



**TOMORI PÁL COLLEGE**

## **STUDY AND EXAMINATION REGULATIONS**

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## TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b> .....	<b>3</b>
<b>I. GENERAL PROVISIONS</b> .....	<b>5</b>
§ 1 LIST OF RELEVANT LEGISLATION .....	5
§ 2 SCOPE OF THE TVSZ.....	5
§ 3 BASIC CONCEPTS.....	5
§ 4 STUDY MANAGEMENT INFORMATION SYSTEM (TR).....	13
§ 5 COMMITTEES AND PERSONS RESPONSIBLE FOR STUDY AND EXAMINATION MATTERS ....	14
§ 6 LENIENCY .....	<b>HIBA! A KÖNYVJELZŐ NEM LÉTEZIK.</b>
§ 7 CREATION OF STUDENT STATUS, RIGHTS AND OBLIGATIONS.....	14
§ 8 SUSPENSION OF STUDENT STATUS .....	15
§ 9 TERMINATION OF STUDENT STATUS .....	15
§ 10 STUDENT CARD.....	16
<b>II. ORDER OF STUDY</b> .....	<b>17</b>
11. §. TIMETABLE FOR THE SCHOOL YEAR, PERIODS OF INSTRUCTION .....	17
§ 12 INFORMATION ON REQUIREMENTS .....	17
13 § PARTICIPATION IN THE SESSIONS.....	18
§ 14 PREFERENTIAL (INDIVIDUAL) STUDY ARRANGEMENTS.....	19
§ 15 RECEIPT.....	20
§ 16 PARALLEL EDUCATION, GUEST STUDENT STATUS.....	21
§ 17 PARTICIPATION IN TRAINING AT HOME AND ABROAD, TRANSFER.....	21
§ 18 LANGUAGE TRAINING.....	22
<b>III. KNOWLEDGE CHECK, EXAMINATION SCHEDULE</b> .....	<b>22</b>
§ 19 MAIN FORMS OF KNOWLEDGE VERIFICATION.....	22
§ 20 EXAMINATION PERIOD.....	23
§ 21 EXAMINATION PROCEDURE .....	23
§ 22 REPEATING FAILED AND SUCCESSFUL EXAMINATIONS, REPEATING SUBJECTS .....	24
§ 23 EXEMPTION FROM STUDY AND EXAMINATION REQUIREMENTS (CREDIT TRANSFER) ....	24
§ 24 COMPLETION OF A SUBJECT INCLUDING PRACTICAL TRAINING .....	25
§ 25 OFFER OF GRADES .....	<b>HIBA! A KÖNYVJELZŐ NEM LÉTEZIK.</b>
§ 26 ACCEPTANCE OF THE SEMESTER'S WORK, ACQUISITION OF CREDITS .....	25
§ 27 EVALUATION OF COURSEWORK, TOTAL CREDITS, END OF SEMESTER .....	25
§ 28 DISMISSAL.....	26
<b>IV. CLOSURE OF THE COURSE</b> .....	<b>26</b>
§ 29 FINAL CERTIFICATE (ABSOLUTE CERTIFICATE) .....	26
§ 30 THE THESIS (THESIS, FINAL THESIS).....	26
§ 31 FINAL EXAMINATION, DIPLOMA .....	29
§ 32 RETAKE OF AN UNSUCCESSFUL FINAL EXAMINATION .....	29
§ 33 DIPLOMA, DIPLOMA SUPPLEMENT, CERTIFICATE .....	29
§ 34 DIPLOMA WITH DISTINCTION .....	30
<b>V. MISCELLANEOUS PROVISIONS</b> .....	<b>30</b>
§ 35 ENTRY INTO FORCE .....	30
<b>I. APPENDIX</b> .....	<b>31</b>
§ 36 ON THE UNIFORM TREATMENT OF IRREGULARITIES IN CONNECTION WITH STUDIES AND EXAMINATIONS .....	31





Tomori Pál College (hereinafter referred to as "the College") sets out its Study and Examination Regulations (hereinafter referred to as "the Regulations" or "the Regulations") as follows.

## I. GENERAL PROVISIONS

### 1. § List of relevant legislation

- (1) Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.),
- (2) 87/2015 (IV. 9.) Government Decree on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education (hereinafter: Vhr.),
- (3) Government Decree No. 51/2007 (III. 26.) on the allowances and certain service fees payable to students participating in higher education (hereinafter: Tjr.),
- (4) Act CLV of 2009 on the Protection of Classified Data.

### 2. § Scope of the TVSZ

(1) The TVSZ applies to the Hungarian students of Tomori Pál College participating in higher education vocational training, bachelor's degree (hereinafter: BA) and specialised further education, and in full-time and part-time work on a fee-paying basis, and - unless otherwise provided by a special law or international agreement applicable to them - to foreign students, to the lecturers of the College employed in any legal relationship, and to the administrative staff of the College dealing with the study and examination activities of students and lecturers.

(2) In addition, students who have a guest student status with the College and who are pursuing part-time studies at the College are also covered by the TAA.

(3) All students, from the moment of admission to a higher education degree course, bachelor's degree course or further education course at the College, are subject to the current study regulations and their amendments in the ascending order.

### 3. § Basic concepts

For the purposes of the TVSZ

1. **absolute**: the final certificate;
2. **recommended curriculum**: the model curriculum;
3. **activation**: the case of registration when a student announces his/her intention to continue his/her studies in the following semester;
4. **active semester**: all semesters during which the student's status as a student is not interrupted;
5. **enrolment**: the administrative act of establishing a student status, following admission to a course, transfer, partial admission or authorisation to undertake part-time studies, which establishes the student status;
6. **registration**: the obligation each semester for students to indicate whether they will continue their studies in the following semester;
7. **opponent**: a person other than the thesis supervisor (external consultant) who assesses the thesis;
8. **cycle**: the semester;



9. **thesis (dissertation/thesis):** a thesis written at the end of studies towards a higher education qualification, with the content required by the qualification requirements and the training and output requirements;
10. **dual training:** a form of training in a bachelor's or master's degree programme in economics and other specific fields of study requiring practical training, in which the full-time curriculum of the programme, which is defined in accordance with the training and outcome requirements and contains specific provisions on the training period, training methods, teaching hours and assessment of the acquired knowledge, provides for practical training within the framework of a qualified organisation as defined by the Dual Training Council [Section 108, point 1b, Nftv];
11. **ECTS (European Credit Transfer System):** a European credit transfer system that facilitates greater student mobility between European higher education institutions for students from institutions that subscribe to the ECTS principles;
12. **individual student study time:** the part of the student's study time, expressed in hours, that the student spends on average outside the classroom (contact hours) working independently to learn the course material and meet the requirements (including time spent studying during the examination period);
13. **individual study arrangements:** any deviation from the curriculum recommended by the College for students making average progress;
14. **equivalence:** mutual correspondence, equivalence ensuring the mutual accountability of subjects and courses that can replace each other, which exists if the content of the subjects and courses is identical, i.e. the underlying knowledge covers at least 75% of one another, thus equivalence is the basis for the crediting of the subject(s) and course(s) completed at another institution into the own training and the Credit Transfer Committee has the right to determine it;
15. **dismissal:** termination of a student's studies, which may be accompanied by termination of the student's status as a student, if the student is not pursuing studies in another subject;
16. **lecture:** a contact lesson in which the instructor's oral explanation is the primary means of learning, usually culminating in a colloquium;
17. **prior learning requirement:** the proven completion of the knowledge required to understand the content of a subject or course in another subject or course (the subject or course can only be taken up if the student has fulfilled its prior requirements before taking up the subject), a maximum of 3 other subjects can be directly assigned to a given subject as prior learning requirements;
18. **pre-study order:** the set of pre-requisites for the subjects and courses in the curriculum of the degree programme;
19. **Erasmus coordinator:** the staff member who, among other tasks, is responsible for the institutional coordination of the Erasmus programme;
20. **Erasmus partner institution:** an EU higher education institution with which the College has a bilateral agreement under the Erasmus programme;
21. **unsuccessful examination:** an examination in which the student fails to appear without having given an excuse and has not made use of the possibility to withdraw from the examination; the unsuccessful examination has no evaluation (mark) and counts towards the number of times the student has taken the examination in the semester, but does not count towards the number of attempts to obtain a mark;
22. **deadline for recording grades:** the date by which the course result must be recorded in the Study Management Information System (hereinafter: TR);



23. **semester (study period):** a five-month period of educational organisation consisting of a period of study and an examination period [Nftv. § 108, point 5];
24. **student with a disability (applicant):** a **student with a** musculoskeletal, sensory or speech disability, a cumulative disability in the case of multiple disabilities, an autism spectrum disorder or other mental developmental disorder (severe learning, attention or behavioural disability); [Nftv. § 108, point 6];
25. **student with a disability or a health condition:** a student who, due to his/her disability, requires permanent or increased supervision or care, or who, due to his/her disability, regularly needs personal and/or technical assistance and/or services, or has lost at least 67% of his/her working capacity or has suffered at least 50% impairment of health, and this condition has lasted for one year or is expected to last for at least one more year [§ 2 (1) paragraph d) of the Act on the Protection of Students with Disabilities];
26. **seminar:** a contact-hour teaching unit that is essentially based on active, independent student work;
27. **Practical grade:** a grade awarded for a subject/course that includes practical work or both lecture and practical work;
28. **traditional average:** the sum of the grades obtained by the student divided by the number of credit-bearing courses taken;
29. **deferment:** a case of registration where the student announces that he/she intends to take a break from his/her studies in the following semester;
30. **student relationship:** a legal relationship between the College and the student, established upon enrolment, which entails rights and obligations;
31. **suspension of student status:** student status is suspended if the student declares that he/she does not wish to fulfil his/her student obligations in the next training period, or if the student does not enrol for the next training period, or until the end of the training period already started, if the student is in default of his/her obligations arising from the student status, or due to accident, illness or other unforeseeable reasons, through no fault of his/her own, or if the student is banned from further studies as a disciplinary sanction, and the student's student status is suspended for the period of actual service in the voluntary reserve military, during which period the student is exempted from the obligations set out in the higher education institution's study and examination regulations [Nftv. 45. §];
32. **student training contract:** a contract between the College and the student who has been classified as a student for self-financed training, pursuant to Section 39 (3) of the Nftv;
33. **cumulatively disadvantaged:** a person who has not reached the age of 25 by the deadline for application for admission and who qualifies as cumulatively disadvantaged as defined in the Act on the Protection of Children and Guardianship Administration [Nftv. § 108, point 9];
34. **grid plan:** the detailed content of the curriculum of a degree programme, broken down into units and hours, which describes the requirements for the fulfilment of the curriculum in a given work schedule;
35. **disadvantaged:** a person who has not reached the age of 25 by the deadline for application for admission and who is considered disadvantaged as defined in the Act on the Protection of Children and Guardianship Administration [Nftv. § 108, point 10];
36. **homework:** written (non-verbal) work done by the student(s) individually and completed by a deadline;



37. **notice:** official information and electronic circulars published on the College's website, on the TR website or other advertising space (bulletin board) and accessible to all or any of the stakeholders;
38. **institutional document:** the founding charter of the College, as well as the regulations, programmes and plans provided for in the Nftv, such as the Organisational and Operational Rules, the training programme, the institutional development plan, the statutes of the student self-government, the internal regulations pursuant to the Accounting Act and its implementing regulation [Nftv. § 108, item 12];
39. **repeat examination:** a repeat examination of the same requirement after a successful examination;
40. **retake examination:** an examination taken at the end of the same course in the same semester after a failed examination;
41. **income:** the total income (including orphan's benefits, pensions, pension-like contributions, child support and spousal support, etc.) earned by an individual in any title or form during the tax year;
42. **individual study plan:** a permit that gives you discounts on the fulfilment of study requirements;
43. **training and outcome requirements:** the sum of knowledge, skills, abilities, skills and abilities (competence), or the knowledge which, if acquired, can be used to award a diploma in the given specialisation [Nftv. § 108, point 16];
44. **training time:** the time required by law to obtain the required credits, the level of qualification or professional qualification [Nftv. § 108, point 17];
45. **training period:** the training period is divided into a period of study and a corresponding examination period [Nftv. § 108, point 18];
46. **training programme:** the complex training document of the institution, which contains the detailed training and study requirements of the basic, master's and higher vocational education and training, as well as the detailed rules of the training, in particular the curriculum and the teaching programme and the subject programmes, as well as the assessment and control methods, procedures and rules [Nftv. § 108, point 19];
47. **field of study:** a set of courses of study defined by ministerial decree which have similar or partly identical training content [Nftv. § 108, point 20];
48. **colloquium:** oral and/or written assessment of knowledge acquisition during the examination period, which may include a mid-semester assessment;
49. **contact lesson (class):** a session requiring the simultaneous personal presence of the student and the teacher, including electronic sessions provided by the appropriate conditions;
50. **consultant:** the topic leader;
51. **consultation:** the possibility of a personal meeting provided by the College's lecturer to the student, including communication by electronic means [Nftv. § 108, item 23];
52. **adjusted credit index:** the adjusted credit index is calculated from the credit index by multiplying it by a factor corresponding to the ratio of credits completed during the semester to the number of credits undertaken in the individual curriculum, but excluding the credits recognised [Vhr. § 54 (7) and § 57 (4)];
53. **fee-paying student:** a student who started his/her studies on a fee-paying course;
54. **compulsory subject:** a credit-bearing curriculum unit which is a prerequisite for passing the final examination;





55. **credit (credit point):** a measure of a student's academic work, which expresses the estimated time required to acquire the knowledge defined in the course description and to fulfil the requirements of the subject or curriculum unit; one credit represents on average thirty hours of academic work, the value of the credit - provided that the student's performance has been accepted - does not depend on the assessment of the student's knowledge [Nftv. § 108, item 24];
56. **credit accumulation:** the accumulation of credits during the course of study, so that in each period of study the credits earned are added to the credits previously earned until the student has reached the total number of credits required for the degree (including credits allocated to the compulsory knowledge);
57. **credit index:** the credit index is calculated by multiplying the sum of the credit value and the grade of the subjects completed in the semester by the thirty credits to be completed in one semester, in case of average progress, but excluding the recognised credits [Vhr. § 54 (7) and § 57 (4)];
58. **credit system:** in the credit system, the achievement of a qualification is linked to the certified completion of a specific course of study, a specific number of credits must be accumulated from different courses, subjects or groups of subjects within a given time limit; the completion of each subject is not linked to a specific period of study, the student can progress according to an individual plan and schedule, taking into account the pre-study order and other rules, using the options available; credits may be obtained by completing a course, a subject, an internship, a thesis and other assignments, provided that the evaluation is at least satisfactory or passed; credits may also be obtained by recognising courses, subjects and internships completed in other courses or institutions. The credit value is independent of the assessment;
59. **criterion requirement:** a non-credit requirement, the fulfilment of which (obtaining a signature) is a condition for the continuation of studies or the award of a diploma;
60. **course:** an organisational unit of instruction assigned to a semester, subject, instructor, classroom and time slot, based on the training programme, the characteristics of which clearly specify its nature (lecture, classroom exercise, etc.), credit value, the subject matter assigned to it, the way it is to be completed and assessed, the rules governing attendance, the list of compulsory and recommended literature; these data are collectively referred to as the subject subject matter;
61. **course supervisor:** the instructor who is responsible for the delivery, content and accountability at the end of the course;
62. **course instructor:** the person who teaches the course;
63. **course enrolment (course enrolment):** enrolment in TR for the courses and examinations you wish to take in the semester;
64. **course registration form:** a document printed out by the student from the TR interface after the end of the course registration period, on which the examiner marks the exam in the case of an oral examination, and which contains the data necessary for the identification of the student, the semester, the courses taken for the semester and their main characteristics; all entries made by the student on the course registration form are invalid;
65. **correspondence course work schedule:** an instructional arrangement according to which, unless otherwise agreed with the students concerned, the students' classes are held in blocks, on working days or on the weekly rest day of the week at the institution, and the rest of the course is taught by distance learning methods [Nftv. § 108, point 25];



66. **mentoring programme:** a special form of training in which a student/ disadvantaged student is assisted in his/her preparation by a student or lecturer of the College [Nftv. § 108, point 28];
67. **model curriculum:** the distribution of subjects in a course into semesters which a student who wishes to progress at an average pace can follow by meeting the pre-study requirement for each subject, completing the requirements within the time limit specified in the qualification requirements;
68. **module (subject area):** a curricular unit corresponding to the curriculum of a degree programme, which includes subjects that are related thematically, in terms of the qualification aim of the degree programme or in terms of a specialisation/specialisation, or which summarise knowledge common to several degree programmes;
69. **modified adjusted credit index:** the calculation of the modified adjusted credit index is the same as the calculation of the adjusted credit index, except that the total number of credits required to be completed and the number of credits taken and completed during the whole period are taken into account, but the credits recognised are disregarded [Vhr. § 54 (7)];
70. **diploma:** an official document certifying higher education and professional qualifications in Hungarian and foreign languages;
71. **diploma supplement:** a public document issued by the College, which certifies in a specified form and content, in Hungarian and English, the knowledge, skills and competences acquired by the student during the award of the diploma, and provides information on the level of the qualification and the results of the examinations;
72. **education organisation:** a department or working group within the College, which is responsible for the organisation of education;
73. **opponent:** the person assessing the thesis;
74. **student on a self-financed course:** a student who has started his/her studies on a self-financed course;
75. **total student study hours:** the time in hours required for a student of average ability and preparation, studying at an average level of performance, to successfully complete the study work (under average circumstances), i.e. the sum of the class hours (contact hours) and the individual student study hours [Vhr. § 54 (1) paragraph];
76. **cumulative adjusted credit index:** the calculation of the cumulative adjusted credit index is the same as the calculation of the adjusted credit index, except that thirty credits per semester and the credits taken and completed during the whole period are taken into account. [Vhr. § 57 (4)]
77. **passive semester:** a semester for which the student announces that he/she will discontinue his/her studies or withdraws his/her registration within one month of the beginning of the semester, and if he/she does not enrol for that semester; a semester is inactive if the College authorises the suspension of studies due to childbirth, accident, illness or other unforeseen cause (beyond the control of the student), in which case the suspension of studies shall be effective from the date of submission of the application and the original supporting documents; in the case of submission of supporting documents by post, the date of submission shall be the date of receipt;
78. **registration period (registration week):** the period defined in the current semester Timetable/Semester Notice in which students can register for their studies, it also means the period of course enrolment/submission;



79. **continuation of part-time studies:** if the student obtains credits in another higher education institution in Hungary or abroad in the framework of a visiting student status, and the credits obtained there are counted among the compulsory elective subjects [Nftv. § 108, point 30];
80. **failed exam:** an exam which the student has attempted to pass but has not met the academic requirements;
81. **specialisation:** training that does not lead to an independent qualification, but provides special expertise as part of a given specialisation [Nftv. § 108, point 31];
82. **weighted grade point average:** in credit-based training, the (cumulative) weighted grade point average calculated for a training period or for the whole period of study is used to monitor the student's performance; the weighted grade point average is calculated by dividing the sum of the credits of the subjects completed in a given period by the sum of the credits of the subjects completed [Paragraph (3), Article 57(3) of the Vhr];
83. **optional subject:** the College determines, as part of its programme of study, the minimum number of credits of optional subjects that students must take in a given degree programme. The general provisions (pre-study order, etc.) apply to the admission of electives, with the proviso that the College may not limit the number of electives;
84. **rules and regulations:** the rules and regulations of the College as provided for in the Nftv, in particular the Organisational and Operational Rules and its annexes;
85. **specialisation:** training containing a uniform system of training content (knowledge, skills, abilities) required for the acquisition of a vocational qualification [Nftv. § 108, point 32];
86. **specialisation:** training leading to an independent qualification as part of a given specialisation and providing specialised expertise [Nftv. § 108, point 33];
87. **professional qualification:** the recognition in a diploma or higher professional degree of the skills preparing for the practice of the profession, which can be acquired simultaneously with a bachelor's or master's degree, as well as in further vocational training or higher vocational training, and which are determined by the content of the degree and the specialisation or specialisation [Nftv. § 108, point 34];
88. **work placement:** partially independent student activity to be performed in higher education vocational training, bachelor's or master's degree programmes, external training facilities or training facilities of higher education institutions [Nftv. § 108.36., point 36];
89. **professional examination:** the part of the final examination - separate from the thesis/thesis defence - during which the candidate demonstrates his/her professional knowledge;
90. **semester:** semester
91. **training outside the seat:** higher education training provided in whole or in part in a municipality outside the place of operation of the higher education institution (seat, site) [Section 108, point 37 of the Nftv;]
92. **training place other than the place of establishment:** the municipality in which the training takes place, as specified in the founding deed [Nftv. § 108, point 38];
93. **term-time:** the 15-week period of the semester during which classes are held;
94. **curricular unit (subject):** a curricular unit or subject that can be completed in one semester and is recognised for credit [Nftv. § 108, point 39];
95. **academic year:** an educational period of ten months [Nftv. § 108, point 40];



96. **class:** a session (lecture, exercise, consultation) requiring the personal involvement of the instructor to fulfil the academic requirements specified in the curriculum, the duration of which is 45 minutes; sessions of two or more hours may be combined in blocks of up to 90 minutes [Nftv. § 108, item 41];
97. **department:** an organisational unit which performs the tasks of training, scientific research and educational organisation in connection with at least one subject [Section 108, point 43 of the Nftv.];
98. **subject:** a basic unit of the curriculum, a unit of study, which is usually fulfilled by a semester of specific study (completion of a course) or by academic activities (examination, essay, etc.);
99. **curriculum:** the training plan of a specialisation, compiled in accordance with the training and outcome requirements, the elements of which are: the timetable and examination schedule determined by subjects and curricular units, the system of monitoring and assessment of the fulfilment of requirements, and the subject programme of subjects and curricular units [Section 108, point 42 of the Nftv.];
100. **Student Affairs Office:** a department/working group within the College, responsible for the contact with students and applicants and for the academic records;
101. **study system:** The direct institutional use of the study system by the operator of the higher education institution, the minister, the authority and the maintainer for the proper functioning of the higher education institution, for training, research, the organisation of the higher education research and development enterprise activity and its external relations, for the provision of the higher education institution's records management, student and teacher communication, the provision of non-identifiable student feedback on teaching work, the exercise of employer's rights and the exercise of the rights and fulfilment of the obligations of employees of the higher education institution and the issuing of the related certificates, to keep the records required by law, to establish, assess and certify entitlement to benefits provided by law or by the higher education institution's organisational and operational rules, to keep records of personal and special data processed in accordance with data protection requirements for the purpose of tracking graduates, the authentic registration and tracking of changes in electronic documents, course descriptions, sample curricula, decisions of the credit transfer committee, the provision of closed-system electronic distance learning at institutional level, access to the services of the SZEÜSZ and KEÜSZ, the registration and electronic storage of theses (diploma thesis), the use of the electronic data in accordance with the Nftv. The institutional core system used by the higher education institution, together with its modules and related systems, must be designed in such a way as to ensure equal access to it, and all its clients, user interfaces and implemented functionalities must be available in Hungarian [Section 108, point 43a of the Nftv.];
102. **establishment:** the place of operation of an organisational unit operating outside the registered office, as defined in the articles of association [Section 108, point 45 of the Nftv. § 108];
103. **supervisor:** the teacher/professional staff member who assists and supervises the writing of the thesis (dissertation/thesis);
104. **fee-paying course:** a course in which the tuition fee is covered by the participants;
105. **fee-paying student:** a student in a self-financed course;
106. **scientific disciplines:** humanities, religious sciences, agricultural sciences, technical sciences, medical and health sciences, social sciences, natural sciences and arts, which are divided into disciplines [Nftv. § 108, item 46];



107. **final certificate:** it certifies the successful completion of the examinations prescribed in the curriculum and - with the exception of the language examination and the thesis - the fulfilment of other study requirements and the acquisition of the credits prescribed in the training and outcome requirements, and attests that the student has fully met the study and examination requirements prescribed in the curriculum without any grading or assessment [Nftv. § 108, point 47];
108. **examination:** a form of verification of the acquisition of knowledge, skills and abilities, including assessment [Nftv. § 108, point 48];
109. **examination deferral:** cancellation of a valid application for an examination within the deadline, and registration for another examination date;
110. **examination timetable:** details of the examinations for the courses for a given semester;
111. **final examination:** a test and assessment of the knowledge, skills and abilities required to obtain a diploma, in which the student must also demonstrate that he or she can apply the knowledge acquired. The final examination may consist of several parts, as specified in the curriculum - the defence of a thesis (dissertation/final thesis) and oral examination parts [Nftv. § 50 (4)];

#### 4. § Study Management Information System (TR)

(1)The College operates a Study Management Information System, which records organisational, personnel, training and training-related financial data. Access to the database is granted to various users with different levels of access rights, and students' data on their training is stored in the database. Options include:

- a) early registration for the active semester,
- b) selection of a subject/course,
- c) selection of a specialisation,
- d) selection of a thesis/final dissertation topic,
- e) checking on recorded marks,
- f) registration for exams.

(2)In the TR, students are informed about the subject programmes, signature and examination requirements, and forms of knowledge assessment. This information is provided by the subject teacher.

(3)Any unauthorised access or entry into the information system has legal consequences.

(4)The student is required to know and master TR at a proficiency level. In particular, it is the student's responsibility to take the subjects and apply for the exams.

(5)The College communicates notices, messages, applications, etc. to students through TR, so students should log in to TR daily, or at least weekly, to receive information about their studies. Failure to do so and any consequences are the sole responsibility of the student.

(6)All students use the TR at their own risk. Students may only use the TR for its intended purpose and may not make any modifications or changes to it.

(7)The student can only use the TR system with the user name they have been given. It is strictly forbidden to log in to TR under another person's TR user name.

(8)At the beginning of each semester, the College will inform students where to find a description of how to use the TR.



(9)The staff in the College's Office of Academic Affairs can provide information on the use of the TR during the year, but they cannot perform any action on behalf of the student, e.g. they cannot take courses for the student.

### **5. § Committees and persons responsible for studies and examinations**

(1) The institutional bodies of first instance in student academic and examination matters are the Academic Committee and the Credit Transfer Committee, whose tasks are set out in Article 16 of the Regulations.

### **6. § Leniency**

(1)The Vice-Rector for Education, after hearing the opinion of the Academic Committee, may grant a student, once during the course of his/her studies, permission to be exempted from a point of these Regulations relating to the fulfilment of academic requirements, in cases where there are justifiable grounds for doing so.

(2)In addition to health problems, the duration of the childcare allowance or allowance, the non-institutional possibility of staying abroad for the student's professional development, interests and need for experience should be considered as a justifiable reason.

(3)The decision on the basis of equity shall provide for the conditions of the authorisation.

(4)The consented leniency application must be registered in the official entries section of the electronic transcript of records (TR).

(5)The student must provide original documents proving the circumstances justifying for the leniency application, which can be presented to the staff of the Student Affairs Office, who will make a copy.

### **7. § Establishment of student status, rights and obligations**

(1)The student has the student status with the College. The student's legal relationship is established upon enrolment at the College and ends on the last day of the semester in which the student receives his/her final certificate (diploma), or on the day of dismissal, exclusion from the institution or removal from the student register.

(2)During the period of student status, the student must register before the start of each period of study. Registration is done by taking a course and the course registration confirms that the student wishes to continue his/her studies. If the student wishes to suspend or terminate his/her student status, he/she must write and submit a definite request to this effect to the Academic Committee. If the student does not register and does not submit a request for suspension or termination of his/her student status, the College may terminate the student's status and order him/her to pay the costs incurred.

(3)The student can register or drop the course during the registration period or, if the course is announced later, during the week following the announcement of the course, free of charge via TR. After the end of the registration period, there is no possibility to take up a course or to drop a course in the semester in question. After the end of the registration period, courses may be taken or dropped only with the assistance of the staff of the Office of Student Affairs.

(4)You can become a student in a self-financed course at the College only by admission to the admission procedure, by enrolment in a parallel course or by transfer from a self-financed course at another institution.

(5)Students may exercise their rights as a student only during the active semesters.



(6) If a student is enrolled and registered for a semester of study by taking a course, the semester is considered an active semester even if the student does not attend classes and does not meet any of the curriculum requirements.

(7) Based on an individual study plan, a student can obtain the credits required for the diploma (diploma) or certificate, as specified in the training and outcome requirements, in a shorter period of study than the training period and be awarded the diploma (diploma). The period of study may also be shortened in a second or further course leading to a new diploma by the recognition of previously acquired knowledge (transfer of credits).

## **8. § Suspension of student status**

(1) The student shall notify the Academic Affairs Committee of the suspension of his/her student status by submitting a declaration (deferment request) to the Academic Affairs Office by the date specified in the Timetable for the semester in question.

(2) During the suspension of student status, the student does not fulfil any academic obligations and is not obliged to perform academic work.

(3) Student status may be interrupted several times, but only for a maximum of two semesters at a time.

(4) Before the start of the passive semester, the student must settle his/her library and other debts.

(5) During the suspension period, the student shall not be entitled to free services and student benefits, with the exception of the library.

(6) During the period of a student's suspension, the student may visit the library under the same conditions as other students, but may not borrow books.

(7) A student enrolled after deferring or interrupting his/her studies may continue his/her studies in the given year according to the curriculum in force at the time of return.

## **9. § Termination of student status**

(1) Student status may be terminated

- a) at the student's initiative,
- b) on completion of studies,
- c) through a unilateral declaration by the College.

(2) Termination of the student's legal status shall be initiated by the student on the basis of a written declaration by the student.

(3) The student may submit his/her declaration to the Student Affairs Office only on paper. The declaration must be handwritten and dated. A typed or printed declaration may be accepted only if it is authenticated by the signatures of two witnesses. If the declaration is not dated, the date of submission or the date of posting will be taken as the date.

(4) The termination of the student's student status shall be provided for by a decision.

(5) The student status is terminated,

a) if the student has been transferred to another higher education institution, on the day of transfer,

b) if the student announces the termination of his/her student status, on the date of the announcement (in this case, all the student's payment obligations become overdue, i.e. immediately due to the College),



c) if the student cannot continue his/her studies in a course supported by a Hungarian state (part) scholarship and does not wish to continue in a self-financed course,

d) on the last day of the semester in which the student obtained the final certificate (diploma),

e) in higher education vocational training, if the student has become medically unfit to continue his/her studies and there is no other suitable higher education vocational training at the higher education institution, or the student does not wish to continue his/her studies or cannot continue his/her studies due to the lack of the necessary conditions for further studies, on the day the decision on the termination becomes final,

f) if the student's student status is terminated by the Rector after an unsuccessful request by the student and an examination of the student's social situation, on the day the decision on the termination becomes final,

g) the date on which the disciplinary decision of exclusion becomes final,

h) if the conditions for the establishment of the student status - as defined in the Nftv - are no longer met, on the date on which the decision to terminate the student status becomes final.

(6)The College may terminate the student's student status by unilateral declaration if the student

a) fails to fulfil the obligations concerning progress in studies laid down in these Regulations or in the curriculum,

b) fails to enrol for the third consecutive semester,

c) does not start their studies after the suspension of their student status,

d) the total number of failed revision and retake examinations in the same subject unit reaches five.

(7)The student must be notified in writing or electronically at least twice to comply with the obligation by the deadline and must be informed of the legal consequences of failure to comply.

(8)A person whose student status has been terminated must be removed from the student register.

(9)In the case of students starting their studies, a student dismissed for academic reasons may not be admitted to the College for two years. If he/she is admitted through a new admission procedure, he/she may apply to the Academic Committee for credit for his/her previous studies.

## **10. § Student card**

(1) Students entitled to the benefits provided for by law may apply for a student card.

(2) The student card is a public document certifying the existence of student status, subject to the conditions laid down by law.

(3) The loss of a student card must be reported in writing to the Student Affairs Office within 48 hours. The student ID card is validated by the Student Affairs Office each semester after enrollment or registration.

(4) The student card shall be managed in the manner provided for by the legislation in force at the time.





## II. ORDER OF STUDIES

### 11. §. Timetable for the school year, periods of instruction

(1)The timetable of the academic year, the beginning and end of the study period, the registration period and the examination period are determined by the College Senate in the current Timetable, on the proposal of the Vice-Rector for Education.

(2)The academic year is divided into two semesters. A semester consists of 15 weeks of study and 5 weeks of exams.

(3)First-year students can enrol at the College during the registration period (registration week), and it is also possible to register at the College (for students starting their second or higher semester).

(4)The classroom is the basic unit of education.

(5)The Rector may authorise a maximum of 6 days of special school holidays per academic year.

(6)The teaching departments (departments, heads of department) are responsible for the order of classes and the observance of the timetable.

(7)In the case of the Bachelor of International Studies (BA), part of the summer break (at least four weeks) must be used for a course-related activity (internship) as specified in the curriculum.

(8)In the bachelor's degree in economics (BA), students complete the internship in the 7th semester (and in the 8th semester in the case of the bachelor's degree in international management). The duration of the internship is the period prescribed in the training and outcome requirements for the degree programme. The course supervisor is responsible for assigning the tasks to be carried out during the internship. Students who have started or are continuing their studies in the BA system may be required to undertake an internship.

(9)In higher vocational education, students complete the internship in the 4th semester.

### 12. § Information on the requirements

(1)The professional requirements for qualifications and diplomas (in higher education, bachelor's and postgraduate studies) are defined by government decrees, ministerial decrees responsible for qualifications, and the requirements adopted by the College Senate in the credit system.

(2)The requirements by degree programme include the aim of the programme, the main fields of study to be taught and their proportions, the duration of the programme, the amount of study required to obtain the qualification in terms of credits, the subjects of the final examination, the requirements for the thesis and the final examination, the level of qualification, the title and the title associated with it, and other provisions relevant to the programme.

(3)The curricula of the courses include compulsory and optional subjects. Compulsory subjects must be completed. For optional subjects, the number of credits to be acquired is fixed, but the corresponding subjects are freely chosen by the students from the modules offered by the institution. Completion of the specified number and number of credits of electives in the model curriculum is a prerequisite for passing the final examination.

(4)In the credit system, the form of the curriculum is the model curriculum.



(5) Students take all their subjects, examination courses and specialisations/specialisations in the TR. Course enrolment is determined by the prerequisites set out in the subject programme.

(6) It is the student's obligation and responsibility to enrol in the course. For this reason, the student must pay particular attention to the subjects he/she takes, as he/she cannot later claim that he/she has taken the wrong subjects. It is only possible to change the subjects taken up to the date specified in these Regulations.

(7) A student can take up to 33 credits (semester average credit + 10%) in a given semester. If the student wishes to take more credits than the above, the request must be submitted to the Student Affairs Office and approved by the Rector. The "excess" subjects will be recorded in the Study Management Information System by the staff of the Student Affairs Office, and the amount specified in the Student Fee and Benefit Policy will be paid for the excess credits.

(8) The student may decide to withdraw from the curriculum his/her previously enrolled courses, pursuant to paragraph (3) of Article 7 of these Regulations, or by paying a special procedure fee. Any such request must be submitted to the Student Affairs Office.

(9) It is drawn up in writing by the head of the educational department (head of department) and countersigned by the Vice-Rector for Education:

- a) the subject programmes,
- b) the examination topics per subject.

Students can find out about these in the College's internal information system from the start of the course.

(10) The lecturer in charge of the course will ensure that students receive information from the teacher at the latest on the first lesson:

- a) the subject programme,
- b) the forms of assessment of knowledge during the training period (colloquium, practical mark),
- c) the signature and examination requirements,
- d) on compulsory and recommended literature.

### **13. § Participation in the sessions**

(1) The following types of occupations are known:

- a) lecture,
- b) seminar,
- c) consultation.

(2) The student shall participate in the activities included in the TR as provided for in paragraphs 3-8 of this Article.

(3) Attendance is compulsory, unless otherwise specified in the subject programme or by the subject supervisor or lecturer during the first lesson of the semester. The attendance requirements may vary and are set by the subject supervisor or the lecturer, with the approval of the relevant head of department, within the framework of the subject programme.

(4) A student may be denied a grade or an end-of-semester signature in a given subject only if he/she has been absent without justification for more than the number of sessions specified in the course announcement. The acceptable rate of absence is 20% of the total



number of hours. In such cases, the instructor may impose a specific requirement for the award of a mark and signature.

(5) Absence from classes does not exempt you from your study obligations.

(6) A student of the College may attend lectures of any course without special permission. Prior permission of the instructor is required for participation in practical sessions. Attendance without enrolment in a course shall not entail an evaluation of the student's performance.

(7) If, in the course of any activity, a student becomes aware of information the disclosure of which could violate the privacy rights of others, in particular the dignity of patients, constitute an abuse of their trust or otherwise constitute a secret, he or she is obliged to keep it secret. The legal consequences of any breach of confidentiality shall be borne by the student.

(8) Audio or video recording of the sessions is only possible with the prior permission of the instructor and the students present.

(9) The instructor and the head of the relevant educational department are responsible for the delivery of the sessions. The instructor is responsible for making up any missed classes during the semester in question.

#### **14. § Preferential (individual) study arrangements**

(1) With permission, students may be granted full or partial exemption from compulsory courses, may have their assignments submitted at a different time, may take exams outside the examination period, may complete the period of study earlier as required by law, or may benefit from other similar advantages.

(2) Students studying under the individual study plan must also meet the study requirements.

(3) The individual study plan is valid for a given period (1 semester).

(4) A individual study plan may be granted to a student who

a) have an outstanding proven theoretical/practical record in a specific field, or

b) you have a national or international reputation for scientific work, or

c) is involved in sport or the arts at an outstanding national or international level, or

d) you have been invited to participate in a course or scholarship abroad, or

e) has achieved outstanding academic results in the semester preceding the application,

or

f) has exceptional circumstances requiring special consideration, a medical reason, or

g) Member of the Parliament or local government, mayor, senior civil servant, member of the management board of the Student Self-Government, or

h) has set himself the goal of completing the studies he started in the previous training system.

(5) A student must submit a request for a reduced study schedule to the Student Affairs Office by the date specified in the Schedule of Classes for the semester for which the student is requesting a reduced study schedule, addressed to the Academic Affairs Committee. The request must include, in addition to the reasons for the request, the conditions and deadlines for obtaining the grade/signature in the subjects covered by the preferential study schedule, as prescribed by the relevant department(s).



(6)The application may be approved by the Academic Committee, with the prior agreement of the head of the department concerned, after verification that the application is justified and that the basic conditions are met.

(7) Once approved, the tasks must be completed in the individual timetable.

(8)The student must change his/her preferential study arrangements if

- a) a scheduled course does not start due to a low number of applicants, or
- b) does not meet the requirements set by the department.

(9)The authorisation for an individual study plan may be withdrawn in justified cases. In particular, it may be withdrawn if the conditions for the individual study plan no longer apply.

(10)The Rector may derogate from paragraphs (1) to (9) above in individual cases.

### **15. § Receipt**

(1)A student can be transferred from another higher education institution to a course in the same or the same field of study,

- a) who has completed at least 30 credits at the other institution,
- b) whose student status has not been terminated by dismissal or disciplinary exclusion, or the conditions for compulsory dismissal or exclusion are not met, or
- c) whose transfer is approved by the Rector, on the basis of the opinion of the Credit Transfer Committee.

(2)By way of derogation from paragraph (1)(a), a student pursuing a bachelor's degree may be transferred to a higher education degree course.

(3)Transfer from another institution may be authorised by the Credit Transfer Committee. Applications may be submitted up to the date specified in the current Timetable.

(4)The admission of courses completed at other institutions is carried out by the Credit Transfer Committee, taking into account the recommendation of the Head(s) of the Department.

(5)The transfer to another course or work schedule within the institution may be authorised by the Credit Transfer Committee on the recommendation of the competent Head of Department. The application may be submitted up to the date specified in the current Timetable.

(6)People with a higher education qualification can apply for a bachelor's degree course at a college through an admission procedure organised and run by the Education Office.

(7)A course offered in another degree programme or institution may be accepted if it serves the educational purpose. Admission means the determination of the credit point associated with the subject and its substitutability with (or distinctness from) another subject(s). Admission is decided by the Credit Transfer Committee.

(8)The subject of a degree course may be replaced by an accepted subject if the programmes of the two subjects are at least 75% identical. The College must obtain the prior opinion of the instructor responsible for the subject in question on the equivalence or lack of equivalence.

(9)Only a subject that is different from all the subjects already taken into account for the fulfilment of a curriculum requirement may be taken into account.

(10)One subject is different from another if their programmes differ by at least 75%.



(11)The number of credits of the substitute course is equal to the number of credits assigned to the substitute course in the curriculum of the degree programme at the College. Credit earned for the substitute course shall be accepted. If more than one credit is associated with it, the rounded average of these shall be taken into account.

(12)The knowledge acquired during prior learning may be recognised even if the student has completed the learning requirements in a non-credit course or in a course acquired in a non-university institution, provided that the number of matches is sufficient. Recognition of these requirements is at the discretion of the Credit Transfer Committee.

(13)In the case of parallel (further) studies, successful completion of the relevant study obligations in both subjects may contribute to credit accumulation.

(14)The Rector may derogate from paragraphs (1) to (13) above in individual cases.

### **16. § Parallel education, guest student status**

(1)On the basis of the student's application, a student of another degree programme or institution may be admitted to the College for a course of study concurrently with the other degree programme, i.e. for parallel studies.

(2)Admission and the conditions for continuing studies are decided by the institution's Academic Committee.

(3)A student at Tomori Pál College can also enrol in a parallel course at another institution. The student must notify the Rector of the institution of his/her enrolment in a parallel course.

(4)Parallel student status may be established for the purpose of obtaining another degree (diploma) or certificate.

(5)The Credit Transfer Committee decides on the recognition of previously earned credits.

(6)As a visiting student, you will undertake part-time studies related to your studies. A visiting student status may be established only with the consent of the higher education institution with which the student is in a legal relationship. Consent may be refused by the higher education institution if it is unable to count the credits obtained in the framework of the visiting student status towards the student's studies.

(7)The conditions for admission and for the establishment of a visiting student status for the purpose of further studies leading to a further qualification or professional qualification are determined by the host higher education institution.

### **17. § Training at home and abroad, transfer**

(1)Part-time studies in another higher education institution in another country or abroad for at least 3 months and taking an examination there are considered to be part-time studies in another country or abroad.

(2)National and international part-training is only possible in the same or a similar type of higher education institution, according to the requirements of the cooperation agreement concluded between the institutions. The Vice-Rector for Education, on the recommendation of the relevant Head of Department, authorises the auditing of courses.

(3)A student participating in a part-time course abroad is also required to enrol and meet the requirements set out in the College regulations.

(4)Recognition of time spent abroad may be subject to a condition imposed by the departments involved in the training. Subjects/courses completed abroad may be credited



with credit points in the case of equivalence. The Credit Transfer Committee is responsible for determining equivalence.

(5) In the case of students participating in a part-time course abroad, the departments concerned must inform the students of the method and deadline for completing the requirements before departure.

(6) The student may attend all lectures organised by any department of the College without special permission.

(7) If a student wishes to take a course in another subject, he/she can request this from the Academic Committee by the end of the registration period at the latest.

### **18. § Language training**

(1) Foreign language training is provided by the College's language classes.

(2) Foreign language training is part of higher education vocational training and college studies, and its characteristics are set out in the model curricula.

(3) Students who meet the language requirements for their chosen course are exempt from attending language classes.

## **III. KNOWLEDGE CHECK, EXAMINATION SCHEDULE**

### **19. § Main forms of knowledge check**

(1) At the College, assessment is based on a five-point scale, with a maximum score in percentage terms in the following performance categories:

0-50 % =	insufficient (1)
51-62 % =	satisfactory (2)
63-74 % =	medium (3)
75-86 % =	good (4)
87-100 % =	excellent (5)

(2) The signature of the subject certifies that the student has fulfilled the conditions for the assessment of his/her academic work in the given subject and can obtain a mark in the given subject. The signature is obtained up to and including the last week of the academic term.

(3) The colloquium is an oral or written examination of the material of a theoretical subject. It is a test of the student's mastery of the material and of his or her ability to follow up on it.

(4) In the case of a colloquium, the written and/or oral examination is held during the examination period. The results of a final examination paper or homework may be counted towards the colloquium up to the extent specified in the subject programme.

(5) In optional subjects, the curriculum may require a practical grade or a colloquium.

(6) There is no right of appeal against the assessment of the fulfilment of the learning requirements, except for correction and scoring errors.

(7) The student must be given access to the corrected and/or marked essay. The exact time of the viewing will be determined by the instructor, giving a date within 10 days of the correction of the essay.



## 20. § Examination period

(1) The maximum number of candidates during the examination period shall be fixed in such a way that it is at least 1.5-2 times the number of students enrolled in the subject, distributed approximately evenly over the examination period.

(2) A minimum of 3 examination periods per subject should be announced per examination period, approximately evenly distributed.

(3) The instructor responsible for the subject is responsible for setting the examination dates, while the head of the department is responsible for the management of the examination process.

(4) The College is obliged to publish the dates of the examinations, the names of the examiners, the deadline for registration, the date of publication of the examination results and the possibility of retaking the examination through the TR at least two weeks before the end of the academic period.

(5) To register for the examination, the student must register for the examination room of his/her choice at the TR not later than 18:00 on the day before the examination. Only students who do not have any debts to the College may sit the examination. If the student has settled his/her debts, he/she must notify the staff of the Student Affairs Office, who will allow him/her to sit the examination after verification.

(6) Students are only allowed to sit one examination in a subject at a time.

(7) If the student fails to appear for the examination of his/her choice, he/she will be charged a special procedure fee. The student may change his/her registration in the TR no later than 18:00 on the day before the examination. Students may change their registration after 18.00 on the day before the examination only with the payment of a special registration fee and with the assistance of the Registry.

## 21. § Examination timetable

(1) A student may only be admitted to the examination (colloquium) if he/she has fulfilled the conditions for the examination (e.g. signature requirement) for the given subject and has no debts to the College.

(2) The examinations may be oral and/or written. The lecturer responsible for the subject will inform the students about the way in which the examinations will be held at the first lecture.

(3) In the case of a student who does not appear for the examination, the note "did not appear" must be entered in the comment field on the examination form. In this case, the student will be charged the fee set out in the Student Fees and Benefits Policy.

(4) All exams must be held at the training venue. The Rector shall designate the venue for the final examinations.

(5) If the examiner is unavailable, the head of the department must ensure that the examinations run smoothly, by appointing another examiner and/or another time.

(6) The examiners are responsible for the smooth running of the examinations and the calm atmosphere.

(7) The instructor may ask the student who has appeared for the examination to provide proof of identity before the examination begins. Proof of identity is provided by handing over an identity document. If a student who has appeared for an examination refuses to provide proof of identity, the instructor is not obliged to take the examination and must write "failure to appear" next to the student's name on the examination form and on the TR.



(8)The student may take the second revision examination in front of another teacher if he/she submits a reasoned request in writing to the Head of the Department.

(9)The instructor of the subject is authorised and responsible for entering and signing the grade in the TR. In justified cases, for example in the case of a permanent absence or illness of the examiner, the signature and the grade may be entered by the head of the department on the basis of the information system.

(10)The oral examination marks must be entered in the TR by the instructor no later than the working day following the end of the examination.

(11)In the case of written examinations, the results must be entered in the TR by 24:00 on the 5th working day after the examination.

(12)The instructor is obliged to announce at least two Saturday examinations for the subject during the examination period.

## **22. § Repeating failed and successful exams, repeating subjects**

(1)A maximum of 2 revision examinations (make-up examinations) per examination period per subject, subject to a special procedure fee. If the last mark obtained in a subject in an examination period is unsatisfactory, the subject must be retaken in its entirety in the semester in which it is re-advertised in accordance with the model syllabus. In the case of the re-take of a failed subject, the first examination in the semester in question will also be considered as a remedial examination (make-up examination).

(2)The fees and payment for the remedial examination are set out in the Student Fees and Benefits Policy.

(3)In a semester, a student may retake one examination in one subject, on one occasion, at the dates announced in advance, until the end of the examination period. Repeat examinations may only be taken in subjects completed in that semester. In the case of a repeat examination, the mark obtained in the first examination may be lowered. The fees for repeat examination are set out in the Student Fees and Benefits Policy.

(4)It is not possible to make up a course or exam missed during the internship.

## **23. § Exemption from study and examination requirements (credit transfer)**

(1)The student can request to be exempted from a subject or to have a previously acquired subject credited to his/her studies by filling in the form, which is decided by the Credit Transfer Committee on the recommendation of the lecturer and/or the Head of the Department. The introduction of the exemption in the TR will be arranged by the Student Affairs Office.

(2)The fact that an application has been submitted does not exempt the student from the obligation to attend lessons.

(3)In order to obtain the final certificate (diploma), the student must complete at least one third of the credits of the course in the given course at the College, even in the case of previous studies at the College or other previous studies, and in the case of recognition of previously acquired knowledge as credit.

(4)A student's participation in an institutional TDK can be recognised by signing an optional course worth 3 credits.

(5)Exemption from the physical education subject during the full-time working hours is granted - at the student's request - to qualified athletes of at least third class, to students who have completed the required number of hours of extracurricular sports activities, to





students who actively participate in folk and ballroom dances, and to students who request exemption with a sports doctor's certificate.

(6) Courses of students who have obtained a degree in higher education shall be credited to the basic education of the College on the basis of the credits obtained, taking into account paragraph (1).

#### **24. § Completion of a subject with practical training**

(1) The examination mark for a practical-only subject must be communicated to the student by the last day of the semester at the latest.

(2) The examination mark for a subject with a practical mark, which includes a lecture, must be communicated to the student at the latest on the last day of the semester.

(3) In the case of a subject culminating in a colloquium, the lecturer may determine the examination mark by taking into account the student's performance during the semester, in particular the result of the final examination paper(s), the result of the paper(s) to be submitted, etc.

(4) The student may improve his/her first examination mark in the examination period immediately following the semester in accordance with the rules of § 22.

#### **25. § Offer of grades**

(1) In the case of a colloquium subject, the instructor may offer the student an examination mark based on his/her performance during the teaching period. The grade offered must be an A (5) or a B (4). The student is not obliged to accept the mark (grade) given. The grade offered may be corrected during the examination period immediately following the semester in accordance with the rules in § 22.

#### **26. § Acceptance of the semester's work, earning credits**

(1) The course instructor will certify electronically in the TR that the student has fulfilled the academic obligations required for the signature during the given term.

(2) If the student has not fulfilled the requirement(s) to obtain the signature, the entry "refused" should be made in the TR.

(3) For specific courses, in addition to the signature, the student must receive at least a satisfactory practical or colloquium grade to obtain credit.

(4) Uncompleted internships must be completed in the following semester, at an additional fee.

(5) The language test must be recorded in the TR.

(6) If credit from other institutions or courses is accepted, the student will receive the corresponding credit point and grade.

#### **27. § Assessment of coursework, credit totals, end of semester**

(1) At the end of the examination period, if the student's TR does not contain an assessment entry for the given subject, the instructor must record an unsatisfactory practical grade or, in the case of a colloquium subject, a "failed" entry.

(2) The grade point average is determined after the semester requirement has been met.

(3) At the end of the semester, the TR must include the total number of credits accumulated in the semester and in the studies so far.



(4)The amount of academic work a student has done is indicated by the number of credits earned in a given semester.

(5)Credit points are only awarded for courses completed with a grade other than "unsatisfactory", and 0 credit points are awarded for unsatisfactory or "failed" grades.

(6)The Student Affairs Office keeps a record of the student's progress in the TR, in particular in the

- a) semester performance: credits, averages and credit indices;
- b) fulfil the requirements for the award of a diploma (diploma);
- c) fulfil the diploma requirements.

## **28. § Dismissal**

(1)Student status is terminated by dismissal for academic reasons in the given degree programme if the student fails to fulfil the following obligations relating to progress in studies, as set out in these Regulations or in the curriculum, if

the student has taken a subject three times and failed it,

provided in all cases that the student has been reminded in writing or electronically, at least twice, to comply with the obligation by the deadline and has been informed of the legal consequences of failure to comply.

## **IV. CLOSURE OF THE COURSE**

### **29. § Final certificate (diploma)**

(1)The diploma certifies that the student has fulfilled all the study and examination requirements of the degree programme, with the exception of the thesis, the required state-recognised language examination and the final examination, and has acquired the credits required by the training and outcome requirements. The final certificate shall be issued in the semester in which the student has fulfilled the requirements for the diploma.

(2)In the case of students studying more than one degree course, a certificate of completion must be issued for each degree course.

(3)The detailed rules for the thesis are set out in the Thesis Rules.

### **30. § The thesis (dissertation, thesis)**

(1)The thesis is a paper written at the end of the studies, with the content required by the training and output requirement.

(2)All students enrolled in a bachelor's degree, higher education, or further education programme write a thesis at the end of their studies, in accordance with the training and outcome requirements.

(3)Students are required to write an independent thesis in each subject.

(4)The College publishes the formal and content requirements of the thesis, as well as the method of preparing and writing the thesis in its regulations. A thesis which does not comply with the requirements or which is not prepared in an appropriate manner may not be submitted. The formal and content requirements involve a uniform document for all disciplines.

(5)The student must choose a thesis topic within the framework of the training and output requirements of the degree.



(6)The thesis is the student's independent work, in which the standard rules for citations and references must be followed. The thesis must be accompanied by an original signed statement by the student declaring that the work is his/her own intellectual product. The author of a thesis suspected of plagiarism may be subject to disciplinary proceedings.

(7)The departments responsible for expertise are obliged to offer thesis topics to students by the beginning of each semester.

(8)The student can either choose a thesis topic on his/her own or from among the topics advertised.

(9)The thesis topic can be a task to be carried out under the guidance of a consultant, based on the knowledge acquired in the curriculum of the course, and demonstrating that the candidate has acquired sufficient competence in the theoretical and practical application of the knowledge acquired.

(10)When choosing the topic of the thesis and when working on the topic, the student must ensure that if he/she uses data, facts or information that can be used to identify business or other organisations, legal or natural persons, or that are classified as trade secrets or other data, facts or information that must be treated with increased security, he/she must transform them or make them unrecognisable (hereinafter: alteration) in such a way that the thesis does not violate or endanger the interests or rights of the above-mentioned persons. All responsibility in this respect lies with the student.

(11)If the student is writing on a topic that needs to be kept secret or encrypted and cannot be changed, the owner of the secret (business, official, state secrets, etc.) may request a) confidential treatment or b) encryption of the thesis (hereinafter together referred to as "encryption") not later than 15 working days before the thesis deadline.

(12)Students may not request that the thesis be confidential.

(13)The confidential treatment of the thesis is possible if the subject of the thesis, the facts and data contained therein fall within the scope of Act CLV of 2009 on the protection of classified data and the owner of the secret certifies this fact.

(14)The thesis may be kept confidential if a) the data contained in the thesis constitute a trade secret of the subject of the thesis, and b) the subject of the thesis could be identified in case of alteration due to his/her special situation (monopoly, clear identification, etc.).

(15)Encryption may be authorised by the Rector. Two copies of the decision are given to the student and one copy to the Student Affairs Office. Requests for confidentiality that are not formally satisfactory, in particular those that do not contain all or any of the necessary declarations by the holder of the confidentiality, shall be rejected. The request for the thesis to be classified must be submitted in writing to the Student Affairs Office not later than 15 working days before the thesis submission deadline. The request for confidentiality must include

(a) a detailed justification of the need for encryption, in particular why it is unavoidable to include the parts requiring encryption in the thesis, and

b) a statement by the owner of the secret that the student may use the secret in his/her thesis, and

c) that the owner of the confidentiality acknowledges that the College will not organise a confidential thesis defence in the case of a thesis that is treated as confidential, but will limit the researchability of the thesis.

(16)The student must attach an original and signed copy of the encryption decision to the front of the submitted copy of the thesis and indicate the fact of encryption on the CD.



Otherwise, the encryption is invalid and the College will not undertake any confidentiality or sealing.

(17) In the case of confidential treatment, the provisions of Act CLV of 2009 on the Protection of Classified Data shall apply. In the case of closed treatment, the College shall ensure that the text of the thesis is not made available to anyone other than the examiners and the members of the final examination committee, and shall not ensure that it is not researched.

(18) The thesis is supervised by an internal and external supervisor (consultant). The internal consultant may be a full-time or other full-time lecturer of the College, the external consultant may be a professional with a higher education degree from outside the College. The topic leaders will conduct the consultations on the designated interface.

(19) The thesis topic and the thesis supervisors are approved by the relevant head of department.

(20) The first of the thesis consultations must take place at the latest 3 months before the planned submission of the thesis, and the third at the latest 3 days before the planned submission of the thesis.

(21) The student has the right to change the topic of the thesis, but at least 2 months must elapse between the date of the change and the submission of the thesis. A change of thesis topic does not include a correction of the grammatical correctness of the title.

(22) The thesis can only be submitted with the permission of the supervisors. Theses will not be accepted,

(a) has a low degree of preparedness, or

(b) does not meet the essential formal requirements (i.e.: unacceptable citation technique, chapters are not followable, table of contents or bibliographical references used are missing or incomplete); or

(c) is spelling unacceptable; or

(d) deemed unsuitable by any topic leader.

An unsubmitted thesis may be submitted in the following semester in a revised form with the permission of the supervisor.

(23) The thesis can be handed in at the Student Affairs Office during office hours against an official receipt. To be handed in at the time of submission

a) two copies of a bound essay that meets the formal requirements,

b) a CD containing the electronic version of the thesis - in word or pdf format - in a case attached to the inside back cover of the first copy,

(c) a statement of own intellectual product, attached to the contents of the thesis in the form published on the dedicated electronic interface,

(d) a certificate of the completion of the consultations and the fact that the thesis is ready for submission, using the form published on the dedicated electronic platform (Call for applications),

(e) where this has been done, the approval of the encryption,

failing any of these, the Student Affairs Office will refuse to accept the application.

(24) The thesis is assessed by two opponents: the internal supervisor acts as the internal assessor and the person appointed by the head of the department, who cannot be the external supervisor, acts as the external assessor. The two referees shall evaluate the thesis, within 1 month of submission, both in terms of merit and text, using the form published on



the electronic interface provided. The evaluations are available to the author of the thesis on the electronic platform.

(25) In the case of a thesis which does not respect the rules of citation, which is taken from another author(s) or which seriously infringes the rules of copyright, the evaluation will be unsatisfactory, regardless of whether the infringement is discovered during the evaluation or the defence or at any other time. If it is established that the thesis or part of it was not written by the student, the head of the department may initiate disciplinary proceedings in addition to the unsatisfactory assessment of the thesis.

(26) The opponents will evaluate the thesis both in written and oral form, and will award a mark out of five on the basis of the marks awarded. The examiners will also ask two or three questions related to the thesis, which the thesis writer will have to answer in the defence. If one of the examiners gives an unsatisfactory mark and the other at least a medium mark, the head of the department responsible for the course must appoint a third examiner.

(27) The thesis is defended in a final examination organised by the College.

(28) The final mark for the thesis is the mark awarded by the examiners and the marks awarded for the defence of the thesis, as decided by the final examination board.

### **31. § Final exam, diploma**

(1) The requirements for the final examination, the awarding and certification of the diploma are set out in the curricular requirements of the degree programme or specialisation/specialisation.

(2) The language requirements for obtaining the diploma are set out in the legislation applicable to the degree course and the curriculum requirements drawn up on the basis of that legislation. The College does not accept language examinations of any degree or type in the following languages: a language examination in a foreign language other than Latin (e.g. Esperanto, Equestrian).

(3) Final examinations may be taken by students enrolled in higher education vocational education and training, bachelor's degree programmes and further vocational education and training who meet the requirements for the final examination.

(4) Students who have not fulfilled their payment obligations to the College may not be admitted to the final examination.

(5) If the student does not have a language examination certificate during the final examination period, and therefore the diploma is issued after the final examination period, the Rector of the College, or in his/her absence the Vice-Rector of Education, is authorised to sign the diploma in place of the Chair of the Final Examination Committee.

### **32. § Repeating a failed final exam**

(1) If any part of the final examination is unsatisfactory, the failed defence or oral examination/part of the examination must be repeated.

(2) After a failed exam, a final exam can be taken at the earliest in the next final exam period. The candidate will be charged for the retake of the examination in accordance with the Student Fees and Benefits Policy.

### **33. § Diploma, diploma supplement, certificate**

(1) On the basis of a successful final examination, the College shall issue to the student - within thirty days of the final examination or the presentation of the document certifying the language examination - a diploma and diploma supplement in Hungarian and English.



(2) In case of training in a language other than Hungarian, the diploma and its annex shall be issued in Hungarian and in the language of the training.

(3) If the diploma cannot be issued because the student has not presented the language examination certificate, the College shall issue a certificate which does not certify the qualification and professional qualification, but which attests the successful completion of the final examination.

(4) The diploma shall be signed by the Rector.

(5) The diploma certifies the attainment of the qualification and professional qualification.

### **34. § Diploma with distinction**

(1) A diploma with distinction is awarded to a candidate who has obtained a distinction in all subjects of the final examination, a final mark in his/her thesis, a 4.5 grade point average in the final examination and no grade below average throughout his/her studies.

## **V. MISCELLANEOUS PROVISIONS**

### **35. § Entry into force**

(1) These Regulations shall enter into force upon approval by the Senate.

*i. Decision number: 2021/4/20*

*ii. Decision date: 2021. 10.05.*

*iii. Entry into force: 05.10.2020.*

(2) The Vice-Rector for Education shall be responsible for the preparation of the Regulations, their updating in accordance with the law and their annual review.



## I. APPENDIX

### 36. § On the uniform treatment of irregularities in the field of studies and examinations

(1) In order to deal uniformly with possible irregularities in connection with studies and examinations, the following procedure should be followed.

(2) The consequences of actions that become apparent in a final examination, end-of-semester assessment, exam or other cases:

Action	Minimum requirement	Gateway
Individual copying or attempt to copy (cheating, text calculator, etc.)	Unsatisfactory	Educator
Talking to fellow exam-takers, passing on a solution in any form (even if the fraud is discovered afterwards)	Inadequate for all concerned	Instructor
Exchanging an assigned worksheet with fellow exam-takers	Inadequate for all concerned	Educator
Submitting a thesis on behalf of someone else	Inadequate for all concerned + the opening of disciplinary proceedings	Instructor Oct.rect.h.
Getting someone else to do any assignment (homework, thesis, etc.)	Inadequate for all concerned + the opening of disciplinary proceedings	Educator Oct.rect.h.
Contact or attempt to contact outsiders (mobile phone, etc.)	Inadequate for all concerned + the opening of disciplinary proceedings	Instructor Oct.rect.h.
Change of person at the test	Inadequate for all concerned + the opening of disciplinary proceedings	Educator Oct.rect.h.
Attempted intrusion into the College's network, unauthorised user activity (this applies to any program, operating system or network used by the College)	Opening of disciplinary proceedings	Rector
Forgery of a document	Opening of disciplinary proceedings + police report	Rector

(3) Where disciplinary proceedings are involved, the student may be suspended from further study for up to two years as a disciplinary sanction.