



Budapest Metropolitan University

Volume 2 of the Organizational and Operational Regulations of Budapest Metropolitan University

# STUDENT REQUIREMENT SYSTEM

In force 24 July 2023

*consolidated as amended*

*(amendments marked with a footnote take effect from the date indicated in the footnote)*



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### Tracking changes

NUMBER OF ISSUE	DATE OF ISSUE	DESCRIPTION
1.0	1 <sup>st</sup> September 2020	1 <sup>st</sup> issue
1.1	14 <sup>th</sup> September 2020	Thesis Requirements MNB Scholarship of Excellence
1.2	17 <sup>th</sup> December 2020	FACI Thesis Requirements of Theoretical Training Programmes
2.0	30 <sup>th</sup> June 2021	differences in postgraduate specialist training programmes Thesis Requirements Final Graduation Project Internship Portfolio
2.1	30 <sup>th</sup> September 2021	MNB Scholarship of Excellence
3.0	30 <sup>th</sup> June 2022	Thesis Requirements CTC members admission requirements for international students
3.1	5 <sup>th</sup> September 2022	MNB Scholarship of Excellence METU specialized journalism scholarship
3.2	17 <sup>th</sup> February 2023	Introducing changes to legislation
4.1	26 <sup>th</sup> June 2023	Introducing changes to legislation Thesis Confidentiality Re-examination of thesis requirements The scope of free of charge documents and services Re-examination of Procedural Fees And Service Charges Supporting grassroots sports by scoring Your future is in your hands Scholarship
4.2.	1 <sup>th</sup> November 2023	MNB Excellence Scholarship approved terms and conditions changes to the duty rate updates
4.3.	20 <sup>th</sup> November 2023	Modifying the conditions for reimbursement of costs for international students



## List of abbreviations

**BCT:** Business, Communication and Tourism

**CooSpace:** education supporting online platform

**CSSA:** Conference of the Scientific Students' Associations

**Decree on admission:** Government Decree 423/2012. (XII.29.) on the Admission Procedures to Higher Education

**FACI:** Faculty of Arts and Creative Industries

**Neptun:** the electronic study administration system called Neptun Unified Study Administration System

**NHE:** Act CCIV of 2011 on National Higher Education

**NHE GD:** Government Decree 87/2015 (IV.9.) on the Implementation of Certain Provisions of the Act CCIV of 2011 on National Higher Education

**Preference Act:** Act LXII of 2001 on Hungarians living in neighbouring states

**PSTP:** Postgraduate Specialist Training Programmes

**Regulation:** present Student Requirement System

**SSBA:** Act LXXX of 1997 on the Eligibility for Social Security Benefits and Private Pensions and the Funding for These Services

**Supplementary studies:** Studies conducted to acquire supplementary knowledge

**TOR:** Training and Outcome Requirements



The Senate of the Budapest Metropolitan University declares the Student Requirement System as part of the Rules of Organization and Operation of the Budapest Metropolitan University based on the provisions of the Act CCIV of 2011 on National Higher Education, the Government Decree 87/2015 (IV. 9.) on the Implementation of Certain Provisions of the Act CCIV of 2011 on National Higher Education, the Government Decree 423/2012. (XII. 29.) on the Admission Procedures to Higher Education, the Government Decree 137/2008 (V. 16.) on the Recognition of Foreign Language Examination and the Recognition of Foreign Language Certificates Issued in Hungary in the following

## Chapter I GENERAL PROVISIONS

1. The scope of the present Student Requirement System (hereinafter: Regulation) covers the study and examination matters of students, guest students and other participants in education who enrolled in the bachelor training programmes, master training programmes, higher educational vocational training programmes, postgraduate specialist training programmes or other trainings at the Budapest Metropolitan University (hereinafter: University), and the conduct of the final examination matters for persons applying for final examination after the termination of their student status, furthermore any staff members such as lecturers, researchers and employees involved in the previous matters.
2. Chapter II of this Regulation, the Regulations for Admission Procedure is applicable for applicants participating in any admission procedure of the University. The scope of the Regulation shall apply to persons having a legal status of a higher educational vocational or any other training programme with the University; or in case of the particular regulation of any other university organization regulatory mean.
3. Definitions:
  - 3.1. **active semester:** the semester when the student announced to start their studies or to continue their studies and when this announcement has not been revoked until the deadline specified in the Regulation;
  - 3.2. **orphan:** a student younger than 25, whose parents or unmarried, divorced or separated parent living in the same household as the student have passed away and who has not been adopted;
  - 3.3. **enrolment:** the official procedure to establish a student status during which applicants granted admission will enter a student status and complete the enrolment form with their personal information to certify their student status and enter into a student training agreement;
  - 3.4. **registration:** a statement by the student through the electronic study administration system declaring whether they want to pursue their studies in the given semester in an active or a passive status;
  - 3.5. **breadwinner:** the student who has at least one child, or is entitled to care allowance according to the provisions of the Act III of 1993 on Social Administration and Social Assistance;
  - 3.6. **graduation project:** a creative summary represented by a piece of art or object of the professional knowledge gained during the practical training;
  - 3.7. **dual education:** a practice-oriented bachelor or master degree programmes where the practical part of the programme is conducted at a qualified organisation within the framework defined by the Dual Education Council with an individual curriculum according





to the programme TOR regulating the terms of study, the teaching methods, the specific lessons and the individual evaluation methods of the knowledge acquired;

- 3.8. **ECTS:** European credit transfer system facilitating student mobility among European higher education institutions accepting the ECTS principles;
- 3.9. **grade improvement examination:** retaking a successful examination to improve the grade;
- 3.10. **phasing-in system:** a principle for the organization of studies where new or amended studies and examination requirements can be applied only to those students who have begun their studies after the introduction of such requirements and to those who have begun their studies before the introduction but chose to have the new or amended studies and examination requirements applied to them;
- 3.11. **half-orphan:** a student younger than 25, one of whose parents has passed away and who has not been adopted;
- 3.12. **student (applicant) with special needs:** a person affected by locomotory, sensory or speech disorders; multiple disabilities; autism spectrum disorder or other psychological developmental disorder (severe learning difficulties, attention or behavioural problems) verified by medical report;
- 3.13. **deferred exam:** justified by a serious reason, students may have the possibility to retake a failed examination once during the term of study of the following semester until the date defined by the University and published in the term schedule;
- 3.14. **student status:** the legal relationship between the University and the student, in which the University and the student have mutual rights and obligations in accordance with the applicable legislation and the regulations of the University;
- 3.15. **student training agreement:** the agreement pursuant to Section 39 provision (3) of the NHE, entered by the higher education institution and the student admitted to full tuition fee programmes;
- 3.16. **cumulatively disadvantaged student:** a student younger than 25 at the time of enrolment whose legal guardians had only completed lower secondary education by the time the student reached the compulsory school age attested by their voluntary statement during the procedure regulated by the Act on Child Protection and Guardian Administration; or students who after having been taken into permanent guardianship, have received subsequent care from the government;
- 3.17. **disadvantaged student:** a student younger than 25 at the time of enrolment; registered for a number of terms not exceeding the allowed length of studies for the given training programme; and during their secondary level formal vocational education or higher education, were taken under guardianship because of their social circumstances; or whose family has received periodical child welfare benefits; or who are eligible for periodical child welfare benefits; or who were placed into temporary or permanent foster care; or who were temporarily institutionalized, provided that in the eligibility period immediately preceding their enrolment, that is, during the last year of secondary school or vocational training or the last active term one of the circumstances described above subsisted;
- 3.18. **institute:** an organizational unit consolidating and carrying out the activities of more than one disciplines, groups of profession;
- 3.19. **repeat retake examination:** the second attempt at retaking a failed examination during the current examination period;
- 3.20. **retake examination:** the first attempt at retaking a failed examination during the current examination period;



- 3.21. faculty:** an organizational unit in one or more fields of training, disciplines or artistic fields carrying out the educational, scientific, research and artistic activities of several professionally related training programmes grouped together within the educational programme;
- 3.22. preferential study schedule:** within the framework of this Regulation, the student may apply for preferences or exemptions from certain obligations except for the fulfilment of their academic requirements;
- 3.23. length of programme:** a legally specified period that is necessary to earn the prescribed credits, qualification level, and professional competence;
- 3.24. term of study:** the division of the length of the programme into term-time and the pertaining examination period;
- 3.25. educational programme:** the institution's complex educational documentation containing the detailed programme and academic requirements for bachelor, master training programmes, higher educational vocational training and postgraduate specialist training programmes;
- 3.26. consultation:** the students' opportunity for a personal discussion with an instructor of the higher education institution;
- 3.27. adjusted credit index:** the adjusted credit index is calculated from the credit index with a multiplication factor proportional to the ratio of credits undertaken during the semester according to a student's individual study schedule;
- 3.28. credit:** a unit of students' work which represents in relation to the course-unit or curricular unit the estimated time necessary for the acquisition of a specific body of knowledge and the fulfilment of requirements; one credit equals 30 study hours on average, and the value of a credit – supposing that the student's performance was accepted – does not depend on the evaluation the student's knowledge received;
- 3.29. credit fee:** the students who have completed more than 10 % of compulsory credits must pay for the completed credits in excess of that;
- 3.30. credit settlement:** a credit-based financial settlement made on the termination of the student status when the University checks whether the student has exceeded or not the limit of completed credits defined in NHE 49. § (2a), based on which the student can complete more than 10 % of compulsory credits without having to pay any tuition or other fee for the excess credits;
- 3.31. credit index:** the credit index is calculated by multiplying each accomplished subjects' credit points by the grades earned, adding these values up, and dividing the sum by 30 credit points, the number of credit points to be accomplished in one term by average;
- 3.32. criteria requirement:** a mandatory requirement that does not implicate a credit point; the criteria requirement may be professional experience, participation in physical education or language requirement;
- 3.33. course:** the basic educational unit of higher education studies constituting the professional requirement system that students must adhere to by individual student academic hours and participation in contact hours to acquire the study material to fulfil the assessment requirements of the given subject for the given semester;
- 3.34. recommended curriculum:** NHE 49. the recommended curriculum based on section 49 provision (4) of the NHE, containing the allocation of subjects listed in the curriculum in such a way that a student, conducting their education at an average pace, can follow



by meeting all the prerequisites at each subject registration, therefore the student can complete education requirements during the period defined in the TOR;

- 3.35. missed exam:** that exam which the student missed at its date without a doctor's note or any other accepted document;
- 3.36. student of large families:** a student who has at least two dependent siblings or three children; or has at least two people in the same household in addition to their provider(s) whose income is less than the amount of the minimum wage; or is the guardian of at least two minors;
- 3.37. aggregated adjusted credit index:** the data to evaluate the student's performance over several semesters in terms of quantity and quality, its calculation is the same as that of the adjusted credit index calculation, on condition of that thirty credits per semester and the overall credits undertaken and completed during the whole period are taken into account;
- 3.38. aptitude test:** assessment of the applicants' capabilities; evaluation of whether the applicant has the adequate individual capabilities and characteristics necessary for participation in the given programme and to fulfil the tasks corresponding to the qualification achieved;
- 3.39. passive semester:** a term to which the student does not register, sets their status as passive when registering or their student status is suspended for any other reason; during passive terms, students' rights and obligations are limited;
- 3.40. simultaneous student status:** the status of the student of another higher education institution entering a student status when registering for a new training programme at the University;  
or the status of the student at the University entering into a student status at another higher education institution;
- 3.41. plagiarism:** the use of other persons' work, facts and ideas without proper referencing; furthermore, to purchase, steal or borrow essays or other pieces of writing from other persons, and to submit them as the students' original work; or the copying of entire paragraphs or chapters from someone else's work and to represent them as original ideas in a thesis, prethesis essay or other pieces of writing without proper referencing;
- 3.42. portfolio:** a collection of mandatory tasks, in which the individual elements are the products of practical assignments in different courses, which can be presentations, essays, assignments or documentation to be created as part of the portfolio;
- 3.43. registration period:** the period preceding the term-time; in the schedule of the academic year this is when students can register or announce the suspension of their student status;
- 3.44. pre-qualifying studies:** a situation when the student completes only certain courses, modules or sub-specializations of a training programme;
- 3.45. sub-specialization:** studies providing special expertise that does not result in an independent qualification that is part of the given course, which provide knowledge from the narrower field of the given training programme;
- 3.46. special field course:** such subject that can provide the opportunity for talent nurturing and which can be fitted into the optional recommended curriculum, having such content features that are beyond the framework of academic obligations and whose application and completion requirements are defined by the professor in charge of the specialization course;



- 3.47. weighted academic average:** the average calculated for a period of studies by multiplying each accomplished subjects' credit points by the grades earned, adding these values up, and dividing the sum by the sum of the accomplished subjects' credit points;
- 3.48. optional subjects:** the range of subjects organized by the University for which the University does not restrict the student's choices;
- 3.49. training programme:** a training course with a uniform system of standardised educational content necessary to obtain a qualification such as knowledge, proficiencies, and skills;
- 3.50. thesis:** the thesis is a written elaboration of a topic corresponding to the requirements defined in TOR;
- 3.51. specialization:** based on TOR, studies that are part of the given training programme resulting in a separate qualification and ensuring special proficiency that can be recorded in the Diploma in compliance with the law;
- 3.52. qualification:** the recognition of specialised knowledge awarded with a bachelor's or master's degree or acquired in postgraduate specialist training programme or higher education vocational training, such knowledge being determined by the content of the training programme and the sub-specialization or specialisation preparing the student for the access to the profession and is certified in the diploma or higher-level vocational diploma;
- 3.53. professional aptitude test:** an assessment determined by the University evaluating the capabilities necessary for performing the tasks associated with the given vocational qualification and determining whether the applicant has the basic skills which will be optimally developed during their studies;
- 3.54. internship:** a partly independent student activity to be completed during bachelor, master or higher educational vocational training programmes at an external site or a site provided by the higher education institution;
- 3.55. term-time:** the period between the registration period and the pertaining examination period;
- 3.56. study unit:** a curricular unit or subject recognised by credits that can be completed in one term;
- 3.57. academic year:** a study administration period of ten months, comprising of two five-month periods: an autumn and a spring semester;
- 3.58. class (contact hour):** activity (lectures, seminars, practical classes, consultation) requiring personal contribution from instructors towards the completion of the academic requirements specified in the curriculum;
- 3.59. subject:** the subject is a base component of the curriculum comprised of interrelated study units that may be completed over the course of one or more semesters; the academic content of studies is built of subjects associated with training programmes and sub-specializations;
- 3.60. curriculum:** an educational plan based on the training and outcome requirements, made up of the class and examination plan according to study units broken down by training programmes, the evaluation system of the completion of requirements and the specific programmes of study units;



- 3.61. academic scholarship:** the academic scholarship is a monthly, differentiated financial allowance to motivate and recognize the student's academic achievements;
- 3.62. registry sheet:** the totality of the student's data related to all studies in the framework of the student status stored in the electronic study administration system and produced and authenticated electronically after the termination of the student legal relationship;
- 3.63. registry sheet extract:** a document containing the data of the registry sheet, printed and certified from Neptun;
- 3.64. guest students:** students with a student status at a domestic or foreign higher education institution, conducting partial studies at the University;
- 3.65. final certificate:** a certificate that states without qualifications and evaluations that the student has passed the curricular examinations and – except for passing the language examination and writing the degree thesis, or creating the diploma work – satisfied all academic requirements and has earned the number of credits prescribed in the programme and outcome requirements – except for the credit points rendered to the degree thesis;
- 3.66. examination:** a form of assessment to verify and evaluate the acquisition of knowledge, skills and abilities;
- 3.67. examination period:** the evaluation period of the academic period dedicated to the evaluation and grading of the knowledge acquired by students in the given term;
- 3.68. examination course:** a course without contact hours, announced solely for the purpose of taking examinations;
- 3.69. workshop:** its aim is to solve an arising problem or issue;
- 3.70. final examination:** the final examination is the verification and evaluation of the knowledge, skills, and abilities required for the acquisition of the degree certificate, during which students also need to prove that they are aware of the related context and capable of applying the knowledge learned.

## **Chapter II REGULATIONS ON THE ADMISSION PROCEDURE**

### **The Purpose of the Admission Procedure**

- 4. The purpose of the admission procedure is to select the most suitable candidates for higher education, whereby the maintainer determines the target number (minimum and maximum) of the students to be admitted for the first year of the University taking into account the official maximum student headcount.

### **The Conduct of the Admission Procedure**

- 5. Two admission procedures (in February and in September) and an additional recruiting procedure can be announced annually. The admission procedure starts at the applicant's request.
- 6. In case of higher education vocational education, bachelor and master training programmes announced in the Higher Education Admission Guide, the application is filed through Felvi.hu in accordance with the provisions of the Decree on admission.
- 7. An admission may not be granted to the applicant, who does not submit their application by the deadline specified in the Higher Education Admission Guide, or – in case of postgraduate specialist training – by the deadline set by the institution.
- 8. In addition to informing the Educational Authority, the University publishes information on foreign language training programmes for foreign nationals on its website



([www.metropolitan.hu](http://www.metropolitan.hu)), on advertising surfaces, or in its publications. In case of foreign language training programmes for foreign nationals, the application must be sent to the University. The University ensures the orderly admission procedure and also informs the Educational Authority about the data of the candidates and the admission results.

9. Admission to higher education vocational education and a bachelor training programme is subject to successful completion of the secondary school leaving examination.
10. Applicants eligible for master training programmes need to hold a bachelor's degree and qualification. During the admission procedure for master training programmes, the University inspects the previously obtained bachelor's degree and considering TOR it may prescribe a preliminary credit recognition procedure as well as a deficiency course to gain the missing knowledge, which have to be completed during the first two semesters, simultaneously with the master training programme.
11. A further condition of admission to master training programmes is to have at least a given number of credits defined in TOR as a result of the student's bachelor's degree, in the fields listed in the TOR of the given training programme.
12. As a further condition for the application to master training programmes, the University may organize admission examinations for any fields of training and publish the detailed conditions in the Higher Education Admission Guide and on its website. The applicants' performance must be evaluated in a scoring system with a maximum amount of 100 points awarded for performance at the admission examinations and for additional performance. Only applicants with a score of reaching the minimum points defined by the University in the Higher Education Admission Guide are eligible for master training programmes.
13. Regarding art and art mediation bachelor and master training programmes, the University organizes professional aptitude testing, career aptitude assessments and practical examinations taking the result of such tests and examinations into consideration when placing applicants.
14. Applicants eligible for PSTP need to hold a bachelor's or master's degree and qualification. In the case of PSTP, holding a job in a special field or position, having completed an internship for a defined period, holding additional qualifications, having passed practical professional aptitude tests and the knowledge of foreign languages may also be prescribed as a prerequisite for admission described in the training programme. In case of PSTP, the application must be submitted online. In case of PSTP, the University can organize professional aptitude tests and practical examinations in compliance with the training programme.
15. The application for admission to PSTP is subject to admission procedure fees, which are published in the Higher Education Admission Guide. After enrolment, the University will refund application fees against the tuition paid by the applicant to the student being in an active status in the semester of admission. If the University fails to start the given degree programme, it refunds the total amount of the admission procedure fee to the applicants.
16. Applicants may participate in dual education programme after a separate decision of the University.
17. Unless otherwise regulated by law, international agreements, or the principle of reciprocity, public documents issued in foreign countries and private documents certified by foreign courts, administrative authorities, or other persons empowered to certify the authenticity of documents enjoy a probative value only if the Hungarian authority representing the country in the country where the given document was issued has authenticated them.



18. Official documents in other languages than Hungarian can be accepted only with a certified Hungarian translation attached. Official documents in English can be accepted without translations.
19. The Rector annuls the decision on admission if the University determines that information in connection with the results of the admission procedure has been provided falsely on behalf of the applicant.
20. An excuse request cannot be submitted during the admission procedure.
21. The provisions of the Act CXII of 2011 on the Right of Informational Self-determination and on the Freedom of Information apply to the handling of the data of the applicant.

#### **General Rules of the Calculation of the Admission Scores**

22. The University calculates the scores in a way described in the Higher Education Admission Guide for bachelor and master training programmes.
23. Regarding art and art mediation programmes the total admission score is determined by the results of the practical examinations. In such cases, the total admission score is double of the number of points earned for practical examinations – with a maximum amount of 200 points – without adding extra points.
24. During the admission procedure to master training programmes, a maximum of 60 credits may be recognized on the basis of the student's previous studies, taking into account the knowledge specified in the training and outcome requirements.

#### **Special Rules of the Admission Procedure for Art and Art Mediation Training Programmes**

25. The admission procedure consists of a professional aptitude test and a practical examination in the Art and Art Mediation in the bachelor training programmes and master training programmes. The admission procedure is carried out by the Admission Boards of the given training programmes.
26. The preparation for the admission procedure is carried out by the Art Admission Committee, in case of postgraduate training by the head of the Postgraduate Training Centre. The Art Admission Committee prepares the tasks for the admission examination and also evaluates the applicants' performance.
27. The Art Admission Committee's members are the Programme Heads of art programmes and the heads of art institutes and departments. Persons who are related to any of the applicants or are subject to a dependent relationship with the applicant or with any other reason why they cannot be expected to evaluate some applicants' performance objectively cannot participate in the Art Admission Committee's proceedings.
28. The heads of the art institutes or departments are responsible for the professional quality of the admission procedure, for adherence to the regulations and the content concerning art and art mediation programmes specified in the Higher Education Admission Guide.
29. The detailed schedule of admission examinations is prepared by the art institutes or departments. In case of applicants applying to more than one training programme of the University at the same time, the University is not obligated to provide non-overlapping examination times for the aptitude tests and practical examinations for the different training programmes; in such cases, applicants shall decide which training programme they will attempt the tests and examinations for.
30. The Dean of the FACI (Faculty of Art and Creative Industries) defines the cut-off scores for admission for each applicant in accordance with the proposal of the Art Admission Committee.



31. The administrative duties of the admission procedure are fulfilled by the staff of the art institutes, departments and the Admissions Office.
32. The head of the given art institute or department acts in the case of complaints submitted in connection with the admission procedure and the Student Legal Remedy Committee acts in the case of appeals.

### **General Rules of the Professional Aptitude Tests and Practical Examinations**

33. The professional aptitude test is a screening test to assess the applicants' skills and select the most capable applicants for the practical examination.
34. The professional practical examination targets the special qualities and competences necessary to meet the programme's training and outcome requirements. The professional practical exam can have more rounds.
35. The detailed requirements of professional aptitude tests and practical examinations are listed in the email informing applicants about the admission procedure and they also can be found on the website.
36. According to the information published in the Higher Education Admission Guide, after the applications are submitted, applicants are electronically informed by the Admissions Office about the exact time of the tests and the detailed requirements.
37. To cover the expenses of organizing and conducting the professional aptitude tests and practical examinations associated with the admission procedure, in accordance with the Decree on admission, the University shall specify an admission examination fee and publish its amount in the Higher Education Admission Guide and on the website. The fees must be paid to the University latest on the eighth weekday preceding the date of the first examination. The original document certifying the payment must be presented at the start of the professional aptitude examinations. If the applicant fails to present the document certifying the payment, they are not allowed to take part in the admission procedure.
38. Applicants who are not present at the professional aptitude test at the time specified in the email informing applicants about the admission procedure and published on the website are excluded from the admission procedure, another appointment for the test may not be requested, nor can they submit an excuse request for non-submission.

### **The Evaluation of the Performance of Applicants at Admission Examinations**

39. Practical examinations are uniformly evaluated in the given training programme and the results are expressed in points. The method of scoring for each degree programme is included in the Higher Education Admission Guide, in case of professional training programs it is included on the University's website.
40. The quality of tasks completed at the professional aptitude test is reviewed by the admission committees of the given training programmes and they determine by majority vote, without scoring, whether applicants are suitable to undergo the practical examination. After the practical examination, the Admission Board makes its decision about the minimum scores necessary for admission.
41. Pieces of work prepared using the University's means by applicants during the admission procedure become the property of the University as long as they were made by using the University's devices or tools. Such pieces of work will be destroyed, the digitally uploaded materials will be deleted a year after the examination.





### **The Higher Education Professional Admission Examinations**

42. The higher education professional admission is a written examination with which the advanced level examination requirement can be met. The date and series of tasks of the higher education entrance examination are determined by the Office of Education. Applicants are notified about the time and site of the higher education professional admission examinations at least 15 days in advance in writing by sending invitation letters.
43. The invitation letter informs applicants about the examinations with special regard to:
  - a) the format, subjects, site and time of the examination,
  - b) the tools necessary for and permitted to be used during the examination,
  - c) the list of necessary certifications with the deadlines for their submission,
  - d) the procedure, place and time of the publication of the results of the written examinations,
  - e) the rights of the applicants regarding the written examination: the procedure, place and time of the opportunity to review the written examinations, the procedure for submitting remarks and complaints, the procedure for appeals,
  - f) the necessity of official documents to verify applicants' identity.
44. During the organization of higher education professional admission examinations, the person appointed by the Dean of the faculty concerned is the contact person to the Educational Authority, who:
  - a) takes over the examination sheets from the Educational Authority,
  - b) arranges the copying of the examination sheets,
  - c) arranges the storing of the examination sheets in a secure, locked place so that they are inaccessible until the start of the examination.
45. Provisions of the Decree on admission and the Government Decree no. 100/1997. (VI. 13.) on the Promulgation of the Examination Regulations of the School-Leaving Examinations regulate the procedures for higher education professional admission examinations and the correction of the written examinations.
46. In case the supervising instructor notices any irregularities during the examination, they take the examination sheet from the examinee in question, note the irregularity observed on the sheet together with the current time, sign the note and hand the sheet back to the examinee who may continue the written examination. The supervising instructor then notifies the Dean of the faculty affected with the help of the supervising instructor posted in the hallway.
47. After the written examination is concluded, the Dean starts an immediate investigation on the reported case of irregularity. The Dean creates a detailed official report about their findings. The official report must include statements by the examinee and the supervising instructor and all other events that might facilitate the investigation of the irregularity. The official report is to be signed by the supervising instructor, the Dean and the examinee. Examinees have the right to include their dissenting opinion in the official report.

### **Special Rules for Foreign Language Programmes for Foreign Nationals**

48. Applicants of a foreign nationality are to submit their application electronically to the International Admission Office.
49. The deadline to apply for the Foreign Language Programmes for foreign nationals is published on the University's website.
50. Transfer of a foreign national from other higher education institutions is regulated by points 241-248.
51. In case of Foreign Language Programmes the University reserves the right to levy an admission procedure fee on the application. In this case the payment of the admission procedure fee is a precondition to conducting the admission procedure.
52. The foreign national applicant must attach the following documents:



- a) in case of applying for bachelor training programmes a copy of the secondary school certificate and maturity certificate (school leaving exam),
  - b) in case of applying for master training programmes a copy of the higher education degree, the results of the final examination and the Transcript of Records,
  - c) a copy of a certified English language translation of the secondary school certificate if it was written in another language than Hungarian or English,
  - d) A portfolio, a cover letter and a CV in case of applications to art and art mediation programmes,
  - e) in case of applying for Master of Business Administration training programme a copy of a certificate of work experience, a cover letter and a CV,
  - f) the copy of the page containing the photo of the valid passport,
  - g) the certification of the payment of the admission procedure fee published on the website of the University,
  - h) in case of a transfer beyond the above mentioned documents, the student must attach a copy of the Transcript of Records of the current university, a certificate of student status, the syllabus of completed subjects and the request for a credit transfer procedure.
53. Following the submission of documents listed in provision 52, the applicants will attend an online admission interview. During the interview, the applicant demonstrates their language skills, furthermore, failing to do so results in the rejection of the candidate despite the existence of a language certificate.
54. Applicants to business studies and the Tourism and Hospitality bachelor training programmes have to take a maths test as part of the admission procedure.
55. In case of the International Studies bachelor training programme as part of the admission procedure the applicant takes part in an oral interview regarding the current affairs and knowledge of world history of international relations.
56. Based on the submitted documents and the result of the interview, the admitted applicant can finalise their decision in case they have paid the fee defined in the Conditional Acceptance Letter as well as selecting the optional services offered by the University and fulfil the payment obligation.
57. A foreign national must have healthcare insurance valid and approved in Hungary during the period of their studies in Hungary, and along with accommodation and costs of living, the student must provide these at their own expense.
58. As part of the admission procedure, the applicant can choose the healthcare insurance and the dormitory recommended by the University, in that case after paying the necessary fees the University takes on the duty of issuing a certificate to have the healthcare insurance and the fact of housing to the involved authorities.
59. The fees given in the Conditional Acceptance Letter have to be paid to the University. The admission fee and the tuition fee for two semesters have to be paid exclusively to the higher education institution.
60. Students arriving as part of a cooperation between universities are under the legislation of inter-institutional agreements.
61. In case the applicant chooses the partner healthcare insurance company's services and the accommodation, these fees are transferred to the given service providers.
62. The Conditional Acceptance Letter includes the following payable fees:
- a) admission fee,
  - b) enrolment
  - c) healthcare insurance,



- d) tuition fee for two semesters,
  - e) the deposit and rent for the first month needed to sign a contract for the dormitory,
  - f) counselling fee for visa administration.
63. After receiving the confirmation for the paid fees, the University issues a Final Acceptance Letter, approving the successful admission and the fact that the applicant possesses the necessary language skills needed for starting their education and that the student has fulfilled the payment obligation.
64. The University is eligible for terminating the admission procedure for the given semester unilaterally if the applicant does not fulfil their payment obligation defined in the Conditional Acceptance Letter.
65. The University reserves the right not to launch the training programme in case of not having the suitable number of applicants.

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

66. The applicant has the opportunity to withdraw their application before their enrolment.
67. The University reimburses the paid healthcare insurance fee following the withdrawal of the application of the admitted or registered applicant as follows:
- a) the University transfers the amount to the healthcare insurance company if the signed healthcare insurance contract is posted or handed over to the University by the applicant or the student,
  - b) after signing the contract, the deadline to waive the insurance and get the amount refunded is 15th March during the spring semester and 15th October during the autumn semester, after this deadline the healthcare insurance cannot be cancelled,
  - c) in case the applicant or the student is unable to present the signed contract for the healthcare insurance until 15th March in case of a spring semester or until 15th October in case of an autumn semester, the healthcare insurance is automatically terminated and the applicant or the student must manage their own healthcare insurance to be able to continue their studies; in this case the paid fee can be reimbursed if the applicant or the student requests this, or it can be used for paying for other fees or the amount can be used in upcoming semesters.
68. The University reimburses the paid dormitory rent fee following the withdrawal of the application of the admitted applicant or registered student as follows:
- a) the applicant or the student gives a statement during the admission procedure whether in case of a successful admission procedure they would require a place in the dormitory and if yes, they must pay the deposit and the first month rent,
  - b) the applicant or the student can withdraw the booking for dormitory until 15th January in the spring semester and until 15th August in the autumn semester and the previously paid deposit and the first month rent reduced by the administration costs can be refunded,
  - c) in case the student cancels the booking for the dormitory after the withdrawal deadline, the previously paid fees of the dormitory cannot be refunded,
  - d) in case the booking for dormitory is requested after 15th January in the spring semester and until 15th August in the autumn semester, the previously paid fees of the dormitory cannot be refunded,
  - e) in case the student cancels the booking for the dormitory after the withdrawal deadline, the fees of the dormitory reduced by the administration costs can be refunded only if the training programme which the student is admitted to is not started, or if a student from a country subject to a visa requirement has their visa rejected or their visa procedure is delayed and as a result the applicant is late for the enrolment; a condition of returning the deposit is to send the decision of visa rejection to the International Admission Office within 30 days upon receiving it.



69. The University reimburses the paid tuition fee reduced by the connected bank transfer fees following the withdrawal of the application of the admitted or registered student as follows:
- a) the training programme selected by the admitted applicant is not started,
  - b) the applicant withdraws their admission request in case arriving from a country subject to a visa requirement and their visa procedure is delayed and as a result they are late for the enrolment period and they are able to credibly verify this;
  - c) the applicant arriving from a country subject to a visa requirement has their visa rejected by the authorities and they are able to credibly verify this;
  - d) the applicant arriving from a country not subject to a visa requirement withdraws their admission request,
  - e) in case of having the visa application approved but the applicant arriving from a country subject to a visa requirement does not enrol, only their previously paid tuition fee of the second semester can be reimbursed.
70. The following fees already paid for the University cannot be returned:
- a) the admission procedure fee is not to be refunded even if the admission request is rejected or the training programme is not started as there are not enough foreign national applicants,
  - b) counselling fee for visa administration,
  - c) administration fee covering the bank transfer fees,
  - d) the tuition fee of the first semester, except if:
    - da) the enrolled first-year student has their visa rejected,
    - db) the cost of the first semester, except in the cases mentioned in point 69.

### **Provisions for Applicants with Special Needs**

71. The University ensures the special conditions necessary for applicants with special needs to participate in the admission procedure. If the applicant with special needs wishes to enforce preferences under the regulations for public education in the admission procedure, they are obliged to submit a request with the necessary documents attached to the Equal Opportunities Coordinator of the University immediately upon the receipt of the information of the date and time of the examination.
72. The Equal Opportunities Committee decides on the granting of the preferences and the scope of the preferences granted based on the of available documents. The Equal Opportunities Coordinator notifies applicants about the decision.
73. Preferences or exemptions provided by the University must adhere to the nature of the special needs and cannot result in a total exemption from academic requirements.

### **The Decision on Admission**

74. The University will communicate the decision about the admissions to applicants until the deadline defined by the Decree on admission in the form of a resolution. The University admits applicants who have been placed to the University according to the Educational Authority's notification.

### **Legal Remedy**

75. In the course of the higher education admission procedure, a written application for legal remedy may be submitted to the Rector in connection with the result of the career aptitude assessment, the professional aptitude test, the practical examination and the decision on admission of the University.



76. In the course of the master training programmes admission procedure, a written application for legal remedy may be submitted to the Student Legal Remedy Committee of the University in connection with the result of credit recognition resolution.
77. The applicant may initiate an administrative lawsuit against the Educational Authority for violation of the law against the decision on the placement within 15 days of notification.

#### **Data Provision**

78. The University provides data to the Educational Authority for the purpose of the compilation of the Higher Education Admission Guide, furthermore, to the conduct of the procedure following the admission request and to keeping a central record within the framework of the above mentioned. The Rector is responsible for fulfilling the institutional obligation of data provision.

### **Chapter III**

#### **REGULATIONS ON STUDIES AND EXAMINATION**

##### ***A. BODIES AND PERSONS ACTING IN ACADEMIC AND EXAMINATION ISSUES***

##### **General rules**

79. All matters in connection with the student's studies and student status shall be considered a studies and examination issue, except for issues concerning fees, allowances and disciplinary and damage claim procedures.
80. The following bodies and persons are entitled to act in academic and examination issues of the University at first instance acting in their own or delegated scope of authority:
  - a) Rector
  - b) Dean
  - c) Head of the Postgraduate Training Centre
  - d) Director of Customer Service and Studies
  - e) Heads of the institutes, departments
  - f) Programme Heads
  - g) Director of the CareerCentre
  - h) Fees, Allowances and Educational Committee
  - i) Credit Transfer Committee
  - j) International Committee.
81. The organizational unit acting in student issues is obliged to investigate its scope of authority and jurisdiction in all phases of procedures. If an acting body or person establishes that it lacks the scope of authority or jurisdiction, it is obliged to forward the application and the documents produced during the procedure to a body or person having scope of authority and jurisdiction and notify the student in question or their representative immediately or within eight days after the application was received and the lack of scope of authority or jurisdiction was established.
82. The heads of the institutes or departments are responsible for the teaching and content of the subject and the activities of the lecturer concerned by the student's request.

##### **The Scope of Authority of the Rector in Study and Examination Issues**

83. The Rector is responsible for the tasks related to further study and examination issues specified in these Regulations. The Rector may annul any decision passed in academic and examination issues – except for decisions of the Senate – that violates the law, university regulations, strategy or interests. In other cases, the Rector may have decisions supplemented, corrected, amended or order the person or body who has passed the decision to conduct a new procedure.
84. The Rector decides to revoke and annul degrees or diploma supplements obtained illegally.
85. The Rector has the right to grant leniency.



### **The Scope of Authority of the Dean in Study and Examination Issues**

86. The Dean is responsible for the tasks related to further study and examination issues specified in these Regulations.
87. The Dean of the faculty concerned decides on the establishment of student statuses and on the application for supplementary studies unless otherwise provided by law or University regulations.
88. The Dean has the right to grant leniency.

### **The Scope of Authority of the Head of the Postgraduate Training Centre in Study and Examination Issues**

89. The Head of the PTC is responsible for the tasks related to further study and examination issues specified in these Regulations.
90. The tasks of the Head of the Postgraduate Training Centre:
  - a) unless legal regulations or University regulations specify it differently, they decide about establishing a student status,
  - b) permission for classes to be held at different times or locations than scheduled, based on an agreement between instructors and students,
  - c) verifying the adequacy of examination dates,
  - d) remedy for student complaints about subjects, trainings, workshops and their instructors, trainers or teachers within the scope of authority of the PTC,
  - e) supervision of processes regarding PTC thesis,
  - f) in case of a retake exam, appointing a new instructor or committee instead of the original one,
  - g) decision on admission to specializations,
  - h) proposal necessary for the evaluation of requests for recognition of former study materials and internship, considering the opinion of Programme Heads,
  - i) decisions on joining specializations,
  - j) decisions on the initiation of supplementary admission procedures,
  - k) remedy for complaints in connection with the education in training programmes and the final examinations, considering the opinion of Programme Heads.

### **The Scope of Authority of the Director of Customer Service and Studies in Study and Examination Issues**

91. The scope of authority of the Director of Customer Service and Studies for decisions of first instance:
  - a) transfer from other higher education institutions,
  - b) permission for visiting (guest) studies at the University,
  - c) changing of the training programmes or the work schedule within the University,
  - d) -
  - e) revoke registration,
  - f) approval for the suspension of the student status after the deadline,
  - g) in case of ongoing studies, change of the recommended curriculum after the suspension of the student status,
  - h) exemption from attendance to obligatory classes,
  - i) deregistration of second and further specializations, sub-specializations,
  - j) permission for deferred examination,
  - k) registrations for final examination,
  - l) decision on dismissal,
  - m) course registration, course cancellation, course modification after the deadline,



- n) permission for a third or further passive semester,
  - o) subsequent re-examination of faulty or incompletely registered exam results,
  - p) acceptance of absence reasons,
  - q) assessment of requests for a preferential study schedule
  - r) authorisation to sit the first examination for the week of the follow-up examination,
  - s) authorisation to register after the registration period,
  - t) permission of change specialization for students of BCT.
92. Persons listed in Appendix 1 are authorized to certify documents at the Directorate of Customer Service and Studies and shall have the right to sign the document on their own.

#### **The Scope of Authority of the Head of Institutes and departments in Study and Examination Issues**

93. The Scope of Authority of the Heads of the institutes and departments:
- a) permission for classes to be held at different times or locations than scheduled, based on an agreement between instructors and students,
  - b) verifying the adequacy of examination dates,
  - c) remedy for student complaints about subjects, trainings, workshops and their instructors, trainers or teachers within the scope of authority of the institute or department,
  - d) appointing new instructors or committees for retake examinations instead of the original examiner,
  - e) approvals for the changing of the degree thesis topic,
  - f) accepting thesis supervisors,
  - g) permission for the changing of thesis supervisors, furthermore,
  - h) authorizing the registration of unannounced courses.
94. The Head of the Institute of Foreign Languages passes decisions on changing language courses, based on the student's current level to find the appropriate level.

#### **The Scope of Authority of the Programme Heads in Study and Examination Issues**

95. The scope of authority of the Programme Heads:
- a) specification of the conditions for admission to a specialization, sub-specialization,
  - b) specification of the subjects that count towards the grade of the degree certificate at training programmes,
  - c) specification of degree thesis topics,
  - d) specification of lists of topics for final examinations,
  - e) approval for individual degree thesis topics,
  - f) remedy for complaints about the final examination of the degree programme,
  - g) remedy for complaints about the education in the degree programme,
  - h) permission for changing degree thesis topics.
96. The scope of authority of the Programme Heads of Postgraduate Training:
- a) the Decision on Admission,
  - b) specification of degree thesis topics,
  - c) approvals for the changing of degree thesis topics,
  - d) permission for changing topic,
  - e) permission for the changing of thesis supervisors,
  - f) specification of lists of topics for final examinations,
  - g) approval for individual degree thesis topics,
  - h) review on complaints about the final examination of the degree programme.

#### **The Scope of Authority of the Director of the CareerCentre in Study and Examination Issues**

97. The scope of authority of the Director of the CareerCentre:



- a) approval of companies registered on METUJobs and the professional practice-internship in offer,
- b) recognition of internships,
- c) evaluation of student complaints and requests regarding the internship.

### **The Scope of Authority of the Fees, Allowances and Educational Committee in Study and Examination Issues**

- 98. In the study matters listed in provision 99 the Fees, Allowances and Educational Committee (hereinafter: FAEC) acts in the procedure of first instance.
- 99. The FAEC consist of five members. In addition to the head of the committee, the member of the FAEC is two lecturers and two students. The FAEC's decision-making scope of authority:
  - a) granting places in case of vacancies in training programmes (partly) financed through scholarships granted by the Hungarian state based on applications,
  - b) reclassification of students participating in training programmes (partly) financed through scholarships granted by the Hungarian state and self-financed training programmes,
  - c) determination of the calculation methods of academic scholarships, the academic scholarship groups and the minimum value of adjusted credit indexes,
  - d) the granting of scholarships.
- 100. The FAEC is obligated to pass a decision within 21 days after the receipt of the request.
- 101. The decision must be recorded in writing and sent to the student within 5 working days via Neptun. At the same time, FAEC must also inform the organizational unit(s) affected by its decision.
- 102. The FAEC defines their own rules of procedure in their own procedure.

### **The scope of Authority of the Credit Transfer Committee in Study and Examination Issues**

- 103. The Credit Transfer Committee (hereinafter: CTC) is the body passing decisions of first instance on the recognition of study material acquired at other domestic or foreign higher education institutions, other training programmes or other programmes by applicants or students for higher educational vocational training programmes, bachelor and master training programmes and PSTP as acquired study material according to the curriculum of the given training programme.
- 104. The Chairperson of the Credit Transfer Committee is the International Director of the University. The members of the CTC are the Vice Rector for Education, a Vice Dean from each faculty, the head of PTC, Heads of Institutes and Heads of Departments.
- 105. The applicant and the student may request from the CTC the recognition of their formal, nonformal and informal competences as a result of the study unit. The course record book, certificates, official documents or their certified copies verifying the completion of studies and the certified description or syllabus of the curricular units must be attached to the request. To legitimate the knowledge acquired through work experience, the applicant must attach a portfolio including their proof of knowledge and job description, compiled by the applicant. In case of a language subject, a language exam certificate can be accepted.
- 106. The University conducts a prior credit transfer procedure upon request. During the prior credit transfer procedure, CTC makes a decision about the credit recognition of academic requirements previously completed, or presumably completed by the applicant by the end of the ongoing semester at the time of submitting the application and at the same time the completion of credits being listed in the condition of admission. The University recognizes the credits approved by CTC at the actual start of studies without a further application.





107. Upon request, the CTC passes decisions to exempt students the obligation to fulfil the student's foreign language requirements.
108. Completion of the same knowledge cannot be assessed twice or more in credit points.
109. In the course of admission to a subject, two bodies of knowledge shall be considered equivalent if the similarity between the knowledge materials is at least 75%.
110. The CTC may, if necessary, request the opinion of an expert of the relevant field for its decision. To legitimate the knowledge acquired through work experience, the CTC may formulate criteria, taking into account the opinion of the Programme Head.
111. Upon the student's written request, the CTC may recognize knowledge acquired and courses completed within the framework of advanced-level vocational training courses specified at partner institution(s) based on inter-institutional co-operations in the credit value of not more than 40 credit points. In case of a positive decision, students may receive a specified amount of reduction in their tuition fee, based on inter-institutional co-operations. The students are eligible during the first three semesters following enrolment divided into three equal portions.
  112. The CTC is obligated to pass a decision within 21 days of the receipt of the request. Members of the CTC cannot vote in issues concerning or affecting themselves.
  113. The decision must be recorded in writing and sent to the student within 5 days. At the same time, the CTC must also inform the academic organizational units concerned by its decision. Notice of the decision is to be done through delivery.
  114. The CTC adopts its own procedural stipulations according to their own rules of procedure.

### **The Scope of Authority of the International Committee in Study and Examination Issues**

115. The International Committee supervises the university-level activities of the Erasmus+ Programme, passes decisions on the implementation of the student mobility and the organization of the Erasmus+ Programme.
116. The Scope of Authority and tasks of the International Committee:
  - a) makes recommendations regarding the implementation, development and the transparency of the application for the Erasmus+ Programme,
  - b) makes a decision about the quota for student mobility and other conditions of the application,
  - c) makes a decision about the received applications for instructor, personnel and staff programmes,
  - d) expresses an opinion about the international strategy of the University.
117. The Head of the International Committee is the International Director of the University; its Secretary is the Erasmus Coordinator of the institution. The Committee members are the Vice-Rector for Science and Innovation, the Deans, the Director of the CareerCentre and the Vice-President of the Student Union. The Head of the International Committee may invite further attendants to the sessions depending on the agenda.
118. The International Committee adopts its own procedural stipulations according to their own rules of procedure.

## ***B. THE STRUCTURE AND CONTENT OF THE STUDIES***

### **The Training Programme**

119. The Senate passes the decision on proposals by Programme Heads to start a new training programme, furthermore, on the curriculum and on any changes to the curriculum after taking into account the opinion of the affected Heads of institute, and in the case of PSTP, the Head of the Postgraduate Training Centre.



120. The length of a given training programme will be determined by the programme's training and outcome requirements, furthermore, the professional and examination requirements.
121. New or modified study and examination requirements, that is, changes to the compulsory and elective modules related to a training programme may be introduced in a phasing-in system. In case of students suspending their studies, the requirements of modules valid at the time when they continue their studies may be applied pursuant to the decision of the CTC.

### **The Specialization and the Sub-Specialization**

122. The curricular units necessary for the completion of specializations, and sub-specializations are defined by the curriculum of the given training programme. Since the number of students pursuing their studies at a given specialization may be limited by the capacity of the faculty, only students who fulfil the academic requirements specified by the faculty may participate in a given specialization.
123. Specialization is done by applying for the training programme.
124. The sub-specialization which can be selected, and the credit numbers dedicated to that is defined in the TOR.
125. According to the programme's training and outcome requirements, students participating in bachelor or master training programmes may pursue studies on a sub-specialization, and may take on a second or further specializations, sub-specializations if their electronic request addressed to the Dean is approved.
126. The tuition fee to be paid for second or further specializations, sub-specializations is the credit fee to be paid for the credits assigned to these specializations, sub-specializations, irrespective of the fact whether the student will take a final exam of the second or further specializations or fulfilling the recommended curriculum requirements of the specialization. The tuition fee to be paid for second or further specializations, sub-specializations is to be paid at the time of credit settlement.
127. The number of places for students available at a specialization, sub-specialization cannot be lower than 35 in BCT, seven in FACI bachelor training programmes and five in master training programme. The total number of places announced for the specializations, sub-specializations of a given bachelor training programme cannot be less than the total number of students that are to choose a specialization in the given term.
128. The number of places available at the start of specializations, sub-specializations must be published in the first term of the training programme but not later than the date of application for the specializations, sub-specializations. If the number of applicants that have been granted admission to a specialization, sub-specialization reaches the pre-defined number of students, the specialization, sub-specialization must be started; if not, the Dean of the faculty affected will decide whether to start the specialization, sub-specialization, taking the opinion of the Programme Head into consideration.
129. When assembling the timetable, the University is not obligated to resolve scheduling conflicts between subjects from different sub-specializations.

### **Application to Sub-specializations**

130. If the sub-specialization programmes are started, the sub-specializations may be applied to students who have completed the following criteria by the term preceding the term of subspecialisations:



- a) the requirements of the compulsory subjects specified by the Programme Head and in case of bachelor training programmes, a minimum of 50 credit points, in case of cross semester, at least 50% of the total credit points specified by the recommended curriculum,
  - b) in case of bachelor training programmes in arts and art mediation, a minimum of 20 credit points,
  - c) in case of master training programmes, a minimum of 20 credit points,
  - d) in case of PSTP the requirements specified by the recommended curriculum, the description of the specialization or the requirements for admission to the given specialization prescribed by the Programme Head.
131. The application and admission procedures to sub-specializations are conducted until the 31<sup>st</sup> of October in the autumn semester and the 31<sup>st</sup> of March in the spring semester. In case of sub-specialisations launched in the first semester, the student gives a statement during the admission procedure of which sub-specialization they would like to apply for.
132. In their electronic application the student specifies the sub-specialization they wish to attend the following term by listing a maximum of three sub-specializations in the order of preference. The student may also separately list further sub-specializations on the electronic application form that they wish to start simultaneously with the compulsory sub-specialization. By applying to further sub-specializations, the student acknowledges that the tuition fee to be paid for these further sub-specializations is the credit fee to be paid for the credits assigned to the given specialization.
133. The student who does not select a sub-specialization in the semester designated for it may do so in the second semester following the designated semester for the selection of subspecialisation at the earliest.
134. Should the University launch cross semester programmes in a training programme, the students of these programmes may select a sub-specialization in the semester following the semester designated for the selection of specialization.
135. Selection of a sub-specialization differing from the recommended curriculum is allowed for students, who:
- a) proceed according to a recommended curriculum that requires to already have a specialization in the electronic study administration system but in the previous semesters the student could not get into a sub-specialization or did not participate in the selection,
  - b) by the end of the semester preceding the semester of the sub-specialization specified in the recommended curriculum, fulfil the requirements of the compulsory subjects prescribed by the supervisor and has at least 50 credits in the case of bachelor training programmes or at least 50% of the total credits required by the recommended curriculum until the semester of sub-specialization selection in case of cross semester programmes.
136. The specialization modification can be approved for an undergraduate by the University on one occasion during the training period, on the following conditions:
- a) the requested specialization is available in the given work schedule;
  - b) the defined upper limit of participants permits this in the requested specialization and work schedule.
137. The specialization modification can be requested from the first day of the announcement period until the previous day of the mandatory course registration.
138. In FACI, the sub-specialization applies to the next semester, specialization modification is possible only after the semester is over.

### **Admission to Sub-specializations**

139. The Dean of the faculty concerned decides on the admission of students to sub-specializations. The student may request remedy against the decision. Students are to be



notified by the University about the sub-specialization they have been admitted to until the start of the registration period in the semester when the specialization, sub-specialization is scheduled to start.

140. Students who have not been admitted to any specialization, sub-specialization they had applied to may apply for admission to a sub-specialization starting at the given training programme within one week after the notification without paying the procedural fees and service charges.
141. Students committed to completing more than one sub-specialization also issue a statement at the registration for final examination to fulfil the academic requirements related to all the specializations they have chosen at the final examinations.
142. Students who do not undertake the fulfilment of the requirements of a second or further subspecialisation must revoke their registration for the final examinations of the affected specializations by an electronic application addressed to the Director of Customer Service and Studies until the application for the final examinations the latest.
143. The sub-specialization is completed by the acquisition of credit points assigned to the subspecialisation in the curriculum.
144. The sub-specialization modification can be implemented after the request submitted to the Director of Customer Service and Studies has been approved. The condition of submitting a request is to have spent one semester in the previously chosen sub-specialization. In FACI, the involved Programme Head makes a decision about the request for specialization modification by taking the releasing and the accepting specializations' Heads and the Head of sub-specialization's opinion into account.

#### **Assembling and Calculating Ranking Lists of Students of the Same Year**

145. The ranking list is prepared by the University after the end of the semester before the start of the sub-specialization. The time for starting the sub-specialization is determined by the recommended curriculum of the given training programme. The ranking list is not influenced by the fact whether the student has applied for the first, second or third sub-specialization.
146. When assembling ranking lists of students, the following factors can be included by the following proportions:
  - a) the aggregate adjusted credit index is to be factored for the terms completed by the time of application,
  - b) the number and level of language exams,
  - c) further special requirements determined by the Programme Head.
147. The Programme Heads is obligated determine the weight of the factors listed in Provision 146 and they may diverge from any of these factors except for provision 146 a), provided that they define the precise content of the factors to be used. Programme Heads must arrange the announcement of the factors used for admission ranking to specializations, sub-specializations in the University's customary manner.
148. The Programme Heads are entitled to specify entry criteria to sub-specializations including an aptitude test conducted by the University or further conditions, such as the possession of a language exam regarding a specified language on a specified level. In such cases, the Programme Heads must announce the requirements and schedule of the aptitude test in the description of the sub-specializations in the University's customary manner.
149. The method for calculating the ranking list of students of the same year:
  - a) consideration of the aggregate adjusted credit index calculated by the electronic study administration system after the closing of the semester, following the entry of grades,



b) consideration of language exams according to the following table:

Language exam type	General language exam – Level B2	Professional language exam – Level B2	General language exam – Level C1	Professional language exam – Level C1
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. In case the student has more than one language exams of the same type, the points are to be multiplied by the number of the certified language exams. The University accepts language examinations accredited in Hungary and equivalent foreign language exam certifications.
151. Further profession-specific requirements shall be specified by the Programme Head and recorded in the electronic study administration system.

#### **Changes in the Training Programme**

152. Changing of the work schedule of the study, training programme, and language of the study can be requested in an electronic request submitted to the Director of Customer Service and Studies under the following conditions:
- it can be approved only at the same level of training - except for admitting a student from a bachelor training programme to a higher-education vocational training,
  - and can be approved only within the same training programme,
  - the applicant was admitted higher education under the same conditions as the admission requirements of the training programme and when applying they reached the relevant entry score in the given work schedule and meets the aptitude or other requirements defined by the law and in the present SER,
  - in case of FACI (Faculty of Art and Creative Industries) training programmes the opinion of the Programme Head, in case of specialist training programmes the opinion of the Head of Institute,
  - training programme, sub-specialization and/or work schedule is present at the University and the upper limit of participants permits this.

#### **Provisions for Participation in Language Examinations Defined as Subjects**

153. When registering for subjects, students may register for a language examination as a subject without contact hours. There are no classes scheduled for language examinations. Students who do not complete the registration form cannot take the language examination and the subject are considered to be failed.
154. The condition for participation in the TOEIC language exam is the registration for it during the course registration period and the submission of the data required for registration to the Head of the Institute of Foreign Languages by the deadline published in the electronic study administration system. If the student fails to submit the data by the specified deadline, their exam application will be cancelled, and the subject will be considered to be failed.

#### **The Recommended Curriculum**

155. The recommended curriculum contains all of the compulsory and optional subjects broken down into semesters, furthermore,
- the full and short titles of subjects,
  - the credits of the subject,
  - the rules for announcing elective subjects,



- d) the method of evaluation (practical grade or examination grade),
  - e) the semester in which the subjects are announced (autumn, spring semester),
  - f) the criterion requirement and the deadlines for their completion,
  - g) the system of prerequisites.
156. The modified recommended curriculum is applied from the semester following the modification by the University, in a phasing-in system.
157. The students involved are notified without delay, or before the announcement period of the upcoming school year via the electronic study administration system about the modification of the recommended curriculum by the Director of Customer Service and Studies.
158. The student has the right to diverge from the recommended curriculum. The University provides a range of courses with at least 20% more credit points than the total credit points prescribed for the given degree programme for students to choose from, except in the case of PSTP.

### **Subject, course and examination course**

159. A description (syllabus) must be provided by the University regarding all subjects containing:
- a) the Hungarian and English names of the subject (in case of a subject taught in another foreign language, the foreign-language name is sufficient) (English names are not necessary in the case of PSTP),
  - b) the code of the subject in the electronic study administration system,
  - c) the credit points assigned to the subject,
  - d) the educational goal of the subject,
  - e) the titles of the weekly topics of the subject and their corresponding detailed structure,
  - f) the detailed requirements for registration and completion,
  - g) the detailed conditions for registration for examination of the subject,
  - h) the description of any certificate of completion,
  - i) the organizational unit and person responsible for the subject,
  - j) the list of mandatory and recommended literature for the subject.
160. The subject leader assembles or updates the description of the respective subject for the current term and sends it electronically to the relevant institute or department of Postgraduate Training Centre. The description must be published on the Coospace online system not later than by the course registration period of the semester the subject starts. The same subject can be a part of the curriculum of more than one training programme or sub-specialization. Subjects may belong to a given training programme or sub-specialization and others may be independent from them.
161. The types of subjects taught at the University:
- a) compulsory subjects,
  - b) elective (alternative) subjects,
  - c) optional (facultative) subjects.
162. Compulsory subjects are subjects that are mandatory to accomplish for all students in the given training programme. In case of elective (alternative) subjects the curriculum defines how many credit points must be elected from the given, mandatory subjects; the compulsory subjects cannot be replaced by other subjects, beyond the subject group.
163. In case of optional subjects, the University will not control students' choices within the range of subjects provided by the University. The curriculum allows at least 5% of the total credit points assigned to the given bachelor or master training programmes to be earned by accomplishing optional subjects.



164. Earning credit points assigned to a subject can be achieved by the completion of the courses (lectures or practical classes) assigned to the subject.
165. Prerequisites of the registration for curricular units may only consist of the completion of other curricular units. Up to three other curricular units may be assigned to a given curricular unit as a prerequisite. When setting the prerequisites of curricular units - except for training subjects - no semester number can be referred to. The prerequisite of a compulsory subject can only be another compulsory subject.
166. Curricular units specified as prerequisites must be fulfilled prior to registration for the given curricular unit. The curriculum may prescribe two or more curricular units to be registered to simultaneously within the same study period. This provision does not apply to students who have previously completed one of these curricular units.
167. Examination courses are considered as registrations for subjects when decisions are made on the student's dismissal for academic reasons.
168. Practical classes, furthermore, combined lecture and practical courses to be completed together cannot be announced as examination courses.
169. The University is not obliged to provide the syllabus older than 5 years and not available in Coospace system.

#### **Deferred Examination**

170. A deferred examination can be asked by submitting a request to the Directorate of Customer Service and Studies until one week after the retake exam, by naming the exam in question, the due cause and a doctor's note or other certificate in the following cases:
  - a) a doctor's note presented subsequently, proving a long-term disease hindering movement,
  - b) unexpected obstruction due to force majeure,
  - c) remedy for certified damages caused by the University,
  - d) participating in prestigious national or international competitions,
  - e) Erasmus, Campus Mundi scholarship.
171. In the case of practical classes, trainings, workshops and two element subjects, a deferred exam cannot be applied for. A deferred examination may be requested for the examination of two element subjects if the practical grade has already been recorded in advance.
172. If a deferred examination is successful, the student may register for subjects that are either built upon the subject or subjects concerned or prescribed as simultaneous requirements of the subject concerned, but they cannot take grade improvement examinations during the examination period of the current semester. Credit points and grades earned by completing deferred examination courses will be recorded and considered in the semester of course enrolment.
173. The student who fails the deferred examinations may utilise the three opportunities available for the examination course in the examination period of the given semester provided that the given course is available for registration for that semester.
174. If the student is not present at the deferred examination, they are charged with the procedural fees and service charges.

#### **The Schedule of the Academic Year**

175. Every semester has a registration period and a study period. The following education administration activities are conducted in the registration period:
  - a) orientation days,
  - b) enrolment, sign-in,
  - c) registration for and deregistration from courses.



176. Depending on the programme's training and outcome requirements, the study period consists of maximum 15-week term-times and minimum 6-week examination periods.
177. The Rector decides on the schedule of the current academic year, after consideration of the experiences of previous years, the applicable law and the provisions of the recommended curricula. The Rector passes a formal decision about the schedule at least one month prior to the given academic year and publish it on the website of the University. The decision specifies the following periods:
- a) the enrolment and registration period,
  - b) the course registration period, the period for changing registration for subjects,
  - c) the term-time, including:
    - ca) the study period(s),
    - cb) the training period,
    - cc) the examination registration period, and
    - cd) the school holidays,
  - d) the examination period, including:
    - da) the regular examination period,
    - db) the retake examination period, and
    - dc) the days without examinations,
  - e) the final examination period.
178. The final day of the semester is the last day of the final examination period of the given semester.

#### **Announcement of Subjects, Registering for and Deregistering from Subjects**

179. Students may choose from the subjects announced by the University and the courses simultaneously announced for the same subject for the given semester. The freedom of choice may be limited by the announced group numbers and sizes.
180. The University announces as many optional subjects each semester for a given bachelor or master training programme as that their total credit value cannot be less than the proportional part of all of the optional credits specified by the recommended curriculum and not less than the total of optional credit points recommended for that term by the recommended curriculum.
181. Courses may be cancelled if the number of students registered is less than 25. Courses requiring special instruments or teaching methods may be cancelled if the number of students registered is less than 15. The Dean of the faculty affected decides on the cancellation of a course.
182. The TOEIC language exam as a course may be cancelled from the range of subjects if the number of students registered is less than 3. The Head of the Institute of Foreign Languages may recommend the cancellation of the course and the Dean of the BCT passes a decision on it.
183. The student can request the registration of an unannounced course. The request is evaluated by the heads of the institutes and heads of departments. If the student had the requested course earlier, in case of an exam, it can be announced as an examination course.
184. Students have the obligation to accomplish courses that are the prerequisites of each other according to the recommended curriculum and these Regulations in the order of prerequisites.
185. If students fail to earn the credit points assigned to a curricular unit they have registered for in the current semester, they may register for the same curricular unit in another semester pursuant to the provisions of these Regulations. Students cannot register for subjects they have successfully complete.





186. Repeated registration for a curricular unit is subject to procedural fees and service charges. The University carries out the assessment of debts until the last day of the term-time of the given semester. Fees are not to be claimed for the repeated registration for a curricular unit for students paying credit-based tuition fees. Students attending preparatory programmes, prequalifying studies or in a guest student status will not be charged fees for the repeated registration for a curricular unit.
187. Each term, the University will specify the list of subjects to be announced for the given semester and publishes them through the electronic study administration system. During the compilation of these lists the University ensures that students proceeding according to the recommended curriculum are able to complete their studies within the length of programme.
188. In case they are not in debt to the University, students may register to the following in the electronic study administration system during the course registration period:
  - a) the compulsory subjects they wish to accomplish in the current semester,
  - b) from the elective (alternative) subjects the subjects the student wishes to complete in the given semester,
  - c) the optional subjects they wish to accomplish in the current semester and
  - d) other subjects (e.g. degree thesis, graduation project, language examination) they wish to accomplish in the current semester.
189. A registered student with special needs and the students in dual education programme shall be eligible for priority in the process of the course registration.
190. The University carries out the registration for compulsory subjects for students enrolling for their first semester. The University performs the registration in case of students participating in PSTP for the subjects announced for the programme.
191. The students who have signed in before the end of the course registration period have an obligation to register for courses by the last day of the course registration period.
192. Subjects may be organized into subject blocks for part-time students. The provisions of these Regulations apply to the registration for subjects in such cases.
193. Scheduling conflicts are not allowed between compulsory practical classes in their individual study schedule for students advancing by the recommended curriculum.
194. In case of language courses, from the end of the course registration period until the end of the second week of the study period – in the case of part-time students, until the second session of the course – the Head of the Institute of Foreign Languages may decide to redirect students to another language course or recommends the deregistration from the course. The Head of the Institute of Foreign Languages shall base such decisions mainly on the results of student level assessment test, the number of students at each course and the schedule of the new language course. Students are notified of the decision electronically. Should students disagree, they may appeal against the decision.
195. After the course registration period, the student has to check their courses registered in the electronic study administration system and acknowledge the recorded status. In case the student can prove that the recorded data are not accurate, the student can file a complaint within 8 days after the closing of the course registration period to the Directorate of Customer Service and Studies. The expiration of the submission deadline leads to a loss of rights.
196. The Director of Customer Service and Studies can modify the student's course registration on one occasion, with reference to even up to more courses as long as the student filed a request until the remedy period of the course registration defined in the academic year as long as:
  - a) the cancellation of the course registration does not influence the number of students in the group in such a way that it might drop below the minimum group limit,
  - b) due to the low number of students the subject planned to be started was actually started as an exam course.



197. The course modification request (the course registered by the student to be cancelled or an announced course to be registered) can be submitted as an electronic request to the Director of Customer Service and Studies. The Director of Customer Service and Studies evaluates the student's request to cancel a registered course or to register for an announced course within 5 working days. Until the course modification request is evaluated, the student has to go to that course which they requested to be modified in their application.
198. The student receives notification on the courses registered at the end of the course registration modification period on a course registration form that can be printed by them from the electronic study administration system. This printout becomes available on the first working day following the course registration modification period. The printing of the course registration form is the responsibility of the student.
199. The student receives notification on the courses completed at the end of the examination period on a course completion form that can be printed by them from the electronic study administration system. This printout becomes available on the first working day following the examination period. The printing of the course completion form is the responsibility of the student.

### **The General Rules of the Credit System**

200. The University ensures the student the opportunity to register for optional subjects with the total credit value of at least five percent of the total credit points prescribed as necessary to obtain the given qualification, furthermore, a range of subjects to choose from with total credit value exceeding the total number of credits by twenty percent.
201. The University ensures the student the opportunity in their individual study schedule to register without paying tuition fees:
  - a) for subjects with a credit value exceeding the total number of credits by ten percent and
  - b) for subjects taught in a non-Hungarian language with a credit value of up to ten percent of the total number of credits.
202. When exceeding the number of credits by more than 10% the University makes a credit-based financial calculation of the excess credits by using the fee in force of the time and after the registration for the final exam the credit-based financial calculation is sent to the student. The student must pay the credit fee until the 5<sup>th</sup> working day before the final exam.
203. During the credit reconciliation by exceeding the number of credits set in the recommended curriculum by more than 10% as a result of taking subjects connected to the second specialization or deficiency courses or optional subjects, the student still have payment obligation. An exception is a subject acknowledged during a credit transfer procedure and the fulfilled special field course. The University makes a credit-based financial calculation, that is a credit settlement during their studies but before finishing their studies the latest or when registering for the final exam.
204. The University assembles recommended curricula to facilitate the assembly of students' study schedules. The University establishes the means for students to demonstrate the knowledge acquired and to retake successful and unsuccessful assessments in such a way that the retake examinations are organized and evaluated in an objective way.
205. Credit points can be awarded once for a given study material.
206. The student may register for subjects related to their studies at another training programme at the University or at any other higher education institution in a guest student status.
207. The University can issue final certificates to students who have earned at least one third of the total credits of the training programme at the University.



208. Students may acquire the credit points necessary to obtain their certificate in a longer or shorter time than the length of programme under the conditions specified in these Regulations.

### **C. LEGAL FRAMEWORK OF THE STUDIES**

#### **The Student Status**

209. The student may conduct studies at the University in a student status, in a guest student status, in a status for other training programme or a status for higher educational vocational training. The statuses can exist parallel at the same time.
210. The student status is established on the basis of final admission and transfer decision through student enrolment.
211. During the enrolment procedure, persons granted admission to a programme (partially) financed through scholarships granted by the Hungarian state must make a statement about undertaking the conditions of such programmes. Persons who do not make said statement may begin their studies at the given programme only as self-financed students.
212. Students are required to sign in for the given study period before it commences. Students who have not fulfilled their overdue financial obligations are not allowed to sign in.
213. Students are entitled to receive full and accurate information in an accessible form as prescribed by law and the regulations of the institution for the commencement and pursuit of their studies, to enable them to create their study schedules, and to make use of the learning opportunities and capacities available at the University and receive services according to their personal abilities or special needs.
214. Students are obligated to
- a) comply with the applicable law and the University's regulations,
  - b) plan their studies within the framework of the curriculum of the degree programme,
  - c) fulfil their academic requirements,
  - d) use the electronic study administration system,
  - e) follow the information in connection with the studies published by the University in general or for the specific student, should the current term be active or passive,
  - f) show respect for University traditions, for the human dignity of University's employees and students.
215. If the student is hindered, they may authorize the designated person using the form provided for this purpose to represent their affairs in general, unless it is not permitted by law.
216. In relation to the students of the University with a student status, the University is entitled to handle their personal and study-related information and supervise and evaluate their activities as defined by the applicable law, the Organizational and Operational Regulations, and Privacy Policy of the University.
217. The University ensures the opportunity for enrolment for applicants granted admission only during the first registration period following the given admission procedure. Should applicants granted admission fail to enrol by the deadline for enrolment, they lose their right to enrol on the grounds of the admission decision.
218. A foreign student whose student status is terminated at their own request may re-apply to the University after a year has passed, and if the foreign student's status is terminated due to failing their study and examination requirements, may re-apply to the University not earlier than two years after the termination of the student status.



### **Registering for Further Training Programmes within the University (simultaneous student status)**

219. In the course of a new admission procedure, students may request to pursue studies towards further qualifications within the framework of their existing student status, in the form of simultaneously pursued studies.
220. After a successful admission procedure, students may sign in within the framework of their existing student status for the training programme which they registered for in the form of simultaneously pursued studies.
221. Students who have acquired a higher education degree and qualification may also participate in programmes (partially) financed through scholarships granted by the Hungarian state, however, for students studying in a training cycle (partially) financed through scholarships granted by the Hungarian state, the number of further (simultaneous) terms (partially) financed through scholarships granted by the Hungarian state are to be subtracted from the total number of terms that may be (partially) financed through scholarships granted by the Hungarian state.

### **Enrolment**

222. The student status is established based on the final decision on admission or transfer through student enrolment on the day when the enrolment statement is verified by the University. The enrolment can be initiated by filling in and signing the enrolment form. During enrolment the student is obligated to enter their personal information necessary for their records and providing information electronically in the study administration system for the University. The student has overall liability for any damages caused to the University due to their failure to provide data, incorrect provision of data or the lack of reporting any changes regarding their information.
223. The student is obligated to present the following documents necessary for the enrolment:
  - a) identity card and address card,
  - b) the enrolment form containing a statement in the case of students financed through full or partial Hungarian state scholarship about their undertaking of the additional conditions of the programme,
  - c) in the case of self-financed students, two copies of the student training agreement, printed,
  - d) the original document verifying the payment of the first instalment, or in case of student loans, the document verifying the conclusion of the student loan agreement,
  - e) the tax identification card or in absence of it, a certificate verifying that the student has applied for a tax identification card,
  - f) the social security card, in case of foreign citizens, the European Health Insurance Card,
  - g) in case of higher educational vocational training programmes or bachelor training programmes, the certificate of the school-leaving examination,
  - h) the language exam certificate if applicable,
  - i) in case of students enrolling in master programmes or PSTP, their degree certificate, if the degree certificate is not in Hungarian or in the language of the programme, an official translation to Hungarian or to the language of the programme must be presented,
  - j) a letter of intent from the company in case the student's studies are financed by their employer.
224. Self-financed students granted admission and the University enter into a student training agreement at enrolment. The agreement specifies the tuition fee for the length of the programme, the services provided for the fee and the conditions for the refunding of the tuition fee.



225. The student granted admission to a programme (partially) financed through a scholarship granted by the Hungarian state makes a statement about undertaking the obligations regarding their programme at enrolment.
226. On the enrolment form, students declare the number of terms financed through full or partial Hungarian state scholarship they have attended.
227. The student of another nationality has an obligation to present the following documents upon enrolment:
  - a) passport, or identity card,
  - b) the documentation on health insurance,
  - c) the documentation certifying previous qualification.

### **Signing in**

228. The student must sign in within the registration period specified by the schedule of the academic year. By signing-in, the student declares that they understand the University regulations pertaining to them. After the sign-in (registration) period the student can modify their status by submitting an electronic request to the Director of Customer Service and Studies and by paying the procedural fee and the service charges.
229. The student may change their status from active to passive or from passive to active in the electronic study administration system once during the sign-in (registration) period.
230. In case of an announcement before the deadline, the tuition fee is paid and the status modification is requested after that, the tuition fee is returned within the normal period (not later than the deadline), in that case the service charges defined in the relevant transaction fee table are debited.
231. In case the self-financed student revokes their sign-in after the late announcement period specified in the schedule of the academic year, the University refunds 90% of the tuition fee to the student after deducting the administration fee. The administration fee is 10% of the semester's tuition fee. No other charge is imposed on the refund.
232. In case of an active status upper-semester student participating in a tuition fee financed programme withdraws their application (announcement) between 16<sup>th</sup> September and 14<sup>th</sup> October or between 16<sup>th</sup> February-14<sup>th</sup> March, 50% of the tuition fee is kept as income of the University.
233. In case of an active upper-semester status student participating in a tuition fee financed programme does not have any registered course or withdraws their status between 16<sup>th</sup> September and 14<sup>th</sup> October or between 16<sup>th</sup> February-14<sup>th</sup> March, 10 % of the tuition fee is kept as income of the University.
234. In case the self-financed student revokes their sign-in after the 15<sup>th</sup> October, or after the 15<sup>th</sup> March, the University does not refund the tuition fee.
235. For students suspending their studies or failing to sign in but whose student status is not terminated as a result, the given semester is to be considered a passive semester.
236. If, following sign-in, the student fails to request the suspension of their studies before deadlines specified in Provision 234, the semester in question is considered to be an active semester and results in obligations according to the commitment of the student in connection with the programme (partially) financed through a scholarship granted by the Hungarian state or the student training agreement whether the academic requirements are fulfilled for the given semester or not. A student pursuing their studies abroad is considered as an active student if they signed in for the given semester.
237. The student is not entitled to sign in if:
  - a) they have an overdue payment obligation towards the University,



- b) they have a debt towards the University regarding books or assets,
- c) they have not fully compensated the University for damages caused to the institution.

238. In the course of the registration period, the student is obligated to report any changes in their recorded personal or other information, furthermore, in their eligibility for health services through the Neptun. If the changes are to be verified by official documents, the student is to report them within 8 working days electronically and present the original document at the Student Information Centre in person. Updates are made in the electronic system after the original documents are presented. Students have overall liability for any damages caused to the University due to their incorrect provision of data or the lack of reporting any changes in their information.
239. The student pursuing their studies in more than one training programme makes a statement about their intention to continue their studies for each training programme during sign-in. The student (partially) financed through a scholarship granted by the Hungarian state is obligated to make the same statement at each training programme.
240. The Director of Customer Service and Studies assembles the list of active students until the 1 November for the autumn semester and until the 1 April for the spring semester and notifies students whose sign-in has been invalidated through the electronic study administration system.

### **Transfer**

241. The student of another higher education institution may apply for transfer to the University if they have pursued their studies at a training programme belonging to the same field of training (including its legal predecessor, i.e. the previous corresponding field of training) and on the same level of education, except for students wishing to transfer from bachelor programmes to higher educational vocational training programmes.
242. The transfer may take place between the end of the preceding term-time until 15 September for the autumn semester or 15 February for the spring semester, respectively. Transfer requests are to be submitted at the Student Information Centre, addressed to the International Admission Office.
243. Depending on available capacity, students may be granted transfer if:
- a) they request transfer to the same field of training,
  - b) their student status has not been terminated due to dismissal or disciplinary exclusion and there are no circumstances leading to such termination at the time of transfer, and
  - c) have obtained at least 30 credits at previous higher education institution.
244. The following documents are to be attached to the transfer request issued by the higher education institution where the student is currently in a student status:
- a) a certificate about the existing student status, not older than 30 days,
  - b) a certified copy of the registry sheet,
  - c) the curriculum or the list of subjects and the certified description of completed subjects (subject syllabus) of the given degree programme from the institution the student is transferring from.
245. To provide ground for the decisions about the need for any equivalency examination, consent must be requested from the CTC. The obligation to pass the required differential examinations shall be stated in the acceptance decision.
246. The transfer decision must include the information about the education period, the study programme, the specialization, the work schedule, the year and the form of funding the student can start or continue their studies.



247. During the transfer procedure the student must have a continuous legal status until the enrolment after the transfer decision has been made, otherwise the University is entitled to revoke the transfer decision.
248. A person admitted to the University is entitled to enrol once the decision on the transfer become final and have a student status. After the enrolment of the admitted student, the University sends its decision on admission and the date of enrolment following the decision on admission to the dismissing higher education institution and the student, and the Director of Customer Service and Studies requests the personal files of students granted transfer from the institution students attended formerly.

### **The Student Card**

249. Persons entitled to a student card:
- a) students having a student status at the University,
  - b) foreign students participating in partial training at the University based on an intergovernmental treaty or other education cooperation agreement.
250. If the student's
- a) student status is terminated in the autumn semester, the student is entitled to a student card until the 31 March following the termination,
  - b) student status is terminated in the spring semester, the student is entitled to a student card until the 31 October following the termination.
251. The Directorate of Customer Service and Studies validates the student cards each semester.
252. Until the student's student card is issued, furthermore, for students of a foreign nationality who have a scholarship shorter than twelve months to study at the University, the University issues a certificate.
253. A lost, stolen or damaged student card may be replaced upon an electronic request by the student at the Directorate of Customer Service and Studies which provides the student with a temporary student card, a new student card or a new sticker after the payment of the procedural fees and service charges to the University.
254. During the suspension of a student's student status – except for the period between the termination of the student status and the expiration date of the card –, the University does not issue or validate student cards.
255. The student identity card must be handed over at the Student Information Centre after its expiry date of 31 October or 31 March when the student finishes their studies, when their student status terminates or when they are transferred to another higher education institution.

### **Establishment of the Guest Student Status by a Person not in a Student Status at the University**

256. The student of another higher education institution may pursue partial studies related to their studies at the original institution at the University as guest students.
257. The request must include the following:
- a) the identification and contact information (postal address, email address, telephone number) of the student requesting to be accepted as a guest student,
  - b) a guest student schedule accepted by the University and the home institution,
  - c) the student's statement declaring that they would pay the credit fee for the subjects they have registered for to the University within five days of the acceptance of the guest student status.
258. The request for establishing a guest student status must be submitted addressed to the Director of Customer Service and Studies until the last day of the course registration period.



259. The student is responsible for the reimbursement of the costs of the course. In the case of visiting students under an interinstitutional agreement, the reimbursement of costs is provided for in the interinstitutional agreement.
260. The guest student status is established on the day when the student enrolls in the University. In the course of enrolment, the Directorate of Customer Service and Studies opens a registry sheet for the guest student. During the period of a guest student status, the student is registered in the electronic study administration system and during their studies at the University, the University regulations shall apply *mutatis mutandis*.
261. Based on the permission for guest studies, the Directorate of Customer Service and Studies registers the permitted courses for the guest student after the University's own students have finished their registrations for courses.
262. The Transcript of Records or a participation certificate with the results of the guest student status and with the same entries as in the electronic course record book is issued by the Directorate of Customer Service and Studies within ten days of the termination of the guest student status.

#### **Simultaneous Student Status**

263. The student may establish a simultaneous student status at another domestic or foreign higher education institution without a notification obligation.
264. Students who have acquired a higher education degree or qualification may also participate in programmes funded fully or partially through Hungarian state scholarships, however, for students studying in a training cycle funded fully or partially through Hungarian state scholarships, the number of further simultaneous semesters funded fully or partially through Hungarian state scholarships are to be subtracted from the total number of semesters that may be funded fully or partially through Hungarian state scholarships.
265. For the student pursuing their studies in a simultaneous programme or who acquires more than one degree, the time period for the fulfilment of the obligation regarding the reimbursement of the full or partial Hungarian state scholarship specified by NHE, Section 48/A Points *b)–d)* begins at the time when the first degree was acquired, and the obligation must be fulfilled for each programme.

#### **Supplementary Studies**

266. An applicant may be admitted to supplementary studies if they hold a bachelor's or master's degree and qualification, furthermore, if they fulfil the requirements published on the University website.
267. The student status is established by the enrolment without a separate admission procedure. The rights and obligations resulting from such student status are the same for such students unless otherwise provided in these Regulations.
268. Based on its educational programme the University may establish a self-financed student status with a person participating in supplementary studies who is not in a student status at the University once for the maximum of two terms considering the maximum number of students at the University.
269. After the completion of the supplementary studies, the University issues a certificate listing the acquired knowledge and the credits earned. The knowledge acquired may be recognized as the fulfilment of higher education requirements.





270. Within the framework of a student status for supplementary studies, students are not entitled to pursue studies towards a further qualification, to request transfer, to establish further simultaneous student or guest student statuses, to suspend their student status, to request reclassification to a programme funded by full or partial Hungarian state scholarships and to utilize financing periods.
271. The Dean of the faculty concerned decides on the organization of supplementary studies, admission requirements, permissions for further studies in such programmes and on the simultaneous establishment of student statuses.
272. The length of the student status in the course of supplementary studies must be counted towards the duration of the benefits, allowances and services a student is entitled to according to the applicable law.
273. The application to supplementary studies are to be submitted at the Student Information Centre four weeks prior to the beginning of terms at the latest. The application must include the type of studies to be pursued by the applicant, and the documents certifying the fulfilment of the prescribed requirements must be attached. The Dean of the faculty affected decides on the applications during the first week of the semester.
274. During the supplementary studies, the participant is in a self-financed student status. The Dean passes a decision about the range of educational programmes from which the applicant may select subjects, specifies the amount of the tuition fee and specifies the work schedule of the programme.
275. The applicant must enroll at the Student Information Centre after the receipt of the decision until the end of the first week of the semester. After enrolment, the University opens a registry sheet for the student with an entry about their participation in supplementary studies. Courses are registered for such students by the Directorate of Customer Service and Studies in the electronic study administration system.
276. In the second term of the supplementary studies, the student wishing to continue their studies must sign in at the Directorate of Customer Service and Studies until the third week of the semester.

### **Suspension of the Student Status**

277. In case the student declares that they do not wish to fulfil their academic requirements in the next study period or if they fail to sign in for the next study period, the semester in question becomes a passive semester.
278. The student status is suspended for the student if the student:
  - a) is prohibited to pursue their studies for a definite period of time as a disciplinary penalty,
  - b) upon the request of the student, following the announcement period, for the given training programme in case the student cannot fulfil the requirements of their student status through no fault of their own, as a result of childbirth, accident, illness or other unexpected causes and who has submitted an electronic request to the Director of Customer Service and Studies,
  - c) if the student has been granted to suspend their studies for a longer period than two consecutive terms,
  - d) is fulfilling their voluntary reserve military duties,
  - e) in case the student requests this before fulfilling the first semester.
279. Students may suspend their student status more than once, but the suspension period cannot exceed two consecutive terms at one time.
280. The student's student status will not be terminated after two consecutive passive semesters if they declare that they are unable to fulfil their study obligations due to childbirth, accident, illness, or other unexpected reasons through no fault of his or her own. In the electronic request



submitted to the Director of Customer Service and Studies, the student must give a statement about the expected length of time of the suspension.

281. The student who declares the suspension of their student status or declares the current semester as passive at the sign-in, or the enrolment but despite want to continue their studies more than once during the registration period or after the registration period, should request it in writing and pay the procedural fees and service charges with the deadline of the 14 October for the autumn semester and the 14 March for the spring semester.
282. If the student does not request the suspension of their studies until deadline specified in Provision 285 and have registered for at least one subject in the electronic study administration system, the given semester is considered an active semester even if the student does not participate in any classes and does not fulfil the academic requirements of any curricula.
283. If the student does not request the suspension of their studies until the 5 October for the autumn semester and the 5 March for the spring semester and has not registered for any subjects, the Director of Customer Service and Studies invalidates their sign-in until the 14 October for the autumn semester or the 14 March for the spring semester and notifies them through the electronic study administration system. The Director of Customer Service and Studies also informs these students about the fact that the University refunds 90% of the tuition fee paid in the given semester.
284. The student does not have payment obligations for tuition fees in passive semesters, except for the proportional fee due to partial participation in programmes.
285. The Directorate of Customer Service and Studies sends a written notice to the student who has suspended their studies for two consecutive semesters during the second such semester within 21 days after the 15 October in autumn semesters, after the 15 March in spring semesters specifying the legal consequences of their omission to sign in for the semester following the suspended semesters.
286. During a passive semester, the student may use the electronic study administration system and the CooSpace system, but isn't entitled to register for courses, participate in examinations or final examinations, furthermore, to benefits according to the Fees and Allowances Regulations nor can they validate their student card.
287. The student who has been prohibited from the pursuit of their studies for a definite period of time as a disciplinary penalty must sign in to continue their studies in the registration period following the end of their penalty without a further notice.
288. The University terminates the student status of the student who does not sign in after a suspension for two consecutive semesters and does not have a permission for a further passive semester due to childbirth, accident, illness, or other unexpected causes. The termination of the student's status does not result in the cancellation of debts to the University.

#### **Establishing a Guest Student Status by a Student of the University**

289. The student may establish a guest student status at another higher education institution to pursue partial studies related to their studies. The request to establish a guest student status at another higher education institution must be submitted to the Credit Transfer Committee.
290. The request must include the following:
  - a) a guest student schedule accepted by the University and the receiving institution including the syllabuses of the subjects affected,
  - b) a statement of the acceptance of the student by the receiving institution,
  - c) a statement of the affected educational unit of the receiving institution about the permission for the student to attend practical classes and take examinations,



- d) in case of requests for exemption or partial exemption from attending classes, the statement of the head of the affected institute about the conditions of taking examinations.
291. The University may deny its consent if the credit points earned within the framework of a guest student status cannot be recognized as fulfilment of the student's academic requirements.
292. Credit points earned by the student at other higher education institutions in a guest student status may be recognized according to the rules for credit transfer if certified by the receiving institution.
293. The student may report subjects accomplished and credit points earned to the Director of Customer Service and Studies at the latest on the last day of the term of the guest student status. The student must attach the certificates about the accomplishment of the subjects from the receiving institutions. The guest student status does not entitle students to register for a new training programme or acquire a degree.
294. In case of a student conducting partial studies at a higher education institution abroad, according to a study agreement or the provisions of the programme, the credit points that can be earned by accomplishing the courses. The credit points are fully recognized towards the student's academic requirements provided that the study agreement entered into before the foreign studies specifies the credit value to be earned. The evaluation of the equivalence of credits is done before the start of the partial studies or before the finalisation of the study agreement concerning them.
295. Partial training in a foreign country is a special case of the guest student status, in which the student pursues their studies and takes their examinations at a foreign higher education institution. The credit points earned at a foreign higher education institution by the student participating in partial training in a foreign country are recognized by the University pursuant to the rules of credit recognition.
296. Should there be a separate inter-institutional agreement regulating the subjects accomplished at the receiving institution, the permission of the Director of Customer Service and Studies is not necessary. Examinations taken in such a guest student status are considered as if they had been taken at the University.
297. The University does not repay the expenses of the partial studies conducted by the student at other higher education institutions, except for cases regulated by inter-institutional agreements.

#### **Termination of Student Status**

298. The student status is terminated:
- a) for the student who has been transferred to another higher education institution, on the day of the transfer,
  - b) if the student declares the termination of their student status in writing, on the day of such declaration,
  - c) if the student is not entitled to continue their studies in programmes funded fully or partially through Hungarian state scholarships and they do not wish to continue with a fee-payment obligation,
  - d) on the last day of the first final examination period following the current training cycle for the training programme, and on the last day of the last study period for postgraduate specialist training programme and higher educational vocational training programme,
  - e) for the student participating in higher educational vocational training programmes whose state of health does not allow them to continue their programme if the University does not provide another equivalent higher educational vocational training programme or if the student does not wish to continue their studies or there are no adequate conditions to continue their studies, on the day the decision on termination becomes final,



- f) if, due to overdue payment obligations, the Director of Customer Service and Studies acting within the scope of authority delegated by the Rector terminates student's student status following the student's failure to respond to the payment notices sent to them and the evaluation of their social circumstances, on the day the decision on termination becomes final,
  - g) on the day the decision on exclusion for disciplinary reasons becomes final,
  - h) if any condition prescribed by the NHE for the establishment of student status ceases to be fulfilled, on the day the decision on termination becomes final,
  - i) if the student participating in programmes funded fully or partially through Hungarian state scholarships revokes their statement about undertaking the conditions of such programmes and does not wish to participate in the programme as a self-financed student.
299. The student status is terminated on the last day of the first final examination period for students who have acquired a final certificate for the current training cycle if they do not attend another training programme at the University and if they are not granted admission to a degree programme of another training cycle at the University.
300. The student status is terminated in case international student requests this in writing because of their visa rejection. In case of visa rejection the paid tuition fee for the semester involved in the rejection is refunded, except for the admission procedure fee, the credit-proportion tuition fee suggested by the recommended curriculum for the semester, administration fee covering the bank transfer fees, and the optional visa administration fee. The calculation of the credit-proportion tuition fee: tuition fee and 30 credits quotient multiplied by the number of gained credits, and this cannot exceed the rate of the paid tuition fee.
301. The University may unilaterally terminate the student status of the student who:
- a) does not make progress in their studies in accordance with their academic obligations prescribed in these Regulations and in the curriculum,
  - b) does not sign in for three consecutive semesters provided that they do not have a permission allowing further passive terms due to special circumstances,
  - c) does not start their studies after two consecutive passive semesters following the suspension of their student status,
  - d) provided in every case that the students in question were called upon at least once in writing to fulfil their obligations until the deadline specified and were informed of the legal consequences, should they omit to do so.
302. The student status is terminated by the dismissal at the given training programme due to academic reasons on the date when the termination decision of first instance becomes final in case students fail to comply with the following academic obligations related to making progress in their studies in accordance with the provisions of these Regulations and the curriculum:
- a) the student at a bachelor's training programme fails to gain at least 60 credit points in the first four completed active semesters,
  - b) the student at a higher educational vocational training programmes, master's programmes or PSTP fails to gain at least 30 credit points in the first two completed active semesters,
  - c) the student of a master's training programme fails to gain the missing credit points specified as admission conditions in the credit recognition decision or in the programme completion and exit requirements during the first two terms of their programme,
  - d) for the student attending a preparatory programme, after two semesters; provided in every case that the student in question has been called upon at least once in writing to fulfil their obligations until the specified deadline and has been informed of the legal consequences, should they omit to do so.
303. -



304. In case the student pursues their studies at the University in more than one training programme, the student status does not terminate but studies cannot be continued in the given training programme.
305. In case the student who has been dismissed for academic reasons but who has been granted admission to the same training programme (including higher educational vocational training programmes) at the same institution again, any academic requirements accomplished during the former studies must be recognized in the course of a credit transfer procedure.
306. The Director of Customer Service and Studies notifies students of the termination of their student status in writing in all cases.
307. In case of an active status student participating in a tuition fee financed programme requests the termination of their student status beyond the normal announcement period specified in the Academic year until 15<sup>th</sup> September in the autumn semester, and until 15<sup>th</sup> February in the spring semester, 90% of the tuition fee is returned to the student and 10% of the tuition fee is kept as income of the University.
308. In case of an active status student participating in a tuition fee financed programme requests the termination of their student status between 16<sup>th</sup> September and 14<sup>th</sup> October or between 16<sup>th</sup> February-14<sup>th</sup> March, 50% of the tuition fee is kept as income of the University.
309. In case of an active status student participating in a tuition fee financed programme requests the termination of their student status after 15<sup>th</sup> October in the autumn semester, or after 15<sup>th</sup> March in the spring semester, the tuition fee is not returned to the student by the University.
310. The University may settle the student's overdue debt within the limits of the amount on the collective account after the termination of the student's student status. The University refunds the amount on the collective account if the student has no overdue debt to the University.

#### **Data to be Recoded to the Neptun, the Mandatory Content of the Registry Sheet Extract**

311. At the University the registry sheet extract printed from the electronic study administration system, certified by the colleague of the Directorate of Customer Service and Studies is to be used.
312. Once the study period has been closed, the number of credits committed to and earned by the student, the credit index, and the grade point average must be recorded in the electronic study administration system at the latest within 30 days following the start of the term-time following the closed semester.
313. The office managing the electronic study administration system has no authorization to modify the electronic course record book. However, the office managing the electronic study administration system may create database level entries in the electronic course record book upon a well-founded written request by the Dean of the faculty affected. This fact must be recorded, and a certified copy must be created of the state before the change. In addition, the student or group of students must be provided appropriate notice.
314. The grades must be recorded in the Neptun.
315. The examination paper itself serves the purpose of retrospective verification of the grades given based on a written examination. This must contain the evaluation, as well as the name and signature of the person performing the evaluation. Written tests must be archived after half a year.
316. In the case of oral assessment, students are provided notice regarding the result within 2 working days after the examination is performed, and in the case of written examination, within 5 working days of publication in the Neptun.
317. In the last week of the examination period and in the retake examination period, an evaluation time must be applied that allows the student to register for the retake examination or to record



grades before the end of the semester and in case of students applying for the Final exam, gaining the final certificate in good time.

318. The student may object to the data within the records pertaining to the evaluation by means of an online request at the Director of Customer Service and Studies within 5 days after the completion of the examination period, which the Director must evaluate within 8 working days. Expiration of the deadline above leads to forfeit of rights.
319. The evaluation objected to must be corrected once the justification of the objection has been verified. If the Head of the institute or department finds the objection to be justified, they must correct the mistake within their own scope of authority and provide notice of this to the student through the Neptun. If the student does not agree with the decision, they may appeal against it at the Student Legal Remedy Committee within 15 days after receipt of the decision.
320. Decisions related to the student's student status, and the student's study and examination matters must be registered in the electronic study administration system.

#### **Regulations on the Handing Out of the Registry Sheet Extract**

321. Upon the student's request, the Directorate of Customer Service and Studies issues a free extract of the student's registry sheet on one occasion each semester at any time following the 30<sup>th</sup> day after the last day of the examination period. Students requesting that the extract be handed out repeatedly during the semester must pay the procedural fees and service charges.
322. If the student continues their studies by transferring to another higher education institution, the University registers the date of termination of the student status in the electronic study administration system on the basis of the transfer decision sent to the University by the host higher education institution and within 15 days after the termination of the student relationship, the University issue a paper-based certified registry sheet extract.
323. The Directorate of Customer Service and Studies issues the registry sheet extract ex officio, in case the student finished their studies without a final certificate and spent at least one semester at the University as an active student.
324. The Directorate of Customer Service and Studies issues the registry sheet extract upon the request of the student if:
  - a) they acquired a final certificate, but finished their studies without receiving a diploma,
  - b) they acquired a certificate in a postgraduate specialist training programme, and
  - c) they have paid the special procedural fees and service charges.
325. The certified registry sheet extract is to be issued within 30 days following the last day of the examination period of the given semester.

### **D. ACADEMIC OBLIGATIONS**

#### **Regulations on Participation in Classes**

326. The University provides education to students by conducting classes. A class may be a lecture, a consultation, a practical class, a training, a workshop or compulsory internship. Lectures are public.
327. Classes may be merged and the breaks between classes may be reorganized after students have been properly notified.
328. The students may be denied grades or qualifications for a given subject by reason of absence if they have been absent from classes to an extent exceeding the proportion specified upon announcement the given subject. In this case, the student is obligated to a repeated registration for the subject.



329. Students are obliged to participate in classes. Class instructors must check students' attendance in the electronic study administration system or by attendance sheets printed from the electronic study administration system. Instructors may permit attendance to classes only for students registered for the class in the electronic study administration system except for lectures.
330. In case of BCT majors the maximum rate of absences of lectures is not specified, but in academic obligations the knowledge and materials presented there are also tested.
331. In case of FACI majors the participation in theoretical lectures is obligatory. The class instructors are obliged to record the participation in the compulsory classes until the first working day of the next week in the electronic study administration system. The permitted rate of absences for the student in lecture-type classes in the full-time and part-time (correspondence) education in each subject in a semester is as follows:

In case of full-time education		In case of part-time (correspondence) education	
Weekly lessons	Permitted absence	Lectures total lessons per semester	Permitted Absence (FACI)
2 lessons	6 lessons	8 lessons	4 lessons
4 lessons	12 lessons	16 lessons	8 lessons

332. The rate of absences for the student in practical classes in the full-time and part-time (correspondence) education is permitted in each subject in a semester as follows:

In case of full-time education		In case of part-time (correspondence) education	
Weekly lessons	Permitted absence	Practical classes total lessons per semester	Permitted absence (FACI and BCT)
2 lessons	6 lessons (3 occasions)	Subject of 8 lessons	3 lessons
2 * 2 lessons	8 lessons (4 occasions)	Subject of 10 lessons	4 lessons
4 lessons	12 lessons (3 occasions)	Subject of 16 lessons	5 lessons
6 lessons	12 lessons (2 occasions)	Subject of 20 lessons	8 lessons (in a language course 6 lessons)
20 lessons	30 lessons	Subject of 24 lessons	8 lessons
		Subject of 40 lessons	12 lessons

333. In case of PSTP, students must participate in at least 50% of the classes for each subject announced. In case of absence exceeding 50%, the instructor shall decide if they can provide students with the opportunity of rectification.
334. In case the student has more absences than permitted based on the attendance sheet recorded by the instructor in Neptun, the student is able to take an exam of the given subject or not allowed to gain an offered grade.



335. Students absent from trainings or workshops are not allowed to fulfil the requirements of said trainings or workshops, students cannot receive a signature and the provisions for the repeat registration for subjects are to be applied.
336. Students may switch language practical classes based on their language level until the second week of the educational period of the semester, in a correspondence training programme when the course starts later until the second week, provided they were granted permission by the instructor of the practical class and the Head of the institute.
337. The syllabus of lectures may condition the completion of lectures to attendance at University events.
338. Students or other persons interested in the course must not disturb classes by entering after the beginning of classes or other inappropriate behaviour. In case of leaving sooner than ten minutes before the class, that is also treated as arriving late. Students who are late more than ten minutes from classes may be denied the certification of participation by instructors.
339. The student who violates generally accepted social norms may be expelled from classes; such occasions will be considered absence.
340. The publicity of classes may be restricted or prohibited by the Dean or the Head of PTC in advance, and by the instructor during classes.
341. The student may make sound or image recordings only after gaining the prior permission of the instructor of the given subject.
342. Educational materials published by the University through the internet are the property of the University and can be used solely to facilitate students' academic performance. Students using such content in contrary to present Regulations will face disciplinary procedures.
343. The instructor, the Head of institute or department and the Director of the Postgraduate Training Centre are responsible for the implementation of classes. If classes are cancelled due to the instructor's fault, and student representatives request it, they need to be held.
344. If it does not result in scheduling conflicts, classes may be conducted at different times and sites than those specified in study schedules. Such arrangements must be based on an agreement between instructors and students and must be approved by the relevant Head of the institute or department and it must be announced on Coospace until the day before the lesson the latest, involving the relevant Coordinator.
345. The affected Head of institute or department is responsible for adherence to study schedules. The final study schedules must be published for students before the beginning of the education.

#### **Preferential Study Schedule**

346. Upon the student's requests, the Director of Customer Service and Studies may permit a preferential study schedule resulting in full or partial exemption from participation in compulsory classes. The system of pre-requisites and the provisions for the simultaneous registration for curricular units also apply to those with preferential study schedules.
347. A preferential study schedule may be granted to the student:
  - a) who participates in educational activities related to their studies at the University or in academic competitions,
  - b) who carries out proven scientific or organizational activities for the University except for the activities done for or representing the Student Union,
  - c) who pursues outstanding social, art or sports activities,
  - d) who certifies the participation in internship,





- e) who cares for a close relative because of their serious illness,
  - f) who suffers from a permanent illness that prevents their mobility,
  - g) who is affected by extraordinary circumstances justifying a preferential study schedule,
  - h) who is affected by a change in their social or medical conditions that could not be foreseen at the time of the beginning of the studies,
  - i) who pursues their studies at a higher education institution abroad as partial studies,
  - j) who pursues simultaneous studies at the University or at another higher education institution.
348. The request for a preferential study schedule must be submitted by the student until the last day of the course registration period except when events specified by Provision 347(b)-j) of these Regulations occur after the course registration period. The student must attach the document(s) not older than three months certifying the reason(s) in their requests and – in case of art and art mediation training programmes – the prior support of the Programme Head or the Head of the department responsible for the given subject.
349. If the document(s) certifying the reasons in student requests are missing, the Director of Customer Service and Studies will call upon the applicant to provide the missing document(s). The deadline for the submission of missing document(s) is 3 working days following notification.
350. The Director of Customer Service and Studies passes its decision within 8 working days of the submission of the request. Until the decision is passed, the student is obligated to participate in compulsory classes. The procedural fees and service charges for the request for a preferential study schedule are levied on submitting the request electronically.
351. Permissions issued for preferential study schedules are valid for only one semester. The student with a preferential study schedule must fulfil all academic requirements.
352. Within the framework of the preferential study schedule, the student is exempted from participating in the compulsory classes. The method of examination is determined by the instructor. 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 agree on the completion of the subject by the end of the 4<sup>th</sup> week of the study period, the instructor shall not be required to define a task.
353. The student with a preferential study schedule is obliged to consult with the instructor of the practical subject in an agreed time and manner, in person or online.
354. The student with a preferential study schedule cannot complete trainings, workshops, language courses, as the participation is obligatory in such courses. In case a student registers such a course, they take on the relevant obligations to complete the subject.
355. The preferential study schedule may be modified upon the student's request. A permission for preferential study schedule cannot be made retrospectively and shall only be applied to the current semester.
356. Exemption from class attendance obligations does not mean exemption from the completion of other academic or assessment requirements. If the student is granted permission for a preferential study schedule, they must consult the instructor at the beginning of the semester, furthermore, have the obligation to follow the Coospace system regarding the courses and complete the tasks therein. The student must attend the examinations at the times indicated in the syllabus, which may not be held at other times, unless the syllabus provides the possibility of substitution.



### **Leniency**

357. The student is entitled to turn to the Rector once, to the Dean three times for leniency during the allowed length of studies. Turning to the Rector for leniency is only possible after the student had already exhausted the number leniency opportunities provided by the Dean.
358. Leniency may be granted if the student fails to meet an academic or examination requirement:
- provided that they have already taken full advantage of the possibilities laid down in these Regulations,
  - or they have not done so for reasons through no fault of their own – due to an illness, accident, childbirth or other unavertable reasons –, and can verify this fact.
359. No leniency may be granted regarding:
- the admission procedure,
  - decisions resulting in the termination of the student status,
  - the evaluation of outstanding student payments,
  - the evaluation relating to the fulfilment of academic requirements except when students – depending on their legal status – were unable to complete an internship or criterion requirement through no fault of their own and request an opportunity to rectify it,
  - exemption from obligations under the programme TOR or the qualification requirements,
  - cases affected by a previous leniency request.
360. The leniency request must be submitted in writing within 8 days of the final deadline of the completion of the requirement, addressed to the Rector, or Dean.
361. The Rector or Dean passes the decision within 21 days of the submission of request. The preference granted by leniency is to be recorded in the study administration system. In the leniency resolution, the conditions of the rectification by the student must be specified and a reference must be included to the fact that in the future no preference can be granted to the particular student on the grounds of leniency.

### **The Assessment and Evaluation System of the Student's Knowledge**

362. The evaluation methods to be applied are prescribed in the curriculum, the detailed rules of the evaluation are contained by the subject description.
363. The evaluation of the student must not be differentiated considering the student status, the form of funding of the training programme and the fact that they are guest students.
364. The instructor evaluates the student's performance during the term-time and the examination period, and this grade is recorded in Neptun.
365. The student's performance may be evaluated as described in the following:
- using a five-grade scale: excellent (5), good (4), satisfactory (3), pass (2), fail (1),
  - using a three-grade scale: excellent (5), satisfactory (3), fail (1),
  - using a two-grade scale: satisfactory (5), fail (1).
366. The student does not acquire credit points in case the subject is evaluated as failed (1) or whose performance cannot be evaluated or the absence rate is over the allowed limit of the given subject.
367. Knowledge acquired in the course of lectures is evaluated in the examination period. Subject syllabi may prescribe further conditions but cannot diverge from the evaluation methods prescribed by these Regulations.
368. Assessment methods for lectures may be:
- examination,
  - a mid-term report.



369. In the case of subjects ending in an examination, the instructor of the subject may give the student a grade offered on the basis of the performance of the educational period and/or the mid-year report. In the case of combined lecture and practical courses, the possibility of the offered grade as an examination grade can be used only if the student's score regarding the practical course is at least 25 points. In the case of PSTP, the examination grade can also be obtained with a mid-year report as an offered grade, if this fact is included in the subject description.
370. During examinations the instructor must evaluate the level of student's acquisition of the study material and determine the student's ability to acquire further study materials built upon the study material in question.
371. The knowledge acquired in the course of practical classes is assessed in the term-time by practical grades. Practical grades evaluate the practical work done by the student in the course of the whole term and qualify the level on which students can put their theoretical knowledge into practice. Students must fulfil the requirements of practical classes during term-time. The assessment method for practical classes is a mid-term report. Mid-term reports may be especially presentations, essays, translations, project work. Practical grades are awarded on a five-grade scale.
372. The instructor conducting practical classes must register the practical grades or the accumulated score in the electronic study administration system within 5 working days of the last practical class.
373. In FACI majors the evaluation of practical subjects is done in compliance with the periods defined in the Academic year, but until the fourth week of the exam period the latest. The evaluation period of practical subjects and the particular date of evaluation is published before registering for the exams by the Programme Head in Coospace. The evaluation is public. The grades gained during the evaluation must be recorded in the electronic educational system within five working days after the evaluation.
374. In professional training programs the requirements of practical subjects' completion are defined by the Programme Heads, and their evaluation is completed until the fourth week of the exam period.
375. Classroom tests – written assessments of the whole or a part of the study material defined in the subject programme (syllabus) – may only be done at the time defined in the schedule for the given subject.
376. Instructors must specify in the subject syllabus the number of classroom tests and the opportunities for making up for tests missed or failed tests. The student who must make up for more than one classroom test has only one opportunity to make up for them even if the instructor scheduled more than one classroom test. Making up for classroom tests can only be done during term-time. Part-time students may take make-up classroom tests during the first week of the examination period.
377. According to the rules regulating the inspection of written examinations, instructors must provide an opportunity to students to inspect their classroom tests in the current study period.
378. In case of a language class, on the first two working days of the exam period the instructor may offer an opportunity for grade improvement in speaking.
379. The syllabus of the subject contains the detailed conditions of the assessment and the offered grade. The student refusing the offered grade shall participate in the examination according to the general rules of examination.
380. Violation of copyrights in written pieces of work may result in a failed grade (1) and a disciplinary procedure.



### **Assessment Methods for a Combined Lecture and Practical Course**

381. Students get examination grades after the completion of the examination in case of lectures and practical courses to be completed together.
382. The examination grades are defined based on the sum of up to 50 points for the evaluation of the work at the practical class and up to 50 points earned at the examination.
383. Only students who have earned at least 25 points for the practical class can be allowed to take the examination. For students who do not meet this requirement, the subject is considered not completed. In case of a compulsory subject, they must register for it again if they have failed.
384. If the examination score is less than 25 points, the examination grade is “fail” and the provisions of the assessment and evaluation system of the student’s knowledge are to be applied to improve the grade and fulfil the subject requirements.
385. The assessment forms in the English Preparatory courses are detailed in the syllabus.
386. Upon repeated registration for a subject, the practical points previously earned are lost and cannot be counted towards the evaluation of the repeated subject.

### **Non-Infringement Regarding the Student’s Coursework**

387. The student must only use the work of others in their work aimed at completing programme requirements, especially in coursework essays, essays for the academic year (hereinafter referred to as coursework), and theses (hereinafter referred to as coursework and thesis, together as student’s work), if they comply with copyright laws.
388. The student must reference the sources used if they:
  - a) quote a part of the written or oral communication of another person verbatim, however brief it may be,
  - b) sum up, paraphrase a part of the written or oral communication of another person in their own words,
  - c) present or introduce the thoughts, opinions, theories, models of another person,
  - d) use the thoughts, opinions, theories, models of another person when structuring their own work,
  - e) use statistical data, figures or illustrations assembled by another person.
389. Referenced sources in the student’s work must be denoted so that student’s own thoughts may be easily distinguished from the sources referenced and used.
390. The function of referencing in the student’s work – besides acknowledging the ownership of the thoughts – is to make the correspondence of trains of thoughts to academic literature clear to enable any readers to access or read the sources upon which the ideas of a coursework are founded.
391. The student does not commit plagiarism in case of using a work within the framework of the student’s work as fair use and quoting a part of such work in an extent adequate to the character and the purpose of the coursework and true to the original, together with referencing the source and the author.
392. The University checks the coursework using the Ouriginal (Urkund) plagiarism detection tool. Stating plagiarism is the duty of the instructor correcting the student’s work, and this fact is notified to the Head of Institute. In case of plagiarism is found, the instructor notifies the student via Coospace within eight working days.
393. If plagiarism is proven and established, the evaluation of the coursework is “fail (1)” or marked as ‘cannot be evaluated’ which result cannot be improved in the current term.



394. After committing plagiarism during an examination, improving such evaluation can only take place if students register for the same subject once again. The instructor executing the evaluation notifies the Directorate of Customer Service and Studies about the fact of plagiarism to limit the repeated registration for an exam.
395. In case of severe or repeated plagiarism or plagiarism of a large extent in coursework, the Head of institute may recommend that the Dean of the Faculty concerned order a disciplinary procedure at the Secretary General.
396. Further regulations of plagiarism in connection with thesis can be found in Appendix 2.

### **The Determination of Examination Dates**

397. The University must publish the dates, the maximum number of students per examination date, the names of the examiners, the period and methods for registering for each examination through the electronic study administration system at least three weeks before the end of the term-time.
398. Examination dates must be determined so that students can take the examinations evenly distributed in time. In case of a combined lecture and practical course, examination dates may be determined on condition that the practical scores or grades have been recorded in the electronic study administration system.
399. The duration of an oral examination on one exam date cannot exceed 6 hours, and up to 30 students per instructor may be scheduled to take the same examination in one day. Examination times may be set for the morning (from 8 a.m.) or for the afternoon (from 1 p.m.).
400. For subjects with the number of students exceeding 40, at least three examination dates and one retake examination date must be provided. For subjects with the number of students under 40, at least two examination dates and one retake examination date must be provided.
401. Examiners must provide examination dates during the examination period by providing a number of examination places of at least 125% of the number of students registered for the given subject. For subjects with a number of participants over 500, examiners must provide a number of examination places of at least 135% of the number of students registered for the given subject.
402. When determining the number of students for examination dates, the number of students possibly retaking the examination must be taken into account. On examination days, the University must provide opportunity for students to retake the examination in addition to the number of students taking it for the first time.
403. In case of part-time students, the examination dates must be determined so that at least one of the examination dates and the retake examination date falls on a Saturday, or if teaching is conducted on Fridays as well, on a Friday. In case of examination dates set for weekdays, the start of part-time students' examinations cannot be earlier than 15:50.
404. Three weeks prior to the start of the examination period, students must be notified of the examination dates and the identity of instructors conducting the examinations through the electronic study administration system.

### **Registration for Examinations**

405. The student must register for one of the examination dates for each of the subjects – except for the combined lecture and practical courses – in the examination registration period or in the regular examination period. In case of the combined lecture and practical courses, registration for examinations is only possible upon completion and entry of the result of the practical class. Expiration of the deadline for examination registration leads to loss of rights.



406. No first exam can be taken during the grade improvement examination period. Exceptions may be made in exceptional and duly justified cases, subject to the approval of the Director of Customer Service and Studies. Students participating in a mobility programme are not under the effect of this clause.
407. For the student who does not register for an exam for a subject through a fault of their own during the examination registration period or the examination period, the subject will be considered “did not complete”. Thereafter, the student must register for the given subject again if they have registered for it as a compulsory subject.
408. The registration for examinations starts on the third week before the examination period through the electronic study administration system – except for the combined lecture and practical courses.
409. The student cannot register for examinations as long as they have financial or other debts to the University or have not been granted a deferral of payment or the fulfilment of obligations by the University.
410. Registering for and deregistering from examinations may be done until 24 hours before the examination.
411. There is no opportunity to cancel the TOEIC language exam. The TOEIC language exam subject is held only once, there is no opportunity to have a retake examination in the given exam period.
412. The student may register for another examination date during the regular examination period, provided that they have fulfilled their payment obligation for the missed examination.

### **Missed Examinations**

413. The student may be exempt from the payment for the missed examination if they can verify that their absence was justified within 5 working days of the examination date in an electronically submitted request.
414. In case of a missed examination, the instructor cannot be obligated to provide another examination date or to increase the number of students allowed to attend the examination. The student who – following a missed an examination – cannot register for another examination date by the fifth week of the examination period because of the limitation of examination places, must register for the given course again if they have originally registered for it as a compulsory subject.
415. The examination opportunities provided by the University are reduced by one for a student who misses an examination, however, missed examinations do not count towards the number of their retake examination opportunities.

### **The Order of the Examinations**

416. Examinations, including final examinations and the defence of theses (graduation projects), are public. Publicity may be limited or excluded if justified – among other reasons due to the data included in the study material. The decision is in the scope of authority of the Head of the institute or department responsible for the teaching of the given subject.
417. The instructor is obligated to check the identity of participants at the examinations. Persons who cannot verify their identities with an official document with photo, cannot take the examination
418. Oral examinations are considered as started after the examination questions are made known (by handing over the question) to the examinee, in case of written exams when the exam



sheets are handed over. After an examination has started, the student's performance must be evaluated by grading.

419. The instructor conducting the examination may suspend the examination of students who disturb the start of the examination and who will not discontinue such behaviour after being ordered to do so by the instructor conducting the examination, and the instructor may initiate disciplinary procedures against said students. Such examination is considered as a missed examination.
420. If the student does not indicate their name and Neptun code on the examination papers, the examination is considered as a missed one.
421. The instructor is entitled to suspend a student's examination and evaluate it as "fail" if they observe the use of unpermitted devices or the cooperation of another person. In such cases, instructors are entitled to initiate a disciplinary procedure.
422. At oral examinations, examinees must be provided the necessary preparation time of at least 15 minutes before their oral presentations. This time may be shortened only upon the request of the examinee. The duration of examinations is determined by the instructor or if there is a committee, the head of the committee.
423. Examinations in person (offline) may only take place on University premises. Examinations are to be conducted at/in the announced times/time periods. At the announced examination time or at the start of the period announced for the examination, both the instructor and the examinee must be present.
424. Instructors are entitled to combine written and oral forms of assessment by announcing written entry tests if this fact is included in the description of the given subject. The entry test may include questions pertaining only to basic knowledge essential to the subject. If an entry test's result is evaluated as "fail", the entire examination is graded as "fail".
425. If the student is more than 15 minutes late for an examination and the examination cannot be started because of this reason, the instructor is entitled to declare the examination for these students closed. Such examination is considered as a missed examination and the student must retake the examination in line with the rules pertaining to missed examinations.
426. If an instructor is more than 30 minutes late for an examination and the affected students notify the Directorate of Customer Service and Studies of this fact on the examination day, the instructor is obligated to announce a further examination date.
427. If the student takes their examination in the presence of a committee, the head of the committee evaluates the student's performance based on the opinion of committee members.
428. The data in connection with the examinations taken and the grades earned must be recorded in the electronic study administration system within 2 working days after the exam.
429. In case of TOEIC language examinations registered for as described by these Regulations, if the student's score is under 6th the minimum points specified by the subject syllabus, the result of the subject is evaluated as "fail". Students may receive TOEIC language examination certificates in such cases as well.

#### **Disclosing of the Examination Results and the Right for Inspection**

430. When publishing examination results, the legal provisions for the protection of personal data must be adhered to. Examination results cannot be posted at public places with the student's name specified without the prior written consent of the student.
431. Opportunities must be provided for students to inspect their corrected written examination papers within two weeks after the examination results are announced. After this period, students are no longer entitled to inspect the examination papers.



432. If instructors are unavailable at the time provided for inspection, they must hand over the examinations and the solutions or the interpretation of the results to the coordinator responsible to facilitate the inspection.
433. The University is obligated to inform students of the grades earned for the examinations and classroom tests taken through the electronic study administration system or through other announcement methods, however, such information cannot be provided by telephone.

### **Retake Examinations and Grade Improvement Examinations**

434. A retake examination may take place on the third calendar day following the failed examination at the earliest. The student is entitled to one repeat retake examination in the same examination period.
435. If the student's examination was evaluated as "fail" by the same person two times, they may submit electronic an application to the Head of the institute affected until the first day of the examination registration period of the following term. Said student must be provided an opportunity to take the examination in the presence of another instructor or a special committee.
436. The student is entitled to three examination opportunities regarding a subject in an examination period. In case of missing the examination opportunity provided in accordance with this clause, the University is not obliged to appoint another lecturer or a new committee.
437. The examination committee must have at least three members, the student's grade is the rounded-up average of the grades given by the committee members, wherein students can be given a grade of "fail" if at least two members of the committee evaluates their performance as "fail".
438. Final examinations cannot be repeated in the same examination period.
439. In case of any successful examination taken in a given examination period, students may make one attempt at taking a grade improvement examination before the end of the examination period at the examination times announced. The result of a grade improvement examination may also reduce the grade earned at the first examination. Successfully passing a grade improvement examination does not result in further credit points for students.

### **The Determination of Academic Results and the Closing of the Semester**

440. The Directorate of Customer Service and Studies assesses the students' average academic results for both full-time and part-time students each term within 5 working days of the end of the examination period, and the results must be recorded in the Neptun.
441. The amount of academic work done by students is measured by the credit points earned in a semester or since the beginning of their studies. In credit-based studies, the student's performance is tracked by credit-weighted averages. Credit-weighted averages may be calculated for the credit points earned in one semester or for all the credit points earned (cumulative averages).
442. Credit index together with adjusted credit index are suitable for evaluating the quantity and quality of the performance of students in a given semester. The aggregate adjusted credit index is calculated by the same method as the adjusted credit index, wherein, thirty credit points per semester and the undertaken and completed credit points throughout the whole period are to be considered.





443. When calculating credit-weighted averages, credit indexes and adjusted credit indexes, the credit values of credit-based subjects completed before the current semester at the same or another institution and the grades assigned to them must be disregarded.
444. Credit points earned in a given term that qualify as completion in the course of partial studies are considered as completed credits when calculating credit-weighted averages, credit indexes and adjusted credit indexes.

### **Special Rules for Language Preparatory Programmes**

445. The Head of the Institute of Foreign Languages determines the student's placement in language groups according to their results in the language level tests and based on the student's individual progress, also determines the minimum number of semesters spent in language preparatory programmes necessary for each student to achieve a B2 level command of the language.
446. The student may be allowed to take language examinations at the end of a term after they have successfully completed the practical language course.
447. The order of the examinations in these Regulations apply to language examinations, wherein, due to the special characteristics of language examinations, failed examinations may be repeated only once in the same semester. A retake examination may take place on the seventh calendar day following the failed examination at the earliest.
448. The student may start a training programme after successfully passing the language examination of the language preparatory programme.

### **Internship**

449. Students are obligated to spend a certain part of their programme in internships according to the provisions of the qualification requirements, TOR and recommended curricula of each training programme.
450. The duration of internships - except for the professional training programs - is described on the website of the CareerCentre or in the document uploaded to Coospace system.
451. To complete the internship, students have to register the Internship course in Neptun and the student has to finish the internship until the end of term-time in the given semester when they registered for the course of internship.
452. The internship in the art and art mediation programmes can be made up of one or two parts. If the internship has two parts, it can be either an internal internship organized by the University and/or an external internship organized by an external partner.
453. Exemption from attending practical classes cannot be asked for or given justified by participating in an internship.
454. The student in BCT training programmes may begin their internships under the following conditions:
  - a) in the case of six-term programmes, after the completion of at least four active semesters, or at least 108 credit points,
  - b) in the case of seven or eight-term programmes, after the completion of at least five active semesters, or at least 135 credit points,
  - c) in the case of higher educational vocational training programmes, after the completion of at least two active semesters, or at least 54 credit points.
455. The student in FOCI training programmes may begin their internships:
  - a) after the completion of at least one active semester in case of internal internship,
  - b) after the completion of at least two active semesters in case of external internship.



456. In case of an external internship the student has to submit three original copies of the signed Declaration of Intent, filled in and signed to the CareerCentre 10 working days before the due date of starting the internship and also has to submit the Cooperation Agreement request data sheet online.
457. In case of late submission of the documents required for the completion of the internship, the student must pay the special procedure fee resulting from the delay.

#### **The Order of Completion of the Internship for Students without a Workplace**

458. In case of an external internship the student must submit or fill in the following documents to complete the course until the announced deadline:
- a) a 'Declaration of Intent' downloaded from the University website, signed and stamped by the receiving company to the CareerCentre,
  - b) the student has to fill in the „Application for Cooperation” form in Neptun,
  - c) the “Report on Internship” which must be uploaded to Neptun, except for arts and art mediation programmes,
  - d) the 'Evaluation of Intern by Supervisor' signed and stamped by the internship supervisor in one hard copy, available on the website of the University,
  - e) the 'Student Feedback on Internship'.
459. The 'Internship' subject can only be considered as completed once all the documents specified in Provision 462 have been submitted.
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 are eligible for participating in an internal internship who are not employed elsewhere. CareerCentre announces the process of internal internship on the University's website, the free positions are published on the METUJOBS site.
462. In case of an internal internship – in Hungarian or English-language training programmes – the student has to submit an Internal internship data sheet, filled in and signed within 5 working days after the internship to Neptun.
463. In case of an internship abroad, should the company hosting the internship wish to enter into an individual agreement with the University, students must also attach an official translation to the agreement or may request the University to perform the translation, Translation costs are to be paid by the student in both cases. The translated agreement is approved and accepted by the University. Following the acceptance, the student must enter the required data of the agreement using the designated surface of the Neptun.

#### **The Order of Completion of the Internship for Students with a Workplace**

464. Students can complete the internship at their own workplace. Students who are employed must upload to the electronic study administration system an original copy of the stamped and signed “Employer Certification” issued by their current workplace or their prior workplace within the past one year by the announced deadline.
465. In case CareerCentre approves the application for “Accept Workplace as Internship” in Neptun, the internship is considered completed and the subject of internship is approved.

#### **Verification and Evaluation of the Internship**

466. If the experience of students shows that the place of internship does not facilitate the achievement of the practical goal, they have the option to choose a new place of internship subject to the conditions defined in Provisions 468-469.



467. In case of choosing a new place of internship, the student must immediately request in writing from the company hosting the internship the termination of the Cooperation Agreement, attaching the written permission of the Director of the CareerCentre.
468. The student must submit a statement of their termination of the Internship signed by the Student and the receiving company within 5 working days after the termination to the CareerCentre.
469. Should the student fail to initiate the approval for a change in the place of internship in writing, the "Internship" for the given term is deemed as "did not complete". In this case, students must register for the subject again.
470. The attitude and performance of the student during the internship and the fact of the internship, is evaluated by the internship supervisor appointed at the workplace of the internship using the form "Evaluation of Intern by Supervisor".
471. The final evaluation of the internship is done on a two-grade scale. The fact of the completion of the internship and its evaluation must be recorded in Neptun.
472. In case the student misses the internship, no final certificate can be issued for them or their registration for the final examination cannot be approved.

## ***E. DECISIONS REGARDING STUDIES AND EXAMINATION***

### **Delivery and Execution of the Decisions**

473. The University must notify students of its decisions in writing in the following cases:
  - a) if it affects the student status,
  - b) in disciplinary and damage claim procedures,
  - c) if the student's request is denied partially or fully,
  - d) if the decision results in an obligation for the student.
474. –
475. -
476. In cases specified by Provision 473, the person or body with the appropriate scope of authority passes decisions that includes:
  - a) the name and Neptun code of the student and the case in question,
  - b) in the operative part, the decision of the committee and information about possible legal remedies,
  - c) in the justification part, the ascertained facts and the accepted evidence as their basis,
  - d) references to law or regulations based on which the given person or committee has passed the decision,
  - e) the place and time of the decision, its reference number and the signature of the head of the committee, or the person who has passed the decision.
477. The written decision shall be delivered to the student concerned by postal delivery or through the Neptun. By post, the decision must be delivered by certified mail with a return receipt requested. In case of postal delivery, the date of delivery of the decision is the date of the postal delivery. If the postal service fails because the addressee or their agent declares that they do not take over the document, the document shall be deemed to have been delivered on the day on which the delivery was attempted. If the document sent by post is returned with the "letter was unclaimed" message, the document shall be deemed to have been delivered on the 5th working day following the date of the second attempt of the postal delivery.
478. If the decision regarding the student and the student's request, or submission is delivered through the Neptun in the form of a message, or in the form of a written decision – including information, notification, notice –, the date of such delivery is the date on which the written decision was sent, or the electronic message was transmitted.



- 479. There is no place for electronic delivery if the decision concerns the existence of the student's student status and in disciplinary and damages claim procedures.
- 480. The decision can be communicated verbally to the student present, but in this case the written decision must be delivered to the student within 10 days as well. The fact of the verbal communication must be recorded on the file.
- 481. Decisions, actions of the University concerning student issues become final within 15 days of the notification or of the day when students became aware of it provided that students do not submit or forgo a request for legal remedy. Only decisions with administrative finality may be executed.

### **The Student Legal Remedy Committee**

- 482. Upon infringement of their rights, students are entitled to turn to the Student Legal Remedy Committee for legal remedy. The student must address their applications for legal remedy to the Student Legal Remedy Committee and submit it personally or through their representative at the Student Information Centre by completing the appropriate form or via Neptun in an electronic request.
- 483. The student or their representative may act in legal remedial procedures. The original copy of the authorization is to be attached to the application for legal remedy.
- 484. The decision on applications for legal remedy is the sole scope of authority of the Student Legal Remedy Committee. The chairperson of the Student Legal Remedy Committee can order an electronic vote.
- 485. The Student Legal Remedy Committee may pass the following decisions on applications for legal remedy:
  - a) the appeal is dismissed,
  - b) the person who failed to adopt a decision is ordered to adopt a decision,
  - c) the decision is amended,
  - d) the decision is annulled and the decision-maker is ordered to carry out a new procedure.
- 486. Both the student and the University covers their own expenses incurred due to a legal remedial procedure and to procedures prior to legal remedial procedures.
- 487. The Student Legal Remedy Committee has 3 members. The members of the Student Legal Remedy Committee are the Secretary General, an instructor member and a student member. The instructor member and one alternate member are nominated by the Rector and elected by the Senate of the University for three years. One member is delegated by the Student Union's Session of Delegates to the Student Legal Remedy Committee for one year.
- 488. Judgements cannot be passed on requests for revision by persons affected by the following disqualifying factors:
  - a) a person having passed the decision to be reviewed or omitted to pass such decision,
  - b) close relatives of persons specified by subpoint a),
  - c) persons from whom an objective judgement cannot be expected.
- 489. The mandate of members and alternate members terminates:
  - a) at the expiry of the mandate,
  - b) at the termination of the employment or the student status,
  - c) if the member is removed from the Student Legal Remedy Committee,
  - d) if the member resigns.
- 490. The members are entitled and obligated to:
  - a) participate in the Student Legal Remedy Committee sessions,



- b) if prevented from attending, notify the Head or the Secretary of their absence,
  - c) adhere to the applicable law and the university regulations while working in the Committee,
  - d) pose questions, initiate actions or amendments within the Committee's scope of authority during Committee meetings,
  - e) access all information necessary for the fulfilment of tasks as a Committee member.
491. The Head of the Student Legal Remedy Committee is the Secretary General of the University, in case of a disqualifying factor or obstruction, the Legal Consultant shall substitute.
492. During the procedure to judge the applications for legal remedy, the provisions of the Act CL of 2016 on General Public Administration Procedures apply to the processes of the clarification of the facts, the calculation of deadlines, the formal and substantive requirements of decisions, the delivery of decisions, the correction, amendment, modification or repeal of decisions upon request or by requirements of the law.
493. During its proceedings, the Student Legal Remedy Committee cannot grant leniency.
494. The Student Legal Remedy Committee makes its decision within 30 days of the initiation of the proceedings. The decision of second instance is final upon notification.

## **F. THE COMPLETION OF THE STUDIES**

### **Thesis Consultation**

495. During the consultations, the thesis supervisor provides guidance to students, discusses the content and formatting requirements for the thesis based on the conditions, provides help in the selection of literature, supervises progress and inform the student that the thesis will be marked as a fail in case of plagiarism. The thesis supervisor may not deviate from the thesis conditions defined in Appendix 2 of these Regulations. The requirements of the graduation project are defined by the educational programme of the training programme.
496. The student must consult in advance with the thesis supervisor regarding the consultation times. The instructor certifies the thesis consultation in an electronic format until the fourth week of the exam period at the latest. Should student changed the topic of their thesis, must participate in the consultations as required.
497. If the student completes the thesis consultation successfully, but if following the submission of the thesis evaluations it is revealed that the thesis does not meet the criteria of acceptance, the Head of the institute may prohibit the instructor acting as thesis supervisor from being a thesis supervisor during the next semester. In this case, the Head of the institute appoints a new thesis supervisor for students.
498. If the thesis supervisor is permanently unavailable to perform their thesis consultation tasks in an unforeseeable manner, a special change of thesis supervisor is possible at a later time upon the request of the student. Such change may not be approved by the Head of the institute during the semester when the thesis is submitted, except for Force Majeure cases.
499. In case of dismissal of the thesis supervisor, the new thesis supervisor is appointed by the Head of the institute of the former instructor acting as the thesis supervisor, providing notice to the Directorate of Customer Service and Studies within 10 working days after becoming aware of the reason for a change of thesis supervisor. The Directorate of Customer Service and Studies provides a written notice of the change to the student.

### **Centrally organized thesis consultation in BCT training programmes**

500. The student who has applied for final examination must participate in two centrally organized thesis consultations and report on the proportional completion status of the graduation project. During the centrally organized thesis consultation, a professional committee consisting of at least two members decides on whether the preparedness of the graduation project meets the conditions for admission to the final examination.



501. Central thesis consultations are organized by the given institute or department during the spring semester. The first occasion must be organized by the end of the second month of the term-time and the second occasion by the end of the term-time.
502. The result of the consultation is certified by the University on the document in the form Verification of Participation in Central Thesis Consultation, as well as using the electronic interface that aims this purpose. If the completion status of the graduation project created by the student is not appropriate and the committee grades the student's presentation as "fail", the student cannot be admitted to final examination. The student graded "fail" must complete the central thesis consultation again.

### **Thesis, Graduation Project**

503. In accordance with the educational programme, the student must create a thesis and/or a graduation project for each programme to be awarded a degree certificate or diploma. If the student conducts studies at multiple training programmes at the same time, they must submit a thesis and/or graduation project with different content and topic for each training programme.
504. The language of the thesis corresponds with the language of the training programme. The student may write their theses in a language different from the language of the training programme upon the approval by the programme head and the Head of institute.
505. Thesis topics and thesis supervisors available at the training programme are specified by the programme head. Thesis topics and the thesis supervisors assigned to thesis topics are approved by the programme head and published by the Directorate of Customer Service and Studies by the end of the first month of each study period. In case of PSTP the date of publication for the topics is the first day of the examination period.
506. The student may elaborate on an individual topic if the topic meets the academic conditions, is approved by the programme head and there is a thesis supervisor approved by the Head of the institute on the thesis topic list who is willing to act as thesis supervisor. If the selected individual topic is not approved by the programme head, or if the Head of the institute is unable to recommend an acceptable thesis supervisor for the topic, furthermore, there is no possibility to employ an external thesis supervisor, the student must choose a new topic within the deadline for the thesis topic selection.
507. The student must announce their thesis topic following consultation with the thesis supervisor by the 31 October or the 31 March at the latest electronically, taking the following into account:
  - a) in the case of one- or two-semester consultation, during the semester of the first consultation,
  - b) in case of curricula without a consultation subject, during the semester when the student registers for the first subject in connection with the thesis,
  - c) in the case of three- semester consultation, during the semester of the first consultation,
  - d) in the case of FACI training programmes, can only be completed during the autumn semester before uploading the diploma work,
  - e) in the case of higher education vocational training programmes, during the semester of the first consultation,
  - f) in the case PSTP, following the consultation with the thesis supervisor until the end of the first month of the study period during the semester the student wishes to take final examinations.
508. The supervisor of the graduation project can be changed until the end of the first centrally organized thesis consultation if approved by the new supervisor and the relevant Head of institute or department.



509. The number of students applying for specific topics can be limited if such limitation was indicated when the topic was announced. If the student headcount defined for a given topic is filled, students above this headcount must choose another topic.
510. Each thesis supervisor may undertake to be the thesis supervisor of a total of 15 students. If the student headcount defined for a given thesis adviser is filled, students above this headcount must choose another thesis supervisor.
511. The thesis topic may be modified or changed by the student at the end of the term-time of the semester preceding the planned submission of the thesis on one occasion. The request is decided on by the head of institute, taking the opinion of the thesis supervisor into account. In case of PSTP, the student may change their topics until the 30th day preceding the submission deadline for the thesis, and this is decided by the head of institute.
512. The student has the right to request the change of their thesis supervisor at the latest by the end of the term time of the semester preceding the planned submission of the thesis. In case of PSTP, the student may change their thesis supervisor until the 30th day preceding the submission deadline for the thesis. The change of their thesis supervisor must be approved by the thesis advisor and the Head of Institute.
513. The student may only change their thesis supervisor if the relevant Head of the institute approves of their intention indicated in an electronic request, as well as:
  - a) the new thesis supervisor approves of the change of thesis supervisor in writing, and
  - b) in case of a change of the original thesis topic, the student fits into the predefined headcount of the new topic.
514. Should the University initiate a change of the thesis supervisor, the student is obliged to indicate within 5 working days if they don't accept the appointed supervisor. In this case, the student is obliged to choose a supervisor or topic within 15 working days.
515. -
516. The student may submit their theses if the last version seen and approved as acceptable by the supervisor, which fact is indicated on an electronic form.
517. The student must upload the thesis in an electronic format to the Neptun until the deadline defined in the Academic Year, it can be uploaded only once in the given format.
518. During the normal period, uploading the diploma work is free of charge, following this:
  - a) in case of BCT programmes the upload over the deadline must happen not later than 30th November during autumn semester and 30th April during spring semester,
  - b) in case of programmes of Art-and Design Management Institute not later than 30th April during spring semester,
  - c) in case of a final exam held in December not later than 20th October,
  - d) in case of professional training programmes, until a date defined in the Academic year.
519. Following the defence of the thesis, the electronic copy uploaded to the secure storage specified by the University is managed and stored by the Directorate of Customer Service and Studies and the Library.
520. The general requirements related to content pertaining to the thesis in case of higher educational vocational training programmes are identical to the requirements pertaining to the general thesis requirements, with the exception that the review of relevant publications is in the focus as opposed to empirical research.
521. In case of PSTP, the programme head may further refine the requirements of the content of the thesis relevant for the outcomes of the degree programme, which are published by the University at the same time as the final examination requirements.
522. The rules defined within this SRS for omissions and verifications are applicable for theses submitted late. The student must pay the fee defined in the table of special procedure and



other service fees published Appendix 3 for theses submitted late. In case of PSTP, the expiration of the submission deadline leads to a loss of rights.

523. The thesis supervisor and the reviewer must evaluate the thesis based on the acceptance criteria and content in writing and make a proposal for the grade.
524. The difference between the grades suggested by the thesis supervisor and the reviewer cannot exceed two based on the content of the thesis. Should the difference between the suggested grades exceed two, the Head of the institute and the programme head defines the grade for the thesis and documents the facts in a separate official report, at the same time appointing a third referee.
525. Should one of the two grades be “fail”, and the other “pass” or “fail”, the thesis is graded “fail”. In case the Programme Head or the Head of specialization is one of the reviewers, the Dean of the faculty, in case of specialist training programmes the Head of the PTC appoints another reviewer.
526. Should one of the two grades be “fail” because of content, and the other “satisfactory” or above, the thesis must be submitted to a third reviewer. Should the grade given by the third reviewer be “fail”, the thesis is graded as “fail”. Should the grade given by the third reviewer be better than “fail”, this grade replaces the “fail” given by the original reviewer. There is no need to appoint a third reviewer if the thesis is graded “fail” due to form.
527. The reviewers document their questions related to the defence of the thesis in the review sheet.
528. The Directorate of Customer Service and Studies provides notice to the candidate regarding the unaccepted thesis at least 10 working days prior to the commencement of the final examination.
529. If the aggregate grade of the thesis is “fail”, or if the thesis is graded as “fail” by the Head of the institute or department due to acceptance criteria and as a result, the student cannot be allowed to take a final examination, in that case they must re-submit their thesis in the next submission period with a payment obligation of a fee defined in Appendix 3. After a thesis is graded “fail”, the thesis may be submitted again on two occasions for defence subject to the payment of a fee defined in a table of special procedure and other service fees.
530. In case the thesis is submitted repeatedly during the next semester, the thesis supervisor issues a statement regarding the acceptability of the thesis prior to the submission of the thesis.
531. A leniency application regarding the fourth submission of the thesis may be submitted within 30 days of receiving an evaluation graded “fail” on the third occasion.
532. The student receives a written notice regarding the completion of the thesis evaluation and the official report in the electronic study administration system.
533. 10 working days prior to the defence, the Directorate of Customer Service and Studies provides electronic notice to the student on the exact time of the defence, which time corresponds with the time of the final examination. The questions provided by each of the thesis supervisor and the reviewer(s) in line with the content of the thesis are contained by the review sheets uploaded to the electronic study administration system which are accessible to students in Coospace.
534. The student of the University participating in BA level programmes has the right to present their thesis at the CSSA. The student who defends their thesis submitted to the CSSA conference at the institutional CSSA – that is they present it, react to written evaluations and questions asked on the site – and whose performance based on their aggregate score achieve:





- a) at least 80% of the maximum score, they receive a grade of “good” (4),
- b) at least 90% of the maximum score, they receive a grade of “excellent” (5) at the final examination.

535. The student who does not accept the result achieved at the institutional CSSA event has the right to repeat the defence at the final examination according to the general procedure.
536. Two evaluations are prepared regarding theses submitted to the CSSA; the second evaluation may also be created by an external thesis adviser.

### **Special Provisions Related to the Thesis and the Diploma Work in Art and Art Mediation Training Programmes**

537. Within art and art mediation programmes, the graduation project is the creation of a graduation artwork related to the training programme (specialization) completed, which is a summary of the professional and practical skills acquired by student.
538. The supervisor of the graduation project must be specified by the student creating the graduation project by the end of the term-time of the semester preceding the final examination. The selection of the instructor acting as supervisor of the graduation project is approved by the relevant Head of institute or department. The final title of the graduation project must be provided until the submission of the graduation project.
539. The student taking the final exam must upload the diploma work and the connected presentation materials to the server designated by the University at the time defined by the Academic year. The diploma work and the connected presentation materials uploaded this way will be archived by the University in compliance with the general storage guidelines.
540. The student must be provided a notice of at least 15 working days regarding the conditions of the upload and the exact deadline. Only the uploaded presentation material may be presented and defended at the final examination.
541. In case of art and art mediation programmes, the thesis is a study or research material connected to or supplementary to the graduation project. In such training programmes the formal requirements of the thesis are announced along with the requirements of the final examination. The exceptions to this regulation are the majors of the Art- and Design Management Institute, for these the formal and content requirements of the thesis are detailed in Appendix 2.
542. The presentation defined by the programme heads and the list and requirements of auxiliary materials supplementing the diploma work are included in the Final exam requirements.

### **Special requirements related to the graduation project and the thesis in case of art specialization of PSTP**

543. The requirements of the diploma work are included in the educational programme of the training programme.
544. The graduation project has to be uploaded to the designated server at the time defined by the leader of PTC. The graduation projects uploaded this way will be archived by the University in compliance with the general storage guidelines. The place, date and time and method of uploading the graduation projects are published on the last day of term-time in the given semester.
545. If there are physical objects of the graduation project, these can be presented during the final exam.
546. The theme of the diploma work can be modified until 31<sup>st</sup> March as long as the thesis supervisor and the Programme Head involved approve it.



547. A condition to complete the consultation subject connected to the completion of the graduation project is the successful participation in 3 consultations. The date, content and the conditions of the successful participation are appointed by the Programme Head along with the announcement of the requirements of the final examination.

### **Regulations of confidential thesis**

548. The regulations for thesis in this policy must be used in accordance with the modifications described in points 503-547.

549. The student may request confidential treatment of their thesis at the latest by the submission of the thesis by submitting a "Confidentiality Request" form, especially if the specific information of an external person or organization related to their thesis or other corporate interests call for confidential treatment or if the concept within the thesis may be protected by patent.

550. The thesis can be classified as confidential if:

- a) It contains trade secret,
- b) It contains classified data; it contains important information regarding a non-public intellectual property,
- c) it contains important information regarding non-public intellectual property,
- d) It contains the personal data of a third person,
- e) It involves the business interest of the University,
- f) It includes the student's personal data to be protected.

551. It is the student's task to gain the necessary documentation for the confidential thesis in due time. In due time means the date and time of becoming aware of the data but the date of submitting the thesis the latest.

552. In case the thesis advisor orders the thesis to be confidential, apart from the colleagues participating in the administration of the thesis, only the reviewer and the Final Examination Board can have access to it.

553. The confidential thesis is not included in the Library system. Neptun contains the numbered and dated register of confidential thesis.

554. The student submits the followings in a summary document, along with the thesis:

- a) in case of a thesis containing trade secret, the contribution of the beneficiary,
- b) a permit allowing the "Consultation of classified information" of the thesis containing classified information,
- c) in case of a thesis involved in a patent application, the contribution of the inventor to consult the patent,
- d) in case of a thesis containing the personal data of a third person, the contribution of the person involved,
- e) in case of a thesis containing the business interest of the University the contribution of the department managing the trade secret or in case of a different legal ground compared to the contribution, its support,
- f) the resolution of the Equal Opportunities Committee.

555. The defence of the confidential (classified) thesis is not public (by invitation only) and must obey the obligation of confidentiality.

556. Making a thesis confidential subsequently is not possible.



### **Final Certificate**

557. The University issues a final certificate for the student who fulfilled the studies and examination requirements as well as the internship stipulated in the curriculum –except for the thesis or graduation project – and have acquired the required credits.
558. The final certificate is issued within 20 days of fulfilling the last condition required for issuing the certificate, so that the date of fulfilling the last condition is indicated as the date of issuing the final certificate.
559. In the case of the student conducting studies at several training programmes, a separate final certificate must be issued for each training programme.
560. To acquire the final certificate, the student must accomplish at least a third of their credits at the University. Credits accomplished during former status as a student at the University, as well as credits accomplished at other training programmes of the University are also deemed as credits accomplished at the University.
561. If the University has issued the final certificate (absolutorium) for the student, the University issues a certification on the issuing of the final certificate (absolutorium). The certification does not serve as evidence of any qualification. Certificates must be marked with a unique serial number when issued and their data kept on record within the study administration system.

### **Rules of making the portfolio**

562. During the compilation of the myBRAND portfolio, the student can gain the competence to be able to give information about their professional knowledge and its personal relevance.
563. The content of the documentation of the individual portfolio elements:
- a) the exact definition of the task,
  - b) the actual steps of the execution of the task,
  - c) the explanation of the necessary and attainable competences in it and
  - d) the expression of the student's individual, professional and personal development through the given task.
564. Those students, who have to present a myBRAND portfolio in their final exam, as part of their educational obligations, they have to compile their portfolio continuously.
565. Students enrolling on economics, social sciences bachelor training programme from the academic year of 2021/22 have to upload their portfolios to the METUJobs Portfolio Portal and they have to supplement it with the given number of portfolio elements every semester. The University supervises and controls the upload and progress of the portfolios in the way and at a frequency given in the University's Portfolio Portal.

### **Final Examination**

566. The student finishes their studies by taking the final exam. The student must be informed regarding the requirements of the final examination for each training programme via the Neptun by 31<sup>st</sup> October during autumn semester, and by 31<sup>st</sup> May during spring semester.
567. The student is eligible for final examination if:
- a) they have acquired their final certificate at least one week before the start of the final examination period,
  - b) they have uploaded their thesis if it is a requirement for the final exam and the average of the grades suggested by the reviewers is at least "pass",
  - c) they have completed their duties of uploading their thesis or diploma work as long as it is a requirement of the final exam,
  - d) they have no debt towards the University in assets, books, and/or finances.



568. In addition to the requirements detailed in provision 568, a prerequisite for FACI students to be able to take the final exam is to complete the centrally organized thesis consultation.
569. The student is responsible for monitoring academic requirements as well as acquiring the prescribed credits.
570. Following application for the final examination, the Directorate of Customer Service and Studies verifies the completion of the required subjects and credits by 5th November regarding the autumn final examination or by 5th April regarding the spring final examination and if a deficiency or deviation is detected, the application for the final examination is rejected.
571. In case the student who started their studies between academic year 2006/2007 and 2011/2012, if seven years have elapsed from the issuing of the final certificate, admittance to the final examination must be requested from the CTC. Within its permission, the CTC may provide those examinations related to subjects counted as part of the grade of the degree certificate be taken again – taking the passage of time into account. The student may only be admitted to final examinations if the applicant for the final examination takes a repeated examination in the subjects that count towards the grade of the degree/diploma certificate at the training programme during the year of application for final examination, following the payment of the credit value in effect for the subjects concerned.
572. In case the student commencing their studies from the academic year 2012/2013 on, the final examination may be taken by those with a student status during the examination period following the acquisition of the final certificate, or within two years following the termination of student status during any final examination period according to the qualification requirements in effect. The University may set conditions for taking the final examination after two years have expired following the issuing of the final certificate. No final examination may be taken after five years have passed following the termination of student status.
573. The list of the final examination questions with the list of compulsory relevant literature, other requirements for the final examination, furthermore the Dean's order for the calculation of the qualification of the diploma and the announcement for the PSTP must be published together in the teaching period during the study period of the expected completion of studies: until the 31 October in the autumn semester and the 31<sup>st</sup> March in the spring semester.
574. Final examinations may be taken at points in time during the final examination period defined annually by the schedule of the academic year. Students must indicate their intention to participate in the final examination in an electronic request addressed to the Director of Customer Service and Studies. In case of FACI training programmes, final exams are held exclusively in the spring semester.
575. Should students fail to indicate their intention to participate by the dates above, they may only apply for the following final examination period.
576. Should the student fail to register for a number of subjects sufficient to meet the prerequisite of the final certificate, the Director of Customer Service and Studies rejects the request and informs the students of their obligation to complete the missing subjects.
577. Cancellation of the registration for the final examination is possible in an electronic request, submitted:
- a) by 31<sup>st</sup> May during the summer final examination period,
  - b) by 5<sup>th</sup> December during the winter final examination period and
  - c) the deadline for cancellation of the December final examination is 5th November.
578. Should the student wish to cancel the registration for final examination following the date in provision 577, they must pay the amount defined for repeated final examination within the table



of special procedure and other service fees published in the electronic study administration system.

579. The student who committed to completing several sub-specializations but who does not wish to fulfil the assessment requirements of such sub-specializations, must issue a statement that they do not wish to complete the final examination related to the second or further sub-specializations at the same time as applying for the final examination.
580. The Rector may announce additional final examination opportunities earlier than the final examination period defined in the schedule of the academic year. The students may apply for the earlier dates in case:
- a) they applied for a master's training programme during the admission procedure and can provide evidence of their application in a document attached to the electronic request and have only registered for internship and/or other practical classes, or
  - b) they had been awarded an absolutorium previously.
581. If the student applying for an earlier final examination date and does not meet some of the registration conditions above, their application is rejected by the Director of Customer Service and Studies.
582. If the Director of Customer Service and Studies is in favour of the application for the final exam, the deadline for submitting the thesis is 20<sup>th</sup> October. Expiration of the deadline leads to loss of rights.
583. Should students be graded "fail" at the final examination, they can only attempt to retake the final examination during the next final examination period, wherein the rules pertaining to repeated final examinations apply.
584. In case the student fails to appear at the final examination, they must pay for the costs of organizing the final examination, which amount is identical to the repeated final examination fee defined in the table of special procedure and other service fees published in the electronic study administration system.
585. Based on the requirements of the final examination announced in advance, the final examination may consist of the following parts:
- a) defence of the thesis,
  - b) presentation and oral defence of the graduation project,
  - c) written examinations or complex oral examinations,
  - d) the presentation of the individual professional and personal portfolio and a professional habitus test.
586. Parts of the final exam for students enrolled in bachelor training programmes in the field of economics and social sciences announced in Hungarian from the academic year 2018/2019 and in the case of students enrolled in bachelor training programmes in the field of economics and social sciences announced in English from the academic year 2019/2020:
- a) presentation of myBRAND portfolio,
  - b) thesis defence,
  - c) professional attitude inspection (habitus test).
587. Final examinations must be taken in front of the final examination committee. In addition to the chairperson and the visiting chairperson, the committee has a maximum of two members, for art and art mediation programmes, maximum of three members. The chairperson is an instructor of the University holding an academic degree. The visiting chairperson is a recognized external expert of the field.
588. The competence of the candidate is evaluated separately by each member of the final examination committee, following which the result of the final examination is determined in a closed session, taking a vote in the case of dispute. In the case of a tie, the chairperson decides.



589. The final examination questions are of a complex nature. In case the final examination has a list of questions and the student hands the question drawn back, they may not draw a new question and the grade for the given part of the final examination is “fail”.
590. During the professional habitus test, the evaluation focuses on whether and to what extent the student is able to apply theories learned in practice, recognize professional contexts and give independent opinion according to prior professional knowledge.
591. In case of art and art mediation training programmes, members of the final examination committee ask questions related to the thesis and/or the graduation project as well as the defence following the presentation, to which the student must respond according to their preparedness.
592. A transcript must be kept of the final examination, which must be submitted to the Directorate of Customer Service and Studies once signed by the members. The keeping of the transcript and its forwarding is the task of the notary appointed by the Director of Customer Service and Studies.
593. In FACI training programmes that student whose diploma work evaluated “fail” after completing the centrally organized thesis consultation must upload the diploma work before the upcoming final exam period to Coospace.
594. The University may organize specific parts of the examination jointly or separately. In art and art mediation programmes, the final examination is public and is conducted jointly. In case of a public defence, only the members of the final examination committee may ask questions from the student.
595. In case the student committed to completing several sub-specializations but does not fulfil the assessment requirements of one of such sub-specializations, the rules for repeated final examination must be applied.
596. The result of the final examination must be announced by the chairperson of the final examination committee on the day of the final examination.
597. A repeated final examination may be taken at the earliest during the next final examination period. The general rules for the application for final examination apply to the application for repeated final examination.
598. In case of an unsuccessful final examination, the student may attempt to take a final examination on two further occasions against a repeated final examination fee defined in the table of fees published in the electronic study administration system. During the repeated final examination, only the unsuccessful examination parts of the previous final examination must be repeated. The result of a successful examination part cannot be improved.
599. In case of a repeated final examination, the student must comply with the programme TOR in effect at the time of the final examination and prepare accordingly.

#### **Special Provisions Related to the Final Examinations in FACI programmes**

600. A reviewer opinion, that is a critic’s opinion is written up with regards to the graduation projects submitted in master’s degree programmes in the field of art. The essence of the critic’s opinion is to place the thesis in the professional context of the given artistic field based on the evaluation considerations provided.
601. Each student may have one critic. The critic’s opinion does not include a grade recommendation.



## The Diploma

602. A successful final examination is the prerequisite for the issuing of a degree certificate or diploma serving as evidence of the completion of higher education studies.
603. The degree certificate or diploma must be issued to the person having passed a successful final examination within thirty days of presenting the official document prescribed in the TOR and in the study programme.
604. If the student fulfilled all requirements necessary for the issuing of the degree certificate or diploma, and the issuing and handover of the degree certificate or diploma is in progress, the University issues a certification with a unique serial number recorded in the Neptun regarding eligibility for the degree certificate or diploma upon the request of the person eligible for the degree certificate or diploma. The certification does not serve as evidence of any qualification.
605. The degree certificate or diploma must be issued in the Hungarian and English language. The certificate may also be issued in another language upon the request and at the cost of the student.
606. In agreement with students, degree certificates or diplomas may also be handed over to the student within the framework of a ceremony at a time later than 30 days. The graduation ceremony is an additional service provided by the faculty where participation is voluntary. Should students wish to participate, they must pay the amount specified in the Procedural Fees and Service Charges Regulations.
607. The English and Latin designation of qualification levels on certificates issued by the University:
- a) bachelor's degree: "Bachelor" or "baccalaureus" (abbreviation: BA, BSc),
  - b) master's degree: "Master" or "magister" (abbreviation: MA, MSc).
608. The degree certificate or diploma is graded based on the average result defined in the curriculum of the programme:
- a) outstanding (5.00),
  - b) excellent (4.51 - 4.99),
  - c) good (3.51 - 4.50),
  - d) satisfactory (2.51 - 4.99),
  - e) pass (2.00 - 2.50).
609. In the case of an outstanding academic achievement, the University awards a certificate with merits. A certificate with merits is received by those who achieved a result of excellent in all parts of the final examination, have a grade of "excellent" taking into account their thesis and all comprehensive examinations as well as the credit index of the subjects counting towards the grade of their degree certificate or diploma within the new education system –except for PSTP –, have a grade point average of at least 3.51 based on the credit index of all their other examination and practical grades, furthermore, do not have any grades below "satisfactory". In case of a retake examination, the result of the previous exam must be ignored.
610. Those with a master's degree may use the designation "Master" in front of the qualification certified by their degree certificate.
611. In addition to the degree certificate or diploma awarded for bachelor's training programmes, master's training programmes, or higher educational vocational training programmes, the diploma supplement defined by the European Commission and the Council of Europe must be issued in Hungarian and in English. The diploma supplement is a public document, the certification of which is the scope of authority of the Director of Customer Service and Studies.



### **Diploma Supplement**

612. The aim of the Diploma Supplement is to make it easier for a third person to understand the knowledge and competences guaranteed by the given Diploma. The Diploma Supplement is an official document, it can be verified by the Director of Customer Service and Studies.
613. The diploma supplement contains:
- a) information identifying the graduate,
  - b) information identifying the qualification,
  - c) information on the level of the qualification,
  - d) information on the level of training and the results achieved,
  - e) information on the certain rights associated with the diploma,
  - f) the certification of the supplement, and
  - g) the description of the Hungarian higher education system.
614. Degree certificates, diplomas and diploma supplements issued by the University or its legal predecessor are revoked within five years of the issuing of the certificate if the certificate was acquired illegally. The provisions of Act CL of 2016 on the General Rules of Public Administration must be applied with respect to the revocation.
615. Degree and diploma certificates revoked and destroyed are withdrawn by the University. The resolution must be published without giving justification in the official journal of the ministry headed by the minister responsible for education, as well as the website of the Educational Authority.
616. The University issues a duplicate copy of degree certificates and diplomas lost, stolen, or destroyed following handover upon request against the procedural fees and service charges. When further duplicate copies are issued of the same certificate, the procedure to be followed is identical to the procedure followed when issuing the first copy.
617. The University revokes and destroys erroneously issued degree certificates and diplomas ex officio or upon request, records the error correction in the registry sheet, and re-issues the degree certificates or diplomas based on the corrected registry sheet.

## **Chapter IV FEES AND ALLOWANCES REGULATIONS**

### **General Provisions**

618. Every student admitted to a self-financed programme in the given major and in the full-time and part-time (correspondence) education must pay the tuition fee to the University.
619. With respect to the fees to be paid and allowances to be received, the same rights and obligations as Hungarian citizens participating in higher education apply to
- a) persons enjoying the right to freedom of movement and stay specified in separate legislation,
  - b) refugees, asylum seekers, persons admitted, immigrants and settled persons not falling under the scope of provision a),
  - c) foreign nationals treated identically to Hungarian citizens on the grounds of international treaties and conventions,
  - d) citizens of countries in which Hungarian citizens are entitled to use state higher education services based on the principle of reciprocity,
  - e) persons living in neighbouring countries falling under the scope of the Preference Act, however, not possessing Hungarian citizenship or enjoying the right to freedom of movement and stay,





- f) citizens of third countries identifying themselves as a Hungarian national in accordance with the Act on the Entry and Stay of Nationals of Third Countries, on condition that the individual does not fall under the scope of the Preference Act and does not possess Hungarian citizenship,
  - g) citizens of third countries issued a permit (EU Blue Card) authorising stay and employment in areas in which high-level qualifications are required;
  - h) citizens of third countries holding a single permit.
620. In case of a deposit to the collective account, an open financial obligation will be considered 'completed' if the student assigns the amount in the Neptun to the fee to be paid from their collective account. Failure to do so may result in the University charging a late payment fee in accordance with Appendix 3.
621. In case a student has an "active" status but has not registered any course and their status is "credit recognition for the semester", the student must pay 10% of the tuition fee to be paid.
622. The following bodies and persons are entitled to act in fee and allowance issues of the University at first instance acting in their own scope of authority or delegated scopes of authority as defined in these Regulations:
- a) Chief Financial Officer,
  - b) Director of Customer Service and Studies,
  - c) Controlling Director,
  - d) Director of the CareerCentre,
  - e) FAEC,
  - f) Equal Opportunities Committee,
  - g) Student Welfare Committee,
  - h) METROPOLITAN College for Advanced Studies.

#### **Provisions for students participating in the international admission procedure**

623. In case a foreign national student participating in a tuition fee financed programme, enrolled in the international admission procedure decides to suspend their legal status in the first year, the tuition fee paid for the first semester to the University cannot be reimbursed. The tuition fee paid for the first semester is deposited in the University's account and the student can use it in the next active semester, or within the first three semesters after enrolment. The tuition fee for the second semester can be reclaimed by the student.
624. In case the training programme is not started, the University reimburses the reclaimed tuition fee reduced by the administration fee covering the bank transfer.
625. In case a foreign national student participating in a tuition fee financed programme, enrolled in the international admission procedure decides to terminate their legal status in the first semester, the tuition fee is reimbursed to the student as follows:
- a) in case the training programme is not started, the reclaimed tuition fee reduced by the administration fee covering the bank transfer, and the student does not choose another course at the University,
  - b) in case a foreign national student participating in a tuition fee financed programme, enrolled in the international admission procedure decides to terminate their legal status in the first semester, the tuition fee for the first semester cannot be withdrawn after the enrolment,
  - c) the tuition fee reduced by the transaction fee can be reimbursed for the second semester if the student is not registered for the second semester.

#### **The Student Welfare Committee**

626. The Student Welfare Committee is the advisory body of the Student Union acting in cases related to regular social grant, irregular social grant, public service scholarships, professional and science scholarships, sports scholarships and basic financial support.



627. Except in the case of irregular social grant, the Student Welfare Committee investigates the student's social circumstances and extracurricular activities once each semester using a uniform system at the institutional level and based on the results, the Student Welfare Committee decides on the distribution of the support among irregular social grant, public service, professional and science, and sports scholarships.
628. The Student Welfare Committee establishes its composition and adopts its own rules of procedure according to the provisions of these Regulations and the Student Union Statues.
629. In its scope of authority, the Student Welfare Committee:
- a) announces applications within the framework of the Fees and Allowances Regulations for merit-based and scholarships based on social criteria,
  - b) drafts proposals to the Senate on the calculation methods of the merit-based and on social based scholarships criteria that it announces calls for with the cooperation of the Directorate of Customer Service and Studies,
  - c) calculates the per capita amount of scholarships based on social criteria and sends it to the FAEC for approval with the cooperation of the Directorate of Customer Service and Studies,
  - d) gives its opinion on applications for merit-based scholarships and scholarships based on social criteria and forwards them to the FAEC for decision with the cooperation of the Directorate of Customer Service and Studies,
  - e) informs students about fees and allowances issues and provides consulting hours at least monthly,
  - f) monitors regulations on allowances to be paid to and fees to be paid by students continuously, and evaluates them annually, and initiates any amendments or additions necessary,
  - g) performs the tasks defined by the Statue of the Student Union.
630. The Student Welfare Committee adopts its own procedural stipulations according to their own rules of procedure.
631. The persons jointly supervising the operation of the Student Welfare Committee are the Chief Customer Officer and the President of the Student Union.

### **The Form of Tuition Payment of the Students**

632. The University's students may participate in programmes fully (or partially) financed through scholarships granted by the Hungarian state or pay full tuition. The state shall bear the cost – specified by the applicable law – of the training programmes fully (or partially) financed through scholarships granted by the Hungarian state, and the costs of the self-funded training shall be borne by the student.
633. The student participating in programmes fully (or partially) financed through scholarships granted by the Hungarian state may use the following services free of charge:
- a) registration for lectures, practical classes, consultations, practical courses, and fieldwork courses for the first time, one occasion to retake reports and examinations, failed reports and examinations without charge, the taking of the final examination and the doctoral degree completion procedure necessary for the fulfilment of academic and studies-related requirements specified in the educational programme and to acquire a degree certificate or a doctoral final certificate during a student status,
  - b) classes provided in the frame of the College for Advanced Studies,
  - c) use of the facilities, including the library and basic library services, laboratory, kitchen, IT, sports and recreational facilities, and the equipment of the higher education institution related to free-of-charge services,



- d) in the case of higher educational vocational training programmes, work and protective clothing and sanitary accessories provided for the practical training, and in the case of other types of programmes, protective clothing and sanitary accessories,
  - e) student counselling,
  - f) the first-time issue of any official documents related to the programme, unless the applicable law specifies more beneficial conditions for a student,
  - g) attendance of compulsory award ceremonies or other compulsory ceremonies or commemorations organized by the University.
634. Students participating in programmes fully (or partially) financed through scholarships granted by the Hungarian state may use the following services by paying the appropriate fees:
- a) teaching of a body of knowledge in any language other than Hungarian as chosen by the student, which is defined in the curricula of the bachelor and master training programmes in Hungarian and is taught in Hungarian, except if the curriculum includes a compulsory study requirement in a foreign language,
  - b) objects produced with the tools and equipment of the University, supplied for the student by the University, becoming the property of the student (e.g. reproduced materials),
  - c) use of the facilities, including library, laboratories, computer, sporting and recreational facilities, and the equipment of the University outside the scope of free services,
  - d) courses awarding credits in excess of the compulsory number of credits.

#### **Determination of the Financing Period**

635. Students are entitled to pursue studies in higher education for twelve semesters as a student fully or partially financed through a Hungarian state scholarship (hereinafter: financing period), including higher-level vocational training programmes. Pursuant to the decision of the Equal Opportunities Committee, the duration of such support may be increased by up to four terms for students with special needs.
636. The financing periods includes any semesters started as a part of programmes fully (or partially) financed through scholarships granted by the Hungarian state.
637. Students who have acquired a higher education degree and qualification may also participate in programmes fully (or partially) financed through scholarships granted by the Hungarian state, however, for students studying in a training cycle (partially) financed through scholarships granted by the Hungarian state, the number of further (simultaneous) semesters (partially) financed through scholarships granted by the Hungarian state in the case of simultaneously pursued studies in the same training cycle are to be subtracted from the financing period.
638. For students who were first-year students in or later than the academic year of 2012/2013 and pursue their studies in programmes (partially) financed through scholarships granted by the Hungarian state, the number of further (simultaneous) semesters at simultaneous programmes (partially) financed through scholarships granted by the Hungarian state are to be subtracted from the total number of terms from the financing period.
639. The following must be ignored when calculating the financing period:
- a) the semester commenced, if the student did not manage to finish the semester because of child-birth, illness or any other reasons beyond the student's control,
  - b) the semester completed in the financing period if the higher education institution ceased to operate without allowing the student to complete their programme on condition that the student was unable to continue the programme at another higher education institution,
  - c) the semester completed at the dissolved institution, not recognised by the higher education institution the student transferred to,
  - d) terms utilized at the programmes of the National University of Public Service by students in a student status pursuant to Section 21/A (1 a, b) of the Act CXXXII of 2011 on the National



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- e) that term when the student studied in a teacher training Master training programme based on § 39 (4a) of the Act on National Higher Education (NHE),
  - f) the terms used in education pursued in non-teacher training, single-cycle or simultaneous training along with the master training programme or after the previously mentioned programmes enrolling for the teacher training master degree programme, and in the four-semester teacher training master programme.
640. The student who exhausted the financing period available for the acquisition of the degree certificate or the diploma for the given programme may participate in the same programme as a self-financed student.
641. The financing period available for the given training programme may only exceed the length of the given programme by a maximum of two terms. The student unable to complete their studies during the financing period may continue their studies as a self-financed student.
642. When calculating the financing period and the time period available for self-financed programmes, semesters when the student – who has established a further (simultaneous) student status not later than in the third term of their first programme – is in a student status at another higher education institution in addition to the one with the University or when they study for more than one qualification at the University are to be considered as one term utilized.
643. Financing periods for the student are increased by two terms for the student under the Preference Act who previously participated in bachelor's training programmes fully (or partially) financed through scholarships granted by the Hungarian state and has been admitted to master's training programmes fully (or partially) financed through scholarships granted by the Hungarian state.

### **Self-financed Programmes**

644. The number of semesters is not limited for students paying full tuition fee. Students are not eligible for the allowances, benefits and services they would legally be entitled to if the number of semesters they have started at a given academic programme of the University, including the duration of a programme fully (or partially) financed through scholarships granted by the Hungarian state, exceeds sixteen terms. This provision does not apply to the student who acquires a new student status after the elapse of five years from the termination of a former student status.
645. The amount of the tuition fee and other fees must be included in the student training agreements between self-financed students and the University. The amount of the tuition fee cannot be modified during the legal status, but in case of students enrolled from the academic year of 2019/2020 - in compliance with the student training agreement - the tuition fee can be raised by the rate of the inflation. The amount of the tuition fee for the first year must be published in the Higher Education Admission Guide by the University.
646. The annual fees to be paid for participation in preparatory courses and foreign language contribution must be published by 15th October of the year preceding the year of the admission procedure. The date of notice on the tuition fee is to be considered the official date of notification of the payment requirements of tuition fees in the Neptun and the official deadline will be the deadline published in the Neptun.
647. When students have overdue payment obligations, they get a message about it when they sign in to the students' interface of the electronic study system. The Directorate of Customer Service and Studies issues an electronic reminder to the affected students. The first payment notice in a certified mail with return receipt requested is posted to the student with outstanding



payment obligation by the Controlling Director in June in the spring semester and in February in the autumn semester.

648. Self-financed students must pay a tuition fee for the services which can be used free of charge and special procedural fees and service charges for the omission or for the late fulfilment of the requirements.
649. If self-finance students do not complete the number of credits necessary for the completion of their training programme within the length of their programme, for each additional term beyond the length of programme when they sign in and register for subjects, they must pay the following tuition fees:
  - a) if they sign in for a term beyond the length of the training programme and the total credit value they register for does not exceed 15 credit points, the tuition fee for the semester is 50% of the tuition fee for one semester,
  - b) if they sign in for a term beyond the length of the training programme and the total credit value they register for exceeds 15 credit points, the tuition fee for the semester is 100% of the tuition fee for one semester.
650. Upon the termination of the student status or following the registration for the final examination, the University issues a credit settlement about any outstanding tuition fees and other incidental amounts due under other titles. The exact amount of the tuition fee for one term – in case of average progress – is published by the Director of Customer Service and Studies on the CooSpace surface until 15th June of the preceding academic year or in case of cross semesters, until 15th December of the preceding academic year.
651. Every student admitted to a self-financed programme in the given major and in the full-time and part-time (correspondence) education must pay the tuition fee.
652. In case of simultaneous studies, when the student registers or signs in for the second or further training programme, in that training programme where the student registered last, they must pay 50% of the tuition fee as long as they conduct their studies simultaneously. Once the simultaneous studies end, the student pays full tuition fee for the remainder of their programme. In case of simultaneous studies, when the student registers for up to 15 credits if they have overrun the normal period, the credits can be aggregated and in that case 25% of the tuition fee of given training programme must be paid.
653. Guest students pay the credit fee determined for the current term for each credit they have registered for.
654. In case the student – admitted to a self-financed training programme of the University – declares their intent of continuing their studies in a passive semester after enrolment until 31st August or 31<sup>st</sup> January, the payment of the tuition fee is not a prerequisite for the enrolment. The student is entitled to a lump sum refund after payment of the tuition fee in a case according to this present Provision.
655. The student is not entitled for the refund of their tuition fee if their student status has been terminated during the semester due to dismissal.
656. The student who had previously participated in fully (or partially) state-financed education, terminated their study and after a successful admission procedure, pursue their studies as fully (or partially) state-financed students are entitled to full (or partial) state financing until the total number of semesters started by them as fully (or partially) state-financed students exceed 12. The student may attend any further semesters necessary to acquire the degree certificate as self-financed students.
657. Making decisions about the fulfilment of payment obligations (exemption from fulfilment of payment obligation, payment in instalments, postponement) is in the scope of authority of the Controlling Director. Decisions providing the opportunity of instalment payment must include the deadline and the schedule of payments and the consequences of non-performance.



According to the conditions of the decision providing the opportunity of instalment payment the student and the University shall enter into an instalment agreement. When requests are denied, the decision must include the justification and students must be informed of the legal remedy opportunities.

658. With regard to the payment of the tuition fee, these Regulations apply to persons or organizations paying the tuition fee instead of the student.

### **Student Training Agreement**

659. The University and the student participating in a self-financed training programme enter into a student training agreement. The language of the contract is Hungarian. In case a non-Hungarian citizen pursues their studies in a foreign language, the contract must be written in the language of the education. The Dean of the faculty concerned represents the University in the agreement.
660. Student training agreements are to be entered into
- a) with the student admitted or transferred to self-financed programmes or programmes fully (or partially) financed through scholarships granted by the Hungarian state,
  - b) with the student reclassified to a self-financed status, after their first sign-in following recategorization, with the student whose reclassification has taken place during the first academic year of their studies at the given training programme, and
  - c) with the student reclassified to a self-financed status starting from the second term of the current academic year; in that case, within 30 days after the decision becomes final.
661. The student training agreement must be concluded in writing in two original copies. The Directorate of Customer Service and Studies must retain one of such copies for ten years after the student status is terminated.
662. Student training agreements must include:
- a) the name of the programme, the qualification level and qualification that may be acquired by the completion of the programme,
  - b) the site, schedule of study, duration and timing of the programme, taking any previously acquired knowledge into account,
  - c) the amount, extent and payment methods of the tuition fee and other fees,
  - d) the services provided by the University,
  - e) the conditions for the refund of the fees,
  - f) in case of programmes supported by state and European Union resources, the fact, name and amount of such support,
  - g) consequences of the breach of the agreement by the contracting parties,
  - h) any other rights and obligations allowed or prescribed by the applicable law.
663. Only the standard form defined by the University may be used for student training agreements.

### **Foreign Language Contribution**

664. The University may set the payment of a foreign language contribution in relation to studies at a given programme, with an amount published in the Higher Education Admission Guide.

### **Training Contribution and Administrative Service Fees**

665. The use of the facilities and the equipment of the University are free of charge within the scope specified by the regulations of such facilities. Beyond the scope of free-of-charge services of the facilities, fees specified by the facilities may be charged to students.



666. Students must pay the procedural fees and service charges listed in Appendix 3 if they miss or delay doing a duty set in the Regulations on Studies and Examinations if it was their fault.

### **Provisions for Reclassification**

667. In case of a student participating in a programme fully (or partially) financed through scholarships granted by the Hungarian state, who began their studies in the 2016/2017 academic year or later, the FAEC passes a decision to reclassify them as self-financed students at the end of the academic year if – upon the statement of the Director of the Customer Service and Studies –
- a) in the course of the last two semesters when such student's student status was not suspended; furthermore, the student did not participate in trainings abroad specified in Section 81 Points (3) and (4) of the NHE,
  - b) the student did not earn a total of at least eighteen credit points,
  - c) the student did not reach the credit-weighted average specified by the NHE GD for the given training programme based on the field of training it belongs to, in case of
    - ca) in art and art mediation programmes 3.5
    - cb) in social sciences 3.5
    - cc) in humanities 3.5
    - cd) in economics 3.0
  - d) the student revoked their declaration made according to Section 48/D Provision (2) of the NHE.
668. The student participating in a programme fully (or partially) financed through scholarships granted by the Hungarian state who began their studies in the 2012/2013 academic year or later must be reclassified as self-financed students if their average results for the last two terms when their student status was not suspended was less than the credit-weighted average specified for the given training programme.
669. The student who has exceeded the maximum financing period available for their studies and the acquisition of the degree certificate for the given programme become self-financed students in compliance with the present Regulation.
670. Decisions on reclassification due to the student's academic results must be passed after the conclusion of the study period by 31<sup>st</sup> July. Reclassification decisions are passed by the FAEC.
671. When passing reclassification decisions, the following need not be taken into account:
- a) the student who participated in University education only for up to one study period; and
  - b) who had not been able to complete their terms due to illness, childbirth, or other reason through no fault of their own.
672. Credit points recognized by credit recognition procedures are to be taken into account when passing reclassification decisions. In the process of reclassification, the Directorate of Customer Service and Studies identifies the semester in the student's recommended curriculum where the subject affected by credit recognition belongs, and in the course of the reclassification decision, takes into account only those recognized subjects which belong to the semester investigated in the course of making the reclassification decision according to the student's recommended curriculum.
673. Upon application, the student financed by full or partial Hungarian state scholarships may continue their studies as self-financed students from the following semester if their application arrives to the Directorate of Customer Service and Studies at least 30 days prior to the beginning of the semester concerned.
674. Decisions on reclassification at the student's request are passed by the FAEC. The student thus reclassified may later only apply for transfer to vacancies in programmes financed by full or partial Hungarian state scholarships in accordance with the process prescribed for other self-financed students.



675. The student reclassified as a self-financed student enter into a student training agreement with the University according to the provisions of these Regulations. The amount of the initial tuition fee for the above students is the same as the amount of the tuition fee for the academic year following reclassification of fee-paying or self-financed students who were admitted to the same degree programme in the year when the student status of the re-classified students was established.
676. For students reclassified in the first academic year at a given training programme or from the second semester of the given academic year to fee-paying or self-financed form of funding, the amount of the initial tuition fee is the same as the amount of the tuition fee of for the given academic year of fee-paying and self-financed students who were admitted to the same training programme in the year when the student status of the reclassified students was established.
677. The decision on reclassification may be made once per semester, following the adequate procedures for filling vacancies in programmes fully (or partially) financed through scholarships granted by the Hungarian state.
678. After reclassification, the reclassified student – taking the provisions about financing periods into account – may continue their studies as students fully (or partially) financed through scholarships granted by the Hungarian state for the number of semesters remaining from the total length of programme of the students whose places they have filled.
679. The following students may be reclassified to vacant places fully (or partially) financed through scholarships granted by the Hungarian state:
- a) the student who acquired at least 50% of the total credit points specified by the recommended curriculum in the course of the last two semesters they signed in for – or in the case of a student exceeding their length of programme, 50% of the credit points for the last two semesters of the recommended curriculum –, who are ranked the highest by aggregate adjusted credit index, and
  - b) whose aggregate adjusted credit index is higher than that of the student who is placed at the top of the bottom fifth on the list of students fully (or partially) financed through scholarships granted by the Hungarian state ranked by aggregate adjusted credit index.
680. When determining the number of students who may be reclassified to be fully (or partially) financed through scholarships granted by the Hungarian state for the following study period, students' study performance must be evaluated to establish the following:
- a) the number of student statuses terminated in the given academic year in the given training programme before the acquisition of their final certificates,
  - b) the number of students fully (or partially) financed through scholarships granted by the Hungarian state reclassified to a self-financed form of funding in the given academic year at the given training programme,
  - c) the number of students exhausting the financing period available in the course of their student status for acquiring the degree certificate or diploma by completing the given semester.
681. Self-financed students cannot be reclassified to programmes fully (or partially) financed through scholarships granted by the Hungarian state if the number of the semesters fully (or partially) financed through scholarships granted by the Hungarian state they previously utilized exceeds the length of the given training programme by two; or in the case of students with special needs, by six; or if they have already exhausted the entire financing period.
682. During the registration period of the semester following the reclassification decision, the students reclassified to a programme fully (or partially) financed through scholarships granted by the Hungarian state must make statements about their undertaking of the requirements of





programmes fully (or partially) financed through scholarships granted by the Hungarian state. In case of a person who does not make a statement about the undertaking of the conditions of programmes fully (or partially) financed through scholarships granted by the Hungarian state, the reclassification decision becomes invalid and the student may continue their studies only as self-financed students or students supported by partial Hungarian state scholarships.

683. If the student status of students admitted to programmes fully (or partially) financed through scholarships granted by the Hungarian state is terminated before the completion of the studies or if the student continues their studies as a self-financed student for any reason, such vacancies in state-financed programmes may be filled by students at the same training programme studying as self-financed students at the University upon their application for reclassification. The University passes its recategorization decision based on the study performance of the self-financed student applying for reclassification to programmes fully (or partially) financed through scholarships granted by the Hungarian state.

### **The System of Grants Available for Students**

684. The University provides the following grants under state financing, subject to conditions prescribed by the applicable law:
- a) Merit-based scholarships:
    - aa) Academic scholarship
    - ab) National higher education scholarship
    - ac) Institutional professional, scientific, public life and sport scholarships
    - ad) Hungarian Sports Stars Scholarship.
  - b) Need-based scholarships:
    - ba) Basic financial support
    - bb) Regular social grant
    - bc) Irregular social grant
    - bd) Bursa Hungarica Municipal Higher Education Grant
    - be) Ministerial scholarship for foreign students
    - bf) Hunyadi János Scholarship
    - bg) Foreign study scholarship for University students
    - bh) Support for participation in an internship.
  - c) Financing the operating costs of the institution:
    - ca) Support for the production of lecture notes
    - cb) Support for cultural and sporting activities
    - cc) Support for the operation of the Student Union.
685. The University may grant the based on its own decision, through a call for applications:
- a) METU academic scholarship
  - b) METU career scholarship
  - c) METU start-up support
  - d) METU creative programme support
  - e) METU professional and cultural support
  - f) METU sports and cultural support
  - g) METU student wages
  - h) METU crisis aid.
686. The University may grant the following from its own income, external donations or contributions:
- a) MNB excellence scholarship
  - b) METU specialist journalism scholarship
  - c) Your future is in your hands scholarship.



687. The scoring criteria for certain scholarships are listed in Appendix 4. To gain a scholarship or support the certificates or documents in Hungarian or in English, if the document is written in another language, its translation into Hungarian or English must be submitted.
688. The conditions of scholarships offered by external organizations are published in Coospace system by the Director of Customer Service and Studies.

### **Academic Scholarship**

689. Academic scholarship can be awarded to maximum 50% of the full-time students of the University, fully financed through scholarships granted by the Hungarian state, in such a way that the monthly amount of the academic scholarship allocated to the individual students must reach the same amount as that of 5% of the normative funding per student. Academic scholarship can be awarded to full-time, active students of the University, fully financed through scholarships granted by the Hungarian state, in bachelor, master of higher education vocational training programme from the second semester.
690. Upon the determination of the amount of academic scholarship, the students' study performance in the course of the last completed active semester shall be evaluated. For students who are participating in partial training in a foreign country while continuing their studies at the University in an active status and therefore their current semesters cannot be closed in time, the amount of the academic scholarship can only be determined following the conclusion of the semester which is the basis of the calculation of the academic scholarship. Such students receive their academic scholarship for the affected semester retroactively for the months missed until September, or until February after the conclusion of the semester which is the basis of the calculation of the academic scholarship.
691. Students are entitled to academic scholarships if:
- a) they participate in full-time programmes fully (or partially) financed through scholarships granted by the Hungarian state,
  - b) they have accomplished at least 15 credit points in the previous active semester, and
  - c) their adjusted credit index reaches or exceeds the arithmetic average of the adjusted credit indices of students who study in the same field of training and qualify for the criteria mentioned in Points a) and b) and their adjusted credit index is at least 3.75.
692. The base of the amount to be paid is the adjusted credit index, calculated in every semester, for the next semester. The adjusted credit index necessary for the determination of the academic scholarship and the scope of the eligible students are published by the FAEC in the electronic study administration system of the University until the 10th day of the second month of the term-time at the latest.
693. Upon the determination of the academic scholarship, credit points gained through credit recognition outside the frame of partial studies in the current semester do not qualify as credit points to be calculated in the adjusted credit indexes or grade point averages, therefore such credit points cannot be taken into account.
694. Upon the determination of the academic scholarship, credit points earned in the frame of partial studies do qualify as credit points to be calculated in the adjusted credit indexes or grade point averages, therefore such credit points must be taken into account. The arithmetic average assigned to a field of training varies annually depending on students' performance.
695. After consultation with the President of the Student Union, until the last day of the second month of each semester, the Director of Customer Service and Studies determines and publishes the exact monthly amount of the academic scholarship for each field of training and each year based on the credit points recorded in the electronic study administration system in



such a way that the scholarships are of the same amount for each student group with the same academic requirements.

696. A student group consists of all students from the same year. Students who have exceeded their length of programme are to be treated as students studying in the highest year of the given degree programme. Based on the number of active semesters, the following students belong to the same group:
- a) a 1<sup>st</sup> year: 2 semesters,
  - b) 2<sup>nd</sup> year: 3 and 4 semesters,
  - c) 3<sup>rd</sup> year: 5 and 6 semesters,
  - d) 4<sup>th</sup> year: 7 and 8 semesters.
697. Academic scholarship may be applied for by students with further (simultaneous) student statuses taking the academic achievements in the first and the further bachelor of master training programmes into consideration.
698. In case the student participating in simultaneous programmes begun their first programme at the University, they may receive a scholarship according to their performance at the University.

### **National Higher Education Scholarship**

699. Students participating in full-time bachelor's or master's programmes, who have signed in for at least two semesters – during their current or previous studies –, furthermore, who have earned at least 55 credit points are eligible for national higher education scholarships.
700. Starting from their third semester, students with active student status may receive national higher education scholarships if
- a) in the course of the previous two semesters, they have achieved an adjusted credit index exceeding 4.5, and
  - b) they perform outstanding scientific or other professional work.
701. In case of evaluating the scholarship, only the last two active semesters academic results as well as scientific and professional results can be taken into account. If the student status is continuous, the previous education's last two active results have to be taken into account as well.
702. The national higher education scholarship is awarded through an application procedure published by the Director of Customer Service and Studies. The student must submit the application to the Student Information Centre. The FAEC evaluates the applications using a scoring system. Based on the applications, the FAEC acting in its scope of authority delegated by the Senate drafts a proposal on the award of the national higher education scholarship to the minister responsible for higher education by 1<sup>st</sup> August each year.
703. The national higher education scholarship may be awarded for one academic year (10 months). The national higher education scholarship granted for a given academic year may be disbursed only in the same academic year.
704. The national higher education scholarships cannot be paid to students whose student status is terminated or suspended for any reason. In case of programmes with an odd number of semesters, the eligibility for the national higher education scholarship does not cease for students who continue their studies in the second term of the given academic year.
705. If it is established in the course of a legal remedial procedure that a student – whose application for the national higher education scholarship has been denied – is eligible for the national higher education scholarship based on the pre-defined conditions and the maximum number of eligible students, the minister responsible for higher education is authorized to grant a national higher education scholarship to the student. Nevertheless, such a student cannot be taken into account when determining the number of eligible students for national higher



education scholarships and the University must pay the scholarship from the statutory state funding for students or from its own income.

706. Students who have been granted national higher education scholarships cannot be excluded from the application for academic scholarships.
707. The ceremonial method of handing over the honorary certificates to students who have been granted national higher education scholarships is determined by the Rector.

### **Institutional Professional, Scientific, Public Life and Sports Scholarship**

708. Following the application of the student, institutional professional, scientific, public life and sports scholarships are awarded to students participating in extracurricular activities according to the current of the University. The scholarship is determined for one semester and paid monthly or as a one-off payment.
709. The University divides and establishes the professional, science, public life and sports scholarship as follows:
- scientific and professional scholarship,
  - public life scholarship,
  - sports scholarship.
710. The students are eligible to institutional professional, scientific scholarship, if
- they participate in a full-time bachelor, master of higher education vocational training programme,
  - their student status is not suspended,
  - they have at least one closed active semester,
  - their credit-weighted average for the semester preceding the application is at least 2.5,
  - they pursued activities beyond the curricular requirements during their previous two active semesters,
  - they have not exceeded the length of their programme by more than two terms.
711. The students are eligible to public life scholarship, if:
- they participate in a full-time bachelor, master of higher education vocational training programme,
  - their student status is not suspended,
  - they have at least one closed active semester,
  - their credit-weighted average for the semester preceding the application is at least 2.5,
  - they contributed to the development of community life being part of a self-organized community of the University during their previous active semester,
  - they have not exceeded the length of their programme by more than two terms.
712. A student is eligible for the sports scholarship if:
- they participate in a full-time bachelor, master of higher education vocational training programme,
  - their student status is not suspended,
  - they have at least one closed active semester,
  - their credit-weighted average for the semester preceding the application is at least 2.5,
  - during their previous active semester they participated in competitive sport and had a significant result (place), and
  - they have not exceeded the length of their programme by more than two terms.
713. The first seven applicants in the ranking list can be granted the sports scholarship. In the case of a tie, the higher adjusted credit index makes the student eligible for the scholarship.



714. The applicant's activities for which they have received regular fees, wages or other reward cannot be considered for scholarships.
715. In the case of applicant whose semester during which the evaluation is based was passive, the activities and performance during the last active semester before the submission of the application must be evaluated.
716. The student who has been awarded national higher education scholarships for the given academic year cannot apply for institutional professional, scientific and public life scholarships.
717. The Student Union calls for the application of students conducting outstanding professional, scientific, public life and sports activities. The call for applications must be published by the 10th day of the second month of term-time with the conditions and deadline specified. The deadline for submitting applications cannot be longer than two weeks.
718. The Student Union evaluates the applications and ranks the applicants within 5 working days. The Directorate of Customer Service and Studies prepares an official report about the evaluation process including the appropriate reasons for the decisions.
719. Based on the scores and ranking list proposed by the Student Union, decisions are made by the FAEC and the affected students are notified by the Directorate of Customer Service and Studies.
720. Appeals may be submitted against the decision of the FAEC to the Student Legal Remedy Committee.

### **Hungarian Sports Stars Scholarship**

721. The Hungarian Sports Stars Scholarship aims to support students having student status in higher education institutions, doing an Olympic sport who have the potential to win a medal in a European or world championship or in the Olympic Games during their studies.
722. The scholarship shall be awarded by the minister for sports. The minister shall divide the scholarship candidates into three categories: European championship, World championship and Olympic championship. The amount of the scholarship shall be subject to the above categories and previous competition results.
723. The scholarship shall be paid until scholarship holders finish their studies to obtain their first higher education degree – bachelor's degree or master's degree in a one-tier programme – at the latest, however no later than the first day of the month following the scholarship holder's 35th birthday.
724. The minister for sports is responsible for the operation of the scholarship programme by the law. The University's responsibilities related to the scholarship shall be the performed by the Directorate of Customer Service and Studies.

### **Basic Financial Support**

725. The student participating in full-time bachelor, master, or higher education vocational training programmes fully (or partially) financed through a scholarship granted by the Hungarian state is eligible for basic financial support in case they live with disabilities, are in financial need due to their health condition, are severely disadvantaged, are the breadwinner, live in a large family, disadvantaged, their guardianship is terminated due to coming of age, or are an orphan or half orphan.
726. The amount of the basic financial support is 50% of the normative funding per student in bachelor training programmes, and 75% of the normative funding per student in master training programmes.
727. The call for the application for the basic grant is announced together with the application for the regular social grant. The deadline for applications cannot be later than the last day of the



first month of the term-time. Within 10 working days after the deadline for applications at the latest, the Student Welfare Committee must make its recommendation on the granting of the requested support to the FAEC.

728. The Student Welfare Committee examines the fulfilment of the conditions of eligibility for the basic grant with the help of the Directorate of Customer Service and Studies. Based on the decisions by the FAEC, the Directorate of Accounting provides for the payment.

### **Regular Social Grant**

729. The student participating in full-time training programmes fully (or partially) financed through a scholarship granted by the Hungarian state or who started their studies in a programmes fully (or partially) financed through a scholarship granted by the Hungarian state and would be entitled to participate in a (programmes fully (or partially) financed through a scholarship granted by the Hungarian state based on the number of semesters started in the given training programme is eligible for regular social grant in case they
- live with disabilities, are in financial need due to their health condition,
  - are severely disadvantaged,
  - are the breadwinner,
  - live in a large family, or
  - are orphan.
730. The Student Welfare Committee announces the call for application for the regular social grant each semester until the first day of term-time and specifies the conditions and deadline for such applications. The deadline for applications cannot be later than the last day of the first month of the term-time. Within 10 working days after the deadline for the application, the Student Welfare Committee must make its recommendation on the granting of the requested support.
731. When evaluating the student's social circumstances, the following must be taken into account in particular:
- the number and income status of people habitually residing, registered or having ordinary residence status at the address of the student,
  - the duration, cost of travel and distance between the training site and the student's place of residence,
  - the cost of living in the case of students not living in a shared household as defined by the SSBA,
  - the amount the student with special needs spends on acquiring and maintaining their special devices, special travel needs and the employment of any personal aides or sign language interpreters,
  - regularly occurring health-related expenses due to the illness of the student or their close relatives living in the same household,
  - the number of dependent persons living in the same household as the student, especially the number of dependent children including the student,
  - the cost of caring for the dependent relative.
732. When calculating the income, with regard to the regular monthly income, the average of the last 3 months is to be considered, in case of other types of income, one twelfth of the income of the last year is to be considered. The expected and verifiable future changes in income are also to be considered upon the student's request.
733. The application for regular social grant must be submitted in an electronic request.



734. The monthly amount of the regular social grant cannot be less than 20% of the annual statutory state funding of the students in case they are entitled to regular social grant based on their social circumstances and they are:
- students with special needs due to disability or state of health,
  - students with multiple disadvantages,
  - breadwinners,
  - of large families, or
  - orphans.
735. The monthly amount of regular social grant cannot be less than 10% of the annual statutory state funding of students for students in case they are entitled to regular social grant based on their social circumstances and they are:
- disadvantaged,
  - their guardianship has been terminated due to coming of age, or
  - half orphans.
736. The monthly amount of regular social grant cannot be less than 10% of the annual statutory state funding for students for students – of a foreign nationality and students under the scope of the Preference Act – receiving the ministerial scholarship for foreign students, that does not belong to the period of partial studies.
737. When calculating the monthly amount of the regular social grant for an applicant, the total monthly amount available for the current semester must be divided by the sum of the applicants' scores. The result rounded down to the next integer is the number of forints corresponding to one point. These values then must be multiplied by each applicant's score. If the applicant's support would be less than the minimum amount announced, such applicants are not entitled to need-based stipends and their application is considered invalid. Taking such reduced number of applicants into consideration – that is, leaving out the invalid applications– the above method must be applied once more to calculate the number of forints corresponding to one point in the applications and then it is to be multiplied by the score of each applicant. Such results constitute the amount of regular social grant and housing support.
738. The housing support is granted within the framework of the regular social grant.
739. When awarding the regular social grant, the student's academic results and the corresponding amounts of merit-based support cannot be taken into account.

### **Irregular Social Grant**

740. The budget of irregular social grant is primarily a one-time allowance to aid students and alleviate the unexpected decline in the student's social circumstances.
741. The maximum amount is the irregular social grant cannot exceed the amount of the current statutory minimum remuneration (minimum wage).
742. The irregular social grant may be granted upon the student's application. The FAEC makes its decision based on equity aspects and the documents attesting the student's unexpected circumstances based on the monthly recommendation of the Student Welfare Committee. Once a month a decision must be made on submitted student applications. The Directorate of Finance must make the payments within 8 working days of the decision.
743. One-time need-based stipends may be granted once per semester to the student participating in a programme fully (or partially) financed through scholarships granted by the Hungarian state, furthermore, to the student who started their study in a programme fully (or partially) financed through scholarships granted by the Hungarian state and would be eligible to participate in the given training programme fully (or partially) financed through scholarships granted by the Hungarian state based on the number of semesters started.



### **The Bursa Hungarica Municipal Higher Education Grant**

744. The Bursa Hungarica Municipal Higher Education Grant (hereinafter: Bursa Hungarica Grant) is a need-based support consisting of the need-based support for students awarded by the municipal and county governments that have joined the given annual round of the Bursa Hungarica Municipal Bursary System and a need-based support paid and determined by the University according to the municipal bursary.
745. Students may receive University contribution if they are supported by the municipality of their place of residence within the Bursary System and if they pursue their studies as full-time bachelor's or master's students or participate in higher educational vocational training programmes.
746. The Bursa Hungarica Municipal Higher Education Grant may be awarded only according to the applicant's social circumstances and the student's academic results cannot be taken into account.
747. Before payment, the Director of Customer Service and Studies investigates whether the student is eligible for the bursary.
748. In case students beginning their higher education studies for the first time in the semester when they receive the Bursa Hungarica Municipal Higher Education Grant, the payment of the University contribution is done according to the same schedule as other allowances starting in October, or March in case of cross-semester training programmes. The municipal part of the grant is paid in October, or March in case of cross-semester; at the latest at the time when the first grants are paid after the amounts have been transferred to the University. The first payment includes all of the support accrued until said deadline and the remainder of the support is paid together with the University contribution following the schedule of the payment of other scholarships.
749. In case students having begun their higher education studies before the payment of the bursary, the payment of the University portion of the contribution begins in March by the same schedule as other types of student allowances. The payment of the municipal portion of the bursary begins in March, or at the latest at the time when the first grants are paid after the amounts have been transferred to the University. The first payment includes all of the support accrued until said deadline and the remainder of the support is paid together with the University contribution following the schedule of the payment of other scholarships.
750. The payment of the grant is suspended for all the months when the student's student status is suspended, without changing the deadline of the payment.
751. If the receiver of the grant does not continue to fulfil the conditions of such support, the University is obliged to terminate the payment of the bursary.
752. In the course of the disbursement of the bursary, the students awarded the bursary must notify the University and the application management organization in writing promptly but not later than 15 days of any change affecting the eligibility for and the payment of the bursary. The obligation of notification must be fulfilled within 5 working days if the following data change:
- a) the students' name, birth name, place and date of birth, citizenship, address of permanent or temporary residence,
  - b) the name and work schedule of the training programme,
  - c) deferral of studies.
753. The students who has been granted the bursary but does not fulfil the obligation of notification may be excluded from receiving the support and from applying for the bursary in the next annual round of the Bursary System. The student who has been granted the bursary must repay any undue support received to the University within 30 days. The student who is denied





the payment of the bursary because they have omitted the notification obligation may not claim any unpaid support after the semester is closed.

754. The University is only obliged to pay the municipal bursaries if the funds for the amount has been transferred to its account by application management organization.
755. The University part of the contribution must be paid even when the funds for the municipal bursaries is not available on the bank account of the University.

### **The Ministerial Scholarship for Foreign Citizens**

756. The Minister for Higher Education may award a scholarship for foreign citizens participating in state-funded full time training programmes or pursuing partial studies every academic year.
757. The monthly amount of the ministerial scholarship is the same as 34% of the annual statutory state funding defined by the Act on Budget each year for students participating in other bachelor's or master's training programmes. The length of the scholarship is 10 months.
758. The ministerial scholarship may be awarded upon application. The applications are announced by the Minister responsible for higher education, published on the website of the Ministry and managed by the organization appointed by the Minister. Students must submit their applications to the Student Information Centre. The FAEC forwards the ranking list of applications to the organization appointed by the minister responsible for higher education. The minister responsible for higher education makes the decisions on the applications. The Minister's Scholarship is disbursed by the University.

### **Hunyadi János Scholarship**

759. A Hungarian student living abroad participating in a state-funded training programme may receive a Hunyadi János Scholarship based on the decision of the Minister responsible for education.
760. The scholarship for a student participating in a full-time training programme is for ten months of the academic year, with a monthly amount of HUF 30,000 per person per month. The scholarship for a student participating in a partial studies training programme is for the duration of the part-time training, with a monthly amount of HUF 80,000 per person per month.
761. The scholarship may be awarded upon application. The application is managed by the Eötvös Loránd University. The Hunyadi János Scholarship is disbursed to the student by the University.

### **Foreign Study Scholarship for University Students**

762. Hungarian students may apply for public call for applications for scholarships supporting their study at a foreign higher education institution recognized by the state.
763. The foreign study scholarship for University students aims to facilitate the full or partial studies of Hungarian citizens who belong to a national or ethnic minority in their native language at higher education institutions recognized by the state under bilateral international treaties with the countries in question.
764. The minister responsible for higher education announces the call for application for such scholarships. The application procedure is conducted by the organization appointed by the minister responsible for higher education. Decisions on the applications are made according to the provisions of bi- or multilateral international treaties and the applicant's study performance.
765. Students must submit their applications to the Student Information Centre. The applications are ranked by the FAEC and forwarded by the Director of Customer Service and Studies to



the organization appointed by the minister responsible for higher education. The minister responsible for higher education makes the decisions on the applications.

#### **Support for Participation in an Internship**

766. Support for participation in an internship may be awarded upon application for a maximum of one semester to the student participating in a one-semester-long internship at most, specified in the programme TOR.
767. The support for participation in an internship is awarded to students – participating in bachelor's and master's training programmes fully (or partially) financed through scholarships granted by the Hungarian state – completing off-site internships, that is not at the University's registered seat or site, do not receive dormitory services and the distance between the training site and the student's place of residence is at least 30 km.
768. The Chief Customer Officer decides on the special conditions of granting of the support in a formal order. The monthly amount of the support for participation in an internship cannot exceed 10% of the annual statutory state funding of students.

#### **Support for the Production of Lecture Notes**

769. The University grants support for the production of lecture notes, the purchase of electronic textbooks, study materials and devices necessary for the fulfilment of academic requirements and the purchase of devices to facilitate the studies of students with special needs.
770. The Student Union gives its opinion of the utilization of this subsidy in advance and the Rector informs the Student Union annually on the utilization.

#### **Support for Cultural and Sporting Activities**

771. Cultural activities include any cultural activity, event organization, career counselling, life guidance and academic counselling that is provided or organized for students within the framework of the University.
772. Sports activities include any activity, provided or organized for students within the framework of the University that ensures physical exercises, sporting, competing, education for a healthy lifestyle and lifestyle counselling.
773. The President and CEO makes the decision on the support for culture activities with the consent of the Student Union.

#### **Support for the Operation of the Student Union**

774. The Chief Customer Officer signs an Agreement with the Student Union's President about supporting the operation of Student Union.
775. The Student Union manages its budget independently and reports the use of the support to the University annually.

#### **METU Academic Scholarship**

776. Students are eligible for METU academic scholarship in case
- a) they participate in a self-financed higher educational vocational training programme, or bachelor's or master's training programme,
  - b) their student status is not suspended,
  - c) they have at least one closed semester,
  - d) they have not exceeded their length of studies.



777. The METU academic scholarship can be awarded on the basis of educational result to students reaching the highest adjusted credit index, if the adjusted credit index is at least 4,00. The METU academic scholarship can be awarded to 3-3 students per semester, in each year, in full-and part-time education, in each faculty and educational language. In the case of a tie, the higher adjusted credit index for the whole study period, in case of equal results, the creditweighted average has to be taken into account.
778. The scholarship is awarded automatically. In the course of the evaluation of the scholarship, the evaluation groups are formed by students in the same enrolment year. In case of equal academic results, ties are broken by the cumulative adjusted credit index. In case the student wins the scholarship, they may declare in writing that, their personal data, in particular their name and training programme, may be used in the communication of the University.
779. The amount of the METU academic scholarship equals 33% of the amount of tuition fee for one semester of the awarded student. The scholarship is disbursed in one sum, after the full tuition fee has been paid. A condition of disbursement is to have the student's bank account number registered in Neptun.

#### **myBRAND scholarship**

780. For the duration of internship that is a mandatory part of the academic requirements of students granted admission to self-financed training programmes, the University provides a myBRAND scholarship of HUF 100,000 per semester for one student upon application.
781. That student can apply for the myBRAND scholarship in a BCT training programmes, who
- a) in the case of six-term programmes, after the completion of at least four active semesters, or at least 108 credit points,
  - b) in the case of seven or eight-term programmes, after the completion of at least five active semesters, or at least 135 credit points,
  - c) in art, art mediation in the case of six-term programmes, after the completion of at least four active semesters, or at least 108 credit points.
782. The support to be paid in the course of the internship is determined upon application by a committee elected by the University that takes the Student Union's opinion into consideration.
783. The conditions and the deadline for applying for the METU career scholarship, the composition of the committee responsible and the evaluation criteria are determined by the Rector each semester, taking the opinion of the Director of the CareerCentre into consideration.
784. In aspects not regulated in this title, the provisions for students with a full or partial state scholarship duly apply to METU career scholarships.

#### **METU Start-Up Support**

785. The METU start-up support aims to support projects planned by student groups beneficial for the University and for the society.
786. The limit for the support of the METU start-up programme is HUF 1.000.000 per project. The total annual limit for the support of the METU start-up support is HUF 3.000.000 for all of the projects.
787. The University establishes a committee to evaluate the applications. The committee notifies students about the evaluation criteria in the call for applications. The METU start-up support is awarded in the spring semester.

#### **METU Creative Programme Support**

788. The METU creative programme support aims to support projects designed by student groups strengthening university community life, community consciousness and social responsibility.



789. Active students or student groups enrolled in any bachelor's training programme may submit their application for the METU creative programme support.
790. The limit for the METU creative programme support is HUF 500,000 per project. The total annual limit for the METU creative programme support is HUF 1,500,000 for all of the projects.
791. The University sets up a committee to evaluate the applications. The committee notifies students about the evaluation criteria in the call for applications. An opportunity must be provided for the participation of students in the committee. The METU creative programme support may be awarded in the spring semester.

### **METU Professional and Cultural Support**

792. The President and CEO is entitled to grant professional and cultural support to students or student groups who:
- a) represent the University by outstanding professional activities beyond the requirements of the curriculum at professional or scientific conferences, national or international competitions,
  - b) undertake the organization of cultural events related to University life but independent of the events of the Student Union,
  - c) organize events for students – trips, workshops, forums, study groups – that reinforce and support student life at the University.
793. The conditions for applications for the METU professional and cultural support are determined jointly by the President and CEO and are published on the University's CooSpace system and website by the end of the first month of the term-time each semester.
794. Students or student groups organizing an event that fulfils the conditions of the application may submit their applications at any time during term-time. The documents specified in the conditions must be attached to the application together with a statement that declares that the affected students will represent the University's unified corporate identity at such events. The Director of Marketing and Sales informs applicants about the use of the elements of the unified corporate identity.
795. A committee appointed by the Rector evaluates such applications within two weeks of their receipt. Students may turn to the President and CEO for legal remedy within 5 working days of the decision.
796. The support for such events may be used only for the purposes of the event. Student groups awarded the support must prepare a financial and professional report about the utilization of the support within one month of the end of the supported activity. If the support has not been used in accordance with the rules, applications by the members of the group may be excluded from further application procedures.

### **METU Sports and Cultural Support**

797. The University may reserve funds from its own resources for the support of sports and culture. The support for a student cannot exceed the amount of the support the University receives per student from government sources for the support for sports and culture.
798. University sports and cultural support may be used in the same way as governmental sports and cultural support.

### **METU Student Wages**

799. State-financed and self-financed students may conduct activities considered as work and serving as the basis of student wages, for example as general student assistants working in



education, research or at the library. Students may also collaborate in other basic jobs and services of the University for student wages.

800. Individual organizational units may require students to submit applications for general student assistant positions and further student jobs.
801. Student employment contracts must be entered into by the student to work within the framework of the University. The student is entitled to student wages for the work performed in accordance with the legal provisions in effect.

#### **METU Crisis Aid**

802. The University may grant a onefold aid up to the amount defined in the University's annual budget in case of unexpected, temporary adverse events to the student's financial circumstances, to any student participating in a self-financed training programme. The METU crisis aid may be given to a student on one occasion during their studies.
803. Under this provision crisis means any unexpected, quick change that results in changes in the student's circumstances or status which means a temporary great rate of danger to the livelihood of the student. Among others it is regarded to be a crisis:
  - a) a devastating natural force or storm, disaster or accident having a direct or serious effect on the standards of living, especially the housing of the student,
  - b) death of the spouse, next of kin, sibling living in the same household.
804. The METU crisis aid may be required any time during the semester, by naming the underlying event, within 15 days of its happening. The person requiring the METU crisis aid must prove their statements.
805. The maximum amount of the METU crisis aid is HUF 100.000 per person. The application for the METU crisis aid is evaluated by the Chief Financial Officer upon the proposal of the Directorate of Customer Service and Studies.

#### **MNB Scholarship of Excellence**

806. In the framework of its cooperation with the Hungarian National Bank (hereinafter: MNB), METU shall for the use of the available grant amount, – based on the terms and conditions set out in the grant agreement concluded between METU and the MNB and after approval by the MNB – invite applications for the MNB Scholarship of Excellence Grant.
807. 10 undergraduate students and 1 Master's student are eligible for the MNB Excellence Scholarship, provided they meet the application criteria.
808. Applications may be submitted by students – regardless of their citizenship
  - a) who are full-time students with an active student status pursuing their studies at any of the following state-financed or self-financed programmes of METU: Business Administration and Management, International Business Economics, Finance and Accounting, Commerce and Marketing bachelor training programmes, furthermore, Master of Business Administration (MBA), International Economics and Management, Business Development, Management and Leadership master training programmes,
  - b) do not receive a Stipendium Hungaricum scholarship,
  - c) who have registered for at least two terms in one of the bachelor's or master's programmes eligible for the support and have earned a minimum of 54 credits in the last two active terms,
  - d) who have earned a minimum of 90% of the total number of credits specified in the recommended curriculum of the relevant programme, calculated on a pro-rata basis,
  - e) whose credit-weighted grade point average gained during the previous two completed consecutive active terms is at least 4.00, and have done academic or other professional work in the last two semesters,
  - f) complete and submit with the application the MNB Privacy Statement, and



- g) who undertake to personally participate at the Diploma of Excellence Awarding Conference organized by the MNB; participation or non-participation may be considered by the University when assessing the following year's application.
809. The following documents are to be completed and attached to the application:
- application form,
  - documents certifying the students' scientific activities (publications, papers submitted to the CSSA, participation in international and national competitions, activities performed within colleges for advanced studies) and further documents and certificates that the applicant wishes to be considered in the evaluation procedure,
  - a statement by the students in which they express their consent to be bound by all the terms and conditions specified in the call for applications the provisions relating to the suspension of the scholarship awarded,
  - a statement by the students in which they authorize the members of the evaluation committee, the representatives of MNB and the persons responsible for the administration of the application procedure to process their personal data recorded in their applications,
  - a statement by the students in which they approve of their personal details (their names and programmes) to be used by the University and MNB in their communication in case the students are awarded the scholarship.
810. The application can be submitted via the electronic educational system of the University until the deadline defined in the call for application. No rectification shall be allowed after the deadline specified in the call for application.
811. When evaluating the submitted applications, the committee appointed by METU considers the following activities of the applicants in accordance with the provisions of the Support Agreement: academic performance accounting for 50%, scientific activities accounting for 40% (publications, papers submitted to the Conference of Students' Research Societies, participation in international and national competitions, activities performed within colleges for advanced studies), public or community activities accounting for 10% of the total score. The scholarship applications are evaluated by a committee appointed by the University based on the criteria sent by the MNB.
812. The University shall send the applications received and evaluated to the MNB for approval, which shall notify the University of its request for modification within 10 days of receipt, which the University shall consider. If the MNB has not received any comments within this period, it shall accept the order in which the application has been evaluated.
813. The proportion of foreign students awarded the MNB Scholarship of Excellence Grant shall not exceed the proportion of foreign students studying in the relevant fields of study at the University.
814. The University will notify you electronically of the outcome of your application. Winning applicants are granted the amount of the above scholarship as "MNB Scholarship of Excellence Grant" in monthly instalments of HUF 50,000 due for ten months within an academic year (for the period from September to June) in case students meet the criteria of eligibility for the scholarship.
815. Conditions of eligibility for the scholarship:
- the scholarship awarded for the given academic year is only to be paid in that academic year, the payment of the scholarship cannot be rescheduled for a period commencing after the academic year following the one in which the application has been submitted,
  - if the student – in line with the length of their programmes – finish their studies in an odd semester, remain eligible for the scholarship if they continue their studies in the following semester, following a successful admission procedure, in another bachelor's or master's



degree programme at the same higher education institution supported by the scholarship programme if the student continues his/her studies at another higher education institution in the degree programme supported by the scholarship programme, he/she will only be eligible to participate in the scholarship programme if the new higher education institution has a scholarship place available and accepts the student's application. In all cases of change of institution, the student is obliged to notify the new higher education institution of his/her participation in the scholarship programme,

- c) if the student - in line with the length of their programmes - finish their studies in an odd semester and is not pursuing another bachelor's or master's degree course supported by the scholarship programme will no longer receive a scholarship and the University shall be entitled to fill the place of the eliminated student(s), without reopening the competition, or, if the vacancy cannot be filled by reopening the competition, by filling the place of the eliminated student(s) with the following student(s) from among those who meet the eligibility criteria. The scholarship awarded to the applicant will be paid only for the 2nd (spring) semester,
- d) if the student's student status is terminated or suspended, the scholarship shall no longer be paid to them.

816. Winning applicants cannot be excluded from other scholarship.

817. Applications for the scholarship programme submitted by students pursuing their studies in bachelor's programmes and master's programmes shall be handled separately.

818. METU reserves the right to withdraw the application.

#### **METU specialized journalist scholarship**

819. The University offers a scholarship for students participating in specialized journalist professional training programs. The aim of the scholarship is to support the training of such professionals who are committed to professionally excellent communication in financial-economic topics, that is understandable for the general public.

820. Those undergraduates are eligible to apply, irrespective of their citizenship, who

- a) have an active student status in the first semester of the specialized journalism postgraduate specialist training programme of the University
- b) They are not employed by the Hungarian National Bank,
- c) They are not employed by Pallas Athéné Domus Meriti Alapítvány.

821. The documents to be filled in and attached to the application:

- a) application form,
- b) appendix of the application form, such as diplomas and degrees, certificates,
- c) the applicant's professional CV,
- d) cover letter,
- e) the statement of the student to be bound by any criteria revealed in the bid, especially the regulations on the suspension of the scholarship dedicated to them,
- f) the statement of the student that their personal data used in the application can be managed by the members of the Committee, and the people involved in the administration of the application, furthermore
- g) the student's statement about using their personal data in case of gaining the scholarship (especially their name and major) in the communication of the University and Hungarian National Bank.

822. The application can be submitted via the electronic educational system of the University until 30th October every year. When the deadline is over, there is no opportunity to supply deficiencies.

823. The Fees, Allowances and Educational Committee conducts the evaluation of the application for the scholarship in November every year.



824. During the evaluation, there is special focus on:
- a) the level of the current degree,
  - b) language skills,
  - c) previous professional experience, and
  - d) the cover letter evaluated by scoring, pre-qualified by the Programme Head.
825. The maximum rate of the support is 80 % of the tuition fee but cannot exceed the amount of the tuition fee paid by the student, paid per semester.
826. The scholarship is valid for one academic year.
827. The scholarship is paid after the student has completed their academic obligations, at the end of the academic year.
828. In case the student's active student status is terminated or suspended, the scholarship cannot be paid.
829. In case the student does not pass the final exam at the end of second school year (compared to the beginning of the training programme) in the final examination period, the full amount of the scholarship must be paid back.
830. The applicant is notified about the result of the application electronically by the University.
831. The University keeps the right to revoke the application.
832. The decision on the evaluation of the application and the decision to terminate the scholarship is not subject to a remedy.

### **Your future is in your hands Scholarship**

833. The University invites applications for the scholarship called Your future is in your hands for the academic year of 2023/2024, in the framework of the cooperation with the Hungarian National Bank to use the available fund. The aim of the scholarship is to contribute to the spread of the approach and implementation of Hungarian economic and social sustainability.
834. The Your future is in your hands Scholarship can be awarded to 70 undergraduates participating in English language Bachelor and Master training programmes if they meet the application requirements.
835. Those applicants can apply for the Your future is in your hands Scholarship who start their studies in the autumn semester of the academic year of 2023-2024 and participate in an English language, tuition fee financed Bachelor and Master training programme and have an active status in METU BCT Faculty,
- a) have at least a 60 % secondary school leaving exam (matura) or college or university average,
  - b) in case of secondary school students having at least the result of 60% of the subjects contributing to the application for higher education studies; in case of university students (MA) the aggregated result must reach minimum 60% of the grades in the course record book of the bachelor training programme.
  - c) they commit themselves to promote the knowledge gained at Budapest Metropolitan University, the values and goodwill to the public as the ambassador of the Your future is in your hands programme.
836. The 60% aggregated result defined in point 835 c) is calculated based on the evaluation criteria of the institution issuing the certificate of the school-leaving exam or the university academic results. In the absence of such, the evaluation is conducted in compliance with the most common evaluation criteria of the country in which the institution has its headquarters.





837. The documents to be filled in and attached to the application:
- application form,
  - CV in the format defined in the call for proposals,
  - cover letter in the length and format defined in the call for proposals,
  - an essay of a topic, in the length and format defined in the call for proposals, declaration of consent to managing their personal data given in the application by the members of the committee and the administrators of the application procedure.
838. The application can be submitted via the online application system <https://apply.metropolitan.hu/> to the University until 15th June. When the application deadline is over, there is no opportunity to supply deficiencies.
839. The received applications are evaluated by the Committee appointed by the University.
840. The University signs a contract with the winning applicants and issues a so-called Compensation Letter certifying that the person eligible for the scholarship is entitled to having a discount of 1.000.000 HUF from their first semester tuition fee.
841. The scholarship is valid for one academic year.
842. In that case if the student suspends or terminates their student status, their eligibility for the scholarship also terminates.
843. The applicant is notified about the result of the application electronically by the University.
844. The decision on the evaluation of the application and the decision to terminate the scholarship is not subject to a remedy.
845. The University keeps the right to revoke the application.

#### **Common Rules for the Payment of Scholarships**

846. Merit-based scholarships, need-based scholarships, the institutional portion of the Bursa Hungarica Municipal Higher Education Grant, the ministerial scholarship for foreign students, the basic financial support, the support for participation in internships and the academic scholarships must be paid monthly to students. The University is obligated to ensure at the credit institution maintaining their bank account that the above allowances are transferred until the 10th day of each month, except for the first month of the semester.
847. Students who do not provide all the information necessary for the payment of allowances – especially their tax number, social security ID and bank account number – by the end of the second week of the term-time cannot receive allowances in the current semester.
848. Students receiving support from a company, another organization, a foundation or other – nongovernmental and non-University – sources must notify the Directorate of Customer Service and Studies within 15 days of the day they are awarded the support.
849. If an application includes false information that may have or may have had substantial influence on the evaluation, applicants cannot receive scholarships during their studies and must repay any support received.

#### **The Rules Concerning the Determination of the Amount and the Disbursement of Scholarships for Students Participating in Partial Studies in the Countries of the European Economic Area**

850. If fully (or partially) state-financed students participating in partial studies in the countries of the European Economic Area and such studies may be recognized as part of their University programme, they may get scholarships from the University for the duration of their foreign studies.



851. Students are entitled to scholarships in case they meet the conditions listed in the call for applications. The annual amount of such scholarships cannot be less than three times the amount of the student scholarship support.
852. The students participating in partial studies in the countries of the European Economic Area can be awarded a scholarship in case they are able to earn the credit points of the subjects in their individual study schedule for the current semester by passing examinations taken at the foreign higher education institution and at the University. The opinion of the Head of the institute or department must be obtained on the recognition of such examinations and credit points. At least 20 credit points must be earned for the granting of the scholarship.
853. The International Committee is responsible for publishing the call for applications on the University's website. At least 20 days must be provided for the submission of students' applications after the announcement.
854. The International Committee decides on the award of scholarships for students participating in partial studies in the countries of the European Economic Area.
855. In case of students about whom the Directorate of Customer Service and Studies ascertains that they have not accomplished at least 20 credit points at the foreign higher education institution, half of the support received must be repaid by the student within 30 days of the receipt of the notification.

## **Chapter V STUDENT AWARDS ESTABLISHED BY THE UNIVERSITY**

### **Metropolitan Diploma Award**

856. The Metropolitan Diploma Award, established for the recognition of bachelor's and master's students who have achieved outstanding diploma results in the bachelor and master training programs in art, can be awarded to one student per training programme and per level of education. The form of recognition is a certificate, issued with the name of the given training programme and the form of training (e.g. Metropolitan Diploma Award in Graphic Design BA 2023). There is no financial reward regarding the Metropolitan Diploma Award.
857. The awarded persons are proposed by the head of the final examination committee.
858. The Metropolitan Diploma Award is awarded by the Dean of the FACI at the graduation ceremony.

### **The Metropolitan Art Diploma Award**

859. The University has established the Metropolitan-Art Diploma Award in recognition of students who have achieved outstanding professional results in master training programmes in Arts. The form of recognition is a certificated. The Metropolitan-Art Diploma Award includes a net amount of HUF 100 000.
860. The awarded persons are proposed by the head of the final examination committee.
861. The Metropolitan-Art Diploma Award is awarded by the Rector of the University at the graduation ceremony.



## **Chapter VI DISCIPLINARY PROCEDURES AND DAMAGE COMPENSATION ACTIONS CONCERNING STUDENTS**

### **Disciplinary Liability**

862. If the student seriously and culpably violates their obligations, they may be subjected to a disciplinary penalty based on a disciplinary procedure in the form of a written decision.
863. The student has disciplinary liability for the following:
- a) acting in a manner at the University which intentionally or seriously violates the policies of the University, or which action is in violation of any laws, university regulations, or University's House Rules,
  - b) actions both within and outside of the University area, which is irreconcilable with their University student status,
  - c) in case of misconduct which is in violation of the orderly operation of the University as an educational institution, furthermore, being seriously culpable of violating their obligations resulting from their student status.
864. Disciplinary offense resulting from behaviour irreconcilable with the student status of the student arises out of the following actions:
- a) a felony or any action to be considered a misdemeanour which is morally irreconcilable with their preparation for a profession;
  - b) seriously violates or endangers the good reputation of the University, especially if students behave in a manner which is in violation of other persons' human dignity, personality rights, the fundamental standards of conduct resulting from European and international culture and coexistence, or if their behaviour results in a misdemeanour or felony;
  - c) insulting behaviour, violence, or threat of violence against an instructor, employee, or student or the University;
  - d) disruption of the student union elections, their intentional obstruction, as well as obstructing the work of an official of the student union;
  - e) unauthorized file manipulation, endangering of the computer network, breach and unauthorized use of passwords;
  - f) plagiarism.
865. The student is in violation of the orderly operation of the University if they
- a) seriously or repeatedly disturb the order of educational activities, lectures, practical classes or other forms of teaching and examination,
  - b) seriously or repeatedly violating a provision or rule having a significant bearing on studies and examination requirements or educational order but not provided for in provision a),
  - c) substitutes another person or is substituted by another person in a test or exam,
  - d) deceive an instructor or other employee of the University acting in its scope of competence or sustain such deceit related to significant studies and examination requirements.

### **The Disciplinary Procedure**

866. Disciplinary procedures are launched upon report or becoming officially aware and can be ordered by the Secretary General, or if temporary obstructed, the Legal Consultant. Becoming aware means that the person authorized to order a disciplinary procedure has become aware of the fact serving as a basis of the procedure.
867. The disciplinary procedure may not be launched after one month of the discovery of the misconduct by the person authorized to order a disciplinary procedure or five months after the misdemeanour was committed.
868. The Secretary General notifies the student about the procedure by certified mail with return receipt requested and by a notification through the electronic study administration system indicating the reason for the proceedings having been ordered. At the same time as sending



notice to students, the Secretary General sends the documentation available regarding the case to the chairperson of the committee also providing notice that the procedure has been launched.

869. The disciplinary procedure is conducted by the Disciplinary Committee consisting of two instructors elected by the Senate and one student member. The student member is delegated to the Disciplinary Committee by the Student Union. The Senate elects one instructor, who is an alternate member to the Disciplinary Committee.
870. The member of the Disciplinary Committee cannot be someone, who:
  - a) initiated the disciplinary procedure,
  - b) who is a relative of the student subjected to a disciplinary procedure, and
  - c) persons from whom an objective judgement cannot be expected.
871. The disciplinary procedure must be completed within 21 working days of the proceedings having been ordered. However, if justified, the chairperson of the committee may extend this deadline by a further 15 working days on one occasion.
872. In case a court proceeding or other procedure by a public authority has been launched in relationship with the act serving as the basis for the disciplinary procedure, or if the hearing of the students or their participation in the trial defined within these Regulations is not possible due to reasons beyond their control, or in case of obstruction of the member of the Disciplinary Committee, the committee suspends the disciplinary procedure in a decision issued within 8 working days of becoming aware of the hindrance, the suspension remains in effect at the latest until a binding resolution or a final decision is issued ordering the closing of the criminal proceedings or other procedure by a public authority, or until the elimination of the hindrance.
873. The student must be informed of the following within the notice of the disciplinary procedure having been launched as well as personally during the proceedings:
  - a) they may authorize a legal representative or a member of the Student Union to represent them during the proceedings,
  - b) during the investigation, they have the right to make remarks orally or in writing, as well as to present a consistent defence,
  - c) during the disciplinary procedure, they have the right to view the documents related to their disciplinary responsibility, to make notes of these and to receive duplicate copies of the documents related to them on one occasion upon request.
874. The student subjected to a disciplinary procedure or their representative may hand in an objection based on bias, on which the Student Legal Remedy Committee decides in an accelerated procedure. If the objection is upheld, a new member or new chairperson is appointed. If not, the objection is rejected in a decision. No legal remedy may be granted against such order within the University.
875. Students subjected to proceedings, witnesses and experts must be summoned by the Secretary General to the trial 8 days in advance in writing. Should the student subjected to a disciplinary procedure have a representative, the summons for a personal hearing must be delivered both to them as well as their representative.
876. Within the summons, students subjected to a disciplinary procedure must be given notice that they also have the right to submit their defence in writing, as well as that their absence will not hinder the disciplinary trial and a decision being made.
877. The Disciplinary Committee decides on the disciplinary case within the course of a public hearing. The Disciplinary Committee decides on the disciplinary case within the course of a public hearing. The hearing of the Disciplinary Committee can be held by using an electronic communication device, providing picture- and voice transmission simultaneously or certain



participants can be present this way, after the identity of the student subjected to a disciplinary procedure is checked.

878. The Disciplinary Committee may close the hearing – partially or entirely – to the public in a reasoned decision if it is deemed absolutely necessary for the keeping of business secrets, or other secrets as defined by law. The Disciplinary Committee may close the hearing to the public out of official duty or upon request from the student subjected to the disciplinary proceedings to protect public morality if it is deemed necessary for the protection of the student or other persons' privacy rights. In a hearing held by using an electronic communication device only the members of the Disciplinary Committee, the minutes secretary, the student subjected to a disciplinary procedure and their representative can participate.
879. The disciplinary trial may also be held if students or their representative have failed to appear despite being duly called upon to do so.
880. Students must be heard during the disciplinary procedure and given the opportunity to present their position and defence.
881. Should the student's request for evidence be rejected, the reason thereof must be indicated in the disciplinary decision, except if in case no disciplinary liability has been determined for the student.
882. The disciplinary hearing is led by the Head of the Disciplinary Committee. The Head of the Disciplinary Committee ensures that the provisions of the disciplinary regulations are observed, the order is kept during the trial and makes sure that persons participating in the procedure are able to exercise their rights.
883. A transcript must be kept of the disciplinary hearings. In the case of a continuous hearing, the verbal summons shall be recorded in the transcript of the hearing.
884. The Disciplinary Committee has an obligation to clarify the facts on which its decision is based. If the data available is insufficient, the Disciplinary Committee may conduct a probative procedure to present evidence ex officio or upon request. Evidence suitable for the clarification of the facts may be used during the procedure of the committee. Facts officially known to the committee, as well as those of common knowledge need not be proven.
885. The main sources of proof:
  - a) the statement of the student,
  - b) documents,
  - c) depositions,
  - d) transcripts taken of site visits,
  - e) expert's opinions,
  - f) material proof.
886. The Disciplinary Committee assesses the evidence both individually and in their entirety and establishes the statement of facts based on the conclusion drawn from these.
887. The student subjected to the procedure, or their legal representative may get insight to the documents of the procedure.
888. Once the probative procedure has been conducted, the Disciplinary Committee makes its decision by a simple majority during a closed session and announces it afterwards. The Disciplinary Committee puts the decision into writing within 8 days of announcement and provides notice to those affected by it by certified mail with return receipt requested.
889. The personal data in case of a public hearing – except for the name of student subjected to a disciplinary procedure – are subject to confidential treatment as part of the documentation by the Disciplinary Committee. The Disciplinary Committee ensures that the data subject to confidential treatment cannot be published or revealed. Data subject to confidential treatment



can only become known to the Disciplinary Committee, the minutes secretary, the rector, in case of a procedure of second instance the Student Legal Remedy Committee.

### **The Disciplinary Penalty**

890. All factors and circumstances are to be considered when imposing a disciplinary punishment, especially the scope of the people violated, the consequences, repetitive patterns of misconduct and the gravity of the act committed.
891. The disciplinary sanction may be:
- a) a reprimand,
  - b) a serious reprimand,
  - c) reduction or withdrawal or the discounts, allowances and services defined in the Fees and Allowances Regulations for up to a period of six months,
  - d) barring of the student from studying for a definite period of up to two terms,
  - e) exclusion from the University.
892. With the reprimand and serious reprimand, the University expresses its disapproval of the unlawful act. The student is reprimanded in matters of low material weight.
893. In the case of serious reprimand, the decision of the Disciplinary Committee shall include one of the sanctions set forth subpoints c)-e) of Provision 891, or the University shall envisage the application of more severe sanctions in the event of a possible subsequent disciplinary offense.
894. In case the student is barred from studying for a definite period, their student status is interrupted. The period for the disciplinary penalty of barring of a student from studying may only be determined in whole semester(s).
895. Disciplinary sanctions may also be imposed jointly.

### **The Decision the Disciplinary Procedure**

896. The decision may impose a disciplinary penalty or end the disciplinary procedure.
897. The operative part of the decision imposing a disciplinary penalty must contain the following data:
- a) personal information of the student subjected to the disciplinary procedure,
  - b) indication and classification of the disciplinary offense,
  - c) the disciplinary penalty imposed and other related provisions,
  - d) reference to the opportunity for an appeal.
898. The justification of the decision imposing a disciplinary penalty must contain the following:
- a) the facts determined,
  - b) description and evaluation of the evidence,
  - c) the reason for rejecting the student's evidence,
  - d) the circumstances taken into consideration when imposing the penalty,
  - e) reference to provisions comprising the basis of the disciplinary penalty.
899. The committee decides to end the procedure if:
- a) the act committed is not a disciplinary offense,
  - b) the act of disciplinary offense has not been committed by the student subjected to the procedure,
  - c) the act of disciplinary offense cannot be proven,
  - d) the disciplinary offense has lapsed,
  - e) a final disciplinary decision has already been issued related to the act serving as the basis of the procedure,



f) the Disciplinary Committee issues a warning to the student as opposed to issuing a disciplinary penalty.

900. A warning may be imposed if the act committed by students subjected to the proceeding is of small significance, and it can be expected that the desired result can be achieved without a stricter penalty.

901. The decision must be recorded in the study administration system. In that instance when plagiarism becomes proved during the disciplinary procedure in connection with the thesis, the Disciplinary Committee notifies the involved heads of the institute or department based on the person of the thesis advisor.

### **Exemption from Disciplinary Penalties**

902. Students are exempted from the disadvantageous consequences related to disciplinary penalties in the following cases – without a request and a separate decision:

- a) in case of a reprimand, following the lapse of three months of it becoming final,
- b) in case of a serious reprimand, following the lapse of six months of it becoming final,
- c) in the case of reduction or withdrawal of allowances or discounts, following the expiry of the deadline imposed, and at the latest following the lapse of five months of the decision becoming final,
- d) in the case of prohibition of continued studies, following the expiry of the prohibition, or at the latest following the expiry of a teaching period equivalent to four terms.

903. In case of exclusion, the Disciplinary Committee may issue a decision of exemption upon the request of the former student, assuming that at least three years have lapsed from the decision becoming final.

904. Following the exemption, the student cannot be disadvantaged as a result of their disciplinary penalty.

### **Legal Remedy in the Disciplinary Procedure**

905. The student subjected to the disciplinary procedure may appeal against the disciplinary decision at the Disciplinary Committee within 15 days after receipt of the decision.

906. The procedure of second instance is conducted by the Student Legal Remedy Committee. The Student Legal Remedy Committee may pass the following decisions on applications for legal remedy:

- a) rejection of the application,
- b) changing of the decision of first instance,
- c) nullifying the decision of first instance and ordering the Disciplinary Committee to conduct a new procedure.

907. In the procedure of second instance the rules of the disciplinary procedure of first instance are applicable.

908. The decision of second instance shall be considered final upon delivery.

### **Liability for Damages**

909. Should the student cause illegal damage to the University or the person organizing practical education in connection with fulfilling their academic requirements, the provisions of the Act V of 2013 on the Civil Code must be enforced except for the deviations set forth within the NHE.

910. In case of negligent damage, the rate of compensation may not exceed 50% of one monthly statutory minimum wage rate (minimum wage) valid on the day the damages were caused.

911. The damages caused shall be fully compensated in the event of intentional damage.



912. The student shall be held fully liable for damages to and shortfalls in respect of items handed over with a registry or receipt acknowledgement, or in which case accounting obligations apply provided that the student always kept these in their possession or is the exclusive user or handler of these. The student shall be exempted from liability for damages if the shortfall was caused by circumstances beyond their control.
913. If the damages caused do not imply disciplinary liability, the Deputy CEO of Finance makes a justified decision, calling upon the student within the decision to acknowledge the liability for damages determined and to reimburse the damage caused.
914. Should a person liable for damages refuse to acknowledge the liability for damage, or should the damage caused, and the disciplinary offense be the result of the same act, the rules of disciplinary procedures must be applied for the damage proceedings.
915. Students refusing to reimburse the amount of damages caused intentionally or unintentionally and determined in a final decision may not enrol the next semester, may not participate in final examination and will be subjected to the University's debt collection proceedings.

## **Chapter VII ACCIDENT PREVENTION, OCCUPATIONAL SAFETY AND HEALTH REGULATIONS FOR STUDENTS**

### **Occupational Safety and Health Training**

916. Occupational health and safety regulations consist of the provisions in connection with the occupational hazards specific to the University regarding the students' health or physical integrity, which are to be introduced in the framework of the safety and health training.
917. Following enrolment, students must be provided general occupational safety and health training upon beginning the first semester. The Dean of the faculty concerned is responsible for organizing the training, and the Director of Facilities and Maintenance acting as the occupational safety and health manager must be involved in the organization of training. The special occupational safety and health training is conducted in writing by handing out the material compiled by the person responsible for occupational safety, for the workshop and tools and devices used without instructor's supervision the work protection training is completed by filling in the test created for the uploaded material in Neptun successfully. The fulfilment of the training is documented in the electronic study administration system.
918. The occupational safety and health training shall be required in the curriculum for the subject to which the student is integrally related.
919. Students shall be tested on their general occupational safety and health knowledge acquired within the framework of a theoretical subject by taking an examination.
920. The general occupational safety and health training is compulsory for all new entrant students that have not yet participated in it during their studies in any training programme of the University during their former or present studies.
921. Students transferred to the University from other higher education institution during the year must also be informed regarding the University-specific rules pertaining to their health and physical integrity, also including those pertaining to services and events organized or supervised by the University. Providing information is the task of the Directorate of Customer Service and Studies as general occupational safety and health training.
922. The general occupational safety and health training in English is conducted in writing by handing out the material compiled by the person responsible for occupational safety, for the workshop and tools and devices used without instructor's supervision the work protection





training is published on Coospace for undergraduates whose mother tongue is other than Hungarian or who do not speak Hungarian well enough.

923. After the student gives a statement on the enrolment form about gaining the occupational safety and health training knowledge, the Director of Customer Service and Studies certifies this in the electronic study administration system.
924. Changes in hazards and rules must be communicated to the students involved.

### **Occupational Safety and Health Training for Internship**

925. Students participating in internship must be provided special occupational safety and health training pertaining to the given field on the first day of the internship.
926. Students that have not participated in a special occupational safety and health training pertaining to the given subject or internship may not participate in internship.
927. During the special occupational safety and health training, in addition to the general information, special emphasis must be placed during training on the special circumstances and potential dangers of the given internship, as well as the prevention of accidents and health damage.
928. If significant changes have occurred in the working environment during the semester of the internship, the training must be held again.
929. In case of an internship conducted abroad or at another domestic institution, the occupational safety and health training must be held by the entity hosting the internship. The special occupational safety and health training and the practical training must be documented in the Training Log. This documentation is the employer's responsibility.

### **Providing Protective Equipment**

930. At the place of work, students at the University must be provided with protective equipment and protective clothing identical to that of workers employed in the same position.
931. The students must be trained about the proper use of protective equipment; this is the employer's or the instructor's task. Students failing to use the protective equipment prescribed for and provided to them despite being warned cannot be kept employed.
932. In case of internships, the provision of any needed vaccination is the task of the employer. When being called upon to do so by the employer, students must appear for the vaccination required.
933. Students without vaccination cannot be employed at places of work with compulsory vaccination.
934. Should students perform work subject to workplace temperature identical to that of the workers as defined by law, they must be provided protective drinks and/or hot drinks.

### **Checking of the Devices and Tools**

935. The instructor must check the devices and tools used by students in classes for the purpose of occupational safety and health in advance.
936. Students cannot perform work using tools and devices that pose a danger of accidents or that are damaged, even under direct supervision.
937. Electric equipment must be checked by the person responsible for occupational safety and health in compliance with the law and at the frequency defined in the legislation.



### **Extraordinary Activities**

938. In case of an internship or work performed outside of the usual working hours, work schedules, or workplace, a person authorized to take occupational safety and health related action is appointed by the manager ordering the special activity, about which the persons involved must be informed.
939. Occupational safety and health training related to extraordinary activity may be held by a responsible person aware of the unique nature of the special situation. The extraordinary activity requires the protective equipment appropriate for the circumstances of the work performed be provided, and a relevant official handover protocol documented.

### **Student Accidents and Work-Related Student Accidents**

940. Student accidents are accidents in connection with the student status that have not occurred during practical classes. The University investigates these within its own scope of authority to prevent similar accidents.
941. Student accidents are accidents suffered by Students:
- during University courses,
  - during lawful stay on University premises,
  - during a sport, cultural or other event organized by the University,
  - while catering provided by the University and making use of other services provided by the University,
  - while students are performing activities upon being told to do so by the University.
942. A work-related student accident is an accident suffered by students during practical classes or courses, internships, or in connection with them. Separate forms serve the purpose of documenting the official reports of the accidents and of keeping record of them.
943. The Director of Facilities and Maintenance must also participate in the investigation of accidents. The participation of the Student Union must be ensured during the investigation procedure of accidents.
944. Should students suffer a work-related accident at a practical class outside of the area of the University, the employing institution has the obligation to investigate, report, and keep record, while providing notice to the University – immediately in case of serious accidents.
945. Students must immediately report all accidents, as well as the smallest injury, sickness, or work-related accident suffered during practical courses immediately to the supervising instructor, or to reception.

### **The Students' Rights and Obligations in connection with Occupational Safety and Health Training**

946. Students have the right to:
- healthy and safe working conditions as well as the protective measures set forth by law,
  - be provided information required for healthy and safe working conditions,
  - equipment, work tools, as well as protective equipment required for work.
947. The student may not be disadvantaged for procedures and reports required to establish healthy and safe working conditions.
948. Students must:
- appear at activities in a state fit for safe work,
  - ascertain the safe condition of work tools and protective gear provided to the extent possible, use them as intended, and take measures to clean them as expected,



- c) wear clothing not posing a danger of bodily harm,
  - d) behave at the working area in a disciplined manner, as well as to keep it orderly and clean,
  - e) acquire occupational safety and health knowledge and adhere to it during work,
  - f) participate in required medical examinations and aptitude tests and receive compulsory vaccination,
  - g) report irregularities and malfunctions posing a danger to their superiors, eliminate these or reduce the danger as expected until measures are taken,
  - h) stop working immediately and draw the attention of colleagues to the danger upon detecting immediate danger to life or other serious danger,
  - i) deny work if it endangered their own life, health, or physical integrity or that of others,
  - j) report accidents and sickness immediately, or if their state of health prevents them from doing so, the colleague noticing the event must do so,
  - k) provide first aid to injured colleagues.
949. During work, pregnant students are subject to the rules defined in Section 50/A, Section 82 (2) g), Provision 8/A of Section 87 of the Act XCIII of 1993 on Occupational Safety and Health.
950. Students violating occupational safety and health rules commit a disciplinary offense.

## **Chapter VIII ERASMUS+ REGULATIONS**

### **Scope of Authority**

951. The International Coordination Office under the supervision of the Vice-Rector for International Relations ensures the University level operation and preparation of the related decisions of the Erasmus+ Programme.

### **The General Rules of Student Mobility**

952. Only the student with an active student status at the University during the time of their partial studies is entitled to participate in the educational programmes of European higher education institutions within the framework of the Erasmus+ Programme.
953. Student mobility programmes include the study mobility programmes, furthermore, the compulsory and voluntary internship programmes.
954. Activities supported by the Erasmus+ scholarship:
- a) full-time partial studies which may be pursued by students participating in bachelor's programmes, master's programmes, PSTP, and higher educational vocational training programmes,
  - b) full-time internship.
955. Applicants can combine various mobility activities, which means that they may perform foreign mobility activities not exceeding a timeframe of 12 months during the given training cycle. Mobility performed during former "European Union Lifelong Learning (LLP)" programmes counts as part of the timeframe.
956. The duration of the studies is 3-12 months; the duration of the internship is 2-12 months.
957. Students participating in study mobility programmes must complete courses worth a minimum of 20 credit points during their semester at the partner institution, which may count as part of the applicants' studies according to the credit recognition process of the University documented in the Regulations on Studies and Examination. The credits can be recognized if the student requests this.
958. Students not achieving the minimum number of credits through their own fault may be required to pay back the proportional part of the financial support, based on the Grant Agreement.
959. Participating in the programme is possible according to the following methods:



- a) as Erasmus+ scholarship student: receiving one-sum financial grant according to the table on financing published by the European Commission,
- b) as Erasmus+ self-financed student: receiving no grants but being entitled to all the rights that scholarship students are entitled to.

### **Call for Application**

960. The International Committee announces the call for application for participating in the Erasmus student mobility programme during the spring semester for the next academic year by 28th February at the latest. If the places provided by the Tempus Public Foundation are not filled during the call, the International Committee announces a new call during the next autumn semester by 30th September at the latest as part of a supplemental call for foreign study trips scheduled for the spring semester of the given academic year. The call contains general information and must also be made accessible in the appropriate section of the electronic study administration system.
961. The call for application and the supplemental call contains the following:
- a) the purpose of the call,
  - b) the timeframe of the scholarship that may be awarded,
  - c) the deadline and method for submitting the application,
  - d) the deadline and method for evaluating the application,
  - e) the aspects of the evaluation.
962. That student can apply who is eligible for the following conditions:
- a) until the travel the student has in case of an MA training at least one, in case of a BA training at least two completed semesters,
  - b) in the semester when the application is submitted, the student has an active student status at the University,
  - c) does not have any outstanding debt to the University,
  - d) they have at least a B2 level complex language certificate from the language of education or participates in a language test and reaches a proper qualification.
963. In case of an incomplete application a notice is given to make up for the deficiencies on one occasion by the Erasmus Coordinator of the International Directorate with a deadline not exceeding 8 days. Students that repeatedly fail to submit a complete application must be disqualified 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 considerations documented in advance and communicated in the call for application, taking the headcount provided by the Tempus Public Foundation into account. The primary aspect of the evaluation is the adjusted credit index, the secondary aspect is the language skills of the student verified by a language exam or a language placement test. In case of a student in the first semester of a master training programme, their BA degree average must be considered.
965. If two students applying for the same institution have an identical grade average, the student having a higher-level language examination from the given language shall be awarded. In case of identical level language examinations, the International Committee considers the public and scientific activities, as well as other evidenced language skills of students when deciding on applications.
966. The Secretary of the International Committee creates an official report of the evaluation, which documents the following:
- a) the name of the persons participating in the evaluation process,
  - b) the number of students that have applied,



- c) the ranked list of students recommended for scholarship (including the name of the foreign institution and the semester applied for in the case of each student),
- d) the time of evaluation.

967. The deadline for the evaluation of the applications submitted and the creation of the University ranking list is the 15th day following the submission deadline of the application. Based on the decision of the International Committee, the University ranking list is compiled by the Erasmus Coordinator, who informs the relevant students in writing within 5 working days of the evaluation.
968. Within two weeks of the written notice, the awarded students must issue a written statement to the Erasmus Coordinator on whether they accept the position awarded by the International Committee. Students that have declined the position may only apply again when a new call for applications is issued. Following the decision of the International Committee, students may only modify the proposed foreign target country, target institution or its faculty in exceptional cases.
969. Places that have become vacant because of students declining the awarded position is offered by the Erasmus Coordinator to the student achieving the next best ranking position. The change is approved by the chairperson of the International Committee and written notice is provided of the change to the members of the International Committee.
970. The student's study programme to be carried out at foreign higher education institutions is approved by the Head of the given institute with respect to the given subject.
971. The awarded student must submit the necessary documents for the Grant Agreement at the latest by two weeks before the travel date. The signed Grant Agreement is the basis of providing the support.

### **The Student's Right for Withdrawal**

972. Should students wish to cancel receiving support, they must provide written notice of the fact to the Erasmus Coordinator of the International Directorate at least one month before their travel date. The cancellation must contain the following:
- a) the student's name,
  - b) the timeframe of the Erasmus scholarship,
  - c) the name of the target institution.
973. The position vacated because of cancellation must be offered to the student following the cancelled applicant in the ranking list. Students that have cancelled may apply during the next call for applications.

### **Subject Registration and Examination Obligation**

974. The student – participating in studies provided by European higher education institutions within the framework of the Erasmus+ programme – must register for at least one subject during the given semester, which is completed within the framework of a preferential study schedule.
975. In case the student registered for more than one subject, the student must complete all the subjects registered in the electronic study administration system in compliance with the preferential study schedule requirements.

### **Course Recognition**

976. Students send their preliminary course recognition requests before commencing the semester at the foreign institution, but by the latest by the start of the study period in the form of a hard copy request containing the course(s) to be recognized to the heads of the institute or department responsible for the given courses in BCT, to the Programme Heads in FACI.



977. Students must attach the following documentation to their request for preliminary course recognition:
- exact name of the foreign higher education institution (and faculty),
  - exact name of the course to be studied,
  - syllabus of the course to be studied published by the foreign higher education institution.
978. The Head of Institute and department and Programme Head assigns the courses that can be recognised as completed in the student's major based on the credit transfer regulations as part of the Learning Agreement.
979. The partner institution issues a Transcript of Records regarding the studies completed at the foreign higher education institution for the student participating in a Programme at the European higher education institution. Having received the document, the students submit a request regarding the preliminarily approved course recognition or credit recognition addressed to the CTC.
980. The documentation attached to the electronic request for course recognition must contain the following:
- a certification providing evidence to the completion of courses abroad, which contains the credit points earned and the grades, as well as the Transcript of Records certified by the signature of the relevant person within the foreign higher education institution and the stamp of the institution,
  - a certification issued by the foreign higher education institution which also contains the assessment expressed in a scaled grade on a five-grade scale according to the ECTS conversion.

### **The Student's Obligations**

981. Within the framework of the Erasmus program, students participating in programmes at European higher education institutions must complete the Learning Agreement and sign the Grant Agreement.
982. The student must complete the study programme committed to in the Learning Agreement, verified by the Transcript of Records to the International Coordination Office, once returning home. Within the Learning Agreement, the student commits to completing a given number of but minimum 20 credits.
983. The student must acquire written approval for any changes in the Learning Agreement from both the sending and the receiving institution (indicated in the part "During Mobility" of the Learning Agreement). Should the student receiving scholarship not meet the expectations described in the Learning Agreement or meet them partially, the funder has the right to request the scholarship to be reimbursed wholly or partially.
984. The student is required to send the documents specified in the Grant Agreement to the Erasmus Coordinator and to fulfil any other obligations specified in the Grant Agreement and to undertake any other duties originating from this agreement within 30 days from the date of return (in case of a student taking the Final exam until the date of gaining the Final certificate). After completing this, the student is eligible for receiving the remaining 10 % of the grant.
985. The credit transfer can be requested during the period defined by the University, at the end of the mobility semester or in the defined period of the upcoming semester of their active status.

### **Provisions Regarding the Completion of Erasmus Internships Abroad**

986. The selection and contacting of places of work serving the purpose of foreign internship is conducted individually by the student.



987. In case the student wishes to have the Erasmus foreign internship recognized as compulsory internship, the provisions of these Regulations pertaining to internship obligations, the aim of the internship, as well as the organization providing internship are applicable.
988. Foreign internship may be started by the student eligible to start internship based on the stipulations of the Regulations on Studies and Examination pertaining to internship. Erasmus support may be applied for throughout the year for foreign internship continuously for a timeframe of 2-12 months.
989. 90% of the amount of the scholarship provided is transferred by the University to the foreign currency bank accounts indicated in the Scholarship Contract within 30 days following the signing of the Scholarship Contract. After completing the requirements detailed in provision 994, the student is eligible for receiving the remaining 10 % of the grant.
990. The application must be submitted electronically together with the documents until the deadline defined in the call for applications. Compulsory elements of the application documents:
- a) a certificate of an at least independent-level (B2) complex state recognized language exam of the foreign language specified by the receiving institution, or in the case of language skills that cannot be proven by a certificate, a written statement of the head of Institute of Foreign Languages that the language skills of the student meet the requirements of an independent level (B2) language exam,
  - b) a motivation (cover) letter in a Hungarian or English,
  - c) a completion of the "Before Mobility" part within the Mobility Agreement serving as detailed introduction to the programme of the foreign internship, which is attached to the call for application.
991. After the formal control of the application for an Erasmus internship, until the budget is depleted, the Learning Agreement for Traineeship signed by the Vice-Rector for International Academic Relations is accepted automatically. The Erasmus Coordinator regularly notifies the students regarding the evaluation of the application.
992. The University signs a contract with the students whose applications have been accepted after signing the Learning Agreement, but 10 working days before the due date of the travel the latest. The Grant Agreement is signed by students whose applications have been accepted, as well as the Vice-Rector for International Academic Relations on behalf of the University. The Directorate of Accounting pays the support.
993. In case the student would like to have the Erasmus internship registered as the compulsory internship, the regulations of internship obligation, the aim of the internship and the organization providing thee professional practice/internship are to be applied. To this, the following documents are to be handed in to the CareerCentre to meet the requirements of internship completion:
- a) the Cooperation Agreement signed with the place of internship at least 10 working days before the commencement of internship,
  - b) furthermore, if the internship is registered as a subject, at the latest one week before the conclusion of the term-time:
    - ba) a hard copy and electronically as well, in English the Evaluation of Intern by Supervisor,
    - bb) the Report on Internship in Hungarian online and
    - bc) the Student Feedback on Internship online.
994. Within 30 days after arriving home, the student must prepare a financial and professional report based on the Erasmus Grant Agreement. Translation costs are to be paid by the student in case of such costs arise during the internship.
995. In case of issues not specified by these Regulations, the ECHE, the Erasmus+ Programme Guide, the institutional implementation guide published by the Tempus Public Foundation are applicable.



## **Chapter IX REGULATIONS ON ENSURING EQUAL OPPORTUNITIES FOR STUDENTS WITH SPECIAL NEEDS**

### **General Rules on the Preference of Students with Special Needs**

996. A student with a physical, sensory, speech, autistic, cognitive, or behavioural disability may request partial or complete exemption from fulfilling their academic requirements and/or completing their examinations, or to be approved to complete these using another method based on an expert's opinion.
997. The student with special needs must be provided with preparation and examination opportunities in line with their disability, furthermore, must be helped to be able to meet their obligations resulting from their student status.
998. Exemptions provided based on the expert's opinion may only be provided related the circumstance, which is the basis of the exemption, and may not lead to exemption from fundamental academic requirements needed for the acquisition of the qualification certified by the degree certificate or diploma.
999. The expert's opinion can be certified using the following methods:
- a) if the disability or special educational needs of the student was present during their secondary level studies and they were granted preferences based on this consideration during their studies or school-leaving examination, the disability or special educational need may be certified using an expert's opinion issued by qualified county (capital) institutions of pedagogical assistance services and/or their member institutions acting as national expert committees,
  - b) if the disability or special educational need of the student was not present during their secondary level studies and they were not granted preferences based on their disability or special educational needs during their studies and school-leaving examination, the disability can be evidenced using an expert's opinion issued by the ELTE National Pedagogical Service.
1000. Upon request, the University must examine the possibility of granting the eligible benefits even if the applicant has submitted their application after the final examination, after the termination of the student status.

### **The Equal Opportunities Coordinator**

1001. The Senate elects the Equal Opportunities Coordinator – in possession of a higher education certificate, as well as competences or professional experience related to disabilities and special needs students – to provide help in the studies of students with special needs.
1002. The Equal Opportunities Coordinator performs their tasks as part of its job-related duties.
1003. Tasks of the Equal Opportunities Coordinator:
- a) liaison with students with special needs, the persons assisting them, as well as students and the Student Union of the University,
  - b) providing for assistance that may be applied during the studies and examinations of students with special needs, as well as the organization of consultation opportunities required by special needs student during term-time,
  - c) making proposals on the use of supplemental normative support providing assistance in the studies of students with special needs and the acquisition of material assets required for assistance,
  - d) continuous record keeping of the number of students with special needs while observing privacy provisions, and making the data available for statistical purposes,





- e) certification of documents submitted by students with special needs,
- f) based on the request of students experiencing difficulty in gaining information from printed materials and reading learning materials, the University takes care that digital learning materials be made available in the appropriate format upon the initiative of the Equal Opportunities Coordinator,
- g) participation in the decision and record keeping process of requests submitted by students with special needs as well as legal remedy decisions related to students, notwithstanding the evaluation of the remedial request for a decision that the Equal Opportunities Coordinator has participated in.

1004. The University provides access for the Equal Opportunities Coordinator to the data needed to assess the special treatment of students with disabilities.

### **The Equal Opportunities Committee**

1005. Members of the Equal Opportunities Committee:

- a) the Equal Opportunities Coordinator coordinating the assistance provided to students with special needs,
- b) an instructor chosen by the Senate,
- c) a student delegated by the University Student Union,
- d) in case of grounds for exclusion, an additional instructor and student member.

1006. The scope of authority of the Equal Opportunities Committee:

- a) supervision of the application of these Regulations and the management of modifications,
- b) decision on the use of supplemental normative support providing assistance in the studies of students with special needs and the proposal for the acquisition of material assets required for assistance; as well as the supervision of the enforcement of this decision,
- c) supervision of the use of the supplemental normative support requested by the University,
- d) drafting of proposals to the leadership of the University for more satisfactory provision of equal opportunities to students with special needs,
- e) decision on registration applications of students with special needs,
- f) making decisions on assistance, exemptions, and preferences that may be granted to students with special needs as indicated in their application,
- g) decision on requests received from students with special needs related to partial deviation from qualification, as well as the programme's training and outcome requirements, and further requirements related to their training, studies and examination requirements.

1007. The Equal Opportunities Committee prepares an annual report on its activities for the leadership of the University.

1008. An appeal may be submitted to the Student Legal Remedy Committee against the decisions of the Equal Opportunities Committee within 15 days of receipt.

1009. The Equal Opportunities Committee is supervised by the President and CEO.

### **Preferences Granted to Students with Special Needs**

1010. Based on the conclusions of the expert's opinion related to the disability, disabled students can be assigned to the following groups: students with:

- a) functional disabilities,
- b) hearing impairment (deaf or partially deaf),
- c) visual impairment (blind, severely sight impaired, and sight impaired),
- d) speech impairment (dysphasia, dyslalia, dysphonia, stuttering, cluttering, aphasia, hypernasal speech, dysarthria, mutism, severe language disorder, central lisp, delayed speech development),
- e) psychological development disorder (dyslexia, dysgraphia, dysorthograpy, dyscalculia, hyperactive, attention deficit, behavioural disorder),



f) autism.

1011. Applicable preferences related to students with functional disabilities:

- a) partial or complete exemption from meeting practical requirements, as well as completing these in another form,
- b) replacement of written examinations with oral ones, or oral examinations with written ones,
- c) exemption from the language exam, or a part or level thereof,
- d) exemption from tasks requiring manual skill, notwithstanding the theoretical knowledge that may be demanded,
- e) making the use of special tools, furniture and equipment required for solving written tasks possible,
- f) providing longer preparation time than available for students without special needs,
- g) providing a person to assist students during their studies,
- h) providing such classroom that is accessible for the student.

1012. Applicable preferences for students with hearing impairment:

- a) partial or complete exemption from meeting practical requirements, as well as completing these in another form,
- b) replacement of oral examination with a written examination, providing for sign language or oral interpreter during oral examination based on the student's need,
- c) exemption from the language exam, or a part or level thereof,
- d) displaying of what is being said at lectures and examinations simultaneously in writing to facilitate legibility and understanding,
- e) providing aids and visual demonstration for all examinations,
- f) providing longer preparation time than available for students without special needs,
- g) providing a person to assist students with their studies, providing a note taking interpreter, or sign language interpreter during the students' studies.

1013. Applicable preferences for students with visual impairment:

- a) partial or complete exemption from meeting practical requirements, as well as completing these in another form,
- b) replacement of written examinations with oral ones, or the use of special tools of technology in case of written assessment,
- c) exemption from tasks requiring manual and/or visual skills, notwithstanding the theoretical knowledge that may be demanded,
- d) access to questions and the list of topics during lectures, practical classes, and examinations on audio media, digitally, in Braille, or in a magnified format,
- e) providing longer preparation time than available for students without special needs,
- f) providing a person to assist students during their studies.

1014. Applicable preferences for students with speech impairment:

- a) replacement of oral examination with a written examination, and the use of special tools of technology during assessment,
- b) exemption from the language exam, or a part or level thereof,
- c) providing longer preparation time than available for students without special needs,
- d) providing a person to assist students during their studies.

1015. Applicable preferences for students with dyslexia, dysgraphia, or dysorthographia:

- a) replacement of written examinations with oral ones, or written examination instead of oral examination,
- b) in the case of written examination, longer preparation time than available for students without special needs,



- c) providing necessary aid for examinations (especially computers, typewriters, spell checking dictionary, monolingual dictionary, thesaurus),
- d) exemption from the language exam, or a part or level thereof.

1016. Applicable preferences for students with dyscalculia:

- a) exemption from calculation tasks, notwithstanding theoretical knowledge that may be demanded,
- b) use of all aids during examinations that students have worked with before during their studies (especially tables, calculators, configurations, mechanical and manipulative tools), as well as providing more time for preparation.

1017. Applicable preferences for students that are hyperactive and/or have attention deficit:

- a) replacement of written examinations with oral ones, or written examination instead of oral examination,
- b) providing longer preparation time than available for students without special needs,
- c) decreasing the student's waiting time to minimum during examinations;
- d) application of special tools, furniture and equipment required for solving written tasks,
- e) breaking down longer examinations into several parts, allowing breaks or movement activity without leaving the examination site, toleration of emotional outbursts,
- f) separate examination from other students,
- g) depending on the unique characteristics of students, writing down questions or repeating them several times, breaking down complex questions into parts, help with the clarification of expectations and question if students request so during oral examinations,
- h) access to questions and the list of topics during lectures, practical classes, and examinations on audio or digital media,
- i) providing a person to assist students during their studies.

1018. Applicable preferences for students with behavioural disorders:

- a) replacement of written examinations with oral ones, or oral examinations with written ones,
- b) breaking down longer examinations into several parts or allowing breaks, tolerating of individual impulses or emotional outbursts,
- c) separate examination from other students,
- d) during oral examination, writing down the questions, clarification of expectations and questions, simplification and refinement of questions asked, and instructions given if requested so by students during oral examination,
- e) longer preparation time than available for students without special needs,
- f) providing a person to assist students during their studies.

1019. Applicable preferences for students with autism:

- a) adapting the circumstances of the assessment to the special needs of students, ensuring oral examination instead of written examination, or written examination instead of oral examination,
- b) providing help in the clarification of expectations and questions during assessment, displaying the questions asked and instructions given in writing during oral examination, simplification of their wording,
- c) longer preparation time than available for students without special needs,
- d) application of special tools during both courses and assessment (primarily voice recording equipment, computer, monolingual dictionary, and other supportive infocommunication technologies),
- e) exemption from the language exam, or a part or level thereof,
- f) exemption from certain practical requirements due to difficulties posed by their developmental disorder, or replacing these with appropriate non-practical tasks,
- g) providing a person to assist students during their studies.



### **Special Preferences and Exemptions**

1020. When granting special provisions to students with multiple disabilities, any of the preferences may be granted, taking the students' unique needs into account. If justified upon the student's request and based on the expert's opinion, the University may also grant further or other special provisions to students different from the special provisions defined in these Regulations.
1021. The longer preparation period should be set at least 30% longer than the time allotted for students without special needs.
1022. Exemption from the language exam, or any of its parts or levels may be granted to former students with special needs that have completed their final examination and no longer have student status but have not completed their language examination obligation required for acquiring the qualification.
1023. Based on the decision of the University's Equal Opportunities Committee, students with special needs that request so may make use of the personal and technical aids and services provided by the University according to the type and extent of their disability.
1024. Except for trainings and workshops, students with special needs may create voice recordings at courses but may only use the recordings during their own studies and in relationship with them. The creation of the voice recording must be announced in advance to instructors and participants of the course.
1025. The student with special needs must contact the instructor of the given subject at least four working days prior to the assessment to consult on the special provisions and exemptions that may be granted.
1026. Upon the request of the student with special needs and based on the recommendation of the University's Equal Opportunities Committee, the instructor of the course may provide complete or partial exemption – as defined by law – from the course requirements, and/or define requirements to be imposed instead of them.
1027. Following consultation, examiners must provide at least one, or as needed, several of the following special provisions and/or exemptions:
- a) making it possible to take a written examination instead of an oral examination, or to take an oral examination instead of a written examination,
  - b) approve the use of special technical equipment during written assessment,
  - c) extend the time for preparation and/or completion by at least 30% compared to the timeframe determined for students without special needs.
1028. A student with special needs requires the use of such aid or special equipment, or sign language interpreter that is adaptable to their special need at least 4 working days before the exam.

### **Policy for the Distribution of Supplemental Normative Support Provided for Students with Special Needs**

1029. The supplemental normative support received by the University – according to the provisions of the Budget Act – after students with special needs must be used for improving the material conditions, providing assistance in the studies, as well as in everyday affairs of students with special needs.
1030. The Equal Opportunities Committee makes a proposal on the distribution of the supplemental normative support on an annual basis. The proposal shall be approved by the President and CEO.



## **Chapter X CLOSING PROVISIONS**

1031. These Regulations were accepted by the decision of the Senate of the Budapest Metropolitan University no. 19/0606/2023. on 26 June 2023 and their provisions shall apply from 24 July 2023.

Budapest, 26 June 2023

**Dr. Bálint Bachmann  
Rector**

Clause:

The amendment will enter into force on 20 November 2023.

**Dr. György Kocziszky  
rektor**



*Appendix 1 to the Student Requirement System (SRS) of Budapest Metropolitan University:  
List of employees entitled to sign a document on their own on behalf of the Director of  
Customer Service and Studies*

**List of employees entitled to sign a document on their own on behalf of the Director of  
Customer Service and Studies**

1. Head of the Student Information Centre (HUN)
2. Head of the Student Information Centre (INT)
3. SIC officer (HUN)
4. SIC officer (INT)
5. Front Office trainer
6. Senior SIC officer (HUN)
7. Senior SIC officer (INT)
8. Process controller
9. Project leader.



*Appendix 2 to the Student Requirement System of the Budapest Metropolitan University:  
regulations on the requirements regarding the content and format of the thesis*

**REGULATIONS ON THE REQUIREMENTS REGARDING THE CONTENT AND FORMAT OF  
THE THESIS**

**General Provisions**

The thesis – the main body, including the address lines, appendix, abstract, table of contents and bibliography – must be prepared with an electronic text editor according to the following specifications:

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

The file name of the thesis: name\_Neptun code\_thesis\_year.

The footnotes may include notes, translations. The footnote should be prepared according to the following specifications:

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

The page numbering must be displayed continuously in Arabic numerals. Page numbers should be inserted in the footer (with no constraints in the footer).

The length of the main body (without the front page, the abstract, the table of contents, the list of figures, list of tables, the bibliography, footnotes, endnotes, figures, tables, illustrations, foreword, acknowledgements, appendix and annexes) is as follows:

TRAINING LEVEL	MINIMUM NUMBER OF CHARACTERS (INCLUDING SPACES)	MAXIMUM NUMBER OF CHARACTERS (INCLUDING SPACES)
<b>Faculty of Art and Creative Industries</b>		
In art and art mediation programmes announced by Departments of Faculty of Art and Creative Industries	The requirements of the final examination defined by the Programme Head defines the required length of the thesis	
In art bachelor training programmes announced by Faculty of Art and Creative Industries Art and Design Management Institute	70 000 characters	130 000 characters
In art master training programmes announced by Faculty of Art and Creative Industries Art and Design Management Institute	90 000 characters	150 000 characters
<b>BCT</b>		
All bachelor training programmes of BCT	70 000 characters	130 000 characters



All bachelor master training programmes of BCT	90 000 characters	150 000 characters
<b>PSTP</b>		
Art and art mediation programmes PSTP	The Programme Heads publish the required length of thesis at the beginning of the actual thesis theme announcement period.	
PSTP		
<b>Higher-education vocational training</b>		
Higher-education vocational training	40 000 characters	110 000 characters

The genre (“thesis”) must be printed in the middle of the front cover, the student’s name must appear in the bottom left corner and the year of the thesis must appear in the bottom right corner.

In addition to the information on the outside cover the inside cover of the thesis should include the name of the institution (Budapest Metropolitan University), the precise title of the thesis, the name of the thesis adviser, the name of the programme and the level of training (higher educational vocational training programme, BA, MA, postgraduate specialist training programme), the training site (Budapest) and the year of the thesis.

### The Abstract of the Thesis

Students must prepare an abstract (keywords, main professional literature sources<sup>1</sup>, concise summary) for their thesis in Hungarian and in a chosen foreign language (English, German, French, Spanish, Italian or Russian). Students in foreign-language programmes need to prepare the abstract only in the language of the programme. The concise summary of the abstract must be 200-300 words per language with the formal requirements for the thesis applied. The entire abstract must be attached to the thesis and uploaded separately as well. The elements of the extract are included in the sample at the end of this 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

In the thesis, the abstract is immediately followed by the table of contents. The structure of the table of contents must follow the numbering of the chapters of the main text. The chapters and subchapters be structured in decimal code to reflect the logic of the structure:

1. Main title
  - 1.1. Subtitle 1
    - 1.1.1. Part 1
    - 1.1.2. Part 2
    - 1.1.3. Etc.
  - 1.2. Subtitle 2.

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<sup>1</sup> The professional literature should be included in the abstract in the form used in the bibliography.





## **The Content of the Thesis**

The thesis must reflect that its author has acquired the fundamental knowledge of the discipline(s) of science related to the given topic, has become sufficiently familiar with relevant publications, is familiar with the techniques required for scientific activities, and is capable of defining a scientific problem and investigating it independently. The topics elaborated must be scientific in nature and must also contain independent thoughts and considerations. During development, the scientific research methods of the given field must be applied.

The following considerations must be considered when designing the structure of the thesis:

- the introduction must provide an accurate definition of the question, problem, and field examined, the purpose of the thesis, and must describe the related theoretical background and broader context before elaborating on the topic in the narrower sense;
- following the elaboration on the topic, the concluding part contains a brief summary of the findings, statements of the thesis and the research results.

### **General requirements related to the content of the Thesis**

General requirements related to the content of the thesis are the following:

- justification, timeliness, and uniqueness (practical applicability) of the topic chosen conformity of the title with the content;
- consistent application of terminology compliant with the conventions of the given discipline of science, such terminology being accurate from a scientific and professional point of view and required for the given analysis;
- solid theoretical basis of the thesis resting on related academic literature and theory, processing, evaluation, review and analysis of related domestic and foreign literature, and their comparison to own results;
- adequacy of the research question, data collection, and processing;
- empirical investigations and/or analysis of sources;
- appropriate sampling and/or appropriate scope of sources;
- credibility and orderliness of data, appropriate method of its documentation and processing;
- professional processing of the topic, appropriate methodology, not merely of a descriptive nature;
- critical reflections, observation of connections;
- structure of the thesis, proportionate discussion of topics, logical breakdown of main chapters and subchapters, the overall structure and title structure, as well as clarity of the thesis;
- summary statements, own opinion, fulfilment of the objectives defined in the title and the introduction, conclusions;
- the grammatical correctness, style, appearance, and appropriate layout of the thesis, accuracy and fluency of the wording, clarity of figures and tables.

### **Specific requirements related to the content of the Thesis on Postgraduate Training Centre programmes**

#### **1. Possible types of the Thesis**

The thesis can be completed as for their theme and content in the following types:

1. 1. Research-based thesis: the thesis is organized around a research question or hypothesis and to find an answer to it or support it, empirical and professional literature data is collected.
1. 2. Portfolio-typed thesis: the thesis provides a documentation of the professional and practical activities completed during the training programme in such a way that each activity is demonstrated as part of reasoning involving a uniform and continuous self-reflection.
1. 3. Piece-of-art type thesis: the thesis is a documentation of a piece done by the author simultaneously with the thesis.



1. 4. Project-type thesis: the thesis is a documentation of a problem identified in a particular business, economic or other sector and the steps of its solution.

## **2. Indication of the different types**

2. 1. At announcing the themes, along with the theme's title the type of thesis must also be defined.
2. 2. The formal and content requirements of the different types of thesis are announced at the beginning of the thesis theme publishing period by the Programme Heads.

### **The rules of citation and referencing**

The students' familiarity with the professional literature and the sources used is demonstrated by the direct and indirect references in the text of the main body. References must be made in accordance with the APA International Standard version 7 for all types of documents. For reference under the APA, the Library provides detailed guidance in the CooSpace system, within the Library Scene and among the Student Documents. The obligation to refer also extends to online sources, unknown sources, newspaper articles and book chapters.

The thesis must have accurate, unambiguous references. Accuracy means the clear identification and retrieval of sources, unambiguity means that it is clear where a citation begins and where it ends.

The presentation of a specific author's thoughts may be done in two ways: word-for-word quotation and/or paraphrasing.

Word-for-word quotations must be inserted between quotation marks ("..."). Word-for-word (verbatim) quotations may not be longer than 10 lines or 2 paragraphs or 500 characters (with spaces).

When paraphrasing, i.e. borrowing thoughts no quotation marks are necessary.

The reference is intertextual for both verbatim citations and paraphrasing. For both types of citation, the source must always be enclosed in accordance with APA International Standard version 7 in parentheses after the quoted text, indicating the author, year of publication e.g. (Róka, 2020). The page number or page range or the nearest equivalent, for a verbatim citation must be included in the case of a quotation, e.g. (Róka, 2002, p. 32.), (Róka, 2020, pp. 34-36.). Content citation it is recommended that the page number is given. For further bibliographic details of the source must be published the bibliography at the end of the thesis.

When specifying any number and statistical data, all quantified information must be referenced even if it is a generally known data.

In all cases, reference should also be made to pictures, illustrations, graphs and tables in the thesis. This obligation also exists in case these are elements of the student's own creation or editing. Referencing to visual elements taking over from others must be the same as the references for written sources; it can be done in the captions.

### **Plagiarism**

To avoid plagiarism, students must use footnotes to identify the sources of facts and data not comprising common knowledge and the ideas of and citations from other persons as specified in this Appendix. This rule pertains to all the sources used including research results, studies, essays, book reviews, websites, audio material, etc.

The University uses the Ouriginal (previously: Urkund) plagiarism detection tool to check the thesis. To do this, the student is obliged to send their thesis - before the final submission - to the Ouriginal address of their supervisor. The Ouriginal system provides automatic confirmation of this fact. The ID of the certificate must be indicated in the "Permission to Degree Thesis submission" application.



The student must document accurately all the sources used for submitted pieces of writing and the bibliographic information identifying them. Failing to do so involves a disciplinary procedure.

Furthermore it involves a disciplinary procedure if the student submits a text as edited or including significant content elements of another author's or authors' piece in whole or in substantial part or an edited version of a piece by a foreign author as their own work.

Based on the level of plagiarism the Disciplinary Committee decides of full or partial repetition of the thesis procedure.

The thesis does not have to be submitted to the Disciplinary Committee if the student generally meets the regulations regarding referencing and the two reviewers unilaterally or one reviewer and the Head of Institute or Department state that the partial infringement was due to negligence.

### **The rules of compiling the list of referenced literature**

The bibliography (list of referenced literature) is a compulsory element of the thesis. It aims to show what documents, professional literature used (and known) by the author of the thesis. Each of the following must be indicated regardless of the extent of use, but only works referred to in the referred to in the main text.

In the bibliography the sources used should be listed alphabetically and numbered.

Academic literature is defined as all texts published by a publisher or other professional community regardless of the form of publication, which is relevant to the treatment of a given topic a relevant quantitative, qualitative or interpretative methodology. The main characteristic of the academic literature is to have professional literature references and indication of the sources used.

Other sources include daily newspaper, magazine, lexicon, encyclopaedia, legislation, published interview, company or organization's website material, statistics, blogs, social media.

The compulsory minimum number of source material to be used in theses is as follows:

- in case of bachelor training programmes at least 20 sources, out of which minimum 15 is academic literature;
- in case of master training programmes at least 35 sources, out of which minimum 25 is academic literature;
- in case of higher-education vocational training at least 15 sources, out of which minimum 5 is academic literature and 10 is other source;
- in case of PSTP: the Programme Head defines the requirements of the number of sources regarding the different specializations in a separate announcement, along with the themes announcement;
- in case of art and design management master training programmes: at least 35 sources, out of which minimum 25 academic literature.

### **Further Minimum (Acceptance) Requirements for the Thesis**

During the preparation of the thesis, the author of the thesis must pay special attention to the spelling and grammatical accuracy regulations and rules according to the rules of the language of instruction. A thesis that is objectionable in terms of grammatical accuracy cannot be accepted by the supervisor. During the evaluation of the thesis, the reviewers evaluate that the grammatical accuracy of the thesis meets the expectations of the genre which fact is scored separately.

Upon the decision of the Equal Opportunities Committee, the student with special needs can be excused from the minimum (acceptance) requirements and the grammatical requirements. In such a case, the decision is to be placed within the thesis. For the protection of the student's personal data, the classification of the thesis is obligatory in this case.

### **Submitting the Thesis**

The thesis must be submitted by students electronically to the Neptun. Items to be uploaded:



- the entire thesis from the title page to the end of the appendices, including the elements of the abstract, which are placed between the title page and the table of contents;
- the Abstract made based on the template available on Coospace has to be uploaded as a separate document;
- in case of a classified (confidential) thesis, the accepted request for classified (confidential) recheck-in treatment or the decision of the Equal Opportunities Committee; the condition for the classified (confidential) handling of the thesis is the upload of one of these two documents.

During the electronic upload the student makes a statement about taking the copyright laws into account.



# THESIS

**Author's name**

**Year of preparation**



**Budapest Metropolitan University**

**THESIS**  
**The title of the thesis**

**Thesis adviser: Name**

**Author: Name**  
**Name of programme, Level of programme**

**Training site**  
**Year of preparation**



## ABSTRACT

1. Keywords of the thesis (3–5 keywords):

- a.
- b.
- c.
- d.
- e.

2. Main (academic) sources (2-3 pieces of used literature):

- a.
- b.

3. Abstract<sup>2</sup>

4. Abstract<sup>3</sup>

Date<sup>4</sup>

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<sup>2</sup> Short abstract of the thesis in Hungarian not exceeding one page (students must outline the main aims of the thesis, present the findings of the research and their main conclusions.

<sup>3</sup> Short abstract of the thesis in a foreign language not exceeding one page. To be replaced with the appropriate term in the different languages.

<sup>4</sup> Closing date of the thesis.



*Appendix 3 to the Student Requirement System of the Budapest Metropolitan University:  
Procedural fees and service charges*

**PROCEDURAL FEES AND SERVICE CHARGES**

**Free of charge documents**

issuance of a student card	free of charge
materials uploaded to Coospace	free of charge
issuance of a student status certification	free of charge
credit transfer for subjects completed within the University	free of charge
issuance of the credit (in Hungarian and English)	free of charge
confidential treatment of a thesis (encryption)	free of charge
issuance of the summary of registration certificate	free of charge
issuance of the final certificate (for students who completed their studies)	free of charge
issuance final examination and diploma certificate	free of charge
issuance of final examination period	free of charge

**Free of charge services**

library use	free of charge
using sports facilities	free of charge
student's clubs	free of charge
lifestyle advisory service	free of charge
career advice	free of charge
mentoring	free of charge
student loan administration	free of charge
replacement of a forgotten password (student identification code)	free of charge

**Examination-related fees**

retake examination fee (first retake of an unsuccessful exam in the given examination period) in case of students financed through scholarships granted by the Hungarian state and guest students	free of charge
retake examination fee (first retake of an unsuccessful exam in the given examination period) in case of self-financed/fee-paying students	11 500 HUF
repeated retake examination fee (second retake of an unsuccessful exam in the given examination period)	11 500 HUF





grade improvement examination fee (successful examination in a given examination period an examination to improve your grade) in case of students financed through scholarships granted by the Hungarian state and guest students	free of charge
grade improvement examination fee (successful examination in a given examination period an examination to improve your grade) in case of self-financed/fee-paying students	11 500 HUF
missed examination fee (absent from the exam, was not present without justification for the first time) - in case of students financed through scholarships granted by the Hungarian state and guest students	11 500 HUF
missed examination fee (absent from the exam, was not present without justification for the second time) - in case of students financed through scholarships granted by the Hungarian state and guest students	11 500 HUF
missed examination fee (absent from the exam, was not present without justification) - in case of self-financed and fee-paying students	11 500 HUF
repeated final examination fee (in case of missed or failed final examination)	20 000 HUF

#### **Default charges, surcharges**

surcharge due to missed deadlines (registration, change of status, course registration, course cancellation, application to specialization, submission of degree thesis topic, final exam registration, or fulfilment of other administrative duties after the deadline)	11 500 HUF
late submission of a thesis HUF/working day, calculated from the working day following the deadline (the thesis may be accepted late up to the final deadline set by the University, but not more than one week)	6 000 HUF
withdrawing final examination registration beyond the deadline	11 500 HUF
a HUF/day/book fee for returning books after the deadline (charged from the first working day after the deadline, per day, per book)	100 HUF
late delivery of equipment, sports equipment, teaching equipment and other equipment belonging to the university inventory HUF/working day (per working day from the last day of the deadline)	6 000 HUF
paying tuition fee after the deadline	11 500 HUF
paying tuition fee after the deadline (extra fee after 2 weeks of the deadline of the official payment)	11 500 HUF

#### **Application fees**

transfer request (for students transferring from another higher education institution)	free of charge
submission of a leniency application to the Dean (the amount imposed in the leniency resolution is also to be paid)	16 000 HUF
submission of a request to the Director of Customer Services and Studies (the amount levied in the decision has to be pay on top of this)	16 000 HUF
request for exemption from a language subject based on a language exam	4 000 HUF
request for a preferential study schedule	20 000 HUF
approving of the fourth, fifth, sixth application for a subject (HUF/subject)	7 000 HUF



credit transfer request from another institution (per course)	4 000 HUF
request for changing the specialization	16 000 HUF
request for changing the training programme	16 000 HUF
submission of a leniency application to the Rector (the amount imposed in the leniency resolution is also to be paid)	50 000 HUF

### Other fees

graduation ceremony registration	16 000 HUF
fee for other services per semester	5 000 HUF
certified description of a training unit (course, subject descriptions) in the training's language (HUF/course, up to a maximum of HUF 115 000)	6 000 HUF
certified description of a training unit (course, subject descriptions) in a language other than the language of the training (HUF/course, up to a maximum of HUF 115 000)	12 000 HUF
replacement of a lost student card validation sticker	3 500 HUF
replace of a lost copy card	3 000 HUF
other forms and certificates to be issued in a language other than the language of training	6 000 HUF
handling fee in case the paid fee is returned to a Hungarian bank account	4%, or a maximum of 1 500 HUF
handling fee in case the paid fee is returned to an international (SEPA) bank account	8%, or a maximum of 100 EUR
credit fee for students studying in Hungarian	9 000 HUF
credit fee for students studying in English	17 000 HUF
diploma folder fee for the graduation ceremony (only for students who have already received their diploma)	1 700 HUF
resubmission of thesis (in case of unsuccessful first thesis)	25 000 HUF
administration fee of repeated subject registration	11 500 HUF
group student counselling fee	free of charge
fee for missed group student counselling per semester (per counselling)	6 000 HUF

### Fees of documents, certificates for those without a student status

certified description of a training unit (course, subject descriptions) in the language of the training (HUF/course, up to HUF 115 000)	6 000 HUF
certified description of a training unit (course, subject descriptions) in a language other than the language of the training (HUF/course, up to HUF 115 000)	12 000 HUF
issue a new diploma due to incorrect data	16 000 HUF
forms and certificates issued in a language other than the language of training	6 000 HUF



issue a duplicate diploma	16 000 HUF +3000 HUF (duty)
issue a second and subsequent editions of the Diploma Supplement	16 000 HUF

*Appendix 4 to the Student Requirement System of the Budapest Metropolitan University: Scoring criteria for certain scholarships*

### SCORING CRITERIA FOR CERTAIN SCHOLARSHIPS

#### I. The set of criteria for the evaluation of the social status of students applying for regular social grant

CRITERIA	SCORE
<b>Net income per person (max. 25 points)</b>	
over 100.001 HUF	1
90.001 - 100.000 HUF	4
80.001 - 90.000 HUF	7
70.001 - 80.000 HUF	10
60.001 - 70.000 HUF	13
50.001 - 60.000 HUF	16
40.001 - 50.000 HUF	19
0 - 40.000 HUF	25
<b>Distance between the place of residence and the University (max. 7 points)</b>	
0-50 km	1
51 - 100 km	2
101 - 150 km	3
151 - 200 km	4
201 - 250 km	5
251 - 300 km	6
over 301km	7
<b>The time of commuting to the University (max. 3 points)</b>	
30- 60 minutes	1
60- 90 minutes	2
over 90 minutes	3
<b>The monthly cost of commuting to the University (max. 7 points)</b>	
0- 5.000 HUF	2
5.001- 10.000 HUF	3
10.001- 15.000 HUF	4
15.001- 20.000 HUF	5



20.001- 25.000 HUF	6
over 25.001 HUF	7
<b>Type of accommodation (max. 5 points)</b>	
Student dormitory	3
Rented apartment	5
<b>Personal circumstances of the applicant</b>	
Self-supporting	5
Living with disabilities or having health problems	10
Severely disadvantaged	10
Breadwinner	10
Large family	10
Orphan	10
Disadvantaged	5
Guardianship terminated because of coming of age	5
Half-orphan	5

<b>Monthly expenses connected to the applicant's disability and health condition (max. 7 points)</b>	
0 - 5.000 Ft	2
5.001 - 10.000 HUF	3
10.001 - 15.000 HUF	4
15.001 - 20.000 HUF	5
20.001 - 25.000 HUF	6
over 25.001 HUF	7
<b>Further information needed to justify the social situation</b>	
Number of relatives living in the same household as the applicant	1 point / person
Number of dependent relatives living in the same household as the applicant	1 point / person
<b>Monthly expenses connected to the disability and health condition of relatives living in the same household (max. 7 points)</b>	
0 - 5.000 HUF	2
5.001 - 10.000 HUF	3
10.001 - 15.000 HUF	4
15.001 - 20.000 HUF	5
20.001 - 25.000 HUF	6
over 25.001 HUF	7
<b>Monthly expenses of looking after a relative needed to be cared (max. 7 points)</b>	
0 - 5.000 HUF	2



5.001 - 10.000 HUF	3
10.001 - 15.000 HUF	4
15.001 - 20.000 HUF	5
20.001 - 25.000 HUF	6
over 25.001 HUF	7

## II Set of scoring criteria for professional and scientific scholarships

CRITERIA	SCORE
<b>Research activities</b>	
Active participation in research	3
Preparation of a partial study in research	4
Active member of a talent workshop	2
<b>Publications (articles)</b>	
Professional publication in a national professional journal, specialized periodical, or on a specialized website with editing staff	3
Professional publication in a newspaper or locally distributed magazine (3 articles / 1 point)	2
Professional publication on a website (3 articles / 1 point)	1
<b>Participation or top results in competitions organized by the National Council of Scientific Students' Association (OTDK), by the Scientific Students' Association (TDK), by the Student Research Society in Arts (MDK) or by the National Council of Student Research Societies for Arts (OMDK)</b>	
Participation in TDK, MDK	4
1 <sup>st</sup> place in a TDK, MDK	10
2 <sup>nd</sup> place in a TDK, MDK	8
3 <sup>rd</sup> place in a TDK, MDK	6
Special award in a TDK, MDK	4
Special award in an OTDK, OMDK	8
Submitted a paper to OTDK, OMDK	6
1 <sup>st</sup> - 3 <sup>rd</sup> place in an OTDK, OMDK	12
<b>Professional projects, applications, papers</b>	
Participation in a domestic professional competition, submitted project, paper	6
1 <sup>st</sup> - 3 <sup>rd</sup> place in a professional competition in Hungary	10
Special award in a professional competition in Hungary	8
Participation in international professional competitions, submitted project, paper	8
1 <sup>st</sup> - 3 <sup>rd</sup> place in a professional competition abroad	15
Special award in a professional competition abroad	12
<b>Exhibitions</b>	
Participation in an exhibition organized by METU	3



National or regional exhibition outside of the Institution	6
Local exhibition outside of the Institution	2
<b>Presentations</b>	
Presentation at a professional event organized by METU	2
Presentation at a national professional event outside of the Institution	3
Presentation at a local professional event outside of the Institution	2
Presentation at international professional event	4
<b>The FAEC can define minimum and maximum scores.</b>	

### III. Scoring criteria of the public service scholarship

CRITERIA	SCORE
<b>1. POSITION</b>	
<b>Criteria in connection with the position (1<sup>st</sup> position)</b>	
Has a position and fully meets the requirements	1/Position
Being aware of the working processes	2
Participation in teamwork	1
being prepared regarding the tasks to be accomplished	2
<b>The tasks accomplished / number of hours during the semester (and/or)</b>	
Tasks accomplished (at least 3 tasks)	2
Participation in meetings (2 meetings =1 point)	1-5
Participation in a whole-day event (at least 6 hours)	(3/event/day)
<b>The number of hours worked in the position during the semester</b>	
1 - 10 hours	2
11 - 20 hours	3
21 - 30 hours	4
31 - 40 hours	5
41 - 50 hours	6
over 50 hours	7
<b>2. Position</b>	
<b>The tasks accomplished / number of hours during the semester (and/or)</b>	
Participation in meetings (2 meetings/1 point)	1-5
Participation in a whole-day event (at least 6 hours)	(3/event/day)
<b>The number of hours worked in the position during the semester</b>	
1 - 10 hours	2
11 - 20 hours	3
21 - 30 hours	4
31 - 40 hours	5



41 - 50 hours	6
over 50 hours	7
<b>Activities beyond the position</b>	
Main organizer of the Freshmen's Camp	9
Participation in the Freshmen's Camp as a programme- or house manager	7
Participation in a University event (Educatio, open day)	2 / day
Being delegated to university bodies and do the work (FAEC, Disciplinary Committee, Ethics Committee, Equal Opportunities Committee, Senate, Student Legal Remedy Committee)	2
Participation in Students' Union National Conference	2
<b>The FAEC can define minimum and maximum scores.</b>	

#### IV. Scoring criteria for the sports scholarship

CRITERIA	SCORE
Club membership	2
National team membership	5
<b>Results in the Olympic Games</b>	
Olympic Games 1 <sup>st</sup> - 3 <sup>rd</sup> place	6
Olympic Games 4 <sup>th</sup> - 6 <sup>th</sup> place	5
Participation in the Olympic Games	5
<b>Results in World Cup</b>	
World Cup 1 <sup>st</sup> - 3 <sup>rd</sup> place	6
World Cup 4 <sup>th</sup> - 6 <sup>th</sup> place	5
Participation in World Cup	5
<b>Results in World Cup</b>	
World Cup 1 <sup>st</sup> - 3 <sup>rd</sup> place	6
World Cup 4 <sup>th</sup> - 6 <sup>th</sup> place	5
Participation in a World Cup	5
<b>Results in European championships</b>	
European championship 1 <sup>st</sup> - 3 <sup>rd</sup> place	5
European championship 4 <sup>th</sup> - 6 <sup>th</sup> place	4
Participation in a European championship	4
<b>Results in national competitions</b>	
1 <sup>st</sup> - 3 <sup>rd</sup> place in a national competition	4
4 <sup>th</sup> - 5 <sup>th</sup> place in a national competition	3
Participation in a national competition	3
<b>Results in Hungarian regional championships</b>	
Hungarian regional championship 1 <sup>st</sup> - 3 <sup>rd</sup> place	2



<b>Results by representing METU</b>	
Participation in a sports event by representing METU	4
<b>Results in other competitions</b>	
1 <sup>st</sup> place in other competitions	1
2 <sup>nd</sup> place in other competitions	1
3 <sup>rd</sup> place in other competitions	1
Participation in another competition	1
Results in matches (maximum 5 points)	1/match

### V. Set of scoring criteria of the national higher education scholarship

#### Study results – up to 50 points

The scoring takes place based on the arithmetic average of the previous two consecutive, completed active semesters' average weighed with the credit points.

For the weighed study average, the product of the multiplication of the credits and grades of the individual subjects shall be divided with the credits of the completed subjects.

Determination of the score: arithmetic average of the weighed study average of two semesters \* 10.

#### Scientific activity\* - up to 14 points

\***Remark:** A result may be taken into consideration only once within one set of criteria, with the highest score among the possible options.

<b>ACTIVITY</b>	<b>MAX. POINT</b>
<b>(1) Research activity (up to 3 points)</b>	
Verified research work among institutionalized circumstances	1
Partial study in a research	3
Other noteworthy research activity	1
<b>(2) Participation or top results in competitions organized by the National Council of Scientific Students' Association (OTDK), by the Scientific Students' Association (TDK) (up to 10 points)</b>	
Submitted a paper to the TDK of the institution (ITDK)	1
ITDK paper, 1 <sup>st</sup> place	5
ITDK paper, 2 <sup>nd</sup> place	4
ITDK paper, 3 <sup>rd</sup> place	3
Submitted a paper to the OTDK	3
OTDK 1 <sup>st</sup> place	10
OTDK, 2 <sup>nd</sup> place	8
OTDK, 3 <sup>rd</sup> place	6
Special mention in an OTDK	4
<b>(3) Publications (articles) (up to 10 points)</b>	
for English-language publications 1.5 multiplier; proportional scoring for co-authors	
Book, part of a book (1 point/author's sheet)	9
Contribution to a scientific periodical (3 points/contribution)	6





Contribution to a scientific conference (2 points/contribution)	4
Other educational publication / scientific publication	2
<b>(4) Projects, papers (up to 10 points)</b>	
(officially verified projects and papers fulfilling the requirements may be taken into account)	
Paper submitted to a domestic open competition	3
Paper submitted to an international open competition	5
Award, 1 <sup>st</sup> - 3 <sup>rd</sup> place domestically	6
Award, 1 <sup>st</sup> - 3 <sup>rd</sup> place internationally	10
<b>(5) Other professional or study competitions (up to 10 points)</b>	
Participation in a domestic professional competition	3
Participation in a foreign professional competition	5
1 <sup>st</sup> - 3 <sup>rd</sup> place in a domestic professional competition	6
1 <sup>st</sup> - 3 <sup>rd</sup> place in a foreign professional competition	10
<b>(6) Other scientific activities (up to 2 points)</b>	
Active member of a talent workshop, or college for advanced studies	1
Membership in a scientific organization	1
Other	1

#### VI. Community and public activities – up to 7 points

ACTIVITY	MAX. POINT
Active participation in the Students' Union	5
Active publishing activity	3
Active participation in the organization or events and conferences	2
Other community and public activities	2

**VII. In the case of equal scores, the tiebreaker shall be the number and level of language exams as follows:**

Type of the language exam	Intermediate general	Intermediate professional	Advanced general	Advanced professional
A type	3 points	4 points	4 points	5 points
B type	3 points	4 points	4 points	5 points
C type	6 points	8 points	10 points	11 points