



BUDAPESTI
METROPOLITAN
EGYETEM

The Organisational and Operational Regulations of the Budapest Metropolitan University, Volume II

STUDENT REQUIREMENTS SYSTEM

Version of the Student Requirements System issued on 1 September 2020, effective from 1
September 2025

consolidated with amendments

(the amendments marked with a footnote are effective from the date indicated in the footnote)

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Change tracking

NUMBER OF ISSUE	DATE OF ISSUE	DESCRIPTION
1.0	1 September 2020	1st issue
1.1	14 September 2020	Thesis requirements MNB Scholarship of Excellence
1.2	17 December 2020	Thesis requirements for theoretical programmes at the Faculty of Arts and Creative Industries
2.0	30 June 2021	differences regarding postgraduate specialist training programmes (PSTP) thesis requirements diploma work internship portfolio
2.1	30 September 2021	MNB Scholarship of Excellence
3.0.	30 June 2022	thesis requirements Members of the Credit Transfer Committee (CTC) admission requirements for international students
3.1	5 September 2022	approved conditions of the MNB Scholarship of Excellence METU Specialist Journalism Scholarship
3.2	17 February 2023	implementation of legislative changes
4.1	26 June 2023	implementation of legislative changes thesis confidentiality review of the thesis requirements range of free-of-charge documents and services review of fees and service charges supporting mass sports through scholarship points Your Future is in Your Hands scholarship
4.2.	1 Nov 2023	approved conditions of the MNB Scholarship of Excellence change in the rate of duty fees clarifications
4.3.	30 April 2024	Amending the rule on the composition of the final examination committee Scholarships available on a case-by-case basis
5.0.	1 September 2025	Comprehensive amendment to the Student Requirements System

List of terms and abbreviations

CooSpace: learning management system

Decree on Admissions: Government Decree 423/2012. (29 Dec.) on the Admission Procedures to Higher Education

Preference Act: Act on Hungarians Living in Neighbouring Countries

PCER: programme completion and exit requirements

FACI: Faculty of Arts and Creative Industries

Neptun: Unified Electronic Study Administration System

NHE: Act CCIV of 2011 on National Higher Education

NHE Gov. Decree: Government Decree 87/2015 (9 Apr.) on the Implementation of Certain Provisions of the National Higher Education Act

Non-degree studies: studies completed to acquire partial knowledge

Regulations: this Student Requirements System

TC: Training Centre¹

Act XIII of 1997: Act LXXX of 1997 on the Eligibility for Social Security Benefits and Private Pensions and the Funding for these Services

CSRS: Conference of Students' Research Societies

BCT: Faculty of Business, Communication and Tourism

¹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

Based on the provisions of Act CCIV of 2011 on National Higher Education, Government Decree 87/2015 (9 Apr.) on the Implementation of Certain Provisions of the National Higher Education Act, Government Decree 423/2012. (29 Dec.) on the Admission Procedures to Higher Education and Government Decree No. 137/2008 (16 May) on the State-Recognised Certification of Foreign Language Proficiency and the Recognition in Hungary of Language Certificates Issued Abroad, as part of the Organisational and Operational Regulations of the Budapest Metropolitan University, the Senate of the Budapest Metropolitan University has drawn up the Student Requirements System as follows:

Chapter I GENERAL PROVISIONS

1. The scope of the Student Requirements System (hereinafter Regulations) covers the study and examination matters of students, guest students enrolled in a bachelor's degree programme, a master's degree programme, a higher educational vocational training programme and non-degree studies, participants in adult education or other programme at the Budapest Metropolitan University (hereinafter: University) as well as – during the period of managing matters related to the final examination – those who apply for the final examination after the termination of their student status as well as the academic staff, researchers and employees of the institution acting in, or contributing to these matters.
2. The scope of the admission procedure regulations set out in Chapter II of the Regulations also extends to persons participating in the admission procedure who have submitted their application for a programme of the University. The scope of the Regulations extends to persons participating in adult education or in another educational programme at the University only if it is expressly provided for in these Regulations or in any other university organisation-regulating instruments governing these relationships.
3. For the purposes of these Regulations:
 - 3.1. **active semester:** the semester for which the student has announced the commencement or continuation of their studies and has not withdrawn this announcement by the date specified in these Regulations;
 - 3.2. **orphan:** a student under the age of 25 whose both parents have died, or their single, divorced or separated parent living in the same household has died, and the student has not been adopted;
 - 3.3. **enrolment:** the official procedure during which the admitted or transferred applicant establishes a student status and completes the enrolment form with their personal data to prove the student status and concludes the student training agreement with the University;²
 - 3.4. **sign-in (registration):** the student's declaration via the electronic study administration system whether they intend to continue their studies as an active or passive semester in the given semester;
 - 3.5. **breadwinner:** a student who has at least one child and who is entitled to care allowance under Act III of 1993 on Social Administration and Social Assistance;
 - 3.6. **diploma work:** a creative summary of the professional knowledge acquired during practical training, realised in a given work or object;
 - 3.7. **dual study programme:** a form of training in a practice-intensive bachelor's or master's (degree) programme where, according to the curriculum of the full-time degree programme determined according to the PCER, containing specific provisions for the academic semester structure, training methods, classes and evaluation of the acquired knowledge, practical training takes place at a qualified organisation within the framework determined by the Dual Education Council;

² Amended by Senate Resolution No. 46/2025 (08.29). Effective from 1 September 2025.

- 3.8. ECTS (European Credit Transfer and Accumulation System):** a European credit transfer system that facilitates greater freedom of student movement between European higher education institutions for students of institutions that subscribe to the ECTS principles;
- 3.8A. lecture:** a class that does not require the active cooperation of students and serves to establish the foundation and structured acquisition of theoretical knowledge;³
- 3.9. grade improvement examination:** an exam opportunity provided to improve the grade of a successful exam taken during the examination period;
- 3.10. phasing-in system:** a training organisation principle based on which the new or modified studies and examination requirements can be applied to those students who began their studies after its introduction and to those who began their studies before that but they decide to prepare based on the new or modified studies and examination requirements;
- 3.11. half-orphan:** a student under the age of 25 whose one parent has died and who has not been adopted;
- 3.12. special needs student (applicant):** someone who has a locomotor, sensory or speech impairment confirmed by a medical opinion, who is multiply disabled in the case of multiple disabilities, who has an autism spectrum disorder or other psychological developmental disorder (severe learning, attention or behavioural regulation disorder);
- 3.12A. practice:** a class based on the active participation of students, aimed at the practical application of theoretical knowledge and the development of skills. Practice especially covers training and workshops.⁴
- 3.13. deferred examination:** if a valid reason is provided, the student has the opportunity to take the exam once, until the date specified by the University and published in the semester schedule, during the study period of the next semester of the course not completed during the retake examination period of the given semester;
- 3.14. student status:** the legal status between the University and the student, where the University and the student have mutual rights and obligations according to the applicable laws and the regulations of the University;
- 3.15. student training agreement:** the agreement pursuant to Section 39 (3) of the NHE concluded by the University and the student admitted to a self-financed educational programme;
- 3.16. student with multiple disadvantages:** a student who has not reached the age of twenty-five at the time of enrolment, whose parent exercising legal supervision at the time of reaching the maximum school age – according to a voluntary parental declaration made in the procedure regulated by the Act on Child Protection and Guardian Administration – had at most basic secondary education, and who was placed in permanent care and received after-care following permanent care;
- 3.17. disadvantaged student:** a student who has not reached the age of twenty-five at the time of enrolment and who is enrolling in a given degree programme for a number of semesters not exceeding the training period of the given degree programme, who was taken under protection by the notary or the guardianship authority due to their family circumstances or social situation during their secondary, school-based vocational training or higher education studies, or who received regular child protection support, who is entitled to regular child welfare benefit, or who was placed in temporary or permanent foster care, or who was temporarily institutionalised, provided that the legal title existed in the eligibility period immediately preceding enrolment in the last secondary or vocational training year or in the last active semester;

³ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁴ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

- 3.18. institute:** an organisational unit combining the activities and performing the tasks of several professional groups;
- 3.19. repeat retake exam:** the second attempt at retaking a failed examination during the given examination period;
- 3.20. retake exam:** the first attempt at retaking a failed examination during the given examination period;
- 3.21. faculty:** an organisational unit performing the tasks of several professionally related training, educational, scientific research or creative artistic activities in one or more training areas, disciplines of science or branches of art, as specified in the educational programme;
- 3.22. preferential study schedule:** upon request, the student may receive preference on the student obligations, with the exception of fulfilling study requirements, or may be exempted from specific student obligations within the framework of these Regulations;
- 3.23. length of programme:** the time specified by law and required for obtaining the required credits, degree level and qualification in the given degree programme;
- 3.24. academic semester structure:** the division of the length of programme into study periods and associated examination periods;
- 3.25. educational programme:** a document containing the detailed training and study requirements of bachelor's and master's (degree) programmes, higher educational vocational training programme and postgraduate specialist training programme;
- 3.25A. examination:** an oral or written examination conducted during the examination period, primarily testing theoretical knowledge and the ability to apply it, concluded with an examination grade;⁵
- 3.26. consultation:** opportunity for a discussion provided to the student by the University's academic staff;
- 3.27. corrected credit index:** an indicator calculated from the credit index with a multiplication factor corresponding to the ratio of credits completed during the semester and undertaken in the individual curriculum;
- 3.28. credit:** a unit of measuring the students' study work, which expresses – in relation to a subject or a curricular unit – the estimated time required to acquire specific knowledge and to fulfil the requirements; one credit represents an average of thirty study hours, the value of the credit – provided that the student's performance has been accepted – does not depend on the evaluation that the student received for their knowledge;
- 3.29. credit fee:** students pay a fee for completed credits exceeding the number of credits required for the programme by more than 10%;
- 3.30. credit settlement:** a credit-based financial settlement made upon termination of the student status, during which the University checks whether the student has exceeded the limit in terms of the number of completed credits that they can complete free of charge without paying any additional amount or fee at a rate exceeding all required credits by ten percent under Section 49 (2a) of the NHE;
- 3.31. credit index:** the sum deriving from the products of the credit value and the grade of the subjects completed in the semester divided by thirty credits to be completed during one semester in the case of average progress;
- 3.32. criterion requirement:** a compulsory requirement that does not carry credit points; this can be internship, participation in physical education or a language requirement;
- 3.33. course:** the basic unit of university studies incorporating the professional requirements of a subject in the given semester with the studies enabling the fulfilment of the requirements of a subject during the semester acquired within the framework of individual

⁵ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

student work hours or contact classes related to the given subject and by fulfilling the assessment requirements related to the given subject;

- 3.34. recommended curriculum:** the recommended curriculum under Section 49 (4) of the NHE, which is a distribution of the subjects included in the curriculum into semesters that a student who wants to progress at an average pace can follow by fulfilling the preliminary study requirements for each subject registration, thus fulfilling their study requirements during the length of programme specified in the PCER;
- 3.35. missed examination:** an exam from which the student was absent without justification at the given exam time;
- 3.36. student in a large family:** a student who has at least two dependent siblings or three children, or who, in addition to their breadwinners (breadwinner), has at least two other people living in the same household whose monthly income does not reach the minimum wage, or who is the guardian of at least two minor children;
- 3.36A. self-assessment task:** a mid-semester task related to the subject's curriculum, which ensures self-assessment of the acquisition of knowledge. The result of the self-assessment task can be included in the semester performance evaluation;⁶
- 3.37. aggregate corrected credit index:** data used to evaluate the quantitative and qualitative performance of a student over several semesters, the calculation of which is the same as the calculation of the corrected credit index, except that thirty credits per semester and credits taken and completed during the entire period must be considered;
- 3.38. career aptitude assessment test:** a skills test to determine whether the applicant possesses the individual skills and characteristics that make them suitable for participation in the programme and for performing activities corresponding to the acquired qualification;
- 3.39. passive semester:** the semester for which the student does not sign in, is set as passive upon signing in, or in which semester their student status is suspended for any other reason, and during which their student rights and obligations are limited;
- 3.40. simultaneous student status:** an additional status established with the University by a student of another higher education institution in the event of admission to a new degree programme, or an additional status established with another higher education institution by a student of the University;
- 3.41. plagiarism:** using another person's work, facts or ideas without proper reference as well as purchasing, stealing or borrowing another person's thesis or written work and submitting it as one's own work, or copying entire paragraphs or chapters from another person's work and presenting them as one's own ideas without proper reference;
- 3.42. portfolio:** a collection to be prepared as a student obligation, the elements of which include, for example, products created by completing practical tasks given in individual courses, which can include presentations, essays, task solutions and documentation prepared as portfolio elements;
- 3.43. registration period:** the period preceding the study period, designated in the academic calendar for registration and for notification about the suspension of the student status;
- 3.44. non-degree studies:** training where the student completes only certain courses, modules or sub-specialisations of a programme;
- 3.45. sub-specialisation:** training that is part of a given degree programme, that does not result in an independent qualification but provides special professional knowledge from a narrower area of the given degree programme;
- 3.46. special topics course:** a type of subject that provides the opportunity for talent development and can be incorporated into the optional recommended curricula, with contents that go beyond the framework of the study obligations to be fulfilled in the

⁶ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

degree programme and with application and completion conditions that are determined by the instructor responsible for the subject in the special topics course;

- 3.47. grade point average:** The quotient of the sum of the products of the credit value and the grade of subjects completed during a given period and the sum of the credits of all completed subjects;
- 3.48. optional subjects:** subjects for which the University does not restrict the student's choice;
- 3.49. degree programme:** training containing a unified system of training content (knowledge, skills, abilities) necessary for obtaining a qualification;
- 3.50. thesis:** a paper with content prescribed by the PCER, written upon the conclusion of studies;
- 3.51. specialisation:** training under the PCER resulting in an independent qualification as part of the given degree programme, which can also be reflected in the degree certificate in cases permitted by law;
- 3.52. qualification:** recognition – in form of a degree certificate or a higher-level professional certificate – of professional knowledge, determined by the content of the degree programme, specialisation or sub-specialisation, which can be acquired simultaneously with a bachelor's degree or master's degree and in a postgraduate specialist training programme or higher educational vocational training programme and which prepares for practicing the profession;
- 3.53. professional aptitude test:** a form of assessment determined by the University to check the skills necessary for performing the chosen qualification, the purpose of which is to assess whether the individual has the skills that can be optimally developed for successfully completing the programme;
- 3.54. internship:** a partially independent student activity to be completed at an external practice venue or university practice venue in bachelor's and master's (degree) programmes and in a higher educational vocational training programme;
- 3.54A. seminar:** a class designed to deepen theoretical knowledge, develop critical thinking and reasoning, based on the active participation, independent preparation and group cooperation of students;⁷
- 3.55. study period:** the time interval between the registration period and the examination period;
- 3.56. study unit:** a curricular unit or subject that can be completed in one semester and is recognised with credits;
- 3.57. academic year:** a ten-month study period, divided into two five-month semesters: the autumn semester and the spring semester;
- 3.58. class (contact class):** a session (lecture, seminar, practice, consultation) that requires the personal participation of the instructor to fulfil the study requirements specified in the curriculum or course description, implemented through face-to-face teaching and lasting at least forty-five and at most sixty minutes. Theoretical training implemented through closed-system electronic distance education is to be considered equivalent to a class organised through face-to-face instruction if training is provided through closed-system electronic distance education in a manner that the lectures are provided by using the video content manager of the closed-system distance education training management system, the students are provided with the possibility of online consultation with the personal cooperation of the instructor in the required number and period by using the closed-system distance education training management system as well as the possibility

⁷Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

of testing, ensuring the individual checking of knowledge acquisition, provided by the functionality of the closed-system distance education training management system;⁸

- 3.59. subject:** the basic professional unit of the curriculum structure of the degree programme, which is a system of subject courses lasting one or more semesters, containing coherent knowledge and built on each other;
- 3.60. curriculum:** the training plan of a degree programme compiled according to the PCER, with the following elements in a breakdown by training degree programmes: the class and examination plan determined based on the subjects and curricular units, the system for checking and assessing the fulfilment of requirements and the subject programme of the subjects and curricular units;
- 3.61. academic scholarship:** a differentiated, monthly financial allowance that encourages and recognises academic achievements;
- 3.61A. distance learning:** training based on interactive relationship between the instructor and the student and on independent student work, using specific information technology and communication teaching tools, knowledge transfer and learning methods, digital teaching materials, where the number of classes does not reach thirty percent of the classes of full-time training and twenty percent in the case of non-degree studies and postgraduate specialist training programmes. Distance learning can be fully implemented through closed-system electronic distance learning provided with a closed-system distance learning training management system;⁹
- 3.62. register sheet:** all study-related data of the student within the framework of the student status, stored in the electronic study administration system and electronically generated and authenticated after the termination of the student status;
- 3.63. register sheet extract:** a document containing the register sheet data, printed from Neptun and authenticated;
- 3.63A. validation procedure:** A procedure initiated during the admission process, based on the application submitted by the applicant for a master's (degree) programme, in which the applicant can request the recognition of knowledge, work experience and competencies acquired through non-formal and informal means as academic achievements;¹⁰
- 3.64. guest student:** a student who is in a student status with a domestic or foreign higher education institution and is pursuing partial studies at the University;
- 3.65. pre-degree certificate:** a document certifying the successful completion of the exams prescribed in the curriculum and – with the exception of preparing the thesis or diploma work – the fulfilment of other study requirements as well as the acquisition of the credit points prescribed in the PCER, which certifies without grading or evaluation that the student has fulfilled all the studies and examination requirements prescribed in the curriculum;
- 3.66. examination:** a form of assessment-based evaluation of the acquisition of knowledge, skills and competencies;
- 3.67. examination period:** the assessment part of the academic semester structure, which covers exclusively the end-of-semester evaluation of the acquired knowledge and the determination of grades;
- 3.68. examination course:** exam option without contact classes;
- 3.69. workshop:** a training session aimed at solving emerging problems or questions;

⁸ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹⁰ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

3.70. final examination: checking and evaluating the knowledge, skills and competencies necessary for obtaining the degree, where the student must also demonstrate that they know and can apply the acquired knowledge in a contextualised manner.

Chapter II ADMISSION PROCEDURE REGULATIONS

The purpose of the admission procedure

4. The purpose of the admission procedure is to select the most suitable applicants for pursuing higher education, whereby the maintainer determines the target (minimum and maximum) number of those who can be admitted to the first year of the University each year, taking into account the maximum student capacity.

The admission procedure

5. Two admission procedures (for the February and September programmes) and one additional admission procedure can be announced every year. The admission procedure begins at the applicant's request.
6. In the case of higher educational vocational training programmes as well as bachelor's and master's (degree) programmes announced in the Higher Education Admission Guide, the application must be submitted via Felvi.hu, in the manner and within the time specified by the Decree on Admissions.
7. Anyone who fails to submit their application for admission by the deadline specified in the valid Higher Education Admission Guide, or in the case of PSTP by the deadline specified by the institution, may not be admitted to the University.
8. In addition to the information published by the Educational Authority, the University publishes information on international programmes and programmes offered to foreign nationals in a foreign language on its website (www.metropolitan.hu), on its advertising platforms and in its publications. In the case of programmes offered to foreign nationals in a foreign language, the application form must be sent to the University. The University ensures the implementation of the admission procedure and informs the Educational Authority about the applicants' data and the admission results.
9. The successful completion of the secondary school leaving exam is a prerequisite for admission to a higher educational vocational training programme and to a bachelor's (degree) programme.
10. Those can be admitted to a master's (degree) programme who have obtained a bachelor's degree and qualification. In the admission procedure for the master's (degree) programme, the University checks the degree obtained in the bachelor's (degree) programme and, in consideration of the PCER, may require a preliminary credit recognition procedure and registration for a deficiency course to compensate for missing knowledge; the deficiency course must be completed during the first two semesters, simultaneously with the start of the master's (degree) programme.
11. The condition for admission to a master's (degree) programme is that the student, as a result of their bachelor's (degree) programme, has at least the credits specified in the PCER in the areas listed in the PCER of the given degree programme.
12. As an additional condition for applying for a master's (degree) programme, the University may organise an entrance exam in all fields of study, the detailed conditions of which are published in the Higher Education Admission Guide and on the institutional website. The University evaluates the applicant's performance in a scoring system, determining a maximum score of 100 points for admission performance and additional performance. An applicant can be admitted to a master's (degree) programme if their score reaches the minimum score specified by the University in the Higher Education Admission Guide.

13. In the case of admission to bachelor's and master's (degree) programmes launched in the fields of art and art mediation, the University conducts a practical professional aptitude test and, in some cases, a career aptitude assessment test, then ranks the admission applications in consideration of the results of these tests.
14. Those students can be admitted to PSTP who have a bachelor's or master's degree and qualification. In the case of PSTP, admission prerequisites may include fulfilling a job role specified in the educational programme of the given degree programme, a specific period of internship, the possession of additional qualification and specific foreign language skills. In the case of PSTP, the application must be submitted electronically. In the case of PSTP, the University may conduct professional aptitude, practical and career aptitude assessment tests according to the educational programme.¹¹
- 14A. The organisation of the professional aptitude or practical exam within the framework of the admission procedure is the responsibility of the head of the Training Centre. The Admissions Committee consists of at least two members, the head of the Committee is the Programme Coordinator of the given degree programme. No person may be a member of the Admissions Committee who is related or dependent to any applicant, or who cannot be expected to objectively assess the applicant's performance for other reasons. The Training Centre will notify the applicant of the entrance examination date by e-mail. The University may establish an institutional entrance examination fee – within the framework set by the Decree on Admissions – to cover its costs related to the organisation and conduct of the professional aptitude test and practical examination related to the admission procedure, and its amount will be published on its website.¹²
15. The University publishes detailed information on admission to PSTP courses on its website, application platform, advertising platforms and publications. The application for admission to PSTP is subject to a fee; the current amount of the admission procedure fee is published by the University in the Admission Guide. The University will credit the amount of the fee paid by the applicant from the paid tuition fee of students with active status in the semester of admission after enrolment. The University will refund the full amount of the admission procedure fee to the applicant if the programme indicated by the applicant does not start.
16. Applicants for a dual study programme may participate in the dual study programme based on a separate decision of the University.
17. A public document issued abroad or a private document authenticated by a foreign court, administrative body, notary public or other person vested with public authority has a probative force only if it has been authenticated by a Hungarian diplomatic mission operating in the state of issue, unless otherwise provided by law, international treaty or reciprocal practice.
18. Documents issued in a language other than Hungarian may only be accepted if accompanied by a certified Hungarian translation. Documents submitted in English must be accepted without translation.
19. If the University determines upon the enrolment that the applicant has provided false information that affects the determination of the admission result, the Rector will annul the admission decision.
20. No request for certification may be submitted during the admission procedure.
21. The provisions of Act CXII of 2011 on the Right of Informational Self-Determination and the Freedom of Information shall apply for processing the applicant's data.

¹¹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹² Adopted by the Senate's Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

General scoring principles

22. In the case of bachelor's and master's (degree) programmes, the University calculates points as shown in the Higher Education Admission Guide.
23. For the bachelor's degree programmes of art and art mediation where the admission procedure includes a practical exam, the total admission points must be determined solely on the basis of the practical exam in a manner that the total admission points must be determined by doubling the points of the practical exam – its maximum is 200 points – without adding additional points.
24. During the admission procedure for a master's (degree) programme, maximum 60 credits can be recognised based on the student's previous studies, taking into account the study material specified in the completion and exit requirements.

Specific rules of the admission procedure for art and art mediation programmes

25. The admission procedure for art and art mediation bachelor's and master's (degree) programmes consists of a professional aptitude test and a practical exam. The entrance exams are conducted by the admissions committee of each programme.
 26. The admission process is prepared by the Art Admissions Committee. For the entrance exam, the Art Admissions Committee prepares the entrance exam tasks and evaluates the performance of the applicants.¹³
 27. The Art Admissions Committee
 - a) consists of minimum 2 and maximum 4 members, all of whom are employed by the University, and
 - b) one member is the head of the given degree programme or the head of the department or institute in charge of the degree programme.
- No person may be a member of the Art Admissions Committee who is related or dependent to any applicant, or who cannot be expected to objectively assess the applicant's performance for other reasons.¹⁴
28. The heads of art institutes and departments are responsible for the professional quality of the admission procedure, compliance with the provisions of these Regulations and the content of the art and art mediation programmes included in the Higher Education Admission Guide.
 29. The exact schedule of entrance exams is prepared by the art institutes and departments. In the event of simultaneous application for multiple programmes within the University, the University is not obliged to arrange the exam date in such a manner that the aptitude tests and practical exams of multiple programmes do not conflict with each other in time; in this case, the applicant decides which programme's entrance exam to take.
 30. The Dean of the FACI approves the admission points for each applicant by considering the recommendations of the Art Admissions Committee.
 31. The administrative activities related to admissions are carried out by the staff of the art departments, institutes and the Admissions Office.
 32. Complaints submitted in connection with the admission procedure are handled by the head of the department or institute concerned, and appeals are handled by the Student Legal Remedy Committee.

¹³ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹⁴ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

Rules of the professional aptitude test and practical examination

33. The professional aptitude test is a screening-type ability assessment in order to select applicants eligible for the practical exam.
34. The professional practical exam aims to assess the special skills and professional knowledge required for the programme's PCER. The professional practical exam may consist of several rounds.
35. The detailed requirements for the professional aptitude tests and practical exams of degree programmes are included in the admission notification e-mail and the guide published at the University's website.
36. Based on the information published in the Higher Education Admission Guide, the Admissions Office informs the applicants about the exact date of the exam and the detailed requirements electronically, in the knowledge of the applications.
37. The University charges an institutional entrance examination fee to cover the costs of organising and conducting the professional aptitude test and practical examination related to the admission procedure – within the framework set by the Decree on Admissions – and its amount is also published in the Higher Education Admission Guide and on the University's website. The fee must be paid to the University no later than on the 8th working day before the first exam date. The original receipt proving payment of the fee must be presented at the professional aptitude test. If the applicant fails to certify payment, they cannot participate in the admission process.
38. An applicant who fails to appear for the professional aptitude entrance exam at the date announced in the admission notification e-mail and on the website is excluded from the admission procedure, cannot request an additional exam date and cannot submit a request for certification.

Evaluation of entrance exam performance

39. The practical exam is evaluated uniformly within the announced programmes, and is expressed in points. The scoring principles for the entrance exams for each degree programme are specified in the Higher Education Admission Guide as well as on the University's website in the case of PSTP.
40. The quality of the tasks completed in the professional aptitude test is examined by the admission committees of the degree programmes and they decide by majority vote, without scoring, whether to admit the applicant to the practical test. After the practical exam, the Admissions Committee decides on the admission points.
41. The examination works prepared by the applicants for the admission process during the admission process are the property of the University if they were prepared by using the University's equipment. After one year, the exam works will be destroyed and digitally uploaded materials will be deleted.

Professional entrance exam for higher education

42. The professional entrance exam for higher education is a written exam that can be used to fulfil the advanced level secondary school leaving exam requirement. The date and tasks of the professional entrance exam for higher education are determined by the Educational Authority. The applicant must be notified in writing of the place and time of the professional entrance exam for higher education at least 15 days before the entrance examination by sending an invitation letter.
43. The invitation letter must inform the applicant especially about the following aspects of the exam:
 - a) the form, subjects, location and date of the exam,
 - b) aids that are required for the exams and that can be used during the exam,

- c) a list of the necessary certificates and the date of their submission,
 - d) the method, place and time of publishing the written examination results,
 - e) the applicant's rights in relation to the written examination: the method, place and time of access to the written papers, the method of making comments and complaints, the method of appeal,
 - f) the need for a document to prove identity.
44. The exam organiser of the professional entrance exam for higher education is a person appointed by the Dean of the relevant faculty, who
- a) receives the worksheets from the Educational Authority,
 - b) ensures the duplication of worksheets,
 - c) ensures that the worksheets are stored at a locked place so that they cannot be accessed until the start of the exam.
45. The provisions of the Decree on Admissions and Government Decree 100/1997. (VI. 13.) on the issue of the secondary school leaving exam regulations shall govern the conduct of the professional entrance exam for higher education and the correction of examination papers.
46. If the invigilator notices any irregularity in the written exam, they will take the applicant's exam paper, write the detected irregularity on it, the exact time of collection, sign it and return it to the applicant, who may continue the written exam. The invigilating teacher notifies the Dean of the relevant faculty through the invigilating teacher staying in the corridor.
47. After the written exam is completed, the Dean will immediately investigate the report of the irregularity and record the relevant findings in a detailed report. The report contains the statements of the candidate and the invigilating teacher as well as all circumstances that enable the investigation of the irregularity. The report is signed by the invigilating teacher, the Dean and the candidate. The candidate may enter their dissenting opinion to the report.

Special admission rules for foreign language programmes offered to foreign nationals

48. Applicants who are foreign nationals must submit their application materials electronically to the International Admissions Office.
49. The University publishes the deadline for foreign nationals to apply for foreign language programmes on its website.
50. The guidelines for transferring a foreign national from another university are set out in paragraphs 241-248.
51. In the case of foreign language programmes, the University reserves the right to charge an admission procedure fee for the application. In this case, payment of the admission procedure fee is a condition for conducting the admission procedure.
52. Foreign national applicants must attach to their application:
- a) a copy of the secondary school leaving certificate when applying for a bachelor's (degree) programme,
 - b) a copy of the higher education degree, the final exam results and the transcript of records when applying for a master's (degree) programme,
 - c) a copy of the certified English translation of the secondary school certificate or higher education degree if the certificate is not in Hungarian or English,
 - d) a portfolio, motivation letter and CV when applying for art and art mediation programmes,
 - e) a copy of proof of work experience, a motivation letter and a CV when applying for the Master of Business Administration programme,
 - f) a copy of the photo page of a valid passport,
 - g) a document confirming payment of the admission procedure fee published on the University's website,
 - h) in addition to the above documents, a copy of the transcript of records, the proof of student status, the description of the subjects completed (syllabus) and a credit transfer request in case of transfer from the student's current university.

53. After submitting the documents listed in paragraph 52, the foreign national applicant will attend an online admission interview. During this process, the applicant demonstrates their active language skills, without which they cannot be admitted even if they have a language exam certificate.
54. In the case of business programmes and the Tourism and Catering bachelor's (degree) programme, applicants complete a mathematics test as part of the admission procedure.
55. In the case of the International Relations bachelor's (degree) programme, the applicants participate in an oral assessment of their knowledge of current politics and world history in the field of international relations as part of the admission procedure.
56. The admission decision regarding applicants who receive a positive assessment based on the submitted documents and the results of the interview becomes final if they fulfil their payment obligation specified in the Conditional Acceptance Letter, indicate which voluntary services they would like to use and fulfil their related payment obligation.
57. During their studies in Hungary, foreign nationals must have health insurance valid in Hungary, which they must provide at their own expense for the duration of their studies, along with housing and living conditions.
58. As part of the admission process, it is possible to choose health insurance and student accommodation recommended by the University; in this case, after paying the necessary fees, the University undertakes to verify both the existence of health insurance and the fact of accommodation to the relevant authorities.
59. The fees specified in the Conditional Acceptance Letter must be paid to the University. The admission procedure fee and the tuition fee for two semesters are paid to the University in full.
60. Students arriving within the framework of university collaborations are subject to the provisions set out in the inter-institutional agreement.
61. If the applicant chooses a partner health insurance service and housing option offered by the University, these fees will be forwarded to the respective service providers.
62. The Conditional Acceptance Letter may include the following fees:
 - a) admission procedure fee,
 - b) enrolment fee,
 - c) health insurance,
 - d) tuition fee for two semesters,
 - e) deposit and first month's rent required to conclude a student accommodation rental contract,
 - f) visa consultation fee.
63. After confirmation of the paid fees, the University issues a Final Acceptance Letter, which confirms the successful admission, that the applicant has the language skills necessary to begin the programme and that they have fulfilled their payment obligation.
64. The University has the right to unilaterally terminate the admission process for a given semester if the applicant fails to fulfil the payment obligation specified in the Conditional Acceptance Letter.
65. The University reserves the right not to start the programme if there is not a sufficient number of applicants.

Rules for refunding fees paid by foreign nationals during the international admission procedure

66. The applicant has the option to withdraw their application prior to enrolment. The University refunds the fees paid by the admitted applicant following the withdrawal of the application according to the following general rules:

- a) The admitted applicant can have the paid amounts refunded only to the bank account used for the original bank transfer.
 - b) Refunds can only be requested via the original e-mail address used for the application.
 - c) In the case of an admitted applicant from a visa-required country, a refund transaction can only be initiated after participating in the visa interview. All parties involved must prove their participation in the visa interview by forwarding the official decision (acceptance/rejection) issued by the National Directorate-General for Aliens Policing on the result of the visa application to the International Admissions Office within 30 days of receipt. This regulation also applies to appeals filed with regard to visa refusals.¹⁵
67. Following the withdrawal of the application, the University refunds the health insurance fee paid by the admitted applicant or enrolled student to the relevant person as follows:¹⁶
- a) the University forwards the paid amount to the health insurance company if the applicant or student delivers the signed health insurance contract to the University by post or in person,
 - b) after signing the contract, the insurance can be cancelled and the amount can be returned until 15 March for the spring semester and 15 October for the autumn semester, after which the health insurance cannot be cancelled,
 - c) if the applicant or student does not present the health insurance contract signed by them by 15 March in the case of the spring semester or by 15 October in the case of the autumn semester, the health insurance will automatically be terminated, and the applicant or student must arrange for health insurance in order to continue their studies in Hungary; in this case, the paid amount can be refunded upon the applicant's or student's request, can be used to pay other fees or can be used in a later semester,
 - d) In the event of a visa refusal, the applicant has the option of having the health insurance fee refunded, regardless of the cancellation deadlines.¹⁷
68. Following the withdrawal of the application, the University refunds the student hostel fee paid by the admitted applicant or enrolled student (hereinafter: involved student) to the student as follows:¹⁸
- a) When applying to the University, the involved student declares whether, in the event of a successful admission decision, they intend to use student accommodation at a partner offered by the University; if they choose this option, they are obliged to pay the deposit and the relevant monthly rental fee(s),¹⁹
 - b) the involved student may cancel their student hostel reservation by 15 January in the spring semester and by 15 August in the autumn semester, and may claim a refund of the already paid deposit and the first month's rent, less the administration fee,²⁰
 - c) if the involved student cancels after the cancellation deadline or subsequently finalises and submits their reservation for the student hostel, the fees paid with regard to the student hostel are not refundable,²¹

¹⁵ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹⁶ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹⁷ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹⁸ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹⁹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

²⁰ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

²¹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

²² Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

- d) if the visa application of the involved student was accepted by the authorities with the address of the student hostel as the place of residence, the fees paid for the student hostel are not refundable,²³
 - e) after the cancellation deadline, the fees paid for student accommodation, less the administration fee, can be refunded if the programme for which the applicant was admitted does not start, or if the visa application of an applicant from a country requiring a visa is rejected; the condition for requesting a refund of the fees paid for student accommodation is that the decision on visa refusal is sent to the International Admissions Office within 30 days of its receipt.²⁴
69. The following fees already paid to the University are not refundable to the applicant:²⁵
- a) the admission procedure fee: this is not refundable even if the admission application is rejected or the programme does not start due to low enrolment,
 - b) the enrolment fee: this is not refundable even if the application for admission is rejected or the programme does not start due to low enrolment,
 - c) visa administration related consulting fee,
 - d) administration fee to cover bank costs related to bank transfer,
 - e) the cost of the first semester, except for the cases listed in paragraphs 70 a)-d).²⁶
70. The University refunds the tuition fee paid by the admitted applicant, less the administration fee covering the bank costs related to the refund, in the following cases and at the following rate:²⁷
- a) the programme chosen by the admitted applicant does not start – in this case, the tuition fee of each paid semester can be refunded;
 - b) the visa application of an applicant from a country requiring a visa has been rejected by the authority, and this can be credibly proven – in this case, the tuition fee of each paid term can be refunded;
 - c) an applicant from a country not requiring a visa withdraws their application for admission – in this case, the tuition fee of each paid semester can be refunded;
 - d) the visa application of an applicant from a country requiring a visa has been accepted but they do not enrol – in this case, only the tuition fee paid for the second term can be refunded.²⁸

Provisions for applicants with special needs²⁹

71. During the admission process, the University ensures special conditions for participation in the admission process for applicants with special needs. If an applicant with special needs wishes to claim the preferences that they are entitled to during the admission procedure, they must submit their application, attaching the necessary documents, to the University's Equal Opportunities Coordinator immediately after receiving information about the exam date.³⁰
72. The Equal Opportunities Committee decides on granting preferences and their scope based on the available documents. The Equal Opportunities Coordinator notifies the applicant of the decision.

²³ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

²⁴ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

²⁵ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

²⁶ Modified by decision no. 47/1031/2023. of the Senate. Effective from 1 November 2023.

²⁷ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

²⁸ Modified by decision no. 47/1031/2023. of the Senate. Effective from 1 November 2023.

²⁹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

³⁰ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

73. Any preference or exemption granted by the University must be appropriate to the nature of the special needs, and cannot result in a complete exemption from the basic study requirements for admission.

Decision on admission

74. The University communicates the decision on admission to the applicant in a resolution by the deadline specified according to the Decree on Admissions. The University admits the applicant who has been assigned to it based on the notification from the Educational Authority.

Legal remedy

75. A written request for legal remedy can be submitted to the Rector of the University regarding the results of the aptitude test, the professional exam for higher education admission, the practical exam or the University's admission decision during the higher education admission procedure.
76. When applying for a master's (degree) programme, a written request for legal remedy may be submitted to the University's Student Legal Remedy Committee regarding the University's decision on preliminary credit recognition and validation procedure.³¹
77. The applicant may file an administrative lawsuit against the Educational Authority with regard to the decision on classification within 15 days of its notification, with reference to violation of law.

Provision of data on admission

78. The University provides data to the Educational Authority for compiling the Higher Education Admission Guide, for the procedure related to the admission application and for creating a central registry within this framework. The Rector is responsible for fulfilling the data provision obligation at an institutional level.

Chapter III STUDIES AND EXAMINATION REGULATIONS

A. BODIES AND PERSONS INVOLVED IN STUDY AND EXAMINATION MATTERS

General provisions

79. All matters related to the student's studies and student status are considered study and examination matters – with the exception of matters relating to fees, allowances as well as disciplinary and damage compensation matters.
80. The following bodies and persons may act at the University at first instance in study and examination matters, either within their own or delegated authority:
- a) Rector
 - b) Dean
 - c) Head of the TC³²
 - d) Director of Customer Services and Studies
 - e) Head of Institute, Head of Department
 - f) Programme Coordinator³³
 - g) Head of the Career Centre and Training Centre
 - h) Fees, Allowances and Educational Committee
 - i) Credit Transfer Committee
 - j) International Committee.

³¹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

³² Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

³³ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

81. The body or person acting in study and examination matters is obliged to examine its authority and competence at every stage of the procedure. If the proceeding body or person determines that it lacks authority or competence, it is obliged to transfer the application and the documents generated in the case to the body or person with authority and competence without delay, but no later than eight days from receipt of the application or the determination of the lack of authority and competence.
82. Those Heads of Institutes and Programme Coordinators are competent who are responsible for teaching, training the subject or for the activities of the instructor who is related to the student's request.³⁴

The Rector's authority in study and examination matters

83. The Rector supervises the tasks related to study and examination matters included in these Regulations. In study and examination matters, the Rector may annul any decision, resolution or measure that violates legislation, university regulations, strategy or interests, or in other cases s/he may have them supplemented, corrected or modified, or may instruct the decision-maker to conduct a new procedure, with the exception of decisions by the Senate.³⁵
84. The Rector decides on the revocation or invalidation of an unlawfully obtained degree certificate or degree certificate supplement.
85. The Rector has discretionary power.

The Dean's authority in study and examination matters

86. The Dean performs the tasks related to study and examination matters set out in these Regulations.
87. Unless otherwise provided by law or the university regulations, the Dean of the relevant faculty decides – on behalf of the Rector – on the establishment of student and guest student status and on the application for non-degree studies.³⁶
88. The Dean may exercise discretionary power in the study and examination matters included in these Regulations, also considering educational administration aspects and the academic calendar. In order to make informed decisions, the Dean may request the opinion of the Vice Dean, the Programme Coordinator, the Head of Institute, the Head of Department, the Director of Customer Service and Studies and the Legal Director.³⁷

The scope of authority of the Head of the TC in study and examination matters³⁸

89. The Head of the TC performs the tasks related to study and examination matters set out in these Regulations.³⁹
90. Responsibilities of the Head of the TC:⁴⁰
 - a) decision on establishing the student status unless otherwise provided by law or by the university regulations,
 - b) permitting sessions to be held at a time or place other than the time specified in the timetable, as mutually agreed upon by the instructor and the students,
 - c) checking the suitability of exam dates,

³⁴ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

³⁵ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

³⁶ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

³⁷ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

³⁸ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

³⁹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁴⁰ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

- d) resolving student complaints regarding subjects, trainings, workshops managed by the TC as well as their instructors, trainers and teachers,⁴¹
- e) supervising processes related to theses at the Postgraduate Specialist Training Centre,
- f) appointing another instructor or committee instead of the original examiner for a retake exam,
- g) decision on admission to PSTP,
- h) making proposals necessary for considering requests for recognising previously acquired knowledge and practices, taking into account the opinion of the Programme Coordinator,⁴²
- i) decision on joining a specialisation,
- j) decision on initiating a supplementary admission procedure

The authority of the Director of Customer Services and Studies in study and examination matters

91. The Director of Customer Services and Studies makes decisions on the following student matters, taking into account educational administration and study aspects as well as the academic calendar:⁴³
- a)⁴⁴
 - b)⁴⁵
 - c) changing a degree programme within the university, changing the mode of study,
 - d) on a case-by-case basis, the result and solution of investigating student complaints, after consultation with the Rector and the Legal Director,⁴⁶
 - e) cancelling sign-in,
 - f) permitting the suspension of student status after the sign-in period,⁴⁷
 - g) changing the recommended curriculum in the case of studies in progress after the suspension of student status,
 - h) exemption from attending compulsory sessions,
 - i) withdrawal of second and further specialisation, sub-specialisation,
 - j) permitting a deferred exam,
 - k) final exam applications,
 - l) decision on dismissal,
 - m) permitting late course registration, course deregistration, course change and other study administration matters,⁴⁸
 - n) permitting third and further passive semester based on the NHE⁴⁹,
 - o) subsequently reviewing incorrectly or incompletely recorded exam results,
 - p) accepting certificates of absence from exams,
 - q) assessing applications for preferential study schedule,
 - r) permitting application for first exam during retake exam week,
 - s) permitting sign-in after the sign-in period,
 - t) permitting BTC students to change sub-specialisation.⁵⁰
92. The persons listed in Appendix 1 are authorised to authenticate documents made by the Directorate of Customer Services and Studies through their independent signature. In the case of electronically issued documents, authentication is done with an electronic stamp based on high-security certification attached to the University. The range of electronic documents issued

⁴¹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁴² Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁴³ Amended by Senate Resolution No. 46/2025 (08.29).⁴³ Effective from: 1 September 2025.

⁴⁴ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

⁴⁵ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

⁴⁶ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁴⁷ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁴⁸ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁴⁹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁵⁰ Modified by decision no. 47/1031/2023. of the Senate. Effective from 1 November 2023.

by the University can be found on the Coospace platform.⁵¹

The authority of the Head of Institute and the Head of Department in study and examination matters

93. The Head of Institute and Head of Department are responsible for:
- a) permitting a session to be held at a time or place other than the time specified in the timetable, as mutually agreed by the instructors and students,
 - b) checking the suitability of exam dates,
 - c) resolving student complaints regarding subjects, trainings, workshops managed by the institute or department as well as their instructors, trainers and teachers,
 - d) appointing another instructor or committee for the retake exam instead of the original examiner,
 - e) approving the modification of the thesis topic,
 - f) accepting the thesis adviser,
 - g) permitting the change of thesis adviser, and
 - h) permitting registration for an unannounced subject.
94. The head of the Languages and Student Success Centre is responsible for deciding on the level of language courses and group changes corresponding to the students' level.⁵²

The authority of the Programme Coordinator in study and examination matters⁵³

95. The Programme Coordinator is responsible for:⁵⁴
- a) determining the conditions for admission to specialisation, sub-specialisation,
 - b) defining the subjects counting towards the grades of programmes,
 - c) defining thesis topics,
 - d) determining the list of final exam questions,
 - e) approving individual thesis topics,
 - f) resolving complaints related to the final exam of the degree programme,
 - g) remedying student complaints related to the degree programme and
 - h) approving changes to thesis topics,
- i) as well as making decisions regarding the recognition of internships and assessing student complaints and requests related to internships.
96. The Programme Coordinators of PSTP are responsible for:⁵⁵
- a) making recommendations for the admission decision,
 - b) defining thesis topics,
 - c) approving modification to thesis topics,
 - d) permitting change to topics,
 - e) permitting changes to the thesis adviser,
 - f) determining the list of final exam questions,
 - g) approving individual thesis topics,
 - h) reviewing professional complaints related to the final examination of the degree programme.

The authority of the Career Centre director in study and examination matters

97. Responsibilities of the head of the Career Centre:
- a) Approving companies registering on the METUJobs portal and the internship positions they offer,

⁵¹Amended by Senate Resolution No. 31/2025 (07.03.). Effective from: 4 July 2025.

⁵²Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁵³Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁵⁴Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁵⁵ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

- b) Coordinating administrative tasks necessary for completing the course

The authority of the Fees, Allowances and Educational Committee in study and examination matters

98. The Fees, Allowances and Educational Committee (hereinafter: FAEC) acts in the first instance in the study matters listed in paragraph 99.
99. The FAEC is a five-member body, which, in addition to the president, has two faculty members and two student members. The FAEC decides on the following matters:
 - a) calling for applications for vacant state scholarship/partial state scholarship positions and awarding positions based on the applications,
 - b) reclassifying students participating in state scholarship/partial state scholarship and self-financed programmes,
 - c) determining the method of calculating academic scholarships, establishing academic scholarship groups and minimum corrected credit indices,
 - d) awarding scholarships.
100. The FAEC is obliged to make a decision within 21 days of receiving the application.
101. The FAEC records its decision in writing in the form of a resolution and, simultaneously with informing the relevant organisational units, sends it to the student via Neptun within 5 working days of the decision.
102. The FAEC defines its procedural rules in its own Rules of Procedure.

Authority of the Credit Transfer Committee in study and examination matters

103. The Credit Transfer Committee (hereinafter: CTC) acts in the first instance in credit transfer cases. The CTC is the organisation that makes decisions on the acceptance of knowledge acquired by applicants for the University's higher educational vocational training programme, bachelor's and master's (degree) programmes, PSTP or non-degree studies or those who have a student status there in other domestic or foreign higher education institutions or in other degree programmes or educational programmes as knowledge according to the curriculum of the degree programmes.
104. The chairperson of the CTC is the Director of Educational Methodology. The members of the CTC are the Vice-Rector for Education, one Vice Dean per faculty, and the Head of the TC.⁵⁶
105. The applicant and the student may request from the CTC the recognition of the knowledge, work experience and competencies acquired through formal, non-formal and informal learning as the study result of a curricular unit. The application must be accompanied by a course record book, document or certificate – or a certified copy thereof – proving the completion of the studies as well as a certified description and syllabus of the curricular units. A portfolio and job description compiled by the applicant containing evidence of their knowledge must be attached to prove knowledge acquired through work experience. In the case of a language subject, a language exam certificate can be accepted as proof.
106. The University conducts a preliminary credit transfer procedure upon request. During the preliminary credit transfer procedure, the CTC makes a decision on the credit recognition of the study requirements fulfilled by the applicant and expected to be fulfilled by the end of the semester in progress at the time of submitting the application as well as on the existence of the credits included in the admission requirements. The University considers credits recognised by the CTC as recognised without a new application upon the actual commencement of studies.

⁵⁶ Modified by decision no. 47/1031/2023. of the Senate. Effective from 1 November 2023.

107. Upon request, the CTC provides for exemption from the obligation of the student to complete a foreign language proficiency test.
108. Completion of the same knowledge cannot be assessed with credit points twice or more.
109. Credit recognition – based on the exit requirements specified in the course description of the subject or group of subjects (module) – is carried out exclusively by comparing the expected learning outcomes that serve as the basis for determining the credit. The credit must be recognised if it relates to an optional subject or if the knowledge compared based on the course descriptions is identical in at least seventy-five percent. Even in the event of a lower match, credits can be recognised at the discretion of the CTC, especially with regard to Erasmus and mobility activities.⁵⁷
110. If necessary, the CTC may request the opinion of the relevant field, institute and department heads and Programme Coordinators for its decision. The CTC may formulate criteria conditions to prove knowledge acquired through work experience, taking into account the opinion of the Programme Coordinator.
111. Upon the written request of the student, the CTC may, based on inter-institutional cooperation, recognise the knowledge acquired and subjects completed in advanced vocational training specified in partner institutions for maximum 40 credits. In the case of a positive consideration, applicants can get a tuition fee discount based on inter-institutional cooperation. Students are entitled to the discount divided equally over the first three semesters following enrolment.
112. The CTC is obliged to make a decision within 21 days of receiving the request. A member of the CTC may not vote in their own case or in the event of possible involvement.
113. The CTC records its decision in writing in the form of a resolution, provides justification in the event of rejection and send it to the student within 5 days of the decision by simultaneously informing the relevant educational organisational units. The resolution is communicated by delivery.
114. The CTC defines its procedural rules in its own Rules of Procedure.
115. The authority of the International Committee in study and examination matters⁵⁸
116.
 - a)
 - b)
 - c)
 - d)
- 117.
- 118.

B. THE STRUCTURE AND THE CONTENT ELEMENTS OF THE PROGRAMME

The degree programme

119. The Senate decides on the proposal for the establishment, launch, curriculum and changes to the curriculum of the degree programme with the involvement of the relevant Heads of Institutes and Departments, based on the proposal of the Dean, and the Head of the TC in the case of PSTP.⁵⁹
120. The training period for a given degree programme is determined by the relevant PCER as well as professional and examination requirements.

⁵⁷ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁵⁸ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

⁵⁹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

121. New or modified study and examination requirements, i.e. changes to compulsory, elective and optional modules and subjects related to the degree programme, can be introduced in an phasing-in system.⁶⁰

Specialisation and sub-specialisation

122. The curricular units required to complete a specialisation, sub-specialisation are determined by the curriculum of the given degree programme. The number of students pursuing studies in a given specialisation can be limited depending on the faculty's capacity, therefore only students who meet the study requirements specified by the faculty may participate in a given specialisation.
123. The choice of specialisation is made by applying for the programme.
124. The optional sub-specialisations and the number of credits that can be assigned to them are determined by the PCER.
125. A student participating in bachelor's and master's training programmes may pursue studies in one sub-specialisation related to their degree programme – as specified in the PCER – but may also choose a second or additional specialisation, sub-specialisation if the electronic application addressed to the Dean is accepted.
126. The tuition fee for the second and subsequent sub-specialisations is the amount of the current credit fee per credit belonging to the sub-specialisation, regardless of whether the student takes a final exam in the second and subsequent sub-specialisations or fulfils the requirements of the sub-specialisation's recommended curriculum. The fee for the second and subsequent sub-specialisations must be paid together with the credit settlement.
127. The number of people in a sub-specialisation cannot be less than 7 people in bachelor's (degree) programmes and 5 people in master's (degree) programmes. In a given bachelor's (degree) programme, the total headcount of the announced sub-specialisation must be at least identical with the total headcount of students currently choosing a specialisation.⁶¹
128. The University announces the current starting headcount of the sub-specialisations in the first semester of the programme, but no later than the application date for the sub-specialisation. If the number of applicants and those admitted to the sub-specialisation reaches the current headcount, the sub-specialisation must be launched; if it does not, the Dean of the relevant faculty decides whether to launch the sub-specialisation, taking into account the opinion of the Programme Coordinator.⁶²
129. When compiling the timetable, the University is not obliged to consider any possible conflicts between subjects in different sub-specialisations.

Applying for sub-specialisation

130. A student who participated in the sub-specialisation selection will be classified for sub-specialisation in the following semester if the chosen sub-specialisations start and the student fulfils the following prerequisites by the end of the semester of the selection:
- a) the requirements of the compulsory subjects prescribed by the Programme Coordinator and in the case of bachelor's (degree) programmes at least 50 credits, and in the case of cross semester studies at least 50% of the total credits prescribed by the recommended curriculum up to the semester of sub-specialisation selection,⁶³
 - b) at least 20 credits for art and art mediation bachelor's (degree) programmes,
 - c) at least 20 credits for a master's (degree) programme,

⁶⁰ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁶¹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁶² Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁶³ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

- d) other specific conditions prescribed by the recommended curriculum, the sub-specialisation description or the Programme Coordinator for admission to the sub-specialisation,⁶⁴
 - e) In FACL educational programmes, the Programme Coordinator decides – at the latest after the practical evaluations – which chosen and starting sub-specialisation the student can be classified into.⁶⁵
131. A sub-specialisation can be chosen until 31 October in the autumn semester and until 31 March in the spring semester. In the case of sub-specialisations starting from the first semester, the student declares during the admission process which sub-specialisation they are applying for.
 132. In the application, the student indicates, in the order of their choice, up to three sub-specialisations in which they wish to begin their studies in the following semester. The student can indicate the additional sub-specialisations that they intend to start simultaneously with the elective sub-specialisation. By applying for additional specialisations, the student acknowledges that the tuition fee for additional sub-specialisations is the amount of the current credit fee per credit belonging to the sub-specialisation.
 133. If the student does not choose a sub-specialisation in the semester designated for sub-specialisation selection, the opportunity to do so will be available at the earliest in the second semester following the semester designated for sub-specialisation selection.
 134. If the University also offers cross semester training in the student's degree programme, the student also has the opportunity to choose a sub-specialisation in the semester following the semester designated for sub-specialisation selection.
 135. Unlike the recommended curriculum, only those students may select a sub-specialisation who
 - a) follow a recommended curriculum that requires a sub-specialisation in the electronic study administration system but has not been admitted to any sub-specialisation in previous semesters, or has not participated in the selection but has since then fulfilled the prerequisites indicated in paragraph 130 or will fulfil them by the end of the semester of the selection.⁶⁶
 - b) ⁶⁷
 136. The University allows students to change sub-specialisation once during their length of programme, under the following conditions:
 - a) training is conducted in the requested sub-specialisation and mode of study;
 - b) this is allowed by the upper headcount limit in the requested sub-specialisation and mode of study.
 137. A change of sub-specialisation can be requested from the first day of each semester's sign-in period until the day before the compulsory course registration period.
 138. At FACL, the sub-specialisation selection is for the following semester, and changing sub-specialisation is only possible after the semester has ended.

Admission to sub-specialisation

139. The Dean of the relevant faculty decides which sub-specialisation the student has been admitted to. The student may appeal the decision. The University notifies the student in the electronic study administration system of which specialisation they have been admitted to no later than the semester in which the sub-specialisation is planned to begin, until the start of course registration.
140. If the student is not admitted to any of the specialisations, sub-specialisations they have indicated, they have the opportunity to request admission to another sub-specialisation starting

⁶⁴ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁶⁵ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁶⁶ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁶⁷ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

in the given semester within one week of being notified of this, without paying any fees and service charges.⁶⁸

141. If the student undertakes to complete multiple sub-specialisations, they also declare by applying for the final exam that they will meet the study requirements for all of their chosen sub-specialisations at the final exam.
142. If the student does not agree to fulfil the requirements of the second or additional sub-specialisation, they must withdraw their application for the final exams of the sub-specialisation(s) concerned in an electronic request to the Director of Customer Services and Studies no later than during the final exam application.
143. The sub-specialisation is completed by obtaining the credits assigned to the sub-specialisation specified in the curriculum.
144. The student may indicate their intention to change sub-specialisation in a request submitted to the Director of Customer Services and Studies. The requirement for submitting a request is to have spent at least one semester in the previously chosen sub-specialisation. The competent Head of Institute or Department decides on the request for a change of sub-specialisation by taking into account the opinion of the head of the dismissing and accepting sub-specialisation as well as the Programme Coordinator.⁶⁹

Preparation and calculation of the ranking list

145. The ranking list is prepared by the University after the end of the semester prior to starting studies in the sub-specialisation. The time for starting studies in a sub-specialisation is determined by the recommended curriculum of the given degree programme. The class ranking is not affected by whether the student applied for the first, second or further sub-specialisations.
146. When preparing the ranking list, the following factors may be taken into account in the following proportions:
 - a) aggregate corrected credit index based on the semesters already completed at the time of application,
 - b) number and level of language exams,
 - c) other special requirements determined by the Programme Coordinator.⁷⁰
147. The Programme Coordinator is obliged to determine the extent to which the factors set out in paragraph 146 are taken into account, and is also entitled to deviate from these factors – with the exception of paragraph 146 a) – on the condition that s/he determines the exact content of the factors. The Programme Coordinator is obliged to ensure that the factors necessary for admission to sub-specialisations are published in the University's customary manner.⁷¹
148. The Programme Coordinator is entitled to make admission to each sub-specialisation conditional on passing an entrance aptitude test within the University or fulfilling other conditions (e.g. a language exam, specifying the language and level). In this case, the conditions and date of the admission aptitude test will be published by the Programme Coordinator in the sub-specialisation description in the University's customary manner.⁷²
149. How to calculate the ranking list:
 - a) the aggregate corrected credit index, which is calculated by the electronic study administration system at the end of the semester, after entering the submitted grades,
 - b) language exams are taken into account based on the following table:

⁶⁸ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁶⁹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁷⁰ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁷¹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁷² Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

Language exam type	Intermediate, general	Intermediate, specialised		Advanced, general	Advanced, specialised
Oral	3 points	4 points		4 points	5 points
Written	3 points	4 points		4 points	5 points
Complex	6 points	8 points		8 points	10 points

150. If there is more than one language exam of the same type, the given point is multiplied by the number of language exams. The University accepts language exams accredited in Hungary and equivalent foreign exams.
151. Other profession-specific requirements specified by the Programme Coordinator are determined based on the information recorded in the electronic study administration system.⁷³

Change of programme

152. A change of mode of study, degree programme and language of instruction can be requested electronically, submitted to the Director of Customer Services and Studies, subject to the following conditions:
- it can only be permitted within the same level of programme – with the exception of transfer from bachelor's (degree) programme to higher educational vocational training programme,
 - it can only be permitted within the same or related field of training,⁷⁴
 - in the case of bachelor's and single-cycle master's (degree) programmes, provided that the student has actually acquired at least 30 credits – including recognised credits – in their current programme⁷⁵ and meets the eligibility and other requirements set for applicants for admission, as prescribed by law and in these Studies and Examination Regulations (SER),
 - availability of the opinion of the Programme Coordinator in the case of FACL programmes and the opinion of the Head of the Institute in the case of PSTP,⁷⁶
 - training is provided in the requested degree programme and/or mode of study, and the prescribed upper headcount limit in the degree programme and/or mode of study allows this,
 - maximum twice during the length of programme.⁷⁷

Condition of participation in language exam as a subject

153. ⁷⁸
154. ⁷⁹

The recommended curriculum

155. The recommended curriculum includes all compulsory, elective and optional subjects broken down by semesters, and
- the names of the subjects,
 - the credit assigned to the subject,
 - the rules for announcing elective subjects,
 - the type of assessment (practical grade or exam grade),
 - the semesters in which the course is announced (autumn or spring semester),
 - the criterion requirements and

⁷³ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁷⁴ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁷⁵ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁷⁶ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁷⁷ Adopted by the Senate's Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁷⁸ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

⁷⁹ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

- g) the prerequisite order.
156. The University applies the modified recommended curriculum in a phasing-in system from the academic year following the modification.
 157. The Directorate of Customer Services and Studies informs the affected students about the modification of the recommended curriculum immediately, but no later than before the sign-in period of the academic year following the modification, through the electronic study administration system.
 158. The student has the right to deviate from the recommended curriculum. The University provides students with the opportunity to choose from courses with a credit value exceeding the total number of credits prescribed in the recommended plan of the degree programme by at least 20%. PSTP is an exception to this paragraph.

Subject, course, examination course

159. The University prepares a description (syllabus) for each subject, which includes:⁸⁰
 - a) the Hungarian and English names of the subject (in the case of a subject in another foreign language, the foreign language name is sufficient), (subject descriptions for PSTP are an exception to the English name),
 - b) the electronic study administration system code of the subject,
 - c) the credit assigned to the subject,
 - d) the training objective of the subject,
 - e) the expected learning outcomes of the subject,
 - f) the title and thematic structure of the detailed weekly topics of the subject,
 - g) the learning activities and products of the subject as well as the possibility of documenting them as related portfolio elements,
 - h) detailed conditions of registering for, and completing the subject,
 - i) detailed conditions of admission to the exam,
 - j) a description of the certificate received upon completion, if applicable,
 - k) the name of the organisational unit and the person in charge of the subject,
 - l) a list of compulsory and recommended literature,
 - m) the integration of eLearning contents, especially the ASU extended and adapted course elements.
160. The subject leader instructor compiles or updates the semester course description for the subject that they teach, which they send to the relevant institute, department and the Postgraduate Specialist Training Centre. The course description must be published in the CooSpace platform no later than the course registration period for the semester of the subject. The same subject can be included in the curriculum of several degree programmes or sub-specialisations, but there may also be subjects attached to a specific degree programme or sub-specialisation as well as subjects independent of them.
161. Types of subjects taught at the University:
 - a) compulsory,
 - b) elective,
 - c) optional.
162. Completion of the compulsory course is required for everyone in the degree programme. In the case of elective subjects, the curriculum of the degree programme prescribes how many credit- equivalent subjects a student must choose from a given subject group; compulsory subjects cannot be replaced with subjects outside the subject group. In the case of training courses, maximum two trainings, i.e. 4 credits, can be completed in each semester.⁸¹

⁸⁰ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁸¹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

163. In the case of an optional subject, the University cannot limit the student's choice among the subjects announced in the given degree programme. In the case of bachelor's and master's (degree) programmes, the curriculum provides the opportunity to take optional subjects for at least 5% of the total credits assigned to the entire degree programme.⁸²
164. The credits required to complete the subject can be obtained by completing the assigned courses (lecture, practical class).
165. The prerequisite of registering for curricular units can only be the completion of another curricular unit. Maximum three other curricular units can be assigned as preliminary study requirement for a given curricular unit. When determining the prerequisites for curricular units, with the exception of training subjects, no reference can be made to the number of semesters. A prerequisite for a compulsory subject can only be a compulsory subject.
166. Curricular units marked as prerequisites must be completed before registering for the given curricular unit. The curriculum may prescribe that two or more curricular units must be registered for simultaneously, in the same academic semester structure. The student does not have to fulfil this requirement if they have already completed one of the curricular units previously.
167. The examination course is considered as course registration with regard to the conditions on dismissal for academic reasons.
168. The practical subject as well as the lecture and the practical class to be completed together cannot be announced as an examination course.
169. The University is obliged to issue a transcript of records and a syllabus to the student for the period of studies after 15 August 2015.⁸³

Deferred examination

170. A deferred examination can be requested no later than one week after the week of the retake exam in the following cases, by submitting a request to the Directorate of Customer Services and Studies, indicating the exam concerned, the valid reason and its verification:
 - a) a permanent, movement-limiting illness confirmed by the subsequent presentation of a medical certificate,
 - b) unexpected hindrance due to unavoidable external causes,
 - c) remedying the disadvantage caused by the University,
 - d) participation in a prestigious domestic or international competition,
 - e) Erasmus, Campus Mundi scholarship.
171. Deferred examination cannot be requested in the case of practical class – especially training and workshop – and two-component courses. Deferred examination can be requested for the exam part of a two-component course if the practical grade has already been recorded in advance.⁸⁴
172. In the event of a successful exam, the student can register in the given semester for the subject or subjects based on the given subject or prescribed as a simultaneous condition of the subject, but they are not entitled to take a grade improvement examination during the examination period of the given semester. Credits and grades earned through deferred exams are recorded and recognised in the semester of course registration.
173. If the student does not pass the deferred examination, they may use the three exam options belonging to the exam during the examination period of the given semester if the given course is announced during the course registration in the given semester.

⁸² Amended by Senate Resolution No. 46/2025 (08.29).⁸² Effective from: 1 September 2025.

⁸³ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁸⁴ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

174. If the student does not appear for the deferred examination, they must pay fees and service charges.

Schedule of the academic year

175. Each semester consists of a registration period and an academic semester structure. The following educational administration activities can be carried out during the registration period:
- a) organising orientation days,
 - b) enrolment, sign-in and
 - c) course registration, course deregistration.
176. The academic semester structure consists of maximum 15 weeks of study period and minimum 6 weeks of examination period.
177. The Rector decides on the academic calendar by taking into account the experiences of the previous academic year, the provisions of legislation and the recommended curricula. The Rector lays down the decision in an instruction no later than the end of April of the academic year preceding the start of the given academic year and publishes the instruction on the University's website. The instruction provides for the following time periods:
- a) sign-in, enrolment period,
 - b) course registration period, course registration modification period,
 - c) study period, including:
 - ca) teaching period,
 - cb) training period,
 - cc) exam registration period,
 - cd) days without teaching,
 - d) examination period, within this:
 - da) regular examination period,
 - db) retake examination period,
 - dc) days without examination(s),
 - e) final examination period.
178. The last day of the semester is the last day of the final examination period for that semester.

Announcement, registration and deregistration of subjects

179. Students can choose from the subjects announced by the University in a given semester and from courses announced simultaneously in the same subjects. The freedom of choice can be limited based on the announced group numbers and their headcount.
180. In each semester of bachelor's and master's (degree) programmes, the University announces optional subjects in a given degree programme at least with a total credit value of no less than the proportional part of the total optional credits specified in the recommended curriculum per semester, and no less than the amount of optional credits recommended for the given semester in the recommended curriculum.
181. An announced course can be cancelled if the number of applicants does not reach 25 people. An announced course requiring a special tool or teaching method can be cancelled if the number of applicants does not reach 15 people, or if it does not reach 10 people in the case of training. The decision to cancel a course is made by the Dean of the relevant faculty.⁸⁵
182. ⁸⁶–.
183. The student may request to register for a course that has not been announced. The request will be reviewed by the Heads of Institutes and Departments. If the student previously registered for the requested course, it can also be announced as an examination course in the case of an examination.

⁸⁵ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁸⁶ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

184. The student must complete courses specified as prerequisites for each other in the order of prerequisites as specified in the recommended curriculum, and deviation from this is possible with the permission of the Head of Institute/Department in charge of the subject by submitting an electronic request.
185. If the student was unable to obtain the credits for a curricular unit registered in a given semester, they can re-register the same curricular unit in a later semester within the framework specified in these Regulations. A student cannot register repeatedly for a successfully completed subject.⁸⁷
186. Repeated registration for a curricular unit, including training, incurs fees and service charges. The University calculates fees and charges by the last day of the study period of the given semester. No fee is charged for repeatedly registering for a curricular unit if the student pays a tuition fee based on credits. No fee is charged for repeatedly registering for a curricular unit in the case of guest students as well as students attending preparatory training and non-degree studies.⁸⁸
187. In each semester the University determines and publishes in the electronic study administration system the list of subjects to be announced in the given semester. In the case of semester announcements, the University ensures that students progressing according to the recommended curriculum can complete their training within the length of programme.
188. During the course registration period, the student, provided that they have no debt to the University, registers in the electronic study administration system:
- a) the subjects that they intend to complete in the given semester from the compulsory subjects,
 - b) the subjects they intend to complete in the given semester from the elective subjects,
 - c) the subjects chosen by them from the optional subjects,
 - d) In the case of training courses, they can take maximum two training courses in each semester,⁸⁹
 - e) other subjects (e.g. thesis, diploma work, language exam) that they intend to complete in the given semester.
189. During course registration, students with registered disabilities and students participating in a dual study programme receive priority in the course registration process.
190. For students enrolled for the first semester, the University handles registration for compulsory subjects. In the case of students participating in PSTP, the University handles registration for subjects announced during the length of programme.
191. Students who signed in by the end of the sign-in period must fulfil their course registration obligation by the last day of the course registration period.
192. In the case of part-time students, subjects can also be organised in subject blocks; in this case, course registration is also based on the provisions of these Regulations.
193. In the student's individual curriculum the date of the compulsory practical class cannot conflict with the date of another compulsory practical class provided that the student follows the recommended curriculum.
194. In the case of language courses, after the course registration, by the end of the second week of the teaching period – in the case of part-time students, by the second session of the course at the latest – the head of the Languages and Student Success Centre decides on transferring the student to another language course or makes a proposal on deregistering the course, which decision will be made primarily in view of the result of the language placement test

⁸⁷ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁸⁸ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁸⁹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

completed by the student, the number of students in each course and the teaching date of the new language course. The student is notified of the decision electronically.⁹⁰

195. After the end of the course registration period, the student must check the list of courses registered in the electronic study administration system and acknowledge the recorded status. If the student can prove that the registered data are not true, the student may file a complaint with the Directorate of Customer Services and Studies within 8 days of the end of the subject and course registration period. Failure to meet the deadline results in the loss of rights.
196. ⁹¹
197. Subject changes, including trainings, must be submitted to the Director of Customer Services and Studies in the form of an electronic request (request to deregister a course registered by the student, request to register for an announced course) outside the course registration period. The Director of Customer Services and Studies decides on the request to deregister a course registered by the student and the request to register for an announced course within 5 working days. Until the subject change request is processed, the student must attend the session in which they requested to participate in the subject change request.⁹²
198. ⁹³
199. ⁹⁴

General rules of the credit system

200. The University offers the students to take optional subjects during their studies amounting to at least five percent of the total credits required to obtain a degree, and they can also choose from courses with a credit value exceeding the total credits by at least twenty percent.
201. The University ensures that the student can register in their individual study schedule, without paying any additional costs or fees,
a) for subjects with a credit value exceeding ten percent of the total required credits,
b) subjects taught in a language other than Hungarian, up to ten percent of the total required credits.
202. After taking additional credits exceeding 10%, the University sends a credit-based financial settlement for the credit fee corresponding to the excess, calculated at the rate in effect at the time of settlement, after registering for the final exam. The student must pay the credit fee by the 5th working day before the final exam date.
203. Exceeding the amount of credits specified in the recommended curriculum by ten percent may result in a payment obligation during credit settlement in the case of completing subjects related to a second sub-specialisation as well as deficiency course and/or optional subjects, Exceptions to this are subjects recognised through credit transfer and the completed special topics course. The University prepares a credit-based financial statement for the students during their studies, but at the latest before the completion of the studies, or upon application for the final exam.
204. The University publishes a recommended curriculum for compiling the students' study schedules. The University ensures that every student can demonstrate their knowledge and repeat a successful or unsuccessful examination in a way that ensures the unbiased conduct and evaluation of the repeated examination.
205. Credit can be awarded once for learning a given body of knowledge.

⁹⁰ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁹¹ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

⁹² Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

⁹³ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

⁹⁴ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

206. The student may take the subjects related to their studies in another programme of the University, or as a guest student in a programme at any higher education institution.
207. The University issues a pre-degree certificate (absolutorium) to the student if at least one-third of the total credits completed in the given degree programme were obtained at the University.
208. The student may obtain the credits required for the degree in a shorter or longer period than the length of programme, provided that the conditions set out in these Regulations are met.

Different provisions for distance learning⁹⁵

- 208A. This subheading contains provisions for distance learning that differ from the rules of this chapter. The general provisions of this chapter apply to matters not regulated in this subheading.
- 208B. The general provisions of this chapter regarding participation in, and absence from classes shall not apply, with the exception of practical classes.
- 208C. The condition for taking the exam and obtaining a practical grade is to complete the self-assessment tasks belonging to the subject with the minimum result specified in the subject's syllabus, but at least 70%.
- 208D. Subjects included in the recommended curriculum of the degree programme, which count towards the qualification of the degree and end with an examination, can only be completed with an in-person exam.
- 208E. It must be ensured for students with a distance learning mode of study that in the case of an in-person exam at least one of the regular exam dates and/or the retake exam date falls on a Saturday, and on a Friday if the training also took place on Fridays. In the case of exam dates announced for weekdays, it must be considered when organising the exam that exams for students with a distance learning mode of study cannot begin earlier than 3:00 pm.

C. THE LEGAL FRAMEWORK OF STUDIES

Student status

209. Studies can be pursued at the University as a student, guest student and in the form of other programme and adult education. The statuses can also exist simultaneously.
210. The student status is established upon enrolment, based on the final decision on admission or transfer. There is no need to re-enrol during the existence of the student status. The prerequisite of enrolling for self-financed programmes is the payment of the specified self-financed item(s).
211. Upon enrolment, a person admitted to an educational programme supported by state scholarship/partial state scholarship must declare their acceptance of the conditions of the educational programme supported by state scholarship/partial state scholarship. If a given person does not make such a declaration, they can begin their studies in the given degree programme only at their own expense.
212. The student must sign in for the given academic semester structure before the start of the academic semester structure. Students who have not fulfilled their overdue payment obligations may not sign in.
213. The student has the right to receive complete, accurate and accessible information to begin and continue their studies, to develop their study schedule, to use the training opportunities and capacities available at the University and to receive provisions appropriate to their

⁹⁵ Adopted by the Senate's Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

condition, personal abilities and disabilities, as defined in the laws and in the institutional regulations.

214. It is the student's obligation to
- a) comply with the provisions of law and the University's regulations,
 - b) plan their studies within the framework of the curriculum,
 - c) fulfil their study obligations,
 - d) use the electronic study administration system,
 - e) follow university notifications and announcements published by the University generally or specifically for them, regardless of their active or passive status, and
 - f) respect the traditions of the University and the human dignity of the University's staff and students.
215. In the event of being hindered from attending, the student may authorise – on the form provided for this purpose – the person designated by them to represent them in their affairs with full authority, except where this is not permitted by law.
216. In relation to a student who has a student status, the University is entitled to process the student's personal and academic data as well as to monitor and evaluate their activities based on the provisions of law, the Organisational and Operational Regulations and the Privacy Policy of the University.
217. The University ensures enrolment for the admitted applicant only during the first registration period following the given admission procedure. If an admitted applicant does not enrol within the deadline available for enrolment, they will lose the right to enrol resulting from the given admission decision.
218. The international student whose status is terminated at their own request may reapply to the University after one year from the termination of the status, and the student whose status is terminated due to failure to meet the study and examination requirements may reapply two years from the termination of the status.

Additional (simultaneous) status

219. ⁹⁶
220. ⁹⁷
221. ⁹⁸

Enrolment

222. The student status is established based on the final admission or acceptance decision and upon the University's certification of the enrolment declaration. Enrolment can be initiated by completing and signing the enrolment form. Upon enrolment, the student must provide the University with their personal data necessary for registration and electronic information in the electronic study administration system. The student is fully responsible for any damage caused to the University by failure to provide data, incorrect data provision or failure to report changes to data.
223. During enrolment, the student must present the following documents:
- a) identity card, address card,
 - b) the enrolment form and in the case of state scholarship/partial state scholarship programme a declaration of acceptance of the additional conditions of the programme,
 - c) in the case of a self-financed programme, two copies of the signed student training agreement,

⁹⁶ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

⁹⁷ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

⁹⁸ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

- d) the original document confirming the payment of the first instalment of the tuition fee, or the document confirming the conclusion of the student loan agreement,
 - e) the tax identification card, or in its absence a proof of application for the card,
 - f) social security card, or in the case of foreign nationals, a European Health Insurance Card,
 - g) the secondary school leaving certificate in the case of higher educational vocational training programme and bachelor's (degree) programme,
 - h) language exam, if available,
 - i) in the case of students enrolling in a master's (degree) programme or PSTP, a higher level degree or diploma; if the language of the higher level degree or diploma is not Hungarian or if it does not match the language of the programme, then an official translation into Hungarian or into the language of the programme,
 - j) the company's letter of intent if the tuition fee is financed by the student's employer.
224. Upon enrolment, the University concludes a student training agreement with the student admitted to a self-financed programme. The contract includes the amount of tuition fee for the duration of the programme, the services provided for the tuition fee and the conditions for reimbursing the paid tuition fee.
225. Students admitted to a state scholarship/partial state scholarship programme declare their acceptance of the conditions of the programme upon enrolment.
226. The student declares on the enrolment form the number of semesters with state scholarship/partial state scholarship used prior to the enrolment.
227. International students must present the following documents during enrolment:
- a) passport or identity card,
 - b) health insurance document,
 - c) a document proving previous qualifications.

Sign-in

228. The student can sign in during the sign-in period specified in the academic calendar. By signing in, the student declares to know and to comply with the University's rules applicable to them. After the sign-in period, the student has the opportunity to modify their status by submitting an electronic application to the Director of Customer Services and Studies and paying fees and service charges.
229. The student can change their marked active or passive status on the electronic platform during the sign-in period.⁹⁹
230. In the case of sign-in within the deadline, if tuition fee has been paid, and then – but still in the sign-in period within the deadline – the status is changed and tuition fee is refunded, the administration fee specified in the fee table is charged on the relevant transaction.
231. If an active student participating in a self-financed programme withdraws their sign-in after the sign-in period beyond the deadline set out in the academic calendar, 90% of the tuition fee is refunded to the student with the exception set out in paragraph 236A; 10% is accounted as income for the University under the title of tuition fee. No administration fee is charged on the refund.¹⁰⁰
232. If an active upper-semester student participating in a self-financed programme withdraws their application between 16 September and 14 October or between 16 February and 14 March, 50% of the tuition fee – with the exception of paragraph 236A – is accounted for the University as income.¹⁰¹

⁹⁹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹⁰⁰ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹⁰¹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

233. If an active upper-semester student participating in a self-financed programme does not have a registered subject or withdraws their status between 16 September and 14 October or between 16 February and 14 March, 10% of the tuition fee is accounted for the University as income.
234. If an active student participating in a self-financed programme withdraws their application after 15 October or 15 March, the University will not refund the amount of the self-financed programme, with the exception of paragraph 236A.¹⁰²
235. If the student suspends their studies or does not sign in and this does not result in the termination of the student status, the given semester must be recorded as a passive semester.
236. If – after signing in – the student does not request a suspension of their studies by the dates specified in paragraph 234, the given semester is considered an active semester and, regardless of the fulfilment of their study obligations, this will incur the obligations arising from accepting the conditions of training supported by state scholarship/partial state scholarship or the obligations specified in the student training agreement. The semester is also considered active for students studying abroad who signed in for the given semester.
- 236A. If the suspension of the student status is permitted based on Article 45 (2) (c) of the NHE, the sign-in for the given academic semester structure must be deemed withdrawn with the proviso that the legal consequences of sign-in cannot be determined for the academic semester structure that has already begun but is affected by the suspension.¹⁰³
237. The student is not entitled to sign in if:
- a) they have an overdue payment obligation towards the University,
 - b) they have overdue debts related to books and/or assets,
 - c) did not fully compensate for the damage caused to the University.
238. When signing in, the student is obliged to report to Neptun any changes to their registered personal and other data or in their eligibility for healthcare services. If there has been a change in their data that needs to be confirmed with documents, the student must report this electronically within 8 working days and then present the original document to the Student Information Centre. The changed data will be transferred after the original document is presented. The student is fully responsible for any damage caused to the University due to failure to provide data or incorrect provision of data.
239. If a student participating in the programme pursues studies in multiple programmes, they must declare their studies in each degree programme when signing in. Such a student can make a statement about their state scholarship/partial state scholarship programme only in a unified manner.
- 240.¹⁰⁴

Transfer

241. A student of another higher education institution may request transfer to the University in the same or related field of study (including a predecessor field of study) and in a degree programme leading to the same level of qualification.¹⁰⁵
242. Transfer can take place from the end of the previous study period until 15 September for the autumn semester and until 15 February for the spring semester. The transfer request can be submitted to the Student Information Centre, addressed to the Director of Customer Services and Studies, and in the case of international students to the International Admissions Office.

¹⁰² Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹⁰³ Adopted by the Senate's Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹⁰⁴ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

¹⁰⁵ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

243. Taking into account the capacities, those students can be transferred who:
- meet the conditions set out in paragraph 241,¹⁰⁶
 - the conditions for dismissal or exclusion do not apply for them, or no proceedings to this effect are pending against them at the time of transfer, and¹⁰⁷
 - actually earned at least 30 credits at their previous institution.
244. The student submitting a transfer request must attach to the transfer request the following documents issued by the transferring higher education institution:
- a certification of current student status, not older than 30 days,
 - certified register sheet extract,
 - a curriculum or list of subjects as well as a certified description of the completed subjects (course syllabus) from where they request transfer,
 - a declaration that the conditions set out in paragraph 243 b) apply to them.¹⁰⁸
245. The decision of the CTC must be requested in advance for the decision on taking any equivalency exams that may be necessary for transfer. The decision on taking the required equivalency exams must be stated in the transfer decision.
246. The decision on transfer includes the academic semester structure, the degree programme, the sub-specialisation, mode of study, year and form of financing for starting or continuing the transferred student's studies.
247. During the transfer procedure, the student must have a continuous status until the enrolment following the transfer decision, otherwise the University revokes the transfer decision.
248. Anyone who has been transferred to the University is entitled to establish a student status by enrolling after the transfer decision becomes final. After the enrolment of the transferred student, the University sends its transfer decision and the date of enrolment following the transfer decision to the dismissing higher education institution and to the student, and the Director of Customer Services and Studies requests the personal file of the transferred student from the institution where the student continued their studies prior to the transfer.

Student ID card

249. The following students are eligible for a student ID card:
- students holding a student status at the University,
 - foreign students studying at the University, pursuing partial studies based on an intergovernmental or other educational cooperation agreement or convention.
250. The student is entitled to a student ID card:
- if their student status ends in the autumn semester, until 31 March following the termination of the student status,
 - if the student status ends in the spring semester, until 31 October following the termination of the student status.
251. The student ID card is validated every semester by the Directorate of Customer Services and Studies.
252. The University issues a certificate to the student until the student ID card is issued as well as to non-Hungarian students who continue their studies at the University with a scholarship for a period of less than twelve months.
253. Upon the student's electronic request for replacing a lost, stolen or damaged student ID card and sticker, the Directorate of Customer Services and Studies arranges for issuing a temporary

¹⁰⁶ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹⁰⁷ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹⁰⁸ Adopted by the Senate's Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

student ID card, a new student ID card and/or sticker upon payment of a fee and service charge.

254. The University does not issue or validate a student ID card during the period of suspension of the student status, with the exception of the period from the termination of the student status until the expiry of the validity period.
255. The student must return the student ID card to the Student Information Centre immediately upon completion of their studies, termination of their student status, and if they have been accepted to another higher education institution, after the expiration of the validity periods of 31 October and 31 March.

Establishing a guest student status with persons who have, and persons who do not have a student status at the University

256. Students of other higher education institutions can pursue partial studies at the University as guest students in connection with their studies. The University can also establish a new training status with its own students for the purpose of self-financed, non-degree studies.¹⁰⁹
257. The request for establishing a guest student status must be submitted to the Dean of the relevant Faculty of the University. The request must contain the following:¹¹⁰
- a) the applicant student's personal identification data and contact details (mailing address, e-mail address, telephone number),
 - b) the guest student status plan approved by the head of the University and the parent institution,
 - c) the student's declaration to pay the credit fee for course registration to the University within 5 days from the approval of the guest student status.
258. Based on the request, the University issues the permission for guest studies, specifying the amount of the tuition fee as well as the method and deadline of payment.¹¹¹
259. The student is obliged to pay the costs of partial studies. In the case of a guest student status within the framework of an inter-institutional agreement, the inter-institutional agreement provides for paying the costs.
260. The guest student status is established on the day of enrolment at the University. Upon enrolment, the Directorate of Customer Services and Studies issues a register sheet for the guest student. During the period of the guest student status, the student is included in the Electronic Study Administration System, and the University's regulations appropriately apply to them during their studies at the University.
261. Based on the permission for guest studies, the Directorate of Customer Services and Studies registers the approved courses for guest students after the course registration of the University's own students.
262. The University issues a micro-certificate containing the course description (syllabus) upon successful completion of the non-degree studies within 30 days after the termination of the guest student status.¹¹²

Simultaneous student status

263. ¹¹³

264. ¹¹⁴

¹⁰⁹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹¹⁰ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹¹¹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹¹² Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹¹³ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

¹¹⁴ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

Non-degree studies

266. Non-degree studies can be organised at the University within the framework of higher education, as a training course that does not provide higher education qualification:
- a) for training courses separately announced by the University as non-degree studies, for a training module, for a group of subjects, individual subjects, and/or
 - b) based on the individual study programme plan of the person applying for non-degree studies, approved by the University.
267. The University can admit persons who are not in a student status with it – for the purpose of non-degree studies – to any course or module of the University, within the framework of a student status, for self-financed training, without a separate admission procedure. The University can also establish a new training status with its student for the purpose of self-financed non-degree studies. Those can be admitted to the non-degree studies announced by the University who have fulfilled the conditions specified by the University and published on its website.
268. In non-degree studies, student status is established through enrolment without a separate admission procedure. The student is entitled to the rights and is subject to the obligations resulting from the student status, with the exception of the present subheading.
269. The University can establish a student status for non-degree studies with a person who is not in a student status, for maximum two consecutive semesters, within the framework of self-financed training, taking into account the maximum number of students.
270. The University is obliged to issue a micro-certificate of study performance from the electronic study administration system, which also includes the course description (syllabus). The completed course or module can be recognised in the higher education studies according to the rules of credit transfer.
271. With regard to this status, the student is not entitled to continue studies in order to obtain further qualifications, to request transfer, to establish a simultaneous student or guest student status, to suspend their student status, to request transfer to a programme supported by state scholarship/partial state scholarship or to use a state-funded period.
272. The Dean of the relevant faculty decides on the announcement of non-degree studies, on the possible conditions of admission, on the permission to continue the studies and simultaneously on the establishment of the student status.
273. Applications for non-degree studies must be submitted via the electronic application interface designed for this purpose by the deadline published on the University's website. The application must indicate what studies the applicant intends to pursue during the non-degree studies, and documents proving the existence of the required conditions must be attached. The Dean of the relevant faculty decides on the application.
274. The participant is a self-financed student during the non-degree studies. The Dean's decision specifies from which educational programmes of the University the student is entitled to register for subjects, and also determines the amount of the tuition fee.
275. After receiving the decision, the applicant must enrol at the Student Information Centre by the deadline specified in the decision. After enrolment, the University issues a student register sheet, indicating that the student is participating in non-degree studies. The courses for the student are recorded in the electronic study administration system by the Directorate of Customer Services and Studies.

¹¹⁵ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

276. If the student continues non-degree studies at the University for two semesters, the student must sign in at the Directorate of Customer Services and Studies for the continuation of studies in the second semester of the non-degree studies, at the latest by the third week of the semester.

Suspending the student status

277. If the student announces that they do not wish to fulfil their study obligation in the next academic semester structure, or if the student does not sign in for the next academic semester structure, their student status is suspended and the given semester is considered a passive semester.

278. The student status is also suspended:

- a) if the student is banned from continuing their studies for a fixed period of time as a disciplinary penalty,
- b) during the period of active service of a voluntary reserve soldier.¹¹⁶

278A.¹¹⁷The University can authorise the suspension of the student status upon the student's request submitted electronically to the Director of Customer Services and Studies

- a) also for a continuous period of more than two semesters,
- b) after the sign-in period at the request of a senior student, and for the given semester at the request of a student enrolled for the first semester with active status,

- c) after the sign-in period, for the given academic semester structure,

provided that the student is unable to fulfil their obligations arising from the student status due to childbirth, accident, illness or other unexpected reason through no fault of their own.

279. The student status may be suspended several times, but for maximum two semesters at a time. A student may suspend their student status for four consecutive semesters if they receive infant care allowance, childcare allowance or allowance in view of their maternity leave.¹¹⁸

280.¹¹⁹

281. If the student announces outside the sign-in period – by 14 October in the autumn semester, by 14 March in the spring semester – that they intend to suspend their student status or continue their studies despite the passive semester indicated upon sign-in or enrolment, they may request this through Neptun, subject to payment of the applicable fee and service charge.¹²⁰

282. If the student does not request a suspension of their studies by the date specified in paragraph 281 and registered at least for one subject in Neptun, the given semester is considered an active semester even if the student does not attend sessions and does not meet the study requirements of any curriculum.

283. If a student with active status does not request a suspension of their studies and does not register for any subject by 5 October in the autumn semester or 5 March in the spring semester, the Directorate of Customer Services and Studies invalidates the student's sign-in by 14 October in the autumn semester or 14 March in the spring semester and informs the student via Neptun about the invalidation and that 90% of the tuition fee will be refunded to them.

¹¹⁶ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹¹⁷ Adopted by the Senate's Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹¹⁸ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹¹⁹ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

¹²⁰ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

284. The student cannot be required to pay tuition fee in the passive semester in addition to the proportionally reduced amount payable due to participation in the training.
285. If the student suspends their studies for two consecutive semesters, the Directorate of Customer Services and Studies informs the student in writing in the second semester of the suspension, within 21 days after 15 October in the autumn semester and 15 March in the spring semester about the legal consequences of the eventual failure to sign in for the third semester.
286. During the passive semester, the student is entitled to use the Neptun and CooSpace platforms, but is not entitled to course registration, to select sub- specialisations, participate in exams, receive the allowances set out in the Fees and Allowances Regulations, or validate a student ID card.
287. If a student is banned from continuing their studies for a specified period as a disciplinary penalty, they must sign in during the sign-in period to continue their studies after the expiry of this period, even without a separate call.
288. If the student does not sign in after the two-semester suspension period and does not have permission for a passive semester due to childbirth, accident, illness or other unexpected reason through no fault of their own, the University terminates their student status. Termination of the student status does not result in the cancellation of any debts owed to the University.

Establishing a guest student status by a student of the University

289. The student may establish a guest student status with another higher education institution in order to continue partial studies related to their studies.
290. ¹²¹
a)
b)
c)
d)
291. ¹²²
292. The student's credits earned at another higher education institution as a guest student may be recognised according to the credit transfer rules based on a certificate issued by the receiving institution.
293. The student must report the subjects and credits completed during the guest student status to the Director of Customer Services and Studies, along with institutional confirmation of the completion of the subjects, no later than the last day of the semester affected by the guest study. The guest student status does not entitle the student to enrol in a degree programme or to obtain a degree certificate at the University.
294. In the case of a student pursuing partial studies at a foreign higher education institution – based on the provisions of the agreement or programme governing the studies – the credits for completing the courses, if the study contract concluded before departure includes the credits to be completed, are fully recognised in the student's study obligations at home. The credit equivalence assessment takes place before the start of the partial studies or the finalisation of the study contract relating to them.
295. Partial study abroad is a special case of guest study, in which the student studies at a foreign higher education institution and takes an exam there. The University recognises the credits

¹²¹ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

¹²² Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

earned by students participating in partial studies abroad at foreign higher education institutions based on the rules of credit recognition.

296. Permission from the Director of Customer Services and Studies is not necessary if a separate inter-institutional agreement applies to the subject completed at the receiving institution. An examination taken based on such a guest student status must be considered as if it had been taken at the University.
297. The University does not reimburse the costs of partial studies of the student at another higher education institution, except for the case of an inter-institutional agreement.

Terminating the student status

298. The student status is terminated:
- a) if the student was taken over by another higher education institution, on the day of the takeover,
 - b) if the student announces in writing that they are terminating their student status, on the day of the announcement,
 - c) if the student cannot continue their studies in a programme financed through Hungarian state scholarship/partial state scholarship and does not wish to continue it in a self-financed programme,
 - d) on the last day of the semester in which the student obtained the pre-degree certificate,
 - e) in a higher educational vocational training programme, if the student has become unfit for health reasons to continue their studies and there is no other suitable higher educational vocational training programme offered at the University, or the student does not wish to continue their studies or cannot continue their studies due to the lack of the necessary conditions for further studies, on the day when the decision on termination becomes final,
 - f) if the student's student status is terminated due to payment arrears by the Director of Customer Services and Studies within the authority delegated by the Rector, after the unsuccessful warning of the student and an examination of the student's social situation, on the day when the decision on the termination becomes final,
 - g) on the day when the disciplinary decision on expulsion becomes final,
 - h) if the condition specified in the NHE for establishing the student status no longer exists, on the day when the termination decision made in this regard becomes final,
 - i) if the student participating in an educational programme supported by a Hungarian state scholarship/partial state scholarship withdraws their declaration of accepting the conditions of the programme and does not agree to participate in the self-financed programme.
299. If the student is pursuing studies in multiple degree programmes at the University as a student, the provisions of paragraph 298 apply with the exception that studies in the given degree programme cannot be continued instead of terminating the student status.¹²³
300. ¹²⁴
301. The University terminates the student status with a unilateral declaration if the student:
- a) fails to fulfil their obligations regarding progress in studies set out in these Regulations and/or in the curriculum,
 - b) does not register for the next semester of study for the third consecutive time and does not have permission for another passive semester due to extraordinary reasons,
 - c) does not commence studies after the permitted suspension of the student status,¹²⁵ provided that the University has requested the student in writing to fulfil their obligation by the specified deadline and has also informed them of the legal consequences of failure to do so.¹²⁶

¹²³ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹²⁴ Repealed by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹²⁵ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹²⁶ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

302. The student status is terminated by dismissal for academic reasons on the day when the first-instance decision on termination becomes final in the given degree programme if the student fails to fulfil the following obligations regarding progress in studies as set out in these Regulations and/or in the curriculum:
- a) in the case of a bachelor's (degree) programme, does not complete at least 60 credits in the first four validly completed active semesters,
 - b) in the case of higher educational vocational training programme, master's (degree) programme or PSTP, does not complete at least 30 credits in the first two validly completed active semesters,
 - c) in the first two semesters of the master's (degree) programme, does not complete the missing credits specified in the credit recognition decision or in the PCER as a condition for admission to the master's (degree) programme,
 - d) after two semesters in the case of students participating in a preparatory programme.¹²⁷
303. -
- 304.¹²⁸
305. In the case of students who were dismissed for academic reasons and then re-admitted to the same institution for the same degree programme (including higher educational vocational training programme) within the framework of an admission procedure, the previously completed study units are recognised through a credit transfer procedure.
306. The Director of Customer Services and Studies notifies the student in writing of the termination of the student status.
307. If an active student participating in a self-financed programme requests termination of the student status after the sign-in period beyond the deadline set out in the academic calendar by 15 September in the autumn semester and by 15 February in the spring semester, then 90% of the total paid tuition fee will be refunded to the student; 10% tuition fee, the legitimate claim of the University, is accounted as income. The student is obliged to reimburse the University for 10% of the tuition fee as well as any other fees incurred by the student in connection with their studies and not paid until the termination of the status.¹²⁹
308. If an active student participating in a self-financed programme requests termination of their student status between 16 September – 14 October or 16 February – 14 March, then 50% of the total tuition fee is the University's legitimate claim, which is accounted as income. If the student has already paid 100% of the tuition fee to the University, 50% of the tuition fee is refunded to the student. The student is obliged to reimburse the University for 50% of the tuition fee as well as any other fees incurred by the student in connection with their studies and not paid until the termination of the status.¹³⁰
309. If an active student participating in a self-financed programme requests termination of the student status from 15 October in the autumn semester or from 15 March in the spring semester, the full amount of the tuition fee is the legitimate claim of the University, and the University does not refund the already paid full tuition fee to the student. The student is obliged to pay to the University the entire tuition fee as well as any other fees incurred by the student in connection with their studies and not paid until the termination of the status.¹³¹
310. The University may, at its own discretion, settle the student's overdue debt up to the amount available in the collection account after the termination of the student status. The University

¹²⁷ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹²⁸ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

¹²⁹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹³⁰ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹³¹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

refunds the amount available in the student's collection account if the student has no overdue debt to the University.

Data to be recorded in Neptun, compulsory content elements of the register sheet extract

311. A register sheet extract printed from Neptun and created as a document certified by an employee of the Directorate of Customer Services and Studies must be used at the University. The paper document must be authenticated with the signature of an employee of the Directorate of Customer Services and Studies, with the stamp of the higher education institution and with a date. The electronic document must be provided with at least an advanced electronic signature or electronic seal based on a qualified certificate issued by the person entitled to issue the electronic document, furthermore it must be authenticated with a time stamp issued by a service provider that provides this service as a qualified service provider. In the case of an electronic signature attached to a natural person, the electronic signature must also include the person's role authorising them to issue an electronic document.¹³²
312. After the end of the study period, the number of credits taken and obtained by the student, the credit index and the grade average must be recorded in Neptun no later than 30 days after the start of the study period following the semester in question.
313. The operators of the electronic study administration system do not have the right to make entries in the electronic course record book, however, in special cases – solely upon the written, justified request of the Dean of the relevant faculty – the operator of the electronic study administration system may make a database-level entry in the electronic course record book. This fact must be recorded, a certified copy of the status before the change must be made and the student or student group concerned must be notified of this.
314. The grades must be recorded in Neptun.
315. The examination paper itself is used for the subsequent verification of grades obtained based on the written assessment, which must include the evaluation and the name and signature of the evaluator. Written examination papers must be archived after six months.
316. In the case of an oral examination, the student will receive notification of the result via Neptun within 2 working days after the examination, and in the case of a written examination within 5 working days after the examination.
317. In the last week of the examination period and during the retake examination period, a correction period must be applied that allows the student to apply for the retake exam, to record the grade before closing the semester and to obtain the pre-degree certificate in time in the case of students who applied for the final exam.
318. The student may lodge an objection to the Director of Customer Services and Studies with regard to the evaluation data in the register via electronic request, no later than 5 days after the end of the examination period, which the Director of Customer Services and Studies must consider within 8 working days. The above deadline is preclusive.
319. The objected evaluation must be corrected if the objection is justified. If the Head of Institute or Department considers the objection to be well-founded, they are obliged to correct the error within their own authority and notify the student of this via Neptun. The student may appeal the decision rejecting the objection to the Student Legal Remedy Committee within 15 days of its notification.
320. Decisions related to the student status, study and examination matters must be registered in the electronic study administration system.

¹³²Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

Rules on issuing register sheet extracts

321. The Directorate of Customer Services and Studies is obliged to provide a free extract of the data recorded in the register sheet extract once in a semester, at the student's request, at any time after the 30th day of the last day of the examination period. If the student requests the issue of the extract again within one semester, they must pay a fee and service charge.
322. If the student continues their studies at another higher education institution by transfer, the University registers the date of terminating the student status in the electronic study administration system – based on the transfer decision sent to the University by the receiving higher education institution and/or on a certificate specified by law – and issues a paper-based certified register sheet extract within fifteen days of the termination of the student status.
323. The register sheet extract is issued ex officio by the Directorate of Customer Services and Studies if the student completes their studies without a pre-degree certificate (absolutorium) and has completed at least one semester as an active student.
324. The Directorate of Customer Services and Studies issues the register sheet extract upon request:
- a) to students who obtained a pre-degree certificate but completed their studies without obtaining a degree,
 - a) to students who obtained a degree in PSTP, and
 - b) in case of paying a fee and service charge to the student or former student requesting it.¹³³
325. A certified version of the register sheet for the given semester must be prepared within 30 days of the last day of the examination period for the given semester.

D. STUDY OBLIGATIONS

Rules for attending academic sessions

326. The University provides education to students in the form of sessions. The type of session can be a class (lecture, seminar, practical class, consultation) or compulsory internship. The lectures are public.¹³⁴
327. Sessions can be combined and session breaks can be rearranged after students have been properly informed.
328. A student may be denied a grade or qualification for a given subject due to absence if the student missed more than the number of sessions specified when the subject was announced. In this case, the student must repeatedly register for the subject.
329. It is the student's obligation to attend the sessions of the registered courses. Instructors leading the sessions must record participation in the electronic study administration system. With the exception of lectures, the instructor may only allow those students to attend sessions who registered for the session announced in the electronic study administration system under the name of the instructor concerned.
330. In the case of lectures in BCT degree programmes, there is no maximum allowed absence limit, but the assessment can also include the presented body of knowledge.
331. Participation in theoretical lectures is compulsory in FACI degree programmes. Session instructors must record attendance at compulsory sessions in the electronic study administration system by the first working day of the week following the session. For lecture-type subjects announced in full-time and part-time modes of study the maximum allowed absence rate is as follows:

In the case of a full-time mode of study	In the case of a part-time mode of study
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¹³³ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹³⁴ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

Number of lecture classes/week/semester	Permitted absence rate/semester	Number of lecture classes/semester	Permitted absence rate/semester
2 classes	6 classes	8 classes	4 classes
4 classes	12 classes	16 classes	8 classes

332. In the case of practical subjects announced in the full-time and part-time mode of study, the student may miss maximum the following number of classes in the subject with a given number of classes within a semester:

In the case of a full-time mode of study		In the case of a part-time mode of study	
Number of practical classes/week	Permitted absence rate/semester	Number of practical classes/semester	Permitted absence rate/semester
2 classes	6 classes (3 sessions)	8-class subject	3 classes
2 * 2 classes	8 classes (4 sessions)	10-class subject	4 classes
4 classes	12 classes (3 sessions)	16-class subject	5 classes
6 classes	12 classes (2 sessions)	20-class subject	8 classes (6 classes for language)
20 classes	30 classes	24-class subject	8 classes
30 classes	45 classes	30-class subject	45 classes
		40-class subject	12 classes

333. The student must attend at least 50% of the classes in all subjects announced in the degree programme within the framework of PSTP. In the event of an absence exceeding 50%, the instructor decides on the possibility of making up for the classes.

334. If the student misses more classes than allowed based on the attendance sheet kept by the instructor in Neptun, they cannot take an exam in the subject concerned and cannot obtain an offered grade.

334A.¹³⁵ Requirements for completing training-type courses:

- a) participation during the entire period of the training,
- b) uploading written home assignments and/or portfolio elements specified in the syllabus by deadline, and
- c) in the case of Start myBrand training, the first completion of the 7 habits competency test by the day of the registered training.

335. If the student does not appear at the training or workshop, they cannot fulfil the requirements of the training or workshop and no signature can be given for them; in this case, the provisions regarding course repetition shall apply.

336. In the case of language practices, students can change groups until the end of the second week of the teaching period and in a part-time mode of study – in the case of courses starting later – until the second session of the course, according to their language proficiency, with the permission of the practical class instructor and the Head of the Institute.

337. The syllabus of the lecture can attach lecture completion to participation in a university event or programme held at the same time as the scheduled class/lecture.¹³⁶

¹³⁵ Adopted by the Senate's Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹³⁶ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

338. Students and eventual visitors may not disturb classes, including training and workshops, by entering after the start of the class and/or by disruptive behaviour. It is also considered being late if a student leaves the session before the end of the session. If the student is more than 10 minutes late for the session, the instructor may refuse to certify attendance.¹³⁷
339. If a student's behaviour during sessions violates generally accepted social norms, they may be expelled from the session, which is considered an unexcused absence.
340. The restriction or exclusion of the public can be ordered in advance by the Dean or the Head of the TC or by the instructor during the session.¹³⁸
341. Students can make audio and video recordings during sessions only with the prior written permission of the course instructor.¹³⁹
342. Educational aids issued by the University and published on the Internet are the property of the University, and can only be used for the purpose of completing the student's studies. If the student deviates from this provision regarding use, disciplinary procedure may be initiated against them.
343. The instructor, the relevant Head of Institute, Head of Department or Head of the TC is responsible for conducting the sessions. Sessions missed due to the instructor's fault must be held later.¹⁴⁰
344. ¹⁴¹
345. The relevant Heads of Institutes and Departments are responsible for adhering to the timetable. The final timetable must be published before the start of education.

Preferential study schedule

346. The Director of Customer Services and Studies can, at the student's request, grant a preferential study schedule, based on which the student can be fully or partially exempted from participating in compulsory sessions. No deviation from the system of prerequisites and the regulations regarding simultaneous registration for curricular units is allowed even within the framework of the preferential study administration system.
347. A preferential study schedule can be granted to a student who:
- a) participates in academic activities or academic competitions related to the university studies,
 - b) engages in thoroughly justifiable scientific or organisational activities carried out in the interests of the University, excluding student advocacy activities carried out in, or on behalf of the Student Union,
 - c) who engages in outstanding community, artistic or sporting activities,
 - d) participates in internship in a certified manner,
 - e) takes care of their close relative due to their serious illness,
 - f) suffers from a chronic illness that limits movement,
 - g) for whom the preferential study schedule is justified by exceptional circumstances,
 - h) there has been a change in their social or health circumstances that was not expected at the beginning of the studies,
 - i) is studying at a foreign higher education institution in order to continue their partial professional studies,
 - j) is pursuing simultaneous studies at the University or at another higher education institution.

¹³⁷ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹³⁸ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹³⁹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹⁴⁰ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹⁴¹ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective: 1 September 2025.

348. The student may submit the application for a preferential study schedule no later than the last day of the course registration period, unless the case under subparagraphs *b)-j)* of paragraph 347 occurs after the course registration period. The student must attach to their application a document not older than three months confirming the contents of their application, and in the case of art and art mediation programmes also the prior support of the programme head or the head of the department responsible for the given subject.
349. In the event of a lack of document or documents confirming the contents of the application for a preferential study schedule, the Director of Customer Services and Studies calls on the applicant to provide the missing documents. The time available for providing missing documents is three working days from the date of notification.
350. The Director of Customer Services and Studies makes a decision within 8 working days of submitting the application. Until the decision is made, the student must attend compulsory sessions. The fee and service charge of the application for a preferential study schedule is imposed when the electronic application is submitted.
351. Permission to continue the preferential study schedule applies for maximum one semester at a time. Students pursuing their studies under the preferential study schedule must also fulfil the study requirements.
352. Within the framework of the preferential study schedule, the student is exempted from attending compulsory sessions, and the method of assessment is determined by the subject leader. The tasks specified by the instructor must be completed at the time and in the manner specified by the instructor, but no later than the last day of the study period. If the student fails to consult on completing the course by the end of the 4th week of the study period, the instructor cannot be obliged to assign a task that differs from the syllabus. An exception to this is if the decision to accept the application for a preferential study schedule is issued after the 4th week of the study period.¹⁴²
353. Students with a preferential study schedule must consult with the instructor of the practical subject in person or online at the agreed time and manner.
354. Trainings, workshops, language courses and the University Seminar course cannot be completed under the preferential study schedule; participation in these sessions is compulsory. If the student registers for such a course, they assume the obligation to complete the chosen course.¹⁴³
355. The preferential study schedule can be modified at the student's request. The permission cannot be retroactive, and can only apply to the given semester.
356. Exemption from the obligation to attend classes does not mean exemption from other academic and assessment obligations. If approved, the student must discuss the detailed conditions of completion with the course instructor at the beginning of the semester through the Coospace platform, must regularly follow the electronic platform related to the course and complete the tasks prescribed there. The student must attend exams at the times specified in the syllabus; they cannot make up for them at other times, unless the syllabus specifies the possibility of making up for exams.

Equity

357. During their given programme, students may submit an equity application once to the Rector and three times to the Dean. An equity application can be submitted to the Rector after all options for the Dean's equity have been exhausted.
358. Equity can be requested if the student did not fulfil any of their study or examination obligations and missed a deadline, and

¹⁴² Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹⁴³ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

- a) exhausted the options provided by these Regulations and
 - b) proves that they were unable to fulfil their student obligations for reasons beyond their control – illness, accident, childbirth or other unexpected reason through no fault of their own.
359. There is no room for equity:
- a) in the admission process,
 - b) against the decision resulting in the termination of the student status,
 - c) regarding the consideration of the student's payment obligation,
 - d) against evaluations regarding the fulfilment of study requirements, unless the student failed to fulfil the internship or criterion requirement for reasons beyond their control and requests the opportunity to make up for it,
 - e) regarding exemption from the obligations set out in the PCER and in the qualification requirements,
 - f) in cases where an equity application was previously submitted.
360. The student may submit an equity application in writing within 8 days of the deadline for fulfilling the obligation, addressed to the Rector in the case of the Rector's equity or to the Dean in the case of the dean's equity.
361. The Rector or Dean will decide on the application in a resolution within 21 days of submission; the equity-based preference must be recorded in the electronic study administration system. The decision based on equity must provide for the conditions of any compensation and must state that the student may not receive any further preferences based on equity.

The system of knowledge assessment and evaluation

362. The assessment methods to be applied are prescribed in the course syllabus, and the detailed rules of completion and evaluation are specified in the course description.¹⁴⁴
363. No distinction can be made in the classification of a student's work based on the student status, or depending on whether they participate in a state-funded or self-financed programme, or studies as a guest student.
364. The instructor evaluates the student's performance during the study period and in the examination period, and records the results in Neptun.
365. The student's performance can be evaluated on a:
- a) five-grade scale: excellent (5), good (4), satisfactory (3), pass (2), fail (1),
 - b) three-grade scale: excellent (5), pass (3), fail (1),
 - c) two-grade scale: pass (5), fail (1).
366. The student will not earn credit points if their performance is assessed as fail (1) or if they exceeded the permitted number of absences in the given subject.
367. In the case of lectures, the acquired knowledge is assessed during the examination period. The form of evaluation is the exam grade. The exam grade evaluates the student's performance during the exam and qualifies the level of acquisition of theoretical knowledge. The course syllabus may also establish additional conditions but may not deviate from the assessment forms established in these Regulations.¹⁴⁵
368. Forms of assessment used in the case of a lecture:
- a) examination,
 - b) mid-semester assignment.
369. In the case of subjects ending with an examination, the course instructor may give the student an offered grade based on their performance during the academic period and/or mid-semester

¹⁴⁴ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹⁴⁵ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

assignment. In the case of a lecture and practical class to be completed together, the offered grade can only be used as an exam grade if the student's score in the practical class is at least 25 points. In the case of PSTP, the exam grade can also be obtained as an offered grade with a mid-semester assignment if it is included in the course description.

370. In the case of a lecture, the completion of a mid-semester assignment can be set as a condition for completing the course if the provision for this is included in the syllabus of the subject concerned.
371. In the case of seminars and practical classes, the acquired knowledge is assessed during the study period. The form of evaluation is the practical grade. The practical grade evaluates the student's entire practical work completed over a semester and qualifies the level of application of their theoretical knowledge. The student must fulfil the requirements of the subject to be evaluated with a practical grade during the study period. The form of assessment for practical class is the mid-semester assignment. The mid-semester assignment may take the form of a short presentation, presentation, artwork, home assignment, translation, project work or classroom test, which will count towards the total value of the end-semester grade. The practical grade must be determined on a five-grade scale.¹⁴⁶
372. The instructor leading the seminar and the practical class records the practical grades or points in the electronic study administration system within 5 working days after the last practical session.¹⁴⁷
373. In the FACI programmes, the evaluation of certain practical subjects takes place during the period specified in the academic calendar, but no later than the fourth week of the examination period. The Programme Coordinator publishes the evaluation schedule for practical subjects and the date of each evaluation in the Coospace platform prior to the exam registration period. The grades obtained during the evaluations must be recorded in the electronic study administration system within 5 working days following the evaluation.¹⁴⁸
374. In PSTP, the requirements for completing practical subjects are determined by the Programme Coordinators and evaluated by the fourth week of the examination period.¹⁴⁹
375. A classroom test aimed at a written assessment of part or all of the knowledge specified in the subject programme may only be taken at the time specified in the timetable for the given course session.
376. The instructor must specify the number of classroom tests in the course syllabus as well as the possibility of making up in case of omission or failure of the test. It is possible to make up for several classroom tests from a given subject on one occasion if the instructor announced several classroom tests. Making up for a classroom test is possible only during the study period. Part-time students can make up for classroom tests during the first week of the examination period.
377. According to the rules regulating access to the written examinations, instructors must provide an opportunity for students to inspect their classroom tests in the given study period.
378. In the case of a language class, the instructor can provide an opportunity for oral retake on the first two working days of the examination period.
379. The detailed conditions for the assessment and the offered grade are included in the given course syllabus. If the student does not accept the offered grade, they may take an exam in the given subject based on the rules on examinations.
380. In the case of a written assessment, copyright infringement will result in a fail (1) grade.

¹⁴⁶Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹⁴⁷Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹⁴⁸Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹⁴⁹Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

Assessment methods used in the case of a lecture and practical class to be completed together

381. In the case of a combined lecture and practical class, students will receive an exam grade during the examination period after completing the examination.
382. The exam grade is determined based on the sum of maximum 50 points obtained through the evaluation of the practical class and maximum 50 points obtained in the exam.
383. The prerequisite for starting the examination is that the student achieves at least 25 points in the practical class. If the student does not achieve this score in the practical class, the subject is failed. If the student registered for the failed subject as a compulsory subject, they must repeatedly register for the subject.
384. If the score achieved in the examination does not reach 25 points, the examination grade is fail. The provisions presented under the subheading "The system of knowledge assessment and evaluation" must be applied appropriately.¹⁵⁰
385. The forms of assessment for the language preparation course are determined by the syllabus.
386. In the event of a repeatedly registered subject, previously obtained practical points and other partial results will be lost and cannot be considered in the evaluation following the repeated registration for the subject.

Legal compliance of the work done by students

387. In the course of completing study requirements, students may use works of other authors, in particular in the course of preparing written assignment, pre-thesis essay (hereinafter collectively: other written works) and the thesis (hereinafter other written works and thesis collectively: student's work) by complying with the copyright laws.
388. The source used must be indicated in the student's work if the student:
 - a) quotes literally even a short passage from someone else's written or oral communication,
 - b) freely summarises, quotes, paraphrases someone else's written or oral communication,
 - c) describes or presents someone else's idea, opinion, theory or model,
 - d) uses someone else's idea, opinion, theory or model when constructing their own line of thought,
 - e) uses statistical data or figures established by someone else.
389. In the student's work the source used must be indicated in a way that clearly separates the student's own thoughts from the referenced and used sources.
390. In a student's work, the function of the reference, beyond recognising the ownership of the ideas, is to make the literary context of the thought process traceable, enabling others to access and read the sources on which the ideas expressed in the written work are based.
391. No plagiarism is committed by a person who uses a given work in a student's work within the framework of free use, thus citing a portion of the work – to the extent justified by the nature and purpose of the receiving work and faithfully to the original – with the name of the source and the author.
392. In relation to other written works, it is the responsibility of the instructor who corrects the student's work to determine the fact of plagiarism, which they report to the Head of the Institute or Department. If plagiarism is discovered, the instructor will notify the student within 8 working days via Coospace.¹⁵¹
393. If plagiarism can be proven, the evaluation of the other written work will end with a 'fail' grade or with the comment 'not evaluable', which result cannot be improved in the same semester.

¹⁵⁰ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹⁵¹ Amended by Senate Resolution 37/1217/2024. Effective from 18 December 2024

394. Following plagiarism in an examination, improvement is only possible by repeatedly registering for the subject. The instructor conducting the evaluation will notify the Directorate of Customer Services and Studies of the fact of plagiarism in order to limit repeated registration for the exam.
395. In the event of serious, significant and repeated plagiarism in the other written work, the Head of Institute or Department may initiate disciplinary procedure with the Secretary General.
396. Further provisions regarding plagiarism in the thesis are set out in Appendix 2.

Determining exam dates

397. The University is obliged to publish the dates of each exam, the maximum number of students taking the exam on each exam day, the names of persons responsible for the exam and the time and method of registration at least three weeks before the end of the study period by using the electronic study administration system.
398. Exam dates must be determined in a manner that the student can take the exams proportionally. In the case of a lecture and a practical class to be completed together, exam dates can be set if the practical scores or practical grades have been recorded in the electronic study administration system.
399. An oral exam cannot exceed 6 hours in duration, and maximum 30 people can be scheduled for one exam date per instructor. The exam date can be organised both in the morning (from 8 am) and in the afternoon (from 1 pm).
400. In the case of subjects where the number of students exceeds forty, the examiner must provide at least three examination dates per subject during the examination period, plus a date for the retake exam week; in the case of subjects with fewer than forty students, at least two examination dates per subject, plus a date for the retake exam week.
401. The examiner is obliged to provide a number of exam seats corresponding to 125% of the number of students eligible for the examination. If the number of students eligible for the examination in a given subject exceeds 500, the instructor must provide 35% more exam seats than the number of students.
402. When determining exam dates, the number of students who may take a retake exam must be considered; on exam days, the opportunity to take a retake exam must also be provided within the announced student headcount.
403. It must be ensured for part-time students that at least one of the regular exam dates as well as the retake exam date falls on a Saturday as well as on Friday if the training also took place on Fridays. In the case of exam dates announced for weekdays, it must be considered when organising the exam that the exams of part-time students cannot begin earlier than 3:00 pm.¹⁵²
404. Students must be informed about the exam dates and the identity of the examiners through the electronic study administration system three weeks before the start of the examination period.

Registration for exams

405. During the exam registration period, the student must register for one of the exam days for all exam subjects. In the case of a combined lecture and practical class, registration for the exam is possible after completing the practical class and recording the results. The deadline of exam registration is preclusive.
406. The first exam cannot be taken during the retake examination period. Deviations from this are possible in exceptional, justified cases, upon request approved by the Director of Customer

¹⁵² Amended by Senate Resolution No. 28/2025 (05.27.). Effective from 27 May 2025.

Services and Studies. This provision does not apply to students participating in the mobility programme.¹⁵³

407. If the student does not register for an exam in a subject through their own fault, the subject is considered 'not completed'. If the student registered for the subject as a compulsory subject, they must repeatedly register for the given subject.
408. It is possible to register for exams – with the exception of lectures and practical classes that must be completed together – from the third week prior to the examination period via the electronic study administration system.
409. The student cannot apply for an exam as long as they have debts to the University or have not received a payment or performance deferral from the University to fulfil their obligation.
410. The student can register for, and cancel an exam no later than 24 hours before the exam.
411. ¹⁵⁴
412. The student may apply for a new exam date during the regular examination period if the costs of the missed exam have been paid.

Missed examination

413. The student can be exempted from paying the costs of the missed exam if they certify in an electronic application submitted to the Directorate of Customer Services and Studies within 5 working days of the missed exam that their absence was based on a particularly justifiable reason.¹⁵⁵
414. In the event of a missed exam, the instructor cannot be obliged to provide an additional exam date or increase the number of students taking the exam. If, following a missed exam, the student cannot register for an exam date until the fifth week of the examination period due to the lack of available exam seats, they must retake the subject if it was taken as a compulsory subject.
415. By missing an exam, the student uses up one of the exam opportunities mandatorily provided by the University, but the missed exam cannot be counted towards the number of retake exams.

The examination procedure

416. The exams – with the exception of the final exams of FACI programmes – are not public. In the case of the final exams of FACI programmes, the public may be restricted or excluded in justified cases, among other aspects, with regard to data contained in the taught subject. This is decided by the Head of the Institute or Department responsible for teaching the given subject.¹⁵⁶
417. During the exam, the instructor must verify the identity of the participants. Anyone who cannot prove their identity with a photo ID is not allowed to take the exam.
418. The oral exam is considered to have begun with the presentation of the exam question(s) (by handing over the topic), and the written exam is considered to have begun by handing over of the exam tasks. After starting the exam, the student's performance must be graded.
419. If a student participating in an exam disrupts the start of the exam and fails to stop this behaviour even after being asked to do so by the examining instructor, the examining instructor has the right to suspend the student's exam and initiate disciplinary procedure against the student. In this case, the exam is considered a missed exam.

¹⁵³ Modified by decision no. 47/1031/2023. of the Senate. Effective from 1 November 2023.

¹⁵⁴ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective from 1 September 2025.

¹⁵⁵ Amended by Senate Resolution No. 46/2025 (08.29). Effective from 1 September 2025.

¹⁵⁶ Amended by Senate Resolution No. 46/2025 (08.29). Effective from 1 September 2025.

420. The exam is considered a missed exam if the student does not indicate their name and Neptun code on the written exam paper.
421. The instructor has the right to interrupt the student's exam and grade the exam as failed if they detect the use of an unauthorised aid or the collaboration of another person. The instructor has the right to initiate a disciplinary procedure in this case.
422. In an oral examination, the examinee must be allowed to prepare as necessary, but at least for 15 minutes, before answering; this can only be disregarded at the examinee's request. The duration of the exam is determined by the instructor or, in the case of a committee, by the chairperson of the committee.
423. In-person exams can only be held in the University's buildings. The exam must be held at the pre-announced time. The instructor and the student must be present at the announced exam time.
424. The instructor may combine written and oral exams by announcing an entry exam if it is stated in the course description. The entry exam can only cover basic knowledge that is essential for the subject. An unsuccessful entry exam is considered a failed exam.
425. If the student is more than fifteen minutes late for the exam, thereby preventing the exam from taking place, the instructor has the right to terminate the student's exam. In this case, the exam is considered a missed exam.¹⁵⁷
426. If the instructor is more than half an hour late for the exam and the students report this fact to the Directorate of Customer Services and Studies on the day of the exam, the instructor is obliged to announce an additional exam date.
427. If the student takes the exam before a committee, the student's performance is evaluated by the committee's chairperson based on the opinion of the committee members.
428. The exam-related data and the grades awarded for the exam must also be entered into Neptun within 2 working days following the exam.
- 429.¹⁵⁸

Publication of the exam results, right to access

430. The provisions on the protection of personal data must be observed when publishing the exam results. Exam results marked by name cannot be published at a public place without the prior written consent of the students.
431. Students must be provided with the opportunity to access the corrected written examination paper within two weeks of announcing the examination results. After this, the student may not exercise the right to access.
432. If the instructor is not available at the time of access, they must make the exam paper – with correction key or evaluation criteria – available to the relevant coordinator.
433. The University informs students about the obtained grades of exams and classroom tests exclusively through the electronic study administration system.¹⁵⁹

Retake exam, repeat retake exam

434. A retake exam may take place no earlier than the third calendar day following the failed exam. In a given examination period a student is entitled to take a repeat retake exam once in the same curricular unit.

¹⁵⁷ Amended by Senate Resolution No. 46/2025 (08.29). Effective from 1 September 2025.

¹⁵⁸ Repealed by Senate Resolution No. 46/2025 (08.29). Ineffective from 1 September 2025.

¹⁵⁹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from 1 September 2025.

435. If the student has been examined twice by the same person and graded as fail, the student must be granted the opportunity to take the exam before another instructor or a separate committee based on a written request to the Head of the Institute by the first day of the exam registration period of the following semester.
436. A student can take an exam in a subject three times during an examination period. In the event of missing the examination opportunity provided under this paragraph, the University is not obliged to appoint another instructor or a new committee.
437. In the case of a committee, the student's grade must be determined based on the rounded-up average of the grades given by the members of the committee consisting of at least 3 members, with the proviso that the student can receive a failing grade if two members of the committee have given a failing grade.
438. The final exam cannot be repeated within the same examination period.
439. In the event of a successful exam taken in a given semester, the student may take a grade improvement exam once until the end of the examination period, at the pre-announced dates. At the grade improvement exam it is also possible to lower the grade obtained in the first exam. Additional credits cannot be earned by improving a successful exam.

Determining the study performance, closing the semester

440. The average study performance for full-time, part-time and distance learning programmes must be determined in every semester, within 5 working days after the examination period, by the Directorate of Customer Services and Studies, and must be closed in Neptun.¹⁶⁰
441. The amount of a student's academic work is shown by the number of credits earned in a given semester or since the beginning of the studies. The grade point average is used to monitor a student's performance. The weighted average can be given for the students' credit points earned in a given semester as well as for all of their credit points (cumulative average).
442. The credit index and the corrected credit index are suitable for the quantitative and qualitative assessment of a student's performance. The calculation of the aggregate corrected credit index is the same as the calculation of the corrected credit index with the proviso that thirty credits per semester and credits taken and completed during the entire period must be considered.
443. When calculating the grade point average, the credit index and the corrected credit index, the credit value of a subject completed (credited) at another or the same institution prior to the given semester as well as the associated grade must be disregarded.
444. The credits of the given semester belonging to the partial study completion category are considered completed credits according to the grade point average, the credit index and the corrected credit index.

Specific rules for language preparatory courses

445. Based on the results of the language placement test completed by the student, the head of the Languages and Student Success Centre determines in which group the student will begin their studies, and, taking into account the individual pace of progress, the minimum number of semesters they must attend the preparatory course to reach the intermediate language level.¹⁶¹
446. The condition for taking the language exam is the successful completion of the language practice course in the given semester.

¹⁶⁰ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

¹⁶¹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from: 1 September 2025.

447. The examination schedule of these Regulations applies to the language exam, with the proviso that a failed exam can be repeated at most once in the same semester due to the specifics of the language exam. The retake exam may take place at the earliest on the seventh calendar day following the failed exam.
448. After the language preparatory course, the student has the opportunity to start the given degree programme after successfully completing the end-of-semester language exam.

Internship

449. During their studies, students must spend a specific part of the length of their programme on internship, as specified in the PCER of each degree programme or in the recommended curriculum.
450. The duration of the internship – with the exception of PSTP – is included on the Career Centre's website and in the document uploaded to the Coospace platform.
451. To complete the internship, the student must register for the Internship course in Neptun and must complete the internship in the semester in which they registered for the course no later than the end of the study period of the given semester. An exception is if the student applies for an early final examination, in which case the internship must be completed no later than 2 weeks before the end of the study period of the given semester.
452. Internship in the field of art and art mediation programmes consists of one or two parts. If the internship consists of two parts, it can be either internal internship organised within the University and/or external internship organised at the internship location.
453. No exemption from attending practical classes can be requested or granted based on the completion of internship.
454. In BCT programmes, those students can register for the internship subject in Neptun who have completed at least:¹⁶²
- a) four completed active semesters or at least 108 credits in the case of a six-semester programme,
 - b) five completed active semesters or at least 135 credits in the case of a seven- or eight-semester programme,
 - c) two completed active semesters or at least 54 credits in the case of higher educational vocational training programme.
455. In FACI programmes, those students can register for the internship subject in Neptun who have completed at least:¹⁶³
- a) one completed active semester in the case of internal internship
 - b) two completed active semesters in the case of external internship.
456. In the case of external internship, the student must send three original copies of the completed, signed Letter of Intent to the Career Centre no later than 14 working days before the start of the internship, and must complete the cooperation agreement application form online.¹⁶⁴
457. In case of late submission of the documents required for completing the internship, the student must pay a special procedural fee resulting from the delay.

Procedure for completing internship for students without a workplace

¹⁶² Amended by Senate Resolution No. 46/2025 (08.29). Effective from 1 September 2025.

¹⁶³ Amended by Senate Resolution No. 46/2025 (08.29). Effective from 1 September 2025.

¹⁶⁴ Amended by Senate Resolution No. 46/2025 (08.29). Effective from 1 September 2025.

458. In the case of external internship, the student must submit or complete the following documents by the announced deadline in order to complete the course:
- a) A 'Letter of Intent' for the Career Centre, which can be downloaded from the University's website, signed and stamped by the receiving company
 - b) the 'Cooperation Agreement' application must be completed in Neptun,
 - c) The Report on Internship, which is regulated by the syllabus of the internship subject of the given degree programme, must be uploaded to Neptun.¹⁶⁵ The deadline for submitting documents is the date published by the Career Centre on the website and sent to students.
 - d) a copy of the 'Internship Supervisor's Evaluation', signed and stamped by the internship supervisor, available on the University's website,
 - e) the 'Student Questionnaire', which aims to measure the student's individual development during the internship,¹⁶⁶
 - f) the print-screen of the second measurement of the SevenHabits test to Neptun.
459. The Internship subject can be considered completed by submitting the documents specified in paragraphs 458 and 462.
460. Practical work performed in the interest of the University, using the tools of the University, on the premises of the University is regarded as internal internship.
461. Only those students may participate in internal internship who are not employed. The Career Centre publishes the process of internal internship on the University's website, and the available positions are published on the METUJOBS portal.
462. An additional condition for completing internal internship – in the case of training in Hungarian and English – is that after registering for the internship subject the completed 'Internal internship data sheet' signed by the Programme Coordinator, the internship supervisor and the student is submitted to the Neptun system by the deadline given during the semester.¹⁶⁷
463. If the company providing internship abroad wishes to conclude an individual contract with the University, the student must attach an official translation to the contract or may request the University to translate it; in both cases, the translation costs are paid by the student. The translated contract is approved and accepted by the University. After acceptance, the student must record the necessary contract data on the relevant Neptun platform.

Procedure for completing internship for students with a workplace

464. Students can also complete their internship at their own workplace as long as the performed activity is compatible with the student's studies. For students with a workplace, the stamped and signed original copy of the Employer Certificate issued by their workplace must be uploaded by the date announced on the University's website.¹⁶⁸
465. If the Career Centre in Neptun accepts the 'Accept Workplace as Internship' application based on the decision of the CTC, the registered internship subject is considered completed.¹⁶⁹

Monitoring and evaluating the internship

466. If the student experiences that their internship location does not ensure the achievement of the internship's goal, they have the option to choose a new internship location under the conditions set out in paragraphs 468-469.
467. When choosing a new internship location, the student is obliged to immediately request in writing the termination of the Cooperation Agreement from the company providing the internship, attaching the written permission of the Programme Coordinator.¹⁷⁰

¹⁶⁵ Amended by Senate Resolution No. 46/2025 (08.29). Effective from 1 September 2025.

¹⁶⁶ Amended by Senate Resolution No. 46/2025 (08.29). Effective from 1 September 2025.

¹⁶⁷ Amended by Senate Resolution No. 46/2025 (08.29). Effective from 1 September 2025.

¹⁶⁸ Amended by Senate Resolution No. 46/2025 (08.29). Effective from 1 September 2025.

¹⁶⁹ Amended by Senate Resolution No. 46/2025 (08.29). Effective from 1 September 2025.

¹⁷⁰ Modified by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

468. The student must submit the declaration on terminating the internship agreement, signed by both parties – the student and the receiving company – to the Career Centre within 5 working days of the termination.
469. If the student fails to initiate the modification of the internship location in writing, the internship is considered not completed in the given semester, and the student must repeatedly register for the course.
470. The student's attitude and performance during the internship as well as the fact of the internship are confirmed by the internship supervisor assigned to the internship location by completing the "Internship Supervisor's Evaluation" online questionnaire and by printing, signing and sealing its last page.¹⁷¹
471. The final evaluation of the internship is done on a two-grade scale. The fact of completing the internship and its qualification must be registered in the Neptun system.
472. In case of failure to complete the internship, a pre-degree certificate (absolutorium) cannot be issued to the student, and the application for the final examination cannot be accepted.

E. DECISIONS MADE IN STUDY AND EXAM MATTERS

Communicating and implementing decisions

473. The University is obliged to inform the student of its decision in writing:
- a) if it affects the existence of their student status,
 - b) in disciplinary or damage compensation cases,
 - c) if the student's application is rejected in part or in whole and
 - d) if it creates an obligation for the student.
474. -
475. -
- 476-478. -
479. The decision cannot be delivered in Neptun if it affects the student status.
480. The decision can also be communicated to the student personally and orally, but the written decision must be delivered to them within 10 days. The fact of oral communication must be recorded in the document.
481. The University's decision or action regarding the student becomes final within fifteen days from the notification or, in the lack of it, from the date when they became aware of it, if during this time the student does not submit a request for legal remedy within a specified deadline or they decide not to submit the request. The decision may only be implemented when it becomes final.

The Student Legal Remedy Committee

482. In the event of a violation of their rights, students or applicants may submit a request to the Student Legal Remedy Committee for legal remedy against the decision that they consider harmful. The student submits their appeal to the Student Legal Remedy Committee via the electronic study administration system, in an electronic application, and the applicant submits it on the form provided for this purpose.¹⁷²

¹⁷¹ Modified by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

¹⁷² Modified by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

483. The student or their representative may act in the legal remedy procedure. The original copy of the authorisation with full probative force must be attached to the application for legal remedy.¹⁷³
484. The consideration of the request for legal remedy falls is the exclusive authority of the Student Legal Remedy Committee. The chairperson of the Student Legal Remedy Committee can order electronic voting.
485. The Student Legal Remedy Committee can make the following decisions with regard to the request:
- rejects the request,
 - instructs the party who failed to adopt a decision at first instance to adopt a decision,
 - changes the first instance decision and
 - annuls the first instance decision and orders the decision-maker to conduct a new procedure.
486. The student and the University bear their own costs incurred in the legal remedy procedure as well as the costs incurred in the procedures preceding the legal remedy procedure.
487. The Student Legal Remedy Committee consists of 3 members. The Student Legal Remedy Committee is chaired by the Legal Director, and its members include a faculty member and a student. The faculty member and 1 substitute member are elected by the University Senate for 3 years upon proposal by the Rector. The Student Union Delegates' Meeting delegates one person to the committee for one year.¹⁷⁴
488. The request for legal remedy cannot be considered by the person who
- made the contested decision or failed to make a decision,
 - is a close relative of the person specified in subparagraph a), and
 - who cannot be expected to judge the case objectively.
489. The mandate of the member and the substitute member shall terminate:
- upon expiry of the mandate,
 - upon termination of the employment or the student status,
 - upon recall from the Student Legal Remedy Committee, and
 - in the case of resignation.
490. A member of the Student Legal Remedy Committee is entitled and obliged:
- to attend the committee meeting,
 - in case of hindrance, to notify the chairperson or the secretary about their absence,
 - to comply with the laws and university regulations during their committee activities,
 - to ask questions, initiate measures or amendments at the committee meeting on any matter within the committee's authority and
 - to access to all information necessary to perform their duties arising from their membership in the committee.
491. If there is a reason preventing the Legal Director from performing their duties as the chairperson of the Student Legal Remedy Committee or if they are hindered from performing their duties, they may be replaced by a legal adviser of the Legal Directorate who holds a legal qualification.¹⁷⁵
492. When considering the request for legal remedy, the provisions of the Act on the General Rules of Administrative Procedure must be applied appropriately for clarifying the facts, setting deadlines, for verification, for the form, content and communication of the decision, for

¹⁷³ Modified by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

¹⁷⁴ Modified by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

¹⁷⁵ Modified by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

correcting, replacing, supplementing, modifying or withdrawing the decision upon request or ex officio.

493. The Student Legal Remedy Committee may not exercise equity in its procedures.
494. The Student Legal Remedy Committee makes its decision within 30 days of starting the procedure. The second-instance decision becomes final upon notification.

F. CLOSING THE STUDIES

Thesis consultation

495. During consultations, the thesis adviser provides the student with orientation, discusses the content and formatting requirements of the thesis, monitors the progress of the work, provides assistance in selecting literature and conducting the investigation and informs the student that in the event of plagiarism, the thesis will be considered as failed. The thesis adviser may not deviate from the thesis conditions set out in Appendix 2.
496. The student must arrange consultation times with the thesis adviser in advance. The instructor will certify the thesis consultation in an electronic form, no later than the end of the fourth week of the examination period. If the student has modified their thesis topic, they must participate in the required consultations.
497. If the student successfully completes the thesis consultation but the submitted thesis does not meet the acceptability criteria, the Head of the Institute or the Programme Coordinator may prohibit the thesis adviser instructor from acting as a thesis adviser in the following semester. In such a case, the Head of the Institute will appoint a new thesis adviser for the students supervised by the instructor.¹⁷⁶
498. ¹⁷⁷
499. ¹⁷⁸

Central thesis consultation in degree programmes announced by the FAcI departments

500. A student who has registered for the final exam – if stated in the recommended curriculum – must participate in two central thesis consultations and present the proportional progress of the diploma work. During the central thesis consultation, a professional committee consisting of at least two persons decides whether the preparedness of the student's diploma work meets the requirements of admission for the final examination.¹⁷⁹
501. Central thesis consultations are organised by the relevant institute or department during the spring semester. The first occasion must be organised by the end of the second month of the study period and the second occasion must be organised no later than the end of the study period.
502. The University confirms the attendance and the results of the central thesis consultation on the electronic platform designated for this purpose. If the completion status of the diploma work created by the student is not appropriate and the committee grades the student's presentation as "fail", the student cannot be admitted to the final examination. The student who is graded "fail" must complete the central thesis consultation again.¹⁸⁰

¹⁷⁶ Modified by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

¹⁷⁷ Repealed by decision no. 46/2025. (08.29.) of the Senate. Ineffective from 1 September 2025.

¹⁷⁸ Repealed by decision no. 46/2025. (08.29.) of the Senate. Ineffective from 1 September 2025.

¹⁷⁹ Modified by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

¹⁸⁰ Modified by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

Thesis and diploma work

503. To obtain a degree certificate, the student must prepare a thesis or diploma work – if it is included in the educational programme. If a student is pursuing studies in multiple degree programmes simultaneously, they must submit a thesis or diploma work with content and topics varying for each degree programme.
504. The thesis must be written and defended in the language of the programme. A student may write a thesis in a language other than the language of the programme if the Programme Coordinator and the head of the institute permit this. In this case, the language of defence may differ from the language of the programme but must be the same as the language of the thesis.¹⁸¹
505. The thesis topics and thesis advisers available for the degree programme are determined by the Programme Coordinator. The thesis topics approved by the Programme Coordinator, with the designation of the thesis advisers, are published by the Directorate of Customer Services and Studies by the end of the first month of each teaching period. In the case of PSTP, the deadline for publishing topics is the first day of the examination period.¹⁸²
506. The student may also develop an individual topic if it meets the professional requirements, is approved by the Programme Coordinator and there is a thesis adviser on the student's thesis topic list accepted by the Head of the Institute who agrees to act as a thesis adviser. If the Programme Coordinator does not approve the chosen individual topic or the Head of the Institute cannot recommend a thesis adviser for the topic and there is no possibility of using an external thesis adviser, the student must choose a new topic within the thesis topic selection deadline.¹⁸³
507. After consultation with the thesis adviser, the student must electronically submit their chosen thesis topic by 31 October or 31 March, taking into account the following:
- a) in the case of one- or two-semester consultation, in the first semester of the consultation,
 - b) in the case of recommended curricula without a consultation subject, in the semester of registering for the first thesis-related subject,
 - c) in the case of three-semester consultation, in the first semester of the consultation,
 - d) in the case of FACI programmes, in the autumn semester preceding the upload of the thesis,
 - e) in higher educational vocational training programme in the first semester of the consultation,
 - f) in the case of PSTP, after consultation with the thesis adviser, no later than the end of the first month of the teaching period in the semester when the final exam is scheduled to be taken.
508. It is possible to change the thesis adviser of the diploma work until the end of the first central thesis consultation, subject to approval by the new thesis adviser and the Head of the Institute or Department concerned.¹⁸⁴
509. The number of students applying for each thesis topic can be limited if the limitation was indicated when announcing the topic. If the announced number of students is full, students in excess of the number of students must choose another topic.
510. A thesis adviser can supervise maximum 15 students. If the number of students applying for a given thesis adviser is full, students who exceed this number must choose another thesis adviser.
511. The student has the opportunity to modify or change the thesis topic only once, until the end of the study period of the semester preceding the planned submission of the thesis. The modification request is considered by the Head of the Institute, taking into account the thesis

¹⁸¹ Modified by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

¹⁸² Modified by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

¹⁸³ Modified by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

¹⁸⁴ Modified by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

adviser's opinion. In the case of PSTP, the student has the right to modify the topic up to 30 days before the thesis submission deadline, which will be considered by the Programme Coordinator.¹⁸⁵

512. The student may request a change of thesis adviser at most once, no later than the end of the study period of the semester preceding the planned submission of the thesis. In the case of PSTP, the student may change the thesis adviser up to 30 days before the thesis submission deadline. The change of thesis adviser is approved by the thesis adviser and the Head of the Institute.¹⁸⁶
- 512A. If the thesis adviser is unforeseeably prevented from performing their thesis consultation duties for a longer period of time, it is possible to change the thesis adviser at the student's request. The Head of the Institute cannot approve the change during the semester in which the thesis is submitted, except in cases of force majeure.¹⁸⁷
- 512B. If the thesis adviser's status is terminated at the University, the Head of Institute of the former thesis adviser instructor will appoint a new thesis adviser within 10 working days of becoming aware of this, by notifying the Directorate of Customer Services and Studies. The Directorate of Customer Services and Studies will immediately inform the student in writing.¹⁸⁸
513. The student can change the thesis adviser only if the intention to change the thesis adviser indicated in the request is approved by the head of the relevant institute, and:
- a) the new thesis adviser has given written consent to the change of thesis adviser, and
 - b) in the event of a change to the original thesis topic, the student will fit into the pre-determined student headcount of the new topic.
514. If the University initiates a change of thesis adviser, the student is obliged to notify the University within 5 working days if they do not accept the assigned thesis adviser. In this case, the student must choose a thesis adviser and a topic within 15 working days.
515. -
516. The student may submit their thesis only if the thesis adviser deems the last version they have seen acceptable and indicates this in the electronic form.
517. The student uploads the thesis in electronic form to Neptun by the deadline specified in the academic calendar; upload is possible only once in the specified format.
518. The thesis can be uploaded free of charge during the normal period, and thereafter as follows:
- a) in the case of BCT programmes, the date of uploading after the deadline cannot be later than 30 November in the autumn semester and 30 April in the spring semester,
 - b) for degree programmes under the Institute of Art and Design Theory, no later than 30 April in the spring semester,
 - c) in case of applying for the (early) final examination in December, by 20 October,
 - d) in the case of PSTP, until the date specified in the academic calendar.
519. After the thesis has been defended, the electronic copy uploaded to the protected storage space specified by the University is managed and stored by the Directorate of Customer Services and Studies and the Library.
520. In the case of higher educational vocational training programme, the general content requirements for the degree thesis are the same as those for the thesis, with the difference

¹⁸⁵ Modified by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

¹⁸⁶ Modified by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

¹⁸⁷ Enacted by decision no. 46/2025. (08.29.) (08.29.) of the Senate. Effective from 1 September 2025. (The previous paragraph 498 relocated.)

¹⁸⁸ Enacted by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025. (Relocated from previous paragraph 499.)

that the emphasis is placed on the analysis of academic literature instead of empirical research.

521. In the case of PSTP, the programme coordinator can further specify the content requirements relevant to the exit of the degree programme, which the University will publish at the same time as the final exam requirements.¹⁸⁹
522. The rules of omission and certification apply to theses submitted late; if the thesis is submitted late, the student must pay the fee specified in Appendix 3. In the case of PSTP, failure to meet the submission deadline results in the loss of rights.
523. The thesis adviser and the reviewer must evaluate the thesis in writing, according to the acceptability criteria and the content, and must recommend the grade.
524. If there is a difference of more than two grades between the grades recommended by the thesis adviser and the reviewer for content reasons, a third reviewer must be appointed. If the grade given by the third reviewer is “fail”, the grade of the thesis is “fail”. If the grade given by the third reviewer is better than “fail”, the grade given by the third reviewer will replace the previously received lower grade.¹⁹⁰
- 524A. If one of the two evaluations is “fail” due to content reasons and the other is satisfactory or better, a third reviewer must be appointed. If the grade given by the third reviewer is “fail”, the grade of the thesis is “fail”. If the grade given by the third reviewer is better than “fail”, the grade given by the third reviewer will replace the “fail” grade.¹⁹¹
- 524B. The relevant Programme Coordinator or in the case of the Programme Coordinator's involvement, the Vice-Rector for Education is authorised to appoint the third reviewer.¹⁹²
525. If one of the two reviews is “fail” and the other is “pass” or “fail”, the overall grade of the thesis is “fail”. A separate third reviewer will not be appointed.¹⁹³
526. . If one of the two reviews is “fail” for formal reasons, the overall grade of the thesis is “fail”. A separate third reviewer will not be appointed. ¹⁹⁴527. The reviewers record their questions on the evaluation form for thesis defence.
528. The Directorate of Customer Services and Studies will notify the student of the unaccepted thesis at least ten working days before the start of the final exam.
529. If the overall grade of the thesis is “fail”, the student cannot be admitted to the final examination and can submit their thesis in the next thesis submission period at the earliest. Following a “fail” thesis evaluation, the thesis can be submitted for defence maximum twice, against payment of the fee specified in Appendix 3. Re-uploading the thesis is only possible in the case of a failed thesis; it is not possible to correct or modify a thesis with a result better than “fail”.¹⁹⁵
530. If the thesis is repeatedly submitted in the following semester, the thesis adviser declares about the acceptability of the thesis before submitting it.
531. Within 30 days of receiving a “fail” thesis evaluation for the third time, it is possible to submit an equity application for permission to submit the thesis for the fourth time.

¹⁸⁹ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

¹⁹⁰ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

¹⁹¹ Enacted by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

¹⁹² Enacted by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

¹⁹³ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

¹⁹⁴ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

¹⁹⁵ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

532. If a thesis evaluation, report is prepared, the student will be notified of its completion via the electronic study administration system.
533. The Directorate of Customer Services and Studies will notify the student electronically about the exact date of thesis defence no later than ten working days before the defence, which date is identical with the date of the final exam. The thesis evaluation as well as the questions set by the thesis adviser and the reviewer(s) in line with the content of the thesis are contained in the evaluation forms completed in the electronic study administration system and available to students in the Coospace platform. The Directorate of Customer Services and Studies will electronically notify the student of the completed thesis evaluation forms no later than ten working days before the final examination period. The date of thesis defence is the same as the date of the final exam.
534. Students participating in bachelor's and master's (degree) programmes are entitled to submit their CSRS paper as a thesis. In this case, the following rules apply: The grades achieved in the CSRS and the results of the defence can be included in the final exam grade if the student's CSRS participation and final exam take place in the same semester. A CSRS paper not submitted in the final exam semester can be submitted later as a thesis. If the student defends, i.e. presents, their paper submitted to the CSRS conference at the institutional CSRS conference and responds to the written review and questions asked on site, the following thesis defence final exam grade will be recorded based on their overall score:
 a) good (4) if they achieve at least 75% of the maximum score,
 b) excellent (5) if they achieve at least 85% of the maximum score.¹⁹⁶
535. If the student does not accept the results achieved at the institutional event of the CSRS and declares this on site, they are entitled to repeat the thesis defence at the final exam according to the general procedure.¹⁹⁷
536. Two evaluations are prepared for papers submitted to the CSRS conference; the second evaluation can also be prepared by an external adviser.¹⁹⁸

Different provisions regarding thesis and diploma work in art and art mediation bachelor's and master's (degree) programmes

537. In the art and art mediation programme the diploma work means the creation of a work related to the degree programme (specialisation) which summarises the professional and practical knowledge acquired by the student.
538. The student preparing the diploma work must designate the supervisor of the diploma work by the end of the study period of the semester preceding the final examination. The person of the supervisor is approved by the head of the relevant department. The final title of the diploma work must be provided before the diploma work is submitted. It is possible to change the supervisor of the diploma work until the end of the first central thesis consultation, subject to the approval of the new supervisor and the head of the relevant department.¹⁹⁹
539. The final exam candidate must upload the diploma work and the presentation materials related to the diploma work to the storage space designated by the University at the time specified in the academic calendar. The University archives the diploma works and presentation materials related to the diploma works uploaded in this way according to the general storage guidelines.

¹⁹⁶ Modified by decision no. 8/2025. (02. 17.) of the Senate. Effective from: 18 February 2025.

¹⁹⁷ Modified by decision no. 8/2025. (02. 17.) of the Senate. Effective from: 18 February 2025.

¹⁹⁸ Modified by decision no. 8/2025. (02. 17.) of the Senate. Effective from: 18 February 2025.

¹⁹⁹ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

If the student does not participate in the final exam, the uploaded materials will be deleted and the student must upload them again in the semester of the final exam.²⁰⁰

540. The University will notify students about the conditions of uploading and the exact deadline at least 15 working days in advance. Only the uploaded presentation material can be presented and defended at the final exam.
541. In the case of art and art mediation programmes, the thesis is the study or research material related to and supplementing the diploma work. In the case of these programmes, the University publishes the formal requirements for the thesis together with the final examination requirements. An exception to this provision are the programmes classified under the Institute of Art and Design Theory, for which the content and formatting requirements of the thesis are specified in Appendix 2.²⁰¹
542. The presentation and the list of supplementary materials and requirements for the diploma work, determined by the Programme Coordinators, are included in the final examination requirements.²⁰²

Different provisions regarding diploma work and thesis in the case of art PSTP

543. The requirements for diploma work are included in the given educational programme.
544. The diploma work must be uploaded to the storage space designated by the head of the Postgraduate Specialist Training Centre at the time specified by them. The University archives the diploma works uploaded in this way according to the general storage guidelines. The place, time and method for uploading diploma works must be published no later than the last day of the study period of the given semester.
545. Eventual physical implementations of the diploma work can be presented during the final exam.
546. The topic of the diploma work can be changed until 31 March subject to the approval of the supervisor and the relevant Programme Coordinator.²⁰³
547. The condition for completing the consultation subject assigned for the preparation of diploma works is successful participation in 3 consultation sessions. The time, content and conditions for successful participation in the sessions are determined by the Programme Coordinator together with the publication of the final exam requirements.²⁰⁴

Provisions concerning thesis confidentiality

548. ²⁰⁵
549. The student may request the confidential treatment of their thesis using the 'Confidentiality Request' form no later than the submission of the thesis, especially if data relating to the person or organisation involved in the thesis or other corporate interests justify confidential treatment, or if the concept contained in the thesis can be the subject of patent protection.
550. A thesis may be declared confidential if it:
- a) contains a trade secret,
 - b) contains classified data,
 - c) contains essential information about non-public intellectual work,
 - d) contains personal data of a third party,
 - e) affects the business interests of the University

²⁰⁰ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁰¹ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁰² Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁰³ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁰⁴ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁰⁵ Repealed by decision no. 46/2025. of the Senate. Ineffective from 1 September 2025.

- f) contains the student's personal data that are to be protected.
551. It is the student's task to obtain the documentation necessary for the confidential thesis in a timely manner. Timely manner means the date of accessing the data, but no later than the date of submitting the thesis.
552. If the thesis adviser orders confidentiality, the draft thesis and the thesis may only be released to the reviewer and the final examination committee in addition to the staff of the organisational units participating in the administration of the thesis.
553. Confidential theses will not be transferred to the Library system. Neptun contains a register of confidential theses with serial numbers and dates.
554. The student submits the following together with the thesis, in a single summary document:
- a) the consent of the holder of the trade secret for the thesis containing the trade secret,
 - b) permission to access classified data for a thesis containing classified data,
 - c) the consent of the inventor of the invention to access the patent for the thesis involved in the patent application,
 - d) the consent of the data subject for the thesis containing the personal data of the third party,
 - e) the consent of the University's trade secret managing organisational unit for a thesis containing data of the University's business interest, or its support in the case of a legal basis other than consent,
 - f) the decision of the Equal Opportunities Committee.
555. The defence of the classified thesis takes place privately, under the obligation of confidentiality.
556. The thesis cannot be made confidential subsequently at the student's request.²⁰⁶

Pre-degree certificate (absolutorium)

557. The University issues a pre-degree certificate to students who have fulfilled the studies, examination requirements and the required internship prescribed in the curriculum – with the exception of preparing the thesis (diploma work, degree thesis) – and have obtained the required credits.
558. The pre-degree certificate will be issued within 20 days of the completion of the last condition required for its issue, so that the date of issue of the pre-degree certificate must be indicated as the date of completion of the last condition required for its issue.
559. In the case of a student pursuing studies in multiple degree programmes, a separate pre-degree certificate must be issued for each degree programme.
560. To obtain a pre-degree certificate, the student must complete at least one third of the credit value of the programme at the University. Credits completed at the University also include credits completed within the framework of a previous student status at the University as well as credits completed in other programmes at the University. The provision regarding at least a third of the credit value of the programme does not apply in the cases specified in paragraphs (7a)-(7b) of Section 49 of the NHE.²⁰⁷
561. If the University has issued a pre-degree certificate for the student, the University will issue a confirmation letter about the issue of the pre-degree certificate upon the student's request. The confirmation letter does not prove education or qualifications. The confirmation letter must be given a unique serial number when issued and its data must be recorded in the electronic study administration system.

²⁰⁶ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁰⁷ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

Rules for creating a portfolio

562. During the preparation of the myBRAND portfolio, the student acquires the skills to be able to provide information about their professional knowledge and its personal aspects.
563. The content of the documentation for each portfolio element is as follows:
- precise definition of the task,
 - specific steps for completing the task,
 - explanation of the necessary and learnable competencies specified therein and
 - defining the student's individual, professional and personal development through the given task.
564. Students who must present a myBRAND portfolio at their final exam must maintain their portfolio on an ongoing basis as part of their study obligations.
565. Students enrolling in bachelor's (degree) programmes in economics and social sciences announced from the 2021/22 academic year must upload their portfolio to the METUJOBS Portal and must supplement it with at least 3 new portfolio items per semester. The number of portfolio elements to be completed by the end of the studies equals the number of semesters specified in the recommended curriculum of the given degree programme, multiplied by three. The University monitors the upload and progress of portfolios in the manner and frequency specified on the METUJOBS Portal.

Final examination

566. The student completes their studies with a final examination. Students must be informed about the final exam requirements and the final exam process by degree programmes before the current final exam – by 31 October in the autumn semester and by 31 March in the spring semester – through Neptun. By the same dates, students also receive information about the general procedure for organising and conducting final exams. The Directorate of Customer Services and Studies electronically notifies the student about the exact date of defence, which will coincide with the date of the final exam, no later than ten working days before the thesis defence.²⁰⁸
567. A student may be admitted to the final examination if they:
- obtained their pre-degree certificate no later than one week before the start of the final examination period,
 - has uploaded their thesis, if it is a condition for the final exam and the average grade recommended by the reviewers is at least “pass”,
 - has fulfilled the upload requirements related to the thesis or diploma work, if this is a condition for the final exam,
 - does not owe the University any devices, books or money.
568. ²⁰⁹
569. The student is responsible for keeping track of the study requirements and for obtaining the required credits.
570. The Directorate of Customer Services and Studies will check the completion of the required subjects and credits after the final exam application by 5 November for the autumn final examination period and by 5 April for the spring final examination period, and it will reject the final exam application if it finds any deficiencies or discrepancies.
571. In the case of students who began their studies from the 2006/2007 academic year to the 2011/2012 academic year, admission to the final exam must be requested from the CTC if seven years have passed since the issue of the final certificate. The CTC may, in its permit, provide for the repetition of exams in subjects that count towards the grading of the degree,

²⁰⁸ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁰⁹ Repealed by decision no. 46/2025. of the Senate. Ineffective from 1 September 2025.

taking into account the passage of time. A student may only be admitted to the final exam if the applicant for the final exam retakes the basic subjects of the given degree programme – valid in the academic year of the final exam application – after paying the applicable credit value for the basic subjects.

572. In the case of students who began their studies in the 2012/2013 academic year, the final exam can be taken in the examination period following the acquisition of the pre-degree certificate within the framework of the student status, in any final examination period within two years after the termination of the student status, according to the valid training requirements. The University may impose a condition on passing the final exam after the second year from the issue of the pre-degree certificate. No final exam can be taken after the fifth year following the termination of the student status.
573. The final exam list of questions with the compulsory literature, other final exam requirements, the Dean's or Rector's instructions on calculating the final exam grade and the grading of the degree as well as the announcement regarding the PSTP must be published during the academic semester structure of the expected completion of the studies by 31 October for the autumn semester and by 31 March for the spring semester.²¹⁰
574. The final exam can be taken at the dates specified in the academic calendar, during the final examination period. Students can apply for the final exam by submitting an electronic application to the Director of Customer Services and Studies. In the case of FACI programmes, final exams are organised exclusively in the spring semester.
575. If the student fails to register for the final exam, they can only register for the next final examination period.
576. If the student has not taken the number of subjects required for the pre-degree certificate in the given semester, the Director of Customer Services and Studies will reject the application and inform the student of the obligation to complete the missing subjects.
577. You can deregister from the final exam by submitting an electronic application:
- a) until 31 May in the case of the summer final examination period,
 - b) until 5 December in the case of the winter final examination period,
 - c) until 5 November for the final exam in December,
578. If the student wishes to deregister from the final exam after the deadline specified in paragraph 577, they must pay the amount specified in the table of fees published in the electronic study administration system, which is applicable in the event of retaking the final exam.²¹¹
579. If the student has undertaken to complete multiple sub-specialisations but does not wish to meet the assessment requirements of a sub-specialisation in the final exam, they must declare at the same time as applying for the final exam whether they waive the option of completing the final exam for the second and/or additional sub-specialisation.
580. The Rector can announce a final exam date earlier than the final examination period specified in the academic calendar. Only those students can register for this date who:
- a) applied for a master's degree in the admission procedure and have only taken internship as a subject or other practical subjects, or
 - b) previously obtained a pre-degree certificate.
581. If a student applies for the final exam who does not meet any of the application requirements, the Director of Customer Services and Studies will reject their application.
582. If the application for the final exam is supported by the Director of Customer Services and Studies, the deadline for the student to submit the thesis is 20 October. The deadline is

²¹⁰ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²¹¹ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

preclusive.

- 582A. In BCT programme the student must upload the documents related to the final exam to the location designated by the University within the period specified in the final exam requirements and in the final examination guide. The University notifies students about the conditions of uploading and the exact deadline at least 15 working days in advance. Only the uploaded presentation material can be presented and defended at the final exam.
583. If the student receives a “fail” grade in the final exam, they can attempt to repeat the final exam in the next final examination period according to the rules applicable to repeated final exams.
584. If the student does not attend the final exam, they are obliged to reimburse the cost of organising the final exam, which is equal to the amount of the repeated final exam fee specified in the table of fees published in the electronic study administration system.
585. Based on the previously announced final exam requirements, the final exam can consist of the following parts:
- a) thesis defence,
 - b) presentation of the diploma work and its oral defence,
 - c) taking written and complex oral exams,
 - d) presentation of the individual professional and personal portfolio, professional attitude inspection (habitus test).
586. For students enrolling in bachelor's (degree) programmes in economics and social sciences announced in Hungarian from the 2018/2019 academic year and in English from the 2019/2020 academic year, the final exam consists of the following parts:
- a) myBRAND portfolio presentation,
 - b) thesis defence,
 - c) professional attitude inspection (habitus test).
587. The final exam must be taken before a final examination committee, which has a chairperson and at least two other members. The final examination committee must be set up in a manner that at least one of its members is a university or college professor or a university or college associate professor and at least one of its members must not be employed with the higher education institution concerned or must be a teacher in another degree programme of the higher education institution.²¹²
588. The applicant's preparedness is assessed individually by the members of the final examination committee, then they decide on the results of the final examination in a closed session, by voting in case of dispute. In the event of a tie vote, the chairperson decides.
589. The final exam questions are complex. In the case of a final exam list of questions, if the student returns the drawn question, they will not be allowed to draw a new question and the grade for that part of the final exam will be “fail”.
590. The professional attitude inspection (habitus test) focuses on whether and to what extent the student is able to apply the acquired theories in practice, recognise professional connections and form independent opinions based on the complex professional knowledge known in advance.
591. In the field of art and art mediation programmes, after reviewing the thesis, diploma work and defence, the members of the final examination committee ask related questions, which the student must answer according to their preparedness.
592. A report must be made about the final exam, which must be signed by the chairperson and the members and sent to the Directorate of Customer Services and Studies. It is the responsibility

²¹² Modified by decision no. 17/0429/2024. of the Senate. Effective from: From 30.04.2024.

of the administrator appointed by the Director of Customer Services and Studies to keep and forward the minutes.

593. In FACI programmes, the student must re-upload the diploma work assessed as "fail" in the final exam into the CooSpace platform before the next final examination period, by paying the fee specified in Appendix 3.²¹³
594. The University may organise the individual exam parts together or separately. In the field of art and art mediation, the final exam takes place at one date, in public. Even in the case of public defence, only members of the final examination committee may ask questions from the candidate.
595. If the student has undertaken to complete multiple sub-specialisations but does not meet the assessment requirements for one sub-specialisation in the final exam, the rules for repeated final examination must be applied.
596. The results of the final exam must be announced by the chairperson of the final examination committee on the day of the final exam.
597. A repeated final exam can be taken in the next final examination period at the earliest. The general rules of application for final examination apply to the application for repeated final examination.
598. In the event of an unsuccessful final exam, the student may attempt to take the final exam on another two occasions, against payment of the repeated final exam fee specified in the table of fees and published in the electronic study administration system. During the repeated final exam, only the failed parts of the previous final exam must be repeated. The result of a successful partial exam cannot be improved.
599. In the event of a repeated final exam, the student must undertake to comply with, and prepare according to the PCER in force at the time of taking the final exam.

Provisions regarding the final examinations of FACI degree programmes

600. In art master's (degree) programmes, the reviewer or critic may form an opinion about the submitted diploma work in order to place the diploma work in the professional context of the given art field based on the given evaluation criteria.²¹⁴
601. One student can have one critic. The critic's opinion contains no recommendation for a grade.

Degree certificate

602. The prerequisite for issuing a degree certificate verifying the completion of higher education studies is a successful final examination.
603. The University issues the degree certificate to those who have successfully passed the final examination within thirty days of presenting the document required in the PCER or in the educational programme.
604. If the student has fulfilled all the conditions required for the issue of the degree certificate and the issue of the degree certificate is in progress, the University will issue a certification with a unique serial number, registered in Neptun, upon request of the person entitled to the degree certificate. This certification does not prove education or qualifications.
605. The University issues the degree certificate in Hungarian and in English. The degree certificate can be issued in another language at the student's request and expense.

²¹³ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²¹⁴ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

606. The degree certificate may also be awarded to the student in a ceremonial setting after 30 days. The graduation ceremony is an additional service provided by the University, where student participation is voluntary and subject to a fee specified in the Fees and Allowances Regulations.
607. English and Latin designations of the levels of education certified by the degree certificates issued by the University:
- bachelor's degree or 'baccalaureus' (abbreviated: BA, BSc),
 - master's degree or 'magister' (abbreviated: MA, MSc).
608. Qualification of the degree certificate based on the average result specified in the curriculum of the degree programme:
- outstanding (5.00),
 - excellent (4.51-4.99),
 - good (3.51-4.50),
 - satisfactory (2.51-3.50),
 - pass (2.00-2.50).
609. The University awards a degree certificate with merits to students who have earned bachelor's and master's degrees with outstanding study performances. A degree certificate with merits is awarded to a student who has achieved excellent results in all parts of the final exam, has an excellent grade in their thesis and in all completed and recognised basic subjects under the recommended curriculum in the new educational system, has a grade average of at least 3.51 in all other exams and practical grades, and has no grades worse than satisfactory. In the event of an exam repeated on one or more occasions, the most recent result must be considered.
610. Those with a master's degree use the designation 'okleveles' (certified) before the qualification attested by their degree certificate.
611. The degree certificate supplement specified by the European Commission and the Council of Europe must be issued in Hungarian and English together with the degree certificate obtained in bachelor's and master's (degree) programmes and higher educational vocational training programme.²¹⁵

Degree certificate supplement

612. The purpose of the degree certificate supplement is to make it easier for third parties to understand what knowledge and competencies the given degree certificate certifies. The University makes the degree certificate supplement available in the study administration system and provides it with qualified electronic, stamp-type authentication. The degree certificate supplement is a public document, which can be certified by the persons listed in the Appendix 1.
613. The degree certificate supplement includes:
- the data of the person who obtained the degree certificate,
 - data of the degree certificate,
 - data on the level of education,
 - data on the results achieved,
 - the rights associated with the degree certificate,
 - the authentication of the degree certificate supplement and
 - the description of the Hungarian higher education system.
614. The University revokes the degree certificate and its supplement issued by it or by its legal predecessor within five years from issue if the degree certificate was obtained illegally. The provisions of the Act on the General Rules of Administrative Procedure shall apply appropriately for the revocation.

²¹⁵ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

615. The University will withdraw the revoked or destroyed degree certificate. The University will publish the decision in the official gazette of the ministry headed by the minister responsible for education as well as on the website of the Educational Authority, without any justification.
616. The University will issue a duplicate copy of a degree certificate lost, stolen or destroyed after awarding upon request, against a fee and service charge. When issuing a further duplicate copy of the same degree certificate, the same procedure must be followed as in the case of issuing the first duplicate copy.
617. The University will revoke and destroy the erroneously issued degree certificate ex officio or upon request, will record the error correction on the register sheet and reissue the degree certificate based on the corrected register sheet.

Chapter IV FEES AND ALLOWANCES REGULATIONS

General provisions

618. In all self-financed programmes of the University, students admitted to a given degree programme and mode of study pay a tuition fee to the University.
619. With regard to the payable fees and supports received, the following persons have the same rights and obligations as students of Hungarian citizenship participating in higher education:
- a) persons with the right of free movement and residence under a separate law,
 - b) stateless persons, refugees, beneficiaries of subsidiary protection, beneficiaries of temporary protection, admitted persons, immigrants and settled persons living in the territory of Hungary who do not fall within the scope of subparagraph a),
 - c) foreigners who are subject to the same treatment as Hungarian citizens based on an international agreement,
 - d) citizens of countries where Hungarian citizens can use the higher education services of the given state based on the principle of reciprocity,
 - e) persons who are subject to the preference act but do not have Hungarian citizenship or the right to free movement and residence,
 - f) a third-country national defined in the Act on the Entry and Residence of Third-Country Nationals – who declare themselves to be of Hungarian nationality – provided that they are not subject to the preference act and do not hold Hungarian citizenship either,
 - g) third-country nationals holding a permit for residence and employment requiring a high level of qualification,
 - h) third-country nationals holding a combined permit.
620. In the case of payment to a collection account, an open financial item will be set to 'completed' status when the student allocates the amount from their collection account to the payable fee in Neptun. In case of failure to pay the tuition fee, the University may impose a late fee based on Appendix 3. No late fee will be charged for tuition fee paid by the payment deadline or for Student Loan applications submitted by the payment deadline.
621. The students must pay 10% of the payable tuition fee if they are active in the given semester but have not registered for a subject and have a 'Credit recognition in the semester' status.
622. In matters of fees and allowances the following bodies and persons may act at first instance at the University within their own or delegated authority as specified in these Regulations:
- a) Deputy CEO for Finance
 - b) Director of Customer Services and Studies,
 - c) controlling director,²¹⁶
 - d) Director of the Career Centre,²¹⁷

²¹⁶ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²¹⁷ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

- e) FAEC,
- f) Equal Opportunities Committee,
- g) Student Welfare Committee,
- h) ²¹⁸

Provisions for students participating in the international admission procedure

623. The University will not refund the tuition fee paid for the first semester if a first-semester student of foreign nationality, admitted through an international admission procedure and participating in a self-financed programme suspends their status. The University deposits the tuition fee of the first semester in its own account, and the student can use it in the next active semester, but no later than in three semesters after enrolment. The Student may claim a refund for the second semester tuition fee.
624. If the programme does not start, the University will refund the claimed tuition fee less the administration fee covering the bank costs related to the refund.
625. If a first-semester student of foreign nationality participating in a self-financed programme, admitted through an international admission procedure, terminates their status, the University will refund the paid tuition fee as follows:
- a) the full tuition fee paid, less the administration fee, is refundable if the programme for which the student was admitted has not started.^{219, 220}

The Student Welfare Committee

626. The Student Welfare Committee is the proposing body of the Student Union that deals – among various forms of scholarships – with matters related to need-based stipends, One-Time Need-Based Stipends, public life scholarships, professional and science scholarships, sport scholarships and Basic Grants.
627. The student's social situation – with the exception of applications for One-Time Need-Based Stipend – and the student's activities beyond studies are uniformly examined once per academic semester, at the institutional level, by the Student Welfare Committee for the purpose of considering allowances in the form of need-based stipends, public life scholarships, professional and science scholarships and sports scholarship-based benefits.
628. The Student Welfare Committee consists of three students elected by the Student Union. The Student Welfare Committee is assisted by an assistant delegated by the University from the Directorate of Customer Services and Studies.
629. Authority of the Student Welfare Committee:
- a) announces a call for applications for merit-based and need-based scholarships within the framework of the Fees and Allowances Regulations, in cooperation with the Directorate of Customer Services and Studies,
 - b) makes proposals to the Senate, in cooperation with the Directorate of Customer Services and Studies, on the method of calculating the merit-based and need-based scholarships announced by it,
 - c) calculates, in cooperation with the Directorate of Customer Services and Studies, the amount of need-based stipends per person and sends it to the FAEC for approval,
 - d) reviews, in cooperation with the Directorate of Customer Services and Studies, the submitted merit-based and need-based applications, then sends them to the FAEC for a decision,
 - e) informs students about fee and allowance issues, organises office hours at least once a month,

²¹⁸ Repealed by decision no. 46/2025. of the Senate. Ineffective from 1 September 2025.

²¹⁹ Modified by decision no. 47/1031/2023. of the Senate. Effective from 1 November 2023.

²²⁰ Repealed by decision no. 46/2025. of the Senate. Ineffective from 1 September 2025.

- f) continuously monitors the regulations on the supports available to students and on the fees and charges they must pay, and initiates amendments to the regulations if necessary,
- g) performs the tasks specified for it in the Student Union Statutes.

630. The Student Welfare Committee defines its order of procedure in its own Rules of Procedure.

631. The Deputy CEO for Customer Relations, together with the President of the Student Union, exercises supervisory authority over the operations of the Student Welfare Committee.

Costs covered by the students

632. At the University, students can be funded either through state scholarship/partial state scholarship or in the form of self-financing. The costs of the education of a student supported by state scholarship/partial state scholarship, as specified by law, are covered by the state, while the costs of self-financed education are paid by the student.

633. The services that can be used free of charge by the student within the framework of a programme supported by state scholarship/partial state scholarship are specified in Section 81 (1) of the NHE.²²¹

634. The services that can be used by the student within the framework of a programme supported by state scholarship/partial state scholarship by paying a fee are specified in Section 82 (1)-(2) of the NHE.²²²

634A. If the student participates in a self-financed programme, they must pay a tuition fee for the items specified in paragraph 633 and a fee for the items specified in paragraph 634.²²³

Determining the state-funded period

635. Students can pursue their studies in higher education for twelve semesters (hereinafter state-funded period) on state scholarship/partial state scholarship, including higher-level vocational training programme. Based on the decision of the Equal Opportunities Committee, the state-funded period of a special needs student may be extended by maximum four semesters.

636. Every semester that has begun with state scholarship/partial state scholarship must be included in the state-funded period.

637. Participation in a programme supported by state scholarship/partial state scholarship is not excluded by the existence of a degree and qualification obtained in higher education, provided that if a person studies in a state scholarship/partial state scholarship-supported programme in a training cycle, in the event of pursuing a simultaneous programme within the same training cycle, the number of semesters corresponding to the number of programmes simultaneously attended with state scholarship/partial state scholarship must be deducted from the state-funded period in each semester.

638. In the case of students starting their first year of studies in the 2012/2013 academic year or later, who study in a state scholarship/partial state scholarship-supported programme, if they continue a simultaneous programme, the number of semesters corresponding to the number of simultaneous state scholarship/partial state scholarship-supported programmes must be deducted from the state-funded period each semester.

639. The cases specified in Section 47 (6) of the NHE do not have to be taken into account when calculating the state-funded period.²²⁴

²²¹ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²²² Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²²³ Enacted by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

²²⁴ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

640. If the student has exhausted the state-funded period available for obtaining the given degree, they may continue their studies in the given educational programme only in a self-financed form.
641. The state-funded period available for the given programme may be by maximum two semesters longer than the duration of the given studies. If the student cannot complete their studies during the state-funded period, they can continue their studies in a self-financed form.
642. In the case of students starting their programme under the scope of Act CXXXIX of 2005 on Higher Education, when calculating the state-funded period and the time available for the self-financed programme it must be recorded as one semester if the student – in view of their simultaneous student status established no later than the third semester of the first programme that they started – is simultaneously in a student status with another higher education institution outside the University and/or if they are simultaneously preparing to acquire several skills and qualifications at the University.²²⁵
643. In the case of students who are subject to the preference act and start their programme under the scope of Act CXXXIX of 2005 on Higher Education, the state-funded period is increased by two semesters for students who previously participated in state scholarship/partial state scholarship-based bachelor's (degree) programme and were admitted to a state scholarship/partial state scholarship-based master's (degree) programme.

Self-financed programmes

644. If the student participates in a self-financed programme, the number of semesters of study in a self-financed programme is not limited. The student may not use any statutory benefits, allowances or services if the number of semesters they have started in a given programme at the University – including the period of state scholarship/partial state scholarship – exceeds sixteen semesters. This provision does not apply to anyone who establishes a new student status five years after the termination of their student status.
645. The student and the University establish the amount of the tuition fee and other fees in a contract. The University publishes the tuition fee announced for the first year in the Higher Education Admission Guide.
- 645A. The University publishes the exact amount of the tuition fee for the following semester in the study administration system by 15 June before the autumn semester and by 15 December before the spring semester, and the Directorate of Customer Services and Studies sends an electronic notification about this.
646. The University determines the cost of preparatory training, the amount of foreign language contribution and the tuition fee of the programme by 15 October of the year preceding the admission procedure. The date of the official notification about fee payment must be considered the date of recording the announcement in Neptun and the payment deadline must be considered the deadline recorded in Neptun.
647. Students with overdue debts will receive a message when signing in on the student web platform. The Directorate of Customer Services and Studies will send a payment reminder electronically to the affected students. The first payment notice with return receipt requested is sent to students with debts by the head of controlling in July for the spring semester and in February for the autumn semester.²²⁶
648. If the student participates in a self-financed programme, they must pay the cost of the services that are available free of charge as well as a fee and service charge for failure to fulfil obligations or for late fulfilment.

²²⁵ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²²⁶ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

649. If students participating in a self-financed programme do not complete the number of credits required to complete the degree programme within the length of programme, they must pay the following tuition fee in each semester exceeding the length of programme when they sign in and register for subjects:
- a) if the total value of credits taken by the student in the signed-in semester exceeding the length of programme does not exceed 15 credits, the amount of the semester's tuition fee and foreign language contribution is 50% of the tuition fee and foreign language contribution per semester,
 - b) if the total value of credits taken by the student in the signed-in semester exceeding the length of programme exceeds 15 credits, the amount of the semester's tuition fee is 100% of the tuition fee per semester.
650. Upon termination of the student status or after registration for the final exam, the University will send the student a financial statement regarding the remaining amount of the tuition fee and any other debts.²²⁷
651. In all self-financed programmes of the University, students admitted to a given degree programme and mode of study pay a tuition fee to the University.
652. In the case of simultaneous programmes, when signing in for an active status for a second or additional degree programme, 50% of the tuition fee of the programme where the student status was last established must be paid as long as the simultaneous programmes exist. After the termination of simultaneous programmes, the student pays the full tuition fee of the remaining programme. In the case of simultaneous programmes, if the student exceeds the given programme and registers for a subject up to 15 credits, the tuition fee allowances can be combined; in this case, 25% of the tuition fee of the given degree programme must be paid.
653. Guest students must pay to the University the credit fee of the given semester for each credit taken in the event of a guest student status.
654. Payment of the tuition fee is not a condition for enrolment if a student admitted to a self-financed programme declares in writing by 31 August or 31 January after enrolment that they intend to complete a passive semester after enrolment. If this still happened, the student is entitled to a lump sum refund of the tuition fee.
655. The student is not entitled to a refund of a proportional part of the tuition fee if their student status is terminated during the semester due to dismissal.
656. A student who previously participated in a state scholarship/partial state scholarship-based programme and – after terminating it – continues their studies as a state scholarship/partial state scholarship-based student again may continue to receive state scholarship/partial state scholarship in the programme started under the new admission procedure until the total number of started state scholarship/partial state scholarship-based semesters exceeds 12 semesters. The student can continue the further studies necessary to obtain a degree certificate in a self-financed form.
657. Regarding the fulfilment of payment obligations (exemption from the fulfilment of payment obligations, instalment payment allowance, deferral), the head of controlling prepares the resolution following the Rector's decision. The decision providing for the possibility of instalment payment must set out the deadline and schedule for completion as well as the consequences of failure to do so. If a student's request of instalment payment is rejected, the decision must provide justification and information about the possibility of legal remedy.²²⁸
658. With regard to the payment of the tuition fee, the person or organisation paying the tuition fee on behalf of the student must also act according to these Regulations, to the applicable extent.

²²⁷ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²²⁸ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

Student training agreement

659. The University and the student participating in a self-financed programme conclude a student training agreement. The language of the contract is Hungarian. If a non-Hungarian citizen is studying in a foreign language programme, the contract must also be prepared in the language of instruction. When concluding a contract, the University is represented by the Rector or, upon the Rector's authorisation, by the Dean of the relevant faculty.²²⁹
660. A student training agreement must be concluded:
- a) with a student admitted or transferred to self-financed and state scholarship/partial state scholarship-supported financing forms,
 - b) with a student reclassified to a self-financing form based on these Regulations upon their first sign-in following the reclassification, or if the student is reclassified in the first academic year of their studies started in the given degree programme, and
 - c) if the student is reclassified to a self-financed programme with effect from the second semester of a given academic year, within 30 days of the reclassification decision becoming final.
661. The student training agreement must be concluded in writing, in two original copies, one copy of which must be kept by the Directorate of Customer Services and Studies for 10 years after the termination of the status.
662. The student training agreement must include:
- a) the name of the programme, the level of education and qualification that can be obtained through the programme,
 - b) the location, mode of study, duration and schedule of the programme, taking into account the recognition of previously acquired knowledge,
 - c) the amount, rate and method of payment of the tuition fee and other fees,
 - d) the services provided by the University,
 - e) the conditions for refunding the paid tuition fee,
 - f) in the case of a programme supported from state or European Union funds, the fact, description and amount of support,
 - g) the consequences of breach of contract by the contracting parties,
 - h) everything that is required or permitted by law.
663. A student training agreement may be drawn up at the University exclusively based on the contract template issued for this purpose.

Foreign language contribution

664. The University may require the payment of a foreign language contribution in an amount published in the Higher Education Admission Guide.

Fees and service charges

665. The use of the University's facilities and equipment is considered free of charge within a specific range based on the regulations of the given facilities. In addition to free services, a fee determined by the facilities may be charged to the student for using the service.
666. Students must pay a fee and service charge according to Appendix 3 for failure to fulfil or delay in fulfilling an obligation specified in the Studies and Examination Regulations if the failure or delay is attributable to them.

Order of reclassification

667. The FAEC will reclassify the student to a self-financed programme if the Directorate of Customer Services and Studies determines at the end of the academic year that the student

²²⁹ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

who started their studies in the 2016/2017 academic year or later and is pursuing studies in a state scholarship/partial state scholarship-supported educational programme:

- a) participated in a foreign programme not defined in Section 81 (3) and (4) of the NHE during the average of the last two semesters in which their student status was not interrupted,
- b) did not earn at least eighteen credits or
- c) did not achieve the following grade point average for the given degree programme based on the field of study of the degree programme under the NHE Gov. Decree:
 - ca) in the field of art and art mediation: 3.5
 - cb) in the field of social science: 3.5
 - cc) in the field of humanities: 3.5
 - cd) in the field of economics: 3.0
- d) withdrew their declaration pursuant to Section 48/D (2) of the NHE.

668. Students pursuing their studies in state scholarship/partial state scholarship-funded training starting from the 2012/2013 academic year or later must be reclassified to a self-financed programme if, in the last two semesters in which their student status was not interrupted, they do not have the grade point average determined for the given degree programme in the average of the two semesters, at least 15 days prior to the academic year.

669. In accordance with these Regulations, a student who exceeds the maximum available state-funded period or the state-funded period available for obtaining a given degree certificate becomes a self-financed student.

670. The decision on reclassification for academic reasons must be made once per academic year, after the end of the academic semester structure, no later than 31 July. The FAEC decides on reclassification in a resolution.

671. Students do not have to be considered in the reclassification decision if

- a) they studied at the University for maximum one academic semester structure,
- b) they were unable to complete their semester due to illness, childbirth or other reasons not attributable to the student, and did not complete any subject or course in the given semester.

672. Credits recognised with credit recognition in the given semester must be considered when making a reclassification decision. In doing so, the Directorate of Customer Services and Studies examines which semester the subject recognised with credit recognition belongs to according to the student's recommended curriculum, and only those subjects recognised with credit recognition are considered in the reclassification decision that belong to the semesters considered in the reclassification decision according to the student's recommended curriculum.

673. Upon request, a student supported by state scholarship/partial state scholarship may continue their studies at their own expense from the following semester if their request is received by the Directorate of Customer Services and Studies no later than 30 days before the start of the semester.

674. The FAEC decides on reclassification at the student's request based on the student's statement in which they declare to withdraw their declaration on accepting the conditions of the programme supported by state scholarship/partial state scholarship. Then the reclassified student can request their acceptance to a vacant place in a state scholarship/partial state scholarship-supported programme only in the same manner as other self-financed students of the University.

675. The student reclassified to a self-financed programme and the University conclude a student training agreement according to the provisions of these Regulations. The amount of the tuition fee of the reclassified student is the same as the amount of the tuition fee of students admitted to a self-financed programme in the given degree programme in the year of establishing the reclassified student status, in the academic year following the reclassification.

676. If the student is reclassified in the first academic year of their studies in the given degree programme and if the student is reclassified to a self-financed programme with effect from the second semester of a given academic year, the initial tuition fee of the reclassified student is equal to the amount of the tuition fee of the students admitted to a self-financed programme in the given degree programme in the year of establishing the reclassified student status in the academic year of the reclassification decision.
677. The reclassification decision pursuant to Section 48 (2) of the NHE must be made by 31 July of each year, once per academic year.
678. ²³⁰
679. A student can be reclassified to a vacant state scholarship/partial state scholarship position if they:
- a) obtained at least 50% of the credits prescribed in the recommended curriculum in the last two signed-in semesters – compared to the last two semesters of the recommended curriculum in the case of a student who completed their length of programme – and they are a student at the top of the student ranking list created based on the aggregate corrected credit index, and
 - b) their aggregate corrected credit index is higher than the aggregate corrected credit index of a student ranked in the bottom fifth of the ranking in the aggregate corrected credit index list of state scholarship/partial state scholarship students.
680. To determine the number of students who can be reclassified to the state scholarship/partial state scholarship form for the next academic semester structure it must be determined based on the students' study performance:
- a) how many students with state scholarship/partial state scholarship in a given academic year and in a given degree programme had their student status terminated before obtaining their pre-degree certificate,
 - b) how many students with state scholarship/partial state scholarship were reclassified to a self-financed programme in a given academic year, in a given degree programme,
 - c) how many students already used the state-funded period, available for obtaining the given degree, with the completed semester, within the framework of their own student status.
681. Those self-financed students cannot be reclassified to a state scholarship/partial state scholarship programme whose number of semesters with state scholarship/partial state scholarship previously used in the given degree programme exceeds the given length of programme by two (six in the case of a special needs student), and who has already used up all the available state-funded period.²³¹
682. Students reclassified to a form supported by state scholarship/partial state scholarship must declare their acceptance of the conditions of the state scholarship/partial state scholarship-supported programme during the registration period of the semester following the decision on reclassification. The reclassification decision will lose its effect in the lack of the student's declaration and the student can continue their studies in a self-financed form or with state scholarship/partial state scholarship.
683. A married student must be reclassified to a programme with Hungarian state scholarship from the semester following the date of birth or adoption of their child or a student with child/ren upon their request, by simultaneously attaching a document verifying the allowance, if they have not yet reached the age of 30 on the starting day of the semester.²³²
- 683A. If the applicant has been admitted to a self-financed programme and meets the conditions set out in paragraph 683 at the time of enrolment – by simultaneously attaching to their application

²³⁰ Repealed by decision no. 46/2025. of the Senate. Ineffective from 1 September 2025.

²³¹ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²³² Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

the document proving the allowance – they must be reclassified at their request to a Hungarian state scholarship programme after enrolment.²³³

683B. The provisions of paragraphs 683 and 683A cannot be applied repeatedly if the student was reclassified to a Hungarian state scholarship programme by applying these paragraphs and then they were later reclassified to a self-financed programme based on their study performance or due to withdrawal of their declaration of accepting the conditions of state scholarship.²³⁴

System of student supports

684. The University provides the following forms of support subject to the conditions prescribed by law, at the expense of state support:

a) Merit-based scholarships:

- aa)* academic scholarship
- ab)* National Higher Education Scholarship
- ac)* National Higher Education Scholarship of excellence
- ad)* Institutional Professional, Scientific, Public Life and Sports Scholarship
- ae)* Hungarian Sports Stars Scholarship.

b) Need-based scholarships:

- ba)* Basic Grant
- bb)* Regular Need-Based Stipend
- bc)* One-Time Need-Based Stipend
- bd)* Bursa Hungarica Higher Education Municipal Bursary
- be)* Minister's Scholarship for foreign students
- bf)* Hunyadi János Scholarship
- bg)* foreign study scholarship for the University's students
- bh)* support to participation in internship.

c) Financing of institutional operating costs:

- ca)* support for creating course materials
- cb)* support to cultural and sports activities
- cc)* Supporting the operation of the Student Union.

685. Based on the self-administrative decision of the University, the following forms of support can be awarded to students through applications:

- a)* METU Academic Scholarship
- b)* METU Career Grant
- c)* METU Startup Programme
- d)* METU Creative Programme Support
- e)* METU Professional and Cultural Support
- f)* METU Sports and Cultural Support
- g)* METU Student Wage
- h)* METU Crisis Support.

686. Based on an agreement, the University may award the following forms of support through applications from external donations and/or contributions:

- a)* MNB Scholarship of Excellence
- b)* METU Specialist Journalism Scholarship
- c)* Your Future is in Your Hands scholarship
- d)* scholarship that can be awarded on the basis of an individual agreement, for the purpose specified in the agreement and under specific conditions²³⁵

²³³ Enacted by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

²³⁴ Enacted by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

²³⁵ Enacted by decision no. 18/0429/2024. of the Senate. Effective from: 30 April 2024.

- e) MNB professional scholarship²³⁶
 - f) National Higher Education Scholarship of Excellence²³⁷
687. The scoring criteria for each scholarship are included in Appendix 4 as well as in the cooperation agreement or in the detailed call for applications in the case specified in point d) of paragraph 686. In order to receive scholarships and various forms of support, you can submit a certificate or a document in Hungarian or English or a document in another language with a Hungarian or English translation.²³⁸
688. The conditions of scholarships announced by external bodies and organisations are published by the Director of Customer Services and Studies in the CooSpace platform. Scholarships from external sources can be withdrawn, and are only available if announced for the given semester.

The Academic Scholarship

689. Maximum 50% of the University's full-time students with state scholarship can receive academic scholarship in a manner that the monthly amount of the academic scholarship determined for each student must reach an amount equalling five percent of the per-student normative funding. A student with state scholarship and in an active status participating in a full-time bachelor's, master's (degree) programme or higher educational vocational training programme can receive an academic scholarship from the second semester of the programme.
690. The student's performance in the last completed active semester must be considered when determining the academic scholarship. If the student participates in partial studies abroad while continuing their studies at the University in an active status during the given semester and therefore the semester cannot be closed by the deadline, the academic scholarship can be determined for them after the end of the semester serving as the basis for academic scholarship calculation, and the academic scholarship will be paid retroactively until September or February after the end of the semester.
691. A student is eligible for an academic scholarship if they:
- a) participate in a full-time programme on Hungarian state scholarship/partial state scholarship,
 - b) completed at least 15 credits in the previous active semester,
 - c) their corrected credit index reaches or exceeds the arithmetic average of the corrected credit index of students studying in the same field of study and meeting the requirements of subparagraphs a)-b), but at least a corrected credit index of 3.75.
692. The academic scholarship must be paid based on the corrected credit index established in each semester, in the semester following the semester that serves as the basis of average calculation. The corrected credit index required for determining the academic scholarship is published by the FAEC in the electronic study administration system simultaneously with announcing the list of eligible students no later than the 10th day of the second month of the study period.
693. Credits not falling into the category of partial study-type completions recognised by credits do not qualify as credits completed according to the corrected credit index and to the grade average for the purpose of determining the academic scholarship, therefore these credits cannot be considered when determining the academic scholarship.
694. For the purpose of determining the academic scholarship, the given semester credits belonging to the partial study-type completion category are considered as completed credits according to the corrected credit index and to the grade average, therefore these credits must

²³⁶ Enacted by decision no. 26/0916/2024. of the Senate. Effective from: 17 September 2024.

²³⁷ Enacted by decision no. 26/0916/2024. of the Senate. Effective from: 17 September 2024.

²³⁸ Modified by decision no. 18/0429/2024. of the Senate. Effective from: 30 April 2024.

be considered when determining the academic scholarship. The arithmetic average assigned to the field of study changes in each semester depending on the performance of the students.

695. The exact monthly amount of academic scholarships per field of study and per year is determined and published by the Director of Customer Services and Studies based on the credit records of the electronic study administration system by the last day of the second month of the semester, after consulting with the President of the Student Union, in a manner that the amount of scholarships determined based on the same study obligation is the same in each student group.
696. A group is made up of students belonging to the same year. Students who exceeded their length of programme must be treated in the same group as students in the highest year corresponding to the length of the given degree programme. Based on the active semester number, the following students will be placed in a group:
- a) year 1: 2nd semester;
 - b) year 2: 3rd and 4th semesters;
 - c) year 3: 5th and 6th semesters;
 - d) year 4: 7th and 8th semesters.
697. In the case of a simultaneous student status, the student can also apply for an academic scholarship based on the study performances achieved in the first and subsequent bachelor's and master's (degree) programmes.
698. If the student participating in simultaneous programmes began their studies at the University earlier, they can receive a scholarship based on their results achieved at the University.

The National Higher Education Scholarship

699. A National Higher Education Scholarship can be awarded to an active student participating in a full-time bachelor's or master's (degree) programme, who signed in for at least two semesters during their current or previous studies and acquired at least 55 credits.
700. Starting from the third semester, students with an active student status may receive the National Higher Education Scholarship if they:
- a) achieved a corrected credit index higher than 4.5 in the previous two semesters and
 - b) perform outstanding scientific and/or other professional work.
701. For the purpose of considering the scholarship, only the academic, scientific and professional results of the last two active semesters can be taken into account. If the student status is continuous, the results of the last two active semesters of the previous training must also be taken into account.
702. The National Higher Education Scholarship can be obtained through a public competition announced by the Director of Customer Services and Studies. Applications are submitted by the student to the Student Information Centre. The submitted applications are evaluated by the FAEC based on a scoring system. Based on the applications, within the authority delegated by the Senate, the FAEC makes a proposal to the minister responsible for higher education by 1 August each year for awarding the National Higher Education Scholarship.
703. The National Higher Education Scholarship can be awarded for a full academic year (10 months). The National Higher Education Scholarship awarded for a given academic year can only be disbursed in that academic year.
704. If the student's student status is terminated or suspended for any reason, the National Higher Education Scholarship may no longer be paid to the student. In the case of studies ending in an odd-numbered semester according to the length of programme, the eligibility for the National Higher Education Scholarship does not cease if the student continues their studies in the second semester of the given academic year.
705. If, in the case of a student who has applied for a National Higher Education Scholarship but has been rejected, it is determined through a legal remedy procedure that the student is worthy

of the National Higher Education Scholarship and would be entitled to it based on the prescribed conditions and the institutional quota, the minister responsible for higher education may award the student a National Higher Education Scholarship. In such a case, however, the student cannot be considered when determining the fund of the National Higher Education Scholarship, and the University is obliged to pay the scholarship to them from the student fund allocation or from its own income.

706. A student who has been awarded a National Higher Education Scholarship cannot be excluded from receiving an academic scholarship.

707. ²³⁹

The National Higher Education Scholarship of Excellence²⁴⁰

707/A. The Government established the National Higher Education Scholarship of Excellence under the name University Research Scholarship Programme (hereinafter: URSP) via Government Decree 24/2013. (II. 5.) on national higher education excellence (hereinafter: Government Decree on Excellence) for the purpose of state recognition and support of the research excellence of students, academic staff and researchers.

707/B. The aim of the scholarship programme is to contribute to ensuring the adequate supply of teaching and research staff at higher education institutions and to involve the most talented students in talent development in higher education.

707/C. The URSP scholarship programme is funded by the National Research, Development and Innovation Fund, and the President of the National Research, Development and Innovation Office (hereinafter: NRDIO) decides on the distribution of the budget between individual higher education institutions, based on the proposal of the URSP Council. The call for URSP scholarship applications is announced by a higher education institution with an URSP grant budget – published on its website – under conditions established according to the Government Decree on Excellence, as decided by the President of the NRDIO.

707/D. The starting date of the URSP student scholarship status is 1 February or 1 September of the relevant year, and its duration within a given academic year is 5 months (one semester) or 10 months (two semesters). The scholarship is available to students who have a student status at a higher education institution with a URSP grant budget for the given academic year, carry out research activities during their scholarship status and meet the additional conditions of the call for applications announced by the institution.

707/E. The URSP scholarship applications are evaluated according to the criteria established in the Government Decree on Excellence, and the decision on support is made by the Rector based on the proposal of the Scientific Council. The University provides for disbursing the scholarship awarded through the application process, as specified in the scholarship agreement.

707/F. The amount of the URSP scholarship is set in the call for applications at minimum HUF 125,000 forints per month and maximum HUF 250,000. The call for applications also provides for the compulsory commitments to be fulfilled by URSP scholarship students during the scholarship period. The scholarship student undertakes to promote the results of their research activities supported by the URSP scholarship and to prepare a professional report on the research activities completed after concluding the scholarship status.

707/G. When awarding scholarships, the applicant's activities that they have carried out for payment or consideration cannot form the basis of evaluation.

²³⁹ Repealed by decision no. 46/2025. of the Senate. Ineffective from 1 September 2025.

²⁴⁰ Enacted by decision no. 27/0916/2024. of the Senate. Effective from 17 September 2024

707/H. If the applicant had a passive status in the semester forming the basis of the evaluation, the activities and performance provided in the last active semester prior to submitting the application must be considered during the evaluation.

Institutional Professional, Scientific, Public Life and Sports Scholarship

708. The Institutional Professional, Scientific, Public Life and Sports Scholarship is an allowance paid on the basis of an application, for a specific period, monthly or once to students who perform activities beyond the curricular requirements, according to the procedures and principles set out in these Regulations.

709. The University distributes the Institutional Professional, Scientific, Public Life and Sports Scholarship as follows, and develops the following scholarship forms within the framework of this legal title:

- a) institutional professional, science scholarship,
- b) public life scholarship,
- c) sports scholarship.

710. Students are eligible for an institutional professional and science scholarship if they:

- a) participate in full-time training in a bachelor's, master's (degree) programme or higher educational vocational training programme,
- b) do not suspend their student status,
- c) have at least one completed active semester,
- d) achieved a grade point average of at least 4 during the previous active semester of study,²⁴¹
- e) they performed activities beyond the curricular requirements during the previous active semester of study and
- f) exceeded their length of programme by maximum 2 semesters.

711. A student is eligible for public life scholarship if they:

- a) participate in full-time training in a bachelor's, master's (degree) programme or higher educational vocational training programme,
- b) do not suspend their student status,
- c) have at least one completed active semester,
- d) achieved a grade point average of at least 3.5 during the previous active semester of study,²⁴²
- e) contributed – during the previous active semester of study – to the development of community life by belonging to a self-organised group of the University and
- f) exceeded their length of programme by maximum 2 semesters.

712. Students are eligible for a sports scholarship if they:

- a) participate in full-time training in a bachelor's, master's (degree) programme or higher educational vocational training programme,
- b) do not suspend their student status,
- c) have at least one completed active semester,
- d) achieved a grade point average of at least 2.5 during the previous active semester of study,
- e) engaged in competitive sports during the previous active semester of study and achieved an outstanding ranking and
- f) exceeded their length of programme by maximum 2 semesters.

713. The top 7 applicants in the ranking list can receive a sports scholarship. In the event of a tie, the higher corrected credit index will decide.

714. When awarding scholarships, the evaluation cannot be based on the applicant's activities that they carried out for payment or consideration.

²⁴¹ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁴² Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

715. If the applicant had a passive status in the semester forming the basis of the evaluation, the activities and performance provided in the last active semester prior to submitting the application must be considered during the evaluation.
716. Students who receive a National Higher Education Scholarship in the given academic year cannot apply for institutional professional, science and public life scholarships.
717. The Student Union will announce a call for applications for outstanding students engaged in scientific, professional, public life and sports activities by the 10th day of the second month of the study period, specifying the application conditions and the application deadline. The deadline for submitting applications cannot be longer than two weeks.
718. The Student Union evaluates the applications within 5 working days and ranks the students. The Directorate of Customer Services and Studies prepares a report on the process of evaluating applications, which also includes appropriate justification for the decisions.
719. Based on the scores and ranking proposed by the Student Union, the decision will be made by the FAEC and the affected students will then be notified by the Directorate of Customer Services and Studies about the decision.
720. An appeal against the decision of the FAEC can be submitted to the Student Legal Remedy Committee.

Hungarian Sports Stars Scholarship

721. The aim of the Hungarian Sports Stars Scholarship is to support students who study at higher education institutions and who are athletes in Olympic sports and who have the opportunity to win a European, World or Olympic medal during their studies.
722. The minister decides on awarding the scholarship. The minister divides the students proposed for scholarship into three categories: European Championship, World Championship and Olympics. The amount of the scholarship is determined by the category classifications and the previous competition results.
723. The scholarship is valid until completing the scholarship holder's studies aimed at obtaining their first higher education qualification – a bachelor's degree or a single-cycle master's degree – but no later than the first day of the month following the scholarship holder's 35th birthday.
724. According to law, the tasks related to the operation of the scholarship programme are performed by the minister responsible for sports policy, and the institutional tasks related to the scholarship are performed by the Directorate of Customer Services and Studies.

Basic Grant

725. A person who is establishing a student status in a state-funded full-time bachelor's, master's (degree) programme or higher educational vocational training programme for the first time, who is a special needs student, or who is in need due to their health condition, who has multiple disadvantages, who is a breadwinner, has a large family, is an orphan, is disadvantaged, whose guardianship has ceased due to the person coming of age, or is a half-orphan can be eligible for Basic Grant.
726. The rate of Basic Grant is 50% of per-student normative funding in vocational training and bachelor's (degree) programme and 75% of per-student normative funding in master's training.
727. The application for Basic Grant is announced together with the application for Regular Need-Based Stipend. The deadline for submitting applications in the call for applications cannot be later than the last day of the first month of the study period. The Student Welfare Committee makes a proposal to the FAEC on awarding grants within 10 working days after the deadline for submitting applications.

728. The conditions of eligibility for Basic Grant are verified by the Student Welfare Committee with the help of the Directorate of Customer Services and Studies. Based on the decision of the FAEC, the Directorate of Accounting makes arrangement for payments.

Regular Need-Based Stipend

729. Regular Need-Based Stipend can be awarded to a student who is pursuing their studies as a state scholarship/partial state scholarship holder or who started their studies as a state scholarship/partial state scholarship holder and would be entitled to attend a programme as a state scholarship/partial state scholarship holder based on the number of semesters they started in the given degree programme, or they are

- a) a special needs student or in need due to their health condition,
- b) a student with multiple disadvantages,
- c) a breadwinner,
- d) has a large family or
- e) an orphan.

730. The Student Welfare Committee calls for applications for Regular Need-Based Stipend in every semester, until the first day of the study period. The deadline for submitting applications in the call for applications cannot be later than the last day of the first month of the study period. The Student Welfare Committee makes a proposal for awarding the stipends no later than 10 working days after the deadline for submitting applications.

731. When assessing the student's social situation, the following must be considered in particular:

- a) the number and income status of those living together permanently in the property at the student's address, registered or having a temporary residence there,
- b) the distance between the training site and the place of residence, the duration and cost of travel,
- c) the costs of living if the student does not live in a shared household defined in Act XIII of 1997 during their studies,
- d) the amount of money to be spent by the special needs student on purchasing and maintaining special equipment, special travel needs and using a person to assist or a sign language interpreter,
- e) the medical expenses regularly incurred due to the health condition of the student or a close relative living in the same household,
- f) the number of dependents living in the same household as the student, with particular regard to the number of children who are dependent together with the student,
- g) the costs associated with caring a relative who is in need of care.

732. When calculating income, the average of the last three months must be considered for income that can be measured regularly on a monthly basis, and one-twelfth of the past year must be considered for other income. At the student's request, proven income changes in the future must also be taken into account.

733. Applications for Regular Need-Based Stipend must be submitted in the form of an electronic application.

734. The monthly amount of the Regular Need-Based Stipend cannot be lower than 20% of the annual per-student normative funding if the student is entitled to a Regular Need-Based Stipend based on their social situation and

- a) has special needs or is in need due to their health condition,
- b) is a student with multiple disadvantages,
- c) is a breadwinner,
- d) has a large family, or
- e) is an orphan.

735. The monthly amount of the Regular Need-Based Stipend cannot be lower than 10% of the annual per-student normative funding if the student is entitled to Regular Need-Based Stipend based on their social situation and

- a) is disadvantaged,
- b) their guardianship ended due to their coming of age or
- c) is half-orphan.

736. The monthly amount of the Regular Need-Based Stipend cannot be lower than 10% of the annual per-student normative funding if the student receives a minister's scholarship – not awarded for the period of partial studies – for foreign nationals and students covered by the Preference Act.
737. In the case of Regular Need-Based Stipend, the support per applicant must be determined by dividing the monthly fund available in the given semester by the sum of the calculated points of the applicants in the given semester. The value thus obtained and rounded down to a whole number shows how many forints one point corresponds to in the given semester. The resulting value must be multiplied by the points of each applicant. If the value thus obtained for an applicant does not reach the minimum specified in the call for applications, that applicant is not entitled to Regular Need-Based Stipend, and their application is considered invalid. Based on the corrected number of applicants, it is necessary to recalculate in the manner already mentioned how many forints one point corresponds to, disregarding invalid applications, and the resulting value must be multiplied by the number of points of valid applicants. These values are the same as the amount of regular social and housing support to be provided to each applicant.
738. Housing conditions are supported through the Regular Need-Based Stipend.
739. When awarding social support, the student's study performance or the level of allowances linked to study performance cannot be taken into account.

One-Time Need-Based Stipend

740. The One-Time Need-Based Stipend fund is primarily a one-time allowance intended to provide extraordinary assistance to students, disbursed in the event of an unexpected deterioration in the student's social situation.
741. The maximum amount of the One-Time Need-Based Stipend in a given semester is equal to the minimum compulsory wage at that time.
742. The student may receive a One-Time Need-Based Stipend by way of application. The Student Welfare Committee makes a recommendation to the FAEC regarding the received student applications based on its equity considerations and the certifications proving the applicant's extraordinary life situation. A decision must be made on received student applications at least once a month. Payment will be arranged by the Directorate of Accounting within eight working days of the decision.
743. One-time social support can be used once per semester by students who study as state scholarship/partial state scholarship holders or who began their studies as state scholarship/partial state scholarship holders and would be entitled to participate in training with state scholarship/partial state scholarship based on the number of semesters they started in the given degree programme.

Bursa Hungarica Higher Education Municipal Bursary

744. The Bursa Hungarica Higher Education Municipal Bursary (hereinafter: Bursa Hungarica Bursary) is a financial need-based support consisting of the municipal portion awarded to the student by the local and county municipalities that joined the annual round of the Bursa Hungarica Higher Education Municipal Bursary System and the institutional portion determined on the basis of the municipal scholarship.
745. The Bursa Hungarica Bursary is available to students who have been supported by the municipality of their permanent residence within the framework of the bursary system and who

are pursuing their studies in a full-time bachelor's, master's (degree) programmes or higher educational vocational training programme.

746. The Bursa Hungarica Bursary can be awarded solely based on the applicant's social situation; the applicant's study performance cannot be taken into account when awarding the bursary.
747. Before disbursement begins, the Director of Customer Services and Studies will review the student's eligibility for the bursary.
748. If the student first began their higher education studies in the semester in which the bursary is paid, the University contribution will be paid in the same order as the University student allowances, starting in October as well as starting in March in the case of cross semester programmes. The disbursement of the municipal portion begins in October, or in March for cross semester programmes, but no later than the first bursary payment following the transfer to the University, when the bursaries due until then are paid. After that, the bursary is paid according to the schedule of scholarship payments, together with the payment of the institutional portion.
749. For students who began their higher education studies before bursary payment, payment of the University contribution will begin in March and must be paid in the same order as the student allowances. The payment of the municipal portion will begin in March but no later than the first bursary payment following the transfer to the University, when the bursaries due until then are paid. After that, payment is made according to the schedule of scholarship payments, together with the payment of the institutional portion.
750. During the months in which the student status is suspended, the full bursary payment is suspended without modifying the payment deadline.
751. If the bursary holder does not meet the conditions for bursary payment, the University is obliged to terminate the bursary payment.
752. The student receiving bursary is obliged to notify the University and the application management organisation in writing of any changes affecting the bursary during the bursary payment period as soon as possible, but no later than within 15 days. The student must fulfil the notification obligation within 5 working days if the following data change:
- a) student's name, birth name, mother's name, place and date of birth, citizenship, address of permanent and temporary residence,
 - b) description of the student's programme, mode of study,
 - c) deferral of studies.
753. The bursary holder who fails to comply with their notification obligation may be excluded from bursary payment and from the next annual round of the bursary system. The bursary holder is obliged to repay the unlawfully received bursary to the University within 30 days. The bursary holder who loses the bursary due to failure to notify cannot claim the unpaid bursary after the end of the academic semester.
754. The University is obliged to pay the municipal portion only if its coverage has been transferred to its account from the application management organisation.
755. The University contribution must be paid even if the coverage of the municipal scholarship is not available in the University's account.

Minister's scholarship for foreign students

756. The minister responsible for higher education may award a scholarship in each academic year to a non-Hungarian student participating in a full-time state-funded programme or pursuing partial studies in Hungary.
757. The monthly amount of the Minister's Scholarship for Foreign Students corresponds to 34% of the annual per-student normative funding specified in the State Budget Act for students

participating in other bachelor's and master's training programmes. The scholarship is for ten months per year.

758. The student can win the scholarship through an application. The call for applications is announced by the minister responsible for education, published on the website of the ministry responsible for higher education and conducted by the organisation designated by the minister. The applications must be submitted to the Student Information Centre, they are ranked by the FAEC and forwarded to the organisation designated by the minister responsible for higher education. The minister responsible for higher education decides on the application. The scholarship is paid by the University.

Hunyadi János Scholarship

759. Hungarian students living abroad and participating in a state-funded programme can receive a Hunyadi János Scholarship based on the decision of the minister responsible for education.
760. For students participating in a full programme, the scholarship is valid for ten months of the academic year, with a monthly amount of HUF 30,000 per person. For students participating in partial studies, the scholarship is for the duration of the partial studies, and the monthly amount per person is HUF 80,000 per month.
761. The student can win the scholarship through an application. The call for applications is organised by the Eötvös Loránd University. The scholarship is paid to the student by the University.

Foreign programme scholarship for University students²⁴³

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Support for participation in internship

766. The internship scholarship is an allowance that can be awarded to students participating in an internship of up to half a year, as specified in the PCER, based on an application, for maximum one academic semester.
767. Students participating in state-funded full-time bachelor's or master's (degree) programmes can receive support for participation in internship if they complete their internship at a location other than the registered seat or site of the University and do not receive dormitory accommodation at this location, and the distance between the place of completing the internship and their place of residence is at least 30 km.
768. The Deputy CEO for Customer Relations specifies the conditions of awarding the internship scholarship in a separate instruction. The monthly amount of the internship scholarship may not exceed 10% of the annual amount of per-student normative funding.

Support for producing course materials

769. The University provides support for producing course materials, purchasing electronic textbooks, teaching materials and electronic devices necessary for preparation as well as for purchasing devices to assist special needs students in their studies.
770. The Student Union gives a preliminary opinion on using the support. The Rector informs the Student Union about the use annually.

²⁴³ Repealed by decision no. 46/2025. of the Senate. Ineffective from 1 September 2025.

Support for cultural and sports activities

771. The support for cultural activities includes cultural activities, event organisation, career counselling, lifestyle and academic counselling and mental health counselling organised and provided for students within the University.
772. Sports activities include activities organised and provided for students within the University in the form of physical exercise, sports, competition, education for a healthy lifestyle and lifestyle counselling.
773. The President-CEO decides on supporting cultural and sports activities with the consent of the Student Union.

Supporting the operation of the Student Union

774. The Deputy CEO for Customer Relations, after prior consultation with the Head of Controlling, coordinates with the President of the Student Union on supporting the operation of the Student Union. The amount of funding that can be used for the operation of the Student Union is decided by the FAEC Committee at its first meeting in the given year.²⁴⁴
775. The Student Union manages the funding independently, and is obliged to report annually to the University on the use of the funds.

METU Academic Scholarship

776. Any student can receive the METU Academic Scholarship who
- a) participates in a self-financed programme in higher educational vocational training programme, bachelor's (degree) programme or master's (degree) programme,
 - b) does not suspend their student status,
 - c) has at least one completed semester,
 - d) has not exceeded their length of programme.
777. The METU Academic Scholarship is awarded based on study performance to students who achieve the highest corrected credit index, but at least a corrected credit index of 4.00. Three students per semester, year, mode of study, faculty and language of programme can receive the METU Academic Scholarship. In the event of a tie, the corrected credit index calculated for the entire study period must be considered, and in the event of an equal result the grade point average must be considered.
778. Awarding the scholarship is automatic. When awarding scholarships, students of the same year form a group. In the event of identical study performances, the corrected credit index calculated for the entire study period will decide. If the support is awarded, the student can decide in a separate statement whether their personal data (especially their name and degree programme) will be used in the University's communications.
779. The amount of the METU Academic Scholarship equals 33% of the current semester's tuition fee, excluding allowances, of the student who received the scholarship. Payment is made in a lump sum. The condition for disbursement is the payment of the full semester tuition fee by the payment deadline according to the academic calendar and that the student provides bank account details in the Neptun study administration system (international students submit the *Refund statement* request form) no later than by the end of the first month of the study period. If the deadline for the student's tuition fee payment obligation differs from the payment deadline according to the academic calendar, the condition for disbursement is the timely fulfilment of the tuition fee payment obligation (by the deadline). If these are not met, the awarded scholarship will not be disbursed.²⁴⁵

²⁴⁴ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁴⁵ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

myBRAND scholarship²⁴⁶

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METU Startup Programme²⁴⁷

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METU Creative Scholarship

788. The METU Creative Scholarship supports projects planned by student groups of the University that strengthen the University's community life, community awareness and social responsibility.

789. An application for the METU Creative Scholarship can be submitted by an active student or student group enrolled in a bachelor's degree programme.

790. The amount of the METU Creative Scholarship is maximum HUF 500,000 per project. The annual budget of the METU Creative Scholarship is HUF 1,500,000.

791. The University establishes a committee to evaluate the applications. The committee informs students about the criteria for evaluating applications in the call for applications. Student participation in the committee must be ensured. The METU Creative Scholarship is awarded in the spring semester.

METU Professional and Cultural Support

792. The President-CEO provides professional and cultural support to students and student groups who:

- a) represent the University at a professional or scientific conference, national or international competition with their professional activities that exceed the requirements set out in the curriculum,
- b) participate in the organisation of cultural events related to university life, which are independent of the events of the Student Union,
- c) organise other student events – especially excursions, professional meetings and student clubs – that strengthen and support student life at the University.

793. The conditions for submitting applications for the University's professional and cultural support are determined by the President-CEO and published in the Coospace platform by the end of the first month of each study period.

794. A student or student group can submit an application at any time during the given study period. The application must include the annexes specified in the call for applications as well as a statement in which the students undertake to present the University's uniform image at the

²⁴⁶ Repealed by decision no. 46/2025. of the Senate. Ineffective from 1 September 2025.

²⁴⁷ Repealed by decision no. 46/2025. of the Senate. Ineffective from 1 September 2025.

event. The Marketing and Sales Director informs the applicant students about the use of uniform image elements.

795. Applications are evaluated by a committee appointed by the Rector within 2 weeks from receipt of the applications. The student or student group may request legal remedy from the President-CEO against the decision within 5 working days of the decision.
796. If an event is supported, the awarded support can be used exclusively for the purposes of the event. The applicant student group must prepare a financial and professional report on using the support no later than one month after completing the supported activity. If the support is not used properly, further applications by members of the student group may be excluded from subsequent application procedures.

METU sports and cultural support

797. The University can allocate a budget from its own resources to support sports and culture in an amount that cannot exceed the per capita amount of the budget provided for sports and cultural activities determined based on state resources for state-supported students.
798. The method of using sports and cultural support is otherwise identical with the method of using state-funded support to sports and cultural activities.

METU student wage

799. The student can perform activities that qualify as work as well as general student assistant (teaching, research, library) and other work at the University, which serve as the basis for METU student wage. In order to obtain the METU student wage, the student can also contribute to providing other basic tasks and services of the University.
800. Certain organisational units of the University may make general student assistant or other student work activities subject to a call for applications.
801. The University concludes a student employment contract with the student for work related to METU student wage. For the work performed, the student is entitled to a student wage according to the applicable laws.

General student assistant programme

- 801A. A general student assistant is a full-time or part-time student performing teaching, research or administrative tasks in an educational and research organisational unit of the University, who is in an active student status with the University.
- 801B. The purpose of the general student assistance task is that the University, within its framework, provides the opportunity for suitable and deserving students to participate in the educational and research activities of the institutes and departments as well as in other activities serving the strategic goals of the University, thereby facilitating the education of future generations for doctoral programmes and for professional, teaching and scientific research careers.
- 801C. The University's educational and research departments select students for general student assistance tasks through a call for applications. The general student assistant application is announced by the Dean in the case of educational and research organisational units under the faculty, and by the Rector or vice-rector for education in the case of educational and research organisational units not belonging to the faculty structure, and it must be published on the University's website.
- 801D. The general student assistant application is valid for maximum one academic semester, and must be announced in such a manner that its evaluation takes place before the start of performing the general student assistant's duties. The application period cannot be shorter than 10 days.
- 801E. The call for applications must include the conditions and requirements for submitting a general student assistant application, the purpose of the application, the range of applicants, the tasks

to be performed by the general student assistant, the time and duration of employment, the amount of remuneration, the method of payment, the deadline for submitting the application as well as the criteria and deadline for evaluating the application.

- 801F. The general student assistant primarily performs educational, education supporting and administrative tasks, and secondarily performs other professional tasks. The general student assistant cannot be given a task that requires faculty or administrator privileges in the study administration system for completion, or that is incompatible with their own studies.
- 801G. The general student assistant's work is directed and controlled by the head of the organisational unit or the person in charge designated by them.
- 801H. If the general student assistant neglects their studies and general student assistant obligations, fails to fulfil them or exhibits behaviour inappropriate for a university student, the dean/rector may terminate their employment as a general student assistant.
- 801I. Students who successfully apply for the announced general student assistant position receive a reward, and its amount is determined in the call for applications based on the funds allocated for this purpose in the current budget.
- 801J. The general student assistant performs their duties under a contract, within the framework of employment. The status for employment as a general student assistant is for a fixed period and terminates after the fixed period. The contract includes the general student assistant's tasks and the allowances granted to them for performing the tasks, the name of the person providing supervision as well as provisions regarding the termination of the contract and the allowances. The applicable laws must be applied appropriately for performing the general student assistant's duties.

METU crisis support

802. The University may provide a lump sum support to a student participating in a self-financed programme in the event of an unexpected, temporarily adverse event affecting the student's financial circumstances, up to the amount specified in the University's annual budget. Students can receive METU crisis support once during their studies.
803. Under this subheading, a crisis is defined as an unexpected, rapidly occurring change that represents a change in the student's circumstances or condition, which temporarily and directly endangers the student's livelihood. A crisis includes, among others:
- a) serious natural disaster, catastrophe, accident that directly affects or influences the student's living conditions, especially their housing,
 - b) death of a spouse, first-degree direct relative or sibling living in the same household as the student.
804. METU crisis support can be requested at any time during the semester, by indicating the event that serves as the basis for the support, within 15 days of its occurrence. The applicant for METU crisis support must verify the claims made in their application.
805. The maximum amount of METU crisis support is HUF 100,000/person. The Deputy CEO for Finance decides on assessing METU crisis support applications based on the proposal of the Directorate of Customer Services and Studies.

MNB Scholarship of Excellence

806. Within the framework of its cooperation with the Magyar Nemzeti Bank (Central Bank of Hungary, hereinafter: MNB), METU calls for applications for the MNB Scholarship of Excellence in order to use the available funds – based on the conditions specified in the grant agreement concluded by METU and the MNB and following the approval by the MNB.
807. The MNB Scholarship of Excellence is open to 10 students in bachelor's (degree) programmes and 1 student in a master's (degree) programme, provided that they meet the application criteria.

808. Students, regardless of their citizenship, can apply for the MNB Scholarship of Excellence if:
- a) they are full-time students in an active student status, with state scholarship or in a self-financed form, studying at METU in the bachelor's (degree) programmes of Business Administration and Management, International Business Economics, Finance and Accounting, Commerce and Marketing, or in the master's (degree) programmes Master of Business (MBA), Business Development, International Business Economics as well as Management and Leadership,²⁴⁸
 - b) they do not receive a Stipendium Hungaricum scholarship,
 - c) they completed at least two semesters of the bachelor's or master's (degree) programme for which support is requested, and acquired at least 54 credits in the last two active semesters,
 - d) they completed at least 90% of all credits of the recommended curriculum of the degree programme on a pro rata basis,
 - e) the credit-weighted average of grades obtained in the previous two consecutive, completed, active semesters is at least 4.00, and they carried out scientific or other professional work in the last two semesters,
 - f) they fill out and submit the MNB's data protection declaration together with the application and
 - g) they agree to appear in person at the Excellence Certificate awarding conference organised by the MNB; participation or absence can be taken into account by the University when evaluating the next year's application.
809. Documents to be completed and attached simultaneously with the application:
- a) application form,
 - b) certifications supporting the student's scientific activities (publications, papers of students' research societies, participation in international and domestic competitions, activities at college for advanced studies) as well as any other documents that the applicant wishes to validate during the evaluation of the application,
 - c) the student's declaration that they accept the provisions specified in the call for applications, in particular the provisions on the suspension of the awarded scholarship, as binding on them,
 - d) the student's declaration that their personal data included in their application can be processed by members of the evaluation committee, representatives of the MNB and persons administering the application,
 - e) the student's declaration that in the event of receiving the support their personal data (in particular their name and degree programme) will be used in communication between the University and the MNB.
810. The application can be submitted through the University's electronic study administration system until the deadline stated in the application. There is no possibility of making corrections after the application deadline.
811. The received applications are evaluated by a committee appointed by the University based on the provisions of the grant agreement, which takes into account 50% study performance, 40% scientific activities (publication, papers of students' research societies, participation in international and domestic competitions, activities at college for advanced studies) and 10% public and community activities. The committee appointed by the University will evaluate scholarship applications based on the criteria sent by the MNB.
812. The University sends the received and evaluated applications to the MNB for approval, which notifies the University of its request for modification within 10 days of receipt, which the University is obliged to take into account. If the MNB does not make any comments within this deadline, it will accept the evaluation order of the application.

²⁴⁸ Modified by decision no. 47/1031/2023. of the Senate. Effective from 1 November 2023.

813. The proportion of foreign students awarded the MNB Scholarship of Excellence cannot exceed the proportion of foreign students studying in the relevant programmes of the University.
814. The University notifies the applicant about the results of the application electronically. The amount of support is received by the students who win the application under the title of "MNB Scholarship of Excellence", with a monthly scholarship of HUF 50,000, which is granted for 10 months during an academic year (September-June) if the student meets the eligibility conditions for the scholarship.
815. Eligibility criteria for the scholarship:
- a) scholarship awarded for a given academic year can only be disbursed in that academic year; scholarship disbursement cannot be rescheduled beyond the academic year following the application,
 - b) if the student completes their studies in an odd-numbered semester of study according to the length of programme, they continue to be entitled to the scholarship if, following a successful admission procedure, they continue their studies in another bachelor's or master's (degree) programme supported by the scholarship programme at the same higher education institution in the following semester; if the student continues their studies in a programme supported by the Scholarship Programme at another higher education institution, they are entitled to participate in the Scholarship Programme only if the new higher education institution has a free scholarship place and accepts the student's application for it. In the event of changing an institution, the student is obliged to notify the new higher education institution of their participation in the Scholarship Programme,
 - c) if the student completes their studies in an odd-numbered semester of study according to the length of programme or interrupts their studies for any other reason and does not continue them in another bachelor's or master's (degree) programme supported by the Scholarship Programme, they will no longer be entitled to a scholarship and the University is entitled – without a repeated call for applications, and if the vacant place cannot be filled in this manner, then by a repeated call for applications – to fill the place of the dropped out student(s) with the next student in the application ranking from among the students who meet the application conditions. The scholarship awarded to the applicant in this manner can only be paid for the 2nd (spring) semester,
 - d) if the student status is terminated or suspended, the scholarship can no longer be paid to the student.
816. A student who has been awarded the scholarship cannot be excluded from receiving other scholarship support.
817. Applications for the scholarship programme by students participating in bachelor's and master's training programmes must be handled separately.
818. METU reserves the right to withdraw the call for applications.²⁴⁹

MNB Professional Scholarship²⁵⁰

- 818/A. Within the framework of its cooperation with the Magyar Nemzeti Bank (Central Bank of Hungary, hereinafter: MNB), METU calls for a competition for the MNB Professional Scholarship every six months, up to the amount of the available support and for the purpose of its use – based on the conditions specified in the grant agreement concluded by METU and the MNB and following the approval of the MNB.
- 818/B. Applicants who have been admitted or transferred to the full-time, state-sponsored or self-financed master's (degree) programme in International Business Economics at METU can apply for the MNB Professional Scholarship. It is possible to apply in the semester of admission, according to the conditions specified in the call for applications for the given semester.

²⁴⁹ Modified by decision no. 47/1031/2023. of the Senate. Effective from 1 November 2023.

²⁵⁰ Enacted by decision no. 26/0916/2024. of the Senate. Effective from 17.09.2024

818/C. The applicant for the scholarship who has been admitted or transferred participates in a professional interview as specified in the call for applications prior to the study period of the given semester, based on which the expert committee appointed by METU and the MNB will decide on awarding the scholarship.

818/D. The fact of awarding the scholarship, the period and schedule of its disbursement and the amount of the scholarship to be disbursed are recorded in a decision by METU, and the applicant is notified of its availability electronically.

818/E. Conditions for maintaining eligibility for the scholarship:

- a) the student is entitled to the scholarship only in those semesters in which they have an active student status;
- b) a student who does not complete at least 75% of the credit amount foreseen by the recommended curriculum of the International Business Economics degree programme in the semester in which the scholarship is awarded is not entitled to the scholarship starting from the following semester.

METU Specialist Journalism Scholarship

819. The University offers a scholarship for students attending PSTP in journalism. The aim of the scholarship is to support the training of professionals who are committed to professionally impeccable communication on financial and economic topics that is also understandable to the public.

820. Those students can apply, regardless of citizenship, who:

- a) are self-financed students with an active student status in the first semester of the University's PSTP in specialist journalism,
- b) are not employed with the Central Bank of Hungary,
- c) are not employed with the Pallas Athéné Domus Meriti Foundation.

821. Documents to be completed and attached simultaneously with the application:

- a) application form,
- b) diplomas and certificates attached to the application form,
- c) the applicant's professional biography,
- d) motivation letter,
- e) the student's declaration that they accept the provisions specified in the call for applications, in particular the provisions on the suspension of the awarded scholarship, as binding on them,
- f) the student's declaration that the personal data included in their application can be processed by the members of the evaluation committee and the persons administering the application and
- g) the student's declaration that, if the support is awarded, their personal data (in particular their name and degree programme) can be used in the communication of the University with the Central Bank of Hungary.

822. The application can be submitted through the University's electronic study administration system until 30 October each year. There is no possibility of making corrections after the deadline.

823. The scholarship applications are evaluated by the Fees, Allowances and Educational Committee in November of each year.

824. Key aspects during the evaluation:

- a) level of the existing degree certificate,
- b) foreign language skills:
- c) previous professional experience and

- d) a motivation letter pre-qualified and scored by the Programme Coordinator.²⁵¹
825. The amount of support is maximum 80% of the tuition fee, but cannot exceed the tuition fee paid by the student, disbursed in semi-annual instalments.
826. The scholarship is for one academic year.
827. The scholarship is paid at the end of the academic semester, after the student has fulfilled their study obligations.
828. If the student status is terminated or suspended, the scholarship can no longer be paid to the student.
829. If the student does not pass the final exam during the final examination period closing the end of the 2nd academic year calculated from the start of the programme, the full amount of support must be refunded.
830. The University notifies the applicant about the result of the application electronically.
831. The University reserves the right to withdraw the application.
832. No legal remedy is available against the evaluation of the application and against the decision on terminating the scholarship.

Your Future is in Your Hands scholarship programme

833. The University announced a call for applications for the scholarship titled Your Future is in Your Hands for the 2023/2024 academic year, in the framework of its cooperation with the Central Bank of Hungary, in order to use the available funds. The aim of the scholarship is to contribute to the promotion and application of the Hungarian approach to economic and social sustainability.
834. The Your Future is in Your Hands scholarship programme is open to 70 students enrolled in English language bachelor's and master's (degree) programmes, provided that they meet the application criteria.
835. Those applicants can apply for the Your Future is in Your Hands scholarship programme who:
- begin their studies at METU's Faculty of Business, Communication and Tourism in the autumn semester of the 2023-2024 academic year, in a full-time English-language bachelor's or master's (degree) programme, with an active student status, in a self-financed form,
 - have a secondary school leaving exam or college/ university average of at least 60%,
 - in the case of secondary school students, achieving at least 60% of the exam entitling them to participate in higher education studies; in the case of university students, an overall result of at least 60% of the grades in the course record book of the bachelor's (degree) programme.
 - undertake to promote the knowledge acquired at the Metropolitan University, the values and good reputation of the University to the wider public as ambassadors of the "Your Future is in Your Hands" programme.
836. The 60% aggregate grade average prescribed in point c) of paragraph 835 is determined based on the evaluation criteria of the institution issuing the certificate of the secondary school leaving exam or the certificate of university academic results. In the absence of this, the evaluation is carried out according to the most common evaluation criteria system relevant for the country of the institution's registered seat.
837. Documents to be completed and attached simultaneously with the application:
- application form,
 - CV in the format defined in the call for applications,

²⁵¹ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

- c) motivation letter in the format and length specified in the call for applications,
 - d) an essay on the topic, with the length and format specified in the call for applications, a declaration of consent that the student's personal data included in their application can be processed by the members of the Evaluation Committee and the persons administering the application.
838. The application can be submitted to the University through the <https://apply.metropolitan.hu/> online application platform until 15 June. There is no possibility of making corrections after the application deadline.
839. The received applications are evaluated by the Evaluation Committee appointed by the University.
840. The University concludes a contract with the winning applicants and issues a Compensation Letter, which certifies that the person entitled to the scholarship will receive an allowance of HUF 1,000,000 from the first semester's tuition fee.
841. The scholarship is for one academic year.
842. The student's eligibility for the scholarship will cease if the student status is terminated or suspended for any reason.
843. The University notifies the applicant about the result of the application electronically.
844. No legal remedy is available against the evaluation of the application and against the decision on terminating the scholarship.
845. The University reserves the right to withdraw the application.

Scholarship that can be awarded on the basis of an individual agreement, for the purpose specified in the agreement and under specific conditions²⁵²

- 845/A. Applications must be submitted for student or researcher scholarship granted on the basis of a cooperation agreement and/or research development agreement concluded by external partners and the Institution (hereinafter: Cooperation-based Scholarship).
- 845/B. The aim of the Cooperation-based Scholarship is to promote and deepen cooperation between the University and external professional partners within the University's network. It also aims to support the activities and the professional development of students.
- 845/C. The call for applications for Cooperation-based Scholarship must be published on the University's website and in the CooSpace platform.
- 845/D. The amount of the Cooperation-based Scholarship and the specific selection criteria are specified in the cooperation agreement between the University and the external partner.
- 845/E. A Cooperation-based Scholarship can only be awarded to a student who fulfilled the application conditions and obligations specified in the call for applications.
- 845/F. The procedure for awarding the Cooperation-based Scholarship is contained in the scholarship contract concluded between the University and the scholarship holder.
- 845/G. These funds must be managed separately from other forms of support, and their control and traceability must be ensured.

Common rules for disbursing scholarships

846. Merit-based scholarship, the Regular Need-Based Stipend, the institutional portion of the

²⁵² Enacted by decision no. 18/0429/2024. of the Senate. Effective from 30.04.2024.

Bursa Hungarica Higher Education Municipal Bursary, the Minister's Scholarship for Foreign Students, the Basic Grant, Support for Participation in Internships and Scholarship must be paid to the student on a monthly basis. The condition for disbursement is that the student provides bank account details in the Neptun study administration system (international students must submit a *Refund statement* request) no later than the end of the first month of the study period. The University arranges for the transfer of these allowances to the account-keeping credit institution at the latest by the 10th day of the relevant month, with the exception of the first month of the academic semester.²⁵³

847. If the student does not provide all the data forming the basis for the payment of individual allowances in the Neptun system at the latest by the end of the study period of the relevant semester – in particular the tax number, social security number and the bank account number (international students must submit the *Refund statement* request) – the student will lose the given allowance and the awarded scholarship will not be disbursed.²⁵⁴

848.²⁵⁵

849. If the student's application contains false information and this may, or may have had a significant impact on the evaluation, the applicant cannot receive a scholarship under the same title for the remainder of their studies, and must repay the received support.

Procedure for determining and disbursing scholarships for students participating in partial studies in countries of the European Economic Area²⁵⁶

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Chapter V STUDENT FEES ESTABLISHED BY THE UNIVERSITY²⁵⁷

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²⁵³ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁵⁴ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁵⁵ Repealed by decision no. 46/2025. of the Senate. Ineffective from 1 September 2025.

²⁵⁶ Repealed by decision no. 46/2025. of the Senate. Ineffective from 1 September 2025.

²⁵⁷ Repealed by decision no. 46/2025. of the Senate. Ineffective from 1 September 2025.

Chapter VI
POLICY FOR DISCIPLINARY PROCEDURES AND DAMAGE COMPENSATION ACTIONS
CONCERNING STUDENTS

Disciplinary responsibility

862. If a student culpably and seriously violates their duties, they may be subject to disciplinary penalty by written decision based on a disciplinary procedure.
863. The student is subject to disciplinary liability:
- a) for conduct at the University that intentionally or through gross negligence violates the order of the University, or that violates a law or the university regulations,
 - b) for conduct in and outside the University area that is incompatible with the university student status,
 - c) in the event of an offence against the orderly operation of the University as an educational institution and for a culpable and serious breach of the obligation arising from the student status.
864. The following are considered misdemeanours resulting from conduct incompatible with the student status:
- a) committing an act constituting felony or a violation of the rules that is morally incompatible with the preparation for the profession,
 - b) an act that seriously harms or endangers the good reputation of the University, especially if the student exhibits behaviour that violates the human dignity or personal rights of others, violates the basic behavioural norms of social coexistence or commits a violation of rule or felony with their behaviour,
 - c) offensive behaviour, violence or the threat of violence against a University faculty member, employee or student,
 - d) disrupting or intentionally hindering Student Union elections, hindering the work of Student Union representatives,
 - e) unauthorised file manipulation, compromising the computer network, unauthorised password acquisition and use and
 - f) plagiarism.
865. Students commit an offence against the orderly operation of the University if they:
- a) seriously or repeatedly disrupt lectures, seminars and other forms of education or examinations,
 - b) seriously or repeatedly violate a regulation or rule that is significant in terms of study and examination obligations but not regulated in paragraph a),
 - c) they replace another person or they are replaced by someone else during an assessment,
 - d) deceive or mislead a faculty member or other employee of the University regarding a circumstance that is essential for their study and examination obligations.

The course of disciplinary procedure

866. The disciplinary procedure is initiated upon a report or officially becoming aware of the information, and it is ordered by the Legal Director. Becoming aware means that the person authorised to order disciplinary procedure becomes aware of the case.²⁵⁸
867. Disciplinary procedure cannot be initiated after one month has passed since becoming aware of the misconduct, or after five months since the offence was committed.
868. The Legal Director notifies the student about the order of the procedure via the electronic study administration system, indicating in the notification the act serving as the basis for the procedure. The Legal Director informs the Chairperson and the members of the Disciplinary

²⁵⁸ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

Committee about the order of the procedure by sending all related documents at their disposal, simultaneously with the notification sent to the student.²⁵⁹

869. The disciplinary procedure is conducted by a Disciplinary Committee consisting of two instructors elected by the Senate and one student. The student is delegated to the Disciplinary Committee by the Student Union. The Senate elects a substitute instructor to the Disciplinary Committee.
870. Participation as a member in the procedure of the Disciplinary Committee is not permitted to the person
- who initiated the disciplinary procedure,
 - who is a relative of the student subject to the disciplinary procedure and
 - who cannot be expected to judge the case objectively.
871. The disciplinary procedure must be completed within 21 working days from the date of ordering the procedure. In justified cases, the Chairperson of the Disciplinary Committee may extend this deadline once, by another 15 working days.
872. If the assessment of the act serving as the basis for the disciplinary procedure depends on the decision of a court or authority, if the student's participation in the Disciplinary Committee's trial as specified in these Regulations is not possible for reasons beyond their own fault and in the event of a permanent hindrance to a member of the Disciplinary Committee, the Disciplinary Committee suspends the disciplinary procedure by an order issued within 8 working days of becoming aware of the hindrance, at most until the criminal or other official procedure is concluded, becomes final or until the hindrance is eliminated.
873. The student must be informed in the notice ordering the disciplinary procedure and also verbally during the procedure that:
- they can authorise a legal representative or a member of the Student Union to represent them in the procedure,
 - they have the right to make oral or written comments and present a coherent defence during the disciplinary trial,
 - during the disciplinary procedure they can access the documents related to their disciplinary liability, they can make notes about them, and upon request, they can receive a copy of the related documents on one occasion.
874. A student subject to disciplinary procedure or their representative can submit an objection based on bias, which will be decided by the Student Legal Remedy Committee forthwith. If the Student Legal Remedy Committee upholds the objection, it will appoint a new member or a new chairperson of the Disciplinary Committee; otherwise, it will reject the objection by order. No further legal remedy is available against the order within the University.
875. The Legal Director summons the student, witnesses and experts to the disciplinary trial in writing at least 8 days before the trial. If the student subject to disciplinary procedure acts through an authorised representative, the summons for a personal hearing must be served both to them and their authorised representative.²⁶⁰
876. The student subject to disciplinary procedure must be informed in the summons that they have the right to submit their defence in writing and that their absence will not prevent the disciplinary trial from being held and the decision from being made.
877. The Disciplinary Committee considers the disciplinary case in a public trial. The Disciplinary Committee meeting can also be held via an electronic communication device that provides simultaneous video and audio transmission, and the presence of individual participants in the

²⁵⁹ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁶⁰ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

procedure can also be ensured in this manner after verifying the identity of the person subject to disciplinary procedure.

878. The Disciplinary Committee may exclude the public from the trial or from a part of it if it is absolutely necessary to safeguard a trade secret or other secret specified in a separate law. The Disciplinary Committee may exclude the public in order to protect public morals as well as at the request of the student subject to the procedure if this is justified in order to protect the personal rights of the student subject to the procedure. Only members of the disciplinary committee, the minutes-keeper, the student subject to disciplinary procedure and their authorised representative may participate in a trial held via electronic means of communication.
879. The disciplinary trial can also be held if the student or the authorised representative fails to appear despite proper notification.
880. During the disciplinary trial, the student must be heard and it must be ensured that they can present their position and defence coherently.
881. If the Disciplinary Committee rejects the student's request for evidence, the reason must be stated in the disciplinary decision, unless it is determined that the student has not committed a misconduct.
882. The disciplinary trial is chaired by the Chairperson of the Disciplinary Committee. The chairperson shall ensure that the provisions of the rules contained in this chapter are observed, the order of the trial is preserved and that the persons participating in the procedure can exercise their rights.
883. Minutes must be taken of the disciplinary trial and the inspection. In the case of a continued trial, the oral summons must be recorded in the minutes of the trial.
884. The Disciplinary Committee is obliged to clarify the facts necessary for making a decision. If the available data are not sufficient for this, it will conduct a procedure to present evidence ex officio or upon request. During the Disciplinary Committee's procedure, evidence may be used if it is suitable for facilitating the clarification of the facts. Facts officially known to the Disciplinary Committee and facts that are common knowledge do not need to be proven.
885. Evidence is especially the following:
- a) the student's statement,
 - b) the document,
 - c) the testimony,
 - d) the report of the inspection,
 - e) the expert's opinion,
 - f) the physical evidence.
886. The Disciplinary Committee evaluates the evidence individually and as a whole and establishes the facts based on its resulting conviction.
887. The student subject to the procedure or their legal representative may access the procedural documents.
888. The Disciplinary Committee makes its decision after the evidencing procedure has been conducted, in a closed session, by a simple majority, and the decision is announced orally. The Disciplinary Committee records the announced decision in writing within 8 working days of its announcement and notifies the affected parties by delivery. Delivery under this paragraph means a certified mail with return receipt requested.²⁶¹
889. Personal data – except for the name of the student subject to disciplinary procedure in the case of a public trial – are handled separately and confidentially by the Disciplinary Committee

²⁶¹ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

within the case files. The Disciplinary Committee ensures that confidential data do not become known during the procedural actions. Only the Disciplinary Committee, the minutes-keeper, the Rector and in the case of a second-instance procedure the Student Legal Remedy Committee are authorised to access confidential data.

Disciplinary penalty

890. When determining the disciplinary penalty, all the circumstances of the act – in particular the persons who suffered the injury, the consequences, the repetition of the unlawful conduct and the gravity of the act committed – must be considered.
891. Disciplinary penalty can be:
- a) reprimand,
 - b) serious reprimand,
 - c) reduction or withdrawal of benefits, allowances and services specified in the Fees and Allowances Regulations – for a maximum period of six months,
 - d) a fixed-term prohibition from continued studies, for maximum two semesters,
 - e) expulsion from the University.
892. With a reprimand and a serious reprimand, the University expresses its disapproval of the illegal act. The student will be reprimanded for minor matters.
893. In the event of a serious reprimand, the decision of the Disciplinary Committee envisages the application of one of the sanctions set out in subparagraphs c)-e) of paragraph 891 for a possible subsequent misconduct.
894. The student status is suspended during the prohibition of studies for a definite period. The duration of the disciplinary penalty of prohibition from studies can only be determined for full semester(s).
895. Disciplinary penalties can also be imposed together.

Decision closing the disciplinary procedure

896. The decision closing the disciplinary procedure can be a decision imposing a disciplinary penalty or terminating the disciplinary procedure.
897. The operative part of the decision imposing a disciplinary penalty must contain:
- a) the personal data of the student subject to disciplinary action,
 - b) the identification and assessment of the misconduct,
 - c) the disciplinary penalty applied and other related provisions,
 - d) reference to the possibility of appeal.
898. The justification for the decision imposing a disciplinary penalty must include:
- a) the established facts,
 - b) the indication and the evaluation of evidence,
 - c) the reason for rejecting the student's motion for evidence,
 - d) the circumstances taken into account when imposing the penalty,
 - e) reference to the provisions that served as the basis for the disciplinary penalty.
899. The Disciplinary Committee decides to end the procedure if:
- a) the act committed is not a misconduct,
 - b) it was not committed by the student subject to the procedure,
 - c) the commission of the misconduct cannot be proven,
 - d) the misconduct has become time-barred,
 - e) the act that forms the basis of the procedure has already been finally adjudicated through a disciplinary procedure,
 - f) the Disciplinary Committee gives a warning to the student instead of a disciplinary penalty.

900. A warning may be given if, after considering the seriousness of the act committed by the student subject to the procedure, the Disciplinary Committee deems it unnecessary to impose the minimum disciplinary penalty applicable under these Regulations.
901. The decision must be registered in the electronic study administration system. If plagiarism related to a thesis is determined during the disciplinary procedure, the Disciplinary Committee will notify the Head of the Institute or Department competent according to the relevant thesis adviser about the fact of plagiarism.

Exemption from disciplinary penalty

902. The student is exempt from the adverse consequences of disciplinary penalty – without a request or a relevant decision – after the following period has elapsed:
- a) in the case of a reprimand, three months from the date when it becomes final,
 - b) in the case of a serious reprimand, six months from the date when it becomes final,
 - c) in the event of reduction or withdrawal of allowances or preferences, upon expiry of the deadline set in the decision, but no later than six months from the date on which the decision becomes final,
 - d) in the event of a prohibition from studies, upon the expiry of the prohibition, a teaching period corresponding to four semesters at the latest.
903. Following an expulsion, the Disciplinary Committee may issue a decision of exemption at the request of the former student, provided that at least three years have passed since the date on which the decision became final.
904. After the exemption, the student may not suffer any disadvantages related to their disciplinary penalty.

Legal remedy in the disciplinary procedure

905. A student subject to disciplinary procedure may file an appeal against a disciplinary decision with the Disciplinary Committee within 15 days of receiving the decision.
906. In disciplinary matters, the Student Legal Remedy Committee acts in the second instance. During the second-instance procedure, the Student Legal Remedy Committee can make the following second-instance decisions:
- a) dismisses the appeal,
 - b) changes the first instance decision,
 - c) annuls the first-instance decision and instructs the Disciplinary Committee to make a new decision.
907. The rules of the first-instance disciplinary procedure must be appropriately applied to the procedure.
908. The second-instance decision in a disciplinary case becomes final upon notification.

Damage compensation liability

909. If the student causes damage unlawfully to the University or to the organiser of practical training in connection with the fulfilment of their study obligations, they are liable under the provisions of Act V of 2013 on the Civil Code, with the exceptions set out in the NHE.
910. In the event of unintentional damage, the amount of damage compensation may not exceed fifty percent of the monthly amount of the lowest compulsory wage (minimum wage) in effect on the day when the damage was caused.
911. In the case of intentional damage, the full damage caused must be compensated.
912. The student is fully liable for damage compensation for any loss of, or damage to items received against a delivery note or an acknowledgment of receipt, with the obligation to return or settle, provided that they keep them in their permanent custody and uses or manages them

exclusively. The student is exempt from liability if the loss was caused by an unavoidable reason.

913. If no misconduct was committed when causing the damage, the Deputy CEO for Finance will call on the student to acknowledge the established liability for damage compensation and to compensate for the damage caused.
914. If the student obliged to pay damage compensation refuses to acknowledge their liability to pay damage compensation or causing the damage and the misconduct occurred in the same act, the rules of disciplinary procedure shall apply to the damage compensation case.
915. If the student fails to pay the amount determined by a final decision for the damage caused by them intentionally or unintentionally, they may not sign in for the next semester, may not take the final exam and the University will take action to collect the debt.

Chapter VII ACCIDENT PREVENTION AND OCCUPATIONAL HEALTH AND SAFETY REGULATIONS FOR STUDENTS

Occupational health and safety training for students

916. The provisions regarding the protection of the health and physical integrity of students, taking into account the sources of danger specific to the University and concerning activities organised or supervised by the University constitute the occupational health and safety regulations, and in order to familiarise students with these regulations, they must be provided with occupational health and safety training.
917. Enrolling students must attend general occupational health and safety training at the beginning of the first semester, and the Dean of the relevant faculty is responsible for its organisation. The Director of Facilities Maintenance, as the occupational health and safety manager, must also be involved in organising the training. General occupational health and safety training is provided in writing, by issuing the training material prepared by the occupational health and safety specialist as well as health and safety training for using workshops and equipment without instructor supervision is provided by successfully completing the test prepared for the material uploaded to Neptun. The completion of the training must be documented in the electronic study administration system.
918. Occupational health and safety training must be prescribed in the curriculum for students in the subject to which it is organically related.
919. Students must report on their acquisition of general occupational health and safety knowledge, built into theoretical subjects, in form of a subject exam.
920. General occupational health and safety training is compulsory for all newly admitted students who have not yet participated in it during their previous or current studies at any department of the University.
921. Students transferred to the University from other higher education institutions during the year must also be informed about the occupational health and safety regulations regarding the protection of their health and physical integrity, including those related to services and events organised or supervised by the University. Providing information – as general occupational health and safety training – is the task of the Directorate of Customer Service and Studies.
922. General occupational health and safety training for students whose mother tongue is not Hungarian or who do not speak Hungarian properly is provided in English through educational materials prepared by the occupational health and safety specialist and occupational health and safety materials prepared for workshop and equipment use without instructor supervision published on Coospace.

923. The fact of acquiring the required occupational health and safety knowledge is confirmed by the Student's declaration on the enrolment form as well as by the electronic study administration system after completing the separate educational material.
924. Changes to hazards and relevant rules must be explained to the students concerned.

Occupational health and safety training for internship

925. Students participating in internships must receive special occupational health and safety training relevant to the given field on the first day of the internship.
926. Students who have not participated in special occupational health and safety training related to the given subject or internship may not participate in practical training.
927. During special occupational health and safety training, in addition to general knowledge, special emphasis must be placed on the specific circumstances of the given internship, possible dangers and the prevention of accidents and health damage.
928. Repeated training must be provided if there has been a significant change to working conditions during the practical semester.
929. In the case of internship abroad or in other domestic institutions, occupational health and safety training must be provided by the employer. Students' special occupational health and safety training and practical occupational health and safety training must be documented in a Training Log. This documentation is the employer's responsibility.

Providing protective tools and equipment

930. Students must be provided with the same protective equipment and clothing as employees employed in the given job upon work performed at the University.
931. Students must be trained for the proper use of protective equipment; this is the responsibility of the employer or the instructor. A student who fails to use the prescribed and provided protective equipment despite a warning cannot be employed further.
932. In the case of internships, it is the employer's responsibility to provide any necessary vaccinations. Upon demand, students must appear for the vaccination prescribed for them.
933. Students may not be employed without vaccination at workplaces where vaccination is compulsory.
934. If students work under the same climatic conditions as the employees, as specified by law, they must be provided with protective and hot drink.

Checking tools and devices

935. The internship supervisor must check the tools and devices used by students in session or during internship for occupational health and safety before each session.
936. Students may not work – not even under direct supervision – with tools and devices that are damaged or pose a danger of accidents.
937. Electrical devices are inspected by the occupational health and safety specialist according to the relevant legislation and at the prescribed frequency.

Extraordinary activities

938. In the event of practice or work performed outside the customary working hours, mode of study, workplace or in an extraordinary situation, the manager ordering it shall designate the person authorised to act from an occupational health and safety perspective, whose identity must be communicated to the interested parties.
939. Occupational health and safety training related to extraordinary activities may be provided by a responsible person who is clearly aware of the specifics of the extraordinary situation.

Protective equipment appropriate to the extraordinary working conditions must be provided for such work, for which an official delivery and acceptance report must be issued.

Student accidents, student work accidents

940. A student accident is an accident that occurred in connection with the student status and not during a practical session. In order to prevent similar accidents, the University also investigates these accidents within its own authority.
941. A student accident is an accident that occurs to a student during the following events:
- a) during university education,
 - b) during lawful stay on the University premises,
 - c) during a sport, cultural or other event organised by the University,
 - d) when using catering organised by the University or other services provided by the University,
 - e) during the activities carried out by the student upon instruction by the University.
942. A student work accident is an accident that occurs to a student during, or in connection with internship or practical session. These accidents must be recorded and registered on the appropriate forms.
943. The University's Director of Facilities Maintenance must participate in investigating the accident. The participation of the Student Union in the accident investigation process must be ensured.
944. If the student suffers a work accident during a practical session in an area not belonging to the University, the obligation to investigate, report and record lies with the employing institution, by immediately notifying the University in the case of serious accidents.
945. The student must immediately report any accident, injury, illness or work-related accident suffered during a practical session to the supervising instructor or to the reception desk.

Students' rights and obligations regarding occupational health and safety

946. The student is entitled:
- a) to safe and healthy working conditions and to the protective measures prescribed by law,
 - b) to the provision of knowledge required for safe and healthy work,
 - c) to the provision of equipment as well as protective and work tools necessary for work.
947. The student may not be disadvantaged for taking action or reporting in order to implement the requirements of safe and healthy work.
948. The student is obliged:
- a) to appear at the sessions in a state fit for safe work,
 - b) to ensure, to the extent possible, that the provided work tools and protective equipment are in a safe condition, to use them for their intended purpose and to ensure that they are cleaned in the manner expected of them,
 - c) to wear clothing that does not endanger their physical integrity,
 - d) to behave in a disciplined manner in the workplace, to maintain order and cleanliness there,
 - e) to acquire occupational health and safety knowledge and to observe it during work,
 - f) to participate in the prescribed health, aptitude test and to receive the compulsory vaccinations,
 - g) to report any dangerous irregularity or malfunction, to eliminate it or reduce the danger in the manner expected of them until action is taken,
 - h) to stop work immediately and to draw the attention of colleagues to the danger upon detecting immediate or serious danger to life,
 - i) to refuse work if it would endanger their own life, health or physical integrity or that of others,
 - j) to immediately report any accident or illness, or if they are prevented by health conditions, then the person who notices the incident must do so,
 - k) to provide first aid to an injured companion as reasonably expected.

949. The rules set out in Sections 50/A, 82 (2) g) and 87 8/A of Act XCIII of 1993 on Occupational Health and Safety apply to work performed by pregnant students.
950. A student who violates the occupational health and safety regulations commits a misconduct.

Chapter VIII ERASMUS+ REGULATIONS

Scope

951. The International Coordination Office is responsible for implementing the university-level tasks of the Erasmus+ Programme and for preparing related decisions under the supervision of the Vice-Rector for International Relations.

General rules for student mobility

952. Within the framework of the Erasmus+ Programme, only those students may participate in the programmes of European higher education institutions who have an active student status with the University during the partial studies, the application and the entire duration of the mobility period. An exception to this is traineeship after graduation.²⁶²
953. The student mobility programme includes (international) mobility for studies, compulsory and voluntary traineeship programmes, traineeship after graduation mobilities as well as short-term mobility programmes (BIP).²⁶³
954. Activities supported by the Erasmus+ scholarship:
- a) full-time partial studies, which can be pursued by students participating in bachelor's, master's degree programmes, PSTP and higher educational vocational training programme,
 - b) full-time traineeship.
 - c) Traineeship after graduation²⁶⁴
 - d) Blended Intensive Programme²⁶⁵
955. Applicants have the opportunity to combine different mobility activities so that they can pursue mobility activities abroad for a period not exceeding 12 months in a given training cycle. Mobility carried out in previous 'European Union Lifelong Learning (LLP)' programmes counts towards the duration, together with financially not supported – zero grant – mobilities.²⁶⁶
956. The duration of studies is 2-12 months, the duration of traineeship is 2-12 months. In the case of the Blended Intensive Programme, the duration of physical mobility is minimum 5 and maximum 30 days.²⁶⁷
957. Students participating in the mobility for studies programme must complete a course worth at least 20 credits at the partner institution during one semester, which the University can count towards the applicant's studies at the applicant's request, according to the credit recognition procedure set out in the Studies and Examination Regulations. To complete the mobility, the student must have at least 10 out of the 20 completed credits recognised according to the procedure.²⁶⁸
958. For students who fail to complete the minimum number of credits through their own fault, the completion of the expected credits is verified and evaluated based on the procedures set out in the Erasmus programme. The remaining 10% of the grant can be withdrawn, and the student may be required to repay 100-25% of the already allocated grant.
959. Students can participate in the Programme through the following methods:

²⁶² Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁶³ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁶⁴ Enacted by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

²⁶⁵ Enacted by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

²⁶⁶ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁶⁷ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁶⁸ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

- a) As an Erasmus+ scholarship holder, i.e. the student receives funding in two instalments – or in several instalments for a full academic year – according to the funding table published by the European Commission,²⁶⁹
- b) As an Erasmus+ self-financed student (Erasmus+ zero grant), i.e. the student does not receive a scholarship but is entitled to all the rights of scholarship students.²⁷⁰

Call for applications

960. The University calls for applications twice in an academic year in the case of mobility for studies and four times in the case of mobility for traineeship. In the case of mobility for studies, applications can be submitted at the beginning of each semester, as specified in the current call for applications. During the application period announced in the spring semester (period of call for applications), students can apply for both the autumn and spring semesters of the following academic year, while during the application period announced at the beginning of the autumn semester (period of additional call for applications), applications can only be submitted based on the quotas remaining for the spring semester of the following academic year.²⁷¹
961. The call for applications includes:²⁷²
- a) the purpose of the application,
 - b) the deadline and method of submitting the application,
 - c) the deadline and method for evaluating applications,
 - d) the evaluation criteria.
962. An application can be submitted by a student who meets the following conditions:
- a) completes at least one active semester in the case of MA studies and at least two in the case of BA studies before leaving,
 - b) has an active student status with the University in the semester of submitting the application,
 - c) has no debts to the University,
 - d) has at least an intermediate level (B2) complex language exam in the given language of instruction, or has taken a language placement test, which they pass with appropriate qualification.
963. In the event of an incomplete application, the Erasmus Coordinator will call on the applicant to correct the application on one occasion, setting a deadline of no more than 8 days. If the student repeatedly submits an incomplete application, they must be excluded from the given application procedure.
964. The application must be submitted electronically. Applications submitted by the deadline are evaluated by the International Committee based on the criteria set out in advance and described in the call for applications, taking into account the headcount established by the Tempus Public Foundation. The assessment criteria are the aggregate corrected credit index, the student's language proficiency proven by a language exam or language placement test and a 300-500-word motivation letter submitted in English. In the case of a master's student applying in the first semester, the average of the BA degree must be considered. Additional points can be earned by submitting proof of results achieved in an academic competition or by submitting a document proving active participation in student life.²⁷³
965. If two students applying to the same institution have the same aggregate score, the student with the higher level of language proficiency exam in the given language will win the scholarship. In the case of language proficiency exams of the same level, the International

²⁶⁹ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁷⁰ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁷¹ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁷² Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁷³ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

Committee decides based on the student's public life and scientific activities and motivation at the University when evaluating the applications.²⁷⁴

966. The International Committee Secretary prepares an evaluation report, recording:
- a) the names of the persons participating in the evaluation,
 - b) the number of students who submitted applications,
 - c) the list of students recommended for the scholarship, with a ranking (for each student the name of the foreign target institution and the semester applied for),
 - d) the date of the evaluation.
967. The deadline for evaluating the submitted applications and compiling the university ranking is the 15th working day following the application submission deadline. Based on the decision of the International Committee, the Erasmus Coordinator will ensure that the students concerned are informed in writing within 5 working days of the evaluation.²⁷⁵
968. The winning student must declare in writing to the Erasmus Coordinator whether they accept the place awarded by the International Committee within two weeks of the date of the written notification. Following the Committee's decision, the student is allowed to modify the offered foreign target country or target institution only in exceptional cases.
969. The Erasmus Coordinator can offer the place left vacant as a result of a negative answer to the next best ranked student. The change must be approved by the Chairperson of the International Committee and the members of the Committee must be informed of the change in writing.
970. The student's study programme to be implemented at a foreign higher education institution is approved by the head of the given institution in relation to the given subject.
971. The winning student must submit the documents required for the grant agreement no later than four weeks before departure. The support is disbursed based on the signed grant agreement.

Withdrawal by the student

972. If the student withdraws from the support, they must notify the Erasmus Coordinator in writing without delay. The declaration must include:
- a) the student's name,
 - b) the duration of the Erasmus scholarship,
 - c) the name of the target institution.
973. The place remaining due to withdrawal, if it occurs during the period of application to be submitted to the host university, must be offered to the student who follows the withdrawn applicant in the ranking list. If the student withdraws after the nomination and application period, the remaining place must be announced in the next application cycle. A student who withdraws may submit an application in the next call for applications.²⁷⁶

Course registration and exam requirements

974. Students participating in programmes at European higher education institutions under the Erasmus+ Programme or, in the case of international credit mobility, at a higher education institution outside Europe, must register for at least one subject at the University under a preferential study schedule in the given semester.²⁷⁷
975. If the student registered for more than one subject, they must fulfil the assessment requirements for all subjects registered in the electronic study administration system at the

²⁷⁴ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁷⁵ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁷⁶ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁷⁷ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

University according to the provisions regarding the preferential study schedule. The assessment is based on prior consultation with the instructor.

Course recognition

976. The student sends their request for preliminary course recognition to the Programme Coordinator electronically before the start of the academic semester at the foreign institution but no later than the beginning of the teaching period, while simultaneously informing the head of the relevant institute or department.²⁷⁸
977. The student must attach to their application for preliminary course recognition:
- a) the exact name of the foreign higher education institution (and faculty),
 - b) the exact name of the subject they intend to study,
 - c) the syllabus published by the foreign higher education institution for the subject they intend to study.
978. The relevant Programme Coordinator indicates in the learning agreement application which subjects that the student intends to register for can be recognised in the student's degree programme based on the rules of credit transfer after completing the subjects.²⁷⁹
979. The partner institution issues a Transcript of Records for students participating in programmes at foreign higher education institutions under the Erasmus+ Programme for the studies completed at the foreign higher education institution. In possession of this document, after returning home the student requests the previously approved course recognition and credit recognition in an application addressed to the Directorate of Customer Services and Studies.²⁸⁰
980. The following must be attached to the electronic request for course recognition:
- a) a certification of subjects completed abroad, which includes the credits and grades obtained as well as the Transcript of Records certified by the foreign higher education institution with the signature of the competent person and the stamp of the institution, and
 - b) a certification issued by the foreign higher education institution that includes the evaluation expressed in a multi-level grade also on a five-grade scale according to the ECTS conversion.

Students' obligations

981. Before leaving, the student must complete the learning agreement and sign the grant agreement.
982. The student is obliged to complete the study programme agreed upon in the learning agreement at the receiving institution, which the student must prove to the International Coordination Office with a Transcript of Records upon their return home. In the learning agreement the student undertakes to complete a specific number of credits, but at least 20.
983. The student must request consent from both the sending and receiving institutions in an electronic form for any changes to the learning agreement, as indicated in the "during the mobility" section of the learning agreement. If the student fails to fulfil, or only partially fulfils the expectations set out in the learning agreement and the number of acquired credits is less than 20, the funder has the right to request a refund of a part or the full amount of the grant.
984. The student is obliged to send the documents specified in the grant agreement to the Erasmus Coordinator within 30 days of returning home (in the case of taking the final exam until the day of obtaining the pre-degree certificate) and to fulfil other obligations specified in the grant agreement. Once this has been done, the student is entitled to receive the remaining 10% of the grant.

²⁷⁸ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁷⁹ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁸⁰ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

985. The student may request credit transfer during the period specified by the University, at the end of the semester of mobility or during the designated credit transfer period of the following first active semester.

Provisions for completing Erasmus traineeship abroad

986. Selecting and finding a job for traineeship abroad is done individually.
987. If the student intends to have the Erasmus traineeship abroad recognised as compulsory traineeship, the provisions of these Regulations on traineeship apply with regard to the traineeship obligation, the purpose of the traineeship and the organisation providing traineeship.
988. Students who meet the provisions of the Studies and Examination Regulations regarding traineeship may begin their traineeship abroad. Erasmus support for completing traineeship abroad can be applied for 4 times per academic year, for a period of 2-12 months.²⁸¹
989. The University transfers 90% of the awarded grant in one amount to the student's account specified in the grant agreement within 30 days after concluding the grant agreement but no later than at the starting date of the mobility period or upon receipt of confirmation of arrival. The remaining 10% will be transferred after the provisions of paragraph 994 have been fulfilled.
990. Applications must be submitted electronically, together with the documents specified in the call for applications, by the date specified in the call for applications. Mandatory elements of the application material:
- a) a state-recognised complex language exam certificate of at least intermediate level (B2) in a foreign language specified by the receiving institution, or in the case of language proficiency that cannot be verified by a certificate, a certificate from the head of the Languages and Student Success Centre stating that the student's language proficiency meets at least the requirements of the intermediate level language exam,²⁸²
 - b) motivation letter in Hungarian (if the working language is Hungarian) or in English,²⁸³
 - c) fully completing the "before the mobility" section of the mobility agreement, which describes the traineeship abroad in detail, and submitting a copy signed by the student and the receiving party, which will be attached to the application form.²⁸⁴
991. The Erasmus traineeship application will be accepted with the approval of the International Committee after checking the formality. The Erasmus Coordinator will notify students in writing about the evaluation of their applications.²⁸⁵
992. The University concludes a grant agreement with the student supported through the application after signing the training agreement. In the case of traineeship after graduation, the agreement must be concluded before obtaining the pre-degree certificate. The grant agreement is signed by the student supported through the application and by the Rector of the University or their representative. The grant is disbursed by the Directorate of Accounting.²⁸⁶
993. If the student intends to have the Erasmus traineeship abroad recognised as compulsory traineeship, the provisions of these Regulations on traineeship apply with regard to the traineeship obligation, the purpose of the traineeship and the organisation providing the traineeship. For this the following documents must be submitted to the Career Centre as a condition for completing the traineeship:

²⁸¹ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁸² Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁸³ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁸⁴ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁸⁵ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

²⁸⁶ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

- a) cooperation agreement concluded with the traineeship location at least 10 working days before starting the traineeship,
 - b) in case of registering for the traineeship course, no later than one week before the end of the study period:
 - ba) workplace management evaluation in English, on paper and online,
 - bb) report on the internship in Hungarian online and
 - bc) the student questionnaire online.
994. The student must prepare a report within 30 days of returning home, as stipulated in the Erasmus grant agreement. Any translation costs incurred during the traineeship are the responsibility of the student.
995. Issues not regulated in these Regulations are governed by the ECHE, the Erasmus+ Programme Regulations and the institutional implementation guide published by the Tempus Public Foundation.

Chapter IX REGULATION ON ENSURING EQUAL OPPORTUNITIES FOR STUDENTS WITH SPECIAL NEEDS²⁸⁷

General rules on preferences for students with disabilities or non-disability-related health damage, chronic illness, hereinafter: special needs students²⁸⁸

996. In view of their special needs, students with physical, sensory, speech impairment, autism, cognitive or behavioural developmental disorders may request, based on an expert's opinion, partial or complete exemption from the fulfilment of study obligations and exams, or permission to fulfil them in another manner. At the request of a student with health damage or chronic illness that does not involve disability, any of the preferences available to special needs students may be granted in the case of special needs resulting from their illness and affecting their learning.²⁸⁹
997. The University provides special needs students with preparation and examinations adapted to their special needs, and also provides assistance to enable them to fulfil their obligations arising from their student status.
998. Exemption granted on the basis of an expert's opinion can only be granted in connection with the circumstance underlying the exemption, and it cannot lead to exemption from the basic study requirements that are necessary for obtaining the qualification attested by the degree certificate.
999. The expert's opinion can be verified in the following manners:
- a) if the student's disability or special educational need already existed during secondary school and, in view of this, they were granted preference during their studies or at the secondary school leaving exam, the disability or special educational need is confirmed by an expert's opinion issued by the county (capital) institution of pedagogical assistant services or by their member institutions acting as a county or national expert committee,
 - b) if the student's disability or special educational need did not exist during the secondary school studies or if they did not receive any preference during their studies and at the secondary school leaving exam due to their disability or special educational need, the disability is confirmed by an expert's opinion issued by the ELTE Practice Institute for National Pedagogical Services,

²⁸⁷ Modified by decision no. 31/1021/2024. of the Senate. Effective from 1 November 2024.

²⁸⁸ Modified by decision no. 31/1021/2024. of the Senate. Effective from 1 November 2024.

²⁸⁹ Modified by decision no. 31/1021/2024. of the Senate. Effective from 1 November 2024.

- c) health damage or chronic illness not associated with disability is confirmed with a specialist medical opinion.²⁹⁰

1000. The opportunity to grant the available preferences must be examined based on the application even if the applicant submitted their application after the final exam, following the termination of the student status.

The Equal Opportunities Coordinator

1001. The Senate appoints an Equal Opportunities Coordinator with a higher education degree and disability-related competencies or professional experience to assist the studies of students with disability and with health damage or chronic illness not involving disability, hereinafter special needs students.²⁹¹

1002. The Equal Opportunities Coordinator performs their tasks as part of their job-related duties.

1003. Tasks of the Equal Opportunities Coordinator:

- a) maintaining contact with special needs students, with their personal assistants, with the students of the University and with the Student Union;²⁹²
- b) providing assistance opportunities for special needs students during their studies and exams, and organising consultation opportunities required by students with disabilities during the academic year;²⁹³
- c) making proposals for using additional statutory state funding to assist students with disabilities in their studies and for the purchase of tools necessary for providing assistance;
- d) continuously recording the number of special needs students in compliance with the data protection provisions, and ensuring the use of data for statistical purposes;²⁹⁴
- e) authentication of documents submitted by a student with special needs;²⁹⁵
- f) making a proposal for providing digital learning materials in the appropriate format upon the request of a student who has difficulty in obtaining printed, paper-based information or in reading learning materials;
- g) participation in the evaluation and registration of applications submitted by special needs students as well as in legal remedy decisions affecting the students, with the proviso that the Equal Opportunities Coordinator who participated in the evaluation of the application may not participate in the legal remedy procedure.²⁹⁶

1004. The University provides the Equal Opportunities Coordinator with access to the data necessary for evaluating special treatment for students with disabilities.

The Equal Opportunities Committee

1005. The Equal Opportunities Committee is chaired by the Equal Opportunities Coordinator. Members of the Equal Opportunities Committee:

- a) the Equal Opportunities Coordinator providing assistance to special needs students,²⁹⁷
- b) a faculty member elected by the Senate,
- c) a student delegated by the University Student Union,
- d) in the case of a reason for exclusion, a faculty member and a student as substitute members.

²⁹⁰ Modified by decision no. 31/1021/2024. of the Senate. Effective from 1 November 2024.

²⁹¹ Modified by decision no. 31/1021/2024. of the Senate. Effective from 1 November 2024.

²⁹² Modified by decision no. 31/1021/2024. of the Senate. Effective from 1 November 2024.

²⁹³ Modified by decision no. 31/1021/2024. of the Senate. Effective from 1 November 2024.

²⁹⁴ Modified by decision no. 31/1021/2024. of the Senate. Effective from 1 November 2024.

²⁹⁵ Modified by decision no. 31/1021/2024. of the Senate. Effective from 1 November 2024.

²⁹⁶ Modified by decision no. 31/1021/2024. of the Senate. Effective from 1 November 2024.

²⁹⁷ Modified by decision no. 31/1021/2024. of the Senate. Effective from 1 November 2024.

1006. The authority of the Equal Opportunities Committee:
- a) monitoring the application of these Regulations, managing amendments,
 - b) decision on using additional statutory state funding to assist special needs students in their studies, making proposals for procuring tools necessary for providing assistance and monitoring the implementation of the decision,
 - c) monitoring the use of additional statutory state funding requested by the University,
 - d) making recommendations for the University management in order to ensure equal opportunities for special needs students in a more satisfactory manner,
 - e) evaluating the registration application of special needs students,²⁹⁸
 - f) making decisions on the assistance, exemptions and special provisions that the special needs students are entitled to and indicate in their application,
 - g) decision on applications by special needs students related to qualifications and additional training, studies and examination requirements that partially differ from the PCER.²⁹⁹
1007. An appeal against the decisions of the Equal Opportunities Committee can be submitted to the Student Legal Remedy Committee within 15 days of receipt.
1008. The Equal Opportunities Committee determines its own rules of procedure.
1009. The Equal Opportunities Committee prepares an annual report on its activities for the University management.

Special provisions provided for equal opportunities

1010. Based on the findings of the expert's opinion submitted as proof, the University classifies special needs students into the following groups:³⁰⁰
- a) student with functional disabilities,
 - b) student with hearing impairment (deaf, partially deaf),
 - c) student with visual impairment (blind, severely sight impaired, sight impaired),
 - d) student with speech impairment (dysphasia, dyslalia, dysphonia, stuttering, cluttering, aphasia, hypernasal speech, dysarthria, mutism, severe language disorder, central lisp, delayed speech development),
 - e) disorder of psychological development (dyslexia, dysgraphia, dysorthography, dyscalculia, student with hyperactivity, attention deficit, behavioural disorder),
 - f) health damage, chronic illness not associated with disability.³⁰¹
1011. Preferences for students with functional disabilities:
- a) partial or full exemption from fulfilling practical requirements, or fulfilling them in another form,
 - b) replacing the written exam with an oral exam and the oral exam with a written exam,
 - c) exemption from tasks requiring manual skills, provided that theoretical knowledge can be required,
 - d) enabling the use of special tools and equipment necessary for solving written tasks,
 - e) providing a longer preparation time than the time set for students without special needs,
 - f) providing a personal assistant during the student's studies,
 - g) providing an accessible classroom for the student.
1012. Special provisions for students with hearing impairment:
- a) partial or full exemption from fulfilling practical requirements, or fulfilling them in another form,

²⁹⁸ Modified by decision no. 31/1021/2024. of the Senate. Effective from 1 November 2024.

²⁹⁹ Modified by decision no. 31/1021/2024. of the Senate. Effective from 1 November 2024.

³⁰⁰ Modified by decision no. 31/1021/2024. of the Senate. Effective from 1 November 2024.

³⁰¹ Modified by decision no. 31/1021/2024. of the Senate. Effective from 1 November 2024.

- b) replacing the oral exam with a written one, providing a sign language or oral interpreter during the oral exam – if requested by the student,
 - c) with regard to clarity and understanding, the simultaneous presentation of what is said in lectures and exams in writing for the student,
 - d) providing aids and visual illustrations for every exam,
 - e) providing longer preparation time,
 - f) providing a personal assistant, note-taking interpreter and sign language interpreter during the student's studies.
1013. Special provisions for students with visual impairment:
- a) partial or full exemption from fulfilling practical requirements, or fulfilling them in another form,
 - b) oral exams instead of written exams, or the use of special technical devices in the case of written assessments,
 - c) exemption from tasks requiring manual and visual skills, provided that theoretical knowledge is still required,
 - d) the availability of questions, list of questions on an audio device, digitally, in Braille or in enlarged format during lectures, practical classes and exams,
 - e) providing longer preparation time,
 - f) providing a personal assistant during the student's studies.
1014. Special provisions for students with speech impairment:
- a) written exam instead of oral exam, and the use of special technical devices for assessments,
 - b) providing longer preparation time,
 - c) providing a personal assistant during the student's studies.
1015. Special provisions for students with dyslexia, dysgraphia or dysorthography:
- a) oral exam instead of a written exam or a written exam instead of an oral exam,
 - b) providing a longer preparation time than the time set for students without special needs,
 - c) providing aids necessary for the exam (especially computer, typewriter, spelling dictionary, explanatory dictionary, thesaurus),
 - d) exemption from the language exam or from a part or level thereof.
1016. Special provisions for students with dyscalculia:
- a) exemption from calculation tasks, provided that theoretical knowledge is still required,
 - b) the use of all aids during exams with which the student previously worked during their studies (especially spreadsheets, calculator, configuration, mechanical and manipulative tools),
 - c) providing longer preparation time.
1017. Special provisions for students with hyperactivity and attention deficit:
- a) oral exam instead of a written exam or a written exam instead of an oral exam,
 - b) providing longer preparation time,
 - c) minimising the student's waiting time for exams,
 - d) the use of special tools and equipment necessary for solving written tasks,
 - e) organising a long exam in several parts, or allowing physical activity or breaks without leaving the exam room, tolerating emotional expressions,
 - f) providing a separate exam, separately from other students,
 - g) description or multiple repetition of questions, breaking down complex questions into components, assistance in clarifying expectations and questions during the oral examination, depending on individual characteristics, if requested by the student,
 - h) the availability of questions and list of questions on an audio device, digitally during lectures, practical classes and exams,
 - i) providing a personal assistant during the student's studies.
1018. Special provisions for students with behavioural disorders:
- a) replacing the written exam with an oral exam and the oral exam with a written exam,

- b) dividing a longer exam into several parts or allowing breaks, tolerating individual impulses and emotional expressions,
- c) exam separately from other students,
- d) description of questions, clarification of expectations and questions, simplification and clarification of the wording of questions and instructions during the oral examination, if requested by the student,
- e) providing a longer preparation time than the time set for students without special needs,
- f) providing a personal assistant during the student's studies.

1019. Special provisions for people with autism:

- a) adapting the examination conditions to the student's special needs, oral exam instead of a written exam or a written exam instead of an oral exam,
- b) providing assistance in clarifying expectations and questions during an assessment, presenting the asked questions and instructions in writing during an oral exam and simplifying their wording,
- c) providing a longer preparation time than the time set for students without special needs,
- d) the use of special tools (primarily audio recording devices, computers, explanatory dictionaries, other supporting infocommunication technologies) both in courses and during assessments,
- e) exemption from the language exam or from a part or level thereof,
- f) exemption from certain practical requirements due to difficulties resulting from a developmental disorder, or replacing their fulfilment with appropriate, non-practical tasks,
- g) providing a personal assistant during the student's studies.

Adjustments, exemptions

1020. In the case of special needs, any of the access arrangements can be granted, taking into account the individual needs of the student. In justified cases, at the student's request and based on the expert's opinion, the University may provide additional or other preferences besides those regulated herein.³⁰²
1021. The longer preparation time must be set at least 30% longer than the period established for students without special needs.
1022. Exemption from the language exam or from a part or level thereof is available to a former special needs student who has taken the final exam and whose student status has been terminated but who has not fulfilled the language exam requirement required to obtain a qualification.
1023. At the request of a special needs student, based on the decision of the Equal Opportunities Committee, they may use the personal and technical assistance and services provided by the University, depending on the type and extent of their special needs.
1024. Students with special needs may make audio recordings during courses, with the exception of training sessions and workshops, but they may only use them during, and in connection with their own studies. The instructor and the course participants must be notified of the audio recording in advance.³⁰³
1025. Students with special needs must contact the instructor of the given subject at least four working days before the exam to discuss possible adjustments and exemptions.³⁰⁴

³⁰² Modified by decision no. 31/1021/2024. of the Senate. Effective from 1 November 2024.

³⁰³ Modified by decision no. 31/1021/2024. of the Senate. Effective from 1 November 2024.

³⁰⁴ Modified by decision no. 31/1021/2024. of the Senate. Effective from 1 November 2024.

1026. At the request of a student with special needs, based on the recommendation of the Equal Opportunities Committee, the course instructor may grant full or partial exemption from the course requirements or determine substitute requirements, as specified by law.³⁰⁵
1027. Following the consultation, the examiner is obliged to provide at least one of the following adjustments and exemptions, or more if necessary:
- a) allowing a written exam instead of an oral exam, or an oral exam instead of a written exam,
 - b) allowing the use of special technical devices in the case of written assessment,
 - c) extending the preparation and completion time by at least 30% compared to the period established for students without special needs.
1028. Students with special needs notify the University at least 4 working days before the exam if they require an aid, special equipment or sign language interpreter in conformity with their special need.³⁰⁶

The order of distributing additional statutory state funding provided to special needs students

1029. The University uses the additional statutory state funding available to special needs students under the State Budget Act in order to improve the material conditions of special needs students as well as to assist them in their academic work and in their everyday matters.
1030. The Equal Opportunities Committee makes an annual proposal for the use of additional statutory state funding. The proposal is approved by the President-CEO.

Chapter X CLOSING PROVISIONS

1031. These Regulations were adopted by the Senate of the Budapest Metropolitan University with Resolution No. 19/0606/2023 of 26 June 2023, and their provisions shall apply from 24 July 2023.

Budapest, 26 June 2023

**Dr. Bálint Bachmann (signature)
Rector**

Clause:

The amendment to the regulations will enter into force on 1 November 2023.

**Dr. György Kocziszky (signature)
Rector**

³⁰⁵ Modified by decision no. 31/1021/2024. of the Senate. Effective from 1 November 2024.

³⁰⁶ Modified by decision no. 31/1021/2024. of the Senate. Effective from 1 November 2024.

**On behalf of the Director of Customer Services and Studies
employees authorised to sign independently**

1. Head of the Student Information Centre (SIC) (HUN)
2. Head of the SIC (INT)
3. SIC coordinator (HUN)
4. SIC coordinator (INT)
5. Customer Service Trainer
6. Senior SIC coordinator (HUN)
7. Senior SIC coordinator (INT)
8. Process Control Manager
9. Project Leader.

PROVISIONS REGARDING THE CONTENT AND FORMATTING REQUIREMENTS OF THE DEGREE THESIS

General provisions

The thesis – the main body, including headings, supplements, abstract, table of contents and bibliography – must be prepared by using a word processor as follows:

- colour: black, font: Times New Roman,
- A/4 paper size, font size 12,
- 1.5 line spacing,
- spacing 0 or 6 points (before and after),
- justified text,
- doc or docx format.

Formation of the thesis file name: name_Neptun code_thesis_year.

A footnote may contain a comment or translation. The footnote must be prepared as follows:

- colour: black, font: Times New Roman,
- font size 10,
- single line spacing,
- justified text.

Page numbering must be shown continuously with Arabic numerals, starting from the Introduction. Page numbers must be inserted in the footer (there are no restrictions within the footer).³⁰⁷

Length of the main body (excluding title page, abstract, table of contents, table of figures, table of tables, bibliography, notes, figures, tables, illustrations, foreword, acknowledgements, appendix and annexes):

EDUCATION LEVEL	MINIMUM CHARACTERS (WITH SPACES)	MAXIMUM CHARACTERS (WITH SPACES)
Faculty of Arts and Creative Industries		
Art and art mediation programmes offered by the departments of the Faculty of Arts and Creative Industries	The final examination requirements determined by the Programme Coordinator stipulate the length requirements of the thesis. ³⁰⁸	
Bachelor's (degree) programmes in art offered by the Institute of Art and Design Theory of the Faculty of Arts and Creative Industries	70,000 characters	130,000 characters
Master's (degree) programmes in art offered by the Institute of Art and Design Theory of the Faculty of Arts and Creative Industries	90,000 characters	150,000 characters
Faculty of Business, Communication and Tourism		
All bachelor's (degree) BCT programmes	70,000 characters	130,000 characters
All master's (degree) BCT programmes	90,000 characters	150,000 characters
Postgraduate Specialist Training Programme (PSTP)		
PSTP in arts and art mediation	The length requirements of the thesis are	

³⁰⁷ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

³⁰⁸ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

PSTP	published by the Programme Coordinators at the beginning of the respective thesis topic announcement period. ³⁰⁹	
Higher educational vocational training		
Higher educational vocational training	40,000 characters	110,000 characters

The front cover of the thesis must indicate the genre (thesis) in the middle, the student's name in the bottom left corner and the year of completion in the bottom right corner.

In addition to the data indicated on the front cover, the title page of the thesis must include the name of the institution (Budapest Metropolitan University), the exact title of the thesis, the name of the thesis adviser, the name of the given degree programme, the level of education (Higher Educational Vocational Training Programme, BA, MA, Postgraduate Specialist Training), the place of training (Budapest) and the year of completion.

Abstract of the thesis

The student must prepare an abstract for their thesis (keywords, most important academic sources³¹⁰, short summary abstract) in Hungarian and in a chosen foreign language (English, German, French, Spanish, Italian or Russian). Students participating in a foreign language programme must prepare the abstract exclusively in the language of the programme. The summary abstract is 200-300 words per language, and it is governed by the formatting requirements of the thesis. The entire abstract must be inserted into the thesis as well as uploaded separately. The elements of the abstract are included in the sample at the end of the document.

Terms used in the translation of the abstract:

- English: Abstract,
- German: Abstrakt,
- Italian: Estratto,
- French: Résumé (de thèse),
- Russian: Абстракт,
- Spanish: Resúmen (de tesis).

Table of contents

The thesis must include a table of contents immediately after the abstract. The structure of the table of contents must follow the chapter division of the main body. The chapters and subchapters must be divided by decimal numbering in a way that reflects the logic of the structure:

1. first main title
 - 1.1. first subheading
 - 1.1.1. part one
 - 1.1.2. part two
 - 1.1.3. etc.
 - 1.2. second subheading.

Thesis content

The thesis must reflect that its author has acquired the fundamental knowledge of the discipline(s) of science related to the given topic, has acquired sufficient familiarity with its literature, understands the techniques necessary for the scientific activity and is able to formulate and independently investigate a scientific problem. The elaborated topics must be scientific in nature and must also contain independent thoughts and considerations. During the elaboration, the scientific research methods of the given field must be applied.

The following aspects must be considered when structuring the thesis:

³⁰⁹ Modified by decision no. 46/2025. (08. 29.) of the Senate. Effective from 1 September 2025.

³¹⁰The literature must be listed in the abstract in the form used in the bibliography.

- The introduction must precisely define the question, problem, area under investigation and the purpose of the thesis, and its theoretical background and broader context must be presented before explaining the topic in more detail;
- After elaborating the topic, the closing section contains a brief summary of the findings of the thesis and the results of the research.

General content requirements for the thesis

The general content requirements for the thesis are as follows:

- justification for the topic choice, its timeliness, uniqueness (practical applicability), consistency between the title and the content;
- consistent application of the scientifically and professionally accurate conceptual apparatus necessary for the given analysis and compliant with the conventions of the given discipline of science;
- solid basis in academic literature and theory; processing, evaluation and analysis of domestic and international literature; and comparison with own research results;
- the adequacy of the research question, data collection and processing;
- empirical studies and/or source criticism;
- appropriate sampling and/or appropriate range of sources;
- the authenticity, orderliness and appropriate way of recording and processing the data;
- professional treatment of the topic, appropriate methodology, not only descriptive nature;
- critical reflections, observing connections;
- the proportionality of the thesis structure, the elaboration of the topics, the logic of dividing the main and sub-chapters, the structure, clarity and title system of the thesis;
- summary statements, own opinion, achievement of the objective stated in the title and in the introduction, conclusions;
- the correctness of the language, style, layout and formatting of the thesis as well as the accuracy and fluency of the wording and the clarity of figures and tables.

Different provisions regarding thesis content in the degree programmes of the Postgraduate Specialist Training Centre

1. Possible thesis types

The following types of theses can be chosen in terms of topic and content:

- 1.1. Research-based thesis: a thesis is organised around a research question or hypothesis, which is answered or supported by collecting empirical and literature data.
- 1.2. Portfolio-type thesis: the thesis documents the professional and practical activities carried out in the educational programme by presenting the individual activities as part of a uniform and continuously self-reflective development of ideas.
- 1.3. Creative work thesis: the thesis documents the creative process of a work simultaneously made by the author.
- 1.4. Project-type thesis: the thesis documents the steps of identifying and solving a problem in a business, economic or other sector.

2. Indicating the type of thesis

- 2.1. When announcing the thesis topics, the type of thesis must also be indicated in addition to the topic title.

2.2. The content and formatting requirements of each thesis type are published by the Programme Coordinator at the beginning of the thesis topic announcement period.³¹¹

Rules for citation and referencing

Knowledge of the academic literature and sources is demonstrated by direct and indirect references to them in the main body. References must be prepared according to the APA international standard version 7 for all types of documents. The Library publishes detailed instructions for APA-style referencing in the CooSpace platform, on the Library Scene and among Student Documents. The referencing obligation also extends to online sources, works of unknown authorship, content generated by artificial intelligence (AI), newspaper articles and book chapters.³¹²

References must always be made accurately and unambiguously. Accuracy refers to the identification and retrievability of the source, while unambiguousness means a clear indication of the beginning and the end of the reference.

The ideas expressed by a specific source can be presented in two ways: by word-for-word quotation and/or by paraphrasing.

A word-for-word quotation is enclosed in quotation marks (“...”). The length of each word-for-word quotation must not exceed 10 lines or 2 paragraphs or 500 characters (including spaces).

Quotation marks are not required for paraphrasing, i.e. for borrowing ideas.

The referencing is in text in the case of both word-for-word quotation and paraphrasing. For both citation types, it is necessary to indicate the source according to the APA international standard version 7, by specifying the author and the year of publication, e.g. (Róka, 2020). The page number or page range or its closest equivalent must be indicated in the case of word-for-word quotation, e.g. (Róka, 2020, p. 32.), (Róka, 2020, pp. 34-36.). In case of paraphrasing it is recommended to provide the page number. Further bibliographic information about the source must be included in the bibliography at the end of the thesis.

When giving numerical and statistical data, all data must be referenced.

In all cases, images, figures, graphs and tables in the thesis must also be referenced. This is also true if these elements were created or edited by the student themselves. Reference to visual elements taken from others cannot differ in form or content from that of the textual sources; referencing can be done in the caption.

Plagiarism

In order to avoid plagiarism, the student must indicate the source of facts and data that do not constitute general knowledge as well as ideas and citations from other persons, as specified in this Appendix. This rule applies to all sources used, including research results, studies, essays, book reviews, websites, audio, etc.

The University analyses theses after they have been uploaded to the educational administration system using an application capable of checking for text similarities. The Library is responsible for conducting the analyses. The Library makes the analyses that may raise concerns about the legal integrity of the thesis available to the parties involved in thesis evaluation on the dedicated platform. Only the parties involved in the evaluation are authorised to raise any suspicion of plagiarism.³¹³

The student can initiate a preliminary text similarity check of their thesis before uploading it to the educational administration system. The service is provided by the Library. The Directorate of Customer Services and Studies and the Library inform the students entitled to upload their thesis in

³¹¹ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

³¹² Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

³¹³ Enacted by decision no. 37/1217/2024. of the Senate; Effective from: 18.12.2024

the given semester about the exact schedule and content of the service prior to the start of the thesis upload period specified in the academic calendar. The service charge for the preliminary text similarity check is set out in Appendix 3, Fees and Service Charges, of this requirement system.³¹⁴

The student must accurately document the sources used for writing the thesis and the bibliographic data necessary for their identification. Failure to do so results in a disciplinary procedure.

Disciplinary procedure will also be initiated if the student submits the work of another author or a compiled version of works of another author or authors as their own work, verbatim or in its essential content, in whole or in a significant part.

Based on the severity of plagiarism, the Disciplinary Committee decides on the full or partial repetition of the thesis-related procedure.

The thesis does not need to be submitted to the Disciplinary Committee if the student complied with the reference-related rules in general, and the two reviewers unanimously, or one reviewer and the Head of Department or institute, state that their partial violation can be traced back to negligence.

Rules for compiling the bibliography

The bibliography is a compulsory element of the thesis. Its purpose is to present what documents and academic literature the author of the thesis used. Each source used must be indicated, regardless of the extent of use. Only the works that are referenced in the main body may be included in the bibliography.³¹⁵

The sources used must be listed in alphabetical order and numbered in the bibliography.

Academic literature is any text that underwent the peer-review process by its publisher or another professional community, regardless of the form of publication, that deals with the given topic using a relevant quantitative, qualitative or interpretative methodology. The main feature of academic literature is that it contains references to academic literature and indicates the sources used.

Other sources include: newspaper, magazine, lexicon, encyclopedia, legislation, published interview, company or organisation website, statistics, blogs, social media.

The minimum required sources used in the thesis:

- in the case of bachelor's (degree) programmes, at least 20 sources, of which at least 15 are academic literature;
- in the case of a master's (degree) programme, at least 35 sources, of which at least 25 are academic literature;
- in the case of a higher educational vocational training programme, at least 15 sources, of which at least 5 are academic literature and 10 are other sources;
- In the case of PSTP: the requirements for the number of sources determined by the Programme Coordinators for each degree programme are published in a separate announcement, simultaneously with the topic announcements;³¹⁶
- for a master's (degree) programme in Art and Design Management: at least 35 sources, of which at least 25 are academic literature.

Additional minimum (acceptance) requirements

When preparing a thesis, the author of the thesis must pay special attention to the correct spelling and grammar of the language of instruction. The thesis adviser cannot accept a thesis that is objectionable in terms of grammatical correctness. When evaluating the thesis, the reviewers assess whether the linguistic correctness of the thesis meets the expectations of the genre, and they give

³¹⁴ Enacted by decision no. 37/1217/2024. of the Senate; Effective from: 18.12.2024.

³¹⁵ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

³¹⁶ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

this a separate score.

Based on the decision of the Equal Opportunities Committee, special needs students may be exempted from the minimum (acceptance) and language accuracy requirements. In this case, the decision on exemption must be included in the thesis. The classification of the thesis as confidential is obligatory in order to protect the student's personal data.

Submitting the thesis

The student must upload the thesis electronically to Neptun. Items to be uploaded:

- the entire thesis from the front cover to the end of the supplements, including elements of the abstract, which are placed between the title page and the table of contents;
- the abstract prepared based on the template available on CooSpace must also be uploaded as a separate document;
- in the case of a thesis classified as confidential, the accepted request for confidential treatment or the decision of the Equal Opportunities Committee; it is the condition for confidential treatment of the thesis to upload one of these two items.

During the electronic upload the student declares that they have observed copyright laws.

THESIS

**Author of the thesis
preparation**

Year of

Budapest Metropolitan University

THESIS
Title of the thesis

Thesis adviser: Name

Written by: Name
Degree programme, education level

Training site

Year of preparation

THESIS ABSTRACT

1. Basic keywords of the thesis (provide 3-5 keywords):
 - a.
 - b.
 - c.
 - d.
 - e.
2. Indication of the 2-3 most important sources (academic literature):
 - a.
 - b.
3. Summary abstract²²
4. Abstract²³

Date:²⁴

FEES AND SERVICE CHARGES

Free-of-charge documents

Issuing the student ID card	free of charge
Supplementary materials uploaded to Coospace	free of charge
student status verification form	free of charge
credit recognition of subjects completed within the institution	free of charge
transcript of records (in Hungarian and English)	free of charge
confidential handling of the thesis	free of charge
issuing a register sheet extract	free of charge
issuing a pre-degree certificate (for students who completed their studies)	free of charge
issuing a certificate verifying the final exam and the degree	free of charge
certificate verifying the final examination period	free of charge

Free services

library service	free of charge
sports opportunities	free of charge
student clubs	free of charge
lifestyle consulting	free of charge
career counselling	free of charge
mentoring	free of charge
student loan administration	free of charge
replacing a forgotten password (student ID code)	free of charge

Examination-related fees

retake exam fee (first retake of a failed exam in the given examination period) ^{317,318}	free of charge
second ³¹⁹	
fee for a repeat retake exam (second retake of a failed exam in the given examination period)	HUF 11,500
fee for a grade improvement exam (an exam used to improve the grade of a successful exam taken in a given examination period) for Hungarian state scholarship students and guest students	HUF 11,500
fee for a grade improvement exam (an exam used to improve the grade of a successful exam taken in a given examination period) for self-financed, tuition fee paying students	HUF 11,500

³¹⁷ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

³¹⁸ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

³¹⁹ Repealed by decision no. 46/2025. of the Senate. Ineffective from 1 September 2025.

fee for a grade improvement exam (an exam designed to improve the grade of a successful exam taken in a given examination period)	
fee for a missed exam (unexcused absence from the exam, failure to appear for the first time) – for Hungarian state scholarship students and guest students	HUF 11,500
fee for a missed exam (unexcused absence from the exam, failure to appear for the second time) – for Hungarian state scholarship students and guest students	HUF 11,500
fee for a missed exam (unexcused absence from the exam, failure to appear) – for self-financed, tuition fee paying students	HUF 11,500
fee for a repeated final exam (both in the case of missed or failed final exam)	HUF 20,000

Late fees, additional fees

additional fee resulting from missed deadlines (late completion of sign-in, status change, course registration, course deregistration, application for sub-specialisation, thesis topic submission, final exam application or other administrative obligations that are subject to deadlines)	HUF 11,500
late submission of the thesis HUF/working day, starting from the working day following the deadline (the late thesis can be accepted until the final deadline set by the University, but no more than one week)	HUF 6,000
withdrawal of final exam application after the deadline	HUF 11,500
Library borrowing fee after the expired deadline, HUF/working day/book (starting from the first working day after the expired deadline, per day, per book)	HUF 100
Late return of devices, equipment, sports equipment, educational technological and other tools belonging to the university inventory HUF/working day (per working day starting from the last day of the deadline)	HUF 6,000
late tuition fee: after the payment deadline has expired	HUF 11,500
late tuition fee: additional 2 weeks after the expiry of the payment deadline	HUF 11,500

Application fee

transfer request (for students coming from other higher education institutions)	free of charge
submission of an equity application to the Dean (in addition, the amount imposed in the decision must also be paid)	HUF 16,000
fee of the application submitted to the Director of Customer Service and Studies (in addition, the amount imposed in the decision must also be paid)	HUF 16,000
request for exemption from a language subject based on a language exam	HUF 4,000
application for preferential study schedule	HUF 20,000
	320

credit transfer request from another institution (HUF/subject)	HUF 4,000
request for sub-specialisation change	HUF 16,000
application for programme change	HUF 16,000
submission of an equity application to the Rector (in addition, the amount imposed in the decision must also be paid)	HUF 50,000

Other fees

	321
registration fee of a fourth and subsequent subject (HUF/subject)	HUF 7,000 ³²²
Validation procedure	HUF 50,000 ³²³
Institutional entrance exam	HUF 4,000 ³²⁴
PSTP admission procedure	HUF 50,000 ³²⁵
graduation ceremony registration	HUF 16,000 ³²⁶
cELog (ELA) certificate	EUR 160 ³²⁷
fee of other services per semester	HUF 5,000
certification of the description of certain programme elements (courses, course descriptions) in the language of the programme (HUF/subject, maximum HUF 115,000)	HUF 6,000
certification of the description of certain programme elements (courses, course descriptions) in a language other than the language of the programme (HUF/subject, maximum HUF 115,000)	HUF 12,000
replacement of a lost student ID card sticker	HUF 3,500
replacement of a lost photocopier card	HUF 3,000
other forms and certificates to be issued in a language other than the language of the programme	HUF 6,000
administration fee for refunding a paid amount in the case of domestic transfer	4%, but not more than HUF 1,500
administration fee for refunding a paid amount in the case of international (SEPA) transfer	8%, up to EUR 100
credit fee – for students studying at a programme in Hungarian	HUF 9,000
credit fee – for students studying at a programme in English	HUF 17,000
Degree certificate folder fee for the graduation ceremony (for students who received their degree certificates earlier)	HUF 1,700

³²⁰ Repealed by decision no. 46/2025. of the Senate. Ineffective from 1 September 2025. (Moved to other fees.)

³²¹

³²² Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

³²³ Enacted by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

³²⁴ Enacted by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

³²⁵ Enacted by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

³²⁶ Enacted by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

³²⁷ Enacted by decision no. 46/2025. (08.29.) of the Senate. Effective from 1 September 2025.

repeatedly uploading the thesis (in case of unsuccessful first thesis) ³²⁸	HUF 25,000
administration fee for re-registering for a course	HUF 11,500
group student counselling fee	free of charge
fee for failure to attend group student counselling per semester (per counselling session)	HUF 6,000
Text similarity check before uploading a thesis ³²⁹	HUF 11,500

Fees for forms, certificates and documents for those without student status

certification of the description of certain programme elements (courses, course descriptions) in the language of the programme (HUF/subject, maximum HUF 115,000)	HUF 6,000
certification of the description of certain programme elements (courses, course descriptions) in a language other than the language of the programme (HUF/subject, maximum HUF 115,000)	HUF 12,000
Issuing a new degree certificate due to incorrect data provision	HUF 16,000
other forms and certificates to be issued in a language other than the language of the programme	HUF 6,000
issuing a duplicate copy of a degree certificate	HUF 16,000 + HUF 3,000 (duty fee) ³³⁰
second and subsequent editions of the degree certificate supplement	HUF 16,000

³²⁸ Modified by decision no. 46/2025. of the Senate. Effective from 1 September 2025.

³²⁹ Enacted by decision no. 37/1217/2024. of the Senate; Effective from: 18 December 2024

³³⁰ Modified by decision no. 47/1031/2023. of the Senate. Effective from 1 November 2023.

SCHOLARSHIP SCORING CRITERIA

I. Criteria to be considered when assessing the social situation of students applying for Regular Need-Based Stipend

CRITERIA	AVAILABLE POINTS
Net per capita income (maximum 25 points)	
Above HUF 100,001	1
HUF 90,001 – 100,000	4
HUF 80,001 – 90,000	7
HUF 70,001 – 80,000	10
HUF 60,001 – 70,000	13
HUF 50,001 – 60,000	16
HUF 40,001 – 50,000	19
HUF 0 – 40,000	25
Distance between the residence and the University (maximum 7 points)	
0 – 50 km	1
51 – 100 km	2
101 – 150 km	3
151 – 200 km	4
201 – 250 km	5
251 – 300 km	6
301 km +	7
The time of commuting to the University (maximum 3 points)	
30 - 60 minutes	1
60 - 90 minutes	2
90 minutes +	3
Monthly cost of commuting to the University (max. 7 points)	
HUF 0 – 5,000	2
HUF 5,001 – 10,000	3
HUF 10,001 – 15,000	4
HUF 15,001 – 20,000	5
HUF 20,001 – 25,000	6
HUF 25,001 +	7
Housing conditions (maximum 5 points)	
Student hostel, dormitory	3
Rented apartment	5
Circumstances of the applicant	
Self-sufficient	5
Special needs student or in need due to their health condition	10
Student with multiple disadvantages	10
Breadwinner	10
Has a large family	10
Orphan	10
Disadvantaged	5
Guardianship ended due to coming of age	5

Half-orphan	5
Monthly costs related to the applicant's disability or health condition (maximum 7 points)	
HUF 0 – 5,000	2
HUF 5,001 – 10,000	3
HUF 10,001 – 15,000	4
HUF 15,001 – 20,000	5
HUF 20,001 – 25,000	6
HUF 25,001 +	7
Additional data necessary for evaluating the social situation	
Number of relatives living in the same household as the applicant	1 / person
Number of dependents living in the same household as the applicant	1 / person
Amount of monthly expenses related to the disability or health condition of a relative living in the applicant's household (maximum 7 points)	
HUF 0 – 5,000	2
HUF 5,001 – 10,000	3
HUF 10,001 – 15,000	4
HUF 15,001 – 20,000	5
HUF 20,001 – 25,000	6
HUF 25,001 +	7
Amount of monthly costs of supporting a relative in need of care (maximum 7 points)	
HUF 0 – 5,000	2
HUF 5,001 – 10,000	3
HUF 10,001 – 15,000	4
HUF 15,001 – 20,000	5
HUF 20,001 – 25,000	6
HUF 25,001 +	7

II Scoring criteria for professional and science scholarships

CRITERIA	AVAILABLE POINTS
Research activities	
Active participation in research	3
Preparing a sub-study in research	4
Active member of a talent workshop	2
Publications (articles)	
Professional publications in the case of articles published in a national professional journal, professional publication or on a professional internet portal with an editorial team	3
Professional publication in a daily newspaper, local journal (3 articles / 1 point)	2
Professional publication on an internet portal (3 articles / 1 point)	1
Participation or top results in competitions organised by the Conference of Students' Research Societies (CSRS), the Student Research Society in Arts (SRSA), the National Conference of Students' Research Societies (NCSRS) or by the National Art Students' Conference (NASC)	
Participation in CSRS, SRSA	4
Achieved 1st place at CSRS, Arts and Creative Students' Conference (ACSC)	10

Achieved 2nd place at CSRS, ACSC	8
Achieved 3rd place at CSRS, ACSC	6
Received a special award at CSRS and ACSC	4
Received a special award at NCSRS and the National Arts and Creative Students' Conference (NACSC)	8
Submitted an essay to NCSRS and OSRSA	6
Achieved 1st-3rd place in NCSRS and OSRSA	12
Professional academic competitions, project works, essays	
Participation in a domestic professional competition, submitted project work, essay	6
Achieved 1st-3rd place in Hungary	10
Received a special award in Hungary	8
Participation in a foreign professional competition, submitted project work, essay	8
Achieved 1st-3rd place abroad	15
Received a special award abroad	12
Exhibitions	
Participation in an exhibition organised by METU	3
National and regional exhibition outside the institution	6
Local exhibition outside the institution	2
Presentations	
Presentation at a professional event organised by METU	2
Presentation at a national professional event outside the institution	3
Presentation at a local professional event outside the institution	2
Presentation at an international professional event	4
A lower and upper point limit can be set at the meetings of the FAEC.	

III Scoring criteria for public life scholarships

Criteria	Available points
FIRST POSITION	
Position-related considerations (position 1)	
Holds a position and fully performs the duties associated with the position.	1 / position
Understands the work processes	2
Participation in teamwork	1
Is prepared for the tasks to be performed.	2
Number of tasks/work hours completed during the semester (and/or)	
Completed tasks (at least 3 tasks)	2
Participation in meetings (2 meetings = 1 point)	1-5
Participation in a full-day event (at least 6 hours)	3/event/day
Number of hours worked in the position during the semester	

1 – 10 hours	2
11 – 20 hours	3
21 – 30 hours	4
31 – 40 hours	5
41 – 50 hours	6
50 hours +	7
SECOND POSITION	
Number of tasks/work hours completed during the semester (and/or)	
Participation in meetings (2 meetings/1 point)	1-5
Participation in a full-day event (minimum 6 hours)	3 /event/day)
Number of hours worked in the position during the semester	
1 – 10 hours	2
11 – 20 hours	3
21 – 30 hours	4
31 – 40 hours	5
41 – 50 hours	6
50 hours +	7
Activities outside the position	
Participation in the freshman camp as a main organiser	9
Participating in the freshman camp as a programme or house manager	7
Participation in a university event (Educatio, open day)	2 / day
Delegation to university bodies and task performance (member of FAEC, Disciplinary Committee, Ethics Committee, Equal Opportunities Committee, Senate, Student Legal Remedy Committee)	2
Participation in the National Conference of Student Unions (NCSU)	2
A lower and upper point limit can be set at the meetings of the FAEC.	

IV Sports scholarship scoring criteria

CRITERIA	AVAILABLE POINTS
Sports club membership	2
Selected for the national team	5
Olympic achievements	
1st-3rd place in the Olympics	6
4th-6th place in the Olympics	5
Participation in the Olympics	5
World Championship results	
1st-3rd place in a World Championship	6
4th-6th place in a World Championship	5
Participation in a World Championship	5
World Cup results	
1st-3rd place in a World Cup	6
4th-6th place in a World Cup	5

Participation in a World Cup	5
Results in a European Championship	
1st-3rd place in a European Championship	5
4th-6th place in a European Championship	4
Participation in a European Championship	4
Results achieved in a national competition	
1st-3rd place in a national competition	4
4th-5th place in a national competition	3
Participation in a national competition	3
Results achieved in a Hungarian Regional Championship	
1st-3rd place in a Hungarian Regional Championship	2
Results achieved by representing METU	
Participation in a sports competition by representing METU	4
Results achieved at another competition	
1st place at another competition	1
2nd place at another competition	1
3rd place at another competition	1
Participation in another competition	1
Results achieved in matches (maximum 5 points)	1 / match

V. Scoring criteria for National Higher Education Scholarship

Academic performance – maximum 50 points

The score is calculated based on the arithmetic average of the credit-weighted average of the previous two consecutive, completed, active semesters.

When calculating the grade point average, the sum obtained by multiplying the credit value and grade of the subjects completed in the given period must be divided by the sum of the credits of the subjects completed.

The score is determined by the arithmetic average of the grade point average of the two semesters x 10.

Scientific activity* – maximum 14 points

***Note:** In the given group of criteria, identical performance can only be considered once with the highest score.

ACTIVITY	AVAILABLE POINTS
(1) Research activity (maximum points: 3)	
Proven research work within an institutional framework	1
Preparing a sub-study in research	3
Other valuable research activities	1
(2) NCSRS, CSRS participation, placement (maximum points: 10)	
Participated in the Institutional Conference of Students' Research Societies (ICSRS) with their essay	1
Achieved 1st place with their essay at ICSRS.	5
Achieved 2nd place with their essay at ICSRS.	4
Achieved 3rd place with their essay at ICSRS.	3
Submitted an essay to NCSRS	3
Achieved 1st place at NCSRS	10

Achieved 2nd place at NCSRS	8
Achieved 3rd place at NCSRS	6
Received a special award at NCSRS	4
(3) Publications (articles) (maximum points: 10)	
1.5x multiplier for publications in English; proportional weighting for co-authors	
Book, book excerpt (1 point/sheet)	9
Contribution to a scientific journal (3 points/contribution)	6
Contribution to a scientific conference (2 points/contribution)	4
Activities through other educational/scientific publications	2
(4) Project works, essays (maximum points: 10)	
(project works and essays can be considered if submitted according to the requirements and officially certified)	
Hungarian project work submitted for a public competition	3
Foreign project work submitted for a public competition	5
Won an award, place (1-3) at home	6
Won an award, place (1-3) abroad	10
(5) Other professional or academic competitions (maximum points: 10)	
Participation in a domestic professional competition	3
Participation in a foreign professional competition	5
Achieved placement (1-3) in a domestic professional competition	6
Achieved placement (1-3) in a foreign professional competition	10
(6) Other scientific activities (maximum points: 2)	
Active member of a talent workshop, college for advanced studies	1
Membership in a scientific organisation	1
Other	1

VI Public and community activities – maximum 7 points

ACTIVITY	AVAILABLE POINTS
Active role in the activities of the Student Union	5
Active publication activities	3
Active participation in organising events and conferences	2
Other public and community activities	2

VII In the event of a tie, the number and level of language exams will be decisive as follows:

Language exam type	Intermediate, general	Intermediate, specialised	Advanced, general	Advanced, specialised
Type A	3 points	4 points	4 points	5 points
Type B	3 points	4 points	4 points	5 points
Type C	6 points	8 points	10 points	11 points