Academic Affairs of the Faculty, with its members being the president of the Council of the Students' Scholarly Circle and two students delegated by the HÖK.
(8) The committee assessing and evaluating the applications may only take into consideration activities that relate to the semesters of the student's major in connection with which they submitted the application. The application shall be evaluated on the basis of a scoring system approved by the Faculty Council.
(9) An appeal may be lodged with the Student Appeals Board in connection with the evaluation of applications by the specified deadline.

**Section 305[929]**
**Section 306[930]**
**Section 307[931]**

**TUITION FEE[932]**

**Section 308**

ad Section 129
(1) [933]Students taking part in tuition-based programmes are eligible for research scholarship, faculty bonuses and sporting and culture scholarship.
(2) [934] In accordance with Section 134 and the faculty's Fees Notice students taking part in tuition-based programmes have an obligation to pay their tuition fees.
(3) The tuition fee for students referenced in Section 36 (5) of Government Decree No. 51/2007. (III. 26.) is determined by the Faculty Council for a period of one year, in accordance with Act CCIV of 2011 On National Higher Education and the aforementioned Government Decree.
(4)[935]

**Section 309[936]**

[929] Paragraph and previous title repealed by Senate Resolution CCI/2015. (XII. 14.), Effective date. 15 December 2015.
[930] Paragraph and previous title repealed by Senate Resolution CCI/2015. (XII. 14.), Effective date. 15 December 2015.
[931] Paragraph and previous title repealed by Senate Resolution CCI/2015. (XII. 14.), Effective date. 15 December 2015.
[932] Established by Senate Resolution CXLIV/2014. (VI. 30.) Effective 1 July 2014.
[933] Established by Senate Resolution CXLIV/2014. (VI. 30.) Effective 1 July 2014.
[934] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[935] Repealed by Senate Resolution CCXXIX/2016. (X. 24.). Effective 25 October 2016.
[936] Repealed by Senate Resolution CVIII/2018. (V. 28.). Effective 29 May 2018.

## RULES FOR PAYING AND SPENDING THE TUITION FEE

### Section 310[937]

ad Section 131

(1) [938]

(2) [939]The Dean's decision on a request for payment extension and the request for a reduction in tuition is to be prepared by the Faculty Academic and Student Affairs Committee.

(3) [940]

(4) The payment extension lasts a maximum of thirty days.

(5) Paying the tuition in instalments can only be done in two equal instalments, with the deadline for paying the first instalment being October 15 and March 15 respectively, and the deadline for paying the second instalment being November 15 and April 30 respectively.

(6) A reduction of 50% of the tuition can be permitted if the student took up at least the number of courses worth the amount of credits specified in the model curriculum, and successfully completed at least two thirds of them in his/her last active semester before submitting the request.

(7) Apart from meeting the requirements in paragraph (6) to be granted a reduction of tuition, the applicant must also supply sufficient evidence that he/she is in need of the reduction. Applicants must present the following documents to prove that they are in need of the reduction:

a) Verification from the local government on the number of people living under one roof with the applicant, and the number of people with their own address; based on the address on the applicant's official card certifying the address.

b) Income statements from everybody living at, or with a residence permit citing the applicant's address.

c) A written statement from somebody referenced in point b), stating that he/she has no source of income apart from the source cited in the person's income statement.

(8) Students may be granted a reduction in tuition no more than four times during the programme.

(9) [941] Students taking part in tuition-based programmes who have exceeded the number of semesters laid down in the model curriculum, may request in the extra semesters a reduction of their tuition fee based on credits, - as determined by the Faculty Council for self-financed students. The condition of being granted the reduction is that the Student must be in need of it. The Student must supply the documents listed in paragraph (7) as verification.

## CHANGE OF THE FORM OF FUNDING

### Section 311[942]

(1) [943] The request for change of form of funding is to be submitted to the faculty desk at the PK TO by filling out the form referenced in the Annex to the Rules and Procedures of Student Affairs. The form shall be addressed to the Faculty Academic and Student Affairs

---

[937] Paragraph and previous title repealed by Senate Resolution CXLIV/2014. (VI. 30.) Effective 1 July 2014.
[938] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Repealed: 1 September 2021.
[939] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 1 September 2021.
[940] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Repealed: 1 September 2021.
[941] First sentence established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[942] Established by Senate Resolution CXLIV/2014. (VI. 30.) Effective 1 July 2014.
[943] Established by Senate Resolution CXCVIII/2015. (XII. 14.). Effective date: 1 January 2016.

Committee. The decision on the request is made by the Faculty Academic and Student Affairs Committee. The decision on the request is signed by the Committee Chairperson.

(2) The deadline for submitting the request for change of form of funding is August 31 and January 25 before the registration period of the following semester.

(3) [944]Students taking part in a Hungarian state scholarship programme may transfer from a state-financed programme to a tuition-based programme upon request.

## FEES[945]

## Section 312

ad Section 133-134

(1)[946] The faculty publishes the list of fees in a notice on an annual basis.

(2) The student is obliged to pay for the production costs and administrative expenses of the various documents and certificates issued to him/her.

(3) [947]

(4) [948]

[944] Established by Senate Resolution LXXXVI/2022. (VI. 1.). Effective date: 31 May 2022.
[945] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[946] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021
[947] Repealed by Senate Resolution CCCII/2010. (XII. 6.) Effective December 7 2010.
[948] Repealed by Senate Resolution CCCII/2010. (XII. 6.) Effective December 7 2010.

# CHAPTER XV/A[949]
# PROVISIONS PERTAINING TO THE BERZSENYI DÁNIEL TEACHER TRAINING CENTRE

## Section 312/A

ad Section 34

(1) A student who has

a) completed at least 20 credits per semester in their previous studies, or at least 30 credits in the case of a completed semester,

b) has not taken more than one third of the duration of the programme to complete their active semesters, and

c) offers no grounds for dismissal or exclusion

may be transferred from a domestic higher education institution to an equivalent undergraduate programme or a undivided double major.

(2) The transfers shall be decided on by the deputy director for education.

(3) The provisions of point b) of paragraph (1) shall not apply when a training venue is chosen.

## Section 312/B

ad Section 47

(1) Modification of a subspecialisation, specialisation or field of education can be initiated on the electronic request submitted to the Student Affairs and Registrar's Office. The modification is approved by the deputy director for education based on the recommendation of the head of the department.

(2) A student may only submit one request to modify their subspecialisation, specialization or field of study over the course of their studies.

## Section 312/C

ad Section 52

A student pursuing studies in a undivided science teacher training programme should be dismissed if they do not meet the catch-up criteria in their first two active semesters as prescribed in their major during the active semester.

## Section 312/D

ad Section 55

The announcement of courses and the preparation of the class schedules are carried out by the departments on the basis of the semester guidelines provided by the Student Affairs and Registrar's Office and the deadlines given by the deputy director for education.

## Section 312/E

ad Section 71

Students are required to send documentation justifying their absence from an exam to the instructor. The fact of absence is recorded by the instructor in the Electronic Academic System.

## Section 312/F

ad Section 78

[949] Enacted by Senate Resolution CXIII/2020. (VI. 22.). Effective date: 22 June 2020.

(1) [950]In the case of undergraduate studies, the deadline for submitting the thesis topic is 31 October or 31 March in the semester preceding the final examination.
(2) The deadline for submitting the thesis topic in the teacher training programme is 31 October and 31 March in the academic year preceding the final examination.
(3) [951]In the case of undergraduate studies, the deadline for submitting the thesis is 10 December in the autumn semester and 30 April in the spring semester.
(4) The deadline for submitting the thesis in the teacher training programme is 30 November in the autumn semester and 30 April in the spring semester. The deadline for submitting the portfolio is 6 January in the autumn semester and 10 May in the spring semester.
(5) The formal and content requirements of the thesis are determined by the department overseeing the thesis in undergraduate programmes and by the Teacher Training Centre in teacher training programmes.
(6) Students are required to submit their thesis, and in the case of teacher training programmes their portfolio, via the Neptun system.
(7) Opponents are to be assigned by the department.

**Section 312/G**

ad Section 81 (11)
(1) [952]The deadline for applying for the final examination is 15 November in the autumn semester and 15 April in the spring semester.
(2) The student has until 10 January in the autumn semester and 20 May in the spring semester to withdraw their application for the final examination.
(3) With the exception of the provisions laid out in paragraph (6) the final examination for programmes started before 1 February 2017 comprises the following parts:
a) the student defends their thesis before the final examination board; the committee determines the final grade of the thesis on the basis of the defence; and
b) the student draws (a) topic(s) which they recite before the committee for a grade.
The qualification of the final examination is calculated by the committee on the basis of the average of the evaluations according to points a) and b), as well the grade received for teaching practice in the cases of teacher training undergraduate and higher education vocational training programmes.
(4) With the exception of the provisions laid out in paragraph (6), the qualification of the degree certificate for programmes started before 1 February 2017 is determined on the basis of the average of the score of the final examination and the student's cumulative weighted grade point average.
(5) With the exception of the provisions laid out in paragraph (6), the BDPK shall determine the qualification of the degree certificate and final examination for programmes started before 1 February 2017 on the basis of the regulations of the faculty in charge of the programme.
(6) In teacher training programmes, regardless of when the student enrolls in the programme, the qualification of the final examination and the degree certificate is carried out in accordance with the procedures of the Teacher Training Centre.

**Section 312/H**

ad Section 99
(1) The Faculty Scholarship Committee is made up of four members. The rules for appointing its chair are laid down in Section 99 (7) of the HKR. Its one additional public employee

[950] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[951] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[952] Established by Senate Resolution CX/2022. (VI. 29.). Effective date: 28 June 2022.

member shall be elected by the Institution Council, and its two student members delegated by the Students' union.

(2) The Faculty Scholarship Committee shall operate in accordance with the rules of procedure approved by the Institution Council.

(3) Students studying at the Berzsenyi Dániel Teacher Training Centre may apply for the following scholarships:

a) public life scholarship,

b) cultural scholarship,

c) sports scholarship,

d) scientific scholarship.

The applications are invited and evaluated by the Faculty Scholarship Committee.

**Section 312/I**

ad Section 100

(1) The calculation of the academic scholarship for students studying at the Berzsenyi Dániel Teacher Training Centre and those who began their studies at the University of West Hungary before 1 September 2017 shall be handled by the BDPK Student Affairs and Registrar's Office.

(2) Students who

a) complete the programme in the allotted number of state-funded semesters,

b) had an active student status and completed at least 15 credits in the semester preceding disbursement, and

c) have an adjusted credit index higher than the established major median

shall be eligible for an academic scholarship.

(3) The major median is the median of the adjusted credit indices of scholarship-eligible students by major and progress group.

**Section 312/J**

ad Section 110 (2)

(1) The National Higher Education Scholarship application is published on the websites of the Students' union and the Student Affairs and Registrar's Office. The publication shall include the method, place, deadline for submission, the scope of mandatory attachments, the deadline and manner for rectification, and the planned schedule for the ranking of applicants.

(2) Submitted applications are to be reviewed and rectifications handled by the Student Affairs and Registrar's Office.

(3) Valid applications are ranked by the BDPK Academic Committee. Applicants shall be notified of the results by the Student Affairs and Registrar's Office.

(4) The applicant may challenge the result as detailed in Chapter IX.

(5) The calculation of the points that can be awarded for academic achievements during the application is based on the arithmetic mean of the weighted average of the last two semesters. If the average of the student's last two semesters does not reach the minimum set by the Academic Committee, they shall be automatically excluded from the application.

(6) Points for language proficiency certificates are to be awarded as follows:

a) no points are awarded,

aa) for meeting the language proficiency requirement specified in the training and outcome requirements,

ab) to an applicant for a foreign language programme for a language examination obtained in that language, and

ac) for a language proficiency certificate obtained more than one year before the submission of the application;

b) applicants may only be awarded points for one language once;
c) only a state-recognised language proficiency certificate or an equivalent document can be taken into account.

(7) Points can be awarded for the following professional, artistic and sporting achievements:
a) research activities,
b) placement in a Conference of Scientific Students' Associations or a National Conference of Scientific Students' Associations
c) publications, lectures, papers,
d) academic competitions (national or regional),
e) other outstanding academic activities,
f) for sporting achievements in world competitions,
g) for sporting achievements in national competitions,
h) for placement in a MEFOB competition,
i) for a result achieved in an exhibition or art competition related to the field.

(8) Points may be awarded for public life and other activities as follows:
a) student public life activities,
b) other outstanding social or cultural activities.

**Section 312/K**

ad Section 131

(1) [953]A student may only be granted the option of paying the tuition in instalments on the basis of social reasons, which the student must prove in the application. The condition for paying the tuition in instalments is the payment of at least 50% of the tuition by October 15 and March 15, respectively.

(2) If a request for paying the tuition in instalments is approved, the student is obliged to settle the second instalment of the tuition by November 15 and April 15, respectively.

(3) [954]

(4) A tuition-paying student who fails to complete the programme in the allotted number of semesters may apply once to have their tuition calculated on the basis of the credits they have registered for, in which case
a) the student is entitled to a 40% reduction if they have registered for 0-9 credits,
b) a 20% reduction if they have registered for 10-19 credits,
c) the exemption cannot be validated if they have registered for at least 20 credits.

[953] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 1 September 2021.
[954] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.) effective 1 September 2021

# CHAPTER XVI[955]
# PROVISIONS PERTAINING TO THE FACULTY OF HUMANITITES

## Section 313

Provisions of chapters I-XIII of the Academic Regulations for Students are to be applied with deviations present in this section for students pursuing studies at the Faculty of Humanities.

### THE MINOR AND THE SPECIALISATION

## Section 314[956]

ad Section 12–14, 48

(1) The minor specialisation is a study subspecialisation offering 50 credits - with study units chosen from other study subspecialisations - which provides training different from that of the student's existing major/subspecialisations.
(2) It may also consist of studies not directly related to a 50-credit specialisation, and it can be offered in the form of several related majors/subspecialisations, and in the form of expanding on those subspecialisations.
(3) The conditions for taking up a minor specialisation are laid out in the curricula of the various minor subspecialisations and specialisations.
(4) Students pursuing a BA degree may only gain admission to one minor specialisation.

## Section 315[957]
## Section 316[958]
## Section 317

ad Section 26

(1) The tutor can be a lecturer/researcher under contract with the university, who holds at least a PhD degree.
(2) The lecturer/researcher is usually only permitted to tutor one student, however he/she may work with up to 3 students, depending on the nature of the project.
(3) One student may only participate in one tutorial at a time.
(4) The student applying for the tutorial must submit his/her application to the secretariat of the faculty Student Council by the last Friday in the term time preceding the semester of the tutorial.
(5) The application contains the data sheet, research plan, approvals from the persons responsible for the relevant study units, and the tutor's recommendations for the research and the student.
(6) The application and report materials are to be placed in the filing cabinet, like the complex exam reports.
(7) The tutor agrees that he/she shall meet with the tutored student for at least two contact hours per week. The tutor may count no more than 4 contact hours among his own.
(8) The chairperson of the evaluation board established by the Faculty of Humanities is the Vice Dean for Research and Research Management Affairs, the Vice Dean for Educational and

[955] Established by Volume II of ELTE's Organisational and Operational Procedures, Senate Resolution CC/2015. (14 December), regarding the amendment of the chapter pertaining to the Faculty of Humanities of the Special Provisions of Academic Regulations. Effective date: 15 December 2015.
[956] Established by Senate Resolution CXIII/2020. (VI. 22.). Effective date: 22 June 2020.
[957] Section and preceding heading repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[958] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

Academic Affairs, the head of the Office of Educational Affairs and a Student Council delegate are all members of the board.

(9) The student taking part in the tutorial must submit a report to the tutor and to the evaluation board once every semester. The report shall compare the research plan with the results achieved. The report shall be 30 000 to 80 000 characters in length. In accordance with Section 26 (6) of this Regulation, the tutor shall prepare a 2 000 - 5 000 character-long written evaluation of the report.

**Section 318**

ad Section 27/A (4)

The student's written report due by the agreed upon deadline shall give a precise and exact account of the results, and should be at least 4000 characters in length. The student's grades, credits and the name of the department and lecturer do not count towards the character count. If the evaluation board deems the written report or the list of courses wished to be taken up by the student (including the attached approvals) unacceptable in terms of formal presentation or the content, it may ask the student to defend or complete the report orally. If the student fails to comply, he/she acknowledges that his/her honoratior status has been revoked.

**Section 319**

ad Section 55 (4)

Courses at a college for advanced studies which count towards completion of the study unit and are present in the curriculum of a programme, are offered by the person responsible for the major, upon recommendation from the director of the college for advanced studies.

**Section 320[959]**

ad Section 34 (5)

(1) Students from other national universities may be transferred if

they successfully achieved a weighted grade point average of 4.01 in the semester preceding the transfer.

(2)[960] In addition to meeting the criteria laid out in paragraph (1), students requesting a transfer must also have a high enough admission score to have gained admission to the programme they wish to transfer to.

**Section 321[961]**

**Section 322**

ad Section 38 (3)

A student with an interrupted student status may visit lessons free of charge - with the approval of the seminar instructor in the case of seminars -, but he/she may not actively take part in the lesson, and therefore will not be counted as having been present at the lesson, nor as having taken up the study unit, and the student may not obtain a grade for the course.

**Section 323**

ad Faculty Organisational and Operational Regulations Section 25 (1) f)

ad Section 42 (3)

---

[959] Established by Senate Resolution CXIII/2020. (VI. 22.). Effective date: 31 July 2020, with the amended provision to be applied beginning with transfer requests pertaining to the 2020/2021 academic year.

[960] Enacted by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019

[961] Repealed by Senate Resolution CCLXV/2019. (XII.16.). Effective date: 17 December 2019.

(1) The Faculty Credit Transfer Committee is a university body consisting of 12 members, 6 of whom are instructors (including the chairperson), and 6 of whom are students. The student members are nominated by the faculty Student Council.
(2) The tasks and competences of the Faculty Credit Transfer Committee are the following:
a) [962]assessing requests for study unit transfer and deciding on these matters.
b) assessing requests for credit transfer and constantly making decisions on students applying to MA programmes
ba) upon recommendation from the Admission Credit Transfer Committee,
bb) in case the Admission Credit Transfer Committee is unable to make a decision - in order to prevent the student's disqualification from the selection process - with the inclusion of a member of the Committee or the director of an institute or the institute's vice-director for education, without recommendation from the Committee.
(3) [963]The student of the faculty may ask to hear the provisional opinion of the Faculty Credit Transfer Committee on the transfer of the study unit (based on the rules of credit transfer) which he/she wishes to complete at another institution. Based on the decision taken by the Faculty Credit Transfer Committee, the Vice-Dean for Education shall give permission in writing, and shall inform the student about the limitation period for the permission. The student may not ask the faculty to financially contribute to him/her registering the subject at another institution.
(4) [964]
(5) [965]

**Section 324**

ad Faculty Organisational and Operational Regulations Section 25 (1) c)
(1) The Faculty Board of Studies is a university body consisting of 5 instructors and 5 students.
(2) [966]Four of the instructors on the Board are elected by the Faculty Council for the period lasting until the end of the Council's mandate, with the fifth instructor being the Vice-Dean for Education, who is also the chairperson of the Board. The student members are nominated by the faculty Student Council for a term of one semester. Members may serve an indefinite number of terms.
(3) [967]The board's rules of procedure determine how to substitute the chair if the Vice-Dean for Education is unable to participate.
(4) If an instructor fails to live up to his/her role in the work of the Board of Studies, he/she may be recalled upon recommendation of 6 of the Board's members.
(5) The instructor may also be recalled if he/she is liable to disciplinary action.
(6) If a student fails to live up to his/her role in the work of the Board of Studies, he/she may be recalled by the Student Council President upon recommendation of 6 of the Board's members or the Faculty Council.
(7) The student may also be recalled if he/she is liable to disciplinary action.

**Section 325**

ad Section 48 (3) e)
A further condition may be ranking based on a completed task assigned by the person responsible for the major.

---

[962] Established by Senate Resolution CCLXV/2019. (XII. 16.) Effective date: 17 December 2019.
[963] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[964] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[965] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[966] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[967] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

**Section 326**[968]

**Section 327**

ad Section 52 (3) a)

The student shall be expelled from the programme if he/she fails to obtain 36 credits over the course of his/her first three active semesters.

**Section 328**

ad Section 54 (1)

Students shall be notified of instructors' office hours by the department's own procedures as well as via the Electronic Academic System by noon on the last business day before the start of the semester. Under special circumstances, the instructor may be substituted. If neither the instructor nor the substitute is available, the head of the organisational unit for education shall substitute for the instructor.

**Section 329**

ad Section 56 (10)

The student cannot be penalised for failing to complete a study unit, if a given course's lessons were either not held, cancelled midway or if the course was not offered (despite being featured in the curriculum). The person responsible for the major shall submit a written explanation to the Faculty Study Board, detailing the reasons for which the relevant study unit was not completed. The Office of Educational Affairs will then enter the exemption into the student's gradebook.

**Section 330**

ad Section 63 (1)-(3)

(1) The head of the department shall be notified by the instructor of the sessions cancelled.

(2) It is prohibited to hold field studies lasting over three days, both in the academic and examination periods. Instructors may only deviate from this rule with the unanimous approval of the students.

(3) In music programmes the practical requirement may be an exam (exam lecture) to which the rules pertaining to colloquia shall apply.

(4)[969] The instructor responsible for the subject shall ensure that that Students are informed of the course requirements via the course description uploaded tot he Electronic Academic System by the end of the registration period. The course description must include the forms, frequency and schedule of assessment, the course syllabus, exam requirements and topics, the written course material and required reading.

**Section 331**

ad Section 66 (6)

(1) Students who have failed a seminar shall be given one opportunity to pass during the first two weeks of the examination period - if the curriculum allows it.

(2) Depending on the nature of the seminar, the student has the following options to pass a seminar he/she may have failed:

a) the student may sit for a separate oral or written examination covering the material,

b) the student may be assigned a separate task related to the material covered,

[968] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

[969] Enacted by Senate Resolution CLXXIX/2025. (VI. 23.). Effective date: 24 June 2025.

(3) The instructor has the right to choose the method by which the student will be given the opportunity to pass. Upon the student's request, the head of the organisational unit responsible for the study unit, may override the instructor's decision.
(4) If it is enough for the student to take a test to attempt to pass the seminar, the student shall sit for the test before the start of the examination period.
(5) If the student failed a field studies because his/her report was not satisfactory, only the report needs to be re-written. The relevant curriculum cites cases in which the student must repeat the field work in its entirety.
(6) If the student fails to complete his/her traineeship, or if the student fails it, the student must repeat the traineeship.

**Section 332**

ad Section 67 (5)
Tests for lectures during the term time may take up a total of 2 lessons, or 90 minutes.

**Section 333**

ad Section 70
(1) When organising the schedule for written examinations, extra consideration must be given to exams belonging to subjects offered in accordance with the model curriculum.
(2) If an exam is cancelled due to the absence of an instructor, the cancellation must be reported to the head of the department. In the case of cancelled retake examinations, the cancellation is to be reported to the head of the organisational unit responsible for the major. The instructor and the students shall agree on a new date for the exam. Students unable to take part in the exam on the newly agreed date, shall be allowed to register for any future exam, regardless of whether or not the student exceeds the limit of students taking the exam.

**Section 334**

ad Section 71 (2)
Students may sit for no more than two exams for a given course, except in the case of postponing an exam.

**Section 335**[970]

**Section 336**

ad Section 76 (4)
(1) [971]
(2) [972]The institute/department must publish the recommended thesis topics in undergraduate and graduate programmes in the Electronic Academic System by April 30 of each year. Students are also free to choose their own topics.
(3) [973]The thesis in undergraduate and graduate programmes may only be uploaded to the Electronic Academic System with the approval of the supervisor. Further formal requirements are determined by the head of the organisational unit responsible for the major, and shall be published on the faculty's website.
(4) [974]

[970] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[971] Repealed by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.
[972] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[973] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[974] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.

## Section 337

ad Section 77

(1) [975]

(2) [976]In both BA and MA programmes, in programmes whose curricula so specify, the student shall choose a thesis topic and a supervisor by June 15 of the year preceding the final exam, or January 15 in a cross semester, as specified by the institute/department.

(3) [977]Students submitting a portfolio as their thesis must inform their supervisor about their choice by June 15 of the year preceding the final exam, or January 15 in a cross semester. The supervisor for a portfolio thesis shall be chosen from among the study subspecialisation's lecturers. Students pursuing Bachelor's programmes who began their studies after 1 September 2010 may not submit a portfolio thesis.

(4) [978]The Student is to announce the topic of their thesis as well as their supervisor in the Electronic Academic System by October 15 of the year preceding the final exam, or March 15 in a cross semester from the date specified in the deadline directory. The announcement becomes valid when the title of the thesis is approved by the supervisor and the head of the organisational unit responsible for the programme.

(5) [979]Students participating in undivided teacher training programmes who wish to prepare their thesis for their department supervised by the Faculty of Humanities shall submit the topic of their thesis in the Electronic Academic System by the deadline specified by the Teacher Training Centre. The announcement of the thesis topic shall be deemed valid only with the approval of the supervisor and instructor responsible for the programme. At least 12 months must elapse between the Student's choosing of their topic and the start of the final examination period.

## Section 338[980]

ad Section 78

(1) [981]Students who have finished their thesis in line with the requirements, and are finishing their studies and sitting for the final exam

a) shall submit their thesis via the Electronic Academic System by April 15 in the spring semester, and by November 15 in a cross semester,

b) The deadline referred to in point a) for students participating in an English language teacher training disciplinary Master's programme shall be April 30 in the spring semester and November 30 in the autumn semester.

Students referred to in both points a) and b) may only upload their thesis with the approval of the supervisor.

(2) Students participating in a undivided teacher training programme must submit their thesis via the Electronic Academic System by the deadline specified by the Teacher Training Centre.

(3) Students who miss the deadline for uploading their thesis will only be able to submit it in the next final examination period, and shall not be given a new deadline.

---

[975] Repealed by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.
[976] Established by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.
[977] Established by Senate Resolution CCLXV/2019. (XII. 16.) Effective date: 17 December 2019.
[978] Enacted by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[979] Enacted by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[980] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[981] Established by Senate Resolution CXCII/2021. (XI. 15.) on the amendments to the chapter of the Special Provisions of the Academic Regulations for Students on the Faculty of Humanities. Effective date: 16 November 2021.

**Section 339**

ad Section 81 (12)

Students and former students may withdraw their registrations for the final exam no later than 72 hours before the day of the exam.

**Section 340[982]**

ad Section 81

The method of calculation of the final exam score and the qualification of the diploma is outlined in the chapter titled "final exam requirements" for the relevant curriculum.

**Section 340/A[983]**

ad Section 83

(1) The final examination board shall consist of at least 3 members, be chaired by a university professor or associate professor, have at least one external member who may be an instructor in another of the University's programmes or an individual not employed by the institution,

(2) The persons responsible for the task involving the chairmanship or membership of the final examination board shall be recommended to the Dean by the education organisational units responsible for the programme.

(3) In the event that a member of the board is unavailable, a substitute shall be appointed from among those eligible, of which the Office of Educational Affairs is to be notified in writing.

**Section 341**

ad Section 93

(1) Pursuant to Section 93 (1) the funds allocated to the Faculty shall be spent on awarding study grants.

(2) Pursuant to Section 93 (2) the disbursement titles within the funds allocated to the Faculty listed in Section 93 (4) shall be distributed in the following proportions:
   a) research scholarship: 32%
   b) public service scholarship: 39%
   c) culture scholarship: 20%
   d) sports scholarship: 5%
   e) professional scholarship 4%

(3) [984]

(4) Any remaining funds may be spent freely among the disbursement titles within the funds allocated to the Faculty, taking into account the stipulation set out in Section 344. The KÖB will decide on the proportion in which the funds are awarded.

**Section 342**

ad Section 99

The Faculty of Humanities KÖB has 8 members.

**STUDY GRANT**

**Section 343**

ad Section 100

(1) The academic scholarship can be awarded for a period of one semester.

---

[982] Established by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.
[983] Established by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.
[984] Repealed by Senate Resolution CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.

(2) The sum of the academic scholarship is calculated based on academic results of the previous semester.

(3) The academic scholarship sums are calculated by faculty offices based on the available scholarship funds. The faculty offices then transfer the scholarship money.

(4) The academic scholarship funds shall be divided in proportion with the number of students eligible, among the following groups of students

a) [985]

b) [986]BA students

c) [987]MA students

d) [988]students in undivided teacher training programmes

(5) Students who obtained less than 15 credits in their previous semester shall not be awarded scholarship money.

(6) [989]The scholarship funds over the basic scholarship shall be distributed in proportion to students' scholarship averages.

(7) Terms:

Programme average: the average of the grades received within a student group in a given programme. Its average is the sum of the grades divided by the number of grades,

Faculty average: the average of the grades received within a student group in a given faculty. Its average is the sum of the grades divided by the number of grades,

Programme multiplier: the quotient of the "Humanities average" and the "programme average", no lower than 0.9

Scholarship index: (programme multiplier*credit*grade), the sum product of the total number of grades and corresponding credit values and the programme multiplier. When calculating the scholarship index, the programme multiplier that shall be taken into account is the programme with whose code the student registered for the given subject.

Progress index: 0.27 (73+ credits obtained), no higher than 30. If the student completes a study unit by gaining exemption, the credit value corresponding to the given study unit shall be deducted from the progress index.

Scholarship average: the quotient of the scholarship index and the progress index multiplied by the quotient of the total number of credits obtained and the total number of credits registered.

(8) If a student has retaken an exam, his/her last grade shall be calculated into the scholarship index.

(9) All registered study units are calculated into the scholarship index.

(10) [990]The method for calculating the scholarship for BA students, MA students, and students in undivided teacher training programmes is the following:

a) students shall be ranked in descending order of scholarship average.

b) Students in the upper 50% of the ranking shall receive a basic scholarship, and the top 35% shall receive a differentiated scholarship according to the following:

| Step | Ranking % | Basic academic scholarship | Points |
|---|---|---|---|
| 0 | 50 | The basic academic scholarship shall be 50% of the annual student normative specified in | 0 |
| 1 | 35 | | 5 |
| 2 | 30 | | 10 |

[985] Repealed by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.
[986] Established by Senate Resolution CCLXV/2019. (XII. 16.) Effective date: 17 December 2019.
[987] Established by Senate Resolution CCLXV/2019. (XII. 16.) Effective date: 17 December 2019.
[988] Established by Senate Resolution CCLXV/2019. (XII. 16.) Effective date: 17 December 2019.
[989] Established by Senate Resolution LXIV/2023. (V. 22.). Effective date: 23 May 2023.
[990] Established by Senate Resolution CCLXV/2019. (XII. 16.) Effective date: 17 December 2019.

| | | | |
|---|---|---|---|
| 3 | 25 | point a) of Section 114/D (1) of Nftv., rounded up to the nearest HUF 100. | 20 |
| 4 | 20 | | 30 |
| 5 | 15 | | 40 |
| 6 | 10 | | 50 |
| 7 | 5 | | 65 |
| 8 | 3 | | 80 |

c) The basic scholarships are to be subtracted from the scholarship funds distributed among the calculation groups, with the remaining scholarship monies to be distributed in proportion to the points awarded.

**RESEARCH SCHOLARSHIP**

**Section 344**

ad Section 101

(1) The research scholarship can be awarded to students based on two types of applications:
a) Research Scholarship Application
b) Research Management and Research Application

(2) The Research Scholarship Application The scholarship can be awarded to students taking part in state-financed Hungarian BA, MA programmes and programmes started before 1 September 2006, for the duration specified in the training and outcome requirements.

(3) The Research Management and Research Application can be awarded to students taking part in state-financed Hungarian BA, MA programmes and programmes started before 1 September 2006.

(4) The applications are opened and the assessment board is set up by the KÖB upon recommendation from the Academic Committee of the Faculty Partial Students' union.

(5) Funds remaining from the scholarship specified in paragraph (1) shall be added to the funds allocated to the following Research Management and Research Application.

**SPORTS SCHOLARSHIP**

**Section 345**

ad Section 104

(1) Students taking part in state-financed, Hungarian, BA, MA programmes, and programmes started before 1 September 2006 are eligible to apply for a sports scholarship.

(2) The applications are opened and the assessment board is set up by the KÖB upon recommendation from the Culture and Sports Committee.

**CULTURAL SCHOLARSHIP**

**Section 346**

ad Section 105

(1) Students taking part in state-financed, Hungarian, BA, MA programmes, and programmes started before 1 September 2006 are eligible to apply for a culture scholarship.

(2) The applications are opened and the assessment board is set up by the KÖB upon recommendation from the Culture and Sports Committee.

**PROFESSIONAL SCHOLARSHIP**

**Section 347**

ad Section 106

(1) Students taking part in state-financed, Hungarian, BA, MA programmes, and programmes started before 1 September 2006 are eligible to apply for a professional scholarship.

(2) The applications are opened and the assessment board is set up by the KÖB upon recommendation from the Culture and Sports Committee.

## NATIONAL HIGHER EDUCATION SCHOLARSHIP

### Section 348[991]

ad Section 110

(1) [992]When submitting an application for the National Higher Education Scholarship, the student shall declare in honour that he/she is not submitting research or public documents that the student has already submitted, and won with. The student must submit this statement on a form specifically designed for the National Higher Education Scholarship application, and must attach it to the application. If the assessment board suspects a breach of the rules, for which there is enough evidence, the board will exclude said applicant. The various validation documents are to be submitted on separate forms. The rules of procedure of the evaluation process can be found in the call for applications.

(2) A failed complex exam, which the applicant has not re-taken will exclude the application.

(3)[993] Students who

a) have failed to complete their studies in time

b) [994]have obtained a PhD degree over the course of previous studies

are not permitted to submit applications for the Scholarship.

(4) [995]The points system of the National Higher Education Scholarship at the Faculty of Humanities, along with the various items and corresponding points available are the following:

I.) Academic achievements

1) [996]Academic achievements are taken into account by weighted grade point average. The maximum number of points available on these grounds is 20 points. Students who have more than one major shall have both of their weighted grade point averages taken into account. If the student has more than one gradebook, then the grades listed in the two gradebooks shall determine the weighted grade point average that shall be taken into account.

The weighted grade point average is calculated as follows:

[weighted average (1st semester) × number of credits (1st semester) + weighted average (2nd semester) × number of credits (2nd semester)] / total number of credits completed

a) 5.0 20 points

b) 4.99–4.95 19 points

c) 4.94–4.9 18 points

d) 4.89–4.85 17 points

e) 4.84–4.8 16 points

f) 4.79–4.75 15 points

g) 4.74–4.7 14 points

h) 4.69–4.65 13 points

i) 4.64–4.6 12 points

j) 4.59–4.55 11 points

k) 4.54–4.5 10 points

---

[991] Section and previous subtitle established by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.

[992] Last sentence enacted by Senate Resolution CLXXI/2020. (XII. 16.). Effective date: 14 December 2020.

[993] Established by Senate Resolution CLXXI/2020. (XII. 16.). Effective date: 14 December 2020.

[994] Established by Senate Resolution LXVIII/2024. (V. 27.). Effective date: 28 May 2024.

[995] Established by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.

[996] Established by Senate Resolution CLXXI/2020. (XII. 16.). Effective date: 14 December 2020.

l) [997] 4.49–4.45 8 points
m) [998] 4.44–4.4 6 points
n) [999] 4.39–4.3 4 points
o) [1000] 4.29–4.2 2 points
p) [1001] 4.19-4.0 1 points
q) [1002] 3.99 or below 0 points

2) [1003] At the Faculty of Humanities points can be given for the credits completed in the particular semester as follows:

[1004] If applicants have more than three discontinued study units during the last two active semesters forming the basis of the application, or if applicants have a course taken by the Dean's equity, they cannot receive points on these grounds.

a) 1 point for 55-60 credits
b) 2 points for 61–65 credits
c) 3 points for 66–70 credits
d) 4 points for 71–75 credits
e) 5 points for 76–80 credits
f) 6 points for 81–85 credits
g) 7 points for 86–90 credits
h) 8 points for 91–95 credits
i) 9 points for 96–105 credits
j) 10 points for 106 or more credits

3) [1005] Language proficiency

If applicants have several language exams in one particular language, they receive points for only one language exam (which must be no lower than B2).

Points shall only be awarded for a complex language exam, with students able to earn a maximum of 21 points. Students may not apply using the same language proficiency certificate with which they had already successfully applied for the Scholarship of the Republic of Hungary or the National Higher Education Scholarship.

A B2 (formerly: intermediate) complex (formerly type C) secondary school advanced language final examination not passed as an admission criterion shall be considered a state-recognised language exam. Oral (formerly: type A) and written (formerly: type B) language exams from a given foreign language shall be considered a complex (formerly: type C) language examination. In the case of Hungarian or dual citizens (with one citizenship being Hungarian), a language proficiency certificate obtained in the Hungarian language cannot be taken into account. No points may be awarded for language proficiency that meets the admission criteria in the training and outcome requirements of the applicant's major.

a) applicants can receive 4 points for a B2 (previously intermediate), complex (previously type C) language exam
b) 7 points for a C1 (previously advanced), complex (previously type C) language exam.
c) 0 points for a secondary school advanced language final examination passed as an admission criterion.

The Board shall only accept an accredited/recognised language exam.

---

[997] Established by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.
[998] Established by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.
[999] Established by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.
[1000] Established by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.
[1001] Established by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.
[1002] Established by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.
[1003] Established by Senate Resolution CLXXI/2020. (XII. 16.). Effective date: 14 December 2020.
[1004] First sentence established by Senate Resolution LXVIII/2024. (V. 27.). Effective date 28 May 2024.
[1005] Established by Senate Resolution LXVIII/2024. (V. 27.). Effective date 28 May 2024.

Students can receive a maximum of 21 points for language exams.

4)[1006] If the applicants have more than one student status or if the applicants have an active status and are completing any of the following forms of training within the University during the semesters forming the basis of the application, they can receive points as follows: If applicants had an intermittent status on their simultaneously pursued degree course during one of the semesters forming the basis of the application, they can receive half the points available on that basis. If the simultaneously pursued degree course is an evening or a correspondence course, the applicant can receive half of the points available on that basis. Applicants pursuing a doctoral programme simultaneously shall not be eligible for points for the simultaneous programme.

a) for simultaneously pursued BA/BSc and/or MA/MSc degree courses: 8 points

b)[1007] for simultaneously pursued BA/BSc degree courses completed parallel with a single cycle long programme degree course: 8 points

c)[1008] for simultaneously pursued MA/MSc degree courses completed parallel with a single cycle long programme degree course: 8 points

d) in a BA degree course for a second, and every further active, 50-credit module(s) registered in the Electronic Academic System: 4 points

II.) Professional activities

1) If the applicant submits a verification of a title with the same title in multiple categories (e.g., lecture and publication with the same title), then only one title can be awarded for the title that gives the applicant a higher score.

[1009]A paper prepared within the framework of a seminar or lecture cannot be counted as a research activity. Participation in the National Conference of Student's Scholarly Circles cannot be submitted as research activity.

a) [1010]5 points for research activities in a research group on the faculty or in a research group on the field (except for college workgroups)

b)[1011] 5 points for certifiably independent research activities (apart from the purposes of the degree thesis)

c) 1 point for taking part in organised research besides the compulsory lessons (for example: collecting material, compiling a bibliography, editing an annotation)

2) National Conference of Student's Scholarly Circles

If the student wins a place with a partner or partners, the points received on that basis or the points that can be awarded for the special price halve. If the student takes part in the conference with a partner or partners, but does not make it to the ranking, 1 point can be given. a) 10 points for the first place

b) 8 points for the second place

c) 6 points for the third place

d) participation (winning no place) 3 points

e) special price: 4 points

3)[1012] Grant for Academic Excellence achievements:

a) 3 points for 20–19 points

b) 2 points for 18–17 points

c) 1 point for 16–15 points

---

[1006] Established by Senate Resolution CLXXI/2020. (XII. 16.). Effective date: 14 December 2020.
[1007] Established by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.
[1008] Established by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.
[1009] Enacted by Senate Resolution LXVIII/2024. (V. 27.). Effective date: 28 May 2024.
[1010] Established by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.
[1011] Established by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.
[1012] Established by Senate Resolution LXVIII/2024. (V. 27.). Effective date: 28 May 2024.

Points may only be awarded for applications submitted from the second semester of the 2009/2010 academic year onwards;

4) granted honoratior status: 4 points

5) publications

If the lecture held on an academic conference is published in the conference proceedings, the applicant cannot be given points on both grounds. The higher points should be counted.

a) [1013]pieces of work published or being under publication in an academic or in an artistic journal or in a collection of studies

- for an independent study

* 1 point for 1-5 pages (for example: communiqué, review, critique, conference report)
* 4 points for 6–15 pages
* 8 points for 16 or more pages

- for a study co-written with a partner

* 1 point for 1-5 pages (for example: communiqué, review, critique, conference report)
* 2 points for 6–15 pages
* 4 points for 16 or more pages

- literary or specialized translation: 4 points
- literary or specialized translation co-translated with a partner: 2 points
- source, critique publication: 5 points
- an independent study in a foreign language (on condition that the particular language differs from the language major and module of the applicant)

* 2 points for 1–5 pages (for example: communiqué, review, critique, conference report)
* 6 points for 6–15 pages
* 10 points for 16 or more pages

- a study in a foreign language co-written with a partner (on condition that the particular language differs from the language of the degree course of the applicant)

* 1 point for 1-5 pages (for example: communiqué, review, critique, conference report)
* 3 points for 6–15 pages
* 5 points for 16 or more pages

b) 16 points for an independent book or volume (on an academic subject)

c) 8 points for a book or volume (on an academic subject) co-written with a partner

d) 10 points for an independent translation of a book or a volume

e) 5 points for a joint translation of a book or a volume with a partner

f) 2 points for editing an academic volume/book/journal

g) [1014]2 points for a published work of literature, art

6) 3 points for holding a presentation at an academic conference in Hungarian. If applicants are completing a degree course in a foreign language major, they can receive 3 points for holding a presentation in the foreign language.

7) 5 points for holding a presentation at an academic conference in a foreign language (if the particular language differs from the language of the degree course of the applicant)

8) 8 points for holding a presentation at an international academic conference (in Hungary or abroad, in a foreign language, if the presenters participating come from several countries)

9) other outstanding professional activities

a) [1015]being an active member of a college: 1 point

Within a college, an applicant cannot receive points for more than one workshop membership.

Members of the following colleges can receive points:

---

[1013] Established by Senate Resolution LXVIII/2024. (V. 27.). Effective date: 28 May 2024.
[1014] Enacted by Senate Resolution LXVIII/2024. (V. 27.). Effective date: 28 May 2024.
[1015] Established by Senate Resolution LXVIII/2024. (V. 27.). Effective date: 28 May 2024.

- Bibó István College
- Bolyai College
- Eötvös College
- Angelusz Róbert College of Social Sciences
- Illyés Sándor College
- Mathias Corvinus College

b) 3 points for participation in tutoring

c) organising activities

- 2 points for organising an exhibition
- 2 points for organising a round-table talk
- 3 points for organising an academic conference (in Hungary, in Hungarian)
- 5 points for organising an international conference (in Hungary or in abroad, in a foreign language)

d) [1016] for being a teaching assistant (including research and/or teaching – per semester)/library and administrative activities – per semester)

- 2 points for 0-49 hours
- 4 points for 50-75 hours
- 6 points for 76-99 hours
- 8 points for 100 or more hours

e) 1 point for leading a section/moderating at a conference

f) field studies (besides the time set in the degree course requirements)

- 1 point for 100-150 hours
- 2 points for 151–200 hours
- 3 points for 201 or more hours

g) [1017]2 points for the organisation of academic competitions and contribution to their coordination

h) [1018]3 points for independent teaching for at least one semester with a volunteer public interest contract

III.) Public life and other activities (the maximum of which can be awarded for other activities is 10% of the applicant's total points gained from categories I. and II.)

1) 3 points for collegial membership in a body of the university, of the faculty or of a college
2) 3 points for event organisation and public life activities on the faculty
3) outstanding social and cultural activities

a) 3 points for being a member of a peer supporter group

b) 3 points for being a member of a drug prevention group

c) [1019]3 points for being a member of a charity non-profit group

d) [1020]2 points for being involved in cultural or social activities done on the request of the faculty/institution/department

e) [1021]2 points for civil cultural or social activities

f) [1022]

g) [1023]

h) [1024]

---

[1016] Established by Senate Resolution LXVIII/2024. (V. 27.). Effective date: 28 May 2024.
[1017] Established by Senate Resolution LXVIII/2024. (V. 27.). Effective date: 28 May 2024.
[1018] Established by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.
[1019] Established by Senate Resolution LXVIII/2024. (V. 27.). Effective date: 28 May 2024.
[1020] Established by Senate Resolution LXVIII/2024. (V. 27.). Effective date: 28 May 2024.
[1021] Established by Senate Resolution LXVIII/2024. (V. 27.). Effective date: 28 May 2024.
[1022] Repealed by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.
[1023] Repealed by Senate Resolution LXVIII/2024. (V. 27.). Effective date: 28 May 2024.
[1024] Repealed by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.

i) [1025] 1 point for the organisation of non-academic competitions and contribution to their coordination

4) [1026]5 points for successful, outstanding sport activities

*successful = being ranked 1-3rd at a national/European/world championship (individually or in a group), outstanding = being a national Olympic athlete

5) [1027]

(5) Method of ranking: if more applicants have the same (final) points, the ranking is as follows: The ranking is according to the professional activities listed in II. If points are still equal, the further ranking has to be done according to the points given for the study results specified in I.

## Section 349[1028]
## STUDENT EXCELLENCE GRANT

## Section 350

ad Section 118

(1) At the Faculty of Humanities the Student Excellence Grant is financed by the tuition fee and can be awarded to students pursuing Master's Degree courses.

(2) The grant is awarded once a semester.

(3) The applications can be submitted in the office of the Faculty's Student's Union until the date determined in the call for application. The documents to be submitted are listed in the call for application.

(4) No application can be filed after the given deadline. Incomplete applications will be rejected without consideration.

(5) The applications are evaluated by a committee set up for this reason. The Chair of the Committee is the Dean of the Faculty of Humanities; its members are professors expert in the subject of the submitted applications and the delegates of the Student's Union.

## Section 351[1029]

ad Section 130 (3)

(1)[1030] Any courses taken beside the courses set in Article 49 (2) of the Act CCIV of 2011 in national higher education, minor specialisations included, if it is not necessary to receive the final certificate (which states that all courses have been covered), a student has to pay a fee per credit in the case of courses starting before 1 September 2012. In the case of courses which have started after 1 September 2012 students have to pay a fee (hereafter referred to as: credit fee).

(2) [1031]

(3) [1032]

---

[1025] Enacted by Senate Resolution LXIX/2019. (V. 27). Effective date: 28 May, 2019.
[1026] Established by Senate Resolution LXVIII/2024. (V. 27.). Effective date: 28 May 2024.
[1027] Repealed by Senate Resolution LXVIII/2024. (V. 27.). Effective date: 28 May 2024.
[1028] Repealed by Senate Resolution CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.
[1029] Effective for students admitted until the academic year 2018/2019 according to the Senate Resolution LXIX/2019. (V. 27.).
[1030] Established by Senate Resolution CXIII/2020. (VI. 22.). Effective date: 22 June 2020.
[1031] Repealed by Senate Resolution LXIX/2019. (V.27). Effective date: 28 May, 2019.
[1032] Repealed by Senate Resolution LXIX/2019. (V.27). Effective date: 28 May, 2019.

## Section 352[1033]

ad Section 131 (5)

(1) [1034]Tuition-paying/self-financed students who continue to pursue their studies after they have exceeded the official study term, may make one request in their additional semesters for a reduction in their tuition fee in a given semester according to the following:

a) If the Student is missing no more than 4 credits or one study unit apart from the number of credits to be awarded preparing for the individual thesis for obtaining the final certificate, the Student can request to pay the tuition fee in the proportion of HUF 15,000 per credit in BA programmes – not including single and multi-cycle teacher training -- and HUF 20.000 for MA programmes. In the case of programmes organised for international students, the sum payable shall be 5% of the tuition fee per credit in both BA and MA programmes. For subjects worth 0 credits and the individual thesis preparation, the Student shall pay the fee of 1 credit.

b) If the Student is missing at least 5 but no more than 10 credits apart from the number of credits to be awarded preparing for the individual thesis for obtaining the final certificate, the Student can request to pay 50% of their tuition in BA programmes and 40% in MA programmes, not including single and multi-cycle teacher training. This shall also apply to programmes organised for international students.

(2) State financed students who transfer to tuition-paying status of their own accord, or who have exceeded the official study term in the same programme but with a different status, may not request to pay based on a per-credit fee.

## Section 353[1035]

The condition of enrollment in the first semester of the Hungarian and foreign language two-semester preparatory programmes is the payment of the tuition. In the second semester the students are obliged to pay the tuition by the day before the first day of the term time.

## Section 354

(1) [1036]

(2) BA students may only apply for transfer within their faculty after having completed at least one semester. The conditions for transfer are the following:

a) the student meets the admission requirements for the programme he/she wishes to transfer to

b) after the second completed semester the student completed at least 20 credits in each semester and has a grade point average of at least 4.00 in each semester.

c) the person responsible for the programme the student wishes to transfer to supports the student's transfer request.

(3) [1037]

(4) [1038]Transfers are not permitted among vocational training programmes.

## Section 355[1039]

[1033] Established by Senate Resolution CXXVII/2018. (VI. 25.) on the amendment to the chapter on the Faculty of Humanities in the Special Provisions of the Academic Regulations for Students.
[1034] Established by Senate Resolution L/2022. (IV. 27.). Effective date: 26 June 2022.
[1035] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 1 September 2021.
[1036] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective 1 August 2018.
[1037] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective 1 August 2018.
[1038] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date. 17 December 2019.
[1039] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective 1 August 2018.

# CHAPTER XVI/A[1040]
# PROVISIONS PERTAINING TO FACULTY OF ECONOMICS[1041]

## Section 355/A[1042]

ad Section 16 (3) b)

The Student may only register for the course specified in point b) of paragraph (3) of Section 16 if, in the prerequisite course serving as the basis for the exam course, they have fulfilled the requirements for taking the exam – provided that the course description contains such a course in accordance with Section 67 (2) – or if they have not been given an opportunity to fulfil this requirement in said prerequisite course by the final day of the first week of the examination period.

### TRANSFER

## Section 356

ad Section 34

(1) [1043]In addition to meeting the criteria prescribed in Section 34, Students studying at other higher education institutions wishing to transfer to the Faculty of Economics (hereinafter: GTK) after completing one active semester must

a) have obtained at least an average of 15 credits in their completed semesters, or at least 30 credits in one completed semester of a Bachelor's or undivided programme.

b) provide verification that they would have gained admission to the programme in question with the funding category and work schedule based on the required admission score to the GTK at the start of the start of their programme in the other higher education institution.

c)provide verification that they meet the minimum grade point average requirement defined in paragraph (2).

In accordance with point b) of Section 34 (2) of the HKR, with the exception of undergraduate and undivided programmes, the GTK allows a student who so requests to apply for admission during the semester of enrollment, subject to the conditions set out therein.

(2) [1044]The Dean shall have the right to set a minimum grade point average requirement for transferring to the Faculty either for the institute as a whole or per major, having sought out the opinion of the Faculty Educational Committee. If a GPA requirement is set, it must be published on the website of the GTK complete with the formula for its calculation by the start of the semester preceding the deadline for submitting the transfer request.

(3) [1045]Meeting the GPA criteria for transferring to the GTK shall not be a guarantee that the transfer request will be approved. The decision on the transfer request in all cases shall be made by the Dean – or if designated, the vice-dean for education – based on the opinion of the Educational Committee and/or the Credit Transfer Committee.

(4) [1046]The Dean – or if designated, the vice-dean for education – shall have the right to deviate from the rules laid out in the present Section in view of specific aspects of the programme or verified individual circumstances meriting special equity.

---

[1040] Enacted by Senate Resolution CXXX/2018. (VI. 25.) on the approval of the chapter on the Institute of Business Economics in the Special Provisions of the Academic Regulations for Students.
[1041] Title established by LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1042] Enacted by Senate Resolution LXXXVII/2022. (VI. 1.). Effective date: 31 May 2022.
[1043] Established by LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1044] Established by LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1045] Established by LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1046] Established by LXXXI/2021. (V. 31.). Effective date: 1 August 2021.

(5) Information and forms concerning the procedure, order and deadline for transferring to the GTK shall be published on the website of the Office of Educational Affairs.

### Section 356/A[1047]

(1) [1048]Section 34/B (2) shall also be applied to requested changes in the work schedule or the language of the programme with the condition that a second or any further changes shall only be permitted by the Dean in duly justified cases.

(2) In the cases of students admitted to English-language programmes, the conditions of obtaining a degree shall be the following:

a) the student shall complete all compulsory and compulsory elective subjects listed in the programme's curriculum – not including the traineeship – in English,

b) the student shall report on his/her traineeship in English in accordance with the rules pertaining to the traineeship report,

c) the student shall complete and pass his/her project assignments (both the written and oral parts), comprehensive exams, thesis (along with the thesis defence), as well as the final examination in English.

The completion of a subject in English shall be conditional on completing and passing the subject's lecture and seminar courses, midterm assessments and exams in English.

(3) The condition laid out in point a) of paragraph (2) shall not apply to subjects completed as part of a partial training course completed abroad or compulsory and compulsory elective subjects recognised under the rules of credit transfer.

(4) [1049]

### Section 357[1050]

## TERM PROJECT[1051]

### Section 357/A

Students' knowledge in term project courses shall be evaluated in the form of a report. Term project courses that end with a report shall be completed and evaluated by the fifth week of the examination period in accordance with the schedule published one week before the term time of the semester in question. Students are to be ensured one opportunity to remedy a fail grade by the end of the seventh week of the examination period at the latest.

## THESIS

### Section 358

ad Section 76

(1) [1052]The student shall submit the thesis via the Electronic Academic System by the deadline set by the institute in accordance with the institutional thesis guidelines.

(2) [1053]

---

[1047] Enacted by Senate Resolution CLXXII/2019. (VI. 24.) with the stipulation that its provisions shall be applied starting from the 2019/2020 academic year. Effective date: 25 June 2019.

[1048] Established by LXXXI/2021. (V. 31.). Effective date: 1 August 2021.

[1049] Repealed by Senate Resolution CCLXV/2019. (XII.16.). Effective date: 17 December 2019.

[1050] Section and preceding sub-head repealed by Senate Resolution XXXIX/2023. (III. 27.). Repealed: 28 March 2023.

[1051] Paragraph and preceding title enacted by Senate Resolution LXXXVII/2022. (VI. 1.). Effective date: 31 May 2022.

[1052] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021

[1053] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021

(3) The last page of the thesis shall comprise a non-infringement declaration from the Student via the use of the authorised form serving this purpose.

(4) [1054]The provisions on the announcement of thesis topics, topic selection, the method and deadline for submitting/uploading the thesis, as well as the further institute rules pertaining to the thesis are contained in the relevant guide approved no later than 30 September and published on the Faculty's website in the section relating to the Office of Educational Affairs.

## FINAL EXAMINATION

### Section 359

ad Section 81

(1) [1055]The deadline and method for applying for the final examination not regulated by the present Regulations, along with other faculty rules pertaining to the final examination are regulated by the guide adopted by the Faculty Council by no later than 30 September and published on the institute's website in the section relating to the Office of Educational Affairs.

(2) The Student or former Student in question may withdraw their application for the final examination at the latest 72 hours prior to the day of the exam. Students who withdraw their application for a final examination will only be able to apply for a new final examination in the following final examination period, except in cases of individual circumstances meriting special equity referenced in paragraph (3) of Section 143 of which they provide verification.

(3) The final examination shall consist of the following two parts:

[1056]a) the student draws/receives two questions from the final examination topics, which he/she elaborates and gives an oral report of before the final examination board, which assesses it on a five-grade scale;

b) the student presents and defends his/her thesis before the final examination board. He/she answers the questions posed by the referee's report and the final examination board. The final examination board awards the thesis grade on a five-grade scale based on the defence and the grades recommended in the referee's report.

(4) [1057]In the case that the programme's model curriculum requires an obligation to pass an exam in the same semester as the final examination, students pursuing undergraduate studies who fail to obtain the final certificate by the second week of the examination period, and students pursuing graduate studies who fail to obtain the final certificate by the fourth week of the examination period shall be removed from the final examination schedule.

(5) [1058]A student who fails to show up for the final examination shall not be given another opportunity to take the exam until the following final examination period.

## THE DEGREE CERTIFICATE

### Section 360[1059]

The qualification of the degree certificate awarded in Bachelor's and Master's programmes is the average of the following four grades rounded to two decimals:

---

[1054] Established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1055] Established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1056] Established by Senate Resolution LXXXVII/2022. (VI. 1.). Effective date: 31 May 2022.
[1057] Established by Senate Resolution XXXIX/2023. (III. 27.). Effective date: 28 March 2023.
[1058] Established by Senate Resolution LXXXVII/2022. (VI. 1.). Effective date: 31 May 2022.
[1059] Established by Senate Resolution CLXXIII/2021. (IX. 29.) on the HKR's Special Provisions chapter pertaining to the Faculty of Economics. Effective date: 28 September 2021.

a) the credit-weighted average of the subjects completed in the programme rounded to two decimals,
b) the two grades referred to in point a) of paragraph (3) of Section 359 rounded to two decimals,
c) the average of any comprehensive exams required by the programme's curriculum rounded to two decimals,
d) the grade of the thesis.

## STUDENT BURSARIES

### Section 361[1060]

The Faculty Scholarship Committee shall consist of four members.

### Section 361/A[1061]

Funds not spent shall be allocated towards grants they were originally allocated for or towards any other grant types, not including the study grant, whose reserves shall be earmarked for academic scholarships to be awarded in the subsequent semester(s). The recommendation regarding the allocation of the remaining funds is to be put forward to the Faculty Council by the Faculty Scholarship Committee.

## ACADEMIC SCHOLARSHIP

### Section 361/B[1062]

(1) [1063]Pursuant to Section 93 (1), the funds allocated to the Faculty shall be spent on academic scholarship pay-outs.

(1a) [1064] The funds calculated without the reserve funding capacity specified in subsections (1) and (11) shall be allocated as follows:

a) in the 2025 fiscal year:
   • bachelor's programme, spring semester allocation: 42.17%;
   • bachelor's programme, autumn semester allocation: 31.74%;
   • master's programme, spring semester allocation: 16.8%;
   • master's programme, autumn semester allocation: 9.29%
b) starting from the 2026 fiscal year, by programme level and between the spring and autumn semesters, in the case of the spring semester, the current year, for the autumn semester, the funds shall be distributed in proportion to the sums of the products of number of students in the given student group in the year preceding the current year multiplied by the ratio of the academic scholarship amount specified in subsection (6) for the given student group multiplied by the number of months in the current year belonging to the current semester.

(2) [1065]Academic scholarships shall be awarded per semester for the duration of the semester as a monthly allowance for students participating in state-funded full-time programmes, starting from their second active semester at the GTK.

---

[1060] Established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1061] Established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1062]Paragraph and preceding subheading title enacted by Senate Resolution CCXLIV/2018. (XI. 12.). Effective date: 13 November 2018.
[1063] Established by Senate Resolution CCXIV/2024. (XII. 16.). Effective from the first semester of the 2025/2026 academic year.
[1064] Established by Senate Resolution CCXIV/2024. (XII. 16.). Effective from the first day of the first semester of the 2025/2026 academic year.
[1065] Established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.

(3)[1066] The sum of the academic scholarship shall be calculated on the basis of the student's academic performance in their last active full-time state scholarship-funded semester on GTK at the same programme level as their semester of eligibility. The academic performance indicator (hereinafter: GTK scholarship average) shall be the weighted average of the completed compulsory subjects in the model curriculum. The calculation of the GTK scholarship average does not take into account the traineeship. When calculating the GTK scholarship average, in line with the provisions laid out in Section 100 (2), credits and grades transferred by the student shall not be taken into consideration.

(4) [1067]The academic scholarship sums at the GTK shall be determined by programme level. Within a given programme level, however, the sums shall be determined irrespective of which of the GTK's programmes the student's student status is tied to.

(5) [1068]

(6) [1069] The GTK scholarship average of every GTK student pursuing an active state-funded full-time programme shall be calculated to two decimals, rounded to five hundredths.

For each GTK scholarship average, the number of students who meet the minimum requirements specified in subsection (8) and who achieve the given GTK scholarship average shall be determined for each programme level, on the basis of which five (“A”, “B”, “C”, “D”, “E”) homogeneous groups of students are determined as follows:

- Group “A” shall comprise students who are closest to 3% of the number of students specified in subsection (2)
- Group “B” shall comprise students who are closest to 5% of the number of students specified in subsection (2)
- Group “C” shall comprise students who are closest to 5% of the number of students specified in subsection (2)
- Group “D” shall comprise students who are closest to 7% of the number of students specified in subsection (2)
- Group “E” shall comprise students who are closest to 11% of the number of students specified in subsection (2)

with a GTK average that falls into the same best performance band. The funds available in subsection (1a) for the semester and programme level shall be divided among student groups "A", "B", "C", "D" and "E" in such a way that the ratio of the monthly academic scholarship amount rounded to HUF 100 for the semester is as close as possible to 6-5-3-2-1.

(6a) [1070]

(7)[1071] The Faculty shall not disburse monthly scholarships less than 5% the student normative. In the event that the monthly amount for student group “E” is less than 5% of the student normative, then the amount of the academic scholarship specified in subsection (6) shall

[1066] Established by Senate Resolution CCXIV/2024. (XII. 16.). Effective from the first semester of the 2025/2026 academic year.
[1067] Established by LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1068] Repealed by Senate Resolution CCXIV/2024. (XII. 16.). Effective from the first semester of the 2025/2026 academic year.
[1069] Established by Senate Resolution CCXIV/2024. (XII. 16.). Effective from the first semester of the 2025/2026 academic year.
[1070] Repealed by Senate Resolution CCXIV/2024. (XII. 16.). Effective from the first semester of the 2025/2026 academic year.
[1071] Established by Senate Resolution CCXIV/2024. (XII. 16.). Effective from the first semester of the 2025/2026 academic year.

be increased proportionally, to one decimal place until the monthly amount for student group "E", rounded to the nearest HUF 100, reaches 5% of the student normative.

(8)[1072] Students who obtained less than 20 credits in the cases of the subjects taken into account in the calculation of the GTK scholarship average shall not be awarded scholarship money.

(9)[1073] In the case of exam retakes or remedial exams, the student's last obtained grade for the given subject shall be taken into account in the GTK scholarship average.

(10)[1074]

(11) [1075]The calculation of the distribution of available funds, the reserve funding capacity and the scholarships to be awarded to students shall be done by the Student Affairs and Registrar's Office and approved by the Faculty Scholarship Committee.

(12) [1076]Any remaining scholarship funds shall be added to the scholarship funds allocated for the following semester(s).

## THE FACULTY'S PROFESSIONAL, SCIENTIFIC AND PUBLIC LIFE SCHOLARSHIPS[1077]

### Section 361/C[1078]

(1) [1079]Pursuant to Section 93 (2), the allocation of the funds available to the Faculty among the various titles listed in Section 93 (4) shall be determined by the Faculty Scholarship Committee with regard to the funding available for the given semester.

(2) [1080] The announcement of the call for applications along with its criteria shall be recommended to the director by the Faculty Scholarship Committee.

(3) The applications shall be submitted via the Electronic Academic System. The applications are handled by the Office of Educational Affairs.

(4) [1081]The applications shall be published on the website of the GTK.

## OTHER SCHOLARSHIPS

### Section 361/D[1082]

The announcement, eligibility criteria and payment of other scholarships (Decree Section 6 (1)) shall be decided on by the Dean of the GTK.

## NATIONAL HIGHER EDUCATION SCHOLARSHIP

### Section 361/E[1083]

ad Section 110

(1) The faculty conditions for applying for the National Higher Education Scholarship, the rules and deadlines for the submission of the application, the factors determining the assessment

---

[1072] Established by Senate Resolution CCXIV/2024. (XII. 16.). Effective from the first semester of the 2025/2026 academic year.
[1073] Established by Senate Resolution CCXIV/2024. (XII. 16.). Effective from the first semester of the 2025/2026 academic year.
[1074] Repealed by Senate Resolution CCXIV/2024. (XII. 16.). Effective from the first semester of the 2025/2026 academic year.
[1075] Established by Senate Resolution CCXIV/2024. (XII. 16.). Effective from the first day of the first semester of the 2025/2026 academic year.
[1076] Established by Senate Resolution XXXIX/2023. (III. 27.). Effective date: 28 March 2023.
[1077] Established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1078] Paragraph and preceding subheading title enacted by Senate Resolution CCXLIV/2018. (XI. 12.). Effective date: 13 November 2018.
[1079] Established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1080] Established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1081] Established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1082] Established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1083] Established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.

and ranking of applications shall be approved by the Faculty Council based on the recommendation of the Faculty Scholarship Committee. The deadline for submitting the application for the scholarship shall be a limitation period.

(2) The formal assessment of the applications shall be carried out by the Office of Educational Affairs, which shall also review the applicant's academic results relevant to the application. The applications deemed complete and formally adequate shall be ranked by the Faculty Scholarship Committee. Students shall be notified of the ranking approved by the committee by the Office of Educational Affairs.

**ELTE GTK BUSINESS CLASS SCHOLARSHIP[1084]**

**Section 362**

(1) [1085]The GTK may grant award performance-based professional, academic and public life scholarships charged against its funds available for awarding scholarships to tuition-paying students pursuing full-time programmes, who have gained admission to tuition-based Bachelor's programmes at one of the Budapest venues of the GTK as their home faculty, enrolled and registered for an active semester.

(2) [1086]The scholarship money allocated per semester, along with the eligibility criteria for each academic year, as well as the method and deadline for submitting the application and the rules for assessing them shall be determined and published on the faculty's website by the dean of GTK.

(3) [1087]Applications for the scholarships shall be opened for the first time in the autumn semester of the 2018/2019 academic year. Eligibility shall extend to students who are admitted to one of the Bachelor's programmes referenced in paragraph (1) in the autumn semester of this academic year. The scholarship shall be available to Students who gain admission in later semesters depending on the funds available to the GTK and based on the decision of the Dean.

(4) The Student who fulfils the criteria established for the given semester may become eligible for the scholarship based on their application at any point in their studies. Similarly, if the Student fails to meet the criteria established for the given semester, they shall lose their eligibility for the scholarship for the semester in question.

(5) The Student may only be awarded the scholarship for as many semesters as are specified in the curriculum.

(6) The scholarship shall be awarded as support for the Student's tuition.

(7) [1088]The detailed criteria for awarding the scholarship, the rules for organising the application process and its deadlines – including the criteria for the relevant semester – shall be determined by the Dean. The call for applications must be published on the website of the GTK.

(8) [1089]The applications for the scholarship shall be assessed by reviewing the applicants' fulfilment of the criteria. If the detailed criteria allow for equity in a certain case, the granting of equity shall be decided on by the Dean or, by the competence conferred on them, the Vice Dean. If necessary, the Dean or Vice Dean may seek out the opinion of the Faculty Educational Committee or the Faculty Scholarship Committee.

---

[1084] Subtitle established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1085] Established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1086] Established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1087] Established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1088] Established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1089] Established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.

## TUITION

### Section 363

ad Section 131

(1) [1090]

(2) [1091]In the event that the Student fails to pay their tuition on time, the Office of Educational Affairs shall register them for a passive semester, of which it shall notify the Student. The Student may request the reactivation of their registration for the semester at the latest by October 25 (or March 25). Simultaneously to submitting the request, the Student must also provide proof of their payment of the tuition.

(3) The Student eligible for a scholarship as referenced in Section 362 shall only be liable to pay the portion of the tuition not covered by the scholarship. A student's payment of their tuition within 8 days of their receipt of the decision on their request shall not count as a late payment.

(4) [1092]The Student may be allowed to pay their tuition in instalments, if deemed reasonable. The Student must submit their request for permission to make instalment payments in the Electronic Academic System.

(5) [1093]

(6) [1094]Tuition-paying students who continue to pursue their studies after they have exceeded the number of semesters for which the programme officially lasts, may make one request in their additional semesters for a reduction in the tuition fee in a given semester. The condition for paying the per-credit fee is that the Student shall not be missing more than 21 credits to obtain the final certificate from the credits prescribed by the model curriculum. The per-credit share of the tuition reduction shall be the tuition fee at the time the Student registered for the programme divided by 30, rounded to the nearest HUF 1,000. The deadline for submitting the request to have the tuition fee calculated based on the number of credits shall be 15 September (or 15 February).

ad Section 130

(7) [1095]A student who reaches 110% of the credit value prescribed in the training and outcome requirements shall pay the following per-credit tuition fee: the tuition fee at the time the Student registered for the programme divided by 30, rounded to the nearest HUF 1,000.

## FEES

### Section 364[1096]

Ad Section 133

(1) [1097]The sums of the fees payable under the titles determined by the GTK on its own authority shall be published each year in a notice by the GTK.

(2) [1098]The GTK's Educational Committee shall have the right to determine the deadlines in the given semester for students to complete their assignments, with certain deadlines being limitation periods. The GTK Educational Committee shall also have the right in the cases

---

[1090] Repealed Senate Resolution LXXXVII/2022. (VI. 1.). Repealed: 31 May 2022.
[1091] Established by Senate Resolution LXXXVII/2022. (VI. 1.). Effective date: 31 May 2022.
[1092] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 1 September 2021.
[1093] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 1 September 2021.
[1094] Established by Senate Resolution LXXXVII/2022. (VI. 1.). Effective date: 31 May 2022.
[1095] Enacted by Senate Resolution LXXXVII/2022. (VI. 1.). Effective date: 31 May 2022.
[1096] Established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1097] Numbering established by Senate Resolution CLXXII/2019. (VI. 24.). Effective date: 25 June 2019.
[1098] Enacted by Senate Resolution CLXXII/2019. (VI. 24.). Effective 25 June 2019 with the stipulation that its provisions shall be applied starting from the 2019/2020 academic year.

of certain types of requests to determine the window for submitting the requests. Should the student fail to meet a deadline, they shall be required to pay the fee prescribed in point a) of Section 134 (1). The deadlines set by the Educational Committee shall be published on the website of the GTK.

## EQUITY

### Section 364/A

ad Section 143

(1) [1099]At the student's written request submitted via the Electronic Academic System, the Dean – exercising equity – based on the recommendation of the Faculty Educational Committee and the organisational unit concerned, concerning the enforcement of the decision, can grant exemption from the regulations of the Academic Requirements as set in legal acts and in Section 143.

(2) [1100]The Dean has the right to transfer his jurisdiction concerning exercising equity to the vice-dean for education.

(3) [1101]A Student whose student status was established before 31 August 2022 may apply for Dean's equity on two occasions, while a Student whose student status was established afterwards may apply for Dean's equity on one occasion over the course of their studies.

(4) The condition for submitting a request for equity is a significant change in the Student's health, living conditions for which he/she is not responsible, deserving of equity. The student must present these facts in the request, and attach valid documentation verifying said facts.

(5) [1102]The Student may submit a request for equity in connection with the following deadlines:
a) In the case of registration and permission for withdrawal of a registration, the request may be submitted up until the end of the first week of the term time.
b) In the case of a request for a personalised instruction for exceptional cases or course registration after the expiry of the course registration period, up until the end of the second week of the term time.

(6) Equity cannot be granted in the following cases:
a) missing the deadline, if there is a preclusive deadline set in the regulations;
b) [1103]missing an extended deadline, if the institute provides an opportunity for lacking documents to be submitted or for correction and the student cannot justify that his or her omission is caused by the extraordinary facts and events defined in Section 143 (3);
c) acquittal from liabilities arising from the training or acquittal from exams, acquittal from pre-requirements included;
d) validating any performance completed against the rules;
e) [1104]exemption from tuition fees;
f) exemption from conditions mandated by law.

## MIXED PROVISIONS

### Section 364/B[1105]

(1) The dean of the faculty shall be authorised to decide on affairs that may not be regulated in the present Special Provisions but are to be regulated by the Faculty special provisions in

[1099] Established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1100] Established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1101] Established by Senate Resolution LXXXVII/2022. (VI. 1.). Effective date: 31 May 2022.
[1102] Established by Senate Resolution LXXXVII/2022. (VI. 1.). Effective date: 31 May 2022.
[1103] Established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.
[1104] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1105] Established by Senate Resolution LXXXI/2021. (V. 31.). Effective date: 1 August 2021.

accordance with the Academic Regulations for Students. The director may seek out the opinions and recommendations of the Faculty Educational Committee, the Faculty Scholarship Committee, or, depending on the task in question, other committees, for its decisions.

(2) The criteria for the distribution of student bursaries handled by the GTK and the rules for assessing the applications shall temporarily be determined in the 2018/2019 academic year by the Faculty Scholarship Committee, acting as a Faculty Scholarship Committee –except in the case referenced in Section 362, and only if the GTK student is eligible for the funding.

(3) [1106]The combined number of students who can register for the exam dates set in Section 70 (4) are to be maximised in the cases of courses offered by GTK as follows:

a) prior to the deadline set out in Section 68/B (2), the maximum aggregate number of students who have registered for the exams in the subject must be 120% of the number of students who have accepted an offered grade in the previous normal semester of the course, minus the ratio of the total number of students enrolled in the course in the previous normal semester, rounded down to two decimal places.

b) the Faculty shall be required to adjust the maximum aggregate number of examinations in the course within three business days of the deadline set in Section 68/B (2) so that the maximum aggregate number of examinations in the course is 120% of the number of students who have not completed the course with an offered grade.

[1106] Enacted by Senate Resolution XXXIX/2023. (III. 27.). Effective date: 28 March 2023.

# CHAPTER XVII
# REGULATIONS ON THE FACULTY OF INFORMATICS

**Section 365**

Provisions of chapters I-XIII of the Academic Requirements have to be applied for the students of the Faculty of Informatics with the following differences.

**Section 366[1107]**

**Section 367**

(1) [1108]At the Faculty of Informatics, the condition of the transfer referred to in Section 34 of the present Regulations is that the Student has at least 20 academic credits that can be recognised at their new major from their previous studies and obtained at least 30 credits in their undergraduate programme.

(2) [1109]The first-instance decision on the transfer shall be made by the Dean after seeking the opinion of the Faculty Credit Transfer Committee.

(3) At the Faculty of Informatics, the condition of the transfer within the University is that the Student has at least 20 academic credits that can be recognised at their new major from their previous studies.

(4) [1110]

**Section 368[1111]**

**Section 369[1112]**

**Section 369/A[1113]**

ad Section 44/A

The applicant must have the necessary pre-requirements of the particular study unit. The validity of the pre-requirements is verified by the Credit Transfer Committee's decision based on the documents submitted by the applicant.

**Section 370[1114]**

Specialisations on the Faculty of Informatics, where it is not regulated differently in the training plan of the degree course, are specialisations set in Section 47 (2) c) of this regulation.

**Section 371[1115]**

The Office of Educational Affairs terminates the student status, if students did not obtain 30 credits altogether in the first four active semesters of their studies.

**Section 372[1116]**

---

[1107] Repealed by Senate Resolution CCXXIII/2014. (XII. 15.) on amendment to the chapter on the Faculty of Informatics in the Special Provisions of the Academic Regulations for Students.
[1108] Established by Senate Resolution CXIII/2020. (VI. 22.). Effective date: 31 July 2020, with the amended provision applying beginning with transfer requests submitted for the 2020/2021 academic year.
[1109] Established by Senate Resolution CVI/2018. (V. 28.). Effective 1 August 2018.
[1110] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective 1 August 2018.
[1111] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective 1 August 2018.
[1112] Repealed by Senate Resolution CCXXIII/2014. (XII. 15.). Effective 16 December 2014.
[1113] Established by Senate Resolution CVI/2018. (V. 28.). Effective 1 August 2018.
[1114] Established by Senate Resolution CCXXIII/2014. (XII. 15.). Effective 16 December 2014.
[1115] Established by Senate Resolution CCIII/2021. (XII. 15.). Effective date: 14. December 2021.
[1116] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective 1 August 2018.

**Section 373**

(1) [1117] In the case of part-time degree courses at the faculty, education can start in the registration period. If justified, education can continue in the first week of the examination period. In the case of part-time degree courses, in line with the conditions laid down in Section 29, education can be organised continuously, prolonged or in blocks. A certain number of occasions for taking an exam must be assured during the semester as defined in Section 377 (2) in the latter case as well.

(2) [1118] Provided that the semester is 14 weeks long, at least 80% of the classes of the courses must be held. If in the particular semester national holidays, holidays approved by the Dean or the Rector, and for other reasons more than 20% of a particular course's lessons are postponed, the lessons missed must be re-scheduled in order to ensure that at least 80% of the total sum of the lessons are held. The substitute lesson(s) can be held in the case of full-time degree courses in the first week of the examination period or if the students agree, in the study term.

(3) Connected to Section 54 (7) at the Faculty of Informatics in full-time courses, the day before the establishment of the University is a holiday, as a celebration of the establishment of the Faculty of Informatics.

**Section 374**

(1) [1119] According to Section 57 (1) the Faculty of Informatics previously announces the courses in every semester and provides the opportunity of preliminary course registration.

(2) [1120] The students of the first year at Bachelor Degree courses may be divided into fixed groups in line with Section 57 (5) as far as the model curriculum's basic information technology subjects of the first year are concerned.

**Section 375**

According to Section 60 (1) c) of this regulation that is 20 points at the Faculty of Informatics.

**Section 375/A.[1121]**

At the Faculty of Informatics students have to visit at least 66% of the lectures compulsory to visit, defined in Section 63(1), which can be completed by an end term exam. If students fail to do so, they cannot take the exam.

**Section 376**

ad Section 66

(1) The students' work can be invalid (if they do not get a grade), unsuccessful (if they fail) or successful (if they get a grade other than unsatisfactory). The student's performance on practice courses is invalid if the student does not meet the criteria set in the training plan.

(2) Besides the regulations of Section 66 (1) the criteria cannot set requirements which only can be met if students attend more than 75% of the classes.

(3) Besides the criteria set in Section 66 (1) the following criteria can be set in connection with the performance on practice courses:
a) short, written pass/did-not-pass pre-exams based on (2),
b) system of tasks based on accepted/not accepted submitted papers

---

[1117] Established by Senate Resolution CXCV/2009. (VI. 29.). Effective date. 30 June 2019.
[1118] Established by Senate Resolution CCII/2008. (VI. 30.). Effective date: 1 August 2008.
[1119] Numbering by Senate Resolution CCXXXII/2009. (IX. 28.) Effective date: 29 September 2009.
[1120] Established by Volume II of ELTE's Organisational and Operational Procedures, Senate Resolution CCIII/2015. (14 December), regarding the amendment of the chapter pertaining to the Faculty of Informatics of the Special Provisions of Academic Regulations. Effective date: 15 December 2015.
[1121] Established by Senate Resolution CCXXXII/2009. (IX. 28.) Effective date: 29 September 2009.

c) participation in any kind of occasional pre-exam which form(s) the basis of the final grade (for example classroom test, classroom test in a computer room, submitted tasks, presentations, homework) based on (2),

d) in the case of continuous tests, participation at least 75% of the occasions.

(4) [1122]In accordance with the criteria set in (3) a) and c), in the case of omission of tests, which were not announced in advance, absence is considered justified. In the first part of the examination period students must be granted opportunities per criterion, irrespective of how many are concerned for the following:

a) in the case of the criterion set in (3) a), substituting 20% of the classes;

b) in the case of the criterion set in (3) b), completing 33% of the missed tasks, or at least one of them;

c) in the case of the criterion set in paragraph (3) points c) and d), re-sitting 33% of the classes missed out justified, or at least one of them;

(5) By 25% of the tests or at least by one occasion students must be granted an opportunity to improve their grades if the student did not use the possibility of a resit defined in (3) c), if the student became able to successfully complete the practice.

(6) In the case of an unsatisfactory performance of a practice without continuous tests (grades are defined by a maximum of four, unrelated tests) students must be granted an opportunity of improving in the first two weeks of the examination period (‘re-take practice exam’).

(7) [1123]It must be indicated on the website of the faculty if the practice requires continuous tests or not.

(8) [1124]In the case of classroom tests written during the term time, the test scores must be announced within 10 workdays of the test. In the case of remedial tests and practical retake exams, the scores of the preliminary classroom tests must be announced 72 hours ahead of the time of the test, but at the latest within 5 workdays. In the case of papers assigned during the term time, the papers must be assigned at least 10 workdays before their due date and corrected within 10 workdays of the due date.

(9) [1125]In the case of subjects where the evaluation includes occasional pre-exams (in line with Section 376 (3) c) of the present Regulations), the scores of the pre-exam must be announced by the following seminar. In the case of the last seminar, the scores must be announced within 5 workdays.

## Section 376/A[1126]

In the case of subjects that have mixed assessment criteria, if the assessment ends with an exam, the rules laid out in Section 67 of the present Regulations shall apply to the subject. If the assessment ends with a practical grade, the deadline for entering the practical grade shall be 15 January for the autumn semester and 15 June for the spring semester.

## Section 377

ad Sections 71 – 72

(1) Only professors employed by the University, educating researchers or commissioned professors are entitled to grade exams. In special cases the Head of the department can authorize others as well.

[1122] Established by Senate Resolution CCXXIII/2014. (XII. 15.). Effective date. 16 December 2014.
[1123] Established by Senate Resolution CCXXIII/2014. (XII. 15.). Effective date. 16 December 2014.
[1124] Enacted by Senate Resolution XCVII/2017. (V. 29.). Effective 30 May 2017.
[1125] Enacted by Senate Resolution XCVII/2017. (V. 29.). Effective 30 May 2017.
[1126] Second sentence established by Senate Resolution LXVIII/2024. (V. 27.). Effective 28 May 2024.

(2) [1127]At the Faculty of Informatics in the case of full-time degree courses exams can be organised in the examination period, in the case of part-time degree courses exams can be organised from the final class of the particular course to the end of the semester. Students can register for an exam in the particular semester (postponing an exam not included)

a) for a maximum of two times if the exam opportunity in the particular subject is granted in every semester,

b) in every other case students can register for a maximum of three times.

(3) [1128]In the cases listed in (2) a) opportunity for a re-take exam must be granted in the last week of the examination period. As for the cases determined in (2) b) two re-take exam-opportunities must be granted in the last two weeks of the examination period.

(4) [1129]Student can postpone their exam in a particular subject in the given examination period only once. Within this regulation postponing an exam means that a student has registered for an exam, but asks the examiner for the postponement. In this case the examiner will register 'justified absence' as the Student's status, leaving the "Counts towards grade" space blank.

(5) Students have to show at the exam at which they previously have registered - postponing an exam in line with 71 (5) not included. If students cannot justify their absence, they used an opportunity laid down in (2) in a particular subject in the given examination period. In that case the "did not attend" status is registered.

(6) If a previously announced exam is not held because of the absence of the examiner it has to be reported to the Head of the department - in the case of an exam taken before a committee to the Head of the unit responsible for the faculty - and a new date has to be determined after consulting with the students. If there are students who cannot attend the exam at the set date they must be permitted to register for, and attend, any other previously announced dates, even if the final number of attendees is higher than the previously set quota.

## Section 377/A[1130]

(1) A student who uses aids other than those specified by the instructor or provides unauthorised assistance to another student during an evaluation (exam, test, homework assignment) requiring the preparation of a computer programme or programme module is in violation of the academic rules, and shall not be permitted to complete the subject in the given semester and therefore shall not obtain the credit awarded for the subject.

(2) A minutes shall be taken of the violation referred to in paragraph (1), which shall include the place, time, and a brief description of the circumstances of the violation, as well as a statement by the student in question declaring whether they admit to or dispute the allegation against them. If the student disputes the allegation against them, the Dean shall conduct a hearing to clarify the facts.

## Section 378[1131]

If during their foreign part-time course students complete credits in subjects or study units which are equal to or can be correlated to their full-time courses or study units, the credits must be acknowledged in accordance with the credit transfer regulations.

## Section 379[1132]

[1127] Established by Senate Resolution CCII/2008. (VI. 30.). Effective date: 1 July 2008.
[1128] Established by Senate Resolution CCXXIII/2014. (XII. 15.). Effective date. 16 December 2014.
[1129] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021.
[1130] Established by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021.
[1131] Established by Senate Resolution CVI/2018. (V. 28.). Effective 1 August 2018.
[1132] Repealed by Senate Resolution CCXXIII/2014. (XII. 15.). Effective date. 16 December 2014.

**Section 380[1133]**

In accordance with Section 78, degree theses at the Faculty of Informatics have to be submitted via the Electronic Academic System:

a) in the case of a final examination taken in the second semester until 1 May;

b) in the case of a final examination taken in the first semester until 1 December;

**Section 381**

ad Section 79

(1) [1134]If the Supervisor does not accept the degree thesis, it cannot be submitted. Based on the recommendation of the Supervisor, the Final examination board assesses the degree thesis and summarizes its findings in a report. Based on this report the Office of Educational Affairs registers the result in the Electronic Academic System.

(2) If the assessment of the degree thesis is unsatisfactory, the student has to write another degree thesis. The new degree thesis can be submitted in the next final examination period.

(3) Defending the degree thesis is part of the final exam.

(4)[1135]Beginning the traineeship is conditional on the approval of the acceptance statement. The deadline for submitting the verification documents for an traineeship completed during an active semester (reference letter) shall be the 30th day following the completion of the traineeship. If the Student submits the verification documents by 31 January in an autumn semester and 31 August in a spring semester, the completed traineeship shall count towards the current active semester, while documents submitted after the deadlines will mean that the traineeship in question will be counted towards the following active semester.

(5) [1136]

**Section 382**

ad Section 81

(1) [1137]During the final examination students defend their degree thesis. After successfully defending the degree thesis, students take an oral examination of the core material of the degree course and of the previously announced list of questions. The final examination of the Bachelor's and Master's programmes in Computer Science, the Master's programme in Computer Science for Autonomous Systems and the Master's programme in Intelligent Field Robotics Systems (IFRoS) consists of the defence of the thesis. The defence of the thesis in the Bachelor's and Master's programmes in Computer Science and the Master's programme in Computer Science for Autonomous Systems also includes the evaluation of the Student's knowledge of subject material related to the academic background of the given thesis.

(2) Defending the degree thesis can be organised at an earlier appointment, on condition it happens before the complete Final examination board.

(3) The requirements of the final exam, the topics and the list of questions have to be announced at least six weeks before the start of the final examination period.

(4) The final examination lasts at least 30 minutes.

(5) The preparedness and the knowledge of the examinee is assessed individually by the members of the Final examination board. The final grade is determined after consulting at a closed meeting.

---

[1133] Established by Senate Resolution LXVIII/2024. (V. 27.). Effective 28 May 2024.
[1134] Last sentence established by Senate Resolution XCVII/2017. (V. 29.). Effective 30 May 2017.
[1135] Established by Senate Resolution CXCII/2023. (XII. 11.). Effective 12 December 2023.
[1136] Repealed by Senate Resolution LXI/2025. (IV. 14.). Repealed: 15 April 2025.
[1137] Established by Senate Resolution XLIX/2023. (IV. 24.). Effective date: 25 April 2023.

(6) [1138]The fact that examinees wish to take their final examination in the particular final examination period has to be announced in the form of an electronic request via the Neptun system.

a) in the case of a final examination taken in the second semester until 1 April;

b) in the case of a final examination taken in the first semester until 1 November;

(7) [1139]A student may be admitted to the final examination if they have fulfilled their academic obligations / obtained the final certificate

a) by no later than 18 June in the case of a final examination in the spring semester,

b) by no later than 15 January in the case of a final examination in the autumn semester. Students applying for a Master's degree beginning in the spring semester must obtain the final certificate by 20 December.

**Section 383**

ad Section 83

(1) The Final examination board has at least three members. The Chair is a professor or an associate professor. One of the members has to be an expert from an external institution.

(2) The departments make recommendations on the persons to be asked for handling the tasks of Chairmanship and membership of the Final examination board.

(3) The composition of the Final examination board of the particular semester is determined by the Head of the faculty based on the recommendations of the departments.

(4) In the case of impediment of any member of the Final examination board, the Head of the faculty is entitled to appoint another person for the post.

**Section 383/A[1140]**

ad Section 81, ad Section 84

(1) [1141]The final grade of the final examination is derived from the average of the grade of the degree thesis, of the defending of the degree thesis and of the oral examination. In the Bachelor’s programme in Computer science, the Student receives a single grade for the thesis and the thesis defence, which shall be the grade received for the final examination. The final grade of the final examination in Master’s programmes in Computer Science, Computer Science for Autonomous Systems, Data Science and Intelligent Field Robotics Systems (IFRoS) is derived from the average of the grade of the degree thesis, of the defending of the degree thesis and of the oral examination. In the case of undergraduate and graduate degrees in Mechanical Engineering, the final examination grade shall be the arithmetic mean of the average of the grades obtained for the evaluation and defence of the thesis and the average of the grades obtained for the final examination topics (3). If the student is given a fail grade for any of the final examination topics, all three subject exams must be repeated.

(2) [1142]In the case of Bachelor and Master's Degree courses, the final grade of the degree certificate equals to the grade of the final exam. In the case of the Bachelor’s and Master’s programmes in Computer Science, the Master’s programme in Computer Science for Autonomous Systems, the Master’s programme in Data Science and the Master’s programme in Intelligent Field Robotics Systems (IFRoS), the grade of the degree certificate shall be the average of the cumulative average of the subjects completed during the programme and the final examination score. In the case of the Geoinformatics Master’s

[1138] Established by Senate Resolution LXVIII/2024. (V. 27.). Effective 28 May 2024.
[1139] Enacted by Senate Resolution XVII/2021. (III. 08.). Effective date: 9 March 2021.
[1140] Established by Senate Resolution XLIX/2023. (IV. 24.). Effective date: 25 April 2023.
[1141] Established by Senate Resolution LXVIII/2024. (V. 27.). Effective 28 May 2024.
[1142] Established by Senate Resolution LXVIII/2024. (V. 27.). Effective 28 May 2024.

programme, as well as Mechanical Engineering Bachelor's and Master's programmes, the final grade of the degree certificate is the average of the credit-weighted average of the subjects completed during the programme and the final examination score.

(3) [1143]In contrast to the condition established under Section 84 (9), a candidate receives an honours degree if they receive an "excellent" grade for every part of their final exam.

**Section 384[1144]**

(1) [1145]At the student's request the Dean - exercising fairness - on the recommendation of the Committee for Education and the organisational unit concerned, concerning the enforcement of the decision can grant exemption from the regulations of the Academic Requirements as set in legal acts and in Section 143.

(2) The Dean has the right to transfer his jurisdiction concerning exercising fairness to the Vice-Dean for Education in cases in connection with education.

(3) [1146] Tuition-paying/self-financed students who continue to pursue their studies after they have exceeded the official study term, may make one request in the final semester of the programme for a reduction in their tuition fee for the credits they have registered for provided that their number of registered credits is between 0 and 15. If the student is reallocated to a tuition-paying programme at a later point, the deadline for submitting the request referred shall be the 15th day following the notification of the reallocation [HKR Section 131 (5a)]. The fee payable shall be determined by the Faculty Council by the end of the spring semester preceding the academic year in question.

**Section 385**

The disciplinary committee defined in Section 172 (2) at the faculty has an additional student member, so altogether it has four members: two professors and two students. In the event of equality of votes during the procedure of the committee, the Chairman's vote is decisive.

**Section 386[1147]**

(1) Requests on previous credit transfers in the case of students having a personalised instruction are to be submitted until the end of the third week of the examination period of the previous semester at the Office of Educational Affairs. The request must be accepted or rejected by the end of the preventive examination period.

(2) The Credit Transfer Committee of the Faculty can previously define the criteria of automatic transfer of a study unit. If the criteria are met, credits can be transferred without the occasional opinion of the Credit Transfer Committee of the Faculty. The completion of the requirements is checked by the Office of Educational Affairs.

**STUDENT GRANTS AND SCHOLARSHIPS**

**Section 387[1148]**

ad Section 93

(1) In line with Section 93 (1) the funds allocated to the Faculty are to be spent on academic scholarship payments.

(2) In line with Section 93 (2) the grants listed in Section 93 (4) are allocated in the following proportions:

---

[1143] Enacted by Senate Resolution CXCII/2023. (XII. 11.). Effective date: 12 December 2023.
[1144] Established by Senate Resolution CCXXXII/2009. (IX. 28.) Effective date: 29 September 2009.
[1145] Established by Senate Resolution CCXXIII/2014. (XII. 15.). Effective date. 16 December 2014.
[1146] Enacted by Senate Resolution LXVIII/2024. (V. 27.). Effective 28 May 2024.
[1147] Established by Senate Resolution CVI/2018. (V. 28.). Effective 1 August 2018.
[1148] Established by Senate Resolution CCIII/2015. (14 December) Effective date: 15 December 2015.

a) research scholarship, professional scholarship, scholarships for participation in academic competitions and conferences: 20%
b) public service scholarship: 40%
c) sports scholarship, culture scholarship: 40%

(3) The distribution of the grants listed in points a) and c) of paragraph (2) shall be decided by the Faculty Scholarship Committee.

(4) [1149]

(5) Funds not spent may be spent freely on grants they were originally allocated for or any other grant types. The allocation of the remaining funds is to be decided on by the Faculty Scholarship Committee.

## FACULTY SCHOLARSHIP COMMITTEE

### Section 388[1150]

ad Section 99

The Faculty Scholarship Committee has 6 members.

## ACADEMIC SCHOLARSHIP

### Section 389[1151]

ad Section 100

(1) Students are to complete no less than 16 credits in order to be eligible for an academic scholarship.

(2) [1152]The highest and lowest amounts to be awarded, as well as the lowest credit index to be attained, are determined by the Faculty Scholarship Committee.

(3) The sum of the study grant is to be determined based on the Student's credit index in the last completed semester before the current semester (hereinafter: last semester).

(4) By determining the academic achievement of the student transferred from another higher education institution only the results of the last completed semester can be considered. The procedure is the same as in the case of the students of the Faculty.

## RESEARCH SCHOLARSHIP

### Section 390[1153]

ad Section 101

Applications for the research scholarship are assessed by the Faculty Scholarship Committee on a monthly basis.

## PUBLIC SERVICE SCHOLARSHIP

### Section 391[1154]

ad Section 103

The recipient of the public service scholarship awarded to members and officials of the partial student council is recommended by the chairman of the council. The recommendation shall specify the position occupied by the scholarship's recipient.

---

[1149] Repealed by Senate Resolution CLXXI/2016. (VI. 27.). Effective 28 June 2016.
[1150] Established by Senate Resolution CCIII/2015. (14 December) Effective date: 15 December 2015.
[1151] Established by Senate Resolution CCIII/2015. (14 December) Effective date: 15 December 2015.
[1152] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021
[1153] Established by Senate Resolution CCIII/2015. (14 December) Effective date: 15 December 2015.
[1154] Established by Senate Resolution CCIII/2015. (14 December) Effective date: 15 December 2015.

**SPORTS SCHOLARSHIP**

**Section 392[1155]**

ad Section 104

Applications for the sports scholarship are assessed by the Faculty Scholarship Committee on a monthly basis.

**CULTURE SCHOLARSHIP**

**Section 393[1156]**

ad Section 105

Applications for the culture scholarship are assessed by the Faculty Scholarship Committee on a monthly basis.

**PROFESSIONAL SCHOLARSHIP**

**Section 394[1157]**

ad Section 106

Applications for the professional scholarship are assessed by the Faculty Scholarship Committee on a monthly basis.

**NATIONAL HIGHER EDUCATION SCHOLARSHIP**

**Section 395[1158]**

ad Section 110

The method of ranking and the ranking of the applications for the National Higher Education Scholarship is determined and carried out by the Faculty Academic Committee.

**Section 396[1159]**

**FUNDING THE WRITING OF LECTURE NOTES, THE PROCUREMENT OF DIGITAL TEXTBOOKS, COURSE MATERIALS AND DIGITAL SOURCES FOR PREPARING LECTURES**

**Section 397[1160]**

ad Section 119

Faculty-level applications submitted as prescribed in Section 119 (1) are assessed and ranked by the Faculty Lecture Note Committee.

**Section 398[1161]**

Students on state-funded degree courses pay the following amount of money if they exceed the necessary credit amount by 110%: if the study unit was compulsory HUF 0 for the first and second registration, for the third registration and for registration for not compulsory study units the one sixtieth of the training norm is paid.

---

[1155] Established by Senate Resolution CCIII/2015. (14 December) Effective date: 15 December 2015.
[1156] Established by Senate Resolution CCIII/2015. (14 December) Effective date: 15 December 2015.
[1157] Established by Senate Resolution CCIII/2015. (14 December) Effective date: 15 December 2015.
[1158] Established by Senate Resolution CCIII/2015. (14 December) Effective date: 15 December 2015.
[1159] Established by Senate Resolution CCIII/2015. (14 December) Effective date: 15 December 2015.
[1160] Established by Senate Resolution CCIII/2015. (14 December) Effective date: 15 December 2015.
[1161] This section's provisions shall last apply to students admitted in the 2018-2019 academic year.

**Section 399**[1162]

(1) The timetable for the payment of the tuition fee is determined and announced by the Dean of the Faculty every semester.

(2) [1163]

(3) [1164]In extraordinary cases the student can request equity regarding the payment of the tuition fee.

**Section 400**

(1) The basis of the tuition fee is one sixtieth of the actual training norm per credit[1165]. The exact sum of the tuition fee is determined by the Faculty Council every year.

(2)[1166]

(3)[1167]

(4)[1168]

(5)[1169] The tuition fee is a maximum of 2,5% of the actual student normative, rounded to a hundredth.

(6)[1170]

[1162] Established by Senate Resolution CCXXIII/2014. (XII. 15.). Effective date. 16 December 2014.
[1163] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Effective: 1 September, 2021.
[1164] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 1 September 2021
[1165] This provision shall last apply to students admitted in the 2018-2019 academic year.
[1166] Repealed by Senate Resolution LXIX/2019 (27 May). Effective date: 28 May, 2019.
[1167] Repealed by Senate Resolution LXIX/2019 (27 May). Effective date: 28 May, 2019.
[1168] Repealed by Senate Resolution LXIX/2019 (27 May). Effective date: 28 May, 2019.
[1169] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1170] Repealed by Senate Resolution LXIX/2019 (27 May). Effective date: 28 May, 2019.

# CHAPTER XVIII
# REGULATIONS ON THE FACULTY OF EDUCATION AND PSYCHOLOGY

## Section 401

Students of the Faculty of Education and Psychology are subject to chapter I-XIII of the Academic Regulations for Students with the following differences.

### THE INDEPENDENT PROGRAMME

## Section 402

(1) According to Section 9 (2) an independent programme is a unit of professionally linked, out-of-degree study units, which can be completed regularly or occasionally. Timing is scheduled by the department responsible for the programme. An independent programme certificate can only be awarded to a student of a higher education institution or a person who already has a higher education degree.

(2) The volume of the independent programme is 12-32 credits. The independent programme can comprise of both degree and non-degree study units. Credits completed during the programme can be counted into the total amount of credits of the degree course studies of the student as set in the curriculum.

(3) In line with Sections 47-49, completing the programme is possible through completing an input or an output program. The type of the programme has to be laid down in the recommendation for establishment.

(4) Any professor or any organisational unit of the university can initiate to set up an independent programme. The Faculty Council decides on the proposal, appointing the responsible organisational unit of the faculty and the person responsible at the faculty at the same time, who organise the programme and take responsibility for maintaining the high quality of the programme.

(5) [1171]In the case of the termination of the programme, the university does not guarantee the completion of the studies within the frames of the programme. The probable termination of the programme is indicated by the person responsible in the Electronic Academic System until the start of the course registration of the previous semester.

### TUTORING

## Section 403

(1) Permission for tutoring is given by the Committee for Education of the Faculty.

(2)[1172] Application for tutoring with naming the tutor and enclosing the statement of approval signed by the head of the organisational unit of the tutor has to be submitted to the Office of Educational Affairs until the end of the study term prior to the subject registration.

[1171] Established by Volume II of ELTE's Organisational and Operational Procedures, Senate Resolution CXLV/2014. (VI. 30.) regarding the amendment of the chapter pertaining to the Faculty of Education and Psychology of the Special Provisions of Academic Regulations. Effective date: 1 July 2014.

[1172] Established by Volume II of ELTE's Organisational and Operational Procedures, Senate Resolution CCIV/2015. (14 December), regarding the amendment of the chapter pertaining to the Faculty of Education and Psychology of the Special Provisions of Academic Regulations. Effective date: 15 December 2015.

## LEGAL FRAMEWORK OF STUDIES

### Section 404

(1) [1173]Transfer from a higher education institution in Hungary as laid down in Section 34, as well as transfer from a foreign higher education institution to a Hungarian-language programme is only possible if the following conjunctive criteria are met:

a) studies being completed in the same programme, under the same work schedule and in the same language,

b)[1174] at least two successfully completed semesters, or in the case of a Master's degree programme, at least one successfully completed semester,

c) the student has completed at least 23 credits in all preventive semesters and accomplished a weighted grade average of 4.00 or above (counted with the traditional method),

d) according to the student's achievements on the entrance exam in the other higher education institution, the student could have been admitted on the same degree course/work schedule of the Faculty of Education and Psychology,

e) [1175] in the case of an English-language programme, the Student transferring to a specialisation shall be allocated on the basis of their admission score and the capacity of the specialisation,

f)[1176] the person responsible for the faculty approves that the faculty has the capacity to welcome the student.

The conditions of a transfer from a foreign higher education institution must be examined in accordance with the specifics of the given institution, in accordance with the Hungarian-language programme.

(1a) [1177]A student of another institution may only transfer to international joint courses outside the central higher education admission procedure and to courses offered to foreign nationals in a foreign language if they meet the admission requirements of the given programme.

(2) [1178]May be exempt

a) from the requirements set in (1): top athletes,

b) [1179]completing the requirements set in (1) c): special needs students, as well as students who request a change of the training venue at the University.

(3)[1180] Requests having the appropriate reasoning to be submitted for the Committee for Education at the Office of Educational Affairs. In the case of requests referring to the first semester until 25 of July or in the case of requests referring to the second semester until 15 June. Requests missing the deadline can only be accepted for the following semester.

(4) [1181]A Student may transfer to another programme within the same Faculty (apart from what is laid out in the present Regulations) in the following cases:

a) between specialisation training programmes,

b) in the case of a change in medical fitness.

(5) [1182]In programmes where students are admitted to a given subspecialisation, the rules of transfer shall be the same ones applied for the rules of changing subspecialisations.

---

[1173] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1174] Established by Senate Resolution LXIV/2023. (V. 22.). Effective date: 23 May 2023.
[1175] Established by Senate Resolution LXXV/2025. (V. 26.). Effective date: 27 May 2025.
[1176] Lettering established by Senate Resolution LXXV/2025. (V. 26.). Effective date: 27 May 2025.
[1177] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date. 28 May 2019.
[1178] Established by Senate Resolution CCLIII/2012. (XII. 17.). Effective date: 18 December 2012.
[1179] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1180] First sentence established by Senate Resolution CC/2015. (14 December) Effective date: 15 December 2015.
[1181] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1182] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date. 28 May 2019.

**Section 405**[1183]
**Section 406**[1184]
**Section 407**

(1) Besides Section 70 (3) of the regulation group exams can be organised in the study term as well.
(2) Group exams are exams organised in the study term in the case of specialist postgraduate programmes, for which special regulations apply. In the case of specialist postgraduate programmes general rules apply for exams organised in the examination period.
(3)[1185] Group exams cannot be taken in the Electronic Academic System, those are registered by the Office of Educational Affairs.
(4) [1186]Students who do not attend group exams must be granted an exam opportunity in the examination period, irrespective of the fact that students previously indicated their absence or not. Being absent from a group exam does not count in the attempts of getting a grade as defined in Section 52 (1) and (2).
(5) Additional regulations in connection with attending an exam besides the regulations set in Section 70 (6):
a) [1187]The examinee must be present at least two and a half hours before the start of the oral examination, within half an hour after the start of the written examination. After this time, the examiner can terminate the exam as soon as the exam of the students who had showed up at the original start time is over.
b) In the case of students arriving after the examiner terminated the exam, the examiner does not have the obligation to make it possible for the students to take the exam, which means that the exam is considered as an invalid exam.

**ANNOUNCING AND TAKING COURSES**

**Section 408**

(1)[1188] The process of announcing courses as set in Sections 55-56 is coordinated by the Office of Educational Affairs acting as the responsible unit for the class schedule of the faculty. The announcement of the exam course in line with Section 16 (3) b) at the faculty shall be initiated by the Student with the competent organisational unit for education by no later than the start of the term time of the semester in question.
(2) During the process of announcing courses the total capacity of the courses has to reach 105% of the headcount of the curriculum and of the preliminary announcement as set in Section 55 (10), if due to lack of capacity the responsible educational organisational unit cannot assure the 115 % quota, and if the numbers cannot be increased.
(3)[1189] At the student's request, the Student Affairs and Registrar's Office will exempt the student from the prerequisite requirement if, due to a change in the curriculum, the same subject has no or a weaker prerequisite in the new curriculum than the prerequisite of the subject in the original curriculum. A request for exemption from a prerequisite based on a change of curriculum may be submitted until the end of the ranking application phase of

[1183] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective 1 August 2018.
[1184] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective 1 August 2018.
[1185] Established by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1186] Second sentence established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1187] Established by Senate Resolution CXXIX/2018. (VI. 25.) on the amendment to the chapter on the Faculty of Education and Psychology in the Special Provisions of the Academic Regulations for Students.
[1188] Second sentence amended by Senate Resolution CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.
[1189] Enacted by Senate Resolution LXIV/2023. (V. 22.). Effective date: 23 May 2023.

the course registration period. Requests submitted after the deadline will be rejected by the Student Affairs and Registrar's Office without substantive examination.

(4)[1190]

(5)[1191]

### Section 409[1192]

Unpermitted recording for students with special needs as set in Section 63 (6) during special courses such as trainings is possible with the written consent of the students present. If the participants refuse to give permission, the leader of the course has to provide an appropriate way for students with special needs to meet the requirements of the course.

## ASSESSING ACADEMIC ACHIEVEMENTS

### Section 410

(1)[1193] The professor sends the exam sheet - created in line with Section 65 (1) - with regard to the possibility of post-grading as outlined in paragraph (3) - to the Office of Educational Affairs with the registration in the Electronic Academic System, or until

a) in the case of seminars and practices the end of the second week of the examination period,

b) in the case of lectures and exam courses the last day of the examination period.

(2) [1194]

(3) In the case of skill subjects the opportunity for improving the grade given for a practice as set in Section 66 (6) can be given until the end of the examination period.

(4)[1195] If a student does not show at an exam, in the case of verified absence the verification has to be submitted at the Office of Educational Affairs, which registers the fact of postponing the exam. The verification has to be submitted until the fifth working day after the last day of the examination period. Applications cannot be filed after the given deadline.

(5)[1196]

### Section 411[1197]

## THE THESIS

### Section 412

(1) [1198]The deadline for announcing the topic of the degree thesis is - with regard to the exemption set in this section -

a)[1199] in the case of Bachelor and specialisation courses, with the exception of the case specified in paragraph (3)

- for the final examination in the second semester 15 October,
- for the final examination in the first semester 15 May;

b)[1200] in the case of Master's Degree courses, including undivided courses, with the exception of the cases specified in points c) and d)

- if the final examination is in the second semester, until 15 May of the academic year prior,

---

[1190] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1191] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1192] First sentence established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021
[1193] Established by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1194] Repealed by Senate Resolution CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.
[1195] Established by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1196] Repealed by Senate Resolution CXLV/2014. (VI. 30.). Effective date: 1 July 2014.
[1197] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1198] Established by Senate Resolution CCII/2008. (V. 28.). Effective date: 1 July 2008.
[1199] Established by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1200] Established by Senate Resolution CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

- if the final examination is in the first semester, until 15 October of the academic year prior.

c)[1201] in the case of Intercultural Psychology and Pedagogy or Social Acceptance and Sports Management Master's programmes

- for the final examination in the second semester 15 October,
- for the final examination in the first semester 15 May;

d)[1202] in the case of a Psychology Master's Degree course

- in the case of the research part of a thesis written in line with the criteria valid until 2015 or the criteria valid from 2016 onwards, pursuant to the provisions laid out in point b),
- in the case of the applied part of a thesis written in line with the criteria valid from 2016 onwards, in the semester of the final examination, by Friday of the second week of the term time.

e) [1203] in the case of Environmental Awareness Consultant postgraduate training programme:

- for the final examination in the spring semester: 15 December
- for the final examination in the autumn semester: 15 May

(1a) [1204]Students have one month to submit a thesis topic for an additional fee after the expiry of the topic submission period.

(2) [1205] An extended deadline - longer than set in (1) - for taking the role of a Supervisor for a degree thesis is announced by the Office of Educational Affairs after being notified by the competent educational organisational unit.

(3) [1206]In the case of non-teacher degree courses or portfolio-type degree theses - if the curriculum of the particular degree course specifically sets it as a requirement - the student does not have to choose a topic or ask for a Supervisor. For this reason there is no need for announcing the student's degree thesis topic.

(4) [1207]It is possible to change the topic of the thesis according to Section 77 (8) after the deadline specified therein, however, in this case the student may only take the final examination in the semester following the originally targeted semester.

(5) [1208]In order to unify the requirements set in connection with degree theses the Committee for Education can lay down binding rules, which only can be applied for students starting their studies after the requirements were laid down.

(6) [1209]

## Section 413[1210]

(1) The general deadline for submitting the degree thesis is November 20 in the autumn semester and April 20 in the spring semester.

(2) The deadlines that deviate from the general deadlines are as follows, along with the programmes they apply to:

a) January 2 in the autumn semester and June 2 in the spring semester:

- psychology Bachelor's programme;

---

[1201] Established by Senate Resolution LXIV/2023. (V. 22.). Effective date: 23 May 2023.
[1202] Enacted by Senate Resolution CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.
[1203] Established by Senate Resolution LXXV/2025. (V. 26.). Effective date: 27 May 2025.
[1204] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1205] Established by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1206] Established by Senate Resolution CCII/2008. (V. 28.). Effective date: 1 July 2008.
[1207] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1208] Established by Senate Resolution CCCIV/2010. (XII. 6.). Effective date: 6 December 2010.
[1209] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1210] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.

b) [1211]December 15 in the autumn semester and May 15 in the spring semester:
- the applied thesis part of the Master's degree programme in psychology,
- in the following continuing education programmes:
    - General and Family Mediation,
    - Coach-Business Coach,
    - Teacher of Learning Development
    - Mentor teacher training,
    - Methodological Consultant in Talent Management,
    - Public Education Manager and Teachers' Professional Examination,
    - Teachers' Professional Examination (for both Public Education Manager and the optional modules),
    - Strategic Human Resources Consultant,
    - Work, Organisational and Leadership Development Psychology
    - Talent Management Consultant
    - [1212] Research and Innovation in Higher Education master's programme; MARIHE

c)[1213] December 20 in the autumn semester and May 20 in the spring semester:
- Environmental Awareness Consultant

(3)[1214]

**Section 414**

(1) [1215]The Referee is the Supervisor or if there is no Supervisor, the person appointed by the responsible person for the degree course.

(2) [1216]According to the decision of the organisational unit responsible for the degree course the degree thesis can be evaluated by several experts. In that case one of them is the Supervisor.

(3) [1217]An opponent – with the exception of the opponent of a portfolio to be submitted as a thesis or a part of a thesis in a teacher training programme – is a senior lecturer or a professor of a higher rank or a third person whose rank can be correlated to the university's professors'.

(4) [1218]The grade of the degree thesis is determined by the opponent. The degree thesis is graded with one grade even if there are more referees. The evaluation and the opponent's report including the grade of the degree thesis must be uploaded to the Electronic Academic System at least two weeks – or in the case of a thesis referred to in Section 412 (3), at least one week – prior to the final examination.

(5)[1219]

(6)[1220]

(7)[1221]

**THE FINAL EXAMINATION**

**Section 415**

(1) The deadline for applying for the final examination

---

[1211] Established by Senate Resolution LXVIII/2024. (V. 27.). Effective date: 28 May 2024.
[1212] Established by Senate Resolution LXXV/2025. (V. 26.). Effective date: 27 May 2025.
[1213] Established by Senate Resolution LXXV/2025. (V. 26.). Effective date: 27 May 2025.
[1214] Repealed by Senate Resolution LXXV/2025. (V. 26.). Repealed: 30 September 2025.
[1215] Established by Senate Resolution CCII/2008. (V. 28.). Effective date: 1 July 2008.
[1216] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1217] Established by Senate Resolution LXIV/2023. (V. 22.). Effective date: 23 May 2023.
[1218] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1219] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1220] Repealed by Senate Resolution CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.
[1221] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.

a) 20 October in the first semester,
b) 20 March in the second semester.

(1a) [1222] Pursuant to Section 81 (12), the deadline for withdrawing an application for the final examination is:
a) 15 December in the autumn semester,
b) 15 May in the spring semester.

(2) [1223]The result of the final examination is the average of the grades given for the elements of the final examination defined in Section 81 (1). Any deferring regulation in connection with the grading of the final examination is (as part of the training programme) approved by the Faculty Council on the proposal of the person responsible for the degree course.

(3) [1224] If two years or – as specified in Section 81 (6) - seven years have passed since the final certificate, the Credit Transfer Committee of the Faculty can request to complete various credits, courses or exams on the recommendation of the person responsible for the degree course in order to be allowed to take the final examination.

## THE DEGREE CERTIFICATE

### Section 416[1225]

Degree certificates or the appendices to degree certificates to be issued in a foreign language are issued by the Faculty in English.

## THE COMMITTEE FOR EDUCATION OF THE FACULTY

### Section 417

(1) [1226]The Committee for Education consists of five professors and five students.

(2) [1227] The Chair of the Committee for Education shall be the Faculty's Vice Dean for Education Affairs. The professor members of the Committee for Education are chosen by the Faculty Council on the recommendation of the Dean until the study term after the expiration of the mandate of the Council.

(3) The student members of the Committee for Education are delegated for one academic year by the Student's Union of the faculty. Delegation can be repeated without limitation.

(4) [1228] The student members of the Committee for Education ensure the appropriate representation of the students of part-time degree courses and the fee-paying students.

(5) The mandate of the professor members of the Committee for Education ceases:
a) by resignation;
b) by the termination of the professor's employment as a civil servant;
c) at the expiration of the member's mandate.

(6) The professor member of the Committee for Education can be recalled by the Faculty Council on its own or on the proposal of five members of the Committee for Education.

(7) The mandate of the student members of the Committee for Education ceases:
a) by resignation;
b) by the termination of the student status;
b) by the suspension of the student status;
c) by the expiration of the member's mandate.

---

[1222] Enacted by Senate Resolution CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.
[1223] Established by Senate Resolution CCCIV/2010. (XII. 6.) also with numbering. Effective date: 6 December 2010.
[1224] Established by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1225] Established by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1226] Established by Senate Resolution CCLXIII/2009. (XI. 2.). Effective date: 3 November 2009.
[1227] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1228] Established by Senate Resolution CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

(8) The student members of the Committee for Education are recalled by the Student's Union
a) at its own recommendation,
b) at the recommendation of the Faculty Council,
c) at the recommendation of at least five members of the Committee for Education,
d) by chapter XI of this Regulation.

(9) [1229] Based on the recommendation of the Dean, the Faculty Council decides on the financial and infrastructural conditions of the functioning of the committee. The Student's Union decides on the payment of the student members.

**Section 418**

(1) [1230]The Committee for Education can transfer its jurisdiction in particular cases to the Educational Deputy of the Head of the Faculty or at the Head of the Office of Educational Affairs.

(2) [1231]

(3) The Committee for Education functions according to its own rules, approved by the Faculty Council. The regulation has to incorporate the following: the frequency of the sessions, the quorum of the committee and the rules of transferring competences. The regulations can cover deadlines for filing student claims.

(4) The accessibility to the rules of procedure of the Committee for Education has to be assured for every student and professor.

(5) [1232] The Committee for Education is subject to ask the opinion of the institutions if its decision would set requirements for the educational organisational units concerned or if their expertise is required. The regulations of the faculty can define the cases when asking for their opinion previously is not necessary.

**Section 419**

(1) The rules of substitution of the Chair are defined by the rules of procedure of the Committee for Education.

(2) [1233]

(3) [1234] A representative of the Office of Educational Affairs attends the sessions of the Committee for Education as well and has the right to negotiate and provides the report of the session.

(4) [1235]

**THE CREDIT TRANSFER COMMITTEE OF THE FACULTY**

**Section 420**

(1) [1236]The Credit Transfer Committee of the Faculty consists of six professors and one student.

(2) The duration of the mandate of a professor member of the Credit Transfer Committee of the Faculty is a maximum of three academic years. The duration of the mandate of the student member of the Credit Transfer Committee of the Faculty is a maximum of one academic year. Both mandates can be repeated without limitation.

---

[1229] Established by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1230] Established by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1231] Repealed by Senate Resolution CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.
[1232] Established by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1233] Repealed by Senate Resolution CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.
[1234] Established by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1235] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1236] Established by Senate Resolution CCLXIII/2009. (XI. 2.). Effective date: 3 November 2009.

(3) [1237] Based on the recommendation of the Heads of the educational organisational units, the Dean appoints and acquits the professor members of the Credit Transfer Committee of the Faculty. The student members and substitute student members of the Credit Transfer Committee of the Faculty are delegated by the Students' union. Experts recommended by the relevant academic fields and appointed by the Dean shall also contribute to the work of the Committee.

(4) The mandate of the professor members of the Credit Transfer Committee of the Faculty ceases:
a) by resignation;
b) by the termination of the professor's employment as a civil servant;
c) at the expiration of the member's mandate.

(5) The Dean can recall the professor member of the Credit Transfer Committee of the Faculty
a) on the recommendation of at least two members of the Credit Transfer Committee of the Faculty,
b) on recommendation of the Heads of the educational organisational units responsible for the degree courses,
c) in the case of the relevant regulation of the disciplinary regulations of the civil servants.

(6) The mandate of the student members of the Credit Transfer Committee of the Faculty ceases:
a) by resignation;
b) by the termination of student status;
b) by the suspension of student status;
c) by the expiration of member's mandate.

(7) [1238] The Faculty Students' union may recall a student member of the Credit Transfer Committee of the Faculty
a) on the recommendation of at least three members of the Credit Transfer Committee of the Faculty,
d) by chapter XI of this Regulation.

(8) [1239] The Dean decides on the financial and infrastructural conditions of the functioning of the Credit Transfer Committee of the Faculty. The Student's Union decides on the payment of the student members.

(9) [1240] The chair of the Credit Transfer Committee is the Vice-Dean for Educational Affairs.

(10) The mandate of the Chair ceases:
a) by resignation;
b) by the end of the mandate;
c) by the decision of the Credit Transfer Committee of the Faculty on recalling the Chair.

**Section 421**

(1) [1241] The Credit Transfer Committee of the Faculty decides on equivalence based on the student's request, the relevant pieces of law, the regulations of the university and the faculty and the curriculum. The Credit Transfer Committee of the Faculty can define general rules and requirements within its competence. The document certifying the completion of the study units as well as the certified description and the topics of the study units have to be enclosed.

---

[1237] Third sentence established by Senate Resolution CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.
[1238] Established by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1239] Established by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1240] Established by Senate Resolution CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.
[1241] First sentence established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021

(2) [1242] The Credit Transfer Committee of the Faculty has the competence to decide on degree courses and modules, for which the faculty or one of the educational organisational units of the faculty is responsible.

(3) The Credit Transfer Committee of the Faculty has to ask for the opinion of the educational organisational units responsible for the studies concerned by the claim filed.

**Section 422**

(1) [1243] In the case of the impediment of the student member of the Credit Transfer Committee of the Faculty, the substitute student member participates on the session of the Credit Transfer Committee of the Faculty with full competence. The Committee shall also have quorum without the participation of the student member.

(2) [1244] A representative of the Office of Educational Affairs also attends the sessions of the Committee for Education and has the right to negotiate and provides the report of the session.

(3) The Credit Transfer Committee of the Faculty drafts its own rules of procedure, which is approved by the Faculty Council.

(4) The rules of procedure of the Credit Transfer Committee of the Faculty have to incorporate the following: the frequency of the sessions, the quorum of the committee, the rules of decision-making and the rules of transferring competence.

(5) The accessibility to the rules of procedure of the Credit Transfer Committee of the Faculty has to be assured for every student and professor.

(6) [1245] The Office of Educational Affairs announces the decisions of the Credit Transfer Committee of the Faculty through the Electronic Academic System. A decision of rejection can only be announced with a reason.

**Section 423[1246]**

Requests submitted after the deadline determined by the rules of procedure of the Committee for Education and the Credit Transfer Committee of the Faculty can only be assessed for the next session/semester.

**THE SPECIAL COMMITTEE OF THE FACULTY**

**Section 424**

The tasks of the special committee of the faculty defined in Section 207 (2) are dealt with by the Committee for Education.

**EQUITY**

**Section 425[1247]**

[1248]On the request of the student based on the recommendation of the Committee for Education and the educational organisational unit concerned as well as the enforceability of the decision the Dean can grant equity and exemption from the rules of the Academic Regulations for Students as set in Section 143. Equity cannot be granted in the following cases:

---

[1242] Established by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1243] Last sentence established by Senate Resolution CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.
[1244] Established by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1245] Established by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1246] Established by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1247] Established by Senate Resolution CCCIV/2020. (XII. 6.). Effective date: 6 December 2010.
[1248] Established by Senate Resolution CLXXI/2012. (VI. 25.). Effective date: 26 June 2012.

a) [1249]if the competent body has made a decision on the particular case on the first instance and there is no additional, certified circumstance for which the equity could be granted;
b) missing the deadline, if there is a preclusive deadline set in the regulations;
c) [1250]missing an extended deadline, if the faculty provides an opportunity for lacking documents to be submitted or for correction and the student cannot justify that his or her omission is caused by the extraordinary facts and events defined in Section 143 (3);
d) acquittal from liabilities arising from the training or acquittal from exams, acquittal from pre-requirements included;
e) validating any performance completed against the rules;
f) [1251]exemption from tuition fees and fees defined in Sections 133-134 are not included, with the exception of cases in which the Student's six-month legal status or financial status changes after the forfeiture deadline set out in Section 440 (1).

## DIVISION OF ALLOCATIONS AT THE FACULTY

### Section 426[1252]

(1) In line with Section 93 (1) the funds allocated to the Faculty are to be spent on academic scholarship payments.
(2) In line with Section 93 (2) the grants listed in Section 93 (4) are allocated in the following proportions:
a) research scholarship: 20%
b) scholarships for participation in academic competitions and conferences: 5%
c) public service scholarship: 30%
d) sports scholarship: 20%
e) culture scholarship: 20%
f) professional scholarship: 5%
(3) [1253]
(4) The reallocation of grants to other titles shall be decided by the Faculty Scholarship Committee based on the number of applications submitted and the amount of funding available.
(5) Funds not spent in the current year shall be allocated in the following year to grants they were originally allocated for.

## THE FACULTY SCHOLARSHIP COMMITTEE

### Section 427[1254]

The Scholarship Committee of the Faculty of Education and Psychology has 4 members.

## THE GRANT FOR STUDIES

### Section 428

(1) [1255]Grant for studies can be granted for a semester for students in a state-funded or partly state-funded full-time training from the second registered semester.

[1249] Established by Senate Resolution CLXXI/2012. (VI. 25.). Effective date: 26 June 2012.
[1250] Established by Senate Resolution CLXXI/2012. (VI. 25.). Effective date: 26 June 2012.
[1251] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021
[1252] Established by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1253] Repealed by Senate Resolution CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.
[1254] Established by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1255] Established by Senate Resolution CXLV/2014. (VI. 30.). Effective date: 1 July 2014.

(2) [1256] The amount of the grant for studies is counted based on the grades of the previous semester. If the student has suspended his or her studies in the previous semester, the basis of the counting is the last semester completed with student status.

(3) Counting the grant for a student transferred from another higher education institution is based on the grades of the semester completed in the previous institution according to the same rules.

(4) The amount of the grant is determined by the office of the faculty with regard to the available allocations.

(5) [1257]

**Section 429[1258]**

(1) Grant for studies cannot be granted for a student who completed less credits in their previous semester.

(2) The amount of the unified grant for studies is divided according to the one decimal digit of the grant index, of the students in a sum of HUF 100. The grant money allocations are calculated by the Office of Educational Affairs. The final distribution is approved by the Chair of the Student's Union and the chair of its Educational Committee. In the case of individual complaints in connection with the grant the Dean has the jurisdiction to act.

(3) Whoever is eligible for a grant laid down in the law is determined based on the ranking of the grant index. Students are ranked within their own major. Majors with different names that are entered into the Higher Education Information System under the same name shall be considered to be the same major.

(4) The basis for the calculation of the grant index (i) is the (cumulative) weighted grade point average (GPA) defined in point 75 of Section 4. The calculation is as follows:

[1259]i = GPA × credit coefficient. The base value of the credit coefficient is 1. The number of credits completed over 15 multiplied by 0.025 is added to the base value of the credit coefficient, i.e.: credit coefficient = 1 + (number of completed credits – 15) × 0.025

**Section 430[1260]**
**Section 431[1261]**
**Section 432[1262]**
**Section 433[1263]**
**Section 434[1264]**
**Section 435[1265]**
**Section 436[1266]**

[1256] First sentence established by Senate Resolution CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.
[1257] Repealed by Senate Resolution CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.
[1258] Established by Senate Resolution CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.
[1259] Refined by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.
[1260] Repealed by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1261] Repealed by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1262] Repealed by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1263] Repealed by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1264] Repealed by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1265] Repealed by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1266] Repealed by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.

## NATIONAL HIGHER EDUCATION SCHOLARSHIP

### Section 437[1267]

(1)[1268] The ranking of the applications for the National Higher Education Scholarship is determined by a grading system. The grading system is approved by the Faculty Council based on the recommendation from the Faculty Scholarship Committee and is published on the website of the Office of Educational Affairs in the term time of the preceding semester.

(2) The call to application is announced on the website of the Students' union and the Office of Educational Affairs based on instruction of the Faculty Scholarship Committee. The announcement shall include the method, place and deadline for submitting the application, the documents that shall be attached to the application, the rules of the late submission of the documents as well as the planned schedule of ranking the applications.

(3) The validity of the applications shall be assessed by the Office of Educational Affairs. The Office is also responsible for handling the late submission of the documents that shall be attached to the application. The Office shall notify students of rejected applications through the Electronic Academic System. Appeals for rejected applications are handled by the Academic Committee of the Student Council.

(4) Valid applications are ranked by the Academic Committee of the Student Council. The Office of Educational Affairs shall notify students of the result of the ranking through the Electronic Academic System. The student may appeal the ranking as prescribed in Chapter IX of the present Regulations.

### Section 438[1269]

### Section 439[1270]

## DEADLINES FOR SUBMITTING CLAIMS CONCERNING THE PAYMENT OF THE TUITION FEE[1271]

### Section 440

(1) [1272]

(2) [1273] If the student's full or partial tuition is paid by someone other than the student, the student shall fill out a request for an invoice in the Electronic Academic System. The student is also considered to be someone other than the student if he or she intends to pay the tuition on the basis of a pro forma invoice. The invoice request certified by the contributors shall be submitted to the Office for Educational Affairs by the end of the second week of the examination period. Students who submit the invoice request after the expiration of the deadline will be obligated to pay a tuition fee.

(3) [1274] The condition for submitting the requests referred to in paragraph (1) is supplying sufficient evidence that the applicant is in need of the reduction. Applicants must present the following documents to prove that they are in need of the reduction:

---

[1267] Subtitle established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.
[1268] Second sentence established by Senate Resolution CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.
[1269] Repealed by Senate Resolution CCIV/2015. (14 December) Effective date: 15 December 2015.
[1270] Section and preceding sub-head repealed by Senate Resolution LXXXVII/2021. (VI. 30.) effective 1 September 2021.
[1271] Subtitle established by Senate Resolution CXLV/2014. (VI. 30.). Effective date: 1 July 2014.
[1272] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.) effective 1 September 2021.
[1273] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1274] Enacted by Senate Resolution CXXIX/2018. (VI. 25.). Effective date: 26 June 2018.

a) Verification from the local government on the number of people living under one roof with the applicant, and the number of people with their own address; based on the address on the applicant's official card certifying the address.
b) Income statements from everybody living at, or with a residence permit citing the applicant's address.
c) A written statement from somebody referenced in point b), stating that he/she has no source of income apart from the source cited in the person's income statement.

## SERVICE FEES[1275]

### Section 441[1276]

### Section 442

(1) [1277]
(2) [1278] Any further tuition fees are determined and announced by the Faculty Council in every academic year.

[1275] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1276] Repealed by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.
[1277] Repealed by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.
[1278] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021

# CHAPTER XIX
# REGULATIONS ON THE FACULTY OF SOCIAL SCIENCES

## Section 443

Students of the Faculty of Social Sciences are subject to chapters I-XIII of the Academic Regulations for Students with the following differences.

## Section 444

(1) [1279]

ad Sections 47-48

(2) [1280]The rules of modules and of choosing and launching specialisations in Bachelor and Master's Degree courses of the Faculty are defined by the Directors of the faculty and are approved by the Vice-Dean for Education.

## Section 445[1281]

ad Section 26(4)

(1) The Chair of the evaluation committee (Honoratior and Tutoring Committee) is the Vice-Dean for Education, its members are the competent Director, a Professor delegated by the Dean and a Student delegated by the Student's Union. The rules of tutoring, the deadline for applications are approved by the Dean on the recommendation of the committee.

ad Section 27/A (2)

(2) The evaluation of the honoratior applications is conducted by the Tutoring Committee. During the evaluation each member of the committee creates a ranking among the applicants. The applicant receiving the majority of the votes is awarded the honoratior status.

(3)[1282] The following students may not apply for honoratior status or tutoring:

a) Students whose weighted/cumulative academic average is below 4.51 in each of the last two active semesters,

b) Students who fail to earn at least 20 credits in each of their last two active semesters.

## Section 446

ad Section 32

If the student is completing a degree course which was announced and is organised jointly with another higher education institution the student status is regulated in the contract between the two higher education institutions.

## Section 447[1283]

ad Section 34

(1) [1284]

(2) [1285] Students may be admitted to the undergraduate and higher vocational training programmes of the Faculty from another Hungarian higher education institution's undergraduate programme in International Studies; from an undergraduate programme in Sociology to an undergraduate programme in Sociology; from an undergraduate

[1279] Repealed by Senate Resolution CLXXI/2020. (XII. 16.) effective 14 December 2020.
[1280] Established by Senate Resolution LV/2010. (III. 29.). Effective date: 30 March 2010.
[1281] Established by Senate Resolution CLXXII/2012. (VI. 25.). Effective date: 26 June 2012.
[1282] Enacted by Senate Resolution CX/2022. (VI. 29.). Effective date: 28 June 2022.
[1283] Established by Senate Resolution LV/2010. (III. 29.). Effective date: 30 March 2010.
[1284] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date. 1 August 2018.
[1285] Introduction established by Senate Resolution CXIII/2020. (VI. 22.). Effective date: 22 June 2020.

programme in Social Work or Social Education to an undergraduate programme in Social Work; from an undergraduate programme in Business Economics and Management, Commerce and Marketing, Finance and Accounting and Tourism and Catering to the undergraduate programme in business economics at any of the Faculty's Szombathely training venues; from a higher education vocational training programme in Business Economics and Management, Commerce and Marketing, Finance and Accounting and Tourism and Catering to a higher education vocational training programme in the field of business economics at any of the Faculty's Szombathely training venues, under the following conditions:

a) [1286] after the first accomplished semester, in the case of students who have completed at least 20 credits – 30 credits in an undergraduate programme – and their grade average is at least 4.20 and the students' admission points have reached the limit of the particular semester at the Faculty of Social Sciences

b) after the second accomplished semester, if students completed at least 20 credits in each semester and have a grade average of at least 4.20 in each semester.

(3) [1287] Students can be transferred from another higher education institution of Hungary to the same Master's Degree course after the first accomplished semester if the students completed at least 20 credits and have a grade average of at least 4.20.

(4) [1288] In the case of transfers defined in (2) and (3) the form of financing remains the same as the form before the transfer. The form of the training (full-time or part-time) can be changed by request provided that the requested form is existing in the case of the particular degree course.

(5) [1289] A student from a foreign higher education institution can request his or her transfer for Bachelor or Master's Degree courses of the Faculty according to the conditions defined in (2)-(4). After consulting with the competent Director, the Dean can give acquittal from these requirements. Transfer from a foreign higher education institution is only possible if students continue their studies in a tuition-based training programme.

(6) Transfers for specialisations of the Faculty cannot be requested.

### CHANGE OF A DEGREE COURSE OR SCHECULE[1290]

### Section 447/A.[1291]

(1) [1292] In the case of Bachelor Degree programmes of the Faculty and undergraduate programmes in business economics at the Faculty's Szombathely training venues, a transfer within the same field of study can be requested in accordance with the transfer regulations.

(2) [1293] Students may also request a change of their undergraduate degree course in the field of study of business economics at the Faculty's Szombathely training venue after completing their third, fourth, or fifth semesters in accordance with the transfer rules.

(3) The form of financing cannot be changed by the transfer.

(4) On Master's Degree courses and on the specialisations of the Faculty, no transfer can be authorised, not even by the Dean's equity.

(5) [1294]

---

[1286] Established by Senate Resolution CLXXI/2020. (XII. 16.). Effective date: 14 December 2020.
[1287] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1288] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1289] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1290] Sub-head stablished by Senate Resolution CLXXI/2020. (XII. 16.). Effective date: 14 December 2020.
[1291] Section and subtitle established by Senate Resolution LV/2010. (III. 29.). Effective date: 30 March 2010.
[1292] Established by Senate Resolution CXIII/2020. (VI. 22.). Effective date: 22 June 2020.
[1293] Enacted by Senate Resolution CXIII/2020. (VI. 22.). Effective date: 22 June 2020
[1294] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

(6) [1295] The requests on changing the course schedule or the language of the programme are evaluated by the Dean with regard to the opinion of the competent Director.

**Section 447/B[1296]**
**Section 448[1297]**
**Section 449[1298]**

ad Section 54 (1)

The office hours of the professor are announced until 12 o'clock on the day before the first working day of the study term according to the notification rules of the department and through the Electronic Education Administrator System. The professor can have a substitute if justified.

**Section 450[1299]**
**Section 451**

ad Section 63

If a student notifies the Student's Union, the Union notifies the Head of the department on postponed classes.

**Section 452[1300]**

ad Section 67

(1) The professor is obligated to provide the students with the course syllabus by the end of the first week of the term time.

(2) The syllabus shall contain the criteria for completing the course and passing the semester exam.

**Section 453**

ad Section 69 (2)

Students have to be provided with an opportunity to view the corrected, graded interim classroom tests. The tests must be kept until the end of the particular examination period. Interim classroom tests (re-take exams not included) on which 50% of the students failed, on request of the Student's Union have to be investigated by the competent Director.

**Section 454**

ad Section 68 (1)

Students may not take their comprehensive exams in other institutions.

**Section 455**

ad Sections 70-73

(1) [1301] The student limit for a given exam shall be determined as follows:

a) there should be around the same number of exam dates available for students in weeks 1-3 and 4-6 of the examination period,

---

[1295] Established by Senate Resolution CXIII/2020. (VI. 22.). Effective date: 22 June 2020.
[1296] Repealed by Senate Resolution CCV/2015. (14 December) Effective date: 15 December 2015.
[1297] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1298] Established by Senate Resolution CLXXXIX/2014. (IX. 22.). Effective date: 23 September 2014.
[1299] Repealed by Senate Resolution CCLXV/2019. (XII.16.). Effective date: 17 December 2019.
[1300] Established by Senate Resolution CCV/2015. (14 December) Effective date: 15 December 2015.
[1301] Enacted by Senate Resolution LX/2016. (IV. 25.) on the amendment to the chapter on the Faculty of Social Sciences in the Special Provisions of the Academic Regulations for Students. Effective date: 26 April 2016.

b) the difference in the student limits for exam dates announced for weeks 1-3 and 4-6 of the examination period should not exceed 20% of the sum of the student limits of all exam dates,

c)the difference in the student limits for exams organised during the first three weeks of the examination period and weeks 4-6 cannot exceed 20% of the student limit averages.

(2) [1302] If a previously announced exam is not held because of the absence of the examiner, a new date has to be determined. If there are students who cannot attend the exam at the set date they must be permitted to register for, and attend, any other previously announced dates, even if the final number of attendees exceeds the previously set quota.

(3) [1303] In the case of written examinations the date of the exam, the opportunity to view the corrected exams and the date of the grade registration have to be announced at the same time.

(4) [1304]

(5) [1305]I n the case of oral examinations, the examiner has to stay in the room selected for the exam until the end of the previously announced time, even if any of the previously registered students do not attempt the exam until that time.

(6) [1306] The oral examination begins when the student states which topic he drew. The student's performance shall be graded after the exam.

(7) [1307]

**Section 456[1308]**
**Section 457[1309]**

ad Section 77

(1) The conditions of choosing the topic of the degree thesis are approved by the Faculty Council on recommendation of the competent Director.

(2) The number of students to be supervised per professor is determined by the Dean every semester. The professor can undertake more students to supervise than the compulsory.

(3) [1310]The professors announce the topics for degree theses at the beginning of the semester until the date set by the Office of Educational Affairs, but at least until 10 October in the first semester and until 10 April in the second semester in the Electronic Academic System.

(4) [1311]Based on the students' initiative, a Supervisor in any type of programme can be a professor not employed by the Faculty as well. This is initiated by the student and by the competent Director until 15 October in the first semester, until 15 May in the second semester. In the case of approval, the competent Director forwards the student's name, Neptun code, topic and the name of the supervisor and his or her Neptun code to the Office of Educational Affairs.

(5) The registration for topics is organised between 15 October and 15 November in the first semester and between 15 April and 15 May in the second semester by registration based on ranking or on competition. In the case of registration based on ranking, students can apply for several topics indicating their own ranking among the chosen topics. In

[1302] Numbering established by Senate Resolution LX/2016. (IV. 25.). Effective date: 26 April 2016.
[1303] Numbering established by Senate Resolution LX/2016. (IV. 25.). Effective date: 26 April 2016.
[1304] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1305] Numbering established by Senate Resolution LX/2016. (IV. 25.). Effective date: 26 April 2016.
[1306] Numbering established by Senate Resolution LX/2016. (IV. 25.). Effective date: 26 April 2016.
[1307] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1308] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1309] Established by Senate Resolution CCCV/2010. (XII. 6.). Effective date: 7 December 2010.
[1310] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.
[1311] First sentence established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.

accordance with (2) the professor can limit the number of applicants for particular topics. The applications are approved by the professor in line with (2).

(6) Students whose applications do not get approved can apply by competition registration for the topics left. During the competition registration, the student can apply for one free place. Modifying the application is possible until the end of the competition registration.

(7) The degree thesis topic of the student (the result of registration) is the final result of the ranking registration approved by the professors or the final result of the competition ranking.

(8) The Supervisor has to provide three consultation opportunities for the student until the due date of the degree thesis. The dates of the consultations are determined jointly by the professor and the student. During the consultation the professor can give tasks for the student guiding the progress of the writing of the degree thesis.

(9) Students have to attend the consultations and report on the completion of the tasks given to them. If the student cannot attend a consultation but can justify the reason, a new date for consultation has to be determined by the Supervisor and the student. The Supervisor has to assure a maximum of three consultations. If the Supervisor cannot attend a consultation, a new date for consultation has to be determined by the Supervisor and the student.

(10) The Supervisor is acquitted from his or her duties if the student does not apply for a consultation in 18 months of the topic registration. In that case the student has to repeat the topic registration.

(11) [1312] Classifying the degree thesis can be authorised by the Head of the educational organisational unit until the student submits the degree thesis based on the written request of the institution where the research was done.

### Section 457/A.[1313]

ad Section 78

(1) [1314]The deadlines for submitting the degree theses are: 15 April and 15 November. The thesis may only be submitted via the Electronic Academic System.

(2) [1315]

(3) [1316]The Supervisor can add remarks on the website defined in (2) a) when uploading the approved degree thesis and may recommend an opponent for the thesis.

(4) [1317]The Supervisor can refuse to approve the degree thesis in the following cases:

a) the student did not

aa) attend at least two of the consultations, or

ab) did not complete the tasks assigned by the Supervisor;

b) if the Supervisor finds that the degree thesis is unsatisfactory, he or she gives the reasoning in writing on the website defined in (2) a).

### Section 457/B.[1318]

ad Section 79

(1) The competent Director commissions the opponent to evaluate the degree thesis in five working days after the deadline set in Section 457/A (1).

---

[1312] Established by Senate Resolution CLXXII/2012. (VI. 25.). Effective: 25 June 2012.
[1313] Established by Senate Resolution CCCV/2010. (XII. 6.) Effective date: 7 December 2010.
[1314] Second sentence established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.
[1315] Repealed by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.
[1316] Established by Senate Resolution CCV/2015. (XII. 14.) Effective date: 15 December 2015.
[1317] Established by Senate Resolution CLXXI/2020. (XII. 16.) Effective date: 14 December 2020.
[1318] Established by Senate Resolution CCCV/2010. (XII. 6.) Effective date: 7 December 2010.

(2) [1319]The opponent has to upload the evaluation of the degree thesis in the first semester until 20 December, in the second semester until 20 May to the Electronic Academic System.

(3) [1320]If the opponent finds that the degree thesis is unsatisfactory, the competent Director appoints another opponent in three working days. The newly appointed opponent has to upload the evaluation of the degree thesis no later than five days before the final examination to the Electronic Academic System. These regulations cannot be applied if the first opponent rejected grading the degree thesis due to a detection of plagiarism.

(4) [1321] If there are two different grades from the opponents as referenced in paragraph (3), the final grade is determined by the Final examination board on a five-grade scale.

(5) [1322]If plagiarism is discovered on the final examination, the Final examination board drafts a reasoning on the spot with indicating the parts not referenced and invalidates the result of the degree thesis and informs the Dean in writing about the plagiarism. In this case the final examination can only be taken in the next semester repeating each part of the exam.

**Section 457/C.[1323]**

ad Section 81 (4)

Registration for the final examination can be completed until 15 October in the first semester and until 15 March via the Electronic Academic System.

**Section 457/D. [1324]**

ad Section 81(10); 84

(1) [1325]In the Bachelor Degree programme of Applied Economics – excluding the provisions in paragraph (1a) –

a) the final examination consists of two parts:

aa) the students pick a question, works on it and presents it to the Final examination board, which gives a grade on a five-scale;

ab) [1326]the student presents and defends his or her degree thesis before the Final examination board. The student responds to the questions raised by the opponent and by the final examination board. The Final examination board determines the grade based on the defending and on the opponent's recommendation.

b) the rating of the degree certificate is the average of the following three grades rounded to two decimals:

ba) the average of subjects: the average of the taken elective degree course specific and module subjects (courses of the fifth and sixth semester),

bb) the grade of the degree thesis,

bc) the grade of the final examination.

(1a)[1327] In the case of students who begin their studies in the Bachelor Degree programme of Applied Economics in 2024 or later

a) The grade of the thesis shall be calculated on the basis of the grade given by the supervisor when submitting the thesis and the grade given by the opponent. The

[1319] Effective date: 15 November 2022 with the stipulation that its provisions shall first be applied in the 2023/2024 academic year.
[1320] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.
[1321] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.
[1322] Numbering by Senate Resolution CCVII/2012. (XI. 5.). Effective date. 5 November 2012.
[1323] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.
[1324] Provided by CCCV/2010. (XII. 6.) Senate Decision In force from: 7 December 2010.
[1325] Introductory text established by Senate Resolution CLXXXII/2024. (X. 07.). Effective date: 8 October 2024.
[1326] Established by Senate Resolution CCIV/2011. (IX. 26.). Effective date: 27 November 2011.
[1327] Enacted by Senate Resolution CLXXXII/2024. (X. 07.). Effective date: 8 October 2024.

supervisor's grade on a five-grade scale is taken into account in 30% and the opponent's grade in 70%. (The sum of the two values is rounded to a whole number).

b) During the final exam, the student presents their thesis in 10 minutes, then defends it against the opponent's critique and answers the questions from the Final examination board. The committee evaluates the student's exam on a five-grade scale. (This will be the grade for the final exam.)

c) The qualification of the diploma shall be the average of the following three grades rounded to two decimals:

ca) the grade of the thesis,

cb) the final examination grade,

cc) the arithmetic mean of the grade point averages of the semesters completed in the programme, weighted with the credits completed, rounded to the nearest whole number.

(2) In the International Studies Bachelor Degree programme

a) the final examination consists of two parts:

aa) the student defends the thesis against the opponent's report and answers the questions. The defending of the degree thesis is graded on a five-grade scale by the committee;

ab) after the student picks a question from the previously announced list, the exam is graded on a five-scale by the Committee, which equals to the grade of the theoretical question;

b) the qualification of the diploma is the average of the following three grades rounded to two decimals:

ba) the grade of the degree thesis,

bb) the grade of the defending of the degree thesis,

bc) the grade of the theoretical question;

c) the rating of the degree certificate is the same as the grade of the final examination.

(3) [1328]On the Bachelor Course of Social Work (with the exception of the provisions laid out in paragraph (3a))

a) the final examination consists of two parts:

aa) the student presents the degree thesis before the Final examination board and defends it. The student responds to the opponent's remarks. The Supervisor is a member of the Final examination board. The Final examination board grades the defending of the student on a scale of 1 to 5.

ab) the student takes a complex oral examination before a competent Professor which is than assessed by the Final examination board on a five-scale;

b) the result of the final examination is the average of the grade of the degree thesis (which equals to the average of the grade given by the opponent and the defending of the degree thesis by the final examination board) and the two grades given for the theoretical answers rounded to two decimals;

c) the qualification of the diploma is the average of the following three grades rounded to two decimals:

ca) the result of two comprehensive exams determined in the curriculum.

cb) the result the degree thesis equals the average of the grade given by the opponent and the grade given for the defence of the degree thesis by the final examination board,

cc) the grade given by the final examination board for the answers and the presentation.

(3a) [1329]In the case of students beginning their studies in the Bachelor's programme of social work in 2019 and beyond:

(a) the final examination shall consist of the following two parts:

---

[1328] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.

[1329] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.

aa) in the final examination the student shall present their thesis to the Final examination board and defends it. The student shall the questions asked in the opponent's critique. The topic supervisor shall be a member of the Final examination board. The committee shall evaluate the student's examination on a five-grade scale.

ab) the student takes a complex oral examination on social work before a competent professor, which is assessed by the Final examination board on a five-grade scale

b) the grade of the final examination equals the average of the grade given for the thesis (the grade given by the opponent), the defence and the theoretical question, rounded to two decimals;

c) the qualification of the diploma shall be the same as the grade of the final examination.

(4) [1330]On Sociology and Social Studies Bachelor Degree course (with the exception of the provisions laid out in paragraph (4a))

a) at the final examination students presents and defends their degree thesis before the Final examination board. The student responds to the questions raised by the opponent. The Supervisor is a member of the Final examination board. The Final examination board grades the defending of the student on a five-scale.

b) the rating of the degree certificate is the average of the following four grades rounded to two decimals:

ba) the result of two comprehensive exams determined in the curriculum.

bb) the grade given by the opponent for the degree thesis,

bc) the grade given by the final examination board.

(4a)[1331] In the case of students beginning their studies in the Sociology and Social Studies Bachelor's degree programme in 2017 and beyond:

a) The grade of the thesis shall be calculated on the basis of the grade given by the supervisor when submitting the thesis and the grade given by the opponent. The supervisor's grade on a five-grade scale is taken into account in 30% and the opponent's grade in 70%. (The sum of the two values is rounded to a whole number).

b) During the final exam, the student presents their thesis in 10 minutes, then defends it against the opponent's critique and answers the questions from the Final examination board. The committee evaluates the student's exam on a five-grade scale. (This will be the grade for the final exam.)

c) The qualification of the diploma shall be the average of the following three grades rounded to two decimals:

- the grade of the thesis,
- the final examination grade,
- the arithmetic mean of the grade point averages of the semesters completed in the programme, rounded to the nearest whole number.

(5) [1332]On the Health Policy, Health Planning and Health Financing Master's Degree course

a) the final examination consists of two parts:

aa) the student defends the degree thesis against the opponent's report and answers the questions before the Final examination board;

ab) the student shall draw a topic about which he or she must speak;

b) the result of the final examination is the average of the following, rounded to two decimals:

ba) the grade of the degree thesis,

bb) the grade of the defending of the degree thesis,

bc) the grade for the theoretical answer given.

---

[1330] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.
[1331] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.
[1332] Established by Senate Resolution CCV/2015. (XII. 14.). Effective date: 15 December 2015.

c) the result of the degree certificate is the average of the following, rounded to two decimals:
ca) the grade of the degree thesis,
cb) the grade for the defending,
cc) the grade for the theoretical answer given,
cd) the average of the grade of subjects determined per specialisation.
d) the subjects defined in c) cd) are as follows
da) on Health Planning and Analysis Specialisation:
- in the case of students admitted in the academic year of 2009/2011:
Economic Analysis in Healthcare, Health financing 1, Quality management, Regional Development, Management and Coordination in Healthcare 1,2, Strategic Planning and Management in Healthcare Institutions;
- in the case of students admitted in 2012 or after 2012:
Economic Analysis in Healthcare, Health financing, Quality management, Strategic Planning and Management in Healthcare Institutions, Regional Development, Management and Coordination in Healthcare, Performance Evaluation of Healthcare;
on Health planning and Analysis Specialisation:
- in the case of students admitted in the academic year of 2009/2011:
Economic Analysis in Healthcare, Health Financing 1, Health Profit, Economic Analysis Methods in Healthcare 1, 2, Medication Economics 1, 2.
- in the case of students admitted in 2012 or after 2012:
Economic Analysis in Healthcare, Health Financing, Health Profit of Patients, Economic Analysis Methods in Healthcare 1, 2, Financing of Health Technology, Evaluation of Health Technology.

(6) [1333]At the Master's Degree courses of Minority Policy and Cultural Anthropology
a) the final examination consists of two parts:
aa) the student defends the degree thesis against the opponent's report and answers the questions in connection with the degree thesis and the general questions on the subject matter;
ab) the student responds to the question raised from the comprehensive topics. For working on the question, the Final examination board provides proper time;
ac) the Final examination board evaluates the answers and the defending separately, both by using a five-grade scale;
b) the result of the final examination is the average of three grades, rounded to two decimals: the grade for the degree thesis, for the defending and for the theoretical question;
c) the rating of the degree certificate is the same as the grade of the final examination.

(7) On the International Studies Master's Degree course
a) the final examination consists of two parts:
aa) the student defends the degree thesis against the opponent's report and answers the questions in connection with the degree thesis and the general questions on the subject matter. The defending of the degree thesis is graded on a five-grade scale by the committee;
ab) the student picks an item from the basic and core module and one from the items of the specialisation. For working on the question, the final examination board provides proper time. For the two questions the committee gives a grade on five-scale, this is the grade for the theoretical question;
b) the result of the final examination is the average of three grades, rounded to two decimals: the grade for the degree thesis, for the defending and for the theoretical question;
c) the rating of the degree certificate is the same as the grade of the final examination.

[1333] Established by Senate Resolution CXCVII/2025. (X. 13.). Effective date: 14 October2025.

(8) At the Master's Degree course of Social Work

a) the final examination consists of two parts:

aa) the student defends the degree thesis against the opponent's report and answers the questions in connection with the degree thesis and the general questions on the subject matter;

ab) the student responds to the question raised from the comprehensive topics. For working on the question, the Final examination board provides proper time;

ac) the Final examination board evaluates the answers and the defending separately, both by using a five-grade scale;

b) the result of the final examination is the average of three grades, rounded to two decimals: the grade for the degree thesis, for the defending and for the theoretical question;

c) [1334]the grading of the degree certificate is the average of the following grades rounded to two decimals:

ca) [1335]the final examination grade doubled,

cb) [1336]in the case of students who began their studies in 2017, the grade received for the LSZMMA29 Field studies 2 course, and in the case of students who began their studies in 2018 or later, the grade received for the LSZMMA130 Project Practice course.

cc) on the correspondence degree course the grade given for the LSMD05 Project seminar (from the third semester),

cd) on the full-time degree course the grade given for the NSMD05 Project seminar (from the third semester),

ce) in the case of students starting their studies in the second semester of the academic year of 2009-2010 or later, the grade of the field studies LSMD04/NSMD04 Project practice must be counted.

(9) On the Social Policy Master's Degree course

a) the final examination consists of two parts:

aa) the student defends the degree thesis against the opponent's report and answers the questions in connection with the degree thesis and the general questions on the subject matter;

ab) the student responds to the question raised from the comprehensive topics. For working on the question, the Final examination board provides proper time;

ac) the Final examination board evaluates the answers and the defending separately, both by using a five-grade scale;

b) the result of the final examination is the average of three grades, rounded to two decimals: the grade for the degree thesis, for the defending and for the theoretical question;

c) the grading of the degree certificate is the average of the following three grades rounded to two decimals:

ca) the average of the grade for the degree thesis and for the defending,

cb) the grade for the picked question,

cc) on the correspondence degree course the grade for the third-semester course LSPD-08 Project analysis,

cd) on the full-time degree course the grade for the third-semester course SPD-08 Project analysis.

(10) In the Sociology Master's programme

a) the final exam consists of the following two parts:

aa) the student defends his/her thesis before the final examination board against the referee's report and answers the questions regarding his/her thesis;

---

[1334] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.
[1335] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.
[1336] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.

ab) [1337]the student takes an oral examination in certain topics of the disciplines acquired during the programme. The examinee shall be assigned an exam question based on two topics chosen by them and their topic supervisor. The chair of the examination board shall assign the question at the scene of the exam prior to the start of the exam, after consulting with the board. At the student's request, the examination board shall give the student time to prepare for answering the question.

ac) the final examination board assesses the defence of the thesis and the answer given to the question separately on a five-grade scale;

b) the final exam result is the average grade, rounded to two decimals, calculated from the grades of the thesis, the defence of the thesis and the answer to the theoretical question;

c) the grade of the diploma is equivalent to the final exam result.

(11) The grade of the diploma shall be calculated in accordance with (12)-(13), in the case of those who established their student status after 1 February 2008 in specialist postgraduate programmes.

(12) [1338]In the Pharmaceutical Policy and Pharmacoeconomics, International Human Rights and Social Quality Management specialist postgraduate programmes

a) the final exam consists of the following two parts:

aa) the student defends his/her thesis before the final examination board against the referee's report and answers the questions regarding his/her thesis;

ab) the student answers the question regarding the knowledge acquired during the training course. The final examination board assesses the defence of the thesis and the answer given to the theoretical question separately on a five-grade scale;

b) the final exam result is the average grade, rounded to two decimals, calculated from the following grades:

ba) the grade of the thesis;

bb) the grade received for the defence;

bc) the grade received for the theoretical question;

c) the grade of the diploma is equivalent to the final exam result.

(13) In the Social Manager specialist postgraduate programme the grade of the diploma is equivalent to the final exam result, which is the average grade, calculated from the following three grades:

a) the average grade of two thesis grades given by the supervisor and the referee;

b) the grade received for the defence of the thesis;

c) the grade received for the complex theoretical question.

(14) In the General Social Work (college) programme

a) the final exam consists of the following two parts:

aa) the student defends his/her thesis before the committee against the report of the supervisor and the referee. After the defence the committee awards the thesis grade by taking into account the grades given by the supervisor and the referee;

ab) the student draws a question from the topics of Social Policy and Social Work Theory and Practice, and is awarded a separate grade for each by the committee:

b) the grade of the diploma is the average grade calculated from the following grades:

ba) the grade of the thesis;

bb) the grade received for the Social Policy oral examination;

bc) the grade received for the Social Work Theory and Practice exam;

bd) the grades of the comprehensive exams.

---

[1337] Established by Senate Resolution CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

[1338] The introduction was determined by the decision CCL/2013 (July 1) of the Senate on the amendment of the Chapter concerning the Faculty of Social Sciences of the Academic Regulations for Students' Special Section of Volume 2 of the Organisational and Operational Regulations of ELTE. It is effective as of 2 July 2013.

(15) In International Studies
a) the final exam result is the average grade calculated from the following three grades:
aa) the grade of the thesis (given by the referee);
ab) the grade of the defence (the student defends his/her thesis against the referee's report before the final examination board which assesses it on a five-grade scale);
ac) the grade received for the theoretical question (a question drawn by the student from those of a module chosen by he/she);
b) the grade of the diploma is the average grade calculated from the following three grades:
ba) the grade received for the comprehensive exam (NT4.03) counted as one;
bb) the final exam result counted as two.

(16) In Cultural Anthropology
a) the final exam result is the average grade calculated from the following three grades:
aa) the grade of the thesis (given by the referee);
ab) the grade of the defence (the student defends his/her thesis against the referee's report before the final examination board which assesses it on a five-grade scale);
ac) the grade received for the theoretical question (a question posed by the committee);
b) the grade of the diploma is the average grade calculated from the following grades:
ba) the grades of the comprehensive exams;
bb) the grade of the thesis;
bc) the final exam result.

(17) In Political Theory and Political Science
a) the final exam result is the average grade calculated from the following three grades:
aa) the grade of the thesis (given by the referee);
ab) the grade of the defence (the student defends his/her thesis against the referee's report before the final examination board which assesses it on a five-grade scale);
ac) the grade received for the theoretical question (based on the question drawn by the student);
b) the grade of the diploma is the average grade calculated from the following grades:
ba) the grades of the comprehensive exams;
bb) the final exam result.

(18) In Social Work and Social Policy
a) the final exam result is the average grade calculated from the following three grades:
aa) the grade of the thesis (given by the referee);
ab) the grade of the defence (the student defends his/her thesis against the referee's report before the final examination board which assesses it on a five-grade scale);
ac) the grade received for the theoretical question (based on the question drawn by the student);
b) the grade of the diploma is the average grade calculated from the following grades:
ba) the grades of the comprehensive exams;
bb) the final exam result;
bc) in a supplementary degree course the grade of the diploma is equivalent to the final exam result, as there is no comprehensive exam.

(19) In Sociology
a) the final exam result is the average grade calculated from the following three grades:
aa) the grade of the thesis (given by the referee);
ab) the grade of the defence (the student defends his/her thesis against the referee's report before the final examination board which assesses it on a five-grade scale);
ac) the grade received for the theoretical question (based on two topics chosen by the supervisor and the student, the examinee is given a question, which is assigned by the chairman of the committee in consultation with the committee at the venue of examination before the exam, upon request the student is provided preparation time);

b) the grade of the diploma is the average grade calculated from the following grades:
ba) the grades of the comprehensive exams;
bb) the final exam result counted as two.

(20) [1339]In Community and Civil Development Studies
a) the final exam consists of the following two parts:
aa) the student defends his/her thesis before the final examination board against the referee's report and answers the questions regarding his/her thesis and the broad knowledge of the chosen topic;
ab) the students give an oral report on one of the questions containing broad topics. The final examination board provides preparation time for the students to elaborate the question;
ac) the final examination board assesses the defence of the thesis and the answer given to the question separately on a five-grade scale;
b) the final exam result is the average grade, rounded to two decimals, calculated from the grades of the thesis, the defence of the thesis and the answer to the theoretical question;
c) the grade of the diploma is the average grade, rounded to two decimals, calculated from the following three grades:
ca) the average grade calculated from the grade of the thesis and that of the defence;
cb) the grade received for the question drawn;
cc) the grade received for the correspondence course of KCML33 Field studies seminar (in the fourth semester);
cd) the grade received for the full-time course of KCM33 Field studies seminar (in the fourth semester).

(21) [1340]In the Economic Analysis Master's Programme
a) the final exam consists of the following two parts:
aa) the student draws a question from the final examination topics, which he/she elaborates and gives an oral report of before the final examination board, which assesses it on a five-grade scale;
ab) the student presents and defends his/her thesis before the final examination board. He/she answers the questions posed by the referee's report and the final examination board. The final examination board awards the thesis grade on a five-grade scale based on the defence and the grades recommended in the referee's report.
b) the grade of the diploma is the average grade, rounded to two decimals, calculated from the following three grades:
ba) the average grade calculated from the following subjects:
Microeconomics MA I. (Course code: KGMA002);
Microeconomics MA II. (Course code: KGMA003);
Macroeconomics MA I. (Course code: KGMA004);
Macroeconomics MA II. (Course code: KGMA005);
Econometrics MA (Course code: KGMA006);
Time series econometrics (Course code: KGMA007);
bb) the grade of the thesis;
bc) the final exam result.

(22) [1341]In the Gender Studies Master's Programme
(a) the final examination shall consist of the following two parts:
aa) the student shall defend their thesis against the opponent's critique and answer the questions related to the thesis before the Final examination board;

[1339] Registered by the decision CCIV/2011 (26 September) of the Senate. It is effective as of 27 September 2011.
[1340] Registered by the decision CCVII/2012 (5 November) of the Senate. It is effective as of 5 November 2012.
[1341] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.

ab) the student shall discuss the question drawn from among the exam questions covering comprehensive topics (the committee shall provide preparation time);

ac) the Final examination board shall assess the defence and the answer separately, each on a five-grade scale;

b) the grade of the final examination is the arithmetic mean of the following 3 grades rounded to the nearest whole number:

ba) the grade of the thesis (same as the grade given by the opponent),

bb) the grade given for the thesis defence,

bc) the grade given for the exam question;

(c) the grading of the degree shall be determined on the basis of the arithmetic mean of the following grades, rounded to two decimals:

ca) the grade given for the thesis,

cb) the final examination grade,

cc) the arithmetic mean of the grade of the compulsory theoretical subjects rounded to the nearest whole number,

cd) grade given for Traineeship 1,

ce) grade given for Traineeship 2.

(23) [1342]In the Survey Statistics and Survey Statistics and Data Analysis Master's programmes

(a) the final examination shall consist of the following two parts:

aa) the student shall defend their thesis against the opponent's critique before the Final examination board and answer questions related to the thesis and questions assessing their extensive knowledge of the chosen topic;

ab)[1343] the student shall draw a question. The committee shall provide the student with an opportunity to prepare in advance for the elaboration of the question;

ac) the committee shall assess the defence and the response to the exam question separately, each on a five-grade scale;

b)[1344] the grade of the final examination is the arithmetic average of the three grades given for the thesis, the defence and the question, calculated to two decimal places;

c) the grading of the degree certificate is the same as the grade of the final examination.

(24)[1345] In the Social Pedagogy Master's programme

a) the final examination shall consist of the following two parts:

aa) the student shall present their thesis in a PowerPoint presentation (with a maximum of 5 slides) to the Final examination board, then defends the thesis in front of the opponent and answers questions about the thesis and their broad knowledge of the chosen topic;

ab) the student shall discuss the question drawn from among the questions covering comprehensive topics. The committee shall provide the student with an opportunity to prepare in advance for the elaboration of the question;

ac) the committee shall assess the defence and the response to the exam question separately, each on a five-grade scale;

b) the grade of the final examination is the arithmetic average of the three grades given for the thesis (the opponent's grade), the defence and theoretical questions, calculated to two decimal places;

c) the grading of the degree certificate is the same as the grade of the final examination.

(25)[1346] At the Master's Degree course of Human Ecology

---

[1342] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.
[1343] Established by Senate Resolution CXCVII/2025. (X. 13.). Effective date: 14 October 2025.
[1344] Established by Senate Resolution CXCVII/2025. (X. 13.). Effective date: 14 October 2025.
[1345] Enacted by Senate Resolution XL/2023. (III. 27.). Effective date: 28 March 2023.
[1346] Established by Senate Resolution CXCVII/2025. (X. 13.). Effective date: 14 October 2025.

a) the final examination consists of two parts:
aa) the student presents his/her thesis in a 15-minute presentation before the final examination board, then defends his/her thesis against the opponent's critique and answers questions related to the thesis and his/her extensive knowledge of the chosen topic;
ab) the student answers professional questions related to the thesis asked by the final examination board;
ac) the final examination board evaluates the defense and the answers to the professional questions separately, in both cases on a five-point scale;
b) the final exam grade is the arithmetic mean of three grades give for the thesis (= the opponent's grade), the defense, and the grade given for the professional question related to the thesis, calculated to two decimal places;
c) the rating of the degree certificate is the same as the grade of the final examination.

### Section 457/E[1347]

(1)[1348] For an academic year the final exam questions/topics may only be modified once. The modification is adopted by the session of Faculty Council by 30 September of the autumn semester.
(2) The list of literature concerning the questions/topics shall be updated during the first week of the term time in every semester, if necessary.

## THE FACULTY EDUCATION AND CREDIT TRANSFER COMMITTEE

### Section 457/F[1349]

(1) The Faculty Education and Credit Transfer Committee (hereinafter the TKB) is a body made up of one instructor from each of the faculty's three institutes and two delegated members of the Students' union (HÖK).
(2) The composition of TKB:
- the chairperson (filled in a rotating manner, with each institute delegate holding the position for the duration of one academic year);
- the delegated members of the institutes.
- the two delegated members of the HÖK

Visiting members of the TKB who may take part at the meetings:
- the persons responsible for the higher education programmes/programme directors;
- the staff member of the Office of Educational Affairs,
- the Vice Dean for Education.

(3) The TKB assesses requests submitted by the Faculty's students and by those applying for Master's programmes.
(4) The TKB has powers to make decisions in the case of degrees for which the Faculty is responsible.
(5) Before deciding about requests the TKB asks in collaboration with the Office of Educational Affairs via the Electronic Academic System for the opinion of department members, and, if necessary, those of the persons responsible for the higher education programmes/programme directors.
(6) The person responsible for the higher education programme gives an opinion about the application of those applying for Master's programmes.

---

[1347] Registered by the decision CCCV/2010 (6 December) of the Senate. It is effective as of 7 December 2010.
[1348] Established by Senate Resolution CCXXII/2022. (XI. 14.). Effective date: 15 November 2022 with the stipulation that its provisions shall first be applied for the 2023/2024 academic year.
[1349] The Section and the previous subheading were registered by the decision CLXXV/2011 (27 June) of the Senate. It is effective as of 28 June 2011.

(7) The TKB shall regulate its meetings and schedules in its rules of procedure based on the effective regulations.

(8)

a) The student obtaining the final (pre-degree) certificate can hand in his/her request via the Electronic Academic System concerning the credits completed in the last semester
- three working days before the day of the student's final exam
- otherwise, until the end of the examination period.

b) In the event of transfer of credits completed in the Erasmus programme the student consults with the person responsible for his/her higher education programme before departure about which curriculum subjects he/she would like to have acknowledged. If the student also registers for credits in the Faculty of Social Sciences of ELTE in this semester, he/she shall also consult with the person responsible for his/her higher education programme about the personalised instruction for exceptional cases. After the submission of the authentic certificate of completion the Office of Educational Affairs passes the decision on credit transfer, if necessary, by taking into account the opinions of the TKB and the programme director.

(9) Those applying for Master's programmes can submit their application to felveteli@tatk.elte.hu according to the information found on the faculty's website.

## STUDENT GRANTS AND SCHOLARSHIPS

### Section 458[1350]

(1) In line with Section 93 (1) the funds allocated to the Faculty are to be spent on academic scholarship payments.

(2) In line with Section 93 (2) the proportion by which the grants listed in categories a) to f) of Section 93 (4) are allocated shall be decided by the Faculty Scholarship Committee.

(3) [1351]

(4) Funds not spent may be spent freely on grants they were originally allocated for or any other grant types. The allocation of the remaining funds is to be decided on by the Faculty Scholarship Committee.

## MEMBERS OF THE SCHOLARSHIP COMMITTEE OF THE FACULTY OF SOCIAL SCIENCES

### Section 459[1352]

ad Section 99

The Scholarship Committee of the Faculty of Social Sciences has 6 members.

## ACADEMIC SCHOLARSHIP

### Section 460[1353]

ad Section 100

(1) Students eligible for an academic scholarship are those who:
- are pursuing state-financed degree programmes
- obtained no less than 16 credits in their last active semester
- have not exceeded the duration of the degree programme.

(2) In order to decide about study grants, a committee appointed by the Faculty Council determines the grant facilities per course by adding the grant facilities of students who

[1350] Section and subtitle established by Senate Resolution CCV/2015. (XII. 14.). Effective: 15 December 2015.
[1351] Repealed by Senate Resolution CLXXI/2016. (VI. 27.). Effective 28 June 2016.
[1352] Section and subtitle established by Senate Resolution CCV/2015. (XII. 14.). Effective: 15 December 2015.
[1353] Section and subtitle established by Senate Resolution CCV/2015. (XII. 14.). Effective: 15 December 2015.

received a grade in the courses. The grant facility of the course is distributed among the students who completed the course, according to their grades, then the amounts received per course, are added per student. On the basis of the grants calculated by this method the students are ranked according to their degree/year. Students in the top 40% of the rank can receive a grant, with the funds distributed among them in proportion to the grants calculated.

## RESEARCH SCHOLARSHIP

### Section 461[1354]

ad Section 101

(1) Research scholarships cannot be awarded for activities carried out as a teaching assistant.

(2) The applications are assessed by the Faculty Scholarship Committee based on the opinion of the Academic Board of Trustees. The Academic Board of Trustees is made up of the academic secretary of the Students' union, the chairman of the Educational and Academic Committee of the Students' union and the president of the Council of the Students' Scholarly Circle.

## NATIONAL HIGHER EDUCATION SCHOLARSHIP

### Section 462[1355]

ad Section 101

(1) [1356]An application for the National Higher Education Scholarship cannot be submitted by a student

a) who has not completed more than five courses or exam courses during his/her studies;

b) whose weighted academic average does not reach 4.51 per semester in the last two active semesters;

c) who does not complete at least 20 credits per semester in the last two active semesters;

d) who applies, but the fellowship could only be disbursed after his/her studies are completed.

(2) If the student undertakes studies abroad with at least a three-month scholarship during his/her studies, the period of a student's studies under (1) d) is extended by the number of semesters spent abroad.

(3) [1357]Contrary to (1) c) and d) a student graduating from a BA programme and applying for a Master's programme can apply for a fellowship granted by the Republic in the last semester of his/her studies and does not have to complete 20 credits in the last semester.

(4) During the assessment and scoring of applications only those activities can be taken into account, which were carried out in the registered semesters of the student's degree, on the basis of which he/she submitted the application.

(5) [1358] The application for the National Higher Education Scholarship shall consist of:

a) the filled-out application form issued by the Ministry responsible for higher education;

b) [1359]

c) the documents certifying the student's traineeships, public life and other activities. A statement signed by any of the Faculty's lecturers is acceptable as a certificate of the activities carried out within the University. The student's name and identifiers (the code

---

[1354] Section and subtitle established by Senate Resolution CCV/2015. (XII. 14.). Effective: 15 December 2015.
[1355] Section and subtitle established by Senate Resolution LXIX/2019. (V. 27.). Effective date. 28 May 2019.
[1356] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date. 28 May 2019.
[1357] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date. 28 May 2019.
[1358] The numbering was concluded by the decision LXXXVIII/2011 (23 May) of the Senate. It is effective as of 24 May 2011.
[1359] Repealed by Senate Resolution CLXXI/2020. (XII. 16.) effective 14 December 2020

generated by the Electronic Academic System, if possible) and the exact time of the activities shall be clearly indicated in the documents/certificates;
d) the recommendations by at least two lecturers of the Faculty;
e) [1360]

(6) [1361] The president of the committee assessing the applications is the Vice-Dean for Education. The members thereof are the President of the Faculty's Education and Credit Transfer Committee, the President of the Council of the Students' Scholarly Circle and two students delegated by the Students' union.

(7) Publication and submission of the application:
a) within 8 working days after the Ministry issued the call for applications, the Office of Educational Affairs publishes the application.
b) as soon as the application is published, the Office of Educational Affairs informs the students about the schedule of the application procedure.
c) after the submission deadline the Office of Educational Affairs cannot accept applications.
d)[1362] a document certifying academic and public life activity cannot be handed in, if it has already been used by the student in a previously won application for the fellowship granted by the Republic.

(8) The application is assessed on the basis of a scoring system approved by the Faculty Council. The possible proportionality among the degree courses shall be taken into account when deciding about the application ranking.

(9) An appeal can be lodged against the assessment of the applications to the Student Remedy Committee until the given deadline.

**OTHER SCHOLARSHIPS**

**Section 463[1363]**

ad Section 118

The text of the calls to application are approved by the Faculty Scholarship Committee.

**Section 464[1364]**
**Section 464/A[1365]**
**Section 465[1366]**
**Section 466[1367]**
**Section 467[1368]**
**Section 468[1369]**
**Section 469[1370]**

ad Section 130 (1)-(2)

---

[1360] Repealed by Senate Resolution CLXXI/2020. (XII. 16.) effective 14 December 2020
[1361] The numbering and the second sentence were concluded by the decision LXXXVIII/2011 (23 May) of the Senate. It is effective as of 24 May 2011.
[1362] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date. 28 May 2019.
[1363] Section and subtitle established by Senate Resolution CCV/2015. (XII. 14.). Effective date: 15 December 2015.
[1364] Repealed by Senate Resolution CCV/2015. (XII. 14.). Effective date: 15 December 2015.
[1365] Repealed by Senate Resolution CCV/2015. (XII. 14.). Effective date: 15 December 2015.
[1366] Repealed by Senate Resolution CCV/2015. (XII. 14.). Effective date: 15 December 2015.
[1367] Repealed by Senate Resolution CCV/2015. (XII. 14.). Effective date: 15 December 2015.
[1368] Repealed by Senate Resolution CCV/2015. (XII. 14.). Effective date: 15 December 2015.
[1369] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective 1 August 2018.
[1370] Established by Senate Resolution LXIX/2019 (V. 27.). Effective date: 28 May 2019.

Tuition payable by students who pursue state-financed studies may not exceed 50% of the annual normative funding per semester.

**Section 469/A[1371]**

The study data and the information concerning exemption which are necessary for the re-assignment, shall be uploaded in the Electronic Academic System until the second working day following the examination period in the Faculty.

**Section 470[1372]**

ad Section 131

(1)[1373] In the case of a student enrolling in for the first semester, 50% of the tuition and the foreign language training contribution fee shall be paid in the registration period.

(2) [1374] The payment deadline for any other student is 15 October and 15 March.

(3) [1375]

(4) [1376]

**Section 471[1377]**
**Section 472[1378]**

ad Section 133 and 134

(1) The Faculty Council determines the fees for the next academic year until 30 June of each year.

(2) The fees shall be published on the billboards of the Office of Educational Affairs, on the Faculty's official website and in the Electronic Academic System.

**Section 473[1379]**

ad Section 143[1380]

(1) The condition for submitting a request for equity is an extraordinary and significant change in the Student's health and living conditions outside of their control, which deserves special consideration. These facts are to be included in the request for equity, along with their verification.

(2) [1381]In other cases, requests for equity may be submitted in exceptional cases – together with the payment of the request fee – if it is to ensure that the Student can progress in their studies in accordance with the sample curriculum.

(3) At the request of the Student - the Vice Dean for Education, exercising the powers of the Dean - may deviate from the provisions of these regulations, except in cases referred to in paragraph (4).

(4) Equity cannot be exercised

a) in the event of failure to meet a forfeiture deadline,

b) for the purpose of certifying a completion achieved outside the regulations;

---

[1371] Concluded by the decision CLXXXIX/2014 (22 September) of the Senate. It is effective as of 23 September 2014.
[1372] Established by Senate Resolution CCV/2015. (14 December) Effective date: 15 December 2015.
[1373] Concluded by point I.1. of the decision CXCV/2009 (29 June) of the Senate. It is effective as of 30 June 2009.
[1374] Established by Senate Resolution CCV/2015. (14 December) Effective date: 15 December 2015.
[1375] Repealed by Senate Resolution CX/2022. (VI. 29.). Effective date: 28 June 2022.
[1376] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 1 September 2021.
[1377] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 1 September 2021.
[1378] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1379] Enacted by Senate Resolution CLXXI/2020. (XII. 16.). Effective date: 14 December 2020.
[1380] To be applied to programmes running when the provisions of Section 143 enter into effect.
[1381] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.

c) in connection with a prerequisite laid down in the curriculum, except in the case of a student participating in a mobility programme in relation to a given subject whose academic progress would otherwise be halted as a result of the semesters spent abroad.

(5) A Student may be granted equity no more than three times over the course of their studies.

(6) In the case of a missed deadline, the request for equity may be submitted within two weeks following the deadline. A Student who misses this deadline may not submit another request for equity or a certification request.

# CHAPTER XX
# PROVISIONS CONCERNING THE FACULTY OF PRIMARY AND PRE-SCHOOL EDUCATION[1382]

## Section 474

In the case of students attending the Faculty of Primary and Pre-School Education[1383] (hereinafter: TOK) the provisions of Chapter 1–13 of the Academic Regulations for Students shall be applied subject to the derogations specified in this Chapter.

## Section 475[1384]

ad Section 26

The Faculty Study Committee (hereinafter the KTB) authorises tutoring based on the proposal of experts of the chosen topic.

## Section 476[1385]

ad Section 34

(1) The applicant can be transferred to the Faculty after completing one semester, if
a) he/she was admitted to the same programme;
b) he/she has no study unit in the curriculum of his/her degree course which was not completed after enrolling for them three times;
c) he/she has no study unit in the curriculum of his/her degree course which was not completed after 4 exam attempts;
d) he/she completed at least 20 credits per semester and his/her credit index is at least 4.00;

(2) The Vice-Dean for Education decides about the transfer of students.

(3) Missing the given deadlines and failing to submit documents shall result in forfeiture. Applications which are incomplete or submitted after the deadline are rejected without being substantially assessed by the TOK Office of Educational Affairs.

(4) The condition of a transfer from a foreign higher education institution to an equivalent programme at a Hungarian institution is the passage of the aptitude test.

(5) Transfer requests can be submitted in person or by mail, but not electronically or by e-mail.

(6) Changing a degree course within the Faculty is not possible.

(7) [1386]In the cases of students admitted or transferred to English-language programmes, the conditions of obtaining a degree shall be that the student complete all compulsory and compulsory elective subjects listed in the curriculum of the programme in English.

(8) [1387] Given the programme's language of instruction, transferred credits awarded for compulsory and compulsory elective subjects listed in the curriculum shall only be recognised in the cases of students admitted or transferred to English-language programmes if they were completed in English.

---

[1382] The name of the Faculty was modified by the decision CXCI/2009 (29 June) of the Senate. It is effective as of 1 July 2009.

[1383] The name of the Faculty was modified by the decision CXCI/2009 (29 June) of the Senate. It is effective as of 1 July 2009.

[1384] Section 477–496 was concluded by the decision LXXV/2010 (26 April) of the Senate on the amendment of the Chapter concerning the Faculty of Primary and Pre-School Education of the Academic Regulations for Students' Special Section of Volume 2 of the Organisational and Operational Regulations of ELTE. It is effective as of 2 July 2010.

[1385] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

[1386] Enacted by Senate Resolution CLXXII/2019. (VI. 24.). Effective 25 June 2019 with the stipulation that its provisions shall be applied to students who have gained admission for the 2019/2020 academic year.

[1387] Enacted by Senate Resolution CLXXII/2019. (VI. 24.). Effective 25 June 2019 with the stipulation that its provisions shall be applied to students who have gained admission for the 2019/2020 academic year.

**Section 476/A[1388]**

ad Section 29

Students may change from full-time training to part-time training provided they have completed at least one semester of their studies and obtained at least 25 credits with a credit index no lower than 4.00.

**Section 477[1389]**

**Section 478[1390]**

**Section 479**

ad Section 54

The training of part-time evening and corresponding students is also possible in the registration period.

**Section 480**

ad Section 55

(1) The total number of courses offered by the Faculty is 115% of the number of those specified in the recommended curriculum.

(2)[1391] The departments inform the Office of Educational Affairs about the courses offered in the autumn semester electronically until 10 March and till 15 October in the spring semester in a form and with the data determined by the Faculty.

**Section 481[1392]**

ad Section 57

(1) [1393] Admission to a specialisation in Minority Kindergarten Teacher training and Minority Primary School Teacher training happens within the framework of the admission procedure, as opposed to the specialisation selection procedure following admission. In non-minority programmes, in Primary School Teacher training the training is organised in study groups on the basis of chosen specialisations. From the specialisations offered in the Guide Admission Higher Education the preliminary choice shall be made in the semester of enrolment, 15 working days before the end of the term time. The choice shall be finalised as specified by the KTB by the end of the second-to-last week of the relevant term time. Students who fail to select a specialisation must submit an individual request to the TOK Office of Educational Affairs, which will then be assessed by the KTB.

(2) The KTB determines the assignment of students per educational domain and specialisation, by taking into account the choices of students and the appropriate ratio of students in each specialisation.

(3) The intention of changing the specialisation or educational domain may be indicated by a request addressed to the KTB and submitted to the TOK Office of Educational Affairs. The KTB decides upon the request.

**Section 482[1394]**

Students shall not be deregistered from courses for reasons other than illness or an error on the part of the institution, as referred to in Section 61 (7) in the present Regulations.

---

[1388] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1389] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1390] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1391] Concluded by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.
[1392] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1393] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1394] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

**Section 483**[1395]
**Section 484**[1396]

ad Section 63

The Faculty determines the submission deadline for the paper expected to be written in an academic year. The topics and the submission deadline shall be published on the Faculty's billboards until the end of the third week of the semester.

**Section 485**

ad Section 66

(1)[1397] Participating in public education practices, field studiess and traineeships is obligatory and otherwise cannot be replaced.

(2)[1398] The practical training policies, conditions and deadlines of completion are published per semester on the website by the staff of the Vice-Dean responsible for practical training.

(3) Before writing classroom tests the students shall be informed about the method of assessment, weights of each exercise (scores) and the principles of grading.

(4) [1399]The Student cannot be denied a practical grade/qualification or the completion of their semester if the Student can verify that they had exceeded the number of permissible absences specified in Section 66 (1) and the course curriculum due to completing a mandatory traineeship.

**Section 486**

ad Sections 67, 68/B

(1) [1400]The student may receive an offered grade on the basis of his/her mid-term performance, if he/she fulfils the requirements thereof. The requirements shall be announced in the first lesson.

(2) *First Proficiency Exam*: an exam held after completing at least two semesters, assessing the student's language proficiency on a five-grade scale. The First Proficiency Exam cannot be passed by an offered grade.

(3) *Comprehensive examination*: a synthesizing exam held in a two-semester subject before an at least two-member committee, which assesses the student's performance on a five-grade scale. The Comprehensive examination cannot be passed by an offered grade.

**Section 487**[1401]

ad Section 71(7)

The justification of a student's absence from the examination shall be handed in to the department of the instructor holding the exam until the fifth working day following the exam, in order for the instructor (or his/her authorized agent) to register the justified absence in the Electronic Academic System. Exceeding the deadline shall result in forfeiture.

**Section 488**

ad Section 73

---

[1395] Repealed by Senate Resolution CCVI/2015. (14 December) Effective date: 15 December 2015.
[1396] The second sentence thereof was concluded by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.
[1397] Concluded by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.
[1398] Concluded by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.
[1399] Enacted by Senate Resolution CXXVIII/2018. (VI. 25.). Effective date: 26 June 2018.
[1400] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date. 17 December 2019.
[1401] Concluded by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.

(1) [1402]Successful observed kindergarten activity/observed lesson cannot be repeated.
(2) Failed observed kindergarten activity/observed lesson can be repeated once in the same subject after 7 days at the earliest.
(3) [1403]The student may pursue a second, and further separate specialisations, in the form of sub-course training. The student shall teach an observed lesson in the subject corresponding to that specialisation regardless of the form of training and shall take an exam in the lesson plan.

**Section 489[1404]**

ad Section 74

(1) Teaching practice in the Bachelor's programme in teaching, pre-school and day nursery practices cannot be completed differently from that required by the curriculum, but after a preliminary consultation with the teacher in charge of the practice it may be carried out in a different period.
(2) Personalised instruction for exceptional cases may be granted in the last year of the programme if the student works as a teacher at one of Eötvös Loránd University's public education institutions or a public education institution which has a partnership agreement with the Faculty of Primary and Pre-School education.

**Section 489/A[1405]**

(1) An outgoing Erasmus exchange student prepares for his/her departure by filling in the Erasmus-Learning-Agreement (LA), which contains all of the names and credits of the courses that he/she can complete abroad.
(2) The Erasmus exchange student shall request the Erasmus course schedule/personalised instruction for exeptional cases. In the request he/she shall specify all of the courses of the recommended curriculum that he/she plans to complete in the semester and the requirements set by instructors that are not covered by acknowledgement of credits.
(3) [1406]Before departure the student registers in the registration period for the courses that he/she plans to complete during the semester of his/her studies abroad, except for the courses to be completed abroad that are accepted by the instructors on the basis of their signatures. If the student registered for the accepted course, it will be deleted by the TOK Office of Educational Affairs.
(4) [1407]At the end of his/her studies abroad the student provides the Transcript of Records on the courses completed abroad. The completion of the study units of the recommended curriculum shall be accepted by grades (in accordance with the ECTS-grade conversion, in the absence thereof under the agreement concluded with the foreign higher education institution, in the absence of these on the basis of individual assessment by the Faculty's Credit Transfer Committee) through the acknowledgement of credits. All of the study units completed abroad and otherwise not acknowledged shall be accepted as optional ones through a credit transfer procedure with grades and at least two credits assigned to the study unit's name. The completion is recorded by the TOK Office of Educational Affairs.
(5) [1408]The student shall complete all the study units not covered by acknowledgement of credits and specified in the request regarding personalised instruction for exceptional cases related

[1402] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1403] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1404] Established by Senate Resolution CXCII/2023. (XII. 11.). Effective date: 12 December 2023.
[1405] Concluded by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.
[1406] Last sentence established by Senate Resolution CCVI/2015. (XII. 14.). Effective 1 January 2016.
[1407] Last sentence established by Senate Resolution CCVI/2015. (XII. 14.). Effective 1 January 2016.
[1408] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date. 28 May 2019.

to Erasmus, in the autumn semester following their Erasmus studies, by the end of the registration week, and in the spring semester, by the end of the first-come-first-served registration period at a date agreed with the instructor assessing the student's request. Remaining field studiess can be completed according to schedule laid out in the permission form. If the student through no fault of his/her own does not complete the study unit abroad that can be accepted according to the request concerning the personalised instruction for exceptional cases, the TOK Office of Educational Affairs will register for the course of the recommended curriculum subsequently at the student's request, thereby the student can complete it in the autumn semester following their Erasmus studies, by the end of the registration week, and in the spring semester, by the end of the first-come-first-served registration period at the latest, at a date agreed with the instructor.

(6) On the basis of the assessment of the individual request submitted to the Vice-Dean for International Relations the student studying abroad with a different scholarship for three months or a longer period may enjoy the same rights as Erasmus exchange students in accordance with the scholarship's character.

## Section 490[1409]

ad Section 77

(1) The deadline for choosing a thesis topic is, from the second week of the autumn term time:

a) the last day of the third semester's term time as defined in the recommended curriculum in Kindergarten Teacher training and in Infant and Early Childhood Education;

b) the last day of the fifth semester's term time as defined in the recommended curriculum in Primary School Teacher training;

c) by the end of the semester preceding the completion of the final exam at the latest in other programmes of the Faculty.

(1a)[1410] The deadline for choosing the thesis topic from the second week of the term time of the spring semester shall be

a) the final day of the second semester term time according to the model curriculum in the Child Culture and Cultural Mediation Master's programmes.

(2) The deadline for changing the topic of the thesis is:

a) the last day of the fourth semester's term time as defined in the recommended curriculum in Kindergarten Teacher training and Infant and Early Childhood Education;

b) the last day of the sixth semester's term time as defined in the recommended curriculum in Primary School Teacher training;

c) the end of registration period of the semester in which the student sits for the final exam in advanced level vocational training.

Students who fail to meet the deadline for choosing or changing their thesis topic will be required to pay a late fee.

(3) A thesis guide on the website of the Faculty's TOK TH provides information on the schedule of thesis-writing, the content and formal requirements as well as consultation obligations.

## Section 491[1411]

ad Section 78

(1)[1412] The student shall submit his/her thesis via the Electronic Academic System until 20 April (in a specialist postgraduate programme until 10 May), for those who take their final exam in the winter (in all programmes) until 20 November in a format required by the thesis

[1409] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1410] Enacted by Senate Resolution CX/2022. (VI. 29.). Effective date: 28 June 2022.
[1411] Established by Senate Resolution CCVI/2015. (XII. 14.). Effective date: 15 December 2015.
[1412] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.

guide. The technical details regarding the submission are contained in the thesis submission guide available on the website of the TOK Office of Educational Affairs.

(1a) [1413]Prior to uploading the thesis, the Student must submit a thesis acceptance request to the supervisor in the Electronic Study System. The thesis can be uploaded only after the electronic approval of the supervisor. The deadline for submitting the thesis acceptance request is 10:00 am on the working day before the thesis submission deadline.

(2) The submission deadline of the thesis cannot be modified. Exceeding the deadline shall result in the cancellation of the final exam registration as well as the thesis that was not given a passing grade upon preliminary expert opinion.

(3) [1414]

(4) [1415] The opponent shall submit the preliminary thesis critique and enter the preliminary thesis critique grade into the Electronic Academic System until 20 May (in specialist postgraduate programme until 25 May) and until 10 January in the case of all final exams attempted in the winter semester at the latest.

**Section 492**

ad Section 79

(1) Defending the thesis is part of the final examination, which having regard to the aspects of education organisation can be held at a separate date before the other parts of the oral final exam. In this case the thesis shall be defended before an at least three-member committee chaired by a Head Lecturer of the Faculty.

(2)[1416] The final grade of the thesis is determined by the examination board. The recorder of the committee enters the final grade in the written preliminary expert opinion and the Chair signs the documents for grades.

(3)[1417] If at a Faculty Conference of Scientific Students' Associations (TDK), the Student receives at least 45 points for their written paper, the head of the TDK research centre supervising the paper can accept the paper without a separate critique and mark it “excellent” if the paper meets the content and formal requirements for the thesis. The Student shall present their TDK paper as their thesis at the final examination. The presentation shall count towards the grading of the thesis in the final examination.

**Section 493**

ad Section 81

(1) [1418] In accordance with the possibility provided by education organisation the final examination period lasts from 1 to 30 June in the summer examination period and from 15 to 31 January in the winter examination period.

(1a) [1419] Students may enter for the final examination, if they fulfilled all the academic requirements necessary for the final (pre-degree) certificate, checked whether their results are recorded in the Electronic Academic System and proceeded in recording the fulfilments at least 10 days prior to the final examination period.

(1b) [1420]The application for the final exam can be withdrawn one week before the first final exam day without a separate fee in both the autumn and spring semesters.

---

[1413] Enacted by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1414] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1415] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1416] The second sentence thereof was concluded by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.
[1417] Established by Senate Resolution CXXVIII/2018. (VI. 25.). Effective date: 26 June 2018.
[1418] Concluded by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.
[1419] Registered by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.
[1420] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date. 28 May 2019.

(2) [1421] Students can apply for the final examination via the Electronic Academic System until 20 February for the summer final examination period and until September 30 for the Winter final examination period.

(3) The method for calculating the results of the final examination:

a) Kindergarten Teacher training: the assessment and defence of the thesis (one grade), the observed kindergarten activity and the oral examination. The final examination result is the average of the three grades.

a) Primary School Teacher training: the assessment and defence of the thesis (one grade), the oral examinations (one grade) and the observed lesson. The final examination result is the average of the three grades.

c) Ethnic Minority Kindergarten Teacher/Primary School Teacher training: the assessment and defence of the thesis (one grade), the oral examinations, where an ethnic minority topic is obligatory (one grade) and the observed lesson/observed kindergarten activity in Hungarian and in the ethnic minority language (two grades). The final examination result is the average of the four above grades.

d)[1422] Infant and Early Childhood Education: the assessment and defence of the thesis (one grade), the oral examination(s) (one grade) and the practical exam, which contains the portfolio and the defence thereof (one average grade).

e) Cultural management: the assessment and defence of the thesis (one grade) and the oral examination. The final examination result is the average of the two above grades.

f) Communication studies: the assessment and defence of the thesis (one grade) and the oral examination. The final examination result is the average of the two above grades.

g) Specialist postgraduate programme: a grade awarded by the final examination board for the thesis and the defence thereof (one grade), grade of the oral examination(s) (one grade). The final examination result is the average of the two above grades.

h) [1423]Social and youth work programme: a grade given by the final examination board for the thesis and its defence (one grade) as well as a grade for the complex oral final examination. The final examination grade is the average of these two grades.

i) [1424] Early Childhood Culture Programme: the average grade calculated from the assessment and defence of the thesis (one grade) and an oral examination topic.

j)[1425] Cultural Mediation Programme: the average grade calculated from the assessment and defence of the thesis (one grade) and an oral examination topic.

(4) [1426]

(5) Those may enter for the oral part of the final examination, whose theses were assessed at least as a pass in the preliminary expert opinion.

**Section 494**

ad Section 83

Depending on the options of organising exams the members of the final examination board may fill in one or more positions in the committee. The members of the committee are: the Chair, an external expert, a Lecturer of the Department of Pedagogy, a Public Education expert, the Instructor of the subject, a Lecturer of methodology, a Lecturer who is in charge of thesis defence and in Primary School Teacher training the Lecturer of the specialisation.

---

[1421] Established by Senate Resolution CXXVIII/2018. (VI. 25.). Effective date: 26 June 2018.
[1422] Established by Senate Resolution CXXVIII/2018. (VI. 25.). Effective date: 26 June 2018.
[1423] Established by Senate Resolution CCVI/2015. (XII. 14.). Effective date: 15 December 2015.
[1424] Enacted by Senate Resolution CXCII/2023. (XII. 11.). Effective date: 12 December 2023.
[1425] Enacted by Senate Resolution CXCII/2023. (XII. 11.). Effective date: 12 December 2023.
[1426] Repealed by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.

**Section 495**

ad Section 84

(1) Calculating the grade of the diploma:

a) Kindergarten Teacher training: the average of the grades of the comprehensive examinations and the final exam result;

b) Primary School Teacher training: the average of the grades of the comprehensive examinations and the final exam result;

c) Ethnic Minority Kindergarten Teacher/Ethnic Minority Primary School Teacher training: the average of the grades of the comprehensive examinations and the final exam result;

d) [1427] Infant and Early Childhood Education: the average grade calculated from the assessment and defence of the thesis (one grade), the oral examination(s) (one grade) and the practical exam, which contains the portfolio and the defence thereof (one grade);

e) Communication studies: the average grade calculated from the comprehensive examinations, the oral examination and the assessment and defence of the thesis (one grade);

f) Cultural management: the average grade calculated from the comprehensive examinations, the oral examination and the assessment and defence of the thesis (one grade).

g) [1428]Social and youth work vocational training: the average of the following three grades: the grade given for the thesis and its defence (one grade), a grade for the traineeship based on the faculty's requirements and a grade for the complex oral final examination.

h)1429 Early Childhood Culture Programme: the average grade calculated from the grade of the final examination and the grade of the traineeship mandated by the curriculum.

i) [1430] Cultural Mediation Programme: the average grade calculated from the grade of the final examination, the cumulative grade point average and the traineeship.

(2)[1431]

(3) In a specialist postgraduate programme the grade of the diploma shall be determined by the average grade, rounded to two decimals calculated from the following three grades:

a) the grade(s) of the comprehensive examination(s) (one or more grades, if there is a comprehensive examination);

b) grades received at the final examination:

ba) a grade awarded by the final examination board for the thesis and the defence thereof (one grade), which is a whole number calculated from
the assessment of the thesis
and the defence of the thesis,
but is not necessarily the average of the two grades.

bb) grade of the oral examination(s) (one grade);

c) the final grade of the observed kindergarten activity, observed lesson and the field studies (if there is any).

(4) In the case of diplomas issued as of 2008 the grade of the diploma shall be determined in accordance with Section 84(6).

[1427] Established by the Senate Resolution CXCVI/2014 (XI. 3.). Effective date: 4 November 2014.
[1428] Established by Senate Resolution CCVI/2015. (XII. 14.). Effective date: 15 December 2015.
[1429] Enacted by Senate Resolution CXCII/2023. (XII. 11.). Effective date: 12 December 2023.
[1430] Enacted by Senate Resolution CXCII/2023. (XII. 11.). Effective date: 12 December 2023.
[1431] Repealed by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.

**Section 496**

ad Section 139

(1) [1432]The Faculty Study Committee (the KTB) consists of 6 members. The Head and two Lecturers of the KTB are appointed by the Dean for 3 years based on the proposal of the Faculty Council and 3 student members are appointed by the Dean for a year based on the proposal of the Faculty's Students' union. The Head of the TOK Office of Educational Affairs or his/her authorised staff member participates in the meeting as a permanent invitee.

(2) [1433]Students may turn to the KTB with their requests submitted to the Faculty's TOK TH.

(3) [1434]The TOK Office of Educational Affairs prepares the KTB's work.

(4) [1435]The method of procedure is determined by the KTB's rules of procedure approved by the Faculty Council.

(5) The dismissal of the KTB's members may be initiated by the proposing board with the Dean by giving reasons.

**Section 497[1436]**
**Section 498[1437]**
**Section 499[1438]**
**Section 500[1439]**

**STUDENT GRANTS AND SCHOLARSHIPS**

**Section 501[1440]**

ad Section 93

(1) In line with Section 93 (1) the funds allocated to the Faculty are to be spent on academic scholarship payments.

(2) In line with Section 93 (2) the proportion by which the grants listed in Section 93 (4) are allocated shall be decided by the Faculty Scholarship Committee.

(3)[1441]

(4) Funds not spent may be spent freely on grants they were originally allocated for or any other grant types. The allocation of the remaining funds is to be decided on by the Faculty Scholarship Committee.

**MEMBERS OF THE SCHOLARSHIP COMMITTEE OF THE FACULTY OF PRIMARY AND PRE-SCHOOL EDUCATION**

**Section 502[1442]**

ad Section 99

The Scholarship Committee of the Faculty of Primary and Pre-school Education has 4 members.

---

[1432] Established by Senate Resolution CCVI/2015. (XII. 14.). Effective date: 15 December 2015.
[1433] Established by Senate Resolution CCVI/2015. (XII. 14.). Effective date: 15 December 2015.
[1434] Established by Senate Resolution CCVI/2015. (XII. 14.). Effective date: 15 December 2015.
[1435] Established by Senate Resolution CCVI/2015. (XII. 14.). Effective date: 15 December 2015.
[1436] Repealed by the decision LXXV/2010 (26 April) of the Senate. It is ineffective as of 27 April 2010.
[1437] Repealed by the decision LXXV/2010 (26 April) of the Senate. It is ineffective as of 27 April 2010.
[1438] Repealed by the decision LXXV/2010 (26 April) of the Senate. It is ineffective as of 27 April 2010.
[1439] Repealed by Senate Resolution LXIX/2019 (27 May). It is effective as of 28 May 2019.
[1440] Section and previous title established by Senate Resolution CCVI/2015. (XII. 14.). Effective date: 15 December 2015.
[1441] Repealed by Senate Resolution CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.
[1442] Section and previous title established by Senate Resolution CCVI/2015. (XII. 14.). Effective date: 15 December 2015.

## ACADEMIC SCHOLARSHIP

### Section 503[1443]

ad Section 100

(1) [1444]The amount of the academic scholarship to be awarded is calculated with the use of the credit index in point 45 of Section 4 (2).

(2) In the case of a programme of the previous education system, dissolving in a gradual manner, the method of calculating the grants shall be applied as defined in the previous regulations (in effect at the time of enrolment).

(3) The amount of grant is identical on the basis of matching the ranges of the two types of education systems. The KÖB determines the amount of study grants (per semester) to be paid per range and the minimal result to be achieved.

(4) In the case of a student transferred from another higher education institution or another Faculty within the institution, the results of the last completed semester shall be taken into account in accordance with the given education system.

(5) If the student had a passive student status in the previous semester, the study grant is determined on the basis of his/her performance achieved in the last active semester.

(6) [1445]A Student who fails to complete the programme in the maximum number of semesters prescribed for it shall not be eligible for an academic scholarship.

## NATIONAL HIGHER EDUCATION SCHOLARSHIP

### Section 504[1446]

ad Section 110

(1) [1447]Applications for the National Higher Education Scholarship can be submitted to the TOK Office of Educational Affairs by both state-financed or tuition-paying students pursuing full-time studies, with the attachments defined in the announcement until the deadline published in the Electronic Academic System and on the website of the Students' union. The calls to application are published by the Students' union.

(2) Missing the deadline shall result in forfeiture.

(3) The KÖB decides upon the ranking of those entitled to the grant.

(4) The KÖB publishes the scoring system every year on the basis of which ranking is established.

(5) After the publication of the ranking the student concerned may make comments in writing against the established ranking by meeting the conditions and the deadline set by the call for applications.

### Section 505[1448]
### Section 506[1449]
### Section 507[1450]
### Section 508[1451]
### Section 509[1452]

---

[1443] Section and previous title established by Senate Resolution CCVI/2015. (XII. 14.). Effective date: 15 December 2015.
[1444] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1445] Enacted by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1446] Section and subtitle established by Senate Resolution LXIX/2019. (V. 27.). Effective date. 28 May 2019.
[1447] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date. 28 May 2019.
[1448] Repealed by Senate Resolution CCVI/2015. (14 December) Effective date: 15 December 2015.
[1449] Repealed by Senate Resolution CCVI/2015. (14 December) Effective date: 15 December 2015.
[1450] Repealed by Senate Resolution CCVI/2015. (14 December) Effective date: 15 December 2015.
[1451] Repealed by Senate Resolution CCVI/2015. (14 December) Effective date: 15 December 2015.
[1452] Repealed by Senate Resolution CCVI/2015. (14 December) Effective date: 15 December 2015.

**Section 510**[1453]
**Section 511**[1454]
**Section 512**[1455]
**Section 513**[1456]
**Section 514**[1457]
**Section 515**[1458]
**Section 516**[1459]

ad Section 131

(1) [1460]

(2) Upon request the student may be granted a 30-day deferment of payment at most on the basis of his/her proven social situation, to pay the tuition fee. Instalment payments shall not be authorised.

(3) With reference to the student's social situation the tuition fee may only be reduced to the extent of 15% at most, if the student registered for, and completed courses worth, at least 25 credits in the previous semester. The student shall prove his/her social neediness by documents.

(4) During the studies the tuition fee may only be reduced twice at most.

(5) [1461]

(6) [1462]The deadline for paying the foreign language training contribution fee shall be 15 October in the autumn semester and 15 March in the spring semester.

**Section 517**[1463]
**Section 518**[1464]

ad Section 143

(1) [1465]The request based on equity shall be submitted to the TOK Office of Educational Affairs and addressed to the Faculty's Dean. The request based on equity is prepared by the KTB in order for the Dean to make a decision.

(2) [1466]The submission deadline for the request is:

a) the last working day of the week following the examination period in the case of a request concerning an examination or course registration that exceeds the number of examinations and course registrations specified by this regulation;

b) [1467]

c) [1468]the last working day of the term time's sixth week in the case of a request concerning registration for the final examination.

(3) The condition for exercising equity is the occurrence of an extraordinary and significant change in the student's health or living conditions through no fault of his/her own, which

[1453] Repealed by Senate Resolution CCVI/2015. (14 December) Effective date: 15 December 2015.
[1454] Repealed by Senate Resolution CCVI/2015. (14 December) Effective date: 15 December 2015.
[1455] Repealed by Senate Resolution CCVI/2015. (14 December) Effective date: 15 December 2015.
[1456] Repealed by Senate Resolution CCVI/2015. (14 December) Effective date: 15 December 2015.
[1457] Repealed by Senate Resolution CCVI/2015. (14 December) Effective date: 15 December 2015.
[1458] Established by Senate Resolution CCVI/2015. (14 December) Effective date: 15 December 2015.
[1459] Repealed by Senate Resolution LXIX/2019. (V.27.). Effective date: 28 May 2019.
[1460] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.) effective 1 September 2021.
[1461] Repealed by Senate Resolution LXXXVII/2021. (VI. 30.) Effective 1 September 2021.
[1462] Established by Senate Resolution LI/2022. (IV. 27.). Effective 26 June 2022.
[1463] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1464] Concluded by the decision CXCVI/2014 (3 November) of the Senate. It is effective as of 4 November 2014.
[1465] Established by Senate Resolution CCVI/2015. (14 December) Effective date: 15 December 2015.
[1466] Established by Senate Resolution CCVI/2015. (14 December) Effective date: 15 December 2015.
[1467] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1468] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

substantiates exercising special equity. The request shall contain these facts and the certificates thereof attached.

(4) [1469]Submitting a request based on equity otherwise is possible in exceptional circumstances by paying a fee, if it leads to removing the obstacles of a student's academic progress based on the recommended curriculum in the case of a student fulfilling the academic requirements as defined in the recommended curriculum.

(5) During his/her studies the student's request based on equity can be accepted twice under two different titles.

(6) [1470]Within his/her powers regarding equity the Dean cannot grant an exemption from academic and examination requirements.

(6a) [1471]The Dean cannot remove strong prerequisites defined in the curriculum. One exception to this rule is the case a student participating in an international mobility programme falls behind in a given subject and this can be linked to their academic progress during the semesters spent abroad. In this case, a request for equity may be submitted for exemption from the prerequisites.

(7) [1472]Exemption from fees cannot be granted.

[1469] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021
[1470] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date. 28 May 2019.
[1471] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date. 28 May 2019.
[1472] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021

# CHAPTER XXI
# PROVISIONS PERTAINING TO THE FACULTY OF SCIENCE

## Section 519

(1) [1473]In the case of students attending the Faculty of Science the provisions of Chapter 1–13 of the Academic Regulations for Students shall be applied subject to the derogations specified in this Chapter.

(2) [1474]In the case of a joint programme with other higher education institutions (in this chapter hereinafter referred to as the joint programme) mainly the regulations of that institution (in the case of ELTE those of Chapter 1–13 and 21) apply — concerning the offering and registration of subjects, participation in contact hours, offering exams and completing academic requirements — in which the student participating in the joint programme registered for and studies the subject (study unit).

(3) [1475]In cases not regulated by (2) (particularly with regard to rules on fees and grants, rules of procedure on dismissal, matters concerning students and disciplinary cases) the regulations of that university apply — except for rules concerning the offering and registration of subjects, participation in contact hours, offering exams and completing academic requirements — in which the student enrolled for the joint programme (hereinafter the "parent university").

(4) [1476]The student shall use the email address given in the Electronic Academic System during his/her correspondence with the university.

## Section 520

ad Section 8 (2)(a)

(1) Field studiess, factory visits and traineeships count as study units without contact hours. Their periods and credit values are determined by the curriculum of the degree course.

(2) The criterion catch-up course is a study unit aiming at making up for the deficiencies in students' secondary school knowledge. It has no credit value. Registering for the criterion catch-up course is required by the curriculum.

## Section 521[1477]
## Section 522[1478]

ad Section 11(1)

A centre set up for this purpose, but not functioning as an independent organisational unit may be responsible for a higher education programme.

## Section 522/A[1479]

ad Section 16 (3) b)

---

[1473] Concluded by the V.1 point of the decision CXCV/2009 (29 June) of the Senate. It is effective as of 30 June 2009.

[1474] Registered by the V.1 point of the decision CXCV/2009 (29 June) of the Senate. It is effective as of 30 June 2009.

[1475] Registered by the V.1 point of the decision CXCV/2009 (29 June) of the Senate. It is effective as of 30 June 2009.

[1476] Registered by the decision XXXIV/2014 (31 March) of the Senate on the amendment of the Chapter concerning the Faculty of Science of the Academic Regulations for Students' Special Section of Volume 2 of the Organisational and Operational Regulations of ELTE. It is effective as of 1 April 2014.

[1477] Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.

[1478] Established by Senate Resolution CXXXI/2018. (VI. 25.) on the amendment to the chapter on the Faculty of Science in the Special Provisions of the Academic Regulations for Students.

[1479] Established by Senate Resolution CXXXI/2018. (VI. 25.). Effective date: 26 June 2018.

With the exception of the criterion subject aimed at helping the Student catch up, exam courses shall only be announced for educational units with contact lessons that end with an exam.

**Section 523**[1480]

ad Section 19(3)

Students not enrolled in the programme may request exemption from completing the prerequisites. The request shall be submitted to the Office of Educational Affairs before the preliminary course registration.

**Section 524**[1481]

ad Section 23(1)

Section 23(1) of HKR shall be interpreted in accordance with the rule under Section 54 (6) of Vhr.

**Section 525**[1482]

ad Section 24

The number of exams in an examination period required by the recommended curriculum may not exceed 8. With regard to the whole programme the average number of exams per semester may not go beyond 6 (except for in undivided teacher training). When determining the number of exams a comprehensive examination counts as two exams. Type "C" and "D" exams are not included in the number of exams under Section 67(1)(e) and (f) of the HKR.

**Section 525/A**[1483]

ad Section 27

(1) The honoratior applications shall be assessed by the Honoratior Committee. The head of the Committee shall be the Faculty's Vice-Dean for Education and its members the instructors or members of the Academic and Educational Committee and one student delegated by the HÖK. During the assessment, the Honoratior Committee shall review the applicant's academic and scientific achievements based on the documents submitted, assess the applicant's declared goal and work plan as well as their course plan. Taking these into consideration, the Committee shall decide whether or not it believes the applicant is worthy of the honoratior status.

(2) The application shall be submitted in the form of an electronic request. The deadline for its submission shall be 31 July for the autumn semester and 31 January for the spring semester. The applicant shall attach all the necessary documents to their application, along with the necessary verification documents for the assessment of the application, complete with their academic results. Incomplete applications cannot be modified.

(3) In addition to the contents listed in paragraph (3) of Section 27/A, the Student's application must contain a recommendation letter from an instructor. The length of the work plan referred to in point d) of Section 27/A (3) shall be 2,000-4,000 characters.

(4) The detailed call for applications shall be published on the website of the Office of Educational Affairs.

**Section 526**[1484]

---

[1480] Second sentence established by Senate Resolution CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.
[1481] Established by Senate Resolution CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.
[1482] Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.
[1483] Enacted by Senate Resolution CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.
[1484] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

**Section 527[1485]**
**Section 528[1486]**

ad Sections 34, 34/B

(1) In the case of a joint programme the powers under Section 34 (3) are exercised by:
a) a special committee made up of an equal number of representatives of the institutions participating in the joint programme of ELTE-BCE,
b) in the joint programme of ELTE-BME, the authorised bodies/persons of the Student's home university after seeking the opinion of the Professional Committee.

(2) The student can be transferred,
a) in the semester of their enrolment if they meet the criteria laid out in Section 34 (2) b);
b)[1487] after completing at least one semester if he/she has obtained at least an average of 20 credits in his/her completed semesters – 30 credits in undergraduate and undivided programmes – and his/her weighted cumulative grade point average is at least 3.80, and he/she has obtained at least 30 credit points in undergraduate and undivided programmes
c) An exception can be made from the above requirements in the case of those whose transfer is substantiated beyond average by their personal circumstances (illness, disability, changes in family situation).

(3) In the case of initiating transfer in a BA programme after one completed semester, another requirement in addition to those stipulated in paragraph (2) shall be met: on the basis of his/her admission scores the applicant could have been admitted to the programme specified in the request in the year of his/her admission.

(4) [1488]In the case of a transfer from a Hungarian-language to an English-language Master's programme, in addition to the provisions of point b) of paragraph (2), the applicant must pass an interview organised by the given field aimed at assessing their English-language proficiency.

**Section 529[1489]**
**Section 529/A[1490]**
**Section 530[1491]**

(1) Regarding the compulsory selection of a specialisation, the specialisation can be dropped without choosing another one, if it is not prohibited by the study plan and the student has completed 40% of the credits required in the specialisation.

(2) In the case of a joint programme with another Hungarian higher education institution the selection of a specialisation shall be announced to the competent office of educational affairs at the student's parent university until the last day of the term time before starting the specialisation studies. The selection of specialisation is approved by a special committee made up of an equal number of representatives of the institutions participating in the joint programme. The parent university's office of educational affairs notifies the student about the decision until the beginning of the term time.

(3) In the case of a joint programme with another Hungarian higher education institution the requirements of choosing a specialisation — by weighting grades received during the student's studies and some subjects equally or differently depending on the specialisation, on the basis of the decision of the special committee under (3) of this Section — shall be

[1485] Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.
[1486] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1487] Established by Senate Resolution XLIII/2024. (IV. 15.). Effective date: 16 April 2024.
[1488] Established by Senate Resolution CCLXV/2019. (XII. 16.). Effective date: 17 December 2019.
[1489] Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.
[1490] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1491] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.

published until the end of week 4 of the semester with regard to the valid information policy and rules at the university.

**Section 531**[1492]

(1) [1493]The student shall be dismissed,
a) [1494]
b) if he/she does not complete the required criterion catch-up course in the first two registered semesters.
(2) [1495]

**Section 532**

ad Section 54

(1) The Head of department shall be informed about the cancelled classes. Cancelled classes can be made up in the first week of the examination period at most.
(2) If more than 20% of a subject's classes are cancelled in a semester as a result of public holidays and school holidays authorised by the Rector and the Dean, cancelled classes can be made up in the first week of the examination period. If students agree, cancelled classes can be made up in the term time. In applying Section 66(1) of the HKR missing a make-up class shall not be taken into account.
(3) [1496]The lecturer may assign a deputy for the registrations and appointments under Section 54(1) of the HKR. If neither the lecturer, nor his/her deputy is available, the Head of department shall replace the lecturer.
(4) [1497]In the week prior to the term time the following shall be published for students regarding subjects and courses not listed by the Office of Educational Affairs in the timetable:
a) the date and place of the consultation proposed by the Head of the course or subject;
b) the date and place of the subject or course, if the department prepared the schedule for the subject or course by taking into account the timetable.
(5) The Thursday (Eötvös day) before the anniversary marking the foundation of the University is a school break, which among others, provides an opportunity for giving diplomas and awards (e.g., Excellent Student and Lecturer of the Faculty, diplomas for scholarly circles, etc.)
(6) A field studies that lasts more than three days cannot be held either in the term time, or in the examination period. Deviating from this provision is only possible in the event of a unanimous consent by the students concerned.

**Section 533**

ad Section 55

(1) In the case of first semester subjects 115% of the amount of admission headcount and pre-application headcount shall be offered. Due to a lack of space an exception can be made regarding laboratory practices.
(2) [1498]Catch-up criterion classes under Section 16(3)(b), Section 66(8) and Section 520 of the HKR, shall be offered in every semester, as exam courses in the second semester.

---

[1492] Concluded by the decision LXXXVIII/2011 (23 May) of the Senate. It is effective as of 24 May 2011.
[1493] Registered by the decision CLXXXIII/2013 (27 May) of the Senate on the amendment of the Chapter concerning the Faculty of Science of the Academic Regulations for Students' Special Section of Volume 2 of the Organisational and Operational Regulations of ELTE. It is effective as of 28 May 2013.
[1494] Repealed by Senate Resolution LXIX/2019. (V.27.) Effective date: 28 May 2019.
[1495] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1496] Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.
[1497] Introduction established by Senate Resolution CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.
[1498] Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.

**Section 534**

ad Section 56

(1) [1499]The instructors of the University may initiate the introduction of other study units in addition to those specified in the request for launching an academic programme and in the accreditation report. This is decided by the organisational unit responsible for the degree course.

(2) [1500]The department may ask for an equivalency test of the study unit to be offered. During the test the Faculty Credit Transfer Committee decides in general before offering the study unit whether the completion of it is equivalent with that of other study units. The Office of Educational Affairs shall record the equivalency in the Electronic Academic System.

(3) [1501]

(4) [1502]The institute(s) concerned shall approve in advance the obligatory, elective or optional study units and courses offered to the field and the degree under the supervision of the organisational unit (course accreditation in the field). Having been approved by the council of the institute concerned, it shall be submitted to the Faculty Council (course accreditation in the Faculty).

(5) [1503]

(6) [1504]

(7) [1505]

(8) [1506] If subjects and courses with similar syllabuses are offered, the simultaneous or subsequent completion of them does not necessarily result in obtaining credits for every subject or course. The submission under Section 56(1) of the HKR shall include these exclusions after a consultation within the field. If these exclusions affect other fields or institutes, they shall be approved during the course accreditation in the Faculty in accordance with (4) of this Section.

(9) [1507] In the case of a joint programme the powers of the Faculty Credit Transfer Committee are exercised by a special committee made up of an equal number of representatives of the institutions participating in the joint programme. One of its members is delegated by the Faculty's Students' union. The equivalency shall be recorded in the Electronic Academic System.

**Section 535**

ad Section 57

(1) Preliminary course registration is required by the Faculty.

(2) [1508]The Office of Educational Affairs prepares the preliminary course offer in accordance with Section 55 of the HKR by involving the representatives of the institutes.

(3) [1509]

---

[1499] Established by Senate Resolution CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.
[1500] The last sentence established by Senate Resolution CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.
[1501] Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.
[1502] Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.
[1503] Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.
[1504] Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.
[1505] Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.
[1506] The last sentence thereof was concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.
[1507] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1508] Established by Senate Resolution CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.
[1509] Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.

**Section 536**[1510]

ad Section 58

(1) Students in their first year shall register for the catch-up criterion courses, if it is required by their degree's curriculum. (Section 520 of the HKR) The catch-up criterion course can be completed by a successful test taken over the course of the two weeks preceding the term time or during the semester.

(2) The student may register for the compulsory and compulsory elective courses included in the curriculum that carry the codes listed in their own sample curriculum. Subjects not carrying the correct code which the student registers for will be deleted in the Neptun system by the Office of Educational Affairs.

**Section 537**[1511]

**Section 538**

ad Section 60

(1) [1512]

(2) In the Faculty of Science the scores under Section 60(1)(c) of the HKR are 50.

**Section 539**

ad Section 63

(1) The students are required by the Faculty to attend curricular contact hours.

(2) [1513]The method of monitoring attendance in contact hours is determined by the Head of the institute and the Head of the organisational unit responsible for the degree.

**Section 540**[1514]

**Section 540/A**[1515]

**Section 541**[1516]

ad Section 65(6)

The right of first instance decision may be transferred to the Vice-Dean for Education by the Academic and Educational Committee.

**Section 542**

ad Section 66

(1) If the curriculum does not require a different assessment, the requirement for obtaining a practice grade (on the basis of the lecturer's decision) is either taking 2 classroom tests or submitting an assignment.

(2) The requirements of a practice grade shall be (primarily) fulfilled in the term time. If completion is partially incomplete, based on the proposal of the practice instructor the Head of department may determine further tasks (repeat measurement, repeat test) to be completed after the end of the term time or in the first week of the examination period at the latest in order to obtain the practice grade.

(3) Attendance is mandatory in laboratory practices (or in other practices qualified as the same by the curriculum). Attendance shall be monitored regularly. If a student is absent from more than 1/4 of the contact hours, the practice grade shall be denied.

---

[1510] Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.
[1511] Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.
[1512] Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.
[1513] Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.
[1514] Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.
[1515] Repealed by the decision LXXXV/2022. (1 June) of the Senate. It is ineffective as of 31 May 2022.
[1516] Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.

(4) Attendance is mandatory in field studiess, traineeships, factory visits and in teaching practices. If a student is absent from these, making up for them is only possible by completing a practice the syllabus of which is determined by the organisational unit responsible for the degree.

(5) [1517]

(6) Except for the laboratory practice grade the requirement for obtaining a practice grade cannot be one, in addition to the requirements specified in Section 66(1) of the HKR, where attendance in contact hours is required to exceed 3/4 of the number of contact hours.

(7) A student may attempt to receive a passing grade in a failed practice once in a semester (retake exam in a practice). Depending on the nature of the practice the following options are available:

a) oral and/or written examination covering the course material;
b) an assignment regarding the course material.

[1518]The practice instructor has the right to choose from the above options. At the student's request the decision of the practice instructor may be overruled by the Head of the institute. Valid practical grades cannot be remedied.

(8) If the measurements were not successful during a laboratory practice as a result of unacceptable laboratory performance, the student is not obliged to, but may be given the chance to improve. This shall be specified in the curriculum.

(9) If the result of the field studies is not successful due to unacceptable performance during the processing, the requirements of this Section (7) shall apply. If the result continues to be unsuccessful, only the processing shall be repeated. The curriculum determines when the entire field studies shall be repeated.

(10) If the student fails to complete an traineeship or receives an assessment for it that counts as a fail, the traineeship shall be repeated.

(11) [1519]The catch-up criterion courses are assessed on a two-grade scale.

(12) [1520]No-credit practices which are related to obligatory lectures are assessed by signatures. The requirements for obtaining a signature are determined by the Head of department and the lecturer. The students shall be informed about these in the first lesson or these shall be published. Where the curriculum requires, the related practice shall be repeated, if the lecture was not completed successfully.

(13) [1521]Seminar classroom tests must be corrected within two weeks and the students shall be notified of their scores via the Electronic Academic System.

**Section 543**

ad Section 66 and 67

(1) In the term time knowledge may be continuously tested by classroom tests and homework assignments. The results of the tests may affect the end-term assessment positively (examination relief). The requirements of this are determined by the lecturer. Students shall be informed about this until the end of the term time's week 2.

(2) Groups of students or students in the same academic year shall primarily be tested during a practice or a lecture. If the test is held at a different time, the number of practices or lectures equalling the duration of the test shall not be held. In the latter case the date shall be set following a consultation with the students. This date shall not fall on a public holiday or a

[1517] Repealed by the decision LXV/2014 (26 May) of the Senate on the amendment of the Chapter concerning the Faculty of Science of the Academic Regulations for Students' Special Section of Volume 2 of the Organisational and Operational Regulations of ELTE. It is effective as of 27 May 2014.
[1518] Last sentence enacted by Senate Resolution CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.
[1519] Concluded by the decision CCCVI/2010 (6 December) of the Senate. It is effective as of 7 December 2010.
[1520] Registered by the decision CLXXXIII/2013 (27 May) of the Senate. It is effective as of 28 May 2013.
[1521] Enacted by Senate Resolution CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

school holiday and in the case of a test taken by a group of students, it shall not fall to a Saturday. If the time is not suitable for at least 1/4 of the students concerned, a new date shall be set for them following a consultation with them.

(3) Before classroom tests begin, the students shall be informed about the scores of each task.

(4) [1522]The students shall be provided the opportunity to look at their corrected and graded classroom tests. The tests on the basis of which students receive a grade shall be retained at least until the beginning of the next examination period.

(5) [1523]Written examinations shall be corrected within 5 working days after the exam and the results shall be published in the Electronic Academic System. If this deadline is later than the second working day following the examination period, the result must be published by this date.

(6) [1524]Type C classroom tests must be corrected within two weeks and students must be notified of their scores via the Electronic Academic System.

**Section 544**

ad Section 70

During the scheduling of written examinations the organisational unit of instruction supervising the degree shall give priority to the exams of obligatory study units announced under the recommended curriculum.

**Section 545**

ad Section 71

(1) [1525]

(2) [1526]

(3) [1527]If the exam date announced previously is cancelled as a result of the lecturer's absence, the Head of department and in the case of an exam before a committee the organisational unit responsible for the degree shall be notified. Following a consultation with the students a new exam date shall be set. If the new date is not suitable for some students, they shall be authorised to register for any other previously announced exam date, even by possibly exceeding the prescribed maximum number of students.

(4) The competent Head of department or the organisational unit responsible for the degree in the case of an exam before a committee is responsible for holding the announced exams and making up for the cancelled exam dates. If exam dates are cancelled, complaints may/shall be made to the Head of department, the competent Head of the institute or to the Head of the organisational unit responsible for the degree in the case of an exam before a committee.

**Section 546**

ad Section 72

(1) [1528]

(2) [1529]Only lecturers and researchers pursuing instruction work in public servant status with the University, temporary instructors or persons engaged in instruction work on the basis

[1522] Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.
[1523] Registered by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.
[1524] Enacted by Senate Resolution CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.
[1525] Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.
[1526] Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.
[1527] Established by Senate Resolution CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.
[1528] Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.
[1529] Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.

of a voluntary contract are entitled to hold exams. In exceptional circumstances another person may be authorised to hold an exam by the Head of institute.

(3) Comprehensive exams shall be taken before a committee of at least two-members. (See Section 68(4) of the HKR.) At least one of its members shall be a professor/college professor or an associate professor.

(4) The examinee shall be provided a minimum of 20-minutes preparation time before the exam. Any deviation from this requires an agreement between the examiner and the examinee.

(5) The examiner and the Chair of the examination board are responsible for ensuring that exams are not disturbed. The day of the examination shall possibly be organised by ensuring that the examinees are not forced to wait for long.

(6) [1530]

**Section 547[1531]**
**Section 548[1532]**

ad Section 74

(1) In the case of a joint programme the right to authorise a personalised instuction for exceptional cases is exercised by a special committee made up of an equal number of representatives of the institutions participating in the joint programme.

(2) [1533]Excluding the personalised instruction for exceptional cases permitted based on the reasons specified in point d) of Section 74 (2), the work of a student who is pursuing his/her studies on the basis of a personalised instruction for exceptional cases is regularly supervised by an instructor (supervisor) who is approved by the competent institute.

**Section 548/A[1534]**

ad Section 75(1)

(1) In the case of a joint programme an additional requirement for issuing the final certificate is that the number of credits jointly obtained at the universities participating in the joint programme shall be no less than

a) 2/3 of the credits required by the curriculum of the ELTE-BCE joint programme,

b) 60% of the credits required by the curriculum of the ELTE-BME joint programme. Another requirement for obtaining the final certificate in a joint programme is that the number of credits jointly obtained at the universities participating in the joint programme shall be no less than 2/3 of the credits required by the joint curriculum.

**Section 549[1535]**
**Section 550[1536]**

ad Section 77

(1) The announcement, selection and approval of the thesis topics is handled in the Electronic Academic System.

(2) Thesis topics may be announced only by the lecturer or external supervisor who has been authorised to do so by the director of the institute or the instructor in charge of the programme. Thesis topics must be published each semester by no later than the programme's topic selection deadline.

(3) The student may choose a topic after consulting with the supervisor.

---

[1530] Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.
[1531] Repealed by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1532] Established by Senate Resolution CVI/2018. (V. 28.). Effective date: 1 August 2018.
[1533] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.
[1534] Registered by the decision CCLXV/2009 (2 November) of the Senate. It is effective as of 2 November 2009.
[1535] Repealed by the decision XXXIV/2014 (31 March) of the Senate. It is ineffective as of 1 April 2014.
[1536] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.

(4) [1537]The deadline for choosing the topic is:
a) in the case of a final examination in the spring semester:
aa) for Master's programmes, undivided teacher training programmes and undergraduate programmes in Mathematics, Geography, Earth Sciences and Biology: October 31.
ab) for the other undergraduate programmes and specialist postgraduate programmes: February 28.
b) in the case of a final examination in the autumn semester:
ba) for Master's programmes, undivided teacher training programmes and undergraduate programmes in Mathematics, Geography, Earth Sciences and Biology: March 31.
bb) for the other undergraduate programmes and specialist postgraduate programmes: September 30.

(5) The choice of topic must be judged (approved or rejected) by the supervisor no later than one week after the student's submission of their topic selection.

(6) [1538] Students admitted to a Hungarian-language programme may write their thesis in Hungarian or English.

**Section 551**

ad Section 78

(1) [1539]The thesis shall be submitted via the Electronic Academic System by no later than two weeks before the final examination. The organisational unit responsible for the degree may set an earlier submission date. The thesis may only be submitted with the approval of the supervisor. The institutes shall publish the thesis submission date and shall inform the Office of Educational Affairs about it until the final exam registration deadline. (It is 28 February for the Summer final examination and 31 October for the January final exams.)

(2) The organisational unit responsible for the degree may request the submission of the thesis in electronic format as well.

(3) The organisational units responsible for the degree may determine additional formal requirements beyond the ones set out in Section 78 of the HKR.

**Section 552**

ad Section 79

(1) [1540]In the case of BA and MA programmes as well as specialised postgraduate programmes in the absence of provisions to the contrary in the major's training plan
a) [1541]the thesis grade is determined by the committee assembled by the organisational unit responsible for the degree with regard to the opinion of the supervisor and the referee. This committee may coincide with the final examination board. The grade is entered into the final exam's minutes by the Head of the committee.
b) the thesis shall be defended before the final examination board.
c) the head of the organisational unit in charge of the major may accept a thesis that placed in the top 3 at the National Conference of Scientific Students' Associations ("OTDK") as a thesis graded "excellent" and a thesis defence without separate evaluation if the paper meets the content and formal requirements for the thesis.

---

[1537] Established by Senate Resolution LXXXVIII/2022. (VI. 1.). Effective date: 31 May 2022.
[1538] Established by Senate Resolution LXXXVIII/2022. (VI. 1.). Effective date: 31 May 2022.
[1539] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1540] Established by Senate Resolution XLIII/2024. (IV. 15.). Effective date: 16 April 2024.
[1541] The last sentence thereof was concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.

(2) [1542]In the case of a joint programme an internal and an external expert assesses the thesis at the request of a special committee made up of an equal number of representatives of the institutions participating in the joint programme, by proposing an assessment.
(3) [1543]In the case of a joint programme the thesis grade is determined by the final examination board with regard to the opinions of the referees.
(4) [1544]
(5) [1545]The defence of the thesis is part of the final examination. The defence is open to the public, but may take place at a separate time from the other parts of the final exam.
(5a) [1546]In the case of a thesis defence before a final examination board, the appointment of the board and the organisation of the defence shall be the responsibility of the person overseeing the programme.
(6) After the final exam the organisational unit responsible for the degree shall arrange the storage of the theses with regard to ensuring that the visiting accreditation committee can have a look at them at the time of the degree's accreditation review.

**Section 553**

ad Section 81
(1) [1547]The final examination (exam and defence) takes at least 30 minutes.
(2) The requirements of the final examination, the detailed syllabuses of the topics to be tested shall be published at least 3 months before the final examination period.
(3) [1548]
(4) [1549] The calculation of the result of a successful final examination – with the exception of Hydrology and Microbiology postgraduate training programmes – is done by calculating the average of the grades awarded for the critique and the defence of the thesis. The result is then averaged with the grade awarded for the oral examination, provided that all three grades must at least be a 2 (pass). The calculation of the result of a successful final examination in the cases of Hydrology and Microbiology postgraduate training programmes is done by calculating the average of the grades awarded for the critique, the defence of the thesis and the oral examination, provided that all three grades must at least be a 2 (pass). The final exam result shall be given in a whole grade in accordance with the rounding rules on the assessment of the diploma under Section 84 (6) of the HKR.
(5) [1550]
(6) [1551]
(7) [1552]The current or former student may withdraw their application for the final examination no later than 72 hours prior to the day of the exam.

[1542] Registered by the decision CCLXV/2009 (2 November) of the Senate. It is effective as of 2 November 2009.
[1543] Registered by and the numbering of (2)– (4) was modified to (4)– (6) by the decision CCLXV/2009 (2 November) of the Senate. It is effective as of 2 November 2009.
[1544] Repealed by Senate Resolution CCLXV/2019. (XII.16.). Effective date: 17 December 2019.
[1545] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.
[1546] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.
[1547] Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.
[1548] Repealed by Senate Resolution LXIX/2019. (V.27.). Effective date: 28 May 2019.
[1549] Established by Senate Resolution LXXV/2025. (V.26.). Effective date: 27 May 2025.
[1550] Repealed by Senate Resolution CCLXV/2019. (XII.16.). Effective date: 17 December 2019.
[1551] Repealed by Senate Resolution CCLXV/2019. (XII.16.). Effective date: 17 December 2019.
[1552] Established by Senate Resolution LXIX/2019. (V. 27.). Effective date: 28 May 2019.

**Section 554**

ad Section 83

(1) The organisational units of instruction responsible for the degree courses propose the persons for the execution of tasks regarding membership and chairmanship of the final examination board.

(2) The composition of the final examination board shall be determined in the degree course's curriculum.

(3) [1553]In the case of a joint programme all of the institutions participating in the joint programme are represented in the final examination board.

**Section 555[1554]**

ad Section 84

(1) [1555]In the case of students who begin their studies prior to the 2024/25 academic year, the grade of the diploma is the average of the following grades:

a) the grade given by the referee of the thesis;

b) the grade received for the defence of the thesis;

c) the grades received for different parts of the final exam (except for the thesis and the defence thereof), with double weight;

d) other grades or averages determined by the curriculum.

(2) [1556]In the case of students who begin their studies in the 2024/25 academic year, the grade of the diploma shall be determined based on the weighted average of the following partial values, rounded to two decimals:

a) the grade received for the thesis with 0.2 weight,

b) the grade received for the defence of the thesis with 0.2 weight,

c) the average of the grades received for the various parts of the final examination (with the exception of the grades received for the thesis and its defence) rounded to two decimals with 0.3 weight,

d) the credit-weighted cumulative grade point average rounded to two decimals with 0.3 weight,

e) when calculating the average rounded to two decimals, the numbers whose third decimal is five shall be rounded up.

(3) [1557]In the case of a joint programme the grade of the diploma is the average of the following grades:

- the grade given by the referee of the thesis;
- the grade received for the defence of the thesis;
- the weighted average of other grades specified by the curriculum;
- the grades received for the oral part of the final exam, with double weight.

(4) [1558]In the case of a joint programme the grade of the diploma with regard to the following limit values is:

- excellent, if the average is between 4.81–5.00;
- very good, if the average is between 4.51–4.80;
- good, if the average is between 3.51–4.50;

---

[1553] Established by Senate Resolution CCLXV/2009 (2 November) of the Senate. It is effective as of 2 November 2009.

[1554] Enacted by Senate Resolution XXXV/2009 (23 March) of the Senate. It is effective as of 1 April 2009.

[1555] Introductory text established by Senate Resolution XLIII/2024. (15 April). It is effective as of 16 April 2024.

[1556] Established by Senate Resolution XLIII/2024. (15 April). It is effective as of 16 April 2024.

[1557] Established by Senate Resolution CCLXV/2009 (2 November) of the Senate. It is effective as of 2 November 2009.

[1558] Established by Senate Resolution CCLXV/2009 (2 November) of the Senate. It is effective as of 2 November 2009.

- satisfactory, if the average is between 2.51–3.50;
- pass, if the average is between 2.00–2.50.

(5) [1559]In a joint programme, a degree with honours shall be issued to
a) a student in an ELTE-BCE joint programme whose final exam grade is Excellent, his/her grades are not worse than Good and the average of them is at least 4.51;
b) a student in an ELTE-BME joint programme who received an Excellent grade for the oral part of the final examination as well as the defence and critique of their thesis, received a grade of Excellent for all of his/her comprehensive exams required for the obtainment of the degree certificate and has a weighted grade point average no lower than 4.25 for the entire duration of his/her studies.

### Section 556[1560]

(1) In academic affairs the Dean may transfer the right of exercising equity to the Vice-Dean for Education.
(2) [1561]
(3) [1562]
(4) [1563]The Student shall not be permitted to modify an incomplete request to be submitted by the deadline contained in the HKR or published each semester on the website of the Office of Educational Affairs.

### Section 557

(1) [1564]The Academic and Educational Committee executes the tasks of the special committees.
(2) [1565]In the case of a joint programme certain powers are exercised by one or more special committees as defined in this chapter.

## STUDENT GRANTS AND SCHOLARSHIPS

### Section 558[1566]

ad Section 93
(1) In line with Section 93 (1) the funds allocated to the Faculty are to be spent on academic scholarship payments.
(2) [1567]In line with Section 93 (2) the grants listed in Section 93 (4) are allocated in the following proportions, taking into consideration the possibility for reallocation provided for in paragraph (6):
a) research scholarship: 14%
b) scholarships for participation in academic competitions and conferences: 20%
c) public service scholarship: 36%
d) sports scholarship and culture scholarship: 10%
e) professional scholarship: 20%

---

[1559] Established by Senate Resolution CCLXV/2009 (2 November) of the Senate. It is effective as of 2 November 2009.
[1560] Enacted by Senate Resolution LXV/2014 (26 May) of the Senate. It is effective as of 27 May 2014.
[1561] Repealed by the decision LXXXVIII/2022. (1 June) of the Senate. It is effective as of 31 May 2022.
[1562] Repealed by the decision LXXXVIII/2022. (1 June) of the Senate. It is effective as of 31 May 2022.
[1563] Established by Senate Resolution CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.
[1564] Concluded by the decision XXXIV/2014 (31 March) of the Senate. It is effective as of 1 April 2014.
[1565] Registered by the V.5 point of the decision CXCV/2009 (29 June) of the Senate. It is effective as of 30 June 2009.
[1566] Section and preceding title established by stablished by Senate Resolution CCVII/2015. (14 December) Effective date: 15 December 2015.
[1567] Established by Senate Resolution I/2023 (II. 08.). Effective date: 7 February 2023.

(3) [1568]

(4) Funds not spent may be spent freely on grants they were originally allocated for or any other grant types. The allocation of the remaining funds is to be decided on by the Faculty Scholarship Committee.

(5) [1569]The allocation of the remaining funds specified in point d) of paragraph (2) shall be decided on by the Faculty Scholarship Committee.

(6) [1570]The reallocation of funds shall be decided on by the Faculty Scholarship Committee on the basis of the valid applications submitted and the extent to which the funds are utilised.

**MEMBERS OF THE SCHOLARSHIP COMMITTEE OF THE FACULTY OF SCIENCE**

**Section 559[1571]**

ad Section 99

The Scholarship Committee of the Faculty of Science has 6 members.

**ACADEMIC SCHOLARSHIP**

**Section 560[1572]**

ad Section 100

(1) Students eligible for an academic scholarship are those specified in Section 96 (2) of the present Regulations.

(2) Students transferred from other higher education institutions or from other programmes within the university are not eligible for an academic scholarship in first semester in which scholarships are disbursed.

(3) Students transferred within the Faculty are eligible for an academic scholarship as early as the first semester in which scholarships are disbursed.

(4) The academic scholarship is calculated by the Office of Education Affairs in accordance with paragraphs (11)-(14) of this Section, based on information registered in the Electronic Academic System.

(5) Scholarship payments shall be determined by 5 March at the latest in the spring semester and by 5 October at the latest in the autumn semester based on information registered in the Electronic Academic System up to those dates.

(6) Total amount of credits completed: the number of credits obtained by students eligible for an academic scholarship in the last semester completed before the current semester (hereinafter: last semester),

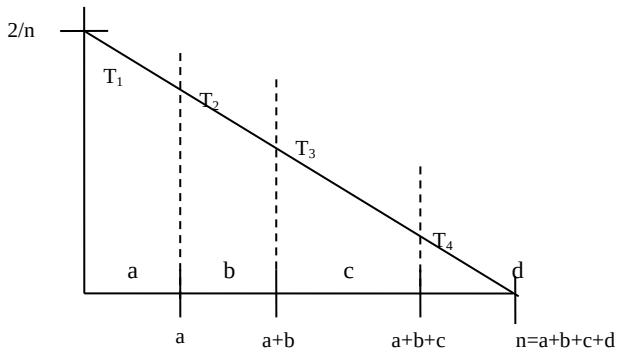
(7) Sum per credit: the quotient of the scholarship fund available per month and the total amount of credits completed,

(8) Sum per study unit: the product of the number of students eligible for academic scholarship who have taken up and completed a given study unit at the Faculty, the number of credits obtained for completion of the study unit and the sum per credit.

(9) The basis for calculating the academic scholarship is determining sum per study unit ratio, which can be done with the help of the graph below.

---

[1568] Repealed by Senate Resolution CLXXI/2016. (VI. 27.). Effective date: 28 June 2016.
[1569] Enacted by Senate Resolution I/2023 (II. 08.). Effective date: 7 February 2023.
[1570] Enacted by Senate Resolution I/2023 (II. 08.). Effective date: 7 February 2023.
[1571] Section and preceding title established by stablished by Senate Resolution CCVII/2015. (14 December) Effective date: 15 December 2015.
[1572] Section and preceding title established by stablished by Senate Resolution CCVII/2015. (14 December) Effective date: 15 December 2015.




Legend:
n: the number of students who have passed the course
a: the number of students who have passed the course with a 5 (excellent)
b: the number of students who have passed the course with a 4 (good)
c: the number of students who have passed the course with a 3 (average)
d: the number of students who have passed the course with a 2 (satisfactory)
P: Sum per study unit

Calculated ratios:

$$T_1 = \frac{a}{n}\left(2 - \frac{a}{n}\right)$$

$$T_2 = \frac{b}{n}\left(2 - \frac{b+2a}{n}\right)$$

$$T_3 = \frac{c}{n}\left(2 - \frac{c+2a+2b}{n}\right)$$

$$T_4 = \left(\frac{d}{n}\right)^2$$

Scholarship sum per this study unit:

$$O_1 = P\frac{T_1}{a}$$

$$O_2 = P\frac{T_2}{b}$$

$$O_3 = P\frac{T_3}{c}$$

$$O_4 = P\frac{T_4}{d}$$

(10) The scholarship sum for all students regarding all study units is calculated using the above algorithm. The sum of the parts presented in paragraph (9) is equal to the student's academic scholarship amount for a given semester. The sum divided by 5 is equal to the student's scholarship amount for one month.

(11) Should the monthly sum calculated in paragraph (9) fall below the sum determined by the Faculty Scholarship Board, the student will not receive an academic scholarship.

(12) The remaining funds shall be distributed among students receiving academic scholarships, in proportion with the scholarships calculated in paragraph (9).

## PUBLIC SERVICE SCHOLARSHIP

### Section 561[1573]

ad Section 103

(1) Students who perform an outstanding work in organising and helping student life in the Faculty during the semester may apply for a regular public service scholarship.

(2) Students who have been performing public service for no more than one semester before submitting their application are eligible to receive a one-time public service scholarship.

## SPORTS SCHOLARSHIP

### Section 562[1574]

ad Section 104

(1) Students who are regularly involved in sporting activities that are either represented at the Olympic Games, have their own Hungarian federation or a registered organisation and have been ranked in professional competitions may apply for a regular Faculty sports scholarship.

(2) Students who take part in sporting competitions of the costs of which they wish to be reimbursed may apply for a one-time sports scholarship.

## PROFESSIONAL SCHOLARSHIP

### Section 563[1575]

ad Section 106

(1) The scholarship can be obtained by submitting a one-time application opened by the Faculty Scholarship Committee.

(2) A one-time professional scholarship can be awarded:

a) to the recipient of the Faculty's Excellent Student title bestowed by the Faculty Council,

b) to a student who regularly assists (tutors) a group of students in his/her studies, performs research tasks in a department of the Faculty or displays other forms of outstanding academic performance that goes beyond the curriculum requirements.

## NATIONAL HIGHER EDUCATION SCHOLARSHIP[1576]

### Section 564[1577]

ad Section 110

(1) [1578]The applications are to be submitted to the institution or college in charge of the given major at the Faculty by the deadline specified in the call for applications. The applications are then ranked based on the factors approved by the Faculty Academic and Educational Committee.

(2) The application rankings are sent to the Office of Educational Affairs by the institutions.

(3) [1579]The applications for the National Higher Education Scholarship are ranked by the Faculty Academic and Educational Committee as prescribed by the law and are sent to the University.

---

[1573] Section and preceding title established by stablished by Senate Resolution CCVII/2015. (14 December) Effective date: 15 December 2015.

[1574] Section and preceding title established by stablished by Senate Resolution CCVII/2015. (14 December) Effective date: 15 December 2015.

[1575] Section and preceding title established by stablished by Senate Resolution CCVII/2015. (14 December) Effective date: 15 December 2015.

[1576] Established by Senate Resolution CXXXI/2018. (VI. 25.) Effective date: 26 June 2018.

[1577] Section and preceding title established CCVII/2015. (XII. 14.). Effective date: 15 December 2015.

[1578] Established by Senate Resolution CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.

[1579] Established by Senate Resolution CXXXI/2018. (VI. 25.). Effective date: 26 June 2018.

**Section 565**[1580]
**Section 566**[1581]
**Section 567**[1582]
**Section 568**[1583]
**Section 569**[1584]
**Section 570**[1585]
**Section 571**[1586]
**Section 572**[1587]
**Section 573**[1588]
**Section 574**[1589]
**Section 575**[1590]
**Section 576**[1591]

**TUITION FEE REDUCTION**

(1) Students whose weighted academic average is at least 4.0 in the previous two active semesters can be granted a tuition fee discount up to 2% of the amount of the tuition fee. Students starting their first year, who achieved at least 80% of the maximum admission scores with additional scores can be granted a discount. Students starting their second active semester, who achieved at least 80% of the maximum admission scores with additional scores and whose weighted academic average was at least 4.0 in the first semester, can be granted a discount.

(2) [1592]

(3) [1593]The application for the discount shall be submitted to the Vice-Dean for Education. The applications are decided by the Faculty's Academic and Education Committee until the end of the third week of the term time.

---

[1580] Section and preceding title repealed by Senate Resolution CCVII/2015. (14 December) Effective date: 15 December 2015.
[1581] Section and preceding title repealed by Senate Resolution CCVII/2015. (14 December) Effective date: 15 December 2015.
[1582] Section and preceding title repealed by Senate Resolution CCVII/2015. (14 December) Effective date: 15 December 2015.
[1583] Section and preceding title repealed by Senate Resolution CCVII/2015. (14 December) Effective date: 15 December 2015.
[1584] Section and preceding title repealed by Senate Resolution CCVII/2015. (14 December) Effective date: 15 December 2015.
[1585] Section and preceding title repealed by Senate Resolution CCVII/2015. (14 December) Effective date: 15 December 2015.
[1586] Section and preceding title repealed by Senate Resolution CCVII/2015. (14 December) Effective date: 15 December 2015.
[1587] Section and preceding title repealed by Senate Resolution CCVII/2015. (14 December) Effective date: 15 December 2015.
[1588] Section and preceding title repealed by Senate Resolution CCVII/2015. (14 December) Effective date: 15 December 2015.
[1589] Section and preceding title repealed by Senate Resolution CCVII/2015. (14 December) Effective date: 15 December 2015.
[1590] Section and preceding title repealed by Senate Resolution CCVII/2015. (14 December) Effective date: 15 December 2015.
[1591] Concluded by the decision CLXXIII/2012 (25 June) of the Senate on the amendment of the Chapter concerning the Faculty of Science of the Academic Regulations for Students' Special Section of Volume 2 of the Organisational and Operational Regulations of ELTE. It is effective as of 26 June 2012.
[1592] Repealed by the decision LXV/2014 (26 May) of the Senate. It is ineffective as of 27 May 2014.
[1593] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 1 September 2021.

(4) [1594]

## Section 576/A[1595]
## INVOICE REQUESTING STATEMENT

If the tuition to be paid by the student or part of it is taken over by another depositor, the student must submit to the Office of Educational Affairs an original invoice requesting statement, certified by the depositor(s), which can be generated from the Electronic Academic System. If the statement is submitted after the deadline, the student shall be obliged to pay a fee.

## Section 577[1596]
## Section 578[1597]
## Section 579[1598]

## Section 580
## FEES

(1) The fees that can be charged by the Faculty in accordance with Section 133 are determined by the Faculty Council.
(2) [1599]Fees shall be published on the billboards of the Office of Educational Affairs and on the office's website.

## Section 580/A[1600]

ad Section 139

If in a joint programme a decision concerning student affairs shall be made that affects the other university participating in the programme, the opinion of the other university shall be obtained before making the decision.

## Section 580/B[1601]

ad Section 172

In the case of a joint programme all the representatives of the higher education institutions participating in the joint programme shall be invited to the disciplinary panel proceeding in the student's disciplinary procedure, who shall act in an advisory capacity.

[1594] Repealed by the decision LXV/2014 (26 May) of the Senate. It is ineffective as of 27 May 2014.
[1595] Established by Senate Resolution LXXXVII/2021. (VI. 30.). Effective date: 29 June 2021.
[1596] Repealed by Senate Resolution LXIX/2019 (V. 27.). Effective date: 28 May 2019.
[1597] Title and section repealed by Senate Resolution LXXXVII/2021. (VI. 30.) effective 1 September 2021.
[1598] Repealed by Senate Resolution LXIX/2019 (V. 27.). Effective date: 28 May 2019.
[1599] Established by Senate Resolution CCXXIX/2016. (X. 24.). Effective date: 25 October 2016.
[1600] Registered by the decision CCLXV/2009 (2 November) of the Senate. It is effective as of 2 November 2009.
[1601] Registered by the decision CCLXV/2009 (2 November) of the Senate. It is effective as of 2 November 2009.

# CHAPTER XXII
# CLOSING AND ENACTING PROVISIONS

## Section 581

The academic regulation and the fees and grants regulation issued by the Rector contain the technical rules for the administration of affairs covered by these regulations.

## Section 582

(1) The assent of the University's Students' union shall be necessary for adoption (amendment) of the regulations, in the following respect:
- academic and examination regulations (academic parts of Chapter 2–5, 12 and 14–21);
- student's disciplinary and compensation regulations (Chapter 10–11).

(2) In addition to the cases specified under (1) the assent of the University's Students' union shall be necessary for modification, termination and utilization of intended use of students' welfare, cultural and sports properties and institutions.

## Section 583

(1) Volume 2 of the Organisational and Operational Regulations of Eötvös Loránd University (ELTE) (Academic Regulations for Students) shall enter into force on 1 September 2006, subject to the derogations defined in (2).

(2) Chapter 9 of Volume 2 of the Organisational and Operational Regulations of ELTE (Academic Regulations for Students) shall enter into force on 1 August 2006.

## Section 584[1602]

[1602] Repealed by Senate Resolution CLXVIII/2015. (X. 5.) on the amendments to the General Provisions of the Academic Regulations for Students. Effective date: 2 September 2016.