

**Organisational and Operational Regulations (OOR) of the  
Károli Gáspár University of the Reformed Church in Hungary  
(Károli Gáspár Református Egyetem)**

**Part III.**

**System of Requirements for Students, academic and exam regulations**

Based on Act 204/2011 on the National Higher Education (hereinafter: NHEA), Government decree 87/2015. (IV.9.) on the execution of certain provisions of Act 204/2011 on the national higher education, Government decree 79/2006. (IV. 5.) on the execution of certain provisions of Act 139/2005, Government decree 289/2005. (XII. 22.) on bachelor's and master's programmes in higher education and the rules of procedure for starting new programmes, Government decree 362/2011. (XII.30.) on identification documents in education, and the relevant other legal regulations, the Senate of Károli Gáspár University of the Reformed Church in Hungary (hereinafter: the University), in accordance with the Student Union, in order to ensure the quality standards of education, the transparency of institutional operation, and to specify the rights and obligations of students, establishes the rules of the academic and exam regulations as follows:

**I. GENERAL PART**

**1. §**

**Effect of the regulation**

- (1) The effect of this Academic and Exam Regulation (hereinafter: the Regulation) extends to college- and university-level bachelor courses, multi-cycle "BA" courses, "MA" master courses, doctoral courses, pre-qualifying trainings, higher education vocational training and specialist postgraduate programme conducted at the University and results in student status; it also affects the participants of the trainings and the employees participating in conducting the trainings.
- (2) The Provisions of the Regulation are to be applied to trainings with full-time or correspondence training courses, to students with Hungarian and foreign citizenship – if a legal regulation or other international agreements do not provide otherwise – who participate in fully or partially state-funded or fee-paying training.
- (3) The provisions of this regulation must be applied to students who continue their studies according to the provisions of the NHEA (their student status started in the school year of 2012/2013 or after that year, or it started before that year, but they made a written statement that they wished to continue their studies in accordance with this regulation).
- (4) Certain provisions of this Regulation separately indicate the special provisions concerning the programmes. This Regulation must be applied to students participating in doctoral (PhD) courses if the Doctoral Regulation of the University does not contain provisions that say otherwise.
- (5) Compliance with this Regulation is an obligation for students, teachers, all the parties participating in education and the organization of education alike.
- (6) Annex 8 of Part III of the OOR provides for the rights and benefits of handicapped students.
- (7) The regulation about support that can be given to the students of KRE and the fees and compensation to be paid by them (OOR III., Annex 2) regulates student allotments and compensation concerning studies.
- (8) Attachment 10 of this Regulation contains special provisions concerning teacher second cycle (MA) training divided into cycles, realised as multi-cycle training. This Regulation must be applied with the differences specified in that attachment.
- (9) Attachment 11 of this Regulation contains special provisions concerning teacher second cycle (MA) training realised as single-cycle training. This Regulation must be applied with the differences specified in that attachment.

(10) The provisions of this Regulation must be applied to students or guest students who continue their studies according to the provisions of the year 1993<sup>1</sup> or year 2005<sup>2</sup> acts on higher education (their student status started before the school year of 2012/2013 or it started after it, but this legal status of theirs was created by being transferred from another institution of higher education where they started their studies according to the provisions of the year 2005 act on higher education) with the differences specified in the temporary provisions of this Regulation. Where this Regulation mentions a (partially) state-funded student or a fee-paying student, it means a state-supported or fee-paying student in case of students affected by this paragraph.

(11) Introduction of new or amended academic and exam requirements can be done in a phasing-out system.

## 2. §

### Provisions concerning interpretation

**Pre-degree certificate:** certifies that the exams prescribed by the curriculum have been successfully passed, and the other academic requirements – with the exception of passing the language exam and the preparation of the thesis (dissertation) – have been fulfilled; it also certifies earning the credits prescribed in the academic and school-leaving requirements, with the exception of credits assigned to the thesis, which proves without qualification or evaluation, that the student fully complied with the academic and exam requirements prescribed in the curriculum.

**recommended curriculum:** → model curriculum;

**active semester:** all semesters following first registration and the declaration to continue studies in further semesters;

**bachelor degree:** the degree that means the first higher education graduation level that can be obtained in bachelor course;

**bachelor training:** the first stage of training in the line of successive higher education trainings that ensure a higher education graduation level; with the purpose to obtain a bachelor's degree and qualification, and gives the right to start the Masters course;

**preliminary exam:** an exam needed as a requirement for further studies, not connected to a class (contact class), the requirements regarding its content are contained in the curriculum;

**BA degree:** → bachelor degree;

**bachelor:** → bachelor degree;

**internal specialisation:** a specialisation that can be enrolled in in the bachelor course of a multi-cycle training, with a full-time schedule, (also) as the part of the major that basically determines qualification in a given field of training;

**group (type "B") practice:** → see Annex 10, Section 9, group (teaching) seminar

**thesis:** → dissertation;

**certificate supplement:** → diploma supplement;

**honorary diploma:** → Jubilee diploma;

**ECTS:** (European Credit Transfer System) standardised European credit transfer system that enables mobility between European institutions of higher education for students of institutions that comply with the principles of ECTS;

**ECTS grade:** a system that makes it possible to adjust the evaluation systems of different countries to each other; in this system the received grade is converted to ECTS grade (A, B, C, D, E, F).

[Conversion of Hungarian grades is done as follows: 5-A, 4-B, 3-C, 2-D, 1-F];

**ECTS credit:** → credit;

**students' individual study period:** the part of students' studies expressed in work hours which the student does independently outside classes (contact classes) on average, to acquire the learning material and to fulfil the academic requirements;

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<sup>1</sup> Act 80/1993 on higher education

<sup>2</sup> Act 139/2005 on higher education

**individual study schedule:** the institution's AER and the provisions on the curriculum enables the student to personally choose from the offered study obligations for all study periods, with the conditions specified in the regulations and the curriculum;

**individual (type "C") teaching seminar:** see Annex 10, Section 10, individual (continuous professional) seminar

**dismissal:** terminating the studies of the student in the programme due to academic reasons;

**lecture:** a class where acquiring knowledge is primarily helped by the oral explanation of the lecturer; if the lecture has a credit value, it ends with an exam;

**prerequisite (preliminary requirement):** certified completion of the material necessary to understand the material of a subject or course that is in another subject or course, and/or the certified fulfilment of a criterion requirement. A subject/course can only be registered for if the student already fulfilled its prerequisites, preliminary requirements before registering for the given subject/course. 3 subjects can be specified as prerequisites for a course, subject at the most, but more subjects from the curriculum can be specified as recommended preliminary studies.

**system of preliminary studies:** the entirety of prerequisites, preliminary requirements of the subjects (and criterion requirements) in the curriculum of the programme. Three other subjects can be specified as preliminary studies obligation for a given subject at the most, or one group of subjects (module) at the most that includes several subjects that concern the goal of the training, with a credit value no larger than 15 credits. For certain subjects specified in the curriculum the registration for other subjects at the same time can also be specified as a requirement;

**preliminary exam:** an exam taken in the last two weeks of the term time;

**preliminary credit transfer procedures:** in the course of a procedure, where the CTC (Credit Transfer Commission) decides about recognising credits for academic requirements the applicant completed and is expected to complete until the end of the semester that is in progress when the application is submitted (completion is a requirement) and about the existence of credits in the admission requirements (completion is a requirement).

**preliminary requirement:** prerequisite;

**preliminary registration for courses:** choosing subjects to register for in the next semester and recording it in the NEPTUN system until the end of the 5<sup>th</sup> week of a given exam period

**preliminary academic schedule:** an academic schedule created in the course of preliminary registration for courses;

**strong prerequisite:** a prerequisite, which completion is a requirement for registering for the curriculum unit;

**work schedule of evening training:** a schedule for a form of organisation of training according to which during the term time the classes of the students are held after 16:00 on work days or on the weekly rest day;

**ETR:** (Standardised Study System) an electronic administration system mandatorily operated at the University with the NEPTUN software (hereinafter: NEPTUN);

**midterm grade:** a grade to express the midterm performance of the student, which can be obtained during term time in the course of an evaluation procedure specified in the academic and exam regulations

**Exhortatio:** the church service of KRE Faculty of Theology that starts Thursday at noon. Its liturgical order is made up of the basic church service elements (greetings, singing, prayer of confession, absolution, textus, sermon, blessing, pronouncements). One of the professors/teachers/assistant professors of the Faculty performs the liturgy.

For students studying to be pastors, participation in the *exhortatio* is compulsory.

**phasing-out system:** an education organisational principle based on which the new or amended academic and exam requirements can be applied to students who started their studies after it was introduced, or before it was introduced, but their choice was to prepare according to the new or amended academic and exam requirements;

**higher education vocational training:** training, providing students status, conducted by higher education institutions – or vocational high schools based on cooperation agreements concluded with higher education institutions - built into the bachelor training of the higher education institution, and awards a qualification listed in the National Training Register.

**semester (term time):** an education organisation period that consists of five months;

**Semester starting quiet day:** a community event that takes one or more days at the beginning of every semester at the Faculty of Theology of Károli University, with the purpose of spiritual preparation for the upcoming semester, and to help building relationships between the students.

For students studying to be pastors, participation in the semester starting quiet day is compulsory (from the beginning until the end).

**seminar:** a course for small groups that is concluded with a midterm grade.

**weak prerequisite:** a prerequisite, which completion is a condition for the completion of the curriculum unit, but not a condition for registration for it;

**student status:** a legal relationship between the institution of higher education and the natural person admitted to the institution, that entails special rights and obligations;

**student's work hours:** study time that is necessary to obtain professional knowledge and utilised individually by the student. The average individual student's work hours specified for the full training period cannot exceed three times the number of classes in a full-time course, seven times the number of classes in a part-time training, evening course, twelve times the number of classes in a correspondence course, twenty-five times the number of classes in a distance learning course. In doctoral training these ratios must be considered applicable to the sub-task fulfilment of subject requirements;

**passive ex officio:** If the student does not register in the semester when the student status is established or does not register in NEPTUN system in every further semester within the deadline set for this purpose, or does not request himself in writing to suspend his legal relationship within the deadline set for this purpose, the institution ex officio suspends the legal relationship of the student.

**registration sheet:** a document that serves to register students, record the number of students and to register changes in data that occur after the first registration;

**school practice:** one of the study fields of teacher training, a systematic, practical way of gaining experience conducted in a school or other institution of education, done by observing educational work, and independently performing the same, the types of which are: teaching seminar in a practice school and external school seminar;

**repeated retake exam:** a repeated (third) attempt to pass an unsuccessful retake exam in the same exam period ;

**review of correction:** a repeated evaluation of the written test of a student at their request – after they viewed it - , an opportunity to correct mistakes in the correction;

**retake exam:** a repeated (second) attempt to pass an unsuccessful exam in the same exam period;

**Faculty sermon:** the community, sermon event of Faculty of Theology of the Károli University starting at noon on Mondays, Tuesdays, Wednesdays and Fridays. Its liturgical order is made up of the basic church service elements (greetings, singing, prayer, textus, short sermon, blessing, pronouncements), its length is approximately 30 minutes. The liturgy is performed by two students (usually a lower and a higher year student), its order is established by the Student Presbytery. For students preparing to be pastors, participation in the sermon is compulsory.

**qualification exam:** an oral exam that concludes the teacher training, or an independent part of another course concluding exam in a professional field;

**branch of training:** the total amount of the programmes of the given field of training, which content is identical in the first phase of the training;

**training unit:** the highest-level unit that makes up the curriculum of a given programme, including subjects which thematically, regarding the professional goal of the training and a specialisation contain similar materials or conclude the common materials of more programmes;

**form of training:** a training mode chosen by the student in the course of the application, that can be state-funded training or a fee-paying training;

**training and school-leaving requirements:** the total amount of knowledge, proficiencies, skills, abilities (competence) after which completion a diploma can be issued on the given programme;

**training term:** a term specified in legal regulations that is necessary to earn the required credits, qualification level, professional competence;

**training period:** dividing the training term into academic period and the exam period following it;

**training plan:** a system of requirements that make the completion of the curriculum of a programme possible in a given specialisation, in a given form of training;

**supplementary training:** a training with the aim of receiving qualification as a teacher based on college or university-level qualification and obtaining university-level grade and qualification after obtaining college level grade and qualification from the same programme;

**diploma with honours:** the highest level of the qualification of the diploma, the conditions of which are defined by the committees of the faculties.

**expulsion:** terminating the student status as a result of a disciplinary punishment;

**complex exam:** a synthesis exam that includes professional knowledge from a training period lasting at least two semesters that compulsorily has an oral part but it can also be combined with a written part in a complex way; the comprehensive examination with a written and an oral parts counts as one exam;

**contact class:** → class;

**contact class course:** a course including a class, which has to be completed;

**course without contact classes:** a course, which completion is done without preliminary classes;

**consultation:** an opportunity for personal discussion, provided by a teacher of the University for a student;

**corrected credit index:** (Corr. CI) Suitable for evaluating the quantity and quality of the performance of a student in a given course. It can be calculated using the credit index with a multiplication factor equal to the ratio of credits earned in the course of the semester and credits undertaken in the individual study schedule.

Corr. CI =  $CI \cdot (\Sigma \text{ credits earned in the course of the semester} / \Sigma \text{ undertaken credits})$

**compulsory pair of programmes:** a regulation according to which besides the given programme an other programme must be completed as well. (in the case of outgoing trainings);

**compulsory subject (type “K”):** its completion is a requirement of obtaining the qualification,

**compulsory elective subject (type “KV”):** a subject or the total credit value of a subject from the curriculum defined as compulsory, for the completion of the given programme or specialisation – chosen from a certain group of subjects defined by the institution (especially in case of the materials of specialisations or professional studies), which registration for and completion is compulsory for obtaining the given qualification.

**credit:** measurement unit of the student’s studies, that expresses the approximate time related to the subject and the curriculum unit that is necessary to obtain specific knowledge, the fulfilment of the requirements; a credit on an average means thirty study hours; the value of the credit does not depend on the evaluation the student received concerning their knowledge, provided that the performance of the student was accepted; earning the credit is possible by fulfilling the requirements of the study obligation on at least ‘met the requirements’ or ‘satisfactory’ (2) level, but otherwise its value does not depend on the grade;

**credit accumulation:** earning credits in the course of the studies. In each term time the earned credit points are added to credits earned earlier until the student earns the required amount of credits in order to receive his/her a diploma;

**credit allocation:** allocating credits to the total of the students’ studies that is necessary as an average to complete the academic obligations in the curriculum;

**credit value:** The credit value expresses how much time and effort should be invested into fulfilling the requirements and how many credits the student can earn by registering for the subject, curriculum unit and by fulfilling the academic requirements. When specifying the credit value the sum total of the student’s study hours contain the classes and the student’s individual study hours as well. In the recommended curriculum of the University the credit value of the semesters (with the exception of specialist postgraduate programmes) can differ from thirty credits by three credits at the most, considering the training period specified by the institution.

**earning credits:** → credit accumulation;

**credit index:** (CI) ) Suitable for evaluating the quantity and quality of the performance of a student in a given course. It is calculated by dividing the amount resulting from the credit value of the subjects completed in the semester multiplied by the grade of the same subjects with the thirty credits to be earned in a semester in case of average progression.

$CI = [\Sigma(\text{credits performed in the semester} \times \text{grade})] / 30 \text{ credits}$

**criterion condition:** the entirety of requirements without which certain academic studies of the student cannot continue; no credit can be given for the fulfilment of criterion requirements;

**criterion requirement:** a regulation to be compulsorily followed in the qualification requirements that has no credit point. Such can be comprehensive examination, internship, participation in physical education, completing the language exam requirement necessary for issuing the diploma, etc;

**criterion subject:** without the completion of this subject the student cannot continue certain studies

**course:** listing a given subject for a semester in the form of lecture, seminar or consultation, or an exam course without classes.;

**external specialisation:** a specialisation that can be registered for besides the main programme that determines specialisation in a given field of training in the bachelor level of multi-cycle training;

**course record book:** an original public document to verify academic studies in institutions of higher education;

**legation-preparation:** a part of the compulsory legation. In accordance with this, and to enhance the quality of the legation services, the Faculty Committee of the Faculty of Theology of the University makes it compulsory for all the Faculty's students, who study to be pastors to participate at events organised by The Faculty of Theology (Practical Theology Department) in order to prepare for legation. The Faculty's Practical Theology Department invites especially capable pastors for the preparatory events that are held three weeks before legation at the latest. The assigned pastor interprets two sections from the Bible with the theology students and makes two sermons available for the students in printed form, written based on the interpreted Bible sections. Those students who are in Semesters 1-4 participating in the legation, are obliged to recite the issued and learnt legation sermons to the teacher assigned by the Faculty of Theology's Practical Theology Department upon request, on the week before the congregation church service at the latest, after the arranged appointment.

**MA:** → Master's degree;

**major:** → main study programme;

**master:** → Master's degree;

**suspension:** suspending the student status, at the student's own request;

**minor:** a training unit made up of usually 50 credit's worth of subjects that can be registered for besides the major defining qualification in a given field of training in multi-cycle bachelor training. It is based on the materials of the programme (or specialisation) other than the major (and its specialisation);

**mentor program:** the specific form of training in which the student, teacher of the institution of higher education provides help for the preparation of the handicapped student;

**Master's degree:** the degree that can be obtained in the Master's training and means the second graduation level in higher education;

**Master's training:** the second cycle in the line of successive higher education trainings that ensure a higher education graduation level; with the goal of obtaining a Master's degree and proficiency;

**minor:** second study programme;

**model curriculum:** a distribution of subjects in the curriculum to semesters that a student who progresses with an average rate can follow so when registering for each subject they fulfil the preliminary studies requirements, complete 30 (±3) credits every semester, and fulfil their study requirements within the training period specified in the qualification requirements;

**registering for subjects according to the model curriculum:** registering for subjects/courses that are in the model curriculum in the certain semester specified in the model curriculum,

**module:** an integrated unit of the curriculum of the programme, including subjects, part-modules which are thematically, regarding the qualification goals of the programme or on the purpose of a specialisation summarises materials closely related to each other, or the common knowledge material

of more programmes; the modules can be successive, substitutes of each other or containing each other;

**basic-level language exam:** an exam taken in language programmes from the language of the programme that is usually built on several prerequisites, and reviews the existence of basic language skills and knowledge;

**final language exam:** an exam taken in non-language programmes – or in case of language programmes, from a language that is not the language of the programme – usually being part of the criterion requirement, that reviews the existence of basic language skills and knowledge concerning the given language;

**diploma:** a public document certifying the completion of studies in higher education and the obtained qualification;

**diploma supplement:** The diploma supplement issued in the way and form specified by the European Commission and the Council of Europe, as an attachment to the diploma verifying qualification obtained in higher education. It gives detailed and objective information about the type, level, content of the academic studies done and successfully completed by the bearer of the diploma and as such, it provides help for the transparency and established recognition of qualifications abroad. The diploma supplement is a public document;

**diploma sample sheet:** a written text filled in and submitted by the student to the Registrar's Department in order to have the diploma issued;

**diploma register:** a book for the purpose of registering diplomas issued by the institution of higher education, which cannot be scrapped. It is managed by the Registrar's Department and it is closed at the end of every final exam period;

**student's total study period:** the class and the student's individual work together. Credits are allocated to the subject based on this;

**aggregate corrected credit index:** serves to evaluate the quality and quantity of the performance of the student throughout several semesters. The method for its calculation is the same as that of the corrected credit index, with the difference that thirty credits per semester and the undertaken and completed credits throughout the whole period must be considered.

**parallel registration obligation:** the regulation that two (or more) subjects/courses must be completed in the same academic period;

**passive semester:** a semester when the student status of the student is suspended based on their own statement;

**plagiarism:** failing to indicate the word by word or the content quotation in any paper and thesis prepared in the course of academic studies is plagiarism. Copying any part of a text – even with changes – without mentioning the authors (at least 2500 characters consecutively or in small parts in different sections of the paper) counts as plagiarism.

**registration week:** the first week of the term time of a given academic semester;

**studying in another institution of higher education:** if the student earns credits in another institution of higher education as a guest student;

**specialisation:** a training that is part of the given programme, which does not result in a separate qualification and ensures special proficiency. It is a training unit with the usual credit value of 50, which can be registered for besides the major that determines qualification in the bachelor level of the multi-cycle training in a given field of training; it is based on further professional knowledge of the programme and its specialisation;

**weighted grade average:** (WGA) the weighted (cumulative) grade point average calculated for a period of academic studies longer than a semester or for the total duration of the academic studies serves to track the performance of the student in the credit system training. To calculate it the amount resulting from the credit value of subjects completed in the given period multiplied by the grades received must be divided by the total credit value of completed subjects:

$$\text{WGA} = \Sigma(\text{number of completed credits} * \text{grade}) / \Sigma(\text{number of completed credits})$$

**elective subject (type "SzV"):** a subject which completion is not compulsory for receiving the diploma but its credit value is to be considered; it can be completed in any institution of higher education if the

given programme accepts it; the proportion of such subjects in the subjects of the programme in the model curriculum at the University is at least 5%, except in cases where the qualification requirements say otherwise;

**programme:** a training containing the standardised training content necessary to obtain a qualification (knowledge, proficiencies, skills);

**thesis:** a paper written at the end of academic studies with content described by the qualification requirement;

**person responsible for the programme:** the person responsible for the programme is a qualified teacher who manages the programme, and is professionally responsible for the content of the model curriculum of the programme and the quality of education;

**specialisation:** a training that is part of a given programme; it results in a separate qualification and gives specific proficiency;

**qualification:** recognition of professional knowledge in a high-level professional diploma; the knowledge in question can be obtained at the same time as bachelors or masters degree, and in further professional specialisation and higher education specialisation, specified with the content of the programme and the specialisation, preparing the student for practicing the profession;

**internship:** a partly independent student activity to be completed in higher education vocational training, in the form of bachelors, masters and single-cycle training, in an external place of practice or in a higher education institution's place of practice;

**professional subject:** a programme-specific subject which completion is compulsory in the programme;

**personal file:** the file containing all the personal documents, documents, characterisations, decisions, etc., concerning the student; kept by the registrar's department;

**seminar:** small group practical class, which primarily focuses on oral communication between the student and the teacher;

**comprehensive examination:** a synthesis exam that includes professional knowledge from a training period lasting at least two semesters. It compulsorily has an oral part but it can also be combined with a written part in a complex way; the comprehensive examination with a written and an oral part counts as one exam;

**comprehensive examination protocol:** the original certification of comprehensive examinations, which cannot be scrapped;

**term time:** a continuous period of 15 weeks at most, during which classes are held. The registration week is part of it;

**training track:** the type of training in the institution of higher education (full-time, evening, correspondence, distance-learning);

**teacher training programme:** the type of university and college level bachelor training programmes in which the requirements of the bachelor training programme in the professional field and the teacher training are defined together, inseparably; only teaching qualification can be obtained during it;

**teaching qualification:** a double-type qualification that includes knowledge from the specific field and the teaching qualification as well. The qualification in the specific field is divided according to modules of the field based on the training and school leaving requirements of the teacher training programme;

**teacher training:** a training to be completed besides the bachelor training course in a specific field, with the goal of obtaining qualification as a teacher, the requirements of which are specified by the government decree on the requirements of teacher training;

**candidate teacher:** a student participating in teacher training, doing school practice;

**study unit:** a curriculum unit or subject that can be completed in one semester, recognised with credits;

**school year:** a unit of the organisation of education consisting of ten months;

**class:** an activity that requires the personal contribution of the teacher (lecture, seminar, consultation) for the completion of academic requirements specified in the curriculum the duration of which is at least forty-five minutes, but sixty minutes at the most;

**department:** an independent education organisation unit that performs the tasks of training, scientific research and organisation of education in connection with at least one subject;



**subject programme:** the subject program contains the name of the subject, its code, its semester according to the model curriculum, credit value, number of classes, mode of exam, preliminary studies, person responsible for the subject, the general and specific goals of the subject, the content of the subject, the way of mid-term review of knowledge, the prescribed external practices of the subject, the most important compulsory and recommended literature, the special material needs of the subject;

**subject description:** subject programme;

**curriculum:** the training plan of a programme created in accordance with the training and school-leaving requirements, which elements are: the subjects listed by programmes, the reviewing and evaluation system of the class and exam requirements determined on the basis of the curriculum units, and at last the subject programme of the given subjects and curriculum units;

**grade point average:** (GPA) the qualifying indicator of the academic studies of the student, that can be calculated for a given period; in a non-credit system training:

$$\text{GPA} = \frac{\sum \text{grades for completed subjects}}{\text{number of subjects}}$$

**academic period:** the period for which the student registers for subjects (based on the model curriculum or different from that, but keeping the preliminary studies order) and strives to fulfil the academic requirements of the individual subjects until the end of this period;

**academic point:** → credit point (credit);

**academic event, procedure:** an academic procedure initiated on the request of the student or ex officio, that cannot apply for the evaluation of the knowledge of the student;

**registering for subjects:** application for the courses intending to take using NEPTUN system and registering them at same in the course record book;

**registration period:** a certain period of time previous to the term time, which duration is specified in an announcement, lasting until the first week of the term time (registration week). It is possible to register for subjects, courses during this period of time;

**talent bonus:** a benefit that can be given to the most excellent students of the university. Those students can request it who successfully participated in student conferences, university applications besides their excellent academic records. For them the university provides the completion of a further 10% credit besides the +10% of credits that exceeds the compulsory credit value of the BA, MA and single-cycle training to be compulsorily, taken free of charge. The rules of the procedure of the talent bonus are in Attachment 2 of KRE OOR III under Student benefits and fees.

**theologian day:** a church service of a group of students led by a professor/teacher of theology of The Faculty of Theology of Károli University in a reformed congregation in the church district or abroad. During the autumn and spring semesters all students studying to be pastors must participate in at least one theologian day.

**register:** the certified copy of the data of the course record book, the certificate of the course record book and diploma copies; cannot be scrapped;

**register index:** reference book for the registration of the students in alphabetical order and to make the management of registers simpler; cannot be scrapped;

**final certificate:** → Pre-degree certificate;

**final registration for courses:** registration for subjects indicated in the preliminary academic schedule or modifying them or registering for new subjects; and the subjects administration in NEPTUN system

**final schedule:** a schedule formed in the course of the final registration for courses, that is finalised by registering in the course record book;

**exam:** a form of reviewing how well knowledge, skills and abilities were obtained, learned, combined with evaluation;

**exam improving previous exam results:** an exam provided at the request of the student with which the student can improve their successful exam;

**postponing an exam:** cancelling an exam application at the request of a student;

**exam period:** a six week period for taking exams, including time for retake exams as well;

**exam course:** an exam opportunity without classes for students who already took a given course, and thus participated in the classes that belong to it, but did not pass the course. The exam course must be

defined based on the type that corresponds with the course [section 22.§ (3)] and must be evaluated in connection with it;

**exam sheet:** a form that serves to register the exam results of a subject per student group on an exam day;

**observed lesson:** an individually held school class, closing the practice school teaching seminar and serving basis for the evaluation of the seminar;

**final exam:** review and evaluation of knowledge, skills and abilities necessary for obtaining the diploma – done by a committee - in the course of which the students must also show that they can apply the acquired knowledge; the final exam can have several parts according to the curriculum – defence of the dissertation (thesis), oral, written and practical exam parts.

**final exam protocol:** the original certificate (the total number of more certificates) of the proceeding of the final exam and of the decision of the final exam committee; it cannot be scrapped.

### 3.§

#### **Bodies and personnel acting in academic matters**

(1) The following bodies and personnel act in academic matters:

- the Study Committee
- the Faculty Credit Transfer Committee
- the Dean
- the Vice-Dean responsible for academic matters
- the head of the Registrar's Department/Office of the Dean and Academic Matters (hereinafter: Registrar's Department)

(2) The Vice-Dean dealing with academic matters and the head of the Registrar's Department can act in the jurisdiction assigned by the Study Committee or the Dean.

### 4. §

#### **The Study Committee (SC)**

(1) The Senate establishes a permanent committee to manage the academic, exam and social matters of students, which leader is the Vice Rector responsible for academic matters. The Study Committee is made up of faculty subcommittees. The Study Committee acts as a full body or as a faculty subcommittee.

(2) In all such academic and exam-related matters of the students that legal regulations or regulations do not assign to the jurisdiction of another organisation or person the permanent committee established by the Senate, the competent faculty subcommittee (hereinafter: SC) acts as a body of first instance. Every academic matter that does not belong to the jurisdiction of the Credit Transfer Committee belongs to the jurisdiction of the SC.

The SC can transfer its jurisdiction over decisions specified in its order of business to the Vice-Dean dealing with academic matters of the faculty or to the head of the Registrar's Department (hereinafter: RD).

(3) The full session of the Study Committee is made up of all the members indicated in Paragraph (1).

The members of the faculty subcommittees (members with a right to vote):

- the Vice-Dean dealing with academic matters, and the one elected by the Senate after the supporting decision of the Faculty Council, the head of the faculty subcommittee (1),
- two teachers, researchers per faculty selected by the Senate (2),
- one student per faculty delegated by the Student Union (1).

The head of the faculty's Registrar's Department is present in the committee in an advisory capacity.

(4) The tasks of the full committee:

- creating a standardised order of business, order of procedure, criterion system concerning the faculty subcommittees,
- dealing with academic and exam-related matters that concern several faculties,
- coordinating the committee work of faculties.

(5) The tasks of the faculty subcommittee as Study Committee:

- acting as first instance actor concerning the academic and exam-related matters of students
- judging the talent bonus applications of students.

(6) The Vice-Rector dealing with academic matters supervises the work of the subcommittees.

(7) The full committee and the faculty subcommittees have quorum if at least 50% of their membership is present.

(8) The Committee makes its decisions with open ballot, with the simple majority of the votes. In case of equal number of votes the vote of the head of the committee decides.

(9) By determining the schedule, the Vice-Rector dealing with education matters summons the meeting. In cases involving the faculty, the meeting is summoned by the Vice-Dean. The Vice-Rector dealing with education matters must be invited to the meeting of the faculty subcommittees.

(10) The competent representatives of the Registrar's Department participate in an advisory capacity in the meetings of the Academic Committee, for the necessary information and for referencing matters. The Registrar's Department performs the administration of academic and exam matters.

(11) The Study Committee acts according to the rules specified in this regulation. In the order of business the frequency of meetings and the assigned jurisdiction, the form of decisions, the mode the decisions are to be prepared, powers of representation must be provided for. The order of business for the SC is Attachment 8 of this Regulation. It must be made available for all students, teachers and employees of the University.

(12) In the course of its work the Study Committee follows the provisions of the Academic and Exam Regulation, reviews them every spring, and makes suggestions to the Rector regarding the necessary additions, amendments.

## 5.§

### **Credit Transfer Committee (CTC)**

(1) The Credit Transfer Committee (hereinafter: CTC) operates at the faculties to coordinate interoperability and to observe the equivalence of knowledge material.

(2) The chairman of CTC is the Dean dealing with academic matters. Its membership is at least 3 people. The Faculty Council selects the members of the committee from the teachers of the faculty with a scientific degree (professor, associate professor) so that every programme and department is represented in the CTC. The head of the Registrar's Department is a member of the CTC.

(3) The CTC decides on the recognition of academic performance recognised with credits in the course of academic studies done in another institution of higher education, based on the written request of the student. It also performs the preliminary credit transfer procedure, based on request as well.

(4) In his/her request the student states the way he/she would like to have the given subjects/courses recognised. The following must be attached to the request: the course record book verifying the completion of studies, its genuine copy, the subject description (verified subject description in case of all trainings at the Faculty of Law), the syllabus and the stand of the organisational unit responsible for teaching the subject in request.

- (5) In the course of its procedure the CTC can request further information from the responsible educational organisation unit.
- (6) The requirements of the curriculum need not be completed if the student already completed those and can credibly verify it. Based on Section (5) of Article 49 of the NHEA credits gained in the course of a training – provided the prerequisites are met – must be recognised based on studies done at any institution of higher education, regardless of the institution of higher education and the training level on which the student earned the credits.
- (7) If the student registered for course in the NEPTUN system that was once recognised after registration or before it in the course of a credit recognition procedure, the Registrar's Department deletes the course from the student's the list of the subjects.
- (8) The preliminary statement the University made about the recognition of the student's performance during the partial training of the student in the course of a credit-based training cannot be revoked later. The decision of the CTC is necessary for the preliminary statement.

## **6.§**

### **Credit transfer precedent system**

- (1) The CTC can decide to establish an electronic database by introducing a credit transfer precedent system (hereinafter: the Database).  
The Database contains the list of courses acknowledged or rejected by the CTC (precedent decisions), their effective date and number that can anonymously be accessed by anyone on the website of the University.
- (2) Precedent decision: a decision rejecting a request to accept a course, or one that approves such a request, the reasoning of which can be applied in other cases as well with the same content, provided that the other circumstances of the other case make it appropriate for compliance in the procedure according to this section.  
The precedent decision can only be used for its effective period.  
The teacher responsible for the subject concerning the reasoning of the precedent decision states the effective period in his/her opinion within which the topics of the unit to be recognised and taught at the university can be accepted in the future (this period cannot be shorter than one year). The educational organisation unit can request the review of a precedent decision from CTC at any time.
- (3) In the case of credit transfer requests submitted after the creation of the Database the Registrar's Department informs whether there are any valid precedent decisions concerning the courses to be recognised.  
If a request arrives regarding which a credit transfer accepting or rejecting decision, that qualifies as a precedent decision, has already been passed, then the head of the CTC accepts or rejects the request without a committee meeting. In lieu of a committee meeting the signature of the head of the committee of the CTC verifies the existence of the precedent or the lack thereof.
- (4) In lieu of a precedent decision the Registrar's Department submits the request to the CTC which decides in the course of an ordinary session.
- (5) If the student wants to get a unit recognised regarding which a precedent decision has already been made earlier, then it is enough for him/her to refer to this precedent decision and attach the documents certifying the completion of a course.
- (6) If several people wish to get the same, non-precedent course acknowledged between two credit transfer committee sessions then the Registrar's Department has to only forward one request to the CTC. After the committee session the head of CTC certifies the precedent's existence for the other applicants without a committee session.  
The CTC can also decide to recognise the courses suggested by the educational organisation unit without any request from students, and to take care of recognising them in the Database.

## **7. §**

### **Decision of the first instance**

- (1) All persons and organisations acting in academic matters decide about requests within 30 days from the day on, when the request was submitted.
- (2) The SC and the CTC includes their decision of first instance in a resolution, and delivers it to the student and the organisational unit involved within 15 days using the NEPTUN system. In the course of the delivery the provisions of Section 8 must be applied. If necessary, the Registrar's Department sends the resolution as a receipted registered letter. For mail delivery the provisions of Article 41/C. of NHEA are to be applied.
- (3) The resolution must contain:
  - a) the name of the acting committee,
  - b) the name and address of the student, the name of the faculty, programme, the case number and the requested subject,
  - c) the decision and information about possible legal remedies in the operative part,
  - d) a short reasoning for rejection in case of a resolution of rejection,
  - e) the place and time of passing the resolution, the name, position of the person signing the resolution and the seal of the faculty of the University concerned.The head of the committee passing the resolution signs two original copies of the resolution, and the head of the Registrar's Department signs the further copies in witness thereof.
- (4) Resolutions regarding student status, academic and exam-related matters of the student – with the exception of resolutions of rejection by the CTC – must be recorded in the course record book of the student and in the appropriate registers.

## 8.§

### **Electronical management of requests**

- (1) Regarding procedures of the first instance initiated on the request of a student possessing a NEPTUN code at the University, the Dean can decide that those can only be submitted through the electronic request management system in NEPTUN.  
Every decision that was passed by the person or authority with jurisdiction, based on a procedure initiated ex officio or by another organisational unit of the University, and not at the request of a student should only be delivered in written, paper-based form, by post.  
During the introduction of electronic request management, as a temporary provision, the Dean can authorise the requests to be submitted both in an electronic and in a paper-based form until a certain period of time.
- (2) The Dean specifies the list of requests types which can be used in the electronic request management system, and publishes them the regular way.
- (3) The student prepares his/her request with the help of the template in the request management system, and adds its attachments in PDF format after scanning. The requests are only available and can be filled in in the period of time when their submission is allowed by the regulations of the University. The period of time allowing the submission of individual requests must be published beforehand the regular way.
- (4) If at any time during the procedure doubts arise concerning the originality of the scanned and attached documents, the student must be requested to present the original version or the genuine copy of the documents in question.
- (5) After the electronic request arrives first the request must be filed according to the document management regulation, then it must be handled like it was a request in paper-based format and signed by the student. After judging the request, the resolution must be included in a written document in the electronic request management system. Before sending the resolution, it must be printed in two copies, to be signed by a person authorised to pass decisions or by the head of the committee passing the decision. From the printed resolutions one copy goes to the personal file of the student.
- (6) The resolution must be sent to the student using the electronic request management system. In this resolution it must be brought to the attention of the student that if any doubts arise concerning the originality of the electronically sent resolution, then the student can personally receive the original copy of the resolution (signed by a person authorised to pass decisions or by the head of the committee

passing the decision) at the Registrar's Department. If the student does not receive the resolution personally within 5 days from delivery, then it must be presumed that no doubts arose concerning the originality of the electronic resolution, and the student cannot claim later that the original signature of the person authorised to pass decisions was not on the electronic resolution.

(7) Within five days counted from sending the electronic resolution it must be presumed that the student received the resolution. If the student has previously received the original resolution in person or confirmed delivery of the resolution in a NEPTUN message then the day of reception or confirmation qualify as the day of delivery.

(8) The student can submit a request about disproving the presumption of delivery specified in Paragraph (7) within five days after getting to know about the presumption of delivery, submitting the request at the person/committee that passed the decision in the subject of the request. At the same time as the request is submitted the failed act must also be made up for. It is not possible to submit the request after thirty days from the day the presumption of delivery was established.

The request to disprove the presumption of delivery can be submitted by referring to that the student could not receive the electronic resolution through no fault of his/her own, since

a) the NEPTUN system was continuously unavailable for more than 96 hours due to technical reasons after the resolution was sent;

b) the delivery was performed in breach of the provisions of this regulation,

c) due to reasons not listed under a) and b) he/she was not in a position to get to know about the resolution.

It does not qualify as a reason through no fault of his/her, if the student is(was) at a place with no internet connection.

(9) If in the course of the assessment of the request submitted to disprove the presumption of delivery it is verified that the student (after sending the electronic request, but on the day the presumption of delivery was established at the latest) entered his/her NEPTUN account and performed any action that was logged then the request must be rejected without any assessment on its merits, it being unfounded.

(10) In the request the facts and circumstances must be presented that make the lack of fault on the part of the student possible. If the request was submitted late then it must be rejected without any assessment on its merits. The person/committee decides in the subject of the request under whose jurisdiction/under the jurisdiction of which sending the electronic resolution was performed. The person/committee passing the decision can provide a hearing for the student to present his/her arguments before the request is judged.

The request has no suspensory effect on continuing the procedure or enforcement; however, if the existence of the facts presented in the request proves to be possible, the person/committee passing the decision can order the suspension of the procedure or the enforcement of the resolution.

The resolution rejecting the request to disprove the presumption of delivery can be appealed.

(11) If the person/committee passing the decision accepts the request to disprove the presumption of delivery, the act the student made up for must be considered as if it was performed within the missed deadline.

## **9. §**

### **Legal remedy**

(1) The student has the right to request a review against any decision, measure or default (hereinafter: decision of the University (its organisations, employees) – with the exception of a decision passed in the course of an evaluation concerning the performance of study requirements, and an equity procedure conducted by the dean (AER 11.§) – submitted to the head of the faculty, addressed to the Rector. If the electronic request management system was introduced at the faculty, and it is on the list published based on Section 8.§ (2), then the review request must be also submitted electronically.

(2) A procedure can be initiated against a decision concerning the evaluation of the studies as well, if the decision

- was not based upon requirements specified in the training program accepted by the Senate,
- the decision is contrary to the organisational and operational regulation of the University,
- the provisions concerning the organisation of the exam were breached.

(3) In the procedure for legal remedy the student can act

- personally;
- through an attorney.

4) The regulation on the order of the procedure for the legal remedy of the student (OOR III, Attachment 3) contains the detailed rules of the procedure.

## **10. §**

### **Request**

(1) The teachers and students of the University can turn to the SC with a request regarding academic and exam-related matters.

(2) (3) The SC decides during its next session from the reception of the request, or within 60 days at the latest.

## **11. §**

### **Equity**

(1) The student can turn to the Dean of the faculty regarding a request of equity in connection with academic and exam-related matters, with the exception of provisions concerning the evaluation of his or her study requirements.

(2) Acting in his or her jurisdiction concerning equity the Dean can exempt the student from any provision of this Regulation – one time during his or her training – if it does not violate Section (1). An equity permission from the dean cannot be given in cases where the obligation of the student is prescribed by legal regulations or if the purpose of the request is to circumvent such obligations.

(3) The Dean can practice equity especially, but not limited to, the following cases:

- transfer from another institution of higher education;
- termination of the student status, deletion, expulsion;

- declaring an active semester passive in the exam period,

(4) Equity cannot be applied concerning the evaluation of the study performance and to the performance of study requirements.

(5) The circumstances that give grounds for special treatment must be indicated in the request for equity, and the documents that verify this must also be attached.

(6) Verification of the settlement of possible debts is a condition for the Dean to practice equity.

(7) In the resolution based on equity the conditions of the permission must be provided for and it must be stated that in the future no benefits can be given on the grounds of equity.

(8) There is no legal remedy against a decision passed in a matter of equity.

(9) The resolution passed about the request of equity must be registered in the course record book of the student.

## **12. §**

### **Submitting requests**

(1) Requests addressed to the SC and the CTC must be submitted at the Registrar's Department, and requests addressed to the Dean must be submitted in the Dean's Office. If the electronic request

management system was introduced at the faculty, requests specified by the Dean must only be submitted electronically after the transitional period set by the Dean has passed.

(2) Requests must be submitted in writing, indicating the addressed competent commission or person, the subject of the request, the name, address, programme of the student, and the documents and/or certified true copies prescribed in the Regulation must be attached. The student must sign the requests personally, and he or she has to pay the service fee concerning the request in question through the NEPTUN system.

(4) The deadline for the submission of requests submitted to the Registrar's Department is the last work day of the second study week of the study period, in case of correspondence course it is the last school day of the first consultation in the case of:

- a) request for exemption from a course or its prerequisite;
- b) request concerning registration after the deadline, reports concerning continuing studies;
- c) request concerning the recognition of a course taken in another institution, recognition of credits;
- d) requests concerning abandoning courses and registration for courses after the deadline.

(5) Contrary to Section (4) the student can submit requests for credit transfer until the end of the second week of the exam period in the semester of issuing the pre-degree certificate, if only credit transfer is necessary to obtain it. That semester qualifies as the semester of issuing the pre-degree certificate when the student fulfils the requirements of the model curriculum requirements with the credit transfer request and the completion of subjects registered for in the given semester.

### **13. §**

#### **The Academic Committee and the education organisation units**

(1) The SC is obliged to ask for the opinion of the person responsible for the programme (the senior professor of subjects) and the department and institution leaders, if the decision to be made by the SC places an obligation on the ones teaching the subject or on the department or institution concerned the teaching of the subject, or if their expertise is necessary for the decision.

(2) Considering students of the Faculty of Theology the opinion of the faculty council must be asked in the following matters:

- a) transfer from another institution,
- b) permitting a change of programmes,

(3) In matters requiring the decision of the SC and the CTC, for which the opinion of the education organisation unit is necessary according to this Regulation, the opinion of the leader of the competent education organisation unit must also be attached to the request by the student.

(4) In case of requests concerning exemptions, credit recognition the opinion of the competent education organisation unit must always be asked.

## **II. THE STRUCTURE OF TRAINING**

### **14. §**

#### **Forms of training**

(1) Trainings at the University – with the exception of doctoral trainings - are:

a) discontinued – traditional credit-based system – trainings (year 1993 act on higher education):

- trainings leading to university degree:

- single-subject training
- two-subject training,

- trainings leading to college degree:

- single-subject training



- two-subject training;
- b) programmes of the multi-cycle training:
  - programmes of bachelor training,
  - programmes of masters training
  - standardised, single-cycle training;
  - doctoral training
- c) specialist post-graduate programme;
- d) adult education (courses);
- e) pre-qualifying block;
- f) higher educational vocational training.

(2) Attachment 2 of the Regulation contains the list of programmes listed by forms of training.

## 15. §

The number of credits and semesters belonging to the given forms of training

(1) in traditional credit-based system:

a) university-level training:	4 semesters	120 credits	Supplementary training
	8 semesters	240 credits	Single-subject training in Humanities
	10 semesters	300 credits	Legal expert, Two-subject training in Humanities without teacher qualification, Psychology, <i>Single-cycle primary school teacher second-cycle (MA) training</i> , Reformed theology with pastor specialisation
		330 credits	Two-subject training in Humanities with teacher qualification, Primary and secondary school teacher single-cycle second-cycle (MA) training
	12 semesters	300 – 360 credits	<i>Reformed theology, Single-cycle secondary school teacher second-cycle (MA) training, pastor specialisation 360 credits</i>
b) college level training	8 semesters	240 credits	General social worker, Primary school teacher, Reformed religious

education teacher,  
Deacon, Cantor

(2) in multi-cycle training:

a) Bachelor training	6 semesters	180 credits
b) Bachelor training with social worker qualification	7 semesters	210 credits
c) Bachelor teacher training	8 semesters	180-240 credits
d) Master's training	2-5 semesters	60-120 credits
e) Standardised, single-cycle training	10-12 semesters	300-360 credits
f) Specialist postgraduate programme	2-4 semesters	60-120 credits

(3) Higher educational vocational training

4 semesters – 120 credits

(4) Pre-qualifying block

2 semesters – 60 credits

## 16. §

(1) Training at the University can be organised as full-time training or part-time training.

(2) Full-time training must be organised according to the work schedule of regular training, which is done in the course of a five-day study week, on working days. This provision can be acted contrary to with the consent of the Student Union of the University.

Full-time training contains at least 300 classes and 330 classes at the most per semester.

(3) Part-time training can be organised according to the work schedule of evening or correspondence courses which must be organised on working days and in reasonable cases, on the weekly rest day, considering the occupation of the students.

The duration of part-time training can be between at least 30 and at the most 50 per cent of the classes of the full-time training, except for specialist postgraduate programme.

## 17. §

### Training and school-leaving requirements, training programme

(1) The qualification that can be obtained at the University and the professional requirements of professional qualifications are specified by qualification requirements in traditional training, by training and school-leaving requirements in multi-cycle training, and the qualification and training requirements accepted by the Synod of the Hungarian Reformed Church in theology training.

(2) The qualification, training and school-leaving requirements contain (listed by programmes) the definition of the goal of the training, the main fields of education, their proportion, the time of training per semesters, the amount of study necessary to obtain the qualification defined in credits, the level of qualification, the professional qualification and the title that belongs to them, and other provisions significant from the perspective of the programme. Apart from these, the qualification requirements contain the subjects for comprehensive examination, the type and subjects of the final exam and the method for calculation regarding its results, and the requirements of the thesis, dissertation.

(3) The university training is conducted based on a training program that becomes valid when the Senate accepts it.

(4) The University is free to prepare the training program based on the training and school-leaving requirements published by the Minister of Education (TSR), and the training requirements accepted by the Synod of the Reformed Church in Hungary in theology training.

(5) Introduction of new or amended academic and exam requirements can only be done in a phasing-out system.

## **18§.**

### **The curriculum**

(1) The curriculum is a system of requirements valid at the University that serves the fulfilment of training and school-leaving requirements of the given programme.

In case of theology programmes the curriculum is based on the qualification and the training requirements specified by the Synod of the Hungarian Reformed Church.

(2) The curriculum is part of the training programme.

(3) The curriculum specifies the detailed education and academic requirements of the given programme, and the detailed rules of the training, especially the stages of training, the number of required courses, credits, the system of knowledge assessment, the compulsory exams, the consecutive reviewing forms.

(4) For handicapped students – at their request- the Committee for Supporting Handicapped Students (CHSS) can establish requirements that may partially or fully differ from the provisions of the curriculum, or can exempt the student from the fulfilment of the mentioned requirements.

(5) Requests to be submitted to the CHSS must be submitted through the Registrar's Department, addressed to the CHSS. The CHSS will evaluate these requests based on the regulations of Károli Gáspár University of the Reformed Church in Hungary on conditions providing equality necessary to continue the studies of these handicapped students (attachment 8 of the OOR III), and according to its own rules of procedure.

## **19. §**

### **The model curriculum (Recommended curriculum)**

(1) The form of the curriculum in the credit-based training is the model curriculum (recommended curriculum).

(2) The model curriculum is a distribution of subjects by semesters, that a student wishing to progress with an average rate can follow, in order to fulfil the preliminary studies requirements when registering for each subject. He/she earns 30 ( $\pm 3$ ) credits per semester in the course of 300 (+ 30) classes, and fulfils the academic requirements within the training period, specified in the qualification requirements.

(3) The model curriculum contains the following for each academic period:

a) all the compulsory and compulsory elective subjects and the rules of listing compulsory elective subjects;

b) the weekly number of classes (or the number of classes in a semester) belonging to the subjects, and the credits allocated to them;

c) the type of exam (signature, mid-year grade or exam grade);

d) cycles of course listing occasions for the subject (eg: autumn and/or spring semester);

e) the criterion requirements and the deadline for their completion;

f) the conditions and rules for choosing specialisations;

g) the order of preliminary studies;

h) the provisions concerning the starting and completion of the thesis;

i) the detailed conditions of taking the final exam, and its requirements.

(4) The student can differ from the model curriculum in the course of his/her studies.

The student can earn the credits necessary for the diploma within a period that is shorter or longer than the training period.

(5) The Senate approves the model curriculum based on the suggestion of the Faculty Council as a part of the training programme.

## 20. §

### The education programme

The education programme is a system of requirements that enables the completion of the curriculum of a programme possible in a given training track and form of training.

## 21. §

### The curriculum units (module, subject, course)

(1) The curriculum of a given programme consists of modules, and within that category, subjects and courses (together as: curriculum unit).

(2) The module is the highest-level unit making up the curriculum of the programme, which includes subjects, partial modules which summarise thematically related materials, regarding the training purpose of the programme or in case of a specialisation; modules can be based on each other, can replace each other or contain each other.

(3) A subject is the entirety of courses with professional content that.

(4) A course usually ends with an evaluation; it cannot be broken down further; it is the basic unit of the curriculum structure of a programme, an academic occupation organised for one semester, which has admission and completion conditions, or an exam course without class attendance belongs to it.

## 22. §

### The Course

(1) The course is the basic unit of the studies conducted at the university.

(2) The type of the course can be

a) based on the required way of completion:

- **compulsory (type “C”)**, which completion is a condition for getting the pre-degree certificate,

- **compulsory elective (type “CE”)**, subjects or a subject with a total credit value specified in the curriculum that is defined as compulsory in order to complete a programme or specialisation; it can be chosen from a range of subjects specified by the institution, from which a certain credit value must be compulsorily completed as a condition for receiving the pre-degree certificate,

- **elective (type “E”)**, which completion is not compulsory for receiving the pre-degree certificate, but its credit value can be recognised; it can be completed in any institution of higher education, if the given programme accepts it;

b) based on the form of requirement

- class;

- subject assigned to a comprehensive examination,

- subject assigned to a preliminary exam,

- subject assigned to a basic-level language exam,

- subject assigned to a language final exam,

- field practice,

- school/teaching practice,
- internship,
- public education practice,
- thesis;
- exam;
- exam course;
- c) based on the assigned study session
  - contact class to which a class is assigned, specified in terms of (average) weekly number of classes,
  - no contact class to which no class belongs, no weekly number of classes;
- d) based on if it belongs to a certain programme
  - professional course,
  - a generally listed (non-professional) course,
  - course of teacher training.
  - generally listed course of the College for Advanced Studies

(3) Types of contact class courses:

- a) lecture: a class, in the framework which primarily the oral explanation of the teacher helps to acquire the knowledge materials ;  
if the lecture has a credit value it is concluded with an exam;
- b) practice (seminar, language seminar, internship, training practice school session, field practice, etc.), a small group course where the independent work of the student is also a requirement.

The seminar is concluded with a mid-year grade.

The number of participants in seminars is at least 12. If the number of applications exceeds 24, the teacher can refuse to accept further applicants, or the group - at the suggestion of the department or institution leader, with the consent of the Dean – can be divided. The following are exceptions from these limits:

- ba) minimum number of students is 8 persons:
  - courses of foreign language programmes;
  - foreign language classes.
- bb) minimum number of students is 5 persons:
  - in case of the courses of the Faculty of Theology (differing from this provision is only possible with the Dean's approval).
- bc) does not depend on the number of students:
  - school/teaching practice;
  - field practice of the Faculty of Teacher Training.

(4) According to the resolution of the Synod, the completion of one semester of Church studies – as a type “C” subject - is compulsory for all students of the University doing non-theology bachelor training.

(5) The students must be enabled that in the course of their academic studies

- a) they could register for elective (type “E”) subjects that make up at least 5% of the total number of credits determined as necessary for obtaining the diploma;
- b) they can choose from subjects which credit value by at least 20% can exceed the total number of credits determined as necessary for obtaining the diploma;
- c) they can register for subjects exceeding the total number of credits determined as necessary for obtaining the diploma by 10% at the most, without paying tuition fee or separate fees.

## **23. §**

### **The subject programme**

- (1) The knowledge materials to be learned in the framework of the different subjects are determined by the subject programme.
- (2) The subject programme of a given subject contains
  - a) the purpose of the subject in achieving the goal of the training;
  - b) the short description of its material, indicating the extent and form of the written material (textbook, notes, etc.);
  - c) the number of classes during the duration of training;
  - d) the way the material is processed;
  - e) the type of the students' tasks to be solved by individual work;
  - f) it contains thematically listed exam topics and exam requirements.

## **24. §**

### **Internal specialisation**

- (1) Internal specialisation is a specialisation that can be registered for as the part of the major defining qualification (as well), in a given field of training, in the bachelor training of multi-cycle training, in full-time course.
- (2) An internal specialisation can be listed from the 2<sup>nd</sup> semester and it can continue until the end of the 6<sup>th</sup> semester.
- (3) A maximum of 2 internal specialisations can be started at the same time at a given programme. The Dutch Studies specialisation of the German studies bachelor training programme at the Faculty of Humanities, the Liberal arts and Psychology programmes are exceptions, in their case there are no internal specialisations.
- (4) An internal specialisation can start if at least 15 students applied for it.

## **25. §**

### **Credit-based training**

- (1) All professional qualification at the University in every form of training, and the fulfilment of all academic requirements which require invested studying time and are determined as necessary for getting the diploma certifying qualification, are measured in higher education study points [hereinafter: **credits**].
- (2) The name of the training system described in Section (1) is credit-based system.
- (3) Credits are based on the total invested studying time of the student – determined by the estimations considering the national and international experience – that can be expected from a student with average abilities to complete academic studies.
- (4) The total invested studying time recognised with credits contains classes (contact classes) and the student's individual study period as well.
- (5) The average student's individual studying hours specified for the total academic study period cannot exceed three times the number of classes in full-time training, seven times that number in

evening courses, twelve times that number in correspondence courses and twenty-five times that number in distance learning.

(6) Credit allocation is allocating credits to the student's total studying hours that are necessary on average for the fulfilment of the academic requirements set in the curriculum.

(7) In the national credit transfer system – considering the principles of the European Credit Transfer System (hereinafter: **ECTS**) – one credit is *usually* equivalent to completing 30 study hours.

(8) Completion of a semester according to the model curriculum is usually equivalent to 30 credits.

(9) Credits can only be allocated to subjects, which evaluation is conducted through grades on a five-point or three-point scale.

(10) Only credits with a whole number value can be allocated to subjects.

(11) Earning a credit is possible by fulfilling the requirements of the subject/course with a passed or satisfactory level (2) grade at least. The value of the credit does not depend on the received grade.

(12) Credits can only be given once within a given programme or training for the fulfilment of the specified academic requirements.

(13) Academic performance recognised by credits – if its prerequisite is met – must be recognised in the course of academic studies completed in any institution of higher education, regardless in which institution of higher education, and on what training level the student earned these credits. Recognition – based on the subject programme – can only be executed through comparing the knowledge that serves as basis for establishing the credit. The credit must be recognised if the materials being compared are the same to the extent of 75% at least. Comparing the knowledge material is executed by the CTC.

(14) The credit value of the recognised academic performance is the same as the credit value of the curriculum requirement recognised as fulfilled; however, the received grade cannot be modified when the subjects are recognised.

(15) The requirements set in the curriculum need not be fulfilled if the student had already obtained the necessary knowledge before and, can credibly verify it. In case of the recognition of requirements fulfilled by work experience the, institution must make certain the knowledge was obtained in the form of an oral, written or practical exam.

(16) In the course of the credit-based system the number of credits specified according to the curriculum of the programme must be earned within the time limit set for obtaining the given qualification and proficiency, and the prescribed criterion requirements must also be fulfilled.

(17) Completion of the subjects is not tied to a given academic period. The student can progress according to an individual plan and schedule, utilising choices, considering the order of preliminary studies and other rules.

(18) It must be specified in the curriculum, that the preliminary completion of which subjects is necessary for registration for each subject (order of preliminary studies). A maximum of three other subjects or a group of subjects (module) including several subjects related thematically or concerning the purpose of the training of the programme with a total credit value no greater than 15 can be assigned to a given subject as a preliminary academic requirement. For certain subjects specified in the curriculum registration for other subjects not necessarily earlier, but at the same time can also be established as a requirement (weak prerequisite). If the student does not fulfil the weak prerequisite, then the registrar's department deletes the subject based on the weak prerequisite that was registered for in the given semester in the NEPTUN system and from the course record book of the student, and so it does not count in the three registration attempts for the subject.

(19) The weighted (aggregate) study average calculated for a period of the academic studies longer than a semester or for the entirety of the academic studies serves to track the performance of the student in the credit-based system.

(20) The credit index and the corrected credit index serve to evaluate the quality and quantity of the student's performance in a semester.

## 26.§

### **The system and conditions for teaching foreign languages**

(1) In accordance with the provisions of the NHEA the University provides general and professional foreign language education for its students in order to help them passing the compulsory language exam set as a condition of getting their diploma.

(2) The Foreign Language Lectorate (hereinafter: the Lectorate) that operates as a central organisational unit conducts the general and professional language training of students at the three faculties of the University located in Budapest (the Faculty of Law, the Faculty of Humanities and the Faculty of Theology). The seat of the central Foreign Language Lectorate and Exam Centre is at: 1088 Budapest, Reviczky u. 4. The THEOLINGUA Professional Religious Language Exam Centre, where state-recognised language exams can be taken, also operates here,

(3) The Lectorate teaches modern foreign languages.

English, German and French professional religious language education is conducted at the Faculty of Theology for four semesters, as a compulsory elective subject. The Lectorate starts general language groups as well, if needed.

The students of the Faculty of Law receive legal professional language education in English, German and French languages. The Faculty of Humanities offers professional advanced language education according to programmes and needs, besides the general language education.

Students of any of the faculties can register for general language classes. If no courses are started at the given faculty from the desired language on the desired level, the student can join the courses of another faculty with the same conditions as if he/she attended the language class at his/her own faculty.

(4) The general language course is an optional course, except if the curriculum makes it compulsory. In this case the ones who already fulfilled the language requirement set as a prerequisite for getting the diploma in the training and university-leaving requirements are exempted from compulsory language education.

(5) If the student registered for the course, participation in language classes is compulsory. Students who receive general language education pay remuneration for language classes. The regulation on fees and benefits contain the fees for language education. Since the semester fee is a discount one, the student has to pay the full semester fee specified in the regulation on fees and benefits for courses registered for, but not completed.

(6) If the student stayed away from at least 25% of the total number of classes or did not fulfil the end final requirement, he/she is classified as “not completed”.

(7) Language teachers are obliged to inform students in the beginning of the course about the topics of language education, the necessary supplements, the way their performance is evaluated, and the requirements of completing the course.

(8) In order to efficiently organise classes and assign groups all three Budapest faculties, the University and the Lectorate are obliged to cooperate. In the period for registration for subjects the language teachers agree with the groups on the time of language classes.

(9) In case of advanced groups the language teachers determine the language knowledge level of the students based on the language level assessment test written at the beginning of the semester, and create groups accordingly.

(10) The minimum number of participants in language groups is 8 people. Groups at the Faculty of Theology are exempted from this rule, because of the low number of students in the classes. General and professional language consultation is possible without limit constraints.

(11) The provisions concerning the other subjects apply to registration for, deletion and non-performance, etc. of the language course.

(12) Students study foreign languages in the classrooms of the given faculty building. The faculty provides the technical conditions (projector, stereo, video player, photocopying) of on-site language education.



(13) For any legal remedies concerning their complaints related to language education, the students can turn to the head of the Lectorate on the first place, then if necessary, to the Vice-Dean responsible for education at the faculty, according to the regulation on the order of legal remedies for students.

## 27.§

### Language requirements

(1) The qualification, training, university-leaving requirements and the curriculums determine the compulsory language exams to be passed during the period of academic studies in order to obtain the diploma. Lacking such a provision, passing a B2 level – intermediate- complex (“C” type) language exam recognised by the state is a prerequisite of the diploma in the multi-cycle “BA” bachelor training except if Section 27. § (2) of the AER does not provide otherwise regarding the given programme.  
(2) Language requirements for each programme at the Károli Gáspár University of the Reformed Church in Hungary:

#### a) In case of the Faculty of Law and its programmes

PROGRAMME	MINIMUM REQUIREMENT
Single-cycle law second-cycle (master) studies	To obtain the master degree an intermediate (B2) complex type language exam recognised by the state or an equivalent school-leaving certificate or diploma is necessary from a modern foreign language used as a language of scientific literature of the given profession.
European and international business law second-cycle (master) studies	
Human resources first-cycle (bachelor) training	To get the bachelor degree an intermediate (B2) complex type professional (related to the field of training) language exam recognised by the state, or an advanced (C1) complex type general language exam recognised by the state (from at least one foreign language), or an equivalent school-leaving certificate or diploma is necessary.
Business administration and management first-cycle (bachelor) training	To get the bachelor degree an intermediate (B2) complex type professional (related to the field of training) language exam recognised by the state, or an advanced (C1) complex type general language exam recognised by the state (from at least one foreign language), or an equivalent school-leaving certificate or diploma is necessary.
International studies first-cycle (bachelor) training	To get the bachelor degree intermediate (B2) complex type language exams recognised by the state from at least two foreign languages or an equivalent school-leaving certificate or diploma are necessary, provided that from those exams at least one is a professional language exam connected to the field of training in law, management studies, administration, military and law enforcement (international relations, diplomatic, business

	management, tourism and catering, law and administration, military, commercial, economic, financial, business), and the other is a general language exam.
Higher education vocational training in the field of human resources	Completing the foreign language subject specified in the model curriculum.
Law higher education vocational training	Completing the foreign language subject specified in the model curriculum.
Higher education vocational training in the field of trade and marketing	Completing the foreign language subject specified in the model curriculum.

**b) In case of the programmes of the Faculty of Theology and the Faculty of Teacher Training**

First-cycle kindergarten and primary school teacher training	intermediate (B2) complex type language exam recognised by the state from at least one modern foreign language or an equivalent school-leaving certificate
Reformed theology, both specialisations (single-cycle training)	intermediate (B2) complex type language exam recognised by the state from English, German, Dutch or French language or an equivalent school-leaving certificate
Reformed religious education teacher (catecheta – pastoral assistant) bachelor training (BA)	intermediate (B2) complex type language exam recognised by the state from at least one modern foreign language or an equivalent school-leaving certificate
Protestant theologian (single-cycle training)	intermediate (B2) complex type language exam recognised by the state from at least one natural modern foreign language or an equivalent school-leaving certificate
MA religious studies teacher, educator	intermediate (B2) complex type language exam recognised by the state from at least one natural modern foreign language or an equivalent school-leaving certificate
Higher education vocational training for Infant and early childhood education	Completing the foreign language subject specified in the model curriculum.
Higher education vocational training for Social and youth work	Completing the foreign language subject specified in the model curriculum.

**c) in case of programmes of the Faculty of Humanities**

PROGRAMME	MINIMUM REQUIREMENT
English studies BA	intermediate (B2) complex type language exam recognised by the state from at least one modern foreign language*
German studies BA – Dutch studies specialisation	-
German studies BA – German studies specialisation	-
Eastern languages and cultures BA – Japanese studies specialisation	intermediate (B2) complex type language exam recognised by the state from English, German, French, Italian, Russian or Spanish *
Communication and media studies BA	intermediate (B2) complex type language exam recognised by the state from at least one natural modern foreign language*

Hungarian language and literature BA	intermediate (B2) complex type language exam recognised by the state from at least one natural modern foreign language*
Psychology BA	intermediate (B2) complex type language exam recognised by the state from at least one natural modern foreign language*
Liberal arts BA	intermediate (B2) complex type language exam recognised by the state from at least one natural modern foreign language*
Sociology BA	intermediate (B2) complex type language exam recognised by the state from at least one natural modern foreign language*
History BA	intermediate (B2) complex type language exam recognised by the state from at least one natural modern foreign language or from Latin language*
English studies MA (in English language)	intermediate (B2) complex type language exam recognised by the state from at least one natural modern foreign language, except for English*
Literature and culture studies MA	advanced (C1) complex type language exam recognised by the state from at least one foreign language or an intermediate (B2) complex type language exam recognised by the state from a language other than the one necessary for the bachelor degree*
Japanese studies MA	advanced (C1) complex type language exam recognised by the state from English language or an intermediate (B2) complex type language exam recognised by the state from a language other than the one necessary for the bachelor degree *
Communication and media studies MA	advanced (C1) complex type language exam recognised by the state from at least one foreign language or an intermediate (B2) complex type language exam recognised by the state from a language other than the one necessary for the bachelor degree*
Dutch studies MA	intermediate (B2) complex type language exam recognised by the state from English language*  if the student has intermediate (B2) complex type language exam recognised by the state from English language, then intermediate (B2) complex type language exam recognised by the state from French or German language*
German language, literature and culture MA	intermediate (B2) complex type language exam recognised by the state from a language other than the one necessary for the bachelor degree, with the exception of the German language*

Psychology MA	intermediate (B2) complex type language exam recognised by the state from two foreign languages, one of which must be English <sup>3</sup> *
Theatre studies MA	intermediate (B2) complex type language exam recognised by the state from at least one modern foreign language and a basic (B1) oral or written language exam from another foreign language*
Teacher- teacher of English language and literature MA (1)	intermediate (B2) complex type language exam recognised by the state from at least one foreign language, with the exception of English language*
Teacher- Hungarian as foreign language teacher MA	intermediate (B2) complex type language exam recognised by the state from at least one foreign language*
Teacher- teacher of Hungarian language and literature MA	intermediate (B2) complex type language exam recognised by the state from at least one foreign language*
Teacher- teacher of German language and literature MA(1)	intermediate (B2) complex type language exam recognised by the state from at least one foreign language, with the exception of German language *
Teacher- History teacher MA	intermediate (B2) complex type language exam acknowledged by the state from at least one foreign language*
Terminology MA	intermediate (B2) complex type language exam recognised by the state from at least one foreign language*
History MA	advanced (C1) complex type language exam recognised by the state from at least one foreign language, or an intermediate (B2) complex type language exam recognised by the state from a language other than the one necessary for the bachelor degree*
Religious studies MA	intermediate (B2) complex type language exam recognised by the state from a modern foreign language*
English language and culture teacher, single-cycle training MA (1)	intermediate (B2) complex type language exam recognised by the state from at least one of the official languages of the European Union and the United Nations, with the exception of the English language*
Hungarian language teacher single-cycle MA	intermediate (B2) complex type language exam recognised by the state from at least one of the official languages of the European Union and the United Nations*
German and ethnic German language and culture teacher single-cycle MA (1)	intermediate (B2) complex type language exam recognised by the state from at least one of the official languages of the European Union and the United Nations, with the exception of the German language*
History and civic education teacher single-cycle	intermediate (B2) complex type language exam

<sup>3</sup> Modified by Senate Resolution 339/2013 (IX. 18.), effective from 19 September 2013

MA	recognised by the state from at least one of the official languages of the European Union and the United Nations*
Communication and media higher education vocational training	In the higher education vocational training at least a basic (B1) complex type professional language exam recognised by the state or an equivalent school-leaving certificate or diploma is necessary to obtain the qualification
Television program maker higher education vocational training	In the higher education vocational training at least a basic (B1) complex type professional language exam recognised by the state or an equivalent school-leaving certificate or diploma is necessary to obtain the qualification

\* or an equivalent school-leaving certificate or diploma

(1) In case of two foreign language teacher qualification programmes it is enough for the student to fulfil the requirements of one qualification of the student's choice

(3) If the general language exam is a prerequisite for the diploma or certificate, then those students who become at least forty years old in the year when they start the first year of their studies, are exempted from this requirement. This provision can be last applied in case of students, who take the final exam in the school year of 2015/2016. <sup>4</sup>

(4) The Theolingua Professional Religious Language Exam Centre operating besides the Lectorate, issues a language exam certificate recognised by the state, equivalent to all accredited language exam certificates in Hungary, so all the faculties of the University recognise it as a condition for allowing to take the final exam and issuing the diploma. All the registered students of the University can take the Theolingua language exam and the preparatory course with a discount fee.

## 28. §

### Responsibility

(1) The heads of the organisational units involved in the training of the given programmes, the teachers and other co-workers participating in education at the programme are responsible for the training to fulfil the requirements set in the training and university-leaving requirements and the curriculum of the programme.

(2) The Dean of the faculty is responsible for the training of the programmes to fulfil the training and university-leaving requirements, and for the trainings to progress according to the training programme accepted by the Senate;

(3) The teacher responsible for the programme and the heads of the education organisational units are responsible

a) for preparing and continuously updating the curriculum of the programme;

b) for the training of the programme to be in accordance with the valid curriculum and fulfil the quality requirements set by the University;

c) for the syllabus of the subject to be in accordance with the provisions of the curriculum.

(4) The faculty involved can establish a Curriculum Committee to modify and update the curriculums applied at the faculties; the faculty can also regulate the operating conditions.

<sup>4</sup> (The provisions of this section only apply to students progressing according to the NHEA. Provisions to be applied to those starting earlier are in 89. §)

### **III. THE STUDENT STATUS**

#### **29. §**

##### **Admission**

The Regulation of Admission of the University (Attachment 1 of OOR III) contains the rules regarding the order of application and admission and the admission procedure

#### **30. §**

##### **The student status**

- (1) The student is in a legal relationship with the University, in student status.
- (2) The admission or transfer to a programme of the University, the taking and signing of the student oath are prerequisites for the establishment of the student status. At the year-opening general meeting of the given school year students admitted to the University, in the course of a solemn oath, oblige themselves to continue their academic studies in ways worthy of their chosen profession, acknowledge the regulations and provisions of the University as valid in their case, and to comply with them the best they can. Students admitted to theology trainings further confess, to continue their academic studies and lives in ways worthy of their Christian faith. The attachment of this regulation contains the text of the oath. The students confirm their oath with their signature as well. This is a condition for enrolment. At the Faculty of Theology the decision of admission becomes valid by taking and signing the student oath. Annex 1 contains the text of the oaths.
- (3) If the student, after authorising admission or transfer, does not enrol (in a paper-based way and in NEPTUN) at the date specified in the resolution or in this regulation, the admission or transfer becomes invalid.
- (4) The student status is established through the enrolment. The University issues a registry sheet about the enrolled student.
- (5) The NHEA and the regulations of the University contain the rights and obligations of the students. Rights originating from the student status can be practiced from the day of enrolment. The student can manage his/her matters individually or with a power of attorney included in a private document with full probative value.
- (6) The student
  - a) can request to continue academic studies necessary to obtain further qualifications and proficiencies within the framework of his/her existing student status,
  - b) can request his/her transfer to another institution of higher education,
  - c) can establish guest student status at an other institution of higher education,
  - d) can establish a further (parallel) student status with an other institution of higher education.

#### **31. §**

##### **Guest students, partial transfer students**

- (1) The student studies in another institution of higher education related to his/her academic studies in the framework of a guest student status.
- (2) Guest student status can be established if the institution of higher education, where the student has his/her student status consents to it. The institution of higher education can refuse the consent, if it cannot add the credits earned as a guest student to the academic studies of the student.
- (3) At the request of the guest student received by the University, the Registrar's Department issues a certificate containing training facts and results recognised by the teacher responsible for the subject involved.

- (4) Based on his/her request the student of the University is permitted to continue his/her academic studies as a guest student at an other Hungarian or international university. The SC authorises studies in an other institution of higher education.
- (5) The student participating in studies at an other institution of higher education in the given semester is also obliged to report whether he/she continues his/her academic studies in the given semester or not.
- (6) A preferential academic study schedule must be requested for subjects to be completed or completed during the guest student status, in which the conditions of accepting the subjects must be recorded as well. No preferential academic study schedule can be requested retroactively.
- (7) From the credits earned as a guest student, the University does not count the credits of subjects concluded with preliminary exams and comprehensive examinations that were earned in other institutions in the course of the student's studies.
- (8) From courses completed in other institutions of higher education the Faculty of Theology only allows the recognition of credits of the non-theological elective courses for the students of the Faculty.
- (9) Final exams cannot be taken in other institutions as guest students.
- (10) The credit value of a preliminary exam, thesis or comprehensive examination belonging to the major registered for at the University cannot be transferred from an other institution.
- (11) The request for guest student status must be submitted together with the certification of the receiving institution about their willingness to receive the student by the end of the first week of the term time at the latest.
- (12) For students of other institutions of higher education participation in being a partial transfer student is self-financed; the regulation on student fees and benefits (Attachment 2 of OOR III) contains the sum of the tuition fee.
- (13) A student of one faculty can take a subject taught by another faculty of the University that is also in the curriculum of the programme, involved as a partial transfer student and can take the exam from that subject. Grades received this way must be considered as if the student received them in his/her own programme.
- (14) Credits and grades received as a partial transfer student from subjects, which are not in the curriculum – except for elective subjects – do not count in the study average.

## **32. §**

### **Pre-qualifying blocks**

- (1) Those can be admitted to pre-qualifying blocks who has obtained diplomas certifying qualification and proficiency in bachelor's or master's training, or in the old type of college or university training, and also fulfilled the conditions specified in this regulation. This legal relationship cannot be aimed at receiving qualification, proficiency, but the completed courses can be recognised as academic studies in higher education according to the rules of credit transfer.
- (2) In case of foreign language pre-qualifying blocks an intermediate (B2) complex type language exam recognised by the state or an equivalent school-leaving certificate or diploma is an entry condition of the training. No language exams are needed for admission to non-foreign language pre-qualifying blocks.
- (3) The student status is established with enrolment, without any separate admission procedure.
- (4) A condition of admission in pre-qualifying blocks to submit the form introduced for this purpose to the Registrar's Department, and its evaluation by the competent department. The Registrar's Department notifies the applicant about the decision.
- (5) Student status in case of pre-qualifying blocks can be established for 2 active semesters at the most.
- (6) A pre-qualifying block is organised according to the work schedule of the correspondence training.
- (7) Pre-qualifying blocks can only be done in a self-financed way.
- (8) With regards to this student status, the student is not entitled to study for further qualification, proficiency, to request transfer, to establish further (simultaneous) student status or guest student status, to suspend his/her student status – with the exception of giving birth, accidents, illnesses or any

other unexpected cause that is out of his/her sphere of influence -, to request transfer to a state-funded training, or to use support period.

(9) The period of student status during the pre-qualifying block must be included in the period specified for using the benefits, allowances, services based on legal regulations.

### **33. §**

#### **Simultaneous studies in two trainings**

(1) Further (simultaneous) student status can be established to obtain another diploma or another certificate. Students participating in simultaneous studies in two trainings study in one or more institutions of higher education, faculties, and programmes at the same time, and receive separate diplomas after the successful completion of their studies.

(2) Entitlement to simultaneous studies in two trainings can be received based on an ordinary admission procedure, according to the Regulation of Admission. The further (simultaneous) student status can also be a state-funded training funded by the Hungarian state.

(3) Participation in a state-founded training is not excluded by an already received degree in higher education or a qualification. If someone studies in (partially) state-funded training in a certain training cycle, then if he/she wants to continue further (simultaneous) training in the same training cycle the number of semesters, equal to the number of (partially) state-funded simultaneous studies in two programmes the student does, must be deducted from the support period each semester.

*(The provisions of this section only apply to students progressing according to the NHEA. The provisions applicable for those who began their studies earlier are in 89. §)*

(4) Students participating in simultaneous studies in two trainings must still fulfil all the requirements the same way as students participating in the first bachelor training, and provisions concerning students apply to them the same way as well.

### **34. §**

#### **Transfer from an other institution of higher education**

(1) A student can be transferred to a programme from the same field of training and from the same training cycle.

(2) Those students can be transferred from other Hungarian institutions of higher education, whose student status was not terminated through dismissal or expulsion through a disciplinary procedure, and the conditions of compulsory dismissal or expulsion are not present either.

(3) Those students can be transferred from foreign institutions of higher education, who can certify with a diploma (with a certified Hungarian translation), that he/she already has at least one completed semester, or that he/she fulfilled his/her study requirements prescribed for one semester in full (has at least 30 earned credits in a credit-based system).

(4) Requests of transfer must be submitted until the last day of the second study week of the term time the latest. Certification of the student status, documents certifying earlier studies and a CV must be attached to the request.

(5) In order to make the resolution of the transfer effective and after registering in the NEPTUN system it is the obligation of the student to end his/her student status with his/her former institution, in cooperation with the Registrar's Department. The student is obliged to submit the resolution within 8 days after receiving it.

### **35. §**

#### **Participation in training without establishing student status**

(1) The lectures are public; students of any other institutions of higher education – not having student status at the University – are allowed to attend them.



(2) Other persons apart from the participating students can only visit in seminars and practices with the consent of the seminar leaders.

### 36. §

#### **Enrolment, declaring the continuation of academic studies**

(1) No further enrolment is needed during the effective period of the student status. Before beginning every training period (semester) the student, must declare whether he/she continues his/her academic or suspends his/her student status in the given training period. Students who did not fulfil their overdue payment obligations cannot apply.

(2) At the same time as the declaration is made, the student is obliged to supervise all his/her data, and to report changes if regarding changes.

(3) Students studying in full-time training and in part time training (training organised according to the schedule of evening courses, correspondence courses, or specialist postgraduate programmes) in the Faculty of Teacher Training

a) are obliged to **enrol to** the first semester at the dates specified by the Registrar's Department, but until the end of the first week of the term time (registration week) at the latest,

b) in further semesters the enrolment obligation specified in (1) must be made in the registration week of the given semester.

(4) With the exception of the Faculty of Teacher Training, in case of part-time training enrolment, declaration of continuing or suspending studies has to be done in the week of the first consultation (training organised according to the work schedule of evening course or correspondence course, specialist postgraduate programme). In each case it has to be arranged until the last working day of the second week of the term time at the latest.

(5) In case of missing the dates specified in Sections (3)-(4) – in especially warranted cases – subsequent registration and declaration is possible at the request of the student, with the consent of the SC – paying a special procedure fee – in full-time training and in the part-time training of the Faculty of Teacher Training until the last working day of the first study week of the term time in the case specified in item a) of Section (33) and until the last working day of the second study week of the term time in cases specified in item b) of Section (3) and in Section (4).

If the student does not fulfil the requirements of enrolment, declaration specified in Section (6) until the date specified in Section (3)-(4) and does not submit a subsequent request until the date specified in this section, the Registrar's Department ex officio suspends the given semester on the first working day of the third study week of the term time and records failure to enrol in the NEPTUN system (passive ex officio).

(6) Enrolment and the declaration concerning the continuation of studies is arranged by submitting the enrolment and declaration form electronically filled out in the NEPTUN system, and then verified with a signature after printing, to the Registrar's Department. The Registrar's Department of the faculty might also request filling in other forms besides this one.

(7) At enrolment and the declaration of the continuation of study the Registrar's Department inspects if the tuition fee had been paid.

(8) Enrolment is only possible in person; the student cannot act through an attorney.

(9)

(10) The University enters into a contract with students participating in fee-paying training when they enrol, according to the form in the appendix of this regulation containing the sum of tuition fees in the first school year, compensations, and the conditions of the payment obligation.

(11) If the student fails his/her enrolment obligation and does not submit a request for subsequent registration in time, then he/she can only be admitted to the University with a new admission procedure.

(12) In case of failing to declare the continuation of studies, the semester automatically qualifies as a passive semester (passive ex officio). Registering a semester passive ex officio is tied to a fee. A semester that is passive ex officio is a passive semester that counts, when specifying the number of passive semesters considering the applied limitations provided for in Sections 37. § (2) and (3).

(13)

(14) The student is obliged to report changes that occurred in his/her data in the NEPTUN student database immediately, on the 8<sup>th</sup> working day after the change occurred at the latest. No legal remedy is possible against legal consequences originating from failing to make the above report.

(15) The student can revoke the enrolment and declaration until the last working day of the second study week of the term time.

If the student does not request the suspension of his/her academic studies until this time the given semester qualifies as an active one, even if the student does not register for any courses, does not attend sessions or fails to fulfil any of the study requirements of the curriculum.

(16) If the student suspends his/her studies, his/her actual semester qualifies as a passive semester.

(17) A student studying at an other institution of higher education abroad in the given semester is also obliged to register before traveling and declares whether his/her academic studies are continued or suspended.

### **37. §**

#### **Suspension of the student status**

(1) If the student declares, that he/she does not wish to fulfil his/her obligations as a student in the next training period or if the Academic Committee authorises it at the request of the student, that his/her student status is suspended, and the semester is passive.

(2) The student can exercise the option to suspend the student status several times, however, in case of declaring the semester passive based on declaration the limitations specified in Sections (3) and (4) must be considered. As long as the student does not exceed the maximum number of passive semesters specified in Sections (3) and (4), the student can record the fact of suspension in NEPTUN system himself/herself in the registration week of the given training period. (The student does not have to submit a request.)

(3) The continuous suspension of the student status cannot take longer than two semesters.

(4) The student status can be suspended for a total of 4 semesters in standardised single-cycle training and in the bachelor training of two-cycle training, and for a total of 2 semesters in the case of other trainings.

(5) The first suspension can be requested in the first semester as well.

(6) At the request of the student the Study Committee can authorise the suspension of the student status for a contiguous period, longer than what is specified in Section (3) – for a time equal to the term of the training – provided that the student cannot fulfil his/her obligations originating from the student status due to childbirth, accident, illness, or any other unexpected reason, outside his/her sphere of influence, and that can be credibly verified. In this case the student cannot record the passive semester in NEPTUN system himself/herself, the student has to submit a request to the Academic Committee.

(7) At the request of the student the Study Committee can authorise the suspension of the student status more often, than what is specified in Section (4), provided, that the student cannot fulfil his/her obligations originating from the student status due to childbirth, accident, illness, or any other unexpected reason, outside his/her sphere of influence, and that can be credibly verified. In this case the student cannot record the passive semester in the NEPTUN system himself/herself, he/she has to submit a request to the Study Committee.

(8) Based on the request of the student, submitted until the last day of the term time at the latest, the Study Committee can authorise setting the active semester passive once during the student's studies without indicating the reason.

If the student submits his/her request after the last day of the second study week of the term time, then in case of subsequently declaring the active semester passive, the student cannot reclaim the tuition fee already paid, and cannot request rearranging it to another active semester. In case of paying in instalment, the student has to pay further instalment/instalments of the tuition fee, even if that is not due yet at the time when the semester is subsequently declared passive.

(9) The student can request subsequently declaring his/her semester passive from the Study committee until the last day of the exam period at the latest, provided that the student cannot fulfil his/her obligations originating from the student status due to childbirth, accident, illness, or some other unexpected reason, outside his/her sphere of influence, and can credibly verify that. A request according to this section does not qualify as subsequent passivation according to Section (8).

(10) The submission of a request according to Section (9) does not automatically mean the suspension of the semester. If the student requests the suspension of his/her student status due to childbirth, accident, illness, or for some other unexpected reason, the Study committee, considering the performance of the student during term time and the exam period, can decide to set the semester passive subsequently at the request of the student, and only orders the deletion of subjects the student did not complete.

(11) The student status is suspended if the student, as a disciplinary punishment, is forbidden to continue his/her studies.

(12) The student status is suspended for the duration of the actual service as a military reserve volunteer, in which period the student is exempted from the obligations specified in this Regulation.

(13) The student, whose student status is suspended, is not entitled to any student benefits.

### **38. §**

#### **Termination of the student status, deletion, expulsion**

(1) The student status ends

a. if the student was transferred to another institution of higher education, on the day of transfer,

b. if the student declares the termination of his/her student status, on the day of declaration,

c. if the student cannot continue his/her studies in a Hungarian (partially) state-funded training and does not wish to continue it in a fee-paying form – based on the statement of the student,

d. on the last day of the first final exam period following the given training cycle or the last training period in case of specialist postgraduate programme, higher education vocational training, and on the last day of the training period of the doctoral training. The student status of the student participating in bachelor training does not end if he/she was admitted to masters training for the next semester after getting the bachelor degree,

e. in higher education vocational training if the student became unfit to continue his/her academic studies due to his/her health condition, and there is no other appropriate higher education vocational training taking place at the University, or if the student does not wish to continue his/her academic studies, or cannot continue his/her academic studies because the its necessary conditions are not given anymore, on the day when the decision passed in the subject of termination becomes effective,

f. if the Rector terminates the student's student status due to his/her overdue payment, after unsuccessfully demanding payment from the student and assessing his/her social status, on the day when the decision passed in the subject of termination becomes effective. In the demand for payment the Rector sets a 15-day deadline for the student to make a statement about his/her social status and to support it with the necessary documents. In the lack of that a statement the Rector is not obliged to further assess the social status of the student,

g. on the day when the disciplinary resolution of expulsion becomes effective,

h. if the condition specified in the NHEA for the establishment of the student status is no longer present, on the day when the decision about the deletion passed in this subject becomes effective,

i. if the student studying in Hungarian (partially) state-funded training revokes his/her statement according to Section 48/D. § (2) of the NHEA, and does not agree to participate in fee-paying training.

(2) The University, with a unilateral declaration, terminates the student status of the student who

a) does not fulfil his/her obligations specified in the academic and exam regulation and in the curriculum concerning progress in studies, that is,

- aa) exceeded the option to register for a subject three times and did not use the option to register for the subject a fourth time according to the Dean's equity resolution, or did not receive equity, or
- ab) after using 4 passive semesters in standardised single-cycle training or in the bachelor training of the two-cycle training and 2 semesters in other cases failed – lacking a permission especially for this purpose – to declare the continuation of studies or does not continue his/her studies.
- ac) if he/she was graded unsatisfactory 9 times in the first four semesters of his/her studies at the Faculty of Theology, including exam grades and mid-year grades as well.
- ad) those, whose total number of unsuccessful repeating and repeated retake exams taken from the same study unit reaches five. This provision only applies to students conducting their studies according to the NHEA.
- b) did not register for the next study semester the third time in a row, lacking the permission of the Study Committee,
- c) after using 4 passive semesters in standardised single-cycle training or in the bachelor training of the two-cycle training and 2 semesters in other cases failed – lacking a permission especially for this purpose – to declare the continuation of studies or does not continue his/her studies, or
- d) does not start his/her studies after suspension, following the last authorised passive semester of the student status,

provided in all times that the student was previously notified in writing through the NEPTUN system to fulfil his/her obligations until the established deadline, and was informed about the legal consequences of failure.

(3) The University, with a unilateral declaration, also terminates the student status of the student against whom an effective decision was passed, according to which he/she is not fit to participate in religious training. The Faculty Council discusses participation in the academic events of the faculty sermon, exhortation, semester starting quiet day and theologian day as well in the qualification procedure. The order of the competence qualification is in Schedule 4 of this regulation.

(4) Those, whose student status was terminated, must be deleted from the list of students. The head of the faculty establishes the deletion in the clause of the resolution of first instance terminating the status.

### **39. §**

#### **Tuition fee**

- (1) The Registrar's Department inspects payment of the tuition fee in the NEPTUN system at enrolment, and when the continuation of the studies is declared.
- (2) Foreign students – lacking a legal regulation or a mutual practice departing from international agreements that provides otherwise – pay tuition fee and other fees as well.
- (3) The regulation on student fees and benefits (Attachment 2 of OOR III) contains the rules concerning tuition fee and other fees.

### **40. §**

#### **Reclassification**

The regulation on student fees and benefits (Attachment 2 of OOR III) contains the rules of reclassification.

### **41. §**

#### **Student card**

- (1) A student card must be issued and/or validated for the student, based on the request he/she submitted during enrolment, and during his/her active semesters, according to legal regulations.
- (2) The student card is a public document, verifying the student status; the government specifies the types of cards and the detailed rules concerning the student card in a decree<sup>5</sup>.
- (3) A separate regulation provides for the fees to be paid by the students for issuing the student card.
- (4) The Registrar's Department of the Faculty validates the student card based on the entitlement and the request of the student.

#### IV. STUDY AND EXAM REQUIREMENTS

##### 42. §

###### Order of the school year

- (1) The school year consists of two semesters, the names of the semesters are:
  - a) the first (autumn) semester of the school year of 20.../20... ;
  - b) the second (spring) semester of the school year of 20.../20... .
- (2) A semester consists of the term time and the exam period.
- (3) The Senate determines the training periods, their internal schedule, the exact date of starting and finishing teaching, and the exam period, in each year until the end of the term time of the spring semester the latest.
- (4) The Rector can permit 12 days of school holidays at most, in each school year.
- (5) Besides the holiday permitted by the Rector, the Dean can permit 2 days of school holidays at the most, per semester. In warranted cases the Dean can cancel classes for parts or for the whole of the Faculty.
- (6) Besides Section (5) the following church holidays are school holidays and public holidays at the University:
  - a) Good Friday;
  - b) Ascension Day;
  - c) The Day of Reformation (31 October).
- (7) Every semester is made up of at least 15 weeks of term time and six weeks of exam period, including the registration and subject/course registration week to be held at the beginning of the semester.
- (8) The first week of the term time is the **registration week**.

This period is the time for enrolment, declaring the continuation or suspension of studies, coordinating dates, registration for subjects and courses, and applying for compulsory elective and elective subjects. No classes take place during registration week. During registration week the teacher informs the students about the syllabus, requirements, the form of exams, etc. of the given courses at a time specified in the timetable or specified by the teacher. The teachers are obliged to be available for the students for this purpose.
- (9) The first two weeks of the term time is the **week for registration for subjects**.

In this period the student finalises the list of courses to be completed by him/her according to his/her preliminary study schedule.
- (10) The duration of one class is forty-five minutes. A maximum of two classes can be held contiguously.
- (11) In the teaching period of the semester the timetable/schedule of classes in correspondence (part-time) training, in supplementary training or specialist postgraduate programme differs from the timetable of the full-time training.

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<sup>5</sup> Government decree 362/2011 (XII.30.) on identification documents used in education.

In correspondence (part-time) training the end of the term time is on the last consultation day of the semester. However, the start of the exam period in correspondence (part-time) training is the same as the date specified in the schedule of the semester.

In these trainings consultation sessions must be provided. The consultation session can last for days and can be held on a public holiday.

(12) Teachers are obliged to hold lectures, seminars if at least 3 students are present. Otherwise the teacher is available for the students for consultation for the period of the session, but is not obliged to hold the session.

If the teacher is late more than 15 minutes late from class, the student is not responsible for missing the class.

#### **43. §**

##### **Listing courses**

(1) The educational organisation unit responsible for the subject decides on listing the course, making completion of the subject possible.

(2) The head of the organisational unit, being responsible for the subject arranges the listing of the course, enabling the completion of the compulsory subject in the curriculum of the given programme.

(3) The educational organisation unit responsible for the subject can establish a minimum and maximum number of attendants for the courses. This must be published in the course offer, the preliminary information and in the NEPTUN system as well.

(4) For students not progressing according to the model curriculum, the programmes are obliged to list the compulsory and compulsory elective subjects of the traditional training three times – once with contact classes, twice as an exam course without classes.

The maximum number of credits specified for one semester can be disregarded so that the student involved can complete his/her studies in the framework of traditional training still.

#### **44. §**

##### **Preliminary course offer**

(1) The head of the educational organisation unit submits the list of courses being listed for the the next semester and the data of the courses to the head of the Registrar's Department until the end of the seventh week of the given term time.

(2) In case of the Faculty of Law, the Registrar's Department, based on the submission, prepares the preliminary course offer until the end of the 12<sup>th</sup> week of the given term time, for which content the provisions on course preliminary offers are to be applied.

(3) The educational organisation unit publishes the preliminary selection of courses in the NEPTUN system until the last day of the term time.

#### **45. §**

##### **The final course offer**

(1) The final course offer must be recorded in NEPTUN system and made available for the students at least a week before the beginning of the subject registration period.

(2) Based on the number of registered students in courses the head of the educational organisation unit responsible for the subject arranges the listings for further courses in the subject registration period, if necessary.

(3) During the week following the end of the subject registration period, the head of the educational organisation unit responsible for the subject deletes all the listed courses, in which the number of applicants does not reach the minimum number specified in this Regulation. The Dean can permit starting the course at the specific written request of the organisational unit in especially warranted cases.

(4) The head of the educational organisation unit responsible for the course notifies the Registrar's Department and the person responsible for editing the timetable about the cancellation of the course, and notifies the students as well in an announcement (electronically or by placing it on the billboard).

(5) All the courses enabling the completion of the same subject can only be deleted, if the total number of the applicants does not reach the smallest of the minimum numbers specified for the courses.

(6) When creating the course offer, the regular engagements of the teaching members of the Senate, the faculty councils and the regularly invited members, the head of the University and the faculties in connection with these activities must be considered.

#### **46. §**

##### **Registration for courses**

(1) The student is entitled to register for courses, exam courses (registration for courses) listed by any educational organisation unit of the University.

(2) The student is obliged to indicate, when registering for the course, whether he/she'd like to take that course as

- a) a subject prescribed for him/her as compulsory (**type "C"**);
- b) a subject prescribed for him/her as compulsory elective (**type "CE"**); or
- c) a subject prescribed for him/her as elective (**type "C"**).

(3) The student must choose compulsory courses from the offer of the model curriculum. Only those courses can be registered for which were listed for the given semester by the educational organisation unit.

If possible, compulsory subjects must be listed in cross-semesters as well, without contact classes. At the request of the student submitted to the head of the educational organisation unit involved until the end of the registration period the head of the educational organisation unit can allow the listing of primarily the discontinued courses without contact classes in warranted cases (exam course). Courses of the teaching and field seminars cannot be listed as exam courses.

(4) The student can only register for a course if he/she fulfilled the prerequisites of it or if he/she registered for the course that makes the completion of the subject indicated as a weak prerequisite and as to be completed in a simultaneous course. The student can request from the Study Committee simultaneous registration for given courses as weak prerequisite, exempted from the strong prerequisite, in warranted cases, until the last working day of the second academic week of the term time.

(5) During his/her academic study period the student - as a part of his/her training- must register for elective courses in at least 5% of his/her courses.

(6) The student is obliged to register for the courses he/she chose from the final selection of courses in the NEPTUN system until the end of the first week of the term time (registration period) the latest.

#### **47. §**

(1) The completion of a subject, course that was not registered for cannot be recognised.

(2) In case of credit recognition or exemption the Registrar's Department in the NEPTUN system.

(3) Due to a change in the time of the course, or differences as compared to the topics and exam form indicated in the information, the student can make his/her register for a given course invalid, free of

charge, until the last working day of the second academic week of the term time at the Registrar's Department at the same time as it is deleted from the NEPTUN system.

(4) If the student applied for a course that does not take place for any reason, then he/she is entitled to apply for a different course free of charge, in a way that the total credit value of the registered courses cannot exceed the total credit value of the cancelled course. Subsequent registration for a course due to this reason can be done at the Registrar's Department until the last working day of the second week following the registration period.

(5) For registration for courses exceeding the options according to Section 49.§ (2) of the NHEA the student pays separate fees based on the Regulation on Fees and Benefits (Attachment 2 of OOR III).

(6) If the student could not complete the subject in the semester he/she registered for it, then he/she can register for the subject again in a later semester.

(7) The student can register for the same subject three times at the most during his/her studies.

(8) The given course is included in the class count of the teacher if the determined minimum number of students has registered for it until the end of the first week of the term time or if the Dean permitted starting the course.

(9) If the student registers for a subject and does not have it deleted in accordance with the above mentioned rules and submits his/her course record book at the end of the exam period so that grades were not recorded either in it or in NEPTUN system, or on the exam sheet, then the Registrar's Department closes the course with a notice "not completed" on the first working day of the third academic week of the term time.

The same rule applies to the case if the student does not submit his/her course record book until the deadline mentioned in this section, and there is no recorded grade either in the NEPTUN system or on the exam sheet.

#### **48. §**

(1) If more students applied for a given course – through the NEPTUN system – than the maximum determined participant number, then the application can be accepted considering the following ranking:

- a) students for whom the subject is compulsory and who wish to register for the subject according to the model curriculum;
- b) students who already tried to register for the subject that is compulsory or compulsory elective for them unsuccessfully at least once;
- c) students for whom the subject is compulsory elective and who wish to register for the subject according to the model curriculum;
- d) students for whom the subject is compulsory or compulsory elective but who progress according to an individual schedule;
- e) students who can take the course without paying any separate fee;
- f) all other students.

After the ranking the applications will be judged based on the time of applying.

(2) The head of the course can permit the admission of students beyond the maximum number – not exceeding 10% of the maximum number if the technical conditions of completion can be provided.

(3) The head of the course is obliged to prepare the list of applicants specified according to Section (1) within 48 hours after the subject registration period and record it in the NEPTUN system.

#### **49. §**

##### **The final study schedule**

(1) The student can modify the list subjects they have registered for in the NEPTUN system, until the end of the registration period.



- (2) After the end of the registration period the study schedule of the student becomes final.
- (3) After the registration period registration for courses is possible in warranted cases (after a request submitted until the last working day of the second academic week of the term time at the latest), based on the resolution of the SC until the end of the third academic week of the term time, after paying a special procedure fee.
- (4) If the student assumes that failing to register for subjects in part or in full is due to a fault not attributable to him/her (for example due to the faulty operation of NEPTUN), then the SC is entitled to give an exemption from paying the special procedure fee. The provisions of Section (3) apply to the submission deadline of the request.

## **50. §**

### **Individual study schedule**

- (1) If the student differs from the model curriculum during his/her academic studies, then he/she continues his/her studies according to an individual study schedule.
- (2) The provisions of the Regulation still apply in the course studying according to the individual study schedule.
- (3) The student can obtain the credits determined necessary to obtain the diploma during a longer or shorter training period than what is specified in the model curriculum.

## **51. §**

### **Information about the requirements**

- (1) At enrolment the Registrar's Department provides the students with the information brochure that contains data necessary to continue and plan academic studies. The information brochure must be available for students in a traditional and electronical way, and must be updated every year. The general and programme-related information concerning the University appears separately in the information brochure. Apart from that, the training and university-leaving requirements and the regulations affecting students must be available for all students on the website of the University.
- (2) Requirements in the curriculum need not be fulfilled if the student already obtained that knowledge before, and can credibly verify it. It must be proved, that the student obtained the knowledge for the recognition of requirements fulfilled, based on work experience in the form of oral, written or practical exam.

## **52. §**

### **Requirements of the subjects/courses**

- (1) The teachers of the faculties establish the requirements and exam forms of the knowledge material, in accordance with the recommended curriculum of the programme. The teacher is obliged to inform the students about it and about the form of exam in the given semester, school year (written, oral) when the subject/course is listed.
- (2) The system of requirements of the subject/course determines the tasks and responsibilities of the students and their deadline, so that the subject/course can be completed.
- (3) The system of requirements of the subject/course contains
  - a) the requirements of participation in the sessions, and the opportunity to make up for missed classes,
  - b) the way of certifying the cause in case of missing sessions and the exam,
  - c) the number of mid-year exams (presentations, midterm test), their topic, date, options how make up for the missed exams and how to improve their result,
  - d) the requirements of the signature at the end of the semester, if the course requires the teacher signing the course record book at the end of the semester, those requirements,

- e) the way the grade is determined,
  - f) the type of exam,
  - g) The list of supplements, notes, literature that can help to learn the materials.
  - h) the credit value of the subjects
  - i) the prerequisites of a given course.
- (4) The requirements are established and published in NEPTUN by the teacher who is responsible for the subject. Requirements uploaded in NEPTUN are recorded by the educational organisation unit in printed form as well, and can be available for the student on his/her request.

### **53. §**

#### **Participation in sessions**

- (1) The teacher of the subject/course and the head of the competent educational organisation unit are responsible for holding the sessions.
- (2) The teacher responsible for the subject determines the way of supervising the participation of the students, the consequences of the missed classes and the conditions of signing the course record book. The students must be informed about the above mentioned requirements at the first lecture, practice and seminar.
- (3) The number of missed compulsory classes cannot exceed three times the weekly number of classes per subject, in a semester.
- (4) Participation in seminars and the fulfilment of practical requirements is compulsory.
- (5) The student cannot get the credit points for a subject if the number of the missed seminars belonging to the subject exceeds three times the weekly number of classes per subject in a semester.
- (6) If the number of missed classes exceeds the amount specified in Sections (3) and (5) in warranted cases the teacher can permit the completion of the course, earning the credit for one third of the total number of classes at the most, with the conditions he/she sets.
- (7) In case of missing sessions the student cannot be exempted from the other conditions of recognition of the teaching period (midterm test, report, completing a written task, etc.).
- (8) The teacher responsible for the subject determines consequences of missing classes, and the conditions of making up for the missed classes even if the number of missed classes is still within the permitted limits.
- (9) Taking video or audio records during sessions can only be done with the previous consent of the teacher.

### **54. §**

#### **Exemption from the obligation to attend classes**

- (1) The SC – at the request of the student – can permit the student to miss classes indicated by the student in exceptional cases.
- (2) Exemption can be full or partial. In case of partial exemption the total period of missed classes in a semester cannot exceed 50% of the number of classes in a semester, except for students studying abroad with ERASMUS or other scholarships.
- (3) The exemption cannot exempt the student from performing the requirements of the subject, and acknowledgement of the performance of the course is done in the prescribed form of evaluation.

### **55. §**

#### **Credit transfer**

- (1) Academic performance recognised by credits – if the prerequisites are met – must be recognised in the course of studies conducted in any institution of higher education, regardless of the institution of higher education and the training level on which the student obtained the credits.
- (2) Recognition is only executed by comparing the knowledge material that serves as basis for determining the credits, based on the subject programme. The credit must be recognised if the compared material is identical to the extent of 75%.
- (3) Based on Section (1), according to the provisions of the NHEA the CTC determines that, on what conditions and in the worth of how many credits it recognises the previously issued certificates and degrees in the multi-cycle training. The comparison of the knowledge material must always be done, regardless of the student's participation in a credit-based or a non-credit based training during his/her academic studies completed, to receive the earlier diploma.
- (4) The replacement subject completed in another institution (faculty) can be acknowledged for the student with the number of credits which was allocated to the replaced subject in the curriculum of the programme; however, the received grade cannot be altered when recognising subjects.
- (5) From the subjects requested by the student only those can be recognised, which prerequisites regarding the receiving programme had already been met.
- (6) In case of more replacement subjects the grade must be determined based on the weighted mathematical average of the grades of the subjects.
- (7) The core subjects of qualifications received in the course of earlier studies cannot be recognised as non-professional subjects.
- (8) The provisions specified in this § must be applied with the constraint, that the student is obliged to complete at least one third of the credit value of the training at the University to receive the pre-degree certificate, in case of studies done at the University and other earlier studies, and in case of recognising previously obtained knowledge as credit value as well.

## **56. §**

### **Preferential study schedule**

- (1) The Dean – at the request of the student – can permit a preferential study schedule for the student, considering the opinion of the SC.
- (2) Preferential study schedule can be permitted for students who
  - a) achieved exceptional study results (getting an average of 24 credits at least per active semester with a study average of at least 4,25) in the two semesters before the request is submitted, and shows exceptional talent in at least one subject, or
  - b) do exceptional scientific student group activities besides a continuously good study result (getting an average of 20 credits at least per active semester with a study average of at least 4,00) in the two semesters before the request is submitted;
  - c) do university-level, regional, national or international public activities besides a continuously adequate study result;
  - d) during the championship preparation phase for the Olympics, special Olympics, world championship or European championship based on the suggestion of the Hungarian Olympic Committee, the Hungarian Special Olympic Committee and the national sports departments involved in the preparation;
  - e) study with a professional scholarship in a foreign institution of higher education (e.g. Erasmus) or
  - f) whose health condition, special circumstances warrant the preferential study schedule.
- (3) The following benefits can be received in the course of the preferential study schedule:
  - Exemption from participation in compulsory sessions, seminars based on 54.§,
  - Permission to take an exam before exam period, as per the provisions of 72.§;
  - Fulfilling of requirements different – in form – from the provisions in the curriculum, training plan,

- Registering for subjects of the next academic period before that academic period, concluding the academic period sooner or receiving similar benefits.

(4) The request for preferential study schedule can be submitted in a form introduced for this purpose until the last working day of the second academic week of the term time.

The student must indicate the planned schedule of his/her studies, the requested benefits in the request about preferential study schedule and must ask the opinion of the head of the educational organisation unit about them.

No preferential study schedule can be awarded in case of teaching (A, B, and C type) and field practices.

(5) The permission to continue preferential study schedule is effective for one school year at most at one time. The request can be repeated every year.

(6) In warranted cases the permission to have a preferential study schedule can be revoked.

- if the reason supporting the request ceases to exist,

- if the student takes an unsuccessful exam or it is proven in any other way that he/she cannot complete the preferential study schedule,

- at the request of the student.

(7) Students studying based on a preferential study schedule must also fulfil the criterion requirements necessary to progress and must keep the order of preliminary studies.

## **57. §**

### **Permission to take an exam**

If the student fulfilled the requirements of taking an exam specified in the curriculum and in this Regulation, and all the payment obligations he/she has settled towards the university and the faculty, then the Registrar's Department hands him/her out the course record book and he/she can start taking exams.

## **58. §**

### **Completing the course/subject**

(1) A subject can be considered completed if the student received a signature for the related course, and a grade in a three- or five-scale grading system.

(2) Completion of the course resulting in earning credits must be evaluated

a) through a mid-year (seminar) grade during term time,

b) and through an exam grade in exam period.

(3) The mid-year (seminar) grade and the exam grade are five- or three-level ones.

(4) Completion of the course can be successful or unsuccessful.

(5) The completion must be considered unsuccessful if

a) the completion was unsuccessful, that is, the student was classified "unsatisfactory" (1) or "did not pass" (1);

b) the student did not attempt to take the exam,

c) the mid-year (seminar) grade was denied to him/her ("did not complete" the course).

(6) The educational organisation unit can refuse to give the grade, classification and the permission to take the exam if the prerequisites of the course are not met.

## **59. §**

- (1) The teacher verifies the successful or unsuccessful completion of the course on the exam sheet and in the course record book by indicating the grade or classification with numbers and letters, his/her signature, the date, and records the same in NEPTUN.
- (2) The entry must be recorded on the exam sheet and in the course record book with the same content.
- (3) In case of noticing discrepancies the Registrar's Department ex officio initiates the investigation of the case at the SC.
- (4) If the teacher is occupied, the head of the educational organisation unit is entitled to record the grade or classification based on the available exam sheet.

## 60. §

### Forms of exam, evaluation

- (1) The form of reviewing knowledge gained during the subjects is specified in the model curriculum, while the requirements regarding the content of the subject are defined by the responsible professor.
- (2) Reviewing knowledge, the exam can happen:
  - a) during term time
    - with a written, oral, practice report,
    - with a written test (midterm exam),
    - evaluation of a task prepared at home, which results can affect the evaluation at the end of the semester (. e.g. exam alleviation, exam aggravation), but cannot replace the exam itself,
    - completing training-like sessions.

All of the above can be the basis of signature or of the midyear grade.

b) through an exam taken in the exam period.

- *The colloquium*: oral or written exam taken from the material of one or more semesters. The evaluation of subjects taught as compulsory not listed among the subjects of the final exams and the preliminary exam is done with a colloquium. The recommended curriculum specifies the subjects ending with a colloquium.
  - *The preliminary exam* is an oral exam reviewing the knowledge material of a core subject taught for at least two semesters but not ending in a final exam. The recommended curriculum specifies the subjects ending with a preliminary exam.
  - The *basic-level language exam* is an exam not tied to a class (contact class) prescribed as a prerequisite of further studies, the content requirements of which are specified by the curriculum.
  - *The final language examination* usually a criterion requirement –type of exam, that reviews the basic language skills and knowledge of the language in question. This exam is taken in non-language programmes – or from a language that is not the language of the programme in language programmes;
- \* The *comprehensive examination* is a synthesis examination ending a training period of at least two semesters that can have a written part besides the compulsory oral part. The comprehensive examination with a written and an oral part counts as one examination.
- c) with an internship (school, studio, etc.) The internship must be expressed in total number of classes and in credits, not in weekly number of classes.
  - d) with a final exam concluding the training.

## 61.§

### Requirements to be fulfilled during term time

- (1) **Signature** verifies the completion of students' study requirements in a given training period according to subjects and session types, for which no credits are awarded.
  - (2) The **mid-year grade** is a grade to express the mid-year (semester) performance of the student. The evaluation can be
    - a) three-scale (report, evaluated signature) – “did not pass (1)”, “passed (3)”, and “passed with good results (5)”, or
    - b) five-scale (seminar grade) – very good (5), good (4), average (3), satisfactory (2), non-satisfactory (1).
- To evaluate outstanding performance the excellent (5) classification can be used instead of very good (5).
- (3) The mid-year grade must be determined and recorded in the course record book at the end of the term time. The teacher is obliged to record the evaluation in the NEPTUN-system until the first day of the exam period at the latest. If the student does not have the received grade recorded until the last day of the term time then making up for it is only possible after paying the special procedure fee named “Late recording of mid-year grade/exam grade in the course record book”.  
The teacher is obliged to determine the evaluation of workshops in Psychology programme until the last day of the exam period at the latest and to record it in the course record book and in the NEPTUN-system.
  - (4) Based on the rules established by the teacher responsible for the subject a teacher employed by the University or an assigned lecturer is entitled to record the mid-year grade and to sign the course record book.
  - (5) The head of the educational organisation unit sends the list of those authorised to sign and their signature registration cards to the Registrar's Department each semester, until the end of the term time.
  - (6) Signing the course record book can be denied if the student did not fulfil the conditions he/she was informed about at the beginning of the semester. (Such conditions can be for example a report, midterm exam, home essay, participation in sessions, etc.)
  - (7) If signing the course record book was denied it must be recorded in the appropriate column of the course record book, marked as “not completed”.
  - (8) If the student did not fulfil the requirements of the subject for the given teaching period or the classification of his/her mid-year grade, that can be received in the course of seminar sessions, is unsatisfactory (did not pass) then the teacher responsible for the subject or, based on his permission, the teacher holding the sessions can establish the conditions for making up for deficiencies or correcting them as a one-time possibility in the term time, indicating the way and the time for that. If the condition of the signature is, or of the mid-year grade is established based on midterm exam(s) then at least one occasion must be provided for repeating an unsuccessful or unwritten midterm exams during term time.
  - (9) The mid-year grade “unsatisfactory (1)” or “did not pass (1)” and the refusal to sign indicated as “not completed” must be recorded in the course record book on the last day of the term time at the latest.
  - (10) Improvement of a successful mid-year grade is possible for one subject per semester, one time at the most, at the request of the student, against a fee paid beforehand. Afterwards the rules of the make-up exam are to be applied to this case.
  - (11) Fulfilment of the mid-semester requirements ending with an exam can also be verified with a signature (in the course record book). It can be a condition of the permission to take the exam to get the signature.
  - (12) In case of subject units, that consist of a lecture and a compulsory or compulsory elective seminar as two separate subjects the exam related to the lecture cannot be taken until the seminar grade is not at least “passed (2)”.

### **Criteria for evaluating exams**

(1) Exams and internships must be evaluated with five-scale evaluation, through the following grades: very good (5), good (4), average (3), satisfactory (2), unsatisfactory (1).

(2) To evaluate outstanding performance the excellent (5) classification can be used instead of very good (5), if the student performs above the expected level. When calculating average of grades, this grade has a value of very good (5).

(3) Criteria of the five-scale evaluation:

- Very good (5) grade can be given if the student proves that he/she understands the whole material, can explain it coherently without questions, accurately, clearly and flawlessly answers the reviewing questions as well. In case of written tests the performance reaches the 90% limit or is above that. The average of tests is at least 4,7.

- Good (4) grade can be given if the student knows the whole material thoroughly, does not make significant mistakes in his/her answer, but his/her attention does not extend to smaller details or has problems with continuous answers. In case of written tests the performance is at least 75%, in case of tests the average of midterm tests is at least 3,7.

- Average (3) grade can be given to the student who has a general overview when it comes to the entirety of the material, but is inaccurate or unsure in some regards, fails several times in details, so generally it turns out that he/she can see the subject in context, but his/her preparation is not thorough enough. The performance of his/her written test is at least 60%, the average of tests is at least 2,7.

- Satisfactory (2) grade can be given to the student, whose preparation was enough to perform the requirements necessary to receive the credit on a minimum level. He/she can see the material in its entirety, but fails several times when it comes to significant questions, does not know where to put emphasis in the material. His/her written performance reaches at least 50%, and the average of his/her tests is not worse than 2,0.

- Unsatisfactory (1) grade can usually be given, not meeting the requirements in Item 2, to those who do not have the theoretical and practical knowledge absolutely necessary to progress with and to practice his/her profession. Unsatisfactory grade can be given in oral and written exams alike, even in case of a single really severe professional mistake or failure, if neglect towards the subject or the university requirement can be established from it.

A satisfactory grade also cannot be given if

- from two exam topics drawn at the same time the student does not know one, gives the topic back and the partial grade of his/her other topic is not classified as at least good (4),

- if it turns out that the material has a contiguous part that the student does not know at all.

(4) An unsatisfactory grade can only be corrected according to the rules of the retake exam.

(5) The evaluation received by the student must be recorded in the course record book. The evaluation of the student must be recorded on the exam sheet and in NEPTUN as well.

(6) If the student did not fulfil the determined content and form of requirements of the taken course during term time or ends the exam and both retake exams with “unsatisfactory (1)” results, then the course is recorded as “not completed”.

### **63. §**

#### **Term paper**

(1) In lawyer programmes the students are obliged to write a term paper in the course of their studies in order to get familiar with research methods, to improve their writing skills and review them in the 7<sup>th</sup> semester specified by the curriculum. A paper discussed in a scientific student group can also be accepted as term paper. Term paper can be prepared from any compulsory subject that was taught for 2 semesters.

(2) The institutions, department/institutions publish their term paper topics in the 6<sup>th</sup> semester of training, in the beginning of the term time, along with the name of the consultant teacher. Students can choose the topic of the term paper personally or from the topics listed by the department/institution. The choice of topic must be verified on the form received at the Registrar's Department, signed by the teacher responsible for the subject, until the end of the term time of the 6<sup>th</sup> semester.

(3) The term paper must be prepared in a tied form. Its length is at least 3/4 sheet (30 000 characters, approximately 17 pages), - it can be exceeded by 30% - that must contain the list of sources as well. On the first page of the term paper the name of the faculty, the title of the term paper, the name of its author (indicating year, group) must be indicated along with the name of the consultant and the department/institution for which it was prepared. The term paper can be submitted in a foreign language as well with the permission of the head of the department/institution.

(4) The prepared term paper must be submitted at the Registrar's Department one month before the beginning of the exam period, until the date set by the Faculty.

(5) The consultants review the term papers until the beginning of the exam period – according to a five-scale evaluation system – its result recorded in the course record book of the student and included in the academic average of the given semester. In case of an unsatisfactory grade the deadline for submitting repeating paper is the last day of the second week of the given exam period. The teacher reviews the repeating paper until the end of the exam period. The teacher is obliged to record the review of the term paper in NEPTUN on the last day of the exam period at the latest.

#### **64. §**

##### **Exam dates**

(1) The exams must be organised so that every student involved can apply and take them.

(2) Exams can be taken on the exam days previously specified by the educational organisation unit in question, and at the places designated for the exam.

(3) Exams must be conducted between 8 AM and 18 PM.

(4) The educational organisation unit is obliged to reveal the days and locations for the exams, the name of those conducting the examinations, the time and form of registration, the day when the exam results are published and the possibilities to repeat the exam at least 3 weeks before the end of the term time.

(5) The number of exam days must be established – proportionate to the number of examinees and examiners – so that the number of places reaches one and a half times the number of possible applicants, and three exam days at least per subject.

(6) The department/institution informs the Registrar's Department about the established exam days in writing, and at the same time records them in NEPTUN so it can be published for students.

#### **65. §**

##### **Registration for exams**

(1) The prerequisite of taking exams is the registration for the exam.

(2) The final deadline for registration for the exam is the 24<sup>th</sup> hour backwards from the beginning of the exam.

(3) Registration for the exam, the retake exam and the improvement exams is done through NEPTUN system.

(4) Retake exams can be taken

a) two days after an unsuccessful colloquium;

b) six days after an unsuccessful preliminary exam;

c) six days after an unsuccessful comprehensive examination at the earliest;

d) and in the last week of the exam period after an unsuccessful basic-level language exam and language final exam.



As per the request of the student and with the permission of the head of the educational organisation unit the above deadlines can be altered.

(5) The educational organisation unit

a) at the end of every exam day in case of oral exams,  
b) within 24 hours after the end of the period designated for correction in case of written exams sends the exam sheets with the exam results to the Registrar's Department and records the exam results in NEPTUN.

(6) If the student is not present at the exam due to any reason at the set exam date – and does not practice the right to postpone the exam or to verify his/her absence -, his knowledge cannot be reviewed, however, the faculty can oblige him/her to pay the occurred costs.

(7) If the student verifies that missing the exam was warranted, he/she is not responsible so no sanctions can be imposed on him/her.

Only that absence can be considered warranted that was due to external circumstances through no fault of the student. The verification must be sent to the competent educational organisation unit personally or by mail within 3 working days after the external circumstance ceases to exist. The student has to credibly verify the date when the external circumstance ceased to exist.

If the verification was submitted after the exam period the SC can permit taking an exam outside the exam period based on the request of the student until the end of the third week of the term time from the subject the completion of which the student was prevented from. In case of verifications submitted after this the SC deletes the subjects the completion of which the student was prevented from and makes the semester passive at the request of the student.

(8) If the conditions of Section (6) are fulfilled, the number of exam opportunities automatically decreases by one from the given subject.

## **66.§**

### **Postponing the exam**

(1) The student records postponing the exam in the NEPTUN-system at least 24 hours before the day of the exam.

(2) In case of postponing the exam the student can choose from the remaining available exam dates. Due to the postponement the educational organisation unit is not obliged to increase the number of exam dates and the number of students permitted to take the exam.

## **67.§**

### **General rules of organising exams:**

(1) The following are the conditions for starting the exam: the exam sheet is present, the teacher conducting the examination and the student are present, and the technical conditions of the examination room are fulfilled.

Exams can only be conducted in the buildings of the institution that serve educational purposes, or at a place designated for education (e.g.: observed lesson). It is only possible to depart from this provision with the written permission of the Dean.

(2) The exam sheet contains the list of those who registered for the exam, based on their registration; it documents the received grades and the fact of any participant being absent.

(3) The listed exams must be held at the indicated time and place. The competent educational organisation unit and its head are responsible for it.

(4) If the teacher specialised in the exam topic cannot conduct the exam, then he/she is obliged to offer the opportunity of written exam to the students who applied for the day in question, or to provide extra dates for them besides the designated exam dates.

(5) An exam date cannot be moved to an earlier date.

(6) The teacher conducting the examination and the head of the exam committee are responsible for the quiet and uninterrupted exam atmosphere.

- (7) The teacher conducting the exam can set the time of the exam within the day of the exam for groups or for persons. Lacking a designated time 9 AM must be considered the start of the exam for all students who registered for the exam for that day.
- (8) The students taking the exam must arrive at the location of the exam by the start of the exam in case of each oral exam, if the teacher conducting the exam does not instruct it otherwise.
- (9) The student cannot start the exam without his/her course record book.
- (10) The identity of the student must be verified through the appropriate public documents before starting the exam.
- (11) The exam can be considered started if the student handed his/her course record book to the teacher conducting the examination and received or drew a topic, or if the teacher conducting the examination started to hand out or dictate exam questions.
- (12) If the teacher conducting the examination catches the student using an unauthorised tools or notices cooperation from other persons, the exam of the student must be suspended. In such a case the result of the student is unsatisfactory (1).  
Using unauthorised aids cannot be assumed subsequently.
- (13) In case any suspicion arises about committing misconduct the teacher conducting the examination or the head of the exam committee can suspend the exam and at the same time suggest initiating a disciplinary procedure. If this disciplinary procedure ends in exoneration, the relevant provisions of the Disciplinary Regulation must be applied.
- (14) In case of breaching regulations concerning the order of the examination the student taking the exam can submit complaints at the head of the competent educational organisation unit within 3 working days following the exam.
- (15) If the teacher breaches the regulations, it qualifies as a severe violation of obligations originating from employment.

## **68. §**

### **The order of oral examinations**

- (1) Oral exams – including the defence of the thesis and the final exam as well - are public for the students and teachers of the University. Publicity can be limited or excluded in warranted cases.
- (2) The teacher conducting the examination can set a condition for starting the oral exam by rightly answering so-called “entry” questions either in written or in oral form. Before starting the answer time must be provided for the student to think over the answer.
- (3) The oral part of the comprehensive examination must be taken during one day, in the presence of a committee with at least two members if possible. One of the members of the exam committee is the head of the committee. The head of the committee is responsible for the order of the examination. All members of the committee must be present at the comprehensive examination at the same time, no matter what subject the student gives the report from. A protocol must be recorded during the examination, containing the title of the topics and the results of the comprehensive examination, and the signature of the committee members.
- (4) The grade – with date and signature – is recorded in the course record book by the teacher conducting the examination during the oral exam. Adding it later is only possible after paying the “Late recording of mid-year grade/exam grade in the course record book” special procedure fee. The evaluation must be recorded on the exam sheet as well. The teacher conducting the examination is obliged to record the evaluation in NEPTUN on the day of the oral exam and submit the exam sheet to the Registrar’s Department.

## **69. §**

### **Order of written exams**

- (1) The teacher is free to decide about the forms of written exams (e.g.: essay questions, quiz, etc.).
- (2) The exam can have both a written and an oral part. The written part of the exam precedes the oral part. In this case the oral part can be taken if the result of the written part is better than unsatisfactory.
- (3) The teacher provides a person supervising the room, the list of students, sufficient number of worksheets, list of tasks, and sheets of paper on which to write the test. The worksheets, task lists, papers on which the tests are written are stamped with the seal of the competent department/institution. The worksheets and lists of tasks contain the number of points that can be given for each task as well.
- (4) The person supervising the room is responsible for providing suitable conditions for taking the exam, and for the order of the exam.
- (5) In case of explaining the exam tasks orally all the questions and tasks must be told about to the students at the same time, together with the score that can be given for the tasks.
- (6) The questions and tasks of the written exam must be prepared from the previously indicated material, and must be worded clearly, accurately and obviously.
- (7) The paper must be written with a dark ink ball pen or fountain pen. A paper written with pencil is unsatisfactory (1).
- (8) On all pages of the papers the name and year of the student, the name of the exam subject and the date must be indicated.
- (9) Sufficient amount of time must be provided for writing the exam paper. The duration of the exam can be half an hour at the least and 3 hours at the most.
- (10) Before starting the exam the person supervising the room registers the presence of the students or the list of students after being shown the course record book and sits them in the order of his/her choosing. After this the person supervising the room shortly informs the students about how the exam goes, the rules of the exam, and the range of permitted tools (e.g.: vocabulary, texts of legal regulations, commentaries, calculators, etc.), then requests the students to put away the tools that are not permitted.
- (11) The exam starts after handing out the worksheets, lists of tasks, and getting informed about the questions, tasks in case of oral questions. The time available for the exam starts from this time. The student himself/herself chooses the order in which to solve the tasks. If the late student can start the exam depending on the choice of the teacher, the duration of the exam applies to him/her as well.
- (12) The room can be left during exam with the permission of the person supervising the room. This time the paper must be handed over to the person supervising the room until the student returns. Correction of what is already in the paper can be done by crossing it out with light ink and writing the new solution.
- (13) After the student finished writing the student hands the paper over to the person supervising the room. If the student taking the exam submits the paper before the end of the available time, he/she must leave the room after submitting the paper. Students must submit started papers.
- (14) Correction of the papers is done by the teacher of the subject. The result of the written test must be published on the eighth day after the exam at the latest in the usual way utilised at the educational organisation unit (on a billboard, at the department/institution administrator, etc.) indicating the student's code and the evaluation; the results must also be published in the NEPTUN system. The educational organisation unit publishes the solutions, the evaluation criteria, and the score limits after the paper is finished on the same day, in the usual way utilised at the educational organisation unit. In case of written exams the teacher must announce the place and date of recording the grades at the course record book at the time of the exam. The grade of the written exam must be recorded by the teacher in the course record book on the last day of the exam period at the latest. Adding it later is only possible after paying the "Late recording of mid-year grade/exam grade in the course record book" special procedure fee.
- (15) If the paper is illegible, the student does not receive a grade, however, the number of his/her exam opportunities is decreased by one.
- (16) Exam papers must be kept for one year from the end of the exam period.
- (17) The competent department/institution provides at least one day during the exam period when the students can view the exam papers. Viewing the exam papers is done under the supervision of the

teachers. The day for viewing must be designated so it predates the day of the repeated exam from the same subject.

During viewing the teacher is obliged to provide explanations for the way the paper was corrected, if it is different from the provided evaluation criteria, or is not clear based on them.

## **70. §**

### **Repeating an unsuccessful exam**

(1) The student can attempt retaking the exam twice per subject in the given exam period (retake exam, repeated retake exam).

(2) If the retake exam was also not successful and the same person conducted the examination at the exam and at the retake exam, at the request of the student it must be ensured that the student can take the repeated retake exam in the presence of another teacher or exam committee.

The student is entitled to this right even if taking the exam is done in a new training period.

(3) The repeated retake exam can be taken after paying the fee, at the exam dates set for the exam period.

(4) In the last week of the exam period the educational organisation unit is obliged to provide exam dates for those students, who are obliged to take retake exams after their unsuccessful attempts, until the penultimate week of the exam period.

(5) If the student attempts to take an exam for the first time in the last week of the exam period and that is unsuccessful, then the educational organisation unit is not obliged to set another exam date.

(6) The unsatisfactory basic-level language exam can only be repeated once in a given exam period; which can take in the last week of the exam period. If the basic-level language exam has more sub-parts, only the failed sub-parts can be repeated.

If the retake exam of the basic-level language exam was unsuccessful, in the next semester the student can only register for subjects, of which completion the basic-level language exam is not a prerequisite. In case of the repeated registration for the basic-level language exam course, successfully gained previous sub-grades received cannot be considered.

(7) An unsatisfactory comprehensive examination can be repeated once in the same exam period, according to the combined exam type of the comprehensive examination.

(8) If the comprehensive examination has several sub-parts (complex comprehensive examination) the result of the comprehensive examination is made up from the grades of the individual sub-parts. If any partial grade is unsatisfactory, all of the complex comprehensive examination is unsatisfactory as well. In case of an unsuccessful complex comprehensive examination the whole complex comprehensive examination must be repeated.

(9) If the exam has a written and an oral part and after the successful written part only grade of the oral part is unsatisfactory, then only the latter must be repeated.

## **71. §**

### **Improving a successful exam**

(1) Students can repeat successful exams in the same exam period to improve the exam results. To modify the grade received during the first exam, the improvement exam can only be taken once in a semester, from one subject, one occasion.

(2) The result received at improvement exam is included into study result of the student. The student can take a repeated exam once, if his/her result received at the improvement exam is unsatisfactory (1).

(3) In case of absence from the improvement exam, the legal consequences of absence from the ordinary exam must be applied.

(4) If the student registers for an improvement exam before the grade of the exam is recorded in NEPTUN and after this the grade of the exam was recorded in NEPTUN as being at least satisfactory (or passed, in the case of a three-scale classification), and there is at least a 48 hours period between

the time of recording the exam result and the date of the retake exam, then the rules of registration for an improvement exam must be applied. In this case, if the student does not cancel his/her registration for the successful improvement exam – and is absent from the exam, or receives a worse grade – the grade received at the improvement of the successful exam, or the “was not present” entry overwrites the result of the successful first exam.

## **72. §**

### **Exams outside the exam period**

- (1) Exams can be taken during term time, in warranted cases, two weeks before the end of the term time at the earliest – with the approval of the teacher responsible for the subject – with the permission of the Vice-Dean responsible for academic matters. Group exams cannot be permitted.
- (2) The teacher conducting the exam sets its day.
- (3) Exams can be taken after exam period in an adequately warranted case (e.g.: foreign scholarship) with the special permission of the SC. The request for this must be submitted to the Registrar's Department until the last day of the term time the latest.

## **73. §**

### **The average study result**

- (1) After taking the last of his/her exams, the student is obliged to submit his/her course record book at the Registrar's Department.
- (2) The Registrar's Department makes examines the course record book (comparing the course record book and the exam sheets, the fulfilment of prerequisites, etc.).
- (3) After closing the semesters, the comparison of the performance of the students must be executed based on the credit index.
- (4) The corrected credit index must be used as basis to determining the sum of scholarship.
- (5) The (aggregate) weighted study average calculated for a period of the studies longer than a semester or for the entirety of the studies, serves to follow the performance of the student in the credit-based system.
- (6) After the end of the training period the Registrar's Department compares the course record book of the student to the records NEPTUN and the results recorded on the exam sheet, and closes it. In case of noticing discrepancies the Registrar's Department initiates the procedure of the Study Committee. The credit index, the number of taken and received credit points in the semester, the weighted study average and the end of the semester qualification are recorded in the course record book and in NEPTUN. The data are verified by the head of the Registrar's Department.
- (7) After closing the Registrar's Department records the corrected credit index and the credit points taken and received in the semester in the course record book and in the NEPTUN system.
- (8) The final grade received for the subjects must be considered when calculating the average. The calculated average must be rounded to two decimal digits.
- (9) When calculating the credit index, all subjects must be considered which credit points the student has earned.
- (10) Credits earned by credit transfer based on earlier studies are not considered in the number of credits in the semester, only in the total number of credits. The received grade must not be included when determining the semester average.

## **74. §**

### **Internship**

- (1) At the University, completion of a successful internship is part of fulfilling the requirements of the following trainings.

(2) Law studies:

The student is obliged to participate in an internship in the course of training in the field of administration of justice, public administration and in other legal applications. The duration of the internship is 6 weeks (240 hours) from which 3 weeks must be done in the field of state administration (administration of justice, public administration) and 3 weeks in other fields of law enforcement.

- The internship can be completed at a workplace chosen by the student with the approval of the faculty.

- For those students who are employed in any field of law enforcement or work in any other legal relationship aimed at work performance, and can prove that he/she has an occupation of legal nature, then this legal activity verified by a certified lawyer can be considered as part of the duration of the compulsory internship. Requests are evaluated by the Credit Transfer Committee.

- The student can start his/her internship in the first academic semester of the third year at the earliest, and the request to consider the legal activity can also be submitted then at the earliest.

- If the student missed the internship or was classified as “not passed” (1), the faculty sets a new date for repeating and completing the internship.

- No credit point can be given for an internship.

(3) Primary school teacher: According to the provisions of Government decree 158/1994. (XI.17.) on training requirements in the primary school teacher, conductor-teacher and kindergarten teacher bachelor training

(4) General social worker: According to the provisions of Government decree 6/1996. (I.18.) on the training requirements of the first-cycle kindergarten and primary school teacher training of higher education in social field.

(5) Reformed theology with pastor specialisation

- Congregation practice: (in a non-credit based system: in the III. and VII. semester; in the credit-based system: in the III. semester), the students are obliged to complete it in congregations specified by the Dunamelléki Egyházkerület (Danubian Church District). The goal is for them to gain some insight in all aspects of pastoral work as much as possible. They should take part in Bible classes, theology classes, youth education classes, family visits, weddings, funerals, meeting of presbyters; they should see how administration works. The pastor of the congregation gives a certification about the completion of the internship, and the student writes a congregational report. Completion of the internship is entered in the course record book.

- Two weeks of diaconate internship: The internship must be completed outside term time, once, continuously, coordinated with the Department of Practical Theology. The purpose of the diaconate internship is getting to know the branches of service in the Reformed Church in Hungary and to improve the diaconate spirit. Primarily, providing the needs of ill, disabled, mentally disabled or old fellow human beings in need qualifies as diaconate work. The head of the competent institution gives an official certification about the completion of the internship (possibly an evaluation of the student as well), and it must be recorded in the course record book. Completion of the internship is a condition of registration for semester IX.

- Legation: The student must have at least 12 legation seminars by the end of the semester X.

*(Otherwise see the provisions of the Regulation on choosing legations)*

- Church service: Considering holding one church service per year from the semester III until the end of semester X, the student has to hold a total of 4 church services, to which he/she can request church service(s) held in semesters I.-II. be added (in case he/she completed any).

(6) Religious education programme

- School teaching practice is made-up 45 classes, including 15 hours of practice teaching (church studies and religious education for children over 10 years of age), that ends with a qualification.

- Comprehensive external (non-practice school) practice, 60 classes. It can be completed in the summer holiday following the semester VIII, as a co-worker in a youth camp.

In case of students beginning their studies from 1 September 2006:

(7) First-cycle social work training programme:

The following are parts of the internship: small group class practices, field practices and small group seminars connected to the field practices, for which the training institution is responsible. The intensive internship means an internship in the field, at least 8 hours a week, continuously for at least one semester, the credit value of which is 30 credits

(8) First-cycle kindergarten teacher training programme:

The internship helps to create skills and abilities necessary for the successful kindergarten teacher activity; it provides organisational and activity forms that make the student suitable for realising a successive kindergarten exercise system with an independency rate expanding gradually, being complex in connection with content and methodology. The following are to be considered as parts of the concept of practical training: the student's observed lessons, group and individual kindergarten seminars, self-knowledge, communication and playing ability improvement trainings, seminars of special programs, and seminars done in the course of teaching and methodology studies as well. The time frame for the external internship is 8 weeks. Its credit value within the entirety of the internships is 9 credits

(9) First-cycle primary school teacher training programme:

The internship provides practice opportunities to practice the modern procedures, methods necessary to control the learning of 6-12 year old children, the improvement of their personality. It improves special teaching skills, provides technical proficiencies. The following are to be considered as parts of the concept of practical training: student's observed lessons, group and individual school practices and practices done in the course of subject teaching and methodology studies as well.

In the 8<sup>th</sup> semester the students participate in a comprehensive, out-of-institution internship, which time frame of which is 8-10 weeks, and its credit value within the entirety of the internships is 12-14 credits

(10) Reformed theology with pastor specialisation:

same as in Section (5)

(11) First-cycle religious education training programme:

The students receive direct experience concerning their future tasks in the course of comprehensive congregational practice (60 hours) and school practices (90 classes from which 15 hours is practice teaching with 1 hour of observed lesson) and perform religious education work with the help of a seminar supervisor among kindergarten and elementary school children.

## **75.§**

### **Work in scientific student groups**

(1) The University supports talent promoting activities in the scientific student groups, and provides the material and human resource conditions for the operation of student groups. It ensures and promotes scientific activity done by students, and its integration in the scientific field.

(2) Students have the right to join the scientific student group work, to be a member of the scientific student groups of the University. They should be electing and should be eligible for election as a member of student groups operating on the principle of self-governance.

(3) Scientific student groups create and accept their own schedule, which cannot contradict other faculty or University regulations and the legal regulations.

## **V. FINISHING STUDIES**

## **76.§**

### **Pre-degree certificate (final certificate)**

(1) The University issues a final certificate (pre-degree certificate) for those students, who fulfilled the academic and exam requirements prescribed in the curriculum - with the exemption of the language

exam, the completion of the thesis, dissertation -, completed the compulsory internship and earned the required credits.

(2) Receiving the pre-degree certificate is a condition of the permission of taking the final exam.

(3) The Dean signs the pre-degree certificate in the course record book of the student. The dean can assign this power to the Vice-Dean responsible for academic matters.

(4) For students studying in more programmes a separate final certificate must be issued for each programme, except if the student does his/her studies in programmes that are compulsorily paired together. In this case, the final exam can only be issued if the student fulfilled the requirements for both programmes.

## **77. §**

### **Thesis**

(1) The thesis is a study of significant volume based on independent professional work, which topic is chosen from the scientific field of the studied programme at the request of the department/institution and the student. It reflects the knowledge of the student concerning the national and international literature related to the topic, and his/her professional judgment in the course of the analytic, critical and summarising survey of the results. It provides new results that can be professionally appreciated in the field of fact finding and/or interpretation, and this way it can be documented, that the student obtained the conceptual tools and methods of the scientific field and can apply them.

(2) The thesis must meet the formal requirements specified in the given scientific field, set for professional publications as well.

(3) In case of two or more programmes a thesis must be written in every programme and in two-subject training, where the student wishes to receive a diploma. The theses must be fully different in topics.

(4) The thesis topic must be chosen until the end of the term time of the semester VIII in 10, 11 and 12 semester training, until the end of the term time of semester VI in 8 semester training, until the end of the semester before the start of the comprehensive internship in the single-cycle teacher second-cycle (MA) training, until the end of the term time of semester IV in 6 semester training, until the end of the term time of the semester III in 5 semester Master training, until the end of the term time of semester II in 4 semester disciplinary Master training, until the end of the term time of semester I in 2 and 3 semester Master training. In case of specialist postgraduate programme and higher education vocational training the thesis topic must be chosen until the end of the term time of semester III in 4 semester training, until the end of the term time of semester II in the 3 semester training, until the end of the term time of the semester I in the 2 semester training.

(5) Thesis topics can be chosen from the topics listed in writing at the beginning of the semester, or in the previous semester. Within his/her subject the senior teacher of the subject can permit another topic as well.

In two-cycle training the topic of the thesis prepared in bachelor training cannot be chosen in the masters training of the same programme.

Thesis from subjects being concluded with a colloquium or from non-legal subjects in a law studies programme can only be prepared with the permission of the Dean.

(6) The topic, consultant of the thesis is approved by the head of the department/institution responsible for the given professional field.

(7) The permission of the head of the department/institution is necessary to change the topic. The permission is tied to a fee, except if the change is not due to a reason attributable to the student. The final deadline for registering the change is the last day of the semester exam period in semester IX in 10 and 12 semester training, semester VII in 8 semester training, semester V in 6 semester training, and in semester III in 4 semester disciplinary training.



(8) The thesis must be written and defended in Hungarian language. In case of English and German studies at the Faculty of Humanities the thesis must be written in the language of the given programme.<sup>6</sup>

(9) The student must request a teacher (consultant) to supervise the writing of the thesis.

In bachelor training a supervisor can be:

- a teacher, scientific researcher employed by the University with a scientific degree;

- in case of a permission from the Dean concerning a person and a scientific field, a teacher, scientific researcher employed by the University with no scientific degree.

In masters training and in single-cycle training a teacher, researcher employed by the University with a scientific degree, who is at least a senior lecturer, can be a topic supervisor.

If the researched topic requires so, the Dean can permit an external consultant with a scientific degree to be requested as topic supervisor besides the chosen supervisor.

The head of the department/institution sends the Dean the list of teachers, scientific researchers and/or external persons without a degree he/she wishes to assign as topic supervisors, according to this section on the 30<sup>th</sup> day before the date specified in Section (4) at the latest.

(10) In the course of preparing the thesis the student – if there is no thesis consultation for at least 2 semesters prescribed in his/her model curriculum – is obliged to request the help of the consultant at least five times. The consultant verifies this with his/her signature on the certification issued by the Registrar's Department. When submitting the thesis the student must verify regular consultation with the topic supervisor on the form introduced for this purpose. This form must be attached to the end of the paper.

(11) The extent of the thesis is 2 sheets (80 000 characters) at least in single-cycle training and in disciplinary Master's training, and at least 52 000 characters in multi-cycle training on "BA" programmes and in traditional college training (the attachments, the bibliography and the table of contents is not included in the extent).

It must be prepared with word processor programme and table of contents, bibliography and note apparatus must be added to it.

In case of accurately indicating word by word and content citations, the student must act according to the descriptions issued for each programme and based on the citation samples.

A 3 cm margin must be left on the left side of the page so the thesis can be bound.

Page numbers must be in the lower right corner, the upper, lower and right margin must be 2 cm, line spacing must be a line and a half, the font type must be 'Times New Roman', the font size must be 12. The word 'thesis', the title of the paper, the name of the author and the year of submission must be written on the external cover of the bound thesis.

The name of the faculty, the word 'thesis', the title of the paper, the name of the author (indicating the year and the group) must be displayed on the first page of the thesis, and the name of the consultant and educational organisation unit belonging to which the thesis was prepared, must also be indicated. The thesis must be signed at the end.

Theses submitted on CD/DVD must be handed in with a plastic cover. All the data that is compulsory to indicate on the first page of the bound thesis must be displayed on the cover as well. The name and programme of the author of the thesis, the name of the consultant and the year of submission must be displayed on the disk as well. The file name on the disc contains the name of the author of the thesis, the title of the thesis and the year of submission. All the attachments attached to the printed form must be on the disc.

The page verifying participation in consultations and the statement in Attachment 5 of this Regulation must be bound to the thesis.

(12) The completed thesis must be submitted to the Registrar's Department before the start of the final exam period the latest; in case of applying for a spring final exam period until 15 February in law studies training, until 31 March at the Faculty of Theology, until 30 April at the Faculty of

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<sup>6</sup> The provisions of this section only apply to students progressing in accordance with the year 2011 Act on the national higher education. The provisions of the 89.§ apply to students who started their studies before the NHEA. Provisions concerning those who started earlier are in 89.§.

Humanities, until 30 April at the Faculty of Teacher Training; in case of applying for an autumn final exam period until 15 September in law studies training, until 30 October on the Faculty of Humanities, until 30 November on the Faculty of Teacher Training; the Registrar's Department is obliged to check the formal correctness of the thesis.

(13) The completed thesis must be submitted in one bound copy in law studies training, at the Faculty of Theology and the Faculty of Teacher Training, in two bound copies on the Faculty of Humanities, one unbound copy, and on CD, in electronic format, to the Registrar's Department. The extension of the file on the CD must be: ".doc"; ".docx"; or ".rtf".

(14) Papers that won main prize or first prize at the National Scientific Students' Associations Conference are accepted by the head of the department/institution (head of the institution) competent in the topic with excellent qualification without any separate evaluation if it otherwise fulfils the requirements specified for theses.

(15) The thesis is evaluated by the consultant and a reviewer - assigned by the head of the educational organisation unit in question. In Humanities bachelor and master's training the consultant evaluates the thesis; in warranted cases a second reviewer can be requested as well.

In teacher training a disciplinary and a pedagogy review are both necessary.

(16) The classification of the thesis is unsatisfactory in case of proven plagiarism.

(17) The review of the thesis with its evaluation and recommended grade must be prepared in 3 copies, printed, in Hungarian language, even in foreign language programmes. If Hungarian is not the native language of the reviewer, the educational organisation unit in question takes care about translating the review. The review must contain questions concerning the paper as well. The committee presents the review to the candidate at the defence.

The reviewer is obliged to submit the review 2 weeks before the defence.

(18) If the recommended grade of the thesis is unsatisfactory based on the review, due to proven plagiarism, formal or other reasons, then the student can be permitted to take the final exam. At the time of the final exam the student has the chance to defend his/her thesis. The grade of the thesis is established by the final exam committee according to 82. §. If the thesis does not fulfil the requirements of its length and form specified in this Regulation, and the final exam committee was convinced of it, the thesis must be evaluated as unsatisfactory without any further deliberation.

(19) After the end of the final exam the library of the faculty registers and keeps the electronic form of the theses.

## 78. §

### Permission to take the final exam

(1) Students finish their academic studies by a final exam in higher education vocational training, bachelor and master's training and specialist postgraduate programme. Only those candidates can be permitted to take the final exam, who received the pre-degree certificate, successfully passed the exams required in the recommended curriculum, earned the sufficient amount of credits, fulfilled the other study requirements, participated in internship, do not owe tuition fee, and do not owe books to the library of the faculty. In case of compulsorily paired programmes the pre-degree certificate must be received in both programmes.

(2) **The deadline for registering** for the final exam: 15 September and 15 February in law studies training; Faculty of Humanities: 15 October and 15 April; Faculty of Theology: 15 April; Faculty of Teacher Training: last day of term time.

(3) Those registering for the final exam must be divided into exam groups of 15 the most.

(4) **The final exam schedule** is revealed by the Registrar's Department until 1 March in case of the spring exam period in law studies training, 30 May on the Faculty of Teacher Training, 15 May at all other faculties. In case of the autumn exam period until 1 October in law studies training, 15 December on the Faculty of Humanities and until 5 January on the Faculty of Teacher Training.

(5) Differing from the final exam schedule is possible until Thursday 23:00 of the week before the final exam subject, if it is manageable based on the number of registered students, at the administrator dealing with academic matters and at the competent educational organisation unit. Revoking the

registration for the final exam without paying a procedural fee is also possible until this time. After the deadline specified in this section until the 48<sup>th</sup> hour before the final exam it is possible to revoke the registration for the final exam after paying the general fee for rectification. After this deadline the registration for the final exam cannot be revoked. If the student did not revoke the registration for the final exam and was absent from it, the “was not present” entry and its legal consequences must be applied at the final exam.

(6) At least ten days must pass between the disciplinary oral final exams at law training.

(7) The Registrar's Department notifies the student about the permission to take the final exam or the denial of the same – based on his/her application to the final exam – in an electronic mail (also in a NEPTUN message in case of active students) until the tenth day before the final exam at the latest.

(8) The final exam can be taken

a) in the final exam period following the reception of the pre-degree certificate if the student status exists,

b) after the student status ends, within two years, in any final exam period, according to the effective training requirements.

(9) After the second year has passed from issuing the pre-degree certificate, the Registrar's Department can order taking aptitude tests and/or repeating certain exams. Successfully passing them is the condition of the permission to take the final exam. Final exam cannot be taken after five years from the end of the student status.

The exam period in which the exams and the final exam period in which the final exam(s) can be taken, must be indicated in the resolution.

(10) Students who did not fulfil their payment obligations towards the University cannot be permitted to take the final exam.

## **79. §**

### **Final exam period**

(1) The final exam can only be taken in a final exam period.

(2) The final exam periods

a) spring final exam period (April-June);

b) autumn final exam period (October-January).

(3) Listing the autumn final exam period is not compulsory, the Dean of the faculty in question decides in this matter.

(4) The exam days within the final exam period are determined by the Vice-Dean dealing with academic matters, with the approval of the teachers conducting the examinations.

## **80. §**

### **The final exam**

(1) The final exam reviews and evaluates the knowledge, skills and abilities necessary to receive the diploma, in the course of which the student must prove he/she can apply the learnt material.

(2) Parts of the final exam:

a) the defence of the thesis,

b) the disciplinary oral exam part,

c) the disciplinary written exam part, if any,

d) the practical exam of the subject in question, if any (e.g. observed lesson).

## **81. §**

### **Final exam committee**

(1) The final exams must be taken in the presence of the final exam committee.

(2) The final exam committee has at least 3 members:

The final exam committee must be set up, so that at least one member is a university or college professor, at least one member is not employed by the University, or is a teacher at another programme of the University.

(3) The head and the members of the final exam committee are assigned by the Dean. The Dean can transfer this power to the Vice-Dean responsible for academic matters.

(4) An expert employed by the University or an external one, with teacher qualification, must be invited to the final exam of students in teacher training.

(5) Members of the Final exam committee in the theology programmes of the Faculty of Theology:

- the bishop of the Danubian Reformed Church District (Dunamelléki Református Egyházkerület) (or the duly assigned substitute), who is the head of this committee,

- professors and associate professors of the Faculty of Theology,

- a representative from each of the Pastor Qualification Committees of the church districts of the Reformed Church in Hungary, and

- an external university professor of theology.

(6) The protocol supervisor manages the protocol at the final exam. Any teacher, researcher, non-teaching employee of the University and doctorate student with active student status can be a protocol supervisor besides the head of the final exam committee and its members.

Tasks of the protocol supervisor at the final exam are primarily:

a) duly filling out the final exam protocol

b) having the final exam protocol signed by the members of the final exam committee

c) submitting the protocol and its attachments to the Registrar's Department on the day of the final exam but at least on the next working day.

## **82. §**

### **Thesis defence**

(1) The thesis defence can be conducted separately or as part of the exam.

If the defence is done at a date other than the disciplinary exam, the committee set up for the thesis defence must be considered a final exam committee, the provisions of 81. § are to be applied to its set up, with the addendum that the topic supervisor of the thesis is always a member of the committee.

(2) At the defence it must be made sure that the student prepared the thesis himself/herself, and must prove his/her proficiency concerning the topic of the thesis, knowledge of the sources and the literature.

Questions can be addressed to the student, the review must be presented, and then the chance must be given for the student to answer the questions and the review.

(3) The grade of the thesis is established by the reviewing committee, which informs the student about it after the defence, and records it on the written professional opinion.

(4) Committee members can put their own opinion about the evaluation of the paper in writing for the head of the department/institution.

The opinion must be preserved along with the copy of the teacher's review.

(5) The grade of the thesis must be established after defence according to the five-scale qualification system [very good (5), good (4), average (3) satisfactory (2), unsatisfactory (1)].

(6) The successful thesis defence is a condition for the student to start the disciplinary exam part of the final exam.

(7) The student, whose thesis was classified as unsatisfactory (1) can be permitted to take the final exam in the next final exam period at the earliest.

Submission of a new thesis in the place of an unsatisfactory one is possible only one time.

## **83. §**

### **Disciplinary oral final exam**

(1) In the final exam the students take the exam based on the complex list of topics issued before the final exam.

The teacher responsible for the programme assembles the list of topics together with the heads of the departments, and they all verify the first copy with their signature.

(2) The educational organisation unit responsible for the final exam subject specifies the content requirements of the subject, the compulsory literature and the final exam topics.

(3) The final exam subjects can cover an extent of material, which the total credit value is at least 15 credit points on college level and in the multi-cycle "BA" training, and 25 credit points in university-level multi-cycle "MA" and in single-cycle training.

(4) The subjects of the final exam in law training:

- ☐ constitutional and administrative law,
- ☐ criminal law,
- ☐ civil law,
- ☐ international private law, international business relationships law.

(5) If a student intending to obtain a teacher qualification, and had previously completed the teacher training courses, and fulfilled his/her practice teaching obligations, then he/she also takes a complex oral exam at the final exam from pedagogy-psychology and the proves his/her the knowledge regarding the teaching of his/her subject.

#### **84. §**

##### **Repeating the unsuccessful final exam**

(1) In case of an unsuccessful final exam the candidate can take a repeated final exam as many times as many subjects are in the final exam, however, repeating one subject twice the most. The Dean – exercising his/her power of equity – can permit the student to take a third repeated final exam. After this, the student cannot be permitted to take an other final exam.

(2) It is possible to repeat an unsuccessful final exam in law studies in the same final exam period from one subject of the final exam only, if the exams written from the other subjects are all successful. The repeated final exam must be taken on the day specified by the Dean. Repeating the unsuccessful final exam on the other faculties is only possible in the next final exam period.

(3) If the result of the final exam in the field of profession is at least satisfactory, and the result of the teacher qualification exam is unsatisfactory, a diploma certifying university degree without qualification as a teacher (philologist) must be issued.

#### **85. §**

##### **Result of the final exam**

(1) The result of the final exam must be determined in one grade, based on the five-scale system. The parts of the final exam qualified with separate grades:

- a) thesis defence,
- b) subject exams

(2) Result of the final exam:

- in law training the mathematical average of the grades received from the subject exams (separately) and for the thesis, up to two decimals,
- at the Faculty of Humanities the average of the result of the oral exam from the subject (the mathematical average of the sub-grades, rounded to an integer) and the grade received for the thesis, rounded to an integer.
- at the Faculty of Theology the result of the final exam is the mathematical average of the comprehensive examinations completed in the course of the training according to the effective model

curriculums without rounding (to five decimals) and the mathematical average of the final exam (thesis defence, complex oral exam and final teaching/exam church service) without rounding (to five decimals, rounded to two decimals).

- at the Faculty of Teacher Training the average of the grades received at the subject exams (separately), at the practical exam (observed lesson) and the grade received for the thesis, rounded to an integer.

All the sub-grades of the final exam must be at least satisfactory, in order to calculate the average.

(3) In traditional training, if the student takes a teacher qualification exam as well as an independent part of the final exam, its result must be calculated separately. The result of the teacher qualification exam is the average of the grade of the teaching and psychology complex comprehensive examination, the grade summarising school practice, the result of the thesis defence, and the grade of the complex oral exam (or the average of the grades received for its parts), rounded to an integer.

(4) The final exam grade must be determined by the committee at a closed session, with voting. In case of equal number of votes the vote of the head of the committee decides, and announces the result.

(5) A protocol must be made about the final exam, signed by the head of the committee and its members.

(6) The head of the final exam committee informs the dean about the consequences of the final exams.

(7) Successful final exams cannot be improved at the Faculty of Humanities (not even as equity exercised by the Dean). One successful final exam subject can be improved in law training. Rules concerning repeating the unsuccessful final exam and other exams, and the legal consequences for missing them are to be applied to the final exam improvement attempt.

## **86. §**

### **The diploma**

(1) The successful final exam, passing the language exam or fulfilment of the foreign language requirements determined as compulsory for the given programme are prerequisites for issuing the diploma, that certifies the completion of higher education studies. The day of issuing the certification about entitlement to the diploma must predate the day of issuing the diploma itself.

(2) The provisions of the relevant legal regulations are to be applied to the content and issuing of the diploma. A separate diploma must be issued for each programme.

The qualification requirements of the programme and the training and university-leaving requirements determine the name of the qualification.

(3) The classification of the diploma is given by

a) in law training: the mathematical average of the preliminary exam result and the final exam result. The preliminary exam result is the mathematical average of the grades received in preliminary exams; the final exam result is the mathematical average of the grade received for the thesis, and the grades received at the final exam of the subjects. The evaluation of the diploma is done according to Section (4).

b) at the Faculty of Humanities':

#### Bachelor-level training programmes

the mathematical average (rounded to two decimals) of the doubly weighted grade of the final exam, and the one-time weighted average of the core subjects of the profession rounded to two decimals. The core subjects of the profession listed in the model curriculum is meant under the core subjects of the profession. Classification of the diploma is done according to Section (4).

#### Disciplinary Master's training programmes

the mathematical average (rounded to two decimals) of the doubly weighted grade of the final exam, and the one-time weighted average of the professional core subjects, and the subjects of the professional, differentiated training, rounded to two decimals.

The professional core subjects listed in the model curriculum has to be understood as the professional core subjects. The subjects of the professional, differentiated training mean the subjects of the professional, differentiated training listed in the model curriculum. Classification of the diploma is done according to Section (4).

On the teacher Master's training programmes

the mathematical average (rounded to two decimals) of the doubly weighted grade of the final exam, and the one-time weighted average of the professional core subjects, and the one-time weighted average of the professional core subjects and the subjects of the professional methodology, rounded to two decimals.

The professional core subjects listed in the model curriculum has to be understood as the professional core subjects. The subjects of the professional methodology mean the subjects of the professional methodology listed in the model curriculum. Classification of the diploma is done according to Section (4).

c) In case of the programmes of the Faculty of Teacher Training the result is provided by the mathematical average (without rounding) of the final exam result and the average of the comprehensive examinations.

d) In case of all programmes of the Faculty of Theology the mathematical average (without rounding, calculated to five decimals) of the comprehensive examinations according to the effective model curriculum, passed in the course of the studies, and the mathematical average (without rounding, calculated to five decimals) of the final exam (thesis defence, complex oral exam, and observed lesson/church service), rounded to two decimals.

(4) The following classification must be recorded in the diploma

a) in law studies

- Summa cum laude (4,51-5,00),
- Cum laude (3,51-4,50),),),
- Rite (2,00-3,50),),).

b) in other programmes, the following classification must be recorded:

- the conditions of a diploma with honours are specified by the faculty committee of the faculties,
- very good (4,51-5,00),
- good (3,51-4,50),
- average (2,51-3,50),
- satisfactory (2,00-2,50))).

(5) The language of the diploma

☐ a) in case of a training started before September 2006:

- Hungarian, English and Latin in law studies,
- Hungarian in other programmes;
- the name of the proficiency is in Latin as well in the Hungarian language diploma in Reformed Theology training.

☐ b) in case of trainings starting in September 2006

- Hungarian, English and Latin in law studies,
- Hungarian and English in other programmes,
- the name of the qualification is in Latin as well in the Hungarian and English language diploma in Reformed Theology training.

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<sup>7</sup> The provisions of this section only apply to students progressing in accordance with the NHEA. The provisions of the 89.§ apply to students who started their studies before the NHEA.

(6) At the request and expense of the student the diploma can be issued in other languages as well.

(7) The diploma

- is signed by the head of the final exam committee of the last subject (if not available, then a member of the committee assigned by the head of the faculty) and the Rector at the Faculty of Law. The Rector and the Dean sign the diploma ornamented according to the traditions of the faculty.

- is signed by the head of the final exam committee (if not available, then a member of the committee assigned by the head of the faculty) and the Dean in the other faculties.

In case of an exam taken in the presence of several final exam committees the head of one of the committees or the head of the faculty is entitled to sign the diploma on behalf of the committees. In the latter case the other signatory is the Rector.

(8) The diploma must be issued and delivered to the one, who has taken a successful final exam within thirty days after presenting the document certifying the language exam.

(9) If the diploma cannot be issued because the language exam certificate could not be presented, the Registrar's Department issues a certificate. The certificate does not certify as qualification and proficiency, it merely proves the successful passing of the final exam.

The copy of the issued certificates must be sent to the Rector's Office, verified by the Registrar's Department, within 30 days, where a central registry based on this is managed.

(10) The issued diplomas must be registered in a diploma register by faculty. The copy of the pages of the diploma register must be sent to the Rector's Office, where the central registry is managed, verified by the Registrar's Department, within 30 days.

(11) Issuing the diploma can be denied until the student settles his/her possible debts towards the University/Faculty.

(12) The diplomas are handed over in the course of a ceremony. During the ceremony students of the Faculty of Law and students of the Faculty of Humanities are obliged to wear the robe of the University and white gloves, and students of the Faculty of Teacher Training are obliged to wear the uniform of the Faculty. Students who completed the pastor specialisation of the Faculty of Theology receive their cloak during the ceremony, in an appropriate outfit.

## **87.§**

### **Diploma supplement**

The diploma supplement specified by the European Commission and the Council of Europe must be issued together with the diploma, in Hungarian and in English language. The diploma supplement is a public document. For students completing their studies before 1 July 2003, the deadline for issuing the diploma supplement in Hungarian and English language is 90 days from the reception of the request.

## **88. §**

### **Doctoral inauguration in law studies training**

(1) Taking the doctoral pledge (oath) in the presence of the Inauguration Committee is the condition of receiving the diploma in law training.

(2) Doctoral inauguration is done in the form of a ceremony. The Dean of the Faculty sets the date of the inauguration. More dates and occasions can be specified depending on the number of those awaiting inauguration.

(3) All organisational tasks concerning issuing and handing out diplomas are performed by the Registrar's Department. The Student Union cooperates with the Registrar's Department in organising the ceremony.

(4) The candidate receives the diploma wearing a robe (owned by the university).

(5) The Inauguration Committee performs the ceremonial doctoral inauguration and hands out the diplomas.



- (6) The Inauguration Committee consists of the Deans of the faculties besides the head of the committee. The head of the Inauguration Committee is the Rector, or in his/her absence the Vice-Rector or the Dean assigned by the Rector.
- (7) The candidate absent from the doctoral inauguration due to any reason ,can only receive his/her diploma in the next inauguration period.
- (8) At the request of the student, the Registrar's Department issues an official certificate about successfully passing the exams prescribed in the recommended curriculum, and about the fulfilment of other academic requirements, the defended thesis and the passed final exams. The certificate contains facts about successfully passing the exams prescribed in the recommended curriculum, and about the fulfilment of other academic requirements, and their date, the fact of passing the final exams and their date, the classification of the diploma and the expected date of inauguration.

## VI. TEMPORARY AND EFFECTING PROVISIONS

### 89.§

#### Temporary provisions

- (1) Students who started their studies in higher education before 1 September 2006, can finish their studies according to the former qualification requirements, based on the curriculum requirements approved by the faculties, and receive a diploma certifying college-level or university-level qualification, according to the provisions of the year 1993 act on higher education.
- (2) Students, who started their studies in higher education before 1 September 2012 can finish their studies according to the former qualification requirements based on the curriculum requirements approved by the faculties, and receive a diploma certifying college-level or university-level qualification, according to the provisions of the year 2005 act on higher education. The academic period provided for the students, suspension and termination of the academic studies must be specified according to the provisions that were effective when their student status was established.
- (3) Students, who started their studies in higher education before 1 September 2006 but conduct their studies according to the study and exam system specified in Section (3), do not receive the pre-degree certificate until 31 August 2015 according to the provisions of the year 1993 act on higher education, and do not request their transfer to a multi-cycle bachelor training programme or single-cycle teacher Master's training until the above date then the University unilaterally terminates their student status acting in accordance with Section 38. § (2). The students involved are notified about this by the Registrar's Department in writing until 31 December 2013 at the latest, then again until 31 December 2014.
- (4) As opposed to Item *a-b*) of Section 27. § (2) students who conduct their academic studies according to the provisions of the year 1993 or year 2005 act on higher education must fulfil the following language requirements:

PROGRAMME	MINIMUM REQUIREMENT (B2 level (intermediate) complex)
Law studies (single-cycle training)	any natural, modern foreign language
Bachelor training (BA) Hungarian language, Psychology, Liberal arts, Social worker, Communication and media studies	any natural, modern foreign language
Bachelor training (BA) History	any natural, modern foreign language and Latin
Bachelor training (BA) English studies, German studies	-
Bachelor training (BA) Eastern languages and cultures	English, German, French, Italian, Russian or Spanish
Teacher Master training (MA)	any natural, modern foreign language

(5) As opposed to Section 33. § (3) in case of students, who do their academic studies according to the provisions of the year 1993 or year 2005 act on higher education, it must be considered as one semester when calculating the support period and the time available for training with tuition fee if the student, with regards to a further (simultaneous) student status established in the third semester (at the latest) of the training that was started first, has student status in more than one institution of higher education or if the student is preparing to get more than one qualification, proficiency at the same time.

(6) As opposed to Section 77. § (8) students who started their academic studies in the Faculty of Humanities before 1 September 2006 in English language and literature, Japanese, Dutch studies and German language programmes must write the thesis in the language of the given programme, in accordance with former qualification requirements, and in case of a thesis written in Hungarian, the 5-10 page, foreign language summary of the results must be attached.

(7) As opposed to Item b) of Section 86. § (3) for those students of the Faculty of Humanities who conduct their studies according to the provisions of the year 1993 or year 2005 act on higher education the classification of the diploma is calculated from the mathematical average (without rounding) of the result of the final exam and – if any – the average of the professional comprehensive examinations. In teacher training, the classification of the diploma is calculated from the mathematical average (without rounding) of the result of the final exam, the average of the professional comprehensive examinations and the result of the teacher qualification exam. Classification of the diploma is conducted according to the provisions of Section 86. § (4).

The provisions of this section must be applied to cases in progress as well.

(8) As opposed to Item b) of Section 78. § (8) and Section 78. § (9), students who did their academic studies according to the provisions of the year 1993 or year 2005 act on higher education can take the final exam(s) after receiving the final certificate (pre-degree certificate), without any deadline, in any exam period, according to the effective training requirements. After the end of the seventh year form issuing the final certificate, the Registrar's Department can order taking aptitude tests and/or repeating certain exams, which successful passing is the condition of the permission to take the final exam. The exam period in which the exams, and the final exam period in which the final exam(s) can be taken, must be indicated in the resolution.

(9) As opposed to Section 77. § (10) students who started their academic studies before 1 September 2012 are obliged to request the help of their consultant when preparing the thesis.

## **90. §**

### **Effective date of the Regulation**

This regulation becomes effective on 1 September 2015.

Budapest, 17 June 2015.

Prof. Dr. Péter Balla  
Rector

ANNEX No.1.

**Oath of students enrolled in Károli Gáspár University of the Reformed Church in Hungary**

I, ..., | student of the Károli Gáspár University of the Reformed Church in Hungary, | do solemnly pledge, | that I will keep the laws and the Constitution of Hungary. |  
With the knowledge I get | I will serve to improve our Hungarian spiritual life | and to preserve the Hungarian culture. |  
I will respect | the Reformed Christian | moral and spiritual values | and will behave accordingly. |  
I will show due respect | towards the leaders and the teachers of the University. | I will adhere to the rules of the University | in the course of my academic studies | and will strive | to become an ethical and responsible expert | as well- prepared as possible, | thoroughly knowing my field of science. | I will preserve the good reputation of the University. |  
So help me God!

**Text of the oath of students participating in theology training aimed at church service at the Faculty of Theology of the Károli Gáspár University of the Reformed Church in Hungary**

I, ....., do swear in the presence of God and men, that the love of the Gospel of Christ called me for service as a pastor/theology teacher/religious education teacher. I know that to prepare for this service I have to daily improve myself in knowing the teachings of the Reformed Christian Church, and pious Christian life. In the time of my academic studies I accept the teachings of the Bible and the tenets of our Church as a binding for myself. Trusting in the mercy of God I do promise and swear to diligently attend the lectures of this faculty, keep its laws and regulation. I obediently accept the legal provisions and warnings of the Dean, professors and Faculty Council of the Faculty of Theology, serving my welfare. With all my strength I will strive to become an unselfish worker of the Church of Christ. For this service for the glory of God I gladly dedicate my life to.

**Text of the oath of students participating in theology training at the Faculty of Teacher Training of the Károli Gáspár University of the Reformed Church in Hungary**

.....  
So help me God!  
Date:

.....  
Signature of the student

ANNEX No.2

**Registered trainings of the Károli Gáspár University of the Reformed Church in Hungary, May 2012**

(without the discontinued university and college-level trainings)

Faculty	Field of training/scientific field	Programme/training		
		BA	MA/standardised, single-cycle	PhD
Faculty of Law	Law and administration		lawyer	
	Social sciences			
Faculty of Humanities	Humanities	English studies	English studies	
			Teacher of English language and literature	
		German studies, Dutch studies specialisation	Dutch studies	
		German studies, German specialisation	German language, literature and culture	
			Teacher of German language and literature	
		Eastern languages and cultures, Japanese specialisation	Japanese studies	
		Hungarian (education studies and language mentor specialisation)	Terminology	Doctoral School of Literature Studies
			Literature and culture studies	
			Hungarian teacher	
		Psychology	Psychology	
		Liberal arts, Theology specialisation	Theology	
		History	History	Doctoral School of History
			History teacher	
	Social sciences	Communication and media sciences		
		Sociology		
Faculty of	Theology*	Reformed		

Theology		Religious Education Teacher (catecheta – pastor’s assistant)		
			Reformed theology with pastor specialisation (theology)	
			protestant theology (theology)	
	Religious education*		reformed religious education teacher (religious education teacher-educator)	
	Theology			Doctoral school of theology
Faculty of Teacher Training	Teacher training	Kindergarten teacher		
		Primary school teacher		
	social sciences	Social work		
	theology	Diaconate		
		Catecheta – pastor’s assistant (reformed religious education teacher)		
		Cantor		

\*The name according to OM-decree 15/2006 (IV. 13.) on the training and school-leaving requirements of bachelor and master training programmes is in brackets after the name of the programme.

**Specialist postgraduate programmes and higher education vocational trainings of the Károli Gáspár University of the Reformed Church in Hungary, presently ongoing and planned for 2009/2010, May 2008**

Faculty	Field of training/profession group	Programme/training			
		Specialist postgraduate programme	Note	higher education vocational training	Note
Faculty of Law	Law and administration	Bank law lawyer	the OH registered these trainings as approved by the EC in 2004-2005, but they were never started, because there were no applicants		
		Economic criminal law lawyer			
		Engineer with lawyer qualification			
		Pastor with lawyer qualification	request to register submitted to the OH		
		Infocommunication lawyer	the request to create the programme is submitted by ELTE to the OH; after the KKK was registered the material concerning starting the programme can be presented to the Senate		
		Property trade lawyer			
		Economist with lawyer qualification			
		Doctor and medical expert with lawyer qualification			
		Criminology lawyer			
		Capital market and bank law lawyer			
		Higher education leader			
	Social sciences	Political scientist with a degree	is in the registry but not started		
	Management			Legal	request to

	profession group (=legal and administration training field)			assistant	register submitted to the OH
Faculty of Humanities	Humanities	Mental hygiene	registration complete		
		Visual expression psychology	registration complete		
	Medical and health sciences	Supervisor	registration complete; assigned here by OH		
	Teacher training	Preparation for the teacher qualification exam	registration complete		
Faculty of Teacher Training	Humanities				
	Teacher training	Drama pedagogy	registration complete		
		Play and free time pedagogy	registration complete		
		Kindergarten teacher, development	registration complete		
		Preparation for the teacher qualification exam	registration complete		
		Primary school teacher, development (differentiation)	registration complete		
Career office	Trade-marketing, business administration profession group (=economic sciences training field)			Trade manager	the training program is discussed by the Senate on 14 May

**Adult education trainings of the Károli Gáspár University of the Reformed Church in Hungary, May 2008**

Faculty	Profession group and activity goals	Name	Note
Lectorate	Professional training, catering-tourism profession group.	Tourist guide OKJ	registration complete
	language training	training to get a language exam recognised by the state, French language, basic and intermediate level	registration complete
Faculty of Humanities	language training	Intensive Japanese language course	registration is in progress
	professional training, educator, teacher qualification	advanced training for secondary school language teachers	registration complete
	professional training, educator, teacher qualification	Hungarian literature advanced training for primary and secondary school teachers	registration complete
	professional training, educator, teacher qualification	recognising the signs of burn-out, preventing and treating burn-out	is in the registry, but will not be renewed
Faculty of Teacher Training	language training	English language course, basic level, intermediate level, advanced level (medical language)	registration complete
	language training	German language course, basic level, intermediate level, advanced level (medical language)	registration complete
	professional training, other qualification	expert performing personal care with a completed specialist postgraduate programme	registration complete; preparatory, credit earning courses for the authorised social professional exam: case discussion group for the experts of caretaking houses for disabled persons; case management seminar; possibilities of tertiary prevention and its importance in institutions providing personal care with special regard to methods of musculoskeletal



			rehabilitation; current matters of supporting disabled persons; communication in conflict situations
Career office	professional training, economy profession group	advocacy (lobby) referent OKJ	the training program was approved by the Senate but the conditions are not ready yet
	professional training, other services profession group	non-profit administrator OKJ	
	professional training, other services profession group	non-profit manager OKJ	

ANNEX No. 3.:

**NUMBER OF CREDITS TO EARN FOR THE DIPLOMA IN THE PROGRAMMES OF THE FACULTY OF HUMANITIES IN TRADITIONAL TRAINING**

Training period and credit number	If the student wishes to get qualified as a teacher in both programmes in the listed pairs		If the student wishes to get qualified as a teacher in only one of the programmes in the listed pairs*		If the student does not wish to get qualified as a teacher in any of the programmes in the listed pairs		Single-subject training with teacher qualification	Single-subject training without teacher qualification	Psychology (cannot be paired; programme without teacher qualification)
Training period	10 semesters		10 semesters		10 semesters		8 semesters	8 semesters	10 semesters
Credits to be obtained from the materials of the professional field	2*140=280		2*140=280		2*140=280		140	140	210
Number of credits to be obtained from general intellectual training subjects**	<b>Criterion subject</b> (to be compulsorily completed, but without credit):  KÖZ 0110 KÖZ 0120		10 Compulsory: KÖZ 0110 KÖZ 0120 KÖZ 0210 KÖZ 0220 and from the subjects listed with the code 'KÖZ', subject(s) with a total credit value of 2 are to be compulsorily completed		20 Compulsory: KÖZ 0110 KÖZ 0120 KÖZ 0210 KÖZ 0220 and from the subjects listed with the code 'KÖZ', subject(s) with a total credit value of 12 are to be compulsorily completed		20 Compulsory: KÖZ 0110 KÖZ 0120 KÖZ 0210 KÖZ 0220 and from the subjects listed with the code 'KÖZ', subject(s) with a total credit value of 12 are to be compulsorily completed	20 Compulsory: KÖZ 0110 KÖZ 0120 KÖZ 0210 KÖZ 0220 and from the subjects listed with the code 'KÖZ', subject(s) with a total credit value of 12 are to be compulsorily completed	20 Compulsory: KÖZ 0110 KÖZ 0120 KÖZ 0210 KÖZ 0220 and from the subjects listed with the code 'KÖZ', subject(s) with a total credit value of 12 are to be compulsorily completed
Credit value of the teaching module	50		40		-		40	-	-
Credits to be obtained from material not related to the professional field	-		-		-		40	80	70
Total number of credits	330		330		300		240	240	300
Programmes, two-subject trainings  Legend: the distinctive letter marking of the programme is always the same as the initial letter, except: Dutch studies = H (Holland)	A-J A-M A-H A-N A-T J-M J-H J-N	J-T M-H M-N M-T H-N H-T N-T	A-J A-K A-M A-H A-N A-T J-K J-M J-N	K-M K-H K-N K-T M-H M-N M-T H-N N-T	A-J A-K A-M A-H A-N A-T J-K J-M J-H J-N J-T	K-M K-H K-N K-T M-H M-N M-T H-N H-T N-T	A J*** M H**** N T	A J*** K***** M H**** N T	

\* In the case of the given two-subject trainings getting the teacher qualification in a programme is possible in the programme(s) in bold.

\*\* A two semester subject can only be evaluated after the completion of both semesters.

\*\*\* Japanese: it can only be completed in first bachelor training paired with another university programme, in the course of a two-subject training.

\*\*\*\* Dutch studies: it can only be completed in first bachelor training paired with another university or college level programme, in the course of a two-subject training.

\*\*\*\*\* Communication: only those can attend it as a single-subject programme who participated in the university-level training of another university, or those with a higher education degree.

Those Japanese, Dutch studies and communication programme students who started their studies before 1 September 2006 according to the training requirements specified by the Government are, at their request, exempted from the compulsorily prescribed subject pairing, completion of their academic studies at the other subject is not a requirement of the permission to take the final exam, and successfully passing the final exam on the other programme is no requirement for issuing the diploma. Obtaining the teacher qualification on Japanese, Dutch studies and History programmes does not depend on obtaining the teacher qualification from another programme.

ANNEX No. :4

**Order of the aptitude qualification procedure**

1. The Faculty of Theology of the Károli Gáspár University of the Reformed Church in Hungary and its holder the Danubian Reformed Church District (Dunamelléki Református Egyházkerület) expects from the students participating in pastor and religious education training, that through their personal lifestyle, the visible and measurable signs of their piety, within the institution and out of that walls, that he/she is adequate for performing the pastor's tasks (congregation, diaconate practice, homiletics, spiritual counsellor, catechetical practices and legation, faculty sermons, theologian day services) awaiting him/her during the academic period, with his/her faith based on the Holy Scripture and the Reformed creed, with his/her exemplary conduct, and that later he/she will be an able spiritual leader of the congregations entrusted to him/her, and that of the children and youth participating in religious education.

2. For this purpose, students participating in Theology training (on pastor and religious education teacher programmes) take a qualification test at the end of each spring semester in the actual school year. In cases causing general upheaval, the Faculty Council can initiate an extraordinary qualification procedure. Qualification is done by the Qualification Committee, in a closed session. Members of the Qualification Committee are:

- full-time employees of the Faculty of Theology of the Károli Gáspár University of the Reformed Church in Hungary
- a pastor delegated by the church district with no legal relationship with the Faculty
- a senior
- a student representative of the Faculty Council
- the Qualification Committee at the final exam consists of the members of the Pastor and Religious Education Teacher Training Committee of the Synod.

The head of the Qualification Committee is the Dean of the Faculty.

3. The Qualification Committee assesses the academic progress, religious views, community activities and lifestyle of the student, based on the statement of the teacher responsible for the class, and the observations of his/her fellow students and, accordingly, the members of the Committee vote in secret as

- (a) *"adequate for participation in pastor and religious education teacher training"*
- (b) *"his/her adequacy for participation in pastor and religious education teacher training is questionable"*

The results of the voting must be recorded in a protocol.

4. The student qualified as *"his/her adequacy for participation in pastor and religious education teacher training is questionable"* must be notified about the decision within 8 days by mail, presenting the questions that arose, and the date he/she is supposed to appear in the presence of the Qualification Committee in person. Half a year after personal appearance the Qualification committee must assess the adequacy, development of the student again. After the personal hearing the members of the Committee vote in secret as

- (a) *"adequate for participation in pastor and religious education teacher training"*
- (b) *"adequate for participation in pastor and religious education teacher training with conditions"*
- (c) *"not adequate for participation in pastor and religious education teacher training"*

5. The student is not qualified, if at least two third of the present members of the Qualification Committee gave the qualification according to 5. (c) to him/her, that is, if he/she was found inadequate for participation in pastor and religious education teacher training.

6. The disqualified student cannot continue his/her academic studies in theology training. The qualification of the Committee can be final or temporary. The student must be informed about the

resolution of the Qualification Committee and its justification immediately after passing the resolution, and it must be mailed to him/her as well within eight days. The student must appeal to the Appeal Committee specified by the Board of the Church District against the qualification within eight days from receiving it, with suspensive effect (except for the completion of academic units and tasks listed in Item 1, for which adequacy as a pastor or religious education teacher is indispensable). The student can make a claim against the resolution of the Appeal Committee at the Church District Court within 30 days from receiving it. This has suspensive effect, except for the completion of academic units and tasks listed in Item 1, for which adequacy as a pastor or religious education teacher is indispensable. No appeal is possible against the judgment of the church district court.

7. The home congregation of the student qualified as inadequate for a specified time receives a notification about the resolution, without justification. The Qualification Committee requests the opinion of the pastor of the student, and in connection with it the Committee also interviews the student.

8. The student is qualified as adequate on the conditions, if most of the present members of the Qualification Committee gave the qualification according to 5. (b) to him/her, or most of the present members of the Qualification Committee gave the qualification according to 5. (b) or 5.(c) to him/her.

9. The student were qualified as 'adequate with conditions' must be informed about the resolution of the Qualification Committee and its reasoning immediately after passing the resolution orally, and it must be mailed to him/her as well within eight days. The qualification 'adequate with conditions' cannot be appealed.

10. The home congregation of the student qualified as 'adequate with conditions' receives a notification about the resolution, without justification, and can continue doing his/her studies under the improved supervision of the congregation. The Qualification Committee requests the opinion of the pastor of the student for the next ordinary qualification.

11. The criteria of the qualification are specified by the Qualification Committee of the Faculty of Theology and the Faculty of Teacher Training.

**Minimum qualification requirements specified for students who prepare to be pastors, religious studies teachers and religious education teachers:**

- His/her appearance can never be displeasing.
- As a student preparing to be a pastor he/she should always dutifully perform his/her service obligations in connection with his/her pastoral studies (holding a pastoral service, legation services, congregational practice. (Only applies for pastoral students!))
- *Absence from the service and the homiletics seminar is a qualification matter and automatically involves a Qualification Committee hearing.*<sup>8</sup>
- The student should show devotion worthy of a pastoral student in the course of the diaconate practice. (Only applies for pastoral students!)
- In the course of teaching practices the student should show a conduct worthy of a student of the religious studies/religious education teacher programme. (Only applies for students of religious studies/religious education teacher programme!)
- The student should complete all his/her duties responsibly (e.g. meeting deadlines, care in work, precision, preparation for services, execution of community tasks).
- Must not represent views in public that do not comply with the spirit of our Reformed beliefs.
- His/her social skills should reach the level that can be expected from someone in the pastor/religious studies teacher/religious education teacher profession.
- His/her speaking skills should not fall short of the level, necessary to practice the profession of pastor/religious studies teacher/religious education teacher.
- Should be adequate to practice the profession of pastor/religious studies teacher/religious education teacher not only intellectually, but from a physical, mental and emotional perspective as well.

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<sup>8</sup> Modified by Senate Resolution 369/2013. (XI.06.), effective from 7 November 2013.

- His adaptation skills towards people and the circumstances must reach the extent that can be expected from someone in the pastor/religious studies teacher/religious education teacher profession (e.g. consideration, discretion, acceptance, etc.).
- His/her manner, style, attitude must not be repeatedly hurtful, provocative, condescending, impatient.
- His/her attitude towards other people must never be discriminative.
- His/her behaviour in the community cannot be destructive (divisive, violent).
- Is ready to accept the general practices of the Reformed Church.
- His/her attachment towards the church must be exemplary (e.g. relationships with the congregation during the time of studies).
- Should regularly volunteer to hold theologian day services as a pastoral student. (Only applies for pastoral students!)
- Should show devotion towards church service (e.g. achievements appropriate for his/her skills, does not prefer to other occupations, etc.)
- Should regularly attend spiritual events organised at the faculty (sermons, Bible groups, exhortations, quiet days, other faculty events).
- Must be honest, trustworthy and reliable.

ANNEX No.5

Title of the thesis: .....  
.....  
.....

DECLARATION

I, the Undersigned ....., student of the Károli Gáspár University of the Reformed Church in Hungary, the Faculty of ..... studying at the programme of ..... in the ..... year hereby declare that:

- I prepared my thesis under the above mentioned title myself, individually,
- I have not submitted this thesis in another institution of higher education or at other faculties of our University yet,
- I marked the citations and quotations in the thesis – from other authors – appropriately, in a way fitting a scientific work.
- I agree to have my thesis checked electronically for plagiarism.
- The printed and the electronic copies of the submitted thesis are identical copies of each other concerning content and form.

Date

.....  
signature

## ANNEX No.6

### ***Regulation of the Diaconate internship at the Faculty of Theology***

1. Completion of two weeks of diaconate practice in one of the special care facilities of the Reformed Church in Hungary in the course of their studies is compulsory for students of the Pastor training programme at the Faculty of Theology of the Károli Gáspár University of the Reformed Church in Hungary.
2. The practice must be completed in the course of academic studies conducted at the Faculty of Theology of the Károli Gáspár University of the Reformed Church in Hungary, outside term time, once, continuously, from the specified range of institutions listed in the annex.
3. The purpose of the diaconate internship is getting to know the service branches of the Reformed Church in Hungary, to enhance the diaconate spirit.
4. Primarily, taking care of the physical-spiritual needs of ill, disabled, handicapped, or old people counts as diaconate work. Hospital sermon, visit, mental counselling service does not count as diaconate work; neither does mission work, mission evangelisation service home or abroad, holiday programs or camps.
5. The head of the competent institution issues an official certificate about the completion of the practice (and possibly an evaluation about the student), which must be recorded in the "Personal sheet" and the Course record book. Completion of the practice (presenting the "Certificate") is a condition for registering for the 9<sup>th</sup> semester based on the "Academic and exam regulation" of the Faculty.
6. An elected student supervisor helps the organisation of diaconate practices.

#### Tasks:

- arranging a suitable date for the practice with the head of the institution in April
- submitting the list of students participating in the practice during summer to the Dean's Office, on the last day of the term time at the latest
- gathering the "Certificates" for the Dean's Office

7. In May, the Dean's Office informs the heads of the institutions about the list of students and the exact date of the practice.
8. If any of the students, before the enrolment in the Faculty of Theology, was employed in any of the special care facilities listed in the annex attached to Item 2, and can verify it, the Dean, based on an individual assessment, can exempt the student from the obligation of completing the practice.



*Institutions that can be chosen as places for the performance of the diaconate internship*

Magyarországi Református Egyház <b>Bethesda Gyermekkorháza</b> <b>(Bethesda Children's Hospital of the Reformed Church in Hungary)</b> 1146 Budapest, Bethesda u. 3-5.	<b>Schweitzer Albert Szeretetotthon</b> <b>(Albert Schweitzer Nursing Home)</b> 1146 Budapest, Hermina u. 51.
<b>Református Egészségügyi Gyermekotthon</b> <b>(Children's Reformed Healthcare Home)</b> 2700 Cegléd, Bercsényi u. 5.	<b>Református Szeretetotthon</b> <b>(Reformed Nursing Home)</b> 2100 Gödöllő, Kossuth u. 8.
<b>Református Egészségügyi Gyermekotthon</b> <b>(Children's Reformed Healthcare Home)</b> 2545 Dunaalmás, Jókai u. 16.	<b>Református Szeretetotthon</b> <b>(Reformed Nursing Home)</b> 3932 Erdőbénye, Kossuth u. 13.
<b>Református Egészségügyi Gyermekotthon</b> <b>(Children's Reformed Healthcare Home)</b> 4400 Nyíregyháza, Korányi F. u. 160.	<b>Református Szeretetotthon</b> <b>(Reformed Nursing Home)</b> 4032 Debrecen, Nagyterdei krt. 64.
<b>Református Egészségügyi Gyermekotthon</b> <b>(Children's Reformed Healthcare Home)</b> 2162 Órbottyán, Kassay telep 1.	<b>Református Szeretetotthon</b> <b>(Reformed Nursing Home)</b> 2016 Leányfalu, Szt. Imre herceg u. 1.
<b>Református Egészségügyi Gyermekotthon</b> <b>(Children's Reformed Healthcare Home)</b> 5351 Tiszafüred, Temető u. 1.	<b>Református Szeretetotthon</b> <b>(Reformed Nursing Home)</b> 3592 Nemesbikk, Petőfi u. 17.
<b>Református Egészségügyi Otthon</b> <b>(Reformed Health Care Centre)</b> 3712 Sajósenye, Kossuth u. 16.	<b>Garai Ref. Egyház Befogadó Háza</b> <b>(Shelter of the Gara Reformed Church)</b> 6522 Gara, Kossuth u. 57. (KT 19 June, 2002, item 47/4)
Magyarországi Református Egyház <b>Bethesda Gyermekkorháza</b> <b>(Bethesda Children's Hospital of the Reformed Church in Hungary)</b> 1146 Budapest, Bethesda u. 3-5. Telephone: 343-30-20, fax: 343-10-70 Managing head physician:	<b>Schweitzer Albert Szeretetotthon</b> <b>(Albert Schweitzer Nursing Home)</b> 1146 Budapest, Hermina u. 51. Telephone: 343-4316, 343-55-58 Manager: Derencsényi Zsuzsanna
<b>Református Egészségügyi Gyermekotthon</b> <b>(Children's Reformed Healthcare Home)</b> 2700 Cegléd, Bercsényi u. 5. Telephone: 06-53-310-653	<b>Református Szeretetotthon</b> <b>(Reformed Nursing Home)</b> 2100 Gödöllő, Kossuth u. 8. Telephone: 06-28-410-954 Manager: Takács Katalin <b>2 persons at most at the same time!</b>

<p>Manager: Dr. Szentesi Andrásné  <b>2 persons at the most at the same time!</b></p>	
<p><b>Református Egészségügyi Gyermekotthon (Children's Reformed Healthcare Home)</b>  2545 Dunaalmás, Jókai u. 16.  Telephone: 06-34-450-027, 06-34-450-025  Manager: Szabó Istvánné</p>	<p><b>Református Szeretetotthon (Reformed Nursing Home)</b>  3932 Erdőbénye, Kossuth u. 13.  Telephone: 06-47-336-021  Manager: Csikó Katalin</p>
<p><b>Református Egészségügyi Gyermekotthon (Children's Reformed Healthcare Home)</b>  4400 Nyíregyháza, Korányi F. u. 160. Tel.: 06-42-443-000, fax: 06-42-447-541  Manager: Pótomé Ács Ágnes</p>	<p><b>Református Szeretetotthon (Reformed Nursing Home)</b>  4032 Debrecen, Nagyerdei krt. 64.  Telephone: 06-52-316-015  Manager: Deák Csabáné</p>
<p><b>Református Egészségügyi Gyermekotthon (Children's Reformed Healthcare Home)</b>  2162 Órbottyán, Kvassay telep 1.  Telephone: 06-27-360-111, 06-27-360-060  Institution pastor: Szabó Gábor Ferenc</p>	<p><b>Református Szeretetotthon (Reformed Nursing Home)</b>  2016 Leányfalu, Szt. Imre herceg u. 1.  Telephone: 06-26-383-037  Manager: Pályi Péter</p>
<p><b>Református Egészségügyi Gyermekotthon (Children's Reformed Healthcare Home)</b>  5351 Tiszafüred, Temető u. 1.  Telephone: 06-59-352-642  Manager: Lajos Ernőné</p>	<p><b>Református Szeretetotthon (Reformed Nursing Home)</b>  3592 Nemesbikk, Petőfi u. 17.  Telephone: 06-49-351-103, 06-49-351-452  Manager: Viktor Dániel</p>
<p><b>Református Egészségügyi Otthon (Reformed Health Care Centre)</b>  3712 Sajósenye, Kossuth u. 16.  Telephone: 06-46-397-046  Manager: Kövér Imre  <b>At least 2 persons, 5 at the most, at the same time</b></p>	<p><b>Garai Ref. Egyház Befogadó Háza (Shelter of the Gara Reformed Church)</b>  6522 Gara, Kossuth u. 57.  Telephone: 06-79-356-116  Manager: Horváth Andrea  <i>(KT 19 June, 2002, item 47/4)</i></p>

## ANNEX No.7

### ***Rules of choosing legation at the Faculty of Theology of the Károli Gáspár University of the Reformed Church in Hungary***

#### *1. Introduction*

According to the agreement between the Faculty of Theology of the Károli Gáspár University of the Reformed Church in Hungary and the church districts, it is the duty of students to attend a holiday legation during the holidays specified in the agreement. The Dean can give exemption from this obligation to the students at their written request. The regulation applies to the congregations affected by the agreement and the students who belong there.

#### *2. Preparations on the part of the congregations*

2.1 At least 10 days before choosing legations, the congregations must indicate at the Dean's Office that they require legation service. Along with the invitation, the congregations – in case of the students from the Danubian District through the Danubian Bishop's Office, and at students from the Transdanubian District through the Transdanubian Bishop's Office – must indicate their independent requests as well, and the Dean's Office must be informed about the name and accurate address of the pastor(s) of the congregation (s) involved. The separate request cannot concern criteria in the ranking of legation choosing.<sup>9</sup>

2.2 Choosing the legation must be done on the 20<sup>th</sup> day before the holiday the latest. The time for choosing legation is specified by the Dean's Office and the Senior, with mutual understanding.

2.3 The congregations have the option to invite a student of their choosing for the holiday service (request).<sup>10</sup>

2.3.1 In this form every student can be invited once in a school year, and the student, in the course of his/her academic studies, cannot visit the same congregation twice through a request.

2.3.2 The special invitation must be indicated in writing at the Dean's Office by the Dean of the church district / the pastor of the congregation 30 days before the holiday.

2.3.3 The Dean's Office records the act of request.

#### *3. The order of choosing a legation*

3.1 The student indicated in 1.1 must be personally present at the legation choosing.<sup>11</sup> Absent or not represented students can get disadvantageous discrimination.

3.2 The legation choosing is led by the senior with the contribution of the Dean's Office, the administration work is done by the contrascriba.

3.3 The students choose legation location according to ranking.

3.3.1 The first to choose is the senior, the second is the contrascriba.

3.3.2 Senior students choose before junior students.

3.3.3 Within a year, students with better academic results have priority.

3.3.4 In case of students who cannot be ranked according to the above criteria, choosing is executed in alphabetical order.

3.4 First, legation locations announcing special requests are chosen. Any student can volunteer for legation locations that announced special requests; in case of more volunteers the location is awarded to the student with higher ranking. When choosing, the rules of 3.5.3 are to be applied.

3.5 Students choose according to the ranking, keeping the following rules:

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<sup>9</sup> So the request cannot refer the church district, year, study results or gender of the legate, however, it can refer to for example the proficiency of the legate as a cantor.

<sup>10</sup> Considering 2.3, the Faculty Council states that it does not agree with the institution of request (see Item 808 of the protocol of the 20 October 1997 Faculty Council session).

<sup>11</sup> Illness and verified absence reported beforehand can be accepted as an exception, see Item 808 of the protocol of the 20 October 1997 Faculty Council session.

3.5.1 Students can always choose a legation location from their own church district.

3.5.2 Students can only choose from another church district (= “unfamiliar church district”) if the receptiveness<sup>12</sup> in the church district is greater than zero. If the student chooses from an unfamiliar church district then the next student from the unfamiliar church district gets to choose next, regardless of ranking.

3.5.3 When choosing, the receptiveness of the church district of the student must be increased by one and the receptiveness of the church district of the chosen legation location must be decreased by one.

3.5.4 The Senior orders those student(s) to the legation locations, who are not present, not represented and have no permission from the Dean.

3.5.5 The assigning procedure goes on as long, as there are choosing students or available legation locations.

#### *4. Things to do before the holiday*

4.1 If there are any legation locations left without legates, then the congregations in question will be informed about it by the Dean’s Office until the fifth day after the selection.

4.2 The libellus is issued by the Dean’s Office, the amount of the legatum and the travel expenses must be indicated on it.

4.3 Legates are obliged to report to the pastor of the chosen congregation within a week in a letter, and ask for detailed information about the services expected from them and the circumstances of travelling there.

4.4 Based on mutual agreement, the students can exchange legation locations between each other until the fifth day after the selection. The exchange must be reported to the Dean’s Office.

4.5 It is the duty of the Student Union to take care of at least two legation preparation occasions.

4.6 It is the duty of the Department of Practical Theology to provide two sermons by holiday for the students.

#### *5. The legatum*

5.1 The legatum is the amount of money with which the congregation(s) support(s) the legate. Besides the legatum the legate can receive compensation that covers travel expenses.

5.2 The pastor(s) must indicate the amount of the legatum on the libellus along with the travel expenses.

5.3 The legate is obliged to pay tenth of the legatum at the legation supervisor until the 5<sup>th</sup> working day after Easter and Pentecost, and until 15 January after Christmas. It is the same deadline until which the libellus must be submitted at the Dean’s Office. Failing to meet the deadline involves a default penalty.<sup>13</sup>

5.4 In case of any failure concerning the legatum, monetary penalty can be imposed on the student to the extent of the amount of the scholarship of the student.

5.5 The paid tenth of the legatums and the amounts offered for this purpose besides it must be spent on complementing the smaller legatums.

5.5.1 A minimum limit must be established below which all *remaining legatum* can be compensated – and is to be compensated after establishing the minimum limit - from the total amount that serves to complement legatums, so it reaches this minimum limit.

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<sup>12</sup> The receptiveness of a church district is the difference of the legation locations of a parish and the number of students belonging to that parish.

<sup>13</sup> Modified by Senate Resolution 16/2014. (III.12.), effective from 13 March 2014.

ANNEX No. 8

**RULES OF PROCEDURE OF THE STUDY COMMITTEE**

**1.§**

The effect of this Rules of Procedure extends to the Study Committee operating at the Károli Gáspár University of the Reformed Church in Hungary and the faculty subcommittees operating at its faculties.

**Composition of the Academic Committee and its faculty subcommittees**

**2.§**

- (1) The Study committee (hereinafter: SC) consists of faculty subcommittees (hereinafter: Subcommittee).
- (2) The SC acts as a full committee (hereinafter: Full Committee) or in Subcommittees.
- (3) The Full Committee consists of all the members; the head of the Committee is the Vice-Rector dealing with academic matters.
- (4) The Vice-Rector dealing with academic matters supervises the work of the Subcommittees and must be invited to the sessions of the Subcommittees.
- (5) The composition of the Subcommittee is specified in Section 4.§ (3) of the AER.
- (6) The Rector assigns the head of the SC and the Subcommittee according to 5.§, in lieu of a Vice-Rector dealing with academic matters and – except for the Faculty of Teacher Training - the Vice-Dean dealing with academic matters.

**The range of the tasks of the SC**

**3.§**

Section 4.§ (4) of the AER specifies the tasks of the SC.

**The range of the tasks of the Subcommittee**

**4.§**

- (1) Sections 4.§ (2) and (5) of the AER specify the tasks and jurisdiction of the Subcommittee.

**Mandate of the members**

**5.§**

The Rector issues a credentials for the elected members of the Committee for the period specified in Section 22.§ (4) of the OOR.

**Rights and obligations of the members**

**6.§**

- (1) It is a right and obligation of the members to help the efficient operation of the SC and the Subcommittee.
- (2) The member is entitled and obliged to:
  - a) participate in the sessions of the SC and the Subcommittee;
  - b) report his/her absence to the head of the Committee in case of hindrance;
  - c) comply with the legal and university regulations;
  - d) ask questions, initiate measures, amendments, vote during session regarding any matter that belongs to the jurisdiction of the SC and the Subcommittee;

e) access any information that is necessary for the performance of his/her tasks originating from his/her membership.

### **The secretary**

#### **7.§**

The head of the SC and the Subcommittee can assign a secretary to help their work. The secretary cannot be a member of the SC.

### **Submitting requests**

#### **8.§**

- (1) The 12.§ of the AER contains the provisions that concern the submission of requests.
- (2) The Registrar's Department promptly forwards the request towards the head of the SC or the Subcommittee.

### **The order of the Full Committee and the Subcommittee, and the preparation of sessions**

#### **9.§**

- (1) The Full Committee is prepared by the head of the committee or the secretary on behalf of the head of the committee.
- (2) The session of the Subcommittee is prepared by the head of the committee or the secretary on behalf of the head of the committee with the help of the head of the Registrar's Department.
- (3) The session of the Full Committee and the Subcommittee (hereinafter together as: Session) is summoned by the head of the committee or the secretary on behalf of the head of the committee in e-mail, five working days before the session the latest. The invitation contains the place and time of the Session, the summary of the proposals and possible expert opinions.
- (4) If one third of the members request it in writing, indicating the agenda, then the head of the committee is obliged to summon the Session within 15 days from the reception of the request.
- (5) In extraordinary cases the Subcommittee can be summoned orally on short notice.
- (6) The head of the committee can invite all those to the sessions, whose presence he/she deems necessary with counselling and reference rights.
- (7) The Dean of the faculty, the head of the Dean's Office, the Faculty Director – besides the ones mentioned in Section 2.§ (4)-(5) - has counselling rights and permanent invitation to the sessions of the Subcommittee.

### **The session of the Full Committee and the Subcommittees**

#### **10.§**

- (1) The Session is chaired by the head of the committee or the member he/she assigned in case of hindrance.
- (2) The protocol is managed by the secretary or the person the head of the committee assigned.
- (3) Before the Session opens those present sign the attendance register, to be attached to the protocol, and will vote about who will verify the protocol.
- (4) Based on the attendance register the head of the committee establishes whether the Session has quorum.
- (5) Section 4.§ (7) of the AER contains provisions concerning the quorum of the Session.
- (6) If the Session does not have quorum, the head of the committee attempts to restore the quorum. If it is unsuccessful, the head of the committee sets and records the date of the new Session, to be set for a date within at least 3 and at the most seven working days. The head of the committee immediately summons the new session according to Section 9.§ (3), attaching the protocol.
- (7) After establishing that the session has quorum the head of the committee presents the schedule and the members vote about accepting or modifying the agenda.
- (8) The head of the committee, or the applicant (based on the decision of the head of the committee) or the head of the Registrar's Department presents the request, proposal in short, along with their own

opinion. If a person according to Section 9.§ (6) is present, he/she presents his/her views. After this the members and invitees with counselling rights exercise their rights.

(9) After closing the discussion the head of the committee puts the matter to a vote.

(10) The protocol contains the result of the vote and the text of the resolution (as an attachment in case of a lengthy resolution).

(11) After passing the resolutions the head of the committee adjourns the session.

### **Passing resolutions**

#### **11.§**

(1) The SC and the Subcommittee pass the resolution within the deadline specified in Section 7.§ (1) of the AER.

(2) The SC and the Subcommittee pass their resolutions in the way specified in Section 22.§ (7) of the OOR.

(3) When passing resolutions, the SC and the Subcommittee either accept the request, or deny the request or requests rectification from the applicant.

(4) If there is not enough information for making a decision, and it cannot be obtained on short notice, then passing the resolution must be postponed one occasion, until setting a new Session. In this case the deadline according to Section (1) is extended by 30 days.

### **Rectification**

#### **12.§**

(1) If it is not possible to pass the resolution on its merits because of the lacking content of the request, the applicant must be requested to rectify the situation. In the notice the applicant must be warned, that if the rectification is not arranged by the deadline, then the Session will pass its decision based on the available data.

(2) A suitable – at least 8 days, and 30 days at the most – deadline must be set for rectification. The period of rectification is not considered a part of the administration deadline according to Section 11.§ (1).

(4) At the same time as the call for rectification is issued, the student must be obliged to pay the “General rectification fee”. The rectification defined as completed, if the above fee is paid on the last day of the deadline provided for rectification at the latest.

### **Putting the resolutions in writing**

#### **13.§**

The resolution shall be put in writing according to the provisions of Sections 7.§ (2)-(3) of the AER, with the addendums below:

a) The resolution must be put in writing within 8 working days after it is passed.

b) The head of the committee is responsible for putting the resolution of the Full Committee in writing, and he/she is the one who signs it.

c) The Dean signs the decision of the Subcommittee if the head of the committee is prevented from doing so.

d) The resolution can be personally delivered to the student. It has to display the date of reception and the signature of the student on the original copy, which stays in the archives, and on the received copy as well.

### **Protocol**

#### **14.§**

(1) A protocol, managed according to the provisions of Section 10.§ (2), is prepared about the Session.

(2) Besides the items provided for in Sections 10.§ (3) and (10) the protocol contains the starting and closing time, location of the Session, the main content elements of the discussion based on the agenda, comments, views, and the request, proposal, opinion submitted in writing as attachments.

- (4) The protocol must be put in writing within 8 days counted from the date of the Session.
- (3) The protocol is signed by the head of the committee, the protocol keeper, and the person according to Section 10.§ (3).
- (4) The written protocol of the Full Committee is immediately sent by the head of the committee to the Deans of the faculties and the Student Unions of the faculties.
- (5) The head of the Subcommittee immediately notifies the Dean and the Student Union who can view it the protocol, when it is being put in writing, and immediately sends the protocol to the Vice-Rector responsible for education.

### **Transferring decision-making powers**

#### **15.§**

- (1) The Subcommittee can transfer its decision-making powers to the Vice-Dean responsible for academic matters in a resolution, for a specified or unspecified period.
- (2) The Subcommittee can revoke this decision any time in a resolution.
- (3) The resolution about the transfer and about revoking the resolution must be sent to:
  - the head of the SC;
  - the Dean;
  - the head of the Registrar's Department;
  - the Student Union.

### **Effective date**

#### **16.§**

The Rules of Procedure become effective on 07 February 2011.



## **STUDENT TRAINING AGREEMENT**

about training status

entered into by and between Károli Gáspár University of the Reformed Church in Hungary (1091 Budapest, Kálvin tér 9; tax number: 18060676-2-43; OM identifier: FI 44189), hereinafter: KRE on the one hand, and

**Name:**

**Birth name:**

**Date, place of birth:**

**Mother's name:**

**Tax identification number:**

**Student identification number:**

**Address/notification address, telephone, e-mail:**

**Highest completed level of education:**

hereinafter: the Student on the other hand, on this day, under the following terms and conditions:

1. The Parties state that the Student continues his/her academic studies at KRE against paying tuition, based on Act 104/2011 on higher education (hereinafter: NHEA) in the following programme

Form of the training:

Type of the training:

Training period:

Place of training: **Károli Gáspár University of the Reformed Church in Hungary, Faculty of**  
.....

The qualification that can be obtained with the training:

2. KRE agrees to give the Student who registered after the successful admission procedure (and registered to continue academic studies in further semesters) the same treatment as to state-funded students in the course of fulfilling the training requirements of the student's programme, conducting examinations and other requirements.

3. By signing this agreement the Student acknowledges that he/she has received the institution's information brochure concerning his/her academic studies, according to Article 22 of Government decree 79/2006. (IV.5). The information brochure and the regulations specified in this agreement can be accessed in electronic format on the website [www.kre.hu](http://www.kre.hu).

4. The Student accepts the obligation to perform the obligations that are his/her duty according to the Academic and Exam Regulation.

5. The Student agrees to transfer the sum of the tuition fee in every semester until enrolment or until the statement concerning the continuation of studies from the student collective account of Neptun to the account of the University. The Student can submit a request to ask for the benefit of paying in instalments due to his/her income, social situation. The regulation about the benefits that can be provided for the students of Károli University and the fees and compensations to be paid by them (hereinafter: Regulation on student fees and benefits) contains the details of the instalment payment benefit.

6. If the Károli University does not provide the training specified in this agreement, the proportionate part of the tuition fee is to be paid back within 60 days. The parties do not stipulate interest for the payment obligation specified in this section. If the student declares it during registration week or before it that he/she cancels or suspends his/her student status, or if he/she is transferred from fee-paying training to state-funded training, and already paid the tuition fee established for the semester then at the student's request the paid tuition fee must be paid back or must be included in the amount of the tuition fee for the next semester. The regulation on student fees and benefits contains the detailed rules of reclaiming or inclusion of the paid tuition fee.

7. In every active semester the Student is obliged to pay the full sum of the tuition fee in the way specified in Section 5 of this agreement, regardless of how many subjects the Student has registered for, or the credits of how many subjects were recognised, or how many subjects the Student was exempted from regarding class attendance and exam obligations.

8. The amount of the tuition fee per semester in the first school year is.....  
The Student acknowledges that the amount of the tuition fee can be increased in further school years. The amount of the tuition fee to be paid in the next school year must be announced until 31 May in the preceding school year in the way ordinarily used at the faculty.

9. University services to be provided for the tuition fee: specified in Sections 81. § (1)-(2) of the NHEA. The Schedule of Service Fees (as accepted by the Senate until 31 May of the preceding school year) provides for fees besides the amount of the tuition fee.

10. The Student states that he/she has been informed about the regulations concerning the studies of the Student, especially the Academic and Exam Regulation, and the Regulation on Student Fees and Benefits, and will comply with the provisions contained therein.

11. In the course of the training the Károli University is obliged to comply with the requirements of equal treatment.

12. The parties are obliged to preserve this agreement until 31 December in the fifth year following the end of the training, along with its attachments and amendments.

13. The university regulations and the relevant legal regulations are to be applied to the consequences of not fulfilling of obligations specified in this agreement.

14. This agreement was prepared in 4 copies from which the student is entitled to 1 copy, and the KRE is entitled to 3 copies.

This agreement, consisting of 14 articles, that the Parties signed as a sign of their consent after reading, it being in accordance with their will.

Date: Budapest, ... September, 2013

.....

**Student**

**Representative of the Faculty**

ANNEX No.10

**SPECIAL PROVISIONS CONCERNING MULTI-CYCLE TEACHER MASTER TRAINING**

1. § In case of students studying in multi-cycle teacher master training certain provisions of the OOR III. System of Requirements for students, academic and exam regulation (hereinafter: Regulation) are to be applied with the differences, addendums specified in this annex. For all matters not provided for in this annex the provisions of the regulation are to be applied with unchanged content.

**Basic concepts**

2. §The concepts specified in Section 2. § of the AER are completed with the following **concepts in the course of teacher training**:

*1. the practice supervising mentor*: a teacher working in public education (in higher education or adult education in case of teaching Hungarian language as foreign language (hereinafter: HAF)) who supports, helps the student during the internship in the technical implementation of the individual progress schedule, in identifying the forms and criteria of the actual documents presenting the completion of the individual activities. Tracks and helps the preparation of the portfolio and visits the classes of the student, ensuring gradual independence. If it is possible he/she is present during 20% of the classes held by the student (or to the extent prescribed in legal regulations). Helps, controls the organisation of out of class activities, and verifies their completion.

*2. the internship supervising instructor (internship supervising teacher of an accompanying seminar)*: a teacher employed by the University, responsible for the professional control, coordination of the individual (contiguous) internship of the student. Helps and approves the preparation of the individual development schedule and activity network of the student. Supports and helps the student in identifying the forms and criteria of the actual documents presenting the completion of the individual activities. Enables to make the connection between the practical and theoretical knowledge, the professional development of the candidate teacher, the improvement of his/her professional (self) evaluation and more aware shaping of the practical competences. Reviews the portfolio. The seminar accompanying the teaching is held by the professional methodology teachers of the given programme(s) and the teacher of the Teacher Training Centre, divided amongst them in equal proportion.

*3. the practice supervising teacher*: a teacher working in public education (in higher education or adult education in case of HAF) who helps the student in the preparation of his/her individual (competence) development schedule and activity network in the course of the group and personal programme-related (teaching) practice.

*4. Teacher Training Centre (hereinafter: TTC)*: performs the coordination of the educational work in connection with teacher training in the organisational units of the University, and the practical training in connection with that.

*5. portfolio*: a document, that is part of the teacher thesis, or in case of specific forms of teacher training specified in the training and university-leaving requirements, a replacement for it. It presents, illustrates the competences of the student, reflects the professional differences shaped in wake of the individual competence development plan, different for each person, the defence of which is part of the teacher training final exam.

*6. proficiency supervisor*: a person indicated in the programme starting documents with the jurisdiction specified in this annex as well, who is responsible for the content and implementation of certain proficiencies of the teacher training. The list of proficiency supervisors and their contact options must be published on the website of the University and of the faculties involved.

### **Programme**

3. § (1) In the multi-cycle training, two qualifications that prepare for the teaching of subjects, subject modules in years 5-12 and 13 of school education and in vocational training classes specified in the National Training Register and the performance of special teaching-related tasks - the training specified in Item 4.1. a) of Attachment 4 of Ministry of Education Decree 15/2006. (IV. 3.) on the training and university-leaving requirements of bachelor and master training programmes – can be obtained in the basic type of the teacher training.

(2) In exceptional cases of the multi-cycle teacher training – specified by the training and university-leaving requirements – after certain preliminary studies, and in multi-cycle training according to the specifications specified in the training and university-leaving requirements of professional and art-related teaching proficiency one teaching proficiency can be obtained as well, in the course of training with duration shortened by the number of semesters specified in said requirements.

4. § (1) The master training programme that provides teaching proficiency realised as multi-cycle training consists of the following three elements in ordinary training:

- a) knowledge of the professional field according to the teacher qualification, including subject pedagogy, professional methodology,
- b) the pedagogy, psychology theory and practical knowledge of the teacher qualification,
- c) the contiguous practice organised in a public education institution or in an adult education institution.

(2) Teaching of the elements specified in Items a)-b) of Section (1) in the multi-cycle teacher training can only be conducted together. The contiguous professional practice according to Item c) of Section (1) can only be started after the successful completion of the academic requirements of the elements specified in Items a)-b) of Section (1).

### **The curriculum and the recommended curriculum**

5. § (1) Several curriculums belong to the multi-cycle teacher master training. Depending on the preliminary training of the students – in the way specified in each teacher training curriculum- the elements of the teacher master training specified in Section 4. § (1) can be completed with different credit numbers.

(2) The amendment of the recommended curriculum belonging to the teacher master training is approved by the Senate.

### **The order of listing courses**

6. § (1) In the multi-cycle teacher master training, as opposed to the provisions of Section 48. § (1) of the AER, listing the courses assigned to the subjects and the practice is the task of the qualification supervisor.

(2) The TTC is responsible for the organisation and listing of the group (teaching) seminar and the individual (contiguous) practice and the accompanying seminars.

(3) The Director-General of the TTC can review the actually listed courses each semester, so that the University can provide for the students the possibility to progress according to the recommended schedules of the teacher training.

### **The order of exams**

7. § For students, who have to complete an individual internship with a credit value less than 30 credits according to the recommended schedule, it is also recommended to complete the internship in a separate semester. In case of submitting a personal request, however, the completion of courses yet to be completed in the semester of the internship in one block, closing them with pre-exams before the exam period, based on an authorisation provided for in 72. § of the AER, and starting the internship in the same semester must be allowed.

## Practice

8. § (1) **The general (pedagogy) practice (Type “A” practice):** a practice– at least 30 hours – with the purpose of getting familiar with the teaching profession, the improvement of general pedagogy skills, that includes getting to know the profession, knowledge of children and self-awareness, conflict management methods, school visits, class visits and analyses, and micro-teaching. The Teacher Training Centre is responsible for the practice.

(2) The scheduling of the general (pedagogy) seminars is specified by the relevant curriculums. The general (pedagogy) seminars can be completed in the practice schools and in the partner schools, adult education partner institutions of the University if needed.

9. § (1) **The group (teaching) practice (Type “B” practice):** group (teaching) practice completed in a school, with the supervision of a practice supervising teacher, in the field of the given qualification. 60 hours per qualification, that includes observing lessons, class discussions, participation in the partial tasks of classes held by the practice supervising teacher, and at least 15 classes/sessions per group, held independently (planning-preparation, holding the class, evaluation, class analysis. The student – with the exception of the HAF second teaching course – should complete the teaching seminar of one qualification in years 5-8 and the second in 9-12, if possible.

Distribution of the activities held in the course of group (teaching) practice is done according to the following:

15 hours of observing lessons per group, and 15 hours of discussion in connection with it, holding 15 classes per group, and 15 hours of discussion in connection with it. The whole group participates in classes and it is followed by a joint discussion led by the person responsible for the programme/instructor teaching professional methodology. More students can hold one class, in the form of team-teaching, but at least 3 independently held classes per person are compulsory.

Observation of classes held by group members can also count as observed lessons, to the extent of 10 classes at most. Administration of the practice is executed through the help of a work log.

Group, pre-recorded or live presentation class, possibly micro-teaching tasks and preparation and professional evaluation related to it is a requirement for students with college level diploma obtained earlier in the same programme and for students participating in correspondence training, in 2 block classes (10-10 classes).

(2) The relevant curriculums specify the scheduling of the group (teaching) practice performed in the area of the given qualification.

For full-time, two-subject students it is suggested to participate in this practice during the third semester concerning their major, and in the fourth semester concerning their minor.

The group (teaching) practice is done in the practice schools and in the partner schools of the University if needed. The student can get assigned to an external practice supervisor after the practice school places are filled, and in especially warranted cases, based on a personal request, according to the decision of the Director-General of the Teacher Training Centre.

10. § (1) **The individual (contiguous) practice (Type “C” practice):** an individual practice, performed in an institution of public education, in an adult education institution, under the regular supervision of an assigned practice supervising mentor and a higher education teacher training expert, contiguously, in the last semester of training. The student – with the exception of the HAF second teaching course – should complete the practice in years 5-8 and 9-12 as well in both of his/her programmes if possible.

Students with college-level diploma obtained earlier in the same programme are obliged to complete their seminar in years 9 – 12.

The practice includes observing lessons, 2-5 classes of teaching/sessions per week (a maximum of 10 classes per week) per qualification according to the activity net designed based on the development plan of teaching competences (documenting at least 30 classes is compulsory), completion of out-of-class school tasks, the completion of seminars accompanying the teaching, and the accurate, professional documentation of data gathering, experience gaining. The work log of the practice is part

of the documentation. Coordination of the individual (contiguous) practice is the task of the programme coordinator.

(2) It is a prerequisite of the individual (contiguous) practice to fulfil every requirement of the teacher master training – with the exception of the thesis – and to earn the credits necessary to fulfil them. The practice can only start after these prerequisites are met.

(3) The individual (contiguous) practice is to be completed in the 5<sup>th</sup> semester in the regular case of the multi-cycle teacher Master training and in the last semester according to the curriculum of the training involved in any other case, considering the following:

a) The period of the individual practice to be spent in an institution of public education is at least 12 weeks (with a college-level degree from the same programme it can be completed in blocks, in the course of 4-6 weeks, from which at least 30 classes are to be documented and in the case of HAF, at least 10 classes are to be documented), in case of two fields of expertise proportionate distribution between the fields of expertise is the goal.

b) The practice of teaching Hungarian as foreign language that can only be completed as 2<sup>nd</sup> teacher training in an institution which is not dealing with public education, in blocks, according to the cooperation agreements.

c) The practice can be performed in an institution of public education or in an institution of adult education, in the practice schools, partner schools and partner institutions of the University.

d) It is a policy that at least 75% of the activity net, based on and covering the personal development plan of the student, has to be conducted the partner school, under the supervision of a practice supervising mentor.

(4) In the course of the individual (contiguous) practice the student, under the supervision of the practice supervising mentor and the practice supervising instructors, prepares the **portfolio**, which is part of the thesis and is the subject of the teacher qualification exam.

It is compulsory for all students – with the exception of HAF 2<sup>nd</sup> programme teacher training students – in the course of the practice:

a) to participate in a session with a student, who has some form of special education needs (SEN),

b) to document the tasks received/taken in the course of the individual (contiguous) practice in the institution, the solution, analysis, evaluation, its (self)reflective interpretation,

c) completion of the tasks received/taken in the course of the practice accompanying the individual (contiguous) practice, documenting the problems that occurred, their solution, and their (self)reflective interpretation, analysis, evaluation.

(5) The grade of the individual (contiguous) practice is the mathematical average of the sub-grades listed in the work log (with equal weight) rounded to an integer (the sub-tasks to be completed change depending on the credit value of the practice) :

a) Preparation, teaching, class analysis (one programme),

b) Preparation, teaching, class analysis (other programme),

c) school activities outside classes

The person evaluating the completion of the provisions in a)-c) is the practice supervising mentor; the practice supervising university instructors evaluate the seminars accompanying the practice. For the evaluation of the individual (contiguous) practice the evaluation sheet issued about the evaluation must be sent to the Teacher Training Centre from the institution of higher education until the deadline specified in the faculty schedule so that the grade could be recorded through the NEPTUN system, and the certificate of the mentor teachers about the completion can be issued.

### Registration for the practical courses

11. § (1) The student registers for the courses belonging to the general (teaching) practices – according to the general rules in 43. § of the AER – in the period for registration for courses through the NEPTUN system.

(2) The student is obliged to notify the faculty coordinator in writing about his/her intention to take the courses of group (teaching) practice and the individual (contiguous) internship until the end of the term time of the semester, before the semester of he/she actually intends taking the course, due to education organisation causes. Actually taking the course (that is, confirmation of the intention to register for the course) is done in the semester when the group (teaching) practice courses are listed, and in the last semester of training in case of the individual (contiguous) practice, in the period for registration for courses, through the NEPTUN system.

(3) The faculty coordinator, on behalf of the Director-General of the Teacher Training Centre, arranges assigning the student to a group (teaching) seminar and a individual (contiguous) practice and notifies the student about it.

During the pre-registration the student can submit a personal request to the Director-General of the TTC concerning the location of the individual (contiguous) internship.

### **Pre-degree certificate**

12. § (1) In the multi-cycle teacher master training obtaining the final certificate (pre-degree certificate) certifies the fulfilment of study requirements per chosen qualification, earning the credit points prescribed as compulsory in the training and university-leaving requirements, with the exception of the language exam, and the credit points assigned to the thesis.

(2) Conditions of the pre-degree certificate:

- a) specified credits of pedagogy-psychology (40 or 20 or 10 credits depending on previous qualification);
- b) specified credits of the first qualification (30 credits or a specified number of credits specified depending on previous qualification);
- c) specified credits of the second qualification (50 credits);

### **Thesis**

13. § (1) The following special provisions apply for the teacher training thesis. The teacher training thesis has the following two components:

- a) regular summary of the experiences of school practices and the accompanying seminars (**portfolio**),
- b) the presentation, analysis, evaluation of these experiences or the teaching of a partial area of the subject, based on some subject teaching or general pedagogy perspective, or the preparation of some supplement necessary for the teaching of the same (**accompanying paper**).

The formal and content requirements of the accompanying paper and the portfolio are in Attachments 2 and 3 of this Annex and the supplementing information material of each programme.

(2) Both components of the teacher training thesis must be evaluated with a separate grade.

(3) In the multi-cycle master teacher training one teacher training thesis must be prepared even in the case of two teaching qualifications, which consist of the common portfolio and an accompanying paper.

(4) It is the right and duty of the student completing his/her study requirements to choose a topic and a supervisor for his/her thesis on the form provided by the faculty, in the semester before the contiguous practice, in the period specified in the faculty schedule.

(5) The choice of topic and supervisor of the student are approved by the head of the institution/department according to the chosen topic.

(6) In cases specified in the training and university-leaving requirements the student has to prepare one portfolio only, the provisions specified in connection with thesis preparation must be applied to the portfolio accordingly.

(7) A written evaluation is prepared for the portfolio and the accompanying paper as well, and the reviewers state two questions for both areas that are connected to the topic, the scientific field involved, and send it to the TTC.



The TTC sends the questions and the evaluation to the student in electronic format at least 10 days before the final exam, and records the grades in the NEPTUN system.

(8) If a sub-grade of the thesis is unsatisfactory and a third reviewer confirms it, the teacher training thesis cannot be accepted and the candidate cannot be permitted to take the teacher training final exam. In this case the teacher candidate must rewrite the section of the teacher training thesis that was classified as unsatisfactory.

(9) Defence of the teaching course thesis is done at the teaching course final exam.

(10) The partial grade received for the defence is part of the grade of the thesis.

### **The portfolio**

14. § (1) The portfolio, an element of the teacher training thesis, has an exceptional part in the evaluation of practical activities performed in the course of master teacher training. It provides an opportunity to know the professional development of the student, and to evaluate his/her work. Its preparation is compulsory in the last semester of the training period; its evaluation is part of the teacher training final exam.

(2) The portfolio is a document that presents, illustrates the competences of the student, reflecting the individual professional differences which developed based on the individual competence developing plan. It contains documents prepared according to the same criteria, yet still unique, self-reflections, materials presenting special competences, with special regard to documents presenting the development of teaching competences.

(3) The candidate prepares a presentation for the final exam, which he/she presents and defends at the final exam. During the presentation the candidate gives a short presentation of the most important elements of the portfolio and the accompanying paper, so as to provide proof about the learnt teaching competences and the wide range of professional and teaching knowledge in the presence of the exam committee. The time for the presentation is 8-10 minutes, keeping the time limits and formal (aesthetics and presentation technology) perspectives are also basis for the evaluation besides content criteria.

(4) Evaluation of the portfolio is jointly done by the Teacher Training Centre and the departments, based on the system of evaluation criteria also known by the students.

The grade of the portfolio is the mathematical average of the reviews rounded to an integer. The grade of the portfolio is part of the thesis grade; the final exam committee evaluates its presentation and defence with a separate grade (along with the defence of the accompanying paper).

### **The accompanying paper**

15. § (1) The accompanying paper, the other element of the teacher training thesis, must reflect how the student can process the professional topic, based on his/her methodology, pedagogy and psychological knowledge, on the levels of basic and secondary education, or according to the goals of vocational training or adult education.

(2) The extent of the accompanying paper:

a) in case of a paper chosen from the topics of general pedagogy and psychology: at least 80 000, and a maximum of 85 000 character with spaces (approx. 30-40 pages),

b) in case of the chosen topic being in connection with the professional field (methodology, or methodology-related) (to be written in the language involved in case of language courses): at least 80 000, and a maximum of 85 000 character with spaces (approx. 30-40 pages),

which does not include the table of contents, the notes, the pictures, the bibliography.

(3) The topic supervisor does the evaluation of the accompanying paper (together with an assigned reviewer if possible), who is the qualified teacher of pedagogy or of the department, depending on the choice of topic. In case of language programmes the paper is written in the main language.

16. § (1) The student writing an accompanying paper has the right to decide what topic to choose (pedagogy, psychology, or a topic in connection with one or the other teaching course programme).

The topics of the accompanying paper can be announced by the teachers of the subject, methodology

instructors and the instructors of the Teacher Training Centre. The topics to be listed and the topic supervisors are collected by the person responsible for the programme and the qualification supervisors on each faculty and submit them to the Teacher Training Centre that approves them for a period of one year. Approved topics of the Teacher Training Centre must be published on the university and the faculty website as well.

(2) Accompanying papers written about general pedagogy or psychology are evaluated by the Teacher Training Centre and the Institute of Psychology. Papers in connection with the professional fields are evaluated by the departments.

(3) The chosen topic supervisor evaluates the accompanying paper with a grade, based on the list of criteria given as an attachment in this document.

### **Deadlines**

17. § (1) The portfolio and the accompanying paper must be prepared in 2 copies, and the appropriate number of CDs must also be attached, all of which shall contain the full material of the portfolio, the possible accompanying paper in digital format and the portfolio-materials that can only be accessed in a digital format as well. The submission deadline is the last day of the term time in both semesters (the last day of the submission deadline is published by the Registrar's Department in each school year).

(2) The provisions of 77. § of the AER are to be applied to the deadline of submitting the topic of the accompanying paper, with the addendum, that where the regulation mentions thesis, in this case the accompanying paper must be meant under it as well.

(3) The order of submission:

#### **To the Registrar's Department:**

- 1 copy of the portfolio
- 1 copy of the accompanying paper, bound (at specified points, see attachment No. 1)
- 1 copy of the type C work log,
- 1 CD (in transparent hard cover, with a name, containing the portfolio, the possible accompanying paper, and the portfolio-materials that can only be accessed in a digital format),

#### **To the Teacher Training Centre:**

- 1 copy of the portfolio
- the pages of the type C work log containing grades (this must be submitted in the semester when the practice is completed!)
- 3 CDs (in any cover, with a name, containing the portfolio, the possible accompanying paper, and the portfolio-materials that can only be accessed in a digital format)

#### **To the department or the Teacher Training Centre:**

1 bound copy of the accompanying paper is necessary to submit to the department of the thesis supervisor (at specified points, see attachment No. 1, + 1 CD).

### **Teacher training final exam**

18. § (1) Students finish their studies with a final exam in the multi-cycle teacher master training. This Annex contains the specific, supplementary provisions that differ from the provisions concerning the final exam, specified in 59-60. § of the Regulation.

(2) Requirements of the permission to take the teacher training final exam:

- a) getting the pre-degree certificate (final certificate),
- b) the submitted, successful thesis, evaluated in writing
- c) completion of the contiguous individual school practice.

(3) The multi-cycle teacher training final exam is a complex examination ending the teacher master training, with no credit value assigned.

Parts of the teacher training final exam:

- a) presenting and defending the teacher training thesis,
- b) complex oral exam

(4) The first part of the multi-cycle teaching course final exam is presenting and defending the teacher training thesis, consisting of the systematic expression of answers given to the questions the student received beforehand, sharing the observations, addendums in connection with the thesis review, and the presentation of the thesis.

(5) The complex oral exam is the second part of the teacher training final exam, in the course of which the student proves, that he/she is able to integrate and present knowledge gained in different fields of training, to apply the disciplinary knowledge in school practice, and to use it in creative ways. In case of the complex topics, processing the reference literature, own learning experiences, in a systematic way fitting to the topic, and the structured analysis of the experience of school seminars – general (pedagogy) seminars, group (teaching) seminar(s), individual (contiguous) internships – is also performed. The teacher candidate can use his/her own documents prepared in the course of school seminars to support what he/she says in connection with the complex topic.

(6) Students with the preliminary training specified in the training and university-leaving requirements must prepare a portfolio about the teaching practice belonging to the professional field in question and present and defend it in the course of the teacher training final exam, and to take a complex oral exam. The thesis is part of the accompanying paper; it is not a requirement for these students.

19. § (1) The requirements of the oral part of the final exam (topic lists, topics, compulsory literature) are specified by the TTC together with the departments and must be published on the website of the University and in the way usual at the faculty at least 3 months before the exam.

(2) Those can register for the final exam through NEPTUN system and by submitting the form that can be downloaded from NEPTUN system until 15 October in the autumn semester, and until 15 April in the spring semester, who got their final certificate or are expected to get it until the deadline specified in the schedule of the school year. If the student registered for the final exam but did not take it in the final exam period in question, then the student's application becomes invalid at the end of the final exam period. In this case the student has to repeatedly apply for the final exam until the deadline mentioned in this section.

(3) The final exam must be taken in the presence of a final exam committee. The final exam committee has at least 3 members. The head of the committee and its members are suggested by the Director-General of the TTC to the Dean, based on the suggestion of the departments. Then the Dean asks and assigns the head of the committee and the members of the final exam committee according to other provisions of the Regulation. Besides the head of the committee – who is a qualified, leading instructor of pedagogy, psychology or the professional field in question – the members are the topic supervisor of the student, teachers of the subjects and methodology of the field, and members can be the representatives of the practice supervising mentors of the practice schools and the partner schools as well. It is compulsory to invite one external member – without any legal relationship with the University – to the final exam committee.

(4) The unsuccessful final exam or final exam part can be repeated in the next final exam period at the earliest, as per Sections 59.§ (4) and (8) and Section 60.§ (5) of the Regulation.

20. § (1) Sub-grades of the teacher training thesis:

- a) the grade received for the portfolio part of the teacher training thesis;
- b) the grade received for the accompanying paper part of the teacher training thesis;
- c) the grade received for the presentation and defence of the teacher training thesis (the portfolio and the accompanying paper)

The grade of the teacher training thesis is the mathematical average of the sub-grades in a)-c), rounded to an integer.

(2) Sub-grades of the final exam:

- a) grade of the teacher training thesis;
- b) grade of the complex oral part;

c) grade of the individual (contiguous) practice completed in the second/third or fifth semester of the teaching master course.

(3) If any of the grades in Sections (1) and (2) or their sub-grades are unsatisfactory, then the teacher training final exam is also unsatisfactory. During the repeated teacher training final exam the part of the final exam mentioned in Section (2), classified as unsatisfactory must be repeated.

(4) If the recommended curriculum of the student does not contain any of the requirements specified in Section (1) based on the provisions specified in the training and university-leaving requirements, then the classification of the teaching course final exam must be calculated according to the above provisions disregarding the element in question, from the average of the grades received for the remaining requirements.

(5) The complex oral part has one complex list of topics in connection with the programme, in which measurement of the disciplinary knowledge is achieved as well, but from the perspective of the teaching profession, connected to it, that is, embedded in pedagogy, psychology and disciplinary pedagogy knowledge.

(6) In case of a training aimed at two teaching qualifications – in case of the final exam part in Element b) of Section (2) – the student receives a separate grade for each qualification. In this case the grade of the complex oral part is the result of the mathematical average of the oral grads received on the first and second teacher training rounded to an integer.

### **Diploma**

21. § In the multi-cycle teacher master training the classification of the diploma must be specified based on the average of the sub-grades of the final exam rounded to two decimals, considering Element b) of Section 86. § (4) of the Regulation.

Attachments:

1. *Summary chart of requirements depending on entry*
2. *Portfolio requirements*
3. *Requirements of the accompanying paper*

*Attachment 1 of Annex 10 of the AER*

**CREDIT NUMBERS, PRACTICE AND THESIS REQUIREMENTS FOR EACH ENTRY FORM**

	Credits to be had	Number of semesters	Field of expertise		Ped - psych	Internship	Thesis	Ending the programme
a) Teacher training course based on the first-cycle training of the single-cycle training (after BA, two-subject)	150	5	I: 30	II: 50	40	30	Portfolio + paper	2 complex list of topics + portfolio and paper defence
b) Teacher training course taken during master training (MA) or after it	90	3	30, if at least 10 can be recognised with credit transfer		40	20	Portfolio + paper	complex list of topics of the programme + portfolio and paper defence
c. with college- level degree /1: single-subject training /2: two-subject training	60 (with a given programme as preliminary studies)	2	30		10	20	portfolio	complex list of topics of the programme + portfolio defence
	90 (with a given programme as preliminary studies)	3	I: 30	II: 30	10	20	portfolio	2 complex list of topics + portfolio defence
d) With MA gained in teacher training course in case of a newer teacher training	60 (with 50 credits from preliminary studies)	2	40		0	20	portfolio	complex list of topics of the programme + portfolio defence
e) Newer teacher qualification, with a college, university-level degree (former type) already received	60 (with 50 credits from preliminary studies)	2	40		10	10	portfolio	complex list of topics of the programme + portfolio defence
f) Newer teacher qualification in case of an already received college-level teaching qualification	90 (with 50 credits from preliminary studies)	3	50		20	20	portfolio	complex list of topics of the programme + portfolio defence
g) With college or university degree (non-teaching)	100 + 10 (with 50 credits from preliminary studies) + advanced level language exam in case of a language study programme	3	40		10 + 40	20	Portfolio + paper	complex list of topics of the programme + portfolio and paper defence

Attachment 2 of Annex 10 of the AER

## INFORMATION ABOUT THE REQUIREMENTS OF THE PORTFOLIO

According to Item 5.1.3. of Attachment 4 of Ministry of Education decree 15/2006. (IV. 3.) students in teacher master training must prepare a portfolio.

The **portfolio** = dossier of documents (etymologically: “purse to carry letters in”): “Essentially a collection of documents that shows someone’s knowledge and proficiency in a field.”

Based on the training and university-leaving requirements of the teacher master training, the training period of the programme can be different, with different credit numbers, depending on preliminary training, studies.

### 1. Purpose of the portfolio

As part of the training and the accompanying practices, every student prepares a portfolio, that is part of the final exam. The portfolio is a targeted collection assembled from the works of the student, prepared in teacher master training, that presents the efforts, development and results of its author in one or more fields. It is the task of the student to choose and gather the works, evaluations by instructors that will be in the portfolio, and to prepare the self-evaluations.

Using a portfolio serves the following purposes:

- tracking pedagogical knowledge, views,
- enhancing knowledge, promoting its changes.

Furthermore, the professionally constructed portfolio helps the establishment and development of cognitive self-regulation, at the same time making it visible, appreciable for the environment to what level the student improved in shaping competences, gaining knowledge, professional development.

During the teacher training final exam the candidate must verify having the skills, abilities, competences necessary for the teaching profession with the help of the portfolio, the student himself/herself assembled.

When assembling the portfolio, the student has to review his/her achievements in connection with his/her studies again, so as to collect quality works verifying teaching competences, evaluate them, and add reflections to them. The basis for this selection and analysis is the professional list of competences in the mentioned legal regulation, which we publish for information purposes as an attachment to this information brochure. The leaders of the seminars accompanying the last semester practice (disciplinary and pedagogy-psychology teaching accompanying seminars), the leading instructors and mentors support the teacher candidate in selecting documents.

### 2. What documents should be collected in the portfolio?

The portfolio contains documents of activities belonging to the following four areas, so that it expresses, documents the personal learning curve of the student. Documents from all four areas are advised to be included in the portfolio, with different level of detail.

#### 2.1. Own works of the student in connection with different fields of knowledge prepared in the course of the university studies of the student

- essay, seminar paper (one paper in connection with a specified seminar per programme is a compulsory part of the portfolio);
- research report, (questionnaire, interview, evaluated);
- class visit protocols;

#### 2. 2. Documents prepared in the course of the school work, teaching practice of the student

- planning documents (class schedules, topic design, program packs, project descriptions, etc.);
- supplements prepared for teaching (program, presentation equipment, mock-ups, etc.);
- documents concerning evaluation (collection of tasks, papers, etc.);

- documents of out-of-class activities (in connection with holiday activities, Student Union support, etc.);
- presentation of the use of ICT-devices by students (digital board, website, distance learning, e-learning, etc.);
- conclusions of observing classes in the course of the teaching internship;
- audio or video records of the class;
- works of his/her own students, with reflections, etc.;
- planning and development of the teaching material, preparation of teaching tools, a work sheet the student designed, etc.;
- talent promotion, clubs, competitions;
- personal work schedule developed for students requiring special treatment;
- documents of visits (e.g.: concert, exhibition or museum, etc.).

### **2. 3. Getting to know the school as an organisation and the targeted, brief presentation of impressions added to it**

- notes prepared in work community, teaching staff meetings;
- child and youth protection;
- correspondence with the parents.

### **2. 4. Self-evaluation of the student concerning his/her own work:**

- notes, explanations, suggestions, self-reflections concerning the documents;
- if a teacher's evaluation was prepared about the submitted work, and is available for the student, it must be attached to the material in question;
- expressing the goals of the candidate as a teacher, individual tasks established concerning the fulfilment of teaching competence requirements;
- a summarising self-evaluation about results achieved in the course of training, and the areas to develop;
- establishing further professional goals and the action plan in connection with the mentioned goals.

Typical element of the evaluation with attention to teaching competences:

- the dilemma;
- recognising, identifying, defining the problem;
- dismantle and analysing the problem;
- establishing solution-conclusion methods;
- choosing the optimal solution and providing reasons for the choice.

### **3. When must these documents be collected?**

Collecting the documents is done continuously, special occasions are *teaching practices* included in the teacher master training, and the informal occasions of the teacher training (*conference participation, literature reading, film with a school/pedagogy topic, etc.*).

### **4. How many documents must be collected?**

As the main requirement the portfolio must present (document) the work of the candidate performed in all areas of school practice (teaching; out of class school activities; out of class activities). This is the basic requirement of compliance.

However, in the evaluation/classification of the portfolio the main criterion is not quantity, but the professionalism, depth of the reflections, presentation of the development curve.

### **5. Criteria of the classification of the portfolio**

5. 1. Orderliness of the portfolio (transparency, clear structure);
5. 2. Validity/credibility of the portfolio (name of the author, where, on what occasion the document in question was made, etc.);

5. 3. Accurate use of the expressions in connection with the scientific field; presence of references in the reflections on how much the candidate understands, comprehends the scientific and social (practical!) relevance of teaching his/her subject.

The candidate prepares for the evaluation of his/her portfolio by “sorting out” the documents he/she prepared/created based on the typology presented above (Items 2. 1., 2. 2., 2. 3. 2. 4.), and summarises the documents of the portfolio in a *table of contents* at the beginning of the portfolio.

Besides the written documents, photographs drawings and CDs can be placed in the portfolio as well. The printed copy can contain original (even hand-written) documents as well. A printed second copy must be prepared of the drawings, hand-written materials, by scanning or by preparing digital photos of them.

The analytical and reflective documents (Items 2.3., 2.4.) from the ones in the portfolio are prepared in Hungarian language even in case of language programme students, while other documents can be prepared in the target language as well.

## 6. Evaluation of the portfolio

The portfolio is evaluated by the competent persons of the teaching staff participating in the training (representative of teacher training/pedagogy; leading teacher/mentor teacher; representative of the methodology).

The previously assigned reviewer evaluates the portfolio with a grade and with text as well. The reviewer of the portfolio is assigned by the Director-General of the TTC. Several persons can be involved in the evaluation, like the mentor, the leaders of the accompanying seminars.

Evaluation criteria:

- the level of the sophistication of the materials;
- the professional standard of the materials and the analysis;
- from how large of a range the submitted materials come from the perspective of teaching functions;
- the diversity, creativity of the solutions and methods;
- highlighting the essence, coherence, conscious and justified the selection;
- formal appearance: we request the reflective parts in typed, edited format, but the original materials (class observation, class schedule, etc.) must be submitted in their original form; at the beginning of the portfolio a table of contents summarises the documents.

### Recommended literature

- Falus Iván – Kimmel Magdolna (2003): *Portfólió*. Gondolat Kiadói Kör, Budapest.
- Falus Iván (2004, edit.): *Didaktika*. Nemzeti Tankönyvkiadó, Budapest.
- Györgyiné Koncz Judit (2007): *Pályaismeret, pályaaorientáció*. Károli Egyetemi Kiadó, Budapest.
- Kollár Katalin – Szabó Éva (2004, edit.): *Pszichológia pedagógusoknak*. Osiris Kiadó, Budapest.
- Halász Gábor – Lannert Judit (2006, edit.): *Jelentés a magyar közoktatásról*. OKI, Budapest.
- Ginnis, Paul (2007): *Tanítási és tanulási receptkönyv*. Alexandra, Budapest.
- Bedő Andrea – Schlotter Judit (2008): *Az interaktív tábla*. Műszaki Kiadó, Budapest.
- Kagan, Spencer (2001): *Kooperatív tanulás*. Ökonet, Budapest.
- Gordon Győri János (2004): *Tehetségpedagógiai módszerek*. Oktatás-módszertani Kiskönyvtár, Vol. VII. Gondolat Kiadó, Budapest.
- M. Nádasi Mária (2003): *Projektoktatás*. Oktatás-módszertani Kiskönyvtár, Vol.V. Gondolat Kiadó, Budapest.
- Petriné Feyér Judit (2004): *A problémaközpontú csoportmunka*. Oktatás-módszertani Kiskönyvtár, Vol. VI. Gondolat Kiadó, Budapest.
- Szivák Judit (2003): *A reflektív gondolkodás fejlesztése*. Oktatás-módszertani Kiskönyvtár, Vol. III. Gondolat Kiadó, Budapest.

## CONSULTATION OPPORTUNITY



The student prepares the portfolio independently, and can receive support for the completion of the tasks from the instructors of the Teacher Training Centre.

**Ministry of Education Decree 15/2006. (IV. 3.) on the training and university-leaving requirements of the bachelor and master training programmes  
Attachment No. 4 (excerpt)**

The purpose of training in the teacher training programme and the obtainable teaching competences: In the course of practicing his/her profession, having professional capabilities, the teacher is adequate for the following purposes:

- **development of the student's personality:** to promote the intellectual, emotional, physical, social and moral development of students considering personal needs and development conditions; obtaining democratic social values, specific national traditions, European cultural and universal human values;
- **to help, develop the organising of student groups, communities:** to use the pedagogical opportunities in student communities, promote the understanding of differences between individuals, to manage conflicts that arise in the community, to apply intercultural education programs, to develop cooperation skills;
- **to plan the pedagogical process:** to comprehensively plan his/her teaching work in detail based on the nuanced analysis of the conditions, to analyse and evaluate his/her experience in a reflective way;
- **to develop the education level, skills and abilities of the students:** to use his/her knowledge gained in the field of the given qualification in curriculum and cultural-related context. To promote the development of the scientific concepts and concept systems of the students, to introduce the views, values and research methods of the scientific fields, to shape the skills necessary for the application of the acquired knowledge, to recognise the connection of his/her field of expertise to the protection and development of health and through this, to promote the health development of students;
- **to effectively develop competences that provide basis for lifelong learning:** especially to continuously develop reading-comprehension, information processing, effective learning, social and civil competences, initiative skills And entrepreneurship competences, basic thinking operations, problem-solving thinking, to integrate the previous knowledge of students, their skills and knowledge obtained out of class and their knowledge learnt in school, to create the foundations of skills for independent learning, to develop it, and to develop the physical-mental-spiritual health of students;
- **to organise and control the learning process:** to create diverse teaching-learning forms, to expediently choose sources of knowledge, to apply new information-communication technologies, create an effective learning environment;
- **to apply diverse devices of pedagogical evaluation:** for the analytical evaluation of the development processes, learning achievements and personality development of students, to apply different evaluation forms and devices, to effectively use the results of evaluation, to develop self-appreciation;
- **for professional cooperation and communication:** for cooperation with the students, the parents, the school community, the partner organisations and research-development institutions, for effective communication with the same;
- **dedication, self-improvement in professional development:** to continuously track the literature that helps his/her work, gaining knowledge independently, to integrate personal experiences in scientific terms, to use the more important methods, analytical processes of pedagogy research, to evaluate his/her own work using scientifically established tools.

Attachment 3 of Annex 10 of the AER

**Requirements of the paper accompanying the teacher training MA portfolio**

The organised appropriately portfolio summarising professional experiences based on personal criteria is a compulsory part of the thesis.

The other part of the thesis is the **accompanying paper** in connection with a part of the portfolio, and based on this the detailed, scientifically accurate observation and analysis of a phenomenon documented by the portfolio. The provisions concerning the structure, content and formal requirements of the paper are the following:

**1. Structure, compulsory parts of the accompanying paper**

- a) The table of contents is a compulsory part of the paper, indicating the page number of all the chapters and sub-chapters at the beginning of the paper. Chapters and sub-chapters must be numbered. The titles and numbering indicated in the table of contents must be identical to the chapter titles and numbering in the paper. The table of contents is no chapter of the paper, so it is not numbered.
- b) The paper must contain an introduction, which receives number 1 or 0. The introduction contains the statement regarding the chosen issue, the goal of the thesis, the motivation behind the topic choice, the method of processing and the structure of the paper.
- c) This is followed by the critical presentation of theories established in this matter, debating them, and outlining the results of the research regarding this topic.
- d) Performance of an independent professional work with theoretical background is part of the paper, e.g., some (usually empirical) class research, study, survey, or analysis, creation/development of some actual learning material, teaching supplement/media. For this, the writer of the thesis must create hypotheses based on the theoretical background outlined earlier, then develop the study/work method, present the results of the study or the characteristics of the work (e.g. actual learning material, teaching supplement), to verify or modify the hypotheses, then draw conclusions. Performance of possible empirical research is based on the seminar of the pedagogy department dealing with research methodology.
- e) The paper ends with a summary, which presents the results of the paper based on the theses and puts them in a larger context.
- f) The bibliography containing all pieces of literature used during the thesis in alphabetical order is a compulsory part of the paper.

**2. Formal requirements, philological apparatus of the accompanying paper**

**2.1 Extent of the paper, editing/binding requirements**

The extent of the paper has to be between at least 10080.000 and at most 13085.000 characters without spaces (approx. 40 pages), not including the table of contents, the notes and the bibliography.

The paper must be prepared with a word processor.

When editing the form of the paper the following must be paid attention to

- Page 1: the **TITLE PAGE**, on which the name of the university, the faculty and the institution must be displayed (top of the page, in the middle), the title of the paper, the word thesis (in the middle), the name of the author, and the consultant (bottom of the page, in the middle).

- Page 2: The **TABLE OF CONTENTS**. For the preparation of the table of contents use the heading 1. 2. 3. forms within the text for the marked chapter titles, then in the *insert* menu, clicking on the line *reference index and table of contents*, then in it, clicking on the heading table of contents (in case of MSWord 2007 *Reference* menu item, choosing *Content*), choose the appropriate format, levels and click OK! Since you are continuously expanding the text, do not forget to update the table of contents likewise; update it after finishing your work, but most importantly before printing! It is

important that the page numbers in the table of contents have to be identical to the page numbers of the chapters!

- after these pages comes the actual **TEXT**, during editing the text the following should be paid attention to:

**Font type, font size and indentation:**

The thesis must be submitted on A4-size sheets. Only one side of the sheets can be printed upon. Due to the binding the margin is 3 cm on the left side and 2 cm on the right side. The font size is required to be 12, using a well legible font type (e.g.: Times New Roman, Garamond).

**Line spacing:**

The prescribed line spacing is a line and a half. Using single-spaced lines is acceptable for indicating the subtitles and sources of pictures and charts.

**Attachments (charts, illustrations):**

It is possible but not compulsory to use page numbers on attachments. Subtitles and source indication must be above the chart in case of charts and below the picture in case of pictures! References to the pictures and charts must always be included the text before/near them.

**Other formal requirements:**

- Before printing it must be paid attention to that the main chapter titles always get to a new page (this can be done by page breaking, pushing the Ctrl + Enter keys together). Before printing it is advisable to update the table of contents! While preparing the paper and the essays, the grammatical accuracy must always be reviewed; the spell-checking computer program can be of help in this.
- The topic registration sheet verifying participation in the consultation and the certificate verifying independent work must be attached to the thesis (or accompanying paper).
- The thesis (or accompanying paper) must be signed at the end of the free text.

### **2.1.1 Quotations and references**

- Both the word by word and the content citations must be indicated in the paper, otherwise the thesis author commits plagiarism. Copying any part of text (expression, sentence or longer text)– even with changes – without mentioning the author counts as plagiarism. In this case the thesis cannot be evaluated, that is, unsatisfactory.
- When accurately indicating word by word and content references, it must be done according to the descriptions and reference templates issued for each programme.

### **2.1.2 The bibliography**

- All used pieces of literature must be indicated in the bibliography in alphabetical order.
- The expectations concerning the formal requirements of the bibliography can differ depending on the programme; their detailed description can be read in the information brochure of the programme.

### **2.1.3 Highlighting, abbreviations**

- Language data must be separated with italics. Italics cannot be used for any other highlighting.
- Abbreviations are written without spaces.
- Abbreviations must be coherent - in the bibliography as well.

## **3. Criteria of the evaluation of the paper**

The paper must be evaluated by the topic supervisor according to the provisions of the scientific field, based on the relevant provisions of the AER.

The topic supervisor evaluates the paper based on the following criteria, completed with a written evaluation:

## THESIS EVALUATION SHEET

Author/authors of the paper (name, programme):.....  
.....

Title of the paper:  
.....  
.....

Name of the topic supervisor/reviewer:  
.....

### CRITERIA OF ACCEPTABILITY

(If the following requirements are not fulfilled, the paper cannot be accepted and its further evaluation is needless for the time being).

**I. The length of the paper is appropriate/not appropriate.**

(Please underline the appropriate expression. The expected extent of the main text of the paper is 60 000 – 80 000 characters. If the length is not appropriate, the paper is to be evaluated as unsatisfactory.)

**II. The author does not commit plagiarism/commits plagiarism.**

(Please underline the appropriate expression. In case of plagiarism the paper is to be evaluated as unsatisfactory.)

**III. The grammar of the paper is appropriate/not appropriate.**

(Please underline the appropriate expression)

**IV. No significant parts are missing from the paper/there are significant parts missing from the paper.**

(Please underline the appropriate expression. The paper is to be evaluated as unsatisfactory if any significant parts are missing. Significant parts besides the text: title page, table of contents, references, bibliography.)

.....  
(Signature of the topic supervisor/reviewer)

Date: .....

## CRITERIA OF EVALUATION

V.	<b>Choice of topic and title</b> (Is it important from the perspective of the scientific field? Is it compatible with the level of preparation and opportunities of the author? Are the title and the topic in line with the content of the paper?)	..... points out of 2
VI.	<b>The research matter</b> (Novelty, importance of the research matter, independence in stating the problem)	..... points out of 6
VII.	<b>Collecting and processing data</b> (Empirical observation and/or source criticism; appropriately taking samples and/or the appropriate set of sources; credibility, organisation of data, the appropriate way of recording and processing data; processing the domestic and international literature related to the topic)	..... points out of 8
VIII.	<b>Argumentation</b> (Interpretation of data, sources; logical consistency; critical reflections, correctness in presenting opinions; seeing connections; new and coherent conclusions. Alternative explanations.)	.....points out of 25
IX.	<b>Terminology</b> (The consistent application of the concept apparatus that fits the conventions of the scientific field and is necessary for the analysis)	.....points out of 5
X.	<b>Structure</b> (Proportion of the chapters, the logic of splitting the main and sub-chapters)	.....points out of 5
XI.	<b>Style</b> (The precision and fluency of the wording)	.....points out of 6
XII.	<b>References, bibliography, attachments</b> (Correctness of quoting contents; formal consistency in references and in the bibliography; connection between the attachments and the topic of the paper; convenience of the attachments)	.....points out of 5
XIII.	<b>Typography</b> (Corrected/not corrected typos; appropriate accents in the text written with a word processor)	.....points out of 2
XIV.	<b>Application of the results</b> (Appropriateness for publication and/or practical application; changes necessary for this)	..... points out of 6
XV.	<b>Overall impression. Perspectives characteristic of the scientific field</b> (Besides judging the entirety of the paper further points can be given here in case of the above mentioned criteria, which are more important in the given professional field, and further points can be given here according to criteria that are not mentioned above but are important in the given professional field)	..... points out of 30

**Total:**

..... points out of 100

**Grade:**

(0 – 50 points: 1; 51 – 62 points: 2; 63 – 75 points: 3; 76 – 88 points: 4; 88 – 100 points: 5.)

**Written justification for the evaluation according to its elements:**

(Without the written justification neither the determination of the conditions enabling evaluation, nor the evaluation with points are valid.)

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.....  
.....

Final exam questions and recommended literature:

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.....  
.....  
.....  
.....

.....  
(Signature of the topic supervisor/reviewer)

Date: .....

ANNEX No.11

**SPECIFIC PROVISIONS CONCERNING THE SINGLE-CYCLE TEACHER SECOND-CYCLE (MA) TRAINING**

1. § In case of students studying in single-cycle teacher second-cycle (MA) training certain provisions of the OOR III Student Requirement System, Academic and Exam Regulation (hereinafter: the Regulation) are to be applied with the differences, addendums specified in this annex. For all matters not provided for in this annex, the provisions of the regulation apply with unchanged content.

**Basic concepts**

2. § The concepts specified in Section 2. § of the AER are completed with the following **concepts in the course of teacher training**:

*1. the practice supervising mentor*: a teacher working in public education who supports, helps the student during the practice in the professional implementation of the individual progress schedule, in identifying the forms and criteria of the actual documents presenting the completion of the individual activities. Tracks and helps the preparation of the portfolio. Visits the classes of the student, ensures gradual independence. He/she is present during 20% of the classes held by the student (or to the extent prescribed in legal regulations), as far as possible. Helps, controls the organisation of out of class activities, and verifies their performance.

*2. the practice supervising instructor (practice supervising teacher of an accompanying seminar)*: a teacher employed by the university, who is responsible for the professional guidance, coordination of the individual (contiguous) practice of the student. Helps and approves the preparation of the individual development schedule and activity network of the student. Supports and helps the student in identifying the forms and criteria of the actual documents presenting the completion of the individual activities. He/she helps to connect the practical and theoretical knowledge, the professional development of the teacher candidate, the improvement of his/her professional (self) reflections, the more aware shaping of the practical competences. Evaluates the portfolio. The seminar accompanying the teaching is held by the professional methodology teachers of the given programme(s) and the teacher of the Teacher Training Centre, divided amongst them in equal proportion.

*3. the practice supervising teacher*: a teacher working in public education, who helps the student in the preparation of his/her individual (competence) development schedule and activity network in the course of the group and personal programme-related (teaching) seminar.

*4. Teacher Training Centre (hereinafter: TTC)*: performs the coordination of the educational work in connection with teacher training in the organisational units of the University, and the practical training connected to it.

*5. thesis*: a paper with a content prescribed by the training requirements, written at the closure of studies, prepared by the student in the course of his/her studies in the programme. The provisions of the effective National Core Curriculum is to be applied when choosing a topic.

*6. portfolio*: a collection of documents prepared in the course of the training that presents and processes the practice, evaluates the preparation, personal development of the teacher candidate, the presentation, analysis and evaluation of experiences from the perspective of pedagogy, with scientific thoroughness. It proves that the student is capable of self-reflection, capable of integrating and applying his/her knowledge gained in the different fields of training, to evaluate the scientific, literature results that are determining from the perspective of his/her work, and to evaluate the effectiveness of the teaching or the pedagogical task.

*7. supervisor in the field of qualification:* a person, indicated in the programme starting documents with the jurisdiction specified in this annex as well, who is responsible for the content and implementation of certain proficiencies of the teacher training.

*14. Teacher training supervisor of the institutions:* a person indicated in the programme starting documents responsible for the content of the teacher training.

### **Programme**

3. § (1) In the single-cycle two-subject teacher training academic studies must be started and finished at the same time in the case of both teacher training programmes. Finishing studies, including the preparation of the thesis and the completion of the contiguous individual school practice is a requirement for the permission to take the final exam in both teacher training programmes.

(2) After having obtained a higher education qualification – college-, university-level or master level – and teacher or elementary school teacher qualification, a further teacher qualification can also be obtained in single-subject training.

4. § (1) Elements of the teacher qualification:

- a) knowledge in the field according to the programme of the teacher training (scientific, artistic), and
- b) what is necessary for working as a teacher

- pedagogy, theoretical and practical psychological,

- methodology (disciplinary and inter-disciplinary subject-pedagogy) knowledge, skills, abilities and

- pedagogy, psychology and teaching practice obtained parallel with the training, and

- c) a contiguous individual school practice performed in an institution of public education or institution conducting adult education.

[b)–c) elements together: teacher training]

(2) The contiguous, individual school practice is part of the training. The practice can only start if the student – with the exception of pedagogy, psychology, methodology tasks in connection with the contiguous individual school internship – successfully fulfilled the academic and exam requirements of the elements according to Items a)-b) of Section (1) necessary to receive the teacher qualification, in both teacher training programmes in case of two-subject training.

### **The curriculum and the recommended curriculum**

5. § (1) More curriculums belong to the single-cycle teacher second-cycle (MA) training. Depending on the preliminary training of the students – in the way specified in the teacher training curriculums– the elements of the teacher master training specified in Section 4. § (1) can be completed with different credit numbers.

(2) The Senate accepts the amendment of the recommended curriculum belonging to the teacher master training.

### **Choosing between the elementary school and the secondary school teacher qualification**

6. § (1) If a secondary school and primary school teacher qualification can both be obtained in the general education teacher training, then while completing the requirements of the common phase of the training the student must choose, whether to pursue primary school teacher qualification or secondary school teacher qualification.

(2) The student has to register the chosen qualification at the Registrar's Department when earning all the credits of the joint training period and completing all the basic, complex and module closing exams, until the last day of the exam period. If the student does not make a statement by the deadline specified in this section, then the Registrar's Department automatically assigns the student in both his/her fields of qualification to the secondary school teacher qualification.



(3) The student who has not completed the common phase of the training can submit a request until the last day of the exam period to the Registrar's Department to permit choosing a qualification even in lieu of a completed the joint training period. In this case the Academic committee can exclusively permit taking the courses of the chosen qualification parallel with the missing courses of the joint training period.

### **Transfer**

7. § (1) The student participating in single-cycle teacher second-cycle (MA) training can submit a request to the Study Committee until the end of his/her second active semester the latest, to change at least one teacher training programme of his/her two subjects. In the course of his/her academic studies the student can exercise this option specified in this section only once.

(2) The request of the student can only be denied if no year was started in the programme the student wants to register for, or if the student does not have an advanced level school-leaving certificate in the given programme. In case of language programmes the advanced level school-leaving certificate can be replaced by a C1 level complex advanced language exam certificate (or equivalent document) from the given language.

8. § (1) The student participating in single-cycle teacher second-cycle (MA) training can request from the Study Committee until the last working day of the second academic week of the term time to permit his/her transfer to a bachelor training programme corresponding with one of the teacher qualification programmes of the two subjects, after collecting 60 credits at least from the proficiency element according to Item a) of Section 4. § (1).

9. § (1) Students admitted to bachelor training programmes can request transfer to a single-cycle teacher qualification programme corresponding with the field of proficiency of the bachelor training from the Study Committee until the last working day of the second study week of the term time. The request can be submitted at enrolment at the earliest and before getting the pre-degree certificate at the latest, at the beginning of any semester.

(2) In the request to transfer the student must indicate which teacher training programme he/she wishes to pair his/her single-cycle teacher training programme with according to the field of proficiency of the bachelor training. The Study Committee decides about the two subject training of the student considering the request of the student and the opinion of the Teacher Training Centre and the department in question. If the Study Committee, due to any reason, does not permit for the student to enrol in the teacher training programme he/she indicated, then the Committee is obliged to indicate what teacher training programme/programmes the student can choose instead.

(3) The request of the student can be denied if no year was started in the programme the student wants to enrol in, or if the student does not have an advanced level school-leaving certificate in the given programme. In case of language programmes the advanced level school-leaving certificate can be replaced by a C1 level complex advanced language exam certificate (or equivalent document) from the given language.

(4) In case of permitting the transfer, the student must be assigned to the model curriculums of the teacher master training year in which he/she was admitted to bachelor training (in case of transfer, in the year in which the student started bachelor training according to the field of proficiency in the single-cycle teacher training). In the lack of that, the student must be assigned to the year of the single-cycle teacher second-cycle (MA) training in which the given two-subject training was first started at the University.

(5) At the same time as the transfer is completed, the student must be informed about the conditions under which he/she has to earn the missing credits. This information does not exempt the student from having to submit a credit transfer request if the student wishes to have the courses completed in bachelor training recognised.

(6) Different from what is specified in Section 34. § (1) of the Regulation, according to the provisions specified in this § those students can also request transfer to single-cycle teacher training who are conducting studies in bachelor training in other institutions of higher education.

### The order of listing courses

10. § (1) In teacher master training, different from what is specified in Section 48. § (1), listing the courses assigned to the subjects is the responsibility of the head of the departments in coordination with the qualification supervisors.

(2) The TTC is responsible for the organisation and listing of the practices (community pedagogy practice, group practice, and the individual contiguous practice) and the accompanying seminars.

(3) The Director-General of the TTC can revise the listed courses each semester, so that the University can provide the students with the possibility to progress according to the recommended schedules of the teacher training.

### Practice

11. § (1) The **community pedagogy practice** parallel with the training (Type “A” practice) is a community service that can be completed during holiday or during term time, providing experience in the areas of organisation, leadership, program preparation, community building of the out-of-class, holiday activities (camps, groups, interests, etc.) of a given age group of students. It is a prerequisite of starting the seminar to complete the pedagogy-psychology module closing exam.

Organised methods of community service:

The TTC provides the field of practice for students, with which the TTC previously concludes a framework agreement.

Its purpose is for the student to receive reflective personal experience in an actual area of his/her pedagogy work: his/her expected tasks, the ways he/she can get involved, the practical applications of the knowledge of the student, methodological preparedness, the practical application of theoretical knowledge, difficulties and helping factors arising from the practical context, the process of integrating in an organisation, cooperation and communication skills. The practice improves personal and social competences, and thus it completes theoretical subjects in the sense that the student gains knowledge which the he/she would not have an opportunity to get access to in classes.

12. § (1) The **group (subject teaching) practice (Type “B” practice)**: group (teaching) practice completed in a school, with the supervision of a practice supervising teacher, in the field of the given qualification, that includes observing lessons, class discussions, participation in the partial tasks of classes held by the practice supervising teacher, and at least 15 classes/sessions per group, held independently (planning-preparation, holding the class, reflections, class analysis. The subject methodology instructors supervise the practice in the course of a seminar accompanying the practice. The student completes the disciplinary practice in years corresponding to his/her chosen qualification in his/her programme.

(2) Distribution of the activities performed in the course of group (teaching) practice is done according to the following:

10 hours of observing lessons per group, and discussion in connection with it, holding 15 classes, and discussion in connection with it. The whole group participates in classes and it is followed by a joint discussion led by the practice supervising teacher/instructor teaching professional methodology.

(3) The group (teaching) practice can be completed in the partner schools of the University.

13. § (1) The **individual (contiguous) practice (Type “C” practice)**: a practice completed in an institution of public education, or in an adult education institution, under the regular supervision of a practice supervising mentor and a higher education teacher training expert, based on the theoretical knowledge and practical experience gained in the course of training. Getting acquainted with the complex teaching-education system of tasks of the school and its teachers; getting to know the social and legal environment surrounding the school and the system of institutions of public education.

= Activities concerning the teaching of subjects: observing lessons, 2-5 classes of teaching/sessions per week (a maximum of 10 classes per week) (documenting at least 30 classes is compulsory),

= basic activities of teaching, education, besides teaching the subject,

= getting to know the school as an institution, and its supporting systems.

The student completes the practice in his/her given programme in the years corresponding with the chosen qualification. The work log of the practice is part of the documentation. Coordination of the individual (contiguous) practice is the task of the programme coordinator.

(2) It is a prerequisite of the individual (contiguous) practice to fulfil every requirement of the teacher master training – with the exception of the thesis and the academic units directly connected to the practice – and to earn the credits necessary to fulfil them. The practice can only start after these prerequisites are met.

(3) The individual (contiguous) practice can be completed in the partner schools and in the practice school of the University. In exceptional cases the Director-General of the TTC can permit a practice completed in other schools as well, based on a personal request, in case if an appropriate mentor and programme supervisor (in exceptional cases, only a programme supervisor) is available.

(4) The individual (contiguous) practice is to be completed in the last 2 semesters according to the curriculum concerning the given teacher training, considering the following criteria:

e) the period of the individual practice to be completed in an institution of public education is 2 semesters,

f) in case of two fields of qualification proportionate distribution between the fields of qualification is the goal,

g) the practice can be completed in an institution of public education and in the partner schools and in the practice schools of the University.

(5) In the course of the individual (contiguous) practice the student, under the supervision of the practice supervising mentor and the practice supervising instructors, prepares the **portfolio**, which presentation and defence is part of the teacher qualification exam.

It is compulsory for all students in the course of the practice to:

a) participate in a session with a student who has some form of special education needs (SEN),

b) document the tasks received/taken in the course of the individual (contiguous) practice in the institution, and their solution, analysis, evaluation, (self)reflective interpretation,

c) complete the tasks received/taken in the course of the seminar accompanying the individual (contiguous) internship, documenting the problems that occurred, their solution, and the (self)reflective interpretation, analysis, evaluation of the same

(6) The grade of the individual (contiguous) practice is the mathematical average of the sub-grades listed in the documentation of the practice (with equal weight) rounded to an integer (the sub-tasks to be completed might change, depending on the credit value of the practice) :

a) Preparation, teaching, class analysis (one programme),

b) Preparation, teaching, class analysis (other programme),

c) school activities outside classes

The person evaluating the completion of the provisions in a)-c) is the practice supervising mentor; the practice supervising instructors (instructors of the accompanying seminars) evaluate the further academic units directly connected to the practice. For the evaluation of the individual (contiguous) practice the work log issued about the evaluation must be sent to the Teacher Training Centre from the institution of public education until the deadline specified in the faculty schedule, so that the grade could be recorded through the NEPTUN system, and the certificate of the mentor teachers about the completion can be issued.

(7) The observed lesson to be completed separately for each programme, evaluated by the subject methodology instructor, the leading teacher/mentor teacher in case of his/her absence, and the representative of the leadership of the school is connected to the individual (contiguous) practice. If

the result of the exam teaching is unsatisfactory, it can be repeated one more time in the given semester.

### **Registration for the practical courses**

14. § (1) The student applies for the courses belonging to the general (teaching) seminars – according to the general rules in 43. § of the AER – in the course registration period through the NEPTUN system.

(2) The student is obliged to notify the faculty coordinator in writing about his/her intention to take the courses of community pedagogy practice, group (teaching) practice and the individual (contiguous) practice until the end of the term time of the semester, before the semester of actually taking the course, due to education organisation reasons. The actual course registration (confirmation of the intention to register for the course) is done in the semester when the group (teaching) practice courses are listed, and in the last semester of training in case of the individual (contiguous) practice, in the period for registering for courses, through the NEPTUN system.

(3) The **faculty coordinator**, on behalf of the Director-General of the Teacher Training Centre assigns the student to a group (teaching) practice and a individual (contiguous) practice and of notifies the student about it.

During the preliminary registration the student can submit a personal request to the Director-General of the TTC concerning the location of the individual (contiguous) practice.

### **Pre-degree certificate**

15. § (1) In the single-cycle teacher second-cycle (MA) training obtaining the final certificate (pre-degree certificate) certifies the fulfilment of study requirements per chosen qualification, earning the credit points prescribed as compulsory in the training and university-leaving requirements, with the exception of the language exam, and the credit points assigned to the thesis.

(2) Conditions of the pre-degree certificate:

d) completion of the prescribed credits of pedagogy-psychology and subject methodology;

e) the prescribed credits of the programmes in question;

f) the prescribed credits of the individual contiguous practice.

### **Thesis**

16 § (1) A paper with a content prescribed by the training requirements, written at the closure of the academic studies, in the course of disciplinary studies. The provisions of the effective National Core Curriculum are to be applied when choosing a topic.

(2) The extent of the thesis is 80 000 characters at least, and maximally 85 000 characters including spaces. In this amount the following are not included: the table of contents, notes, pictures, attachments, annex and bibliography.

The thesis must meet the formal requirements prescribed by the faculty. The requirements are available on the website of the programmes.

(3) In teacher master training only one thesis must be written, even in the case of two teacher qualifications.

(4) It is the right and duty of the student performing his/her study requirements to choose a topic and a supervisor for his/her thesis on the form provided by the faculty, in the semester before the contiguous practice, in the period specified in the faculty schedule. The provisions of 77. § of the AER are to be applied to the deadline of submitting the topic of the accompanying paper, with the addendum that where the regulation mentions thesis, in this case the accompanying paper must be meant under it as well.

(5) The choice of topic and supervisor of the student are approved by the head of the institution/department according to the chosen topic.

(6) Evaluation of the thesis is done by the topic supervisor and an opponent, who, depending on the topic, is the qualified instructor of the department of the subject or the TTC, based on the list of criteria issued by the faculty. In case of language programmes the paper is written in the given target language.

(7) The reviewers determine two questions for both areas that are connected to the topic, the scientific field involved; the student receives them together with the reviews in electronic format at least 7 days before the final exam.

(8) If according to the opinion of the topic supervisor or the opponent the thesis is unsatisfactory, and a third reviewer confirms it, the thesis cannot be accepted; the candidate cannot be permitted to take the final exam.

In this case the teacher candidate must rewrite the thesis that was classified as unsatisfactory.

(9) Defence of the thesis is done before the teacher qualification exam, separately. Successful defence of the thesis is a prerequisite for beginning the teacher training final exam.

### **Portfolio**

17. § (1) The portfolio has an exceptional part in the evaluation of practical activities performed in the course of teacher master training. It creates an opportunity to know the professional development of the student, and to evaluate the work of the student. Its preparation is compulsory in the last year of the training period; its evaluation is part of the teacher qualification exam.

(2) The portfolio is a document that presents, illustrates the competences of the student, reflecting the professional differences developing based on the individual competence development plan, different for each person. It contains documents prepared based on the same criteria, yet still unique, self-reflections, materials presenting special competences, with special regard to documents presenting the development of teaching competences.

(3) The candidate prepares a presentation for the qualification exam, which he/she presents and defends at the final exam. During the presentation the candidate gives a short presentation of the most important elements of the portfolio, so as to provide proof about the learnt teaching competences and the wide range of professional and teaching knowledge in the presence of the exam committee. The time for the presentation is approximately 10-12 minutes, keeping the time limits and formal (aesthetics and presentation technology) perspectives are also basis for the evaluation besides content criteria.

(4) Evaluation of the portfolio is done by instructors assigned by the Director-General of the Teacher Training Centre, based on the system of evaluation criteria known by the students as well.

### **Deadlines**

18. § (1) The portfolio must be prepared in 2 copies, the thesis in 3 copies, and their content and the materials that can only be accessed in a digital format must be recorded on a CD as well. These must be submitted in the last semester (until 30 April in case of a spring semester, and until 30 November in the case of an autumn semester) according to the following:

To be submitted in the semester of the final exam:

to the Registrar's Department:

- 1 copy of the portfolio
- 1 bound copy of the thesis
- 1 Type C work log (without digitalising and putting it in the portfolio, only as a separate attachment),
- 1 CD (in a transparent, hard cover, with a name, containing the portfolio, the thesis and the materials that can only be accessed digitally)

to the Teacher Training Centre:

- 1 copy of the portfolio

- 1 Type C work log (without putting in the portfolio, only as a separate attachment)
- 3 CDs (in any kind of cover, with a name, containing the portfolio and the materials that can only be accessed digitally)

to the department involved:

- 2 bound copies of the thesis must be submitted to the department of the topic supervisor + a CD-ROM.

(2) The teaching exam of the student must be held at least two weeks before the submission deadline if possible, so that the possible repetition of the unsuccessful exam teaching can take place, and so that the student can place the accompanying documentation and reflection in his/her portfolio.

### **Final exam**

19. § (1) Students finish their academic studies with a final exam in the single-cycle teacher second-cycle (MA) training. This Annex contains the specific, complementary provisions that differ from the provisions concerning the final exam, specified in 59-60. § of the Regulation. The two elements of the final exam are:

- a) defence of the thesis and
- b) the teacher qualification exam.

Successful thesis defence is a condition for taking the teacher qualification exam.

(2) Requirements of taking the final exam:

- d) getting the pre-degree certificate,
- e) the submitted, successful thesis, evaluated in writing,
- f) the submitted, successful portfolio, evaluated in writing,
- g) completion of the contiguous individual school practice and the directly related academic units.

(3) The first part of the teacher training final exam is the thesis defence, consisting of the presentation of the thesis, answering the questions the student received beforehand, formulating observations, addendums in connection with the thesis review (defence), and answering the set of questions specified by the programme (connected set of questions).

(4) The teacher qualification exam is the second part of the final exam, in the course of which the student proves that he/she is able to integrate and present knowledge gained in different fields of training, to apply the disciplinary knowledge in school practice, to use the same in creative ways. The following are parts of the qualification exam

- a) defence of the portfolio, and
- b) taking an exam from the subject methodology topics.

The defence of the portfolio consists of the presentation of the portfolio and answering the questions the student received beforehand, reacting to the observations, addendums in connection with the portfolio review.

(5) The systematic processing the relevant literature, own learning experiences in the certain subject methodology topics, and the structured analysis of the experience of school practices is also performed, so the teacher candidate can use his/her portfolio documents in connection with the received topic as well when answering.

20. § (1) The specification of the requirements of the subject methodology part of the final exam (topic lists, compulsory literature) is the responsibility of the leader of the subject methodology group of the TTC. The requirements must be published on the website of the University and in the ordinary way at the faculty, at least 3 months before the exam.

(2) Those who got their final certificate or are expected to get it until the deadline specified in the schedule of the school year can register for the final exam through NEPTUN system and by submitting the form that can be downloaded from NEPTUN until 15 October in the autumn semester and until 15

April in the spring semester. If the student registered for the final exam but did not take it in the final exam period in question, then the student's registration becomes invalid at the end of the final exam period. In this case the student has to repeatedly register for the final exam until the deadline mentioned in this section.

(3) Both parts of the final exam must be taken in the presence of a final exam committee. The competent department organises the thesis defence, the committee has at least 3 members. The head of the committee and its members are recommended by the Director-General of the TTC to the Dean. The dean asks and assigns the head of the committee and the members of the final exam committee according to other provisions of the Regulation. The teacher qualification exam committee summarises the results of the final exam the head of the committee signs the protocol. It is compulsory to invite one external member – not in any legal relationship with the University – to the final exam committee.

(4) The unsuccessful final exam or final exam part can be repeated in the next final exam period at the earliest, as per Sections 59.§ (4) and (8) and Section 60.§ (5) of the Regulation.

21. § (1) The result of the final exam is the average of the following sub-grades rounded to an integer:

d) the grade of the thesis (with defence);

e) answering a set of questions from a material related to the topic of the thesis;

f) grade of the portfolio (with defence);

g) grades received for answering the subject methodology list of topics, considered separately for each programme.

(2) If any of the grades in Sections (1) and (2) or their sub-grades is unsatisfactory, then the teacher training final exam is also unsatisfactory. During the repeated teacher training final exam the part of the final exam classified as unsatisfactory must be repeated. (in case of an unsatisfactory thesis defence the teacher training final exam cannot be started, see 16 § (9)).

(3) If the recommended curriculum of the student does not contain any of the requirements specified in Section (1) based on the provisions specified in the training and university-leaving requirements, then the classification of the teacher training final exam must be calculated according to the above provisions disregarding the item in question, from the average of the grades received for the remaining requirements.

## **Diploma**

22. § The classification of the diploma consists of the following sub-grades:

- the mathematical average of the grades of the complex exams completed in the course of the training (including the grades for the basic-level language exam to be completed in language programmes) rounded to two decimals;

- the mathematical average of the grade of the pedagogy-psychology module closing exam, the grade of the individual (contiguous) practice, the exam teachings and the seminars accompanying the practice, rounded to two decimals;

- the result of the final exam.

AER Annex No. 12

STATEMENT

I, the Undersigned \_\_\_\_\_ (NEPTUN code: \_\_\_\_\_),  
hereby declare that

**I am**

**I am not**

a handicapped student (applicant) according to the provisions of Act 204/2011 on the National Higher Education.

*Handicapped student (applicant): who has musculoskeletal, organoleptic or speech impairments, in case of more disabilities at the same time, multiple disabilities, autism spectrum disorder, other psychological development disorder (severe learning, attention or behaviour regulation disorder).<sup>14</sup>*

The certificate is necessary according to the provisions specified in **Article 19 of Government decree 79/2006. (IV. 5.)** on the enforcement of certain provisions of Act 139/2005 on higher education; by signing this statement I agree to obtaining these certificate(s)<sup>15</sup>.

By filling in and signing this statement I consent to Károli Gáspár University of the Reformed Church in Hungary managing my personal data indicated in this statement in accordance with Section (2) of Article 5 of Act 112/2001 on the right to information self-determination and the freedom of information. The purpose of this data provision is compliance with the legal regulations concerning data provisions about the number of “*handicapped students*” of the University. I state that I know the conditions and legal basis of data management, I received all the information concerning the management of personal data. The data processor informs those involved that their data in this statement will be managed until the consent to the data management is revoked in writing, or until the student status ends, but for 2 years from the statement at latest.

Date \_\_\_\_\_, ..... 201...

.....  
signature

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<sup>14</sup> The **definition** of “*handicapped student (applicant)*” is among the interpretative provisions of the NHEA, in Item 108. § 6.

<sup>15</sup> The **mode of verifying the disability** is specified in **Government decree 79/2006. (IV. 5.)** on the enforcement of certain provisions of Act 139/2005 on higher education:

19. § (1) The handicapped student verifies the type and extent of his/her disability, and its final or temporary nature, with an expert opinion.

(2) The following are entitled to issue the expert opinion specified in Section (1)

a) the expert and rehabilitation committee specified in Act 79/1993 on public education if the disability of the applicant was present during his/her public education studies already, and, considering it, the student received benefits in the course of his/her studies and the graduation exam,

b) **the rehabilitation administration authority**, if the disability was established later.

(4) In the case according to Item a) of Section (2) the student (in the way specified in the regulation of the institution of higher education) submits the copy of the documents issued by the institution of public education – verified by the institution – that verify that his/her disability was present in the course of the secondary school education of the student and due to this the student received benefits.



ANNEX No.13

**SPECIAL PROVISIONS CONCERNING THE FINAL EXAM OF THE HIGHER EDUCATION VOCATIONAL TRAINING OF THE FACULTY OF TEACHER TRAINING OF KÁROLI GÁSPÁR UNIVERSITY OF THE REFORMED CHURCH IN HUNGARY**

**Pre-degree certificate:** certifies the successful completion of the exams prescribed in the curriculum and of other academic requirements. The Dean signs the pre-degree certificate in the course record book of the student. The Dean can assign this power to the Vice-Dean responsible for academic matters.

**Purpose of the final exam:** in the higher education vocational training the student concludes his/her academic studies with a final exam, following receiving the final certificate (pre-degree certificate). The final exam is the review and evaluation, classification of the knowledge, professional ability, competence necessary to obtain the qualification, in the course of which the candidate proves being able to apply the learned knowledge.

**Conditions of permitting to take the final exam:** The student can be permitted to take the final exam if the student completed the subjects in the model curriculum based on the requirements specified in the training and university-leaving requirements of the qualification, and received the pre-degree certificate. The condition of the permission to take the final exam is for the student to prepare a final paper (portfolio) based on his/her experiences received in the course of the contiguous professional practice, the length of which exceeds 12 000 characters but is 30 000 characters at most. A paper can be considered an accepted paper if the person responsible for the practical training accepted the paper and graded it as at least satisfactory.

**Form of the final exam:** students take a complex oral final exam the parts of which are the defence of the submitted final paper (portfolio), and a theoretical exam from the professional knowledge according to the specialisation. The faculty lists the content and formal expectations of the final paper (portfolio) and the topics of the final exam for the students.

**Evaluation of the final exam:** Parts of the oral final exam – defending the final paper, and the five-scale evaluation of the professional exam.

**The result of the final exam is the simple mathematical average of the results of the parts of the complex exam** ( $FE [\text{final exam}] = \text{final paper (portfolio) defence} + \text{result of the professional exam} / 2$ ).

**Qualification of the diploma:** in case of higher education vocational trainings of the Faculty of Teacher Training it is the mathematical average (rounded to two decimals) of the value of the corrected credit index calculated for the period of the studies, rounded to two decimals and the average of the grades received at the final exam for the final paper/portfolio defence and the disciplinary final exam, rounded to two decimals.