

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

**Volume III.
Student Requirement System, Academic and Exam Regulation**

Based on Act CCIV of 2011 on national higher education (hereinafter: NHEA), Government Decree 87/2015 (IV.9.) on the implementation of certain provisions of Act CCIV of 2011 on national higher education, Government Decree 139/2015 (VI.9.) on the register of qualifications in higher education and on the registering of new qualifications, Government Decree 362/2011 (XII.30.) on identification documents used in education, Government Decree 230/2012 (VIII.28.) on tertiary vocational education and on the practical training required for higher education, Government Decree 283/2012 (X.4.) on initial teacher education, specialisation and the register of degree courses in teaching, Decree 8/2013 (I.30.) of the Minister for Human Resources on the common requirements of initial teacher education and the learning outcomes of each initial teacher education programme, Decree 15/2006 (IV.3.) of the Minister of Education on the educational and outcomes standards of higher education vocational training programmes, bachelor and master programmes, Decree 39/2012 (XI.21.) of the Minister for Human Resources on the programme and outcome requirements of higher education vocational training programmes, Decree 18/2016 (VIII.5.) of the Minister for Human Resources on the amendment of Decree 8/2013 (I.30.) of the Minister for Human Resources on the common requirements applicable to degree courses in teaching and the outcome requirements specific to individual degree courses, 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 Students' 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 follows¹:

I. GENERAL PART

Article 1

Scope of the regulation

- (1) The scope of the Academic and Exam Regulation (hereinafter: Regulation) covers the study programmes of the University resulting in student legal status including traditional college- and university-level graduate and undergraduate programmes, multi-cycle bachelor (BA/BSc), master (MA/MSc) and doctoral programmes, partial training for the purpose of obtaining partial knowledge, higher education vocational trainings and postgraduate specialisation programmes. The Regulation extends to the students of the study programmes and the employees involved in education and in conducting education.
- (2) The provisions of the Regulation extend to full-time and part-time study programmes and shall apply to students with Hungarian and foreign citizenship – unless otherwise provided by legal regulations or other international agreements – who participate in programmes funded through full or (partial) Hungarian state scholarship as well as in self-funded programmes.²

¹ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

² Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

- (3) The provisions of this regulation shall apply to students pursuing studies according to Act CCIV of 2011 on national higher education (their student status started in the academic year 2012/2013 or later, or it started before 2012/2013 but they made a written statement that they intend to continue their studies in accordance with this regulation).
- (4) Special provisions concerning the study programmes are indicated separately in this Regulation. This Regulation shall apply to students participating in doctoral (PhD) programmes unless otherwise provided in the Doctoral Regulation of the University.
- (5) Students, lecturers and all parties involved in education and the organization of education are obliged to fully comply with the provisions of this Regulation.
- (6) Rights and benefits of students with disabilities are set out in Part III.8 of the Organisational and Operational Rules (OOR).
- (7) Allowances and fees concerning the studies are defined in the Regulation on Student Fees and Benefits (OOR, III.2). (OOR).³
- (8) Special provisions regarding the two-cycle master level teacher training are stipulated in Annex No. 10 of this Regulation. This Regulation shall apply save as otherwise provided for in the Annex.
- (9) Special provisions related to the single-cycle long teacher training are laid down in Annex No. 11 of this Regulation. This Regulation shall apply save as otherwise provided for in the annex.
- (10) The provisions of this Regulation shall apply to students or guest students pursuing studies according to the provisions of Act LXXX of 1993 on higher education year ⁴ or Act CXXXIX of 2005 on higher education⁵ (students who established student status before the academic year 2012/2013 or later, but acquired student status by transfer from another higher education institution and started their studies pursuant to Act CXXXIX of 2005 on higher education, with the exceptions specified in the provisional regulations of this Regulation. Where this Regulation refers to *students funded through full or partial state scholarship* or *self-funded students*, *state-supported* or *self-financed* students shall be understood in case of students covered in this Article.
- (11) New or amended academic and exam requirements can be introduced in a phasing-in system.

Article 2

Definitions

Absolutorium (pre-degree certificate):⁶

1. In case of students whose student status started before the academic year 2015/2016: certifies the successful fulfilment of the exams prescribed by the curriculum and the completion of other academic requirements – with the exception of the language exam(s) and the thesis (dissertation) – the acquisition of the credits prescribed in the programme and outcome requirements, with the exception of those assigned to the thesis, without qualification and assessment that the student fully complied with the academic and exam requirements of the curriculum.
2. In case of students whose student status started in the academic year 2015/2016 or later: certifies the successful completion of the exams prescribed by the curriculum and the completion of other academic requirements – with the exception of the language exam(s) and the thesis (dissertation) – the acquisition of the credits prescribed in the programme

³ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

⁴ Act 80/1993 on higher education

⁵ Act 139/2005 on higher education

⁶ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

and outcome requirements, without qualification and assessment that the student fully complied with the academic and exam requirements of the curriculum.

recommended curriculum: → sample curriculum;

active semester: all semesters following the student's first enrolment and the registrations in order to continue studies in further semesters;

bachelor's degree: the first higher education degree obtainable in a bachelor programme;

bachelor programme: the first cycle of successive cycles of higher education leading to a higher education degree; it aims at obtaining a bachelor's degree and a professional qualification, and entitles the holders of the degree to continue their studies at master level;

basic examination: an examination prescribed as a preliminary requirement for further studies, without classes (contact hours), its content requirements are indicated in the curriculum;

reclassification: a procedure specified by law and by the Academic and Exam Regulation and the Regulation on Student Fees and Benefits of the Organisational and Operational Rules of the University (OOR, III and III.2) initiated upon the student's request or ex officio on the basis of which the student is transferred from a programme funded fully or partially through Hungarian state scholarship to a self-funded programme, and from state-funded programme to that of funded through Hungarian state scholarship;⁷

BA degree: → bachelor's degree;

bachelor: → bachelor's degree;

enrolment form⁸: a document regulated in Article 38 of the implementing decree of NHEA which serves for the enrolment and registration of students, and for recording changes in the data after the first enrolment. The enrolment form is the attachment of the master file (registry sheet). (Provisions of Article 36 of the Regulation apply to changes in data after enrolment);

internal specialisation: a specialisation that may be selected in bachelor, full-time programmes (also) as part of the major that basically determines the professional qualification in a given field of study;

group (teaching) practice (type "B" practice): → see Annex No.10, Article 9, group (teaching) practice

thesis work: → dissertation;

diploma supplement: → the diploma supplement issued in the manner and form specified by the European Commission and the Council of Europe – as the attachment to the diploma verifying the qualification obtained in higher education – provides detailed and objective information on the nature, level, content of the academic studies pursued and successfully completed by the owner of the diploma thus ensuring the transparency and recognition of the professional qualifications abroad. The diploma supplement is an authentic instrument;

honorary diploma: → jubilee diploma;

ECTS: (European Credit Transfer System), a standardised European credit transfer system that enables the mobility among European higher education institutions for students accepting the basic principles of ECTS;

ECTS grade: a system for harmonization of the grading systems of the different countries according to which the grade earned can be converted to ECTS grade (A, B, C, D, E, F. Hungarian grades shall be converted as follows: 5-A, 4-B, 3-C, 2-D, 1-F];

ECTS credit: → credit;

⁷ Added by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

⁸ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

- students' individual study hours:** a part of the student's studies expressed in work hours during which, on the average, the student is studying individually, in addition to classes (contact hours) in order to acquire the learning material and to fulfil the academic requirements;
- individual study order/schedule:** the institution's AE and the curriculum requirements provide the students with opportunity – under the conditions specified in the regulations and in the curriculum – to choose from the recommended academic obligations in each study period;
- individual (continuous) practice (type "C" practice):** see Article 10 of Annex No.10, individual (continuous) practice;
- dismissal:** termination of the student's studies in a given programme for academic reasons;
- lecture:** a class where the acquisition of knowledge is primarily helped by the verbal explanations of the lecturer; if the lecture has a credit value, it ends with an exam;
- prerequisite (preliminary requirement):** the certified fulfilment of requirements of other subjects or courses and/or criterion requirements necessary to understand the professional content of a particular subject or course. A subject/course can only be taken if the subject/course indicated as the prerequisite of the given subject/course has already been fulfilled. Not more than 3 subjects can be specified as prerequisites for a course, subject, nevertheless the curriculum may specify more subjects as recommended preliminary requirement.
- preliminary study order:** the whole collection of prerequisites, preliminary requirements of subjects (and criterion requirements) indicated in the curriculum of the programme. Not more than three subjects or at most one subject group (module) – involving more subjects with a credit value not exceeding 15 credits – may be assigned to a given subject as prerequisites (preliminary requirements). The curriculum may also specify the simultaneous registration of certain subjects;
- preliminary exam:** an exam taken in the last two weeks of the study period;
- preliminary credit transfer procedure:** a procedure during which the Credit Transfer Committee (CTC) decides on the recognition of credits granted for academic requirements fulfilled or expected to be fulfilled until the end of the semester in which the application is submitted (provided that the conditions will be satisfied). The Credit Transfer Committee also decides on the credits determined for the admission requirements (provided that the conditions will be satisfied);
- preliminary requirement:** →prerequisite;
- preliminary course registration:** the subjects to be taken in the next semester can be chosen and added in NEPTUN until the end of the 5th week of the given examination period;
- preliminary study order:** a study schedule created during the preliminary course registration;
- strong prerequisite:** a prerequisite the completion of which is the precondition for registering for a curriculum unit;
- evening work schedule:** a programme delivery mode where students have contact hours after 4 p.m. on working days or at weekends during the study period;
- Education Administration System⁹:** The University operates a unified study system, the NEPTUN Education Administration System (hereinafter referred to as NEPTUN), in order to fulfil its data recording tasks as defined in Part I/B of Annex 3 to NHEA and in Article 60 of its implementing decree, and is responsible for the security of the data recorded;

⁹ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018. Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

mid-term grade: a grade/mark to express the mid-term performance of the student; it can be obtained during the study period according to the methods and procedure of assessment specified in the academic and exam regulations;

Exhortatio: a church service of the university's Faculty of Theology that starts at noon on Tuesdays. Its liturgical order is made up of the basic church service elements (greetings, singing, prayer of confession, absolution, textus, sermon, blessing, pronouncements). The liturgy is performed by one of the professors/teachers/assistant lecturers of the Faculty. For students studying theology with pastor specialisation it is compulsory to participate in the *exhortatio*.

phasing-in system¹⁰: a principle of organising study programmes whereby new or amended academic and examination requirements apply to students who commence their studies after the introduction of the new or amended requirements. Students who started their studies prior to that date may apply for the opportunity to pursue studies in compliance with the new or amended academic and examination requirements. The dean of the responsible faculty shall decide on the authorisation;

higher education vocational training¹¹: a programme provided by higher education institutions in the frame of student status; it may be integrated into the bachelor programme of the higher education institution, and leads to the award of a tertiary level qualification;

semester (term)¹²: a period comprising five months defined for the purpose of organizing education; in the case of doctoral training, a period for the purpose of organizing education from 1 September to 31 January, and from 1 February to August 31 of each year;

Semester starting quiet day: a community event lasting one or more days at the beginning of every semester at the Faculty of Theology for the purpose of spiritual preparation for the upcoming semester, and building relationships among the students. For students studying theology with pastor specialisation it is compulsory to participate in the Semester starting quiet day (from beginning to end).

practical course (seminar): a form of training where students are studying in small groups; the performance of the students is assessed by a mid-term grade.

weak prerequisite: a preliminary requirement the fulfilment of which is a condition for the completion of the curriculum unit, however, the registration for it is unconditional;

student status: a legal relationship between the higher education institution and the natural person enrolled in the institution comprising special rights and obligations;

student's work hours: study time spent by the student on individual learning in order to acquire the professional knowledge. On average the individual student's work hours specified for the full training period may not exceed three times the number of contact hours in full-time study programmes, seven times in evening and twelve times in correspondence work schedule, and twenty-five times in distance learning. In doctoral programmes these ratios shall be applicable for the fulfilment of given parts of the subject requirements;

passive ex officio¹³: the semester is passive ex officio if the student does not register for the upcoming semester in NEPTUN by the deadline, or does not request for the suspension or the termination of his/her student status within the deadline in writing;

teaching/school practice: a practice performed at a school or other educational institution in the field of teacher training for gaining systematic, practical experience by observing and

¹⁰ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹¹ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

¹² Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

¹³ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

practicing educational work. The teaching/school practice can be performed at the practice-school of the institution and at other external schools;

repeated retake exam: a repeated (third and further) attempt to pass an exam assessed as a fail (1) grade¹⁴;

review of correction: re-evaluation of a written test following the review of the results at the student's request an opportunity in order to correct the possible correction errors;

retake exam: a repeated (second) attempt to pass an exam assessed as a fail grade¹⁵;

Faculty sermon: a community, sermon event of the Faculty of Theology of the 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), it lasts approximately 30 minutes. The liturgy is performed by two students (usually a first/second-class and a senior student), its order is established by the Students' Union Presidency. For students studying theology with pastor specialisation it is compulsory to participate in the sermon.

qualification exam: an oral exam at the end of the teacher training, or the independent part of the final examination in another programme, field of study;

branch of study: the total number of programmes in a certain field of study whose content is identical in the initial phase of the training;

study unit: the highest-level unit in the curriculum of a given programme comprising subjects with thematically similar content for establishing a specialization, or for summarizing the common professional content of several programmes;

form of training¹⁶: on basis of the method of financing a study programme can be funded fully or partially through Hungarian state scholarship, or it can be self-funded;

programme and outcome requirements: the set of knowledge, proficiency, skills and competences, or learning outcomes, to be acquired for the award of a diploma for the completion of a given programme;

programme duration: the time period specified by law as necessary for collecting the prescribed number of credits and obtaining the degree and the professional qualification offered for the completion of a programme;

academic term: a unit comprising a study period and a related examination period into which the duration of a programme is divided;

study plan: a system of requirements enabling the completion of the curriculum of a study in a given work schedule, in a given form of training;

supplementary graduate training: a training aimed at obtaining a university-level graduate degree and professional qualification based on a college-level undergraduate degree and professional qualification in the same study programme as well as obtaining a teacher qualification based on a college- or university-level degree and professional qualification;

honours diploma: the highest level of diploma classification, its conditions are defined by the faculty councils;

expulsion: termination of the student status by disciplinary sanction;

complex exam: see comprehensive examination. The same rules apply to complex exams as to comprehensive examinations. Where this Regulation refers to a comprehensive examination, a complex exam is to be understood as well;

contact hours: → class;

course with contact hours: a course to be completed by participating in classes (contact hours);

¹⁴ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹⁵ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹⁶ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

course without contact hours: a course to be completed without participating in classes (without preliminary contact hours);

consultation: an opportunity for students to participate in one-to-one discussion with a lecturer or professor of the higher education institution;

adjusted credit index: (Hungarian abbreviation: Korr.KI) applicable for the quantitative and qualitative evaluation of the student's performance in a given study programme in a semester. It is calculated from the credit index with a multiplication factor in proportion to the credits earned and taken in the semester.

$$\text{Adjusted credit index} = \frac{\Sigma \text{ credit earned during the semester}}{\Sigma \text{ credits taken}}$$

compulsorily paired majors: a stipulation that in addition to a major another major must be completed in the given study (in the case of phasing-out trainings);

compulsory subject (type "C"): its completion is a condition for obtaining the qualification,

compulsory elective subject (type "CE")¹⁷: a subject or subjects with a total credit value prescribed for the completion of a study programme or specialisation – optionally chosen from a certain group of subjects (especially subjects of specialisations or differentiated professional knowledge defined by the institution in order to acquire the professional qualification.

credit: a unit for measuring students' academic work which expresses in respect of a course or curriculum unit the time estimated to be necessary for acquiring the defined learning outcomes and meeting the requirements; one credit represents thirty academic hours on average, and the value of a credit does not depend on the assessment of the learning outcome acquired by the student, provided that the student's performance was accepted. Credits can be acquired by meeting the academic requirements at least at a "fulfilled" or "pass" (2) level. The credit value is independent of the grade;

credit accumulation: collection of credits during the studies. In each semester, the credit points acquired are added to the credits earned earlier until the student will gain the required amount of credits in order to obtain the diploma;

credit allocation: assigning credits to the total students' workload required on average to complete the academic requirements of the curriculum;

credit value: expresses the student work load required to comply with the academic requirements as well as the number of credits which may be earned if the student takes the subject or study unit and meets the study obligations. When specifying the credit value, the total student's workload shall contain the contact hours and the student's individual study hours as well. In the curriculum recommended by the University the credit value of each semester (with the exception of postgraduate specialization programmes) may differ from thirty credits by three credits at the most, considering the training period specified by the institution.

collection of credits: → credit accumulation;

credit index: (Hungarian abbreviation: KI) applicable for the quantitative and qualitative evaluation of the student's performance in a given study programme in a semester. It is calculated as follows: the credit values multiplied by the grades of the subjects completed in the semester are divided by thirty credits to be earned in a semester on average;

$$\text{Credit index} = \frac{\Sigma \text{ credits earned during the semester} * \text{grades}}{30 \text{ credits}}$$

¹⁷ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

criterion condition: a set of requirements without the fulfilment of which the student may not continue certain part(s) of his/her studies; no credit is assigned to the fulfilment of a criterion requirement;

criterion requirement: a compulsory requirement defined in the qualification requirements in relation to which credit is not granted. It can be a comprehensive examination, a complex exam, an internship, participation in physical education, fulfilment of the language requirements necessary for issuing the diploma, etc;

criterion subject: without the completion of this subject the student cannot continue certain part(s) of his/her studies

course: announcement of a given subject for a semester in the form of a lecture, seminar, practice or consultation, or as an exam course without contact hours;

external specialisation: a specialisation that can be chosen in bachelor studies in addition to the major basically determining the professional qualification in a given field of study;

course record book: an original document (authentic instrument) certifying studies pursued in higher education institutions;

legation-preparation: part of the compulsory legation. In accordance with this, and to enhance the quality of the legation services, the Faculty Council of the Faculty of Theology of the University makes it compulsory for all faculty students studying theology with pastor specialization to participate in the events organised by the Faculty of Theology (Department of Practical Theology) in order to prepare for the legation. The Faculty's Department of Practical Theology invites the most capable pastors for the preparatory events held three weeks before legation at the latest. The assigned pastor interprets two sections from the Bible with theology students and makes two sermons available for the students in printed form based on the interpreted Bible sections.¹⁸

MA: → master's degree;

major: → main study programme;

master: → master's degree;

suspension of the student status: → passive semester;

minor: a study unit usually comprising subjects in 50 credit value to be taken besides the major defining the professional qualification in a given field of study in the multi-cycle education system. It is based on the knowledge material of another programme (or specialisation) differing from the major (and its specialisation);

mentoring scheme: a special form of study where disadvantaged students receive support for their studies from a student or a member of the academic teaching staff of the higher education institution;

master's degree: the second level higher education degree obtainable in master programme;

master programme: the second cycle of the multi-cycle education system leading to the award of a master degree and a professional qualification;

minor: a second study unit in a bachelor programme;

sample curriculum: distribution of subjects of the curriculum into semesters to be followed by students progressing at an average rate so that – when registering for each subject – they fulfil the prerequisite requirements, complete 30 (±3) credits per semester, and comply with the academic requirements within the training period specified in the programme and outcome requirements;

subject registration according to the sample curriculum: registration for subjects/courses of the sample curriculum in the semester specified in the sample curriculum;

¹⁸ Amended by Senate Decision No.48/2018. (V.02.), effective from 7 May 2018.

- module:** an integrated unit of the curriculum of the programme, including thematically similar subjects, sub-modules regarding the qualification goals of the programme or specialisation, or combine the professional content of several programmes; the modules can be built on each other, may substitute or contain each other;
- work schedule¹⁹:** the delivery mode of a study programme (full-time, evening, correspondence, distance learning) applied in the higher education institution;
- basic examination in a language:** an exam usually covering several preliminary requirements taken in the language of language study programmes in order to assess the basic language skills and proficiency of the students;
- final examination in a language:** usually a criterion-like exam taken in a language in non-language study programmes – or in a language other than the main language of the language study programme in order to assess basic language skills and proficiency of the students;
- diploma (degree certificate):** an authentic instrument verifying a degree and a qualification obtained in higher education;
- diploma supplement:** the diploma supplement issued in the manner and form specified by the European Commission and the Council of Europe – as the attachment to the diploma verifying the qualification obtained in higher education – provides detailed and objective information on the nature, level, content of the academic studies pursued and successfully completed by the owner of the diploma thus ensuring the transparency and recognition of the professional qualifications abroad. The diploma supplement is an authentic instrument;
- diploma sample sheet:** a form filled in and submitted by the student to the Registrar's Office for the issuance of the diploma;
- diploma register book²⁰:** serves for the registration of diplomas issued by the higher education institution which must not be scrapped. It is kept and closed by the Registrar's Office at the end of every calendar year;
- student's total study hours:** the number of contact hours and individual study hours of the student on basis of which credits are assigned to the subject;
- cumulative adjusted credit index:** serves to evaluate the quality and quantity of the student's performance over several semesters. It is calculated similarly to the corrected credit index with the difference that thirty credits per semester and the credits taken and earned during the whole period must be considered;
- parallel registration obligation:** shall mean that two (or more) subjects/courses must be completed in the same academic period;
- passive semester:** suspension of the student status based on the student's statement;
- plagiarism:** the failure to appropriately reference word by word or conceptual adoptions in any paper and in the thesis prepared during the studies. Copying any parts of a text (at least 2500 characters in a row or divided in the paper) – even reformulated – without giving reference to the authors shall be considered plagiarism;
- registration:** at the beginning of each semester the enrolled students shall announce in NEPTUN whether they intend to continue their studies (active status) or want to suspend them (passive status) in the given semester;
- registration period:^{21 22}** the first week of the semester assigned for registration in full-time programmes and the first two weeks of the semester in part-time programmes (programmes

¹⁹ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

²⁰ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

²¹ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

²² Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

organized according to the evening or correspondence work schedule, postgraduate specialisation programmes);

courses taken at another higher education institution: acquisition of credits by a guest student at a higher education institution other than the home institution;

(sub)specialisation: a set of courses within a given study programme the completion of which enables the acquisition of special knowledge and skills but does not lead to a separate qualification; this study unit usually worth 50 credits, and may be taken in addition to the major that determines the professional qualification in bachelor programme in a given field of study; it is built on the professional content of the programme and its specialisation;

credit-weighted average: (Hungarian abbreviation: STA) applicable for the evaluation of the students' performance for a study period longer than one semester and for the whole study period (cumulative credit-weighted average); for the calculation the credits and grades of the subjects completed in the given period are multiplied and this amount must be divided by the sum of the credits of the completed subjects:

$$\text{Credit-weighted average} = \frac{\Sigma \text{ credits completed} * \text{ grades}}{\text{credits completed}}$$

elective subject (type "E")²³: a subject the completion of which is not compulsory for obtaining the pre-degree certificate but its credit value is counted in the total number of credits; it can be completed at any higher education institution provided that it can be recognised as part of the curriculum; at the University the elective subjects shall constitute at least 5 percent of the sample curriculum unless otherwise specified in the programme and outcome requirements²⁴;

study programme: a programme of study delivering the common set of learning outcomes (knowledge, skills, competences) necessary for obtaining a certain qualification;

nursing practice exam: part of the final exam consisting of a practical and an oral part taken at the place of the practical training outside the University in Nursing and Patient Care bachelor programme²⁵;

thesis: a dissertation written at the end of studies with a content specified by the qualification requirements;

person responsible for the study programme: a qualified lecturer being in charge of the study programme who has professional responsibility for the content of the sample curriculum and the quality of teaching;

specialisation: a set of courses within a given programme the completion of which enables the acquisition of special knowledge and skills and leads to a separate qualification;

professional qualification: evidence of professional competence giving access to a profession, determined by the content of the completed programme, academic specialisation or specialisation, and awarded together with a bachelor or master degree, or for the completion of a postgraduate specialisation programme or a higher education vocational training, attested by a diploma or tertiary vocational diploma;

practice period (internship): a student activity to be performed partly independently at a workplace outside or within the higher education institution during the completion of a higher education vocational training, bachelor, master or single-cycle long programme;

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

²³ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

²⁴ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

²⁵ Added by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

- personal file:** applicable for collecting the student's personal and study documents, academic records, evaluations, resolutions, etc. kept by the Registrar's Office;
- seminar:** a practical lesson for a small group of students primarily based on oral communication between the student and the lecturer;
- comprehensive examination:** an assessment, a synthesizing exam comprising the professional knowledge of at least two semesters. It compulsorily has an oral part but it may also be combined with a written part in a complex way; the comprehensive examination consisting of a written and an oral part is regarded as one exam;
- comprehensive examination protocol:** the original document of the comprehensive examinations which cannot be scrapped;
- study period:** a continuous period of maximum 15 weeks during which classes are held. The registration week, registration period is part of it²⁶;
- teacher training programme:** a type of university- or college-level programme in which the requirements of the study programme concerning the professional field and the teacher training are defined jointly, inseparably, within the framework of which only teaching qualification can be obtained;
- teaching qualification:** a double qualification that includes the knowledge acquired in the field of study and the teaching qualification as well. The qualification is divided into modules according to the field of study specified in the programme and outcome requirements of teacher training;
- teacher training:** a training aimed at obtaining a teaching qualification in addition to the study programme in a given field of study; its requirements are specified by the government decree on the requirements of teaching qualification;
- teacher trainee:** a student participating in teacher training, doing teaching/school practice;
- study unit:** a curriculum unit or course for which credit is awarded and represents one semester of study;
- academic year**²⁷: a period comprising ten months, defined for the purposes of organising education; in the case of doctoral training a period comprising 12 months, defined for the purposes of organising education;
- contact hour (class):** a session (lecture, seminar, practice session, consultation) with a duration of not less than forty-five and not more than sixty minutes, where the personal contribution of a lecturer or professor is needed for the fulfilment of the academic requirements laid down in the curriculum;
- department:** an independent education organisational unit performing educational, academic research and organisational tasks in relation to at least one subject;
- syllabus (subject /course description):** the syllabus contains the following: name and code of the subject, the semester recommended by the sample curriculum, credit value, number of contact hours, the method of assessment, prerequisites, name of the person responsible for teaching the subject, general and specific goals, the content of the subject, the way of the mid-term assessment of knowledge, the prescribed external practices, the most important compulsory and recommended literature, the special material needs of the subject;
- subject/course description:** → syllabus;

²⁶ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

²⁷ Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

curriculum: the plan according to which a programme is delivered, developed in accordance with the programme and outcome requirements and comprising the following components: broken down by programme of study, a course and examination plan developed on the basis of the course and curriculum units, a system of assessing and verifying the fulfilment of requirements, and the syllabi of course and curriculum units;

study average / grade point average (GPA): an indicator qualifying the student's studies calculated for a given period; in non-credit education system:

$$\text{grade point average = (study average)} = \frac{\Sigma \text{ grades of the completed subjects}}{\Sigma \text{ subjects}}$$

academic period: a period during which the student takes subjects (according to the sample curriculum or differently but following the preliminary study order) and tries to fulfil the academic requirements of the subjects by the end of this period;

study point: → credit point (credit);

study administration system²⁸: an institutional core system and its modules and related systems used by the higher education institution for the proper functioning of the higher education institution, for the organization of training, research, higher educational research and development business activities and their external relations, to ensure the document management of the higher education institution, to ensure direct communication between the institution, its students and teaching staff and the operator of the study system, the minister, the authority and the maintainer, to ensure student feedback on the performance of the teaching staff in an unidentifiable manner, to exercise employer's rights and the rights of the employees of the higher education institution, for the fulfilment of their obligations and the issue of related certificates, to keep records specified by law, to establish, assess and certify entitlements to the benefits provided by law and by the organisational and operational rules of the higher education institutions, for the registration of personal and specific data processed in accordance with the data protection requirements for the purpose of graduate career tracking, for the provision of closed-system electronic distance learning at institutional level, for the access to Regulated and Centralized Electronic Services (Hungarian abbreviation: SZEÜSZ, KEÜSZ), for the registration and electronic storage of theses (dissertation work), for the storage of data recorded in accordance with Annex 3 to this Act and for electronic communication with the higher education information system. The study administration system must be designed to ensure equal access to it, and all client and user interfaces and the implemented functionalities must be available in Hungarian.

student administration: a process or procedure concerning the student's studies initiated by the student or ex officio that may not relate to the assessment of the student's knowledge;

subject registration: application for courses in NEPTUN and in the course record book to be completed by the student intends to take;

registration period: a period lasting from the date specified in the announcement until the end of the first study week designated for subject, course registration;

talent bonus²⁹: a benefit for the most prominent students of the university. Students who have successfully participated in conferences of the Scientific Students' Associations, university competitions besides their excellent academic achievements may apply for the talent bonus.

²⁸ Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

²⁹ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

For these students an additional 10 percent of credits is provided in addition to the mandatory credits +10% which can be earned free of charge in BA, MA and single-cycle programmes. The rules of procedure of the talent bonus are laid down in the Regulation on Student Fees and Benefits, OOR, III.2;

theologian day: a church service of a group of students led by a professor/teacher of theology of the Faculty of Theology in a reformed congregation in the church district or beyond the borders. During the autumn and spring semesters all students studying theology with pastor specialization must participate in at least one theologian day.

register: a certified copy of the course record book, a supporting document for the course record book and diploma copies; it must not be scrapped;

register index: enables the registration of students in alphabetical order and the use of the register; it must not be scrapped;

master file (registry sheet)³⁰: a certified document issued on paper or electronically for the registration of the student's personal and study data relating to the student status specified therein. The scope of data recorded in the master file / registry sheet and its parts are defined in Article 26 of the Implementing Decree of NHEA.

master file extract (registry sheet extract)³¹: a certified, printed document containing the name and institutional ID number of the University, the address of its seat and/or site, the student's name and student's educational ID number, the serial number of the master file (registry sheet) and the data specified in Article 36 Sections (2), (4)-(14) and (23) of the implementing decree of NHEA. The provisions regulating the issuance of the master file (registry sheet) extract are included in Article 36 Sections (10)-(13) NHEA.

pre-degree certificate: → absolutorium;

final course registration: registration for subjects indicated in the preliminary study order, adding or dropping or modifying them in NEPTUN from the first week of the given study period until the deadline specified in the announcement;

final study order: a schedule developed during the final subject registration which becomes final by recording the courses in the course record book;

exam: a form of combined verification and assessment of the knowledge, skills and competences acquired or obtained;

improvement of a successful examination: a retake exam provided at the request of the student to improve the result of the successful exam;

examination period: a six-week period for taking the exams including time provided for retake exams;

exam course: an exam opportunity without class attendance for students who took the course and participated in the classes earlier, but did not complete the course. The exam course should be interpreted and evaluated according to the type of the course [see Article 22 Section (3)];

examination sheet: a form used for recording the exam results of a student group registered for the exam of a subject on an exam day;

final teaching/observed lesson: an independently held school lesson concluding the teaching practice, which serves for the evaluation of the teaching practice;

final examination: a review and assessment of comprehensive knowledge, skills and competences required to obtain the diploma – evaluated by the examination board – during which the students must also demonstrate that they can apply the acquired knowledge; the final

³⁰ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

³¹ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

examination may consist of several parts according to the curriculum: defence of the thesis (dissertation) as well as oral, written and practical exam parts.

final examination protocol: the original document(s) of the final examination and the decision of the final examination board; it must not be scrapped.

closed-system electronic distance learning³²: a form of training in which the theoretical curriculum is taught using digital learning material, and the teacher and the student work together via an IT network (internet, intranet) using a closed distance learning training management system in which the common means of communication between the teacher, the programme coordinator and the student are the computer and the IT network as well as the closed distance learning training management system and the study administration system;

closed distance learning training management system³³: is a qualified and certified closed IT system that plans, organizes and monitors the training of the person participating in the training, provides digital learning material and additional knowledge material (in a web browser) required for the training, and in addition to the training management, records and evaluates in its database – and transmits to the study administration system – in a nonmanipulable way the progression of the person participating in the programme, his/her answers to the control questions, his/her results and activities, and – on the basis of the person's performance – implements possible navigation requests according to the training programme, and ensures full on-line and off-line cooperation between the teacher, the programme coordinator and the student or person through interactive and remote interaction.

Article 3

Bodies and persons proceeding in academic matters

- (1) The following bodies and persons may proceed in academic matters:
 - the Study Committee
 - the Faculty Credit Transfer Committee
 - the Dean
 - the Vice-Dean responsible for academic affairs
 - the head of the Registrar's Office/Dean's Office (hereinafter: Registrar's Office)
- (2) The Study Committee and the dean may delegate its competences to the vice-dean for academic affairs and to the head of the Registrar's Office.

Article 4

Study Committee (SC)

- (1) A permanent committee is set up by the Senate to manage the academic, exam and social matters of students. The chairperson of the committee is the vice rector responsible for academic affairs. The Study Committee is made up of faculty subcommittees. The Study Committee acts in plenary sessions or through its faculty subcommittees.
- (2) In all academic and exam matters of the students which are not referred to the competence of other body or person by law or regulation, the permanent committee established by the Senate, and the competent faculty subcommittee (hereinafter: SC) acts as a first instance body. The Study Committee has complete power of all academic matters except those belonging to the competence of the Credit Transfer Committee.

³² Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

³³ Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

The SC can delegate its decision-making power to the vice-dean for academic affairs of the faculty or to the chairperson of the SC.³⁴

- (3) The plenary session of the Study Committee is made up of the members as per Section (1).
The voting members of the faculty subcommittees are as follows:
 - the vice-dean for academic matters, or the person elected by the Senate after the supporting decision of the Faculty Council, the chairperson of the faculty subcommittee (1),
 - two lecturers, researchers per faculty elected by the Senate (2),
 - one student per faculty delegated by the Students' Union (1).The head of the faculty's Registrar's Office is present in the committee in an advisory capacity.
- (4) The Study Committee shall
 - adopt the common rules and criteria for the faculty subcommittees,
 - manage the academic and exam matters that concern several faculties,
 - coordinate the committee's work of faculties.
- (5) The tasks of the faculty subcommittee as Study Committee are the following:
 - first instance procedures in the academic and exam matters of students
 - decisions on the talent bonus applications of students.
- (6) The work of the subcommittees is supervised by the vice-rector for academic affairs.
- (7) A quorum shall exist in the meetings of the Study Committee and the faculty subcommittees if at least 50% of their members are present.
- (8) The Committee makes its decisions by open ballot, with simple majority. The chairperson decides in case of a tied vote.
- (9) The Study Committee – providing information on the agenda – shall be convened by the vice-rector for academic affairs, or, at faculty level, by the vice-dean for academic affairs. The vice-rector for academic affairs should be invited to the meeting of the faculty subcommittees.
- (10) The competent representatives of the registrar's offices participate in an advisory capacity in the meetings of the Study Committee in order to provide information and to report on matters. The administration of the academic and exam matters is carried out by the registrar's offices.
- (11) The Study Committee acts according to its own rules of procedure specified in this regulation. The rules of procedure shall provide for the frequency of the meetings, the delegation of competences, the forms of decisions, and the way they are adopted and signed. The rules of procedure of the SC is indicated in Annex No. 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 monitors and – in the spring of each year – reviews the provisions of the Academic and Exam Regulation, and makes proposals to the Rector for the necessary supplements and amendments.

Article 5

Credit Transfer Committee (CTC)

- (1) Credit Transfer Committees (hereinafter: CTC) operates at the faculties to coordinate interoperability and examine the equivalence of knowledge materials.
- (2) The chairperson of CTC is the dean for academic affairs. The CTC consists of minimum 3 persons. The members of the committee are elected by the Faculty Council from among the leading lecturers of the faculty holding academic qualifications (professors, associate professors) so that every programme and department is represented in the CTC. The head of the Registrar's Office is a member of the CTC.

³⁴ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

- (3) The CTC decides on the recognition of academic performance awarded by credits at another higher education institution, based on the written request of the student. Upon request, it also performs the preliminary credit transfer procedure.
- (4)³⁵ In his/her request the student should indicate how he/she would like to have the given subjects/courses recognised. The following documents must be attached to the request: official copy of the master file (registry sheet) extract, course record book verifying the completion of studies, subject description (certified ones in case of all trainings at the Faculty of Law), syllabus and the opinion of the organisation unit responsible for teaching the subject.
At the Faculty of Humanities and Social Sciences, students also have to fill in and electronically send in the credit transfer request form available on the website.
- (5) During the procedure the CTC can request further information from the responsible education organisational unit.
- (6) The requirements of the curriculum need not be completed if the student already acquired them and can verify it in a credible manner. Credits obtained in study programmes according to Article 49 Section (5) of the NHEA – provided that the prerequisites are met – must be recognised based on studies at any higher education institution, regardless of the higher education institution and the training level at which the credits were acquired. Credits shall be recognised if they relate to elective subjects or if there is at least a seventy-five percent match between the learning outcomes.³⁶
- (7) If the student has registered for a course in NEPTUN which is or was recognised after or before the course registration during the credit recognition procedure, the course will be deleted by the Registrar's Office from the student's subject list.
- (8) In the credit-based education system, the preliminary decision of the University on the recognition of the student's academic performance during the partial training must not be withdrawn later. The decision of the CTC is required for the preliminary statement.
- (9) The CTC may recognise prior non-formal and informal learning, work experience, as well as knowledge obtained during studies resulting in a vocational or professional qualification – in accordance with NHEA and the Implementing Government Decree – for the purpose of the fulfilment of academic requirements. Case-by-case decisions of the Credit Transfer Committee shall apply for five years to applications for the same credit recognition.³⁷
- (10) Decisions of the CTC and their validity, as well as the syllabi of all courses and modules of the University shall be made available to all students and lecturers through NEPTUN.³⁸

Article 6

Credit transfer precedent system

- (1) The CTC may decide on the establishment of an electronic database by introducing a credit transfer precedent system (hereinafter: Database).
The Database contains the list of courses acknowledged or rejected by the CTC (precedent decisions), their validity period and serial number accessible for anyone on the university website on an anonymous basis.
- (2) Precedent decision: a decision rejecting or approving the recognition of a subject the justification of which can be applied with unchanged content in other cases as well, provided

³⁵ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

³⁶ Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

³⁷ Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

³⁸ Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

that the additional circumstances of the other case make the application of the precedent possible.

The precedent decision can only be used within the validity period.

The lecturer responsible for teaching the subject shall indicate the validity period during which the course description of the subject to be recognised and taught at the university can be accepted in the future (this period may not be less than one year). The education organisational unit may request the CTC to review the precedent decision at any time.

- (3) In the case of credit transfer requests submitted after the establishment of the Database, the Registrar's Office shall check whether there are any valid precedent decisions concerning the courses to be recognised.

If the precedent decision is available, either rejecting or approving, the credit transfer request can be accepted or refused by the head of the CTC without a committee meeting. In the absence of a committee meeting the signature of the chairperson of the CTC verifies the existence or absence of the precedent.

- (4) In the lack of a precedent decision the Registrar's Office shall submit the request to the CTC which will decide on it during its regular meeting.
- (5) If the student wants to get a unit recognised on which a precedent decision has already been made, it is enough to refer to the precedent decision and to attach the documents certifying the completion of a course.
- (6) If – between two credit transfer committee meetings, several students request for the recognition of the same course without a precedent decision, the Registrar's Office has to forward only one request to the CTC. After the committee meeting the chairperson of the CTC certifies the existence of the precedent for the other students without a committee meeting. The CTC may also decide to recognise the courses offered by the educational organisation unit even in the absence of student applications, and to arrange for their recognition in the Database.

Article 7

First instance decisions

- (1) All persons and bodies acting in academic matters shall decide on requests within 30 days from the date of submission.
- (2) The first instance decisions of the Study Committee and the Credit Transfer Committee shall be issued in the form of official resolutions, and shall be sent to the student and the competent organisation unit within 15 days via NEPTUN. The provisions of Article 8 shall apply to delivery. If necessary, the Registrar's Office can mail the resolution by registered letter with return receipt. For mail delivery the provisions of Article 41/C of NHEA are to be applied.
- (3) The decision/resolution must contain:
- a) the name of the acting committee,
 - b) the name and address of the student, the name of the faculty, the study programme, the case number and the requested subject,
 - c) the decision and information on the available legal remedies in the operative part,
 - d) a short justification explaining the reason of the rejection in case of a rejecting resolution,
 - e) the place and date of the resolution, the name and position of the person signing the resolution and the stamp of the faculty of the University.

The original copies of the resolution shall be signed by the chairperson of the decision-making committee, and the additional copies are signed by the head of the Registrar's Office in witness thereof.

- (4) Resolutions regarding student status, academic and exam matters of the student – with the exception of the rejecting resolutions of the Credit Transfer Committee – must be recorded in the student’s course record book and in the appropriate registers.

Article 8

Electronic Request Management

- (1) In case of first instance procedures initiated on the request of a student having a NEPTUN code at the University, the vice-rector for academic affairs may decide that the applications can only be submitted through the electronic request management system in NEPTUN.³⁹ Every decision made by a competent person or body *ex officio* – not at the request of a student – or on the initiative of another organisational unit of the University may be sent only on paper, by post.
During the introduction of the electronic request management system, as a transitional provision, the vice-rector for academic affairs may authorise the requests to be submitted both electronically and on paper for a certain period of time.⁴⁰
- (2) The list of the type of requests which can be used in the electronic request management system is specified by the vice-rector for academic affairs, and the dean of the faculty shall ensure that they are published in the usual manner applied at the faculty.⁴¹
- (3) The student shall fill in the request form with the help of a template in the electronic request management system, and shall upload the scanned attachments in JPEG, JPG, PDF, PNG format. The requests are only available and can be filled in during the submission period determined by the regulations of the University. The submission period of the requests should be published in advance in the usual manner applied at the faculty.⁴²
- (4) If, at any time during the procedure, there is a doubt concerning the authenticity of the scanned and attached documents, the student should be requested to present the original documents or the certified copies.
- (5) Upon receipt of the electronic request, the request shall be filed according to the document management regulation, and shall be handled as if it were a request on paper signed by the student. After the decision is made, the resolution shall be entered in the electronic request management system. Before sending the resolution, it must be printed out at least in two copies and signed by the person authorised to make decisions or by the chairperson of the decision-making committee. One of the printed copies shall be attached to the personal file of the student.
- (6) The decision/resolution shall be sent to the student through the electronic request management system. The resolution should state that in case of a suspicion regarding the authenticity of the electronically sent resolution, the student can personally take over the original copy of the resolution (signed by the person authorised to pass the decision or by the chairperson of the decision-making committee) at the Registrar’s Office. If the student does not take over the resolution within 5 days after receipt of the decision personally, it shall be presumed that there is no doubt concerning the authenticity of the electronic resolution, and the student may not subsequently claim that the original signature of the person authorised to pass the decision is missing on the electronic resolution.

³⁹ Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

⁴⁰ Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

⁴¹ Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

⁴² Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

- (7) Within five days of sending the electronic resolution the student should be presumed to have received the resolution. If the student has previously received the original resolution in person or confirmed the receipt of the resolution in a NEPTUN message then the date of receipt shall be deemed to the day of delivery.
- (8) The student may submit an application to rebut the presumption of delivery specified in Section (7) to the person/committee who made the decision within five days after knowledge of the presumption. At the same time the omission should be remedied. No application can be sent thirty days after the date of the presumption of delivery.
- The application to rebut the presumption of delivery may be made only on the ground that the student was unable to receive the electronic resolution for reasons beyond his/her control, as
- due to technical reasons, NEPTUN was continuously unavailable for more than 96 hours after the decision was sent;
 - the delivery was performed in violation of the provisions of this regulation,
 - due to reasons not listed under a) and b) the student was not in a position to become aware of the resolution.
- It is not considered a reason beyond the student's control if the student is (was) at a place without internet connection.
- (9) If during the examination of the application submitted to rebut the presumption of delivery there is no evidence that the student logged in and took some recorded actions in his/her NEPTUN user account after sending the electronic request, but on the day of the presumption of delivery the application shall be rejected as unfounded without investigation.
- (10) In the application the student should indicate the facts and circumstances which may prove that he/she was not at fault. If the request was submitted late it must be rejected without being examined on its merits. Decision on the application shall be made by the person/committee who sent the electronic resolution. Before deciding, the person/committee may hear the student.
- The request has no suspensory effect on the procedure or the implementation; however, if the facts indicated in the application are likely to exist, the decision-maker/decision-making committee may order the suspension of the procedure or the implementation of the resolution. The resolution rejecting the application to rebut the presumption of delivery may not be appealed.
- (11) If the decision-maker/decision-making committee approves the application for rebutting the presumption of delivery, the omission remitted by the student must be considered as if it was performed within the missed deadline.

Article 9

Legal remedy

- (1) The student has the right to appeal against any decision, measure, or failure to act (hereinafter: decision) of the University (its organisation, employee) – with the exception of a decision relating to the assessment of academic performance and decisions rendered in dean's equity (Article 11 of this Regulation). The appeal addressed to the Rector shall be submitted to the head of the faculty. If the electronic request management system has been introduced at the faculty, and it is included in the list published according to Article 8 Section (2), then the appeal must be 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 the requirements specified in the educational program accepted by the Senate,
 - the decision is contrary to the Organisational and Operational Rules of the University,
 - the provisions concerning the organisation of the exams were violated.
- (3) In the appeal procedure the student may act
- personally;
 - through proxy.
- 4) The procedure is regulated in detail in the Procedure for Student Legal Remedy (OOR, III.3).

Article 10 Requests

- (1)⁴³ Students, lecturers and any organisational units of the University may apply to the Study Committee (SC) in academic and examination matters.
- (2) The decision shall be made in the next meeting of the Study Committee but not later than 30 days from the receipt of the request.

Article 11 Equity

- (1) The student may submit an equity request to the dean of the faculty (subject to payment of a service fee defined in the Regulation on Student Fees and Benefits) in connection with academic and examination matters, with the exception of provisions concerning the assessment of academic achievements.⁴⁴
- (2) In frame of and in relation to equity the dean may exempt the student from any provisions of this Regulation – one time during the student’s training period – provided that it does not violate Section (1) or legal regulations⁴⁵. Dean’s equity may not be rendered in cases where the students’ obligations are prescribed by legal regulations or if the purpose of the request is for circumvention of such obligations.
- (3) The dean may render equity in particular but not limited to, the following cases:
- transfer from another higher education institution;
 - termination of the student status, dismissal, expulsion;
 - declaring an active semester to passive semester during the examination period.
- (4) Equity shall not apply to the assessment of academic achievements and to the completion of academic requirements.
- (5) The request for equity should indicate the circumstances on the grounds of which the equity is asked, and should be accompanied by supporting documents.
- (6) Dean’s equity may be granted on condition that the student has fulfilled all of his/her outstanding payment obligations.
- (7) The decision shall provide the conditions of the permission, and shall state that no more benefits can be granted to the student in frame of and in relation to equity.
- (8) The decision rendered in frame of and in relation to equity may not be appealed.
- (9) The equity decision shall be registered in the course record book of the student.

⁴³ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

⁴⁴ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

⁴⁵ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

- (10) The dean's decision/resolution on equity is issued in writing, and is sent to the student via NEPTUN. The provisions of Article 8 shall apply to delivery. If necessary, the Registrar's Office will mail the resolution by registered letter with return receipt. The provisions of Article 41/C of NHEA shall apply to mail delivery.

Article 12

Submission of requests

- (1) Requests addressed to the SC and the CTC shall be submitted to the Registrar's Office, and requests addressed to the Dean must be submitted to the Dean's Office. If the electronic request management system has already been introduced at the faculty – after the specified transitional period –, the requests specified by the Dean may only be submitted electronically.
- (2) Requests shall be submitted in writing, indicating the competent committee or person to whom the application is addressed, the subject of the request, the name, address, study programme of the student, and the documents and/or the certified true copies prescribed in the Regulation shall be attached.
- (3) The student shall sign the request, and shall pay the service fee in advance through NEPTUN. The payment certificate must be attached to the request (printed out from NEPTUN or a print screen made after the transaction).
- (4) The deadline for requests submitted to the Registrar's Office is the last working day of the second teaching week of the study period in case of
 - a) request for exemption from a course or its prerequisite;
 - b) request for enrolment/registration;
 - c) request for the recognition of a course taken at another institution, recognition of credits;
 - d) requests for adding or dropping courses after the deadline.
- (5) Notwithstanding Section (4), in the semester of the issuance of the pre-degree certificate (absolutorium) students may submit their credit transfer requests – provided that only the credit transfer is required to obtain the pre-degree certificate – by the end of the second week of the examination period. The semester of the issuance of the pre-degree certificate is considered to be the semester when the student – by the credit transfer and the subjects taken in the semester – meets the requirements of the sample curriculum.
- (6) As regards the programmes of the Faculty of Pedagogy, the deadline for the submission of requests under Section (4) a) is the last working day of the second week of the study period (first teaching week).^{46 47}

13. §

The Study Committee and the education organisational units

- (1) The SC is obliged to seek the opinion of the lecturer responsible for teaching the subject (leading lecturer of the subjects), the heads of department/institutes, if the decision the SC implies an obligation on the lecturers, departments or institutes responsible for teaching the subject, or if the decision requires their expertise.
- (2) At the Faculty of Theology, the opinion of the faculty council is also required in the following matters:
 - a) transfer from another institution,

⁴⁶ Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

⁴⁷ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

- b) permission for changing the study programme,
- (3) In matters requiring the decision of the SC and the CTC, for which the opinion of the education organisation unit is needed according to this Regulation, it is the student's duty to attach the opinion of the head of the competent education organisational unit to the request.
- (4) In all cases concerning requests for exemptions and credit recognition the SC and the CTC should consult with the competent organisational unit.

II. STRUCTURE OF STUDY PROGRAMMES

Article 14

Types of study programmes

- (1) Study programmes of the University – with the exception of doctoral programmes – are as follows:
 - a) old, credit-based graduate and undergraduate programmes, being phased-out (Act LXXX of 1993 on higher education):
 - university-level graduate programmes
 - with single major
 - with a pair of majors
 - college-level undergraduate programme
 - with single major
 - with a pair of majors;
 - b) programmes of the multi-cycle education system:
 - bachelor programme,
 - master programme,
 - single-cycle long programme,
 - doctoral programme;
 - c) postgraduate specialisation programme;
 - d) adult education (courses);
 - e) partial training for the purpose of obtaining partial knowledge;
 - f) higher education vocational training.
- (2) The list of study programmes is included in Annex No. 2 of the Regulation.

Article 15

Number of credits and semesters belonging to study programmes

- (1) in old, credit-based education system:

a) university-level graduate programme:			
	4 semesters –	120 credits	university-level supplementary graduate programme
	8 semesters –	240 credits	university-level graduate programme with one major in Humanities
	10 semesters –	300 credits	university-level graduate programme with two majors in Law, Humanities without teaching qualification, Psychology, undivided teacher training (primary school),

			Reformed Theology with Pastor qualification
		330 credits	university-level graduate programme with two majors and teaching qualification, one for teaching in primary schools and the other one for teaching in secondary schools
	12 semesters –	300–360 credits	Reformed Theology, undivided teacher training, Pastor specialisation, 360 credits
b) college-level undergraduate programme			
	8 semesters –	240 credits	Social Worker, Primary School Teaching, Reformed Catechist, Deaconry, Reformed Cantor

(2) in multi-cycle education system:

a) Bachelor programme	6 semesters –	180 credits
b) Bachelor programme ⁴⁸	7 semesters –	210 credits
- Social Worker		
- Human Resources	7 semesters –	180 +30 credits
- Business Administration and Management		
c) Bachelor programme ⁴⁹	8 semesters –	180-240 credits
- Nursing and Patient Care		
- Primary School Teaching		
d) Master programme	2-5 semesters –	60-120 credits
e) ⁵⁰ Single-cycle long programme	10-12 semesters –	300-360 credits
f) Postgraduate specialization programme	2-4 semesters –	60-120 credits
(3) Higher education vocational training	4 semesters –	120 credits
(4) ⁵¹ Partial training for the purpose of obtaining partial knowledge	at least 2 semesters –	60 credits

Article 16

- (1) Study programmes at the University can be organised as full-time or part-time trainings.
- (2) Full-time programmes shall be organised according to the full-time work schedule based on a five-day working week, on working days. Derogation from this provision is possible with the consent of the Students' Union of the University.
Full-time programmes consist of at least 300, at most 330 contact hours (classes) per semester.
- (3) Part-time programmes may be organised according to the evening or correspondence work schedule, on working days and in justified cases, on the weekly rest days, considering the occupation of the students.
The duration of part-time trainings may be at least 30 and at most 50 per cent of full-time contact hours, except for postgraduate specialisation programmes.

⁴⁸ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

⁴⁹ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

⁵⁰ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

⁵¹ Amended by Senate Decision No.165/2020. (VII.30.), effective from 31 July 2020.

Article 17

Programme and outcome requirements, educational programme

- (1) The degree and professional qualifications obtained at the University are specified by the qualification requirements in case of traditional trainings, by the programme and outcome requirements in multi-cycle education system, and by the qualification and training requirements of religious studies accepted by the Synod of the Reformed Church in Hungary.
- (2) The qualification requirements as well as the programme and outcome requirements for each study programme include the definition of the training goal, the main fields of study, and their proportions in the programme, the duration of the study programme in semesters, the student workload required to obtain the qualification defined in credits, the level of qualification, the professional qualification and the relevant title and other important provisions. In addition to these, the qualification requirements contain the subjects of the comprehensive examinations, the type and subjects of the final examination, the method of calculating the result of the final examination, and the requirements of the thesis (dissertation).
- (3) The education at the University is based on the educational programme which becomes valid upon approval by the Senate.
- (4) The University is free to prepare its educational programme based on the programme and outcome requirements (Hungarian abbreviation: KKK) issued by the Minister of Education, and the qualification and training requirements of religious studies accepted by the Synod of the Reformed Church in Hungary.
- (5) New or amended academic and examination requirements may be introduced only in a phasing-in system.

Article 18

Curriculum

- (1) The curriculum is a system of requirements valid at the University that serves the fulfilment of the programme and outcome requirements of the given study programme.
In case of religious study programmes the curriculum is based on the qualification and training requirements specified by the Synod of the Reformed Church in Hungary.
- (2) The curriculum is part of the educational programme.
- (3) The curriculum shall specify the detailed educational and academic requirements and the detailed rules of the given study programme, especially the stages of teaching and learning, the number of the required courses, credits, the system of knowledge assessment, the compulsory exams, the forms of the consecutive reviews and assessments.
- (4) Upon request of a student with disabilities the Committee for Students with Disabilities (Hungarian abbreviation: FHSV) may determine requirements that may partially or fully differ from the provisions of the curriculum, or can exempt the student from the fulfilment of these obligations.
- (5) Requests addressed to the Committee for Students with Disabilities shall be submitted to the Registrar's Office. The requests are examined according to the committee's own rules of procedures pursuant to the University's regulation on conditions providing equal opportunities for students with disabilities (OOR, III.8).

Article 19

Sample curriculum (recommended curriculum)

- (1) In the credit-based education system the form of the curriculum is the sample curriculum (recommended curriculum).
- (2) The sample curriculum shall mean the distribution of subjects into semesters to be followed by students who wish to progress with their studies at an average rate in order to fulfil the preliminary study requirements (prerequisites) when registering for each subject, to earn 30 (± 3) credits per semester during 300 (+ 30) contact hours (classes) and fulfil the academic requirements within the training period specified in the qualification requirements.
- (3) The sample curriculum includes, per educational periods,
 - a) all the compulsory and compulsory elective subjects and the rules for the announcement of the compulsory elective subjects;
 - b) the number of contact hours per week (or per semester) and the total number of contact hours and the credits assigned to them;
 - c) the type of assessment (signature, mid-term grade or exam grade);
 - d) the terms when the given subject is announced (e.g. autumn and/or spring semester);
 - e) the criterion requirements and the deadline for their fulfilment;
 - f) the conditions and rules for choosing specialisation;
 - g) the preliminary study order;
 - h) the requirements for starting and completing the thesis;
 - i) the detailed conditions for admission to the final exam, the requirements of the final examination.
- (4) The student may differ from the sample curriculum during his/her studies.
The student may acquire the credits required to obtain the diploma in a shorter or longer period than the duration of the study programme.
- (5) The sample curriculum – as part of the educational programme – is approved by the Senate based on the proposals of the faculty councils.

Article 20

Educational programme

The educational programme is a system of requirements that enables the completion of the study programme curriculum in a given work schedule, in a given form of training.

Article 21

Curriculum units (module, subject, course)

- (1) The curriculum of a study programme consists of modules including subjects and courses (together: curriculum unit).
- (2) The module is the highest-level unit in the curriculum including subjects, submodules that combine thematically similar topics as regards the aim of the study programme or specialisation, or common knowledge material of several programmes; modules can be built on each other, may substitute or contain each other.
- (3) The subject is a set of courses with coherent professional content.
- (4) The course is the basic unit of the curriculum structure of the study programme, usually closed with a qualification, a lesson announced for a semester with admission and completion conditions, or announcement of an exam course without contact hours.

Article 22

Course

- (1) The course is the basic unit of studies conducted at the university.
- (2) A course can be
 - a) based on the fulfilment of the requirements:
 - **compulsory/core (type “C”)**, the fulfilment of which is a condition for obtaining the pre-degree certificate (absolutorium),
 - **compulsory elective (type “CE”)**, a subject or subjects with a total credit value specified in the curriculum in order to complete a study programme or specialisation; it can be chosen optionally from a range of subjects, in a credit value specified by the institution for acquiring the pre-degree certificate,
 - **elective (type “E”)**, the completion of which is not compulsory for obtaining the pre-degree certificate, but it is counted in the total number of credits; it may be completed at any higher education institution provided that it can be recognised and transferred to the given study programme;
 - b) according to the form of requirements
 - contact hour (class);
 - subject assigned to a comprehensive examination,
 - subject assigned to a complex exam,
 - subject assigned to a basic examination,
 - subject assigned to a basic exam in a language,
 - subject assigned to a final language exam (basic exam),
 - field practice,
 - school/teaching practice,
 - professional practice/internship,
 - public education practice,
 - thesis;
 - exam;
 - exam course;
 - c) according to the lessons assigned to it
 - lesson with (in average) a specified number of contact hours per week,
 - without contact hours to which no lessons or weekly number of hours belong;
 - d) on basis of its role in the study programme
 - professional course,
 - a generally announced (non-professional) course,
 - course in teacher training.
 - generally announced course of the college for advanced studies (College of Excellence)
- (3) according to the type of contact hours:
 - a) lecture: a lesson where the acquisition of knowledge is primarily supported by the lecturer’s verbal explanations; if the lecture has a credit value, the performance of the students is assessed by exam grade;
 - b) practice/practical course (seminar, language course, professional practice (internship), training in practice schools, field practice, etc.), a form of training where students in small groups are required to work independently;
The performance of the students is assessed by mid-term-grades.

The number of participants in the practice is at least 12. If the number of applications exceeds 24, the teacher may refuse to accept further applicants, or the group - on the proposal of the head of department/institute with the dean's consent – can be divided. Exceptions from these guidelines are as follows:

- ba) the minimum number of students is 8 persons:
 - in the courses of foreign language study programmes;
 - in foreign language courses.
 - bb) the minimum number of students is 5 persons:
 - in the courses of the Faculty of Theology (deviation from this can only be made with the dean's permission.
 - bc)⁵²regardless of the number of students:
 - school/teaching practice;
 - field practice of the Faculty of Pedagogy⁵³, Faculty of Economics, Health Sciences and Social Studies.
 - bd)⁵⁴ the minimum number of students is 4 persons:
 - in the specialised nursing seminars of Nursing and Patient Care bachelor programme
- (4) According to the decision of the Synod, the completion of one semester of Church studies – as a type “C” subject – is compulsory for all students of the University studying in non-religious bachelor programmes.
- (5) During their studies the students must be given the opportunity
- a) to add elective (type “E”) subjects in a credit value of at least 5% of the total number of credits required for obtaining the diploma;
 - b) to choose from among subjects in credit value exceeding the total number of credits with at least 20%;
 - e) to add at least 10 % of the total credit value without paying tuition fee or any other additional fee.

Article 23

Subject requirements (syllabus)

- (1) The knowledge to be acquired in the framework of each subject is determined by the subject requirements (syllabus).
- (2) The syllabus includes
 - a) the role of the subject in achieving the programme objectives;
 - b) the short description of the subject indicating the scope and form of the written study material (textbook, course book, etc.);
 - c) the number of contact hours during the training period;
 - d) the ways of processing the study material;
 - e) types of tasks to be solved by the student's individual work;
 - f) examination topics and exam requirements listed thematically.

⁵² Amended by Decision No. FT-13/2024 (VL12) of the Maintenance Board, effective from 12 June 2024.

⁵³ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

⁵⁴ Added by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

Article 24

Internal specialisation

- (1) Internal specialisation is a specialisation which may be selected (also) as part of the major defining the professional qualification in a given field of study, in bachelor, full-time programmes.
- (2) The internal specialisation may be announced from the 2nd semester and can be continued until the end of the 6th semester.
- (3) A maximum of 2 internal specialisations can be offered at the same time at a study programme. The only exceptions are German Studies (specialised in Dutch Studies), Liberal Arts and Psychology at the Faculty of Humanities and Social Sciences⁵⁵.
- (4) An internal specialisation may start upon the application of at least 15 students.

Article 25

Credit-based education system

- (1) The fulfilment of academic requirements involving student workload for obtaining a degree and a professional qualification attested by a diploma is measured in higher education academic points (hereinafter: **credits**) in all forms of training and work schedule of the university.
- (2) The term for the training system described in Section (1) is credit-based education system.
- (3) Credits are based on the total student workload – determined on basis of an estimate of national and international experiences – that can be expected from an average student to complete his/her studies.
- (4) The total student workload acknowledged by credits includes classes (contact hours) as well as individual student study hours.
- (5) The average individual study hours specified for the total student workload may not exceed the number of contact hours three times in full-time programmes, seven times in part-time, evening programmes, twelve times in correspondence work schedule and twenty-five times in distance education.
- (6) Credit allocation is the assignment of credits to the student's total work load required on average for the fulfilment of the academic requirements of the curriculum.
- (7) In the national credit transfer system – in compliance with the principles of the European Credit Transfer System (hereinafter: **ECTS**) – one credit is equivalent to 30 study hours *on average*.
- (8) Completion of a semester according to the sample curriculum is equivalent to an average of 30 credits.
- (9) Credits can only be assigned to subjects assessed on a five- or three-grade scale.
- (10) The credit assigned to a subject must be a whole number (integer).
- (11) Credits may be acquired by achieving at least a “fulfilled” qualification or a pass (2) grade. The credit value is independent from the grade.
- (12) Credits shall not be awarded for a given learning outcome more than once in a study programme or training.
- (13) The learning outcome acknowledged by credits – if its prerequisite is met – must be recognised in the course of studies completed at any higher education institution regardless of the higher education institution and the training level at which the credits were earned. Credits must be recognised only after a comparison of the learning outcomes forming the basis of the credits

⁵⁵ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

gained, based on the outcome requirements of the subject. Credits shall be recognised if there is a seventy five percent match between the learning outcomes compared. The comparison of learning outcomes shall be carried out by the Credit Transfer Committee.

- (14) The credit value of the recognised learning outcome corresponds to the credit value of the curriculum requirement that is considered fulfilled; however, the grade obtained cannot be modified upon recognition of the subjects.
- (15) The requirements set in the curriculum need not be fulfilled if the student has already obtained the necessary knowledge and can credibly verify it. In order to recognise requirements on basis of work experience the institution must review the acquired knowledge in the form of an oral, written or practical exam.
- (16) In the credit-based education system a certain number of credits specified in the curriculum of the study programme must be earned within the time limit set for obtaining the degree and professional qualification, and the criterion requirements must also be met.
- (17) Completion of the subjects is not tied to a given academic period. Considering the prerequisites and other rules, the student may progress according to an individual plan and schedule, making use of the options.
- (18) The curriculum should specify what other subjects (prerequisites) are to be completed for the registration of certain subjects. No more than three other subjects or a subject group (module) including several subjects with a credit value not exceeding 15 credits may be assigned to a given subject as prerequisite. The curriculum may also specify the simultaneous registration of certain subjects (weak prerequisites). If the student fails to fulfil the prerequisite, the subject based on the prerequisite will be deleted upon the student's request by the Registrar's Office in NEPTUN and in the student's course record book, thus it will not be counted in the three subject registrations.⁵⁶
- (19) In the credit-based education system the credit-weighted average is applicable for the evaluation of the students' performance for a study period longer than one semester and for the whole study period (cumulative credit-weighted average).
- (20) The credit index is applicable for the qualitative and quantitative evaluation of the student's performance.

Article 26

The system and conditions of teaching foreign languages

- (1) In accordance with the provisions of NHEA, the University provides its students the opportunity to learn foreign languages for general and professional purposes in order that they can obtain the language examinations required for the award of the diploma.
- (2)⁵⁷ At the faculties of the University the teaching of foreign languages for general and professional purposes are provided by the Centre for Foreign Languages and Examination (Foreign Language Lectorate). The address of the centre is 1088 Budapest, Reviczky u. 4. Here is the THEOLINGUA Ecclesiastic Language Examination Centre, as well, where state-recognised language exams can be taken.
- (3) In the Centre for Foreign Languages modern foreign languages are taught.
At the Faculty of Theology ecclesiastic language courses in English, German and French are taught for four semesters as part of the compulsory elective subjects. On request, general languages are offered, as well.

⁵⁶ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

⁵⁷ Amended by Senate Decision No.223/2019. (XII.04.), effective from 1 January 2020.

Legal language courses in English, German and French are available for the students of the Faculty of Law.

At the Faculty of Humanities and Social Sciences professional language courses are taught at advanced level according to the study programme requirements and on demand; general language courses are also offered.

Students of each faculty may register for general language courses. If a language course at the required level is not announced at the given faculty, students may join the language courses of another faculty under the same conditions as if they were attending the language course at their own faculty.

- (4) A general language course is an elective course unless it is prescribed as compulsory in the curriculum. In this case the ones who have already fulfilled the language requirements set out in the programme and outcome requirements as a precondition for obtaining the diploma are exempted from the compulsory language teaching.
- (5) If the student has registered for a language course, it is obligatory to participate in it. Students learning general languages shall pay a fee for the language courses. The amount of the fee is included in the Table of Service Fees, Annex No. 2 of the Regulation on Student Fees and Benefits (OOR, III.2) adopted by the Senate. As the fee is discounted, the student has to pay the full semester fee for courses taken but not completed as indicated in the Regulation on Student Fees and Benefits. Students need not pay for a general language course, if it is a compulsory or elective compulsory subject in their sample curriculum. If a general language course is taken as a compulsory or compulsory elective subject, and is not completed by the student, the student should pay only for the second or further subject registration(s).
- (6) If the student is absent from at least 25% of the total number of classes or has not met the mid-term requirements, the qualification is “unfulfilled”.
- (7) At the beginning of the language course the teachers are obliged to inform the students on the topics of the language course, the necessary auxiliary materials, the evaluation criteria and the requirements for completing the course.
- (8) In order to efficiently organise classes and group schedules, the faculties in Budapest should cooperate with the Centre for Foreign Languages. During the subject registration period the language teachers shall agree with the groups on the time of the language courses.
- (9) In case of non-beginner language groups, the language proficiency level of the students is assessed on basis of language proficiency tests written at the beginning of the semester, and the groups are formed accordingly.
- (10) The minimum number of participants in language groups is 8 people. The only exception is the Faculty of Theology where groups may be smaller due to the low headcount of students. General and professional language consultations may be held without limitation.
- (11) The rules for general subject registration also apply to adding, dropping, not completing, etc. of language courses.
- (12) Language courses are held in the classrooms of the given faculty building. The technical conditions for teaching and learning on site (projector, tape recorder, video player, photocopier) are provided by the faculty.
- (13) Students may turn to the head of the Centre for Foreign Languages with their complaints concerning the language teaching, then, if necessary, to the vice-dean responsible for academic affairs at the faculty or may seek legal remedy according to the Procedure for Student Legal Remedy.

Article 27
Language requirements⁵⁸

- (1) For students who started their studies in the academic year 2022/2023 and later, the faculty responsible for the training shall ensure the teaching of foreign language skills required for the exercise of the professional qualification in the given study programme, and shall provide the conditions for the student to acquire the foreign language skills necessary for the exercise of the professional qualification in the given study programme, as part of the curriculum. The faculty responsible for the training shall ensure the possibility of assessing the student's knowledge and evaluating the acquisition of foreign language skills, as set out in the curriculum. State-recognised language examinations or other foreign language proficiency tests shall be included in an annex to the curriculum.
- (2) Students who started their studies before the academic year 2022/2023, and had no language examination, specified in the programme and outcome requirements, on 20 December 2022, the date of entry into force of the amendment of Act on National Higher Education, must fulfil the foreign language requirements and the level of knowledge assessment required for the exercise of the professional qualification in the given study programme according to the curriculum requirements, provided that they are not more strict than the level of foreign language requirements specified in the programme and outcome requirements prior to the entry into force of the amendment of the Act on National Higher Education.
- (3) It also applies to students or former students who passed their final examination after 31 August 2021 but have not obtained their diploma.⁵⁹
- (4) The Theolingua Ecclesiastical Language Examination Centre operating beside the Foreign Language Centre (Foreign Language Lectorate) issues state-recognised language exam certificates equivalent to any other accredited language exam certificate in Hungary; it is accepted by all faculties of the University. The Theolingua language exam and its preparatory course is available to all enrolled students of the University at a discounted price.

Article 28
Responsibility

- (1) The heads of the organisational units, the lecturers and the staff involved in teaching of the study programmes are responsible for ensuring that the education meets the programme and outcome requirements and the specifications of the curriculum.
- (2) The dean of the faculty is responsible for ensuring that the curricula of the study programmes meet the programme and outcome requirements, and the study programmes are carried out according to the educational programme accepted by the Senate;
- (3) The lecturer responsible for the programme and the heads of the competent education organisational units are responsible for ensuring
 - a) that the programme curriculum is developed and is continuously updated;
 - b) that the study programme complies with the approved curriculum and the quality assurance requirements of the University;
 - c) that the syllabi (subject descriptions) comply with the curriculum requirements.
- (4) The faculty may set up a Curriculum Committee to modify and update the curricula applied at the faculties; and may regulate its operating conditions.

⁵⁸ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

⁵⁹ Amended by Senate Decision No. 73/2020 (V.29), effective from 2 June 2020.

III. STUDENT STATUS

Article 29 Admission

Rules of the application and admission as well as the admission procedure is specified in the Student Admission Regulation (OOR, III.1).

Article 30 Student status

- (1) The student has a student status with the University.
- (2) The student status can be acquired through admission or transfer to one of the study programmes of the University on condition that the student takes and signs the oath. During the opening ceremony of the given academic year the students admitted to the University swear a solemn oath, committing themselves to pursue their studies worthy of their chosen profession, accept the rules and regulations of the University and comply with them to the best of their abilities. Students admitted to religious study programmes also confess that they will study and live worthy of our Christian faith. The text of the oath is included in the Annex of this regulation. The students confirm their oaths with their signature. This is one of the conditions for enrolment. At the Faculty of Theology, the decision on admission becomes valid by taking and signing the oath. The texts of the oaths are included in Annex No.1.
- (3) If the student, after gaining admission or transfer to the University fails to enrol (on paper and in NEPTUN) at the date specified in the decision or in this regulation, the decision on admission or transfer becomes invalid.
- (4) The student status is established by the enrolment. A master file (registry sheet) shall be issued for the enrolled student.
- (5) The students' rights and obligations are specified in NHEA and in the regulations of the University. Rights deriving from the student status can be exercised from the day of enrolment. Students may proceed in their matters in person or by a representative acting under an authorization by way of a private document with full probative value.
- (6) Students may
 - a) request to pursue academic studies in order to obtain further vocational or professional qualifications in the framework of their existing student status,
 - b) apply for transfer to another higher education institution,
 - c) establish guest student status with another higher education institution,
 - d) establish further (parallel) student status with another higher education institution.

Article 31 Guest students, taking subjects at another faculty

- (1) Students, in the framework of guest student status, may take courses related to their study programmes at another higher education institution.
- (2) Guest student status may be established only with the consent of the higher education institution with which the student has a student status. The consent may only be refused if the credits earned under the guest student status cannot be recognised and transferred to the student's studies.

- (3) At the request of the guest student, the Registrar's Office shall issue a certificate containing information on the subject requirements and on the results acknowledged by the lecturer responsible for the subject.
- (4) Upon request, the student of the University is permitted to pursue studies as a guest student at another higher education institution, either in Hungary or abroad. The permission is given by the Study Committee (SC).
- (4/A) The Study Committee does not permit the completion of a subject/course under guest student status at another higher education institution if its prerequisites determined in the student's sample curriculum are not yet met by the student.⁶⁰
- (5) Even students participating in studies at another higher education institution in the given semester are obliged to announce whether they want to continue their studies in the given semester or not.
- (6) A preferential study order must be requested for subjects to be completed or completed in the framework of guest student status in which the conditions of the subject recognition must also be laid down. Preferential study order may not be requested subsequently.
- (7) From among the credits earned in the framework of guest student status, the University may not acknowledge the credits of subjects closed by basic examinations and comprehensive examinations.
- (8) From among the courses completed at another higher education institution by the students of the Faculty of Theology only non-professional, elective courses are allowed to be recognised.
- (9) Final examinations may not be taken in the frame of guest studies at another institution.
- (10) The credit value of a basic examination, thesis work or comprehensive examination belonging to a major at the home University may not be transferred from another institution.
- (11) The application for establishing guest student status shall be submitted together with the relevant certificate of the host institution by the end of the first week of the study period at the latest.
- (12) Students of another higher education institution can take subjects in self-funded form only. The relevant amount is included in Annex No. 2 of the Regulation on Student Fees and Benefits (OOR, III.2).
- (13) The student may take a subject taught by another faculty of the University, and may pass the relevant examination provided that the subject is included in the curriculum of the student's study programme. Grades received this way must be considered as if they were obtained in the student's own study programme.
- (14) Credits and grades of subjects not included in the curriculum – except for elective subjects – which were obtained at another faculty of the University are not counted in the study average.

Article 32

Partial training for the purpose of obtaining partial knowledge

- (1) Admission to a partial training for the purpose of obtaining partial knowledge is possible for those who hold a bachelor's or master's degree, or an old type college or university degree and a professional qualification attested by a diploma providing that they meet the conditions specified in this regulation. This legal status may not aim at obtaining a degree and a professional qualification, nevertheless the completed courses can be recognised in the higher education studies according to the rules of credit transfer.

⁶⁰ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

- (2) An intermediate (B2) complex language examination recognised by the state, or an equivalent school-leaving certificate or diploma is required for partial trainings in foreign languages. No language exams are needed for partial studies in Hungarian.
- (3) The student status is established with the enrolment, without an admission procedure.
- (4) In order to participate in partial training for the purpose of obtaining partial knowledge, the applicant should submit the relevant application form to the Registrar's Office. The application shall be examined by the competent department. The Registrar's Office shall notify the applicant about the decision.
- (5)⁶¹ Student status for the purpose of obtaining partial knowledge can be established for 2 active semesters at the most with the exceptions of special training programmes announced for applicants qualified for teaching in primary schools whereas the duration of the training is 2-4 semesters.
- (6) Partial trainings for the purpose of obtaining partial knowledge is organised according to the correspondence work schedule.
- (7) Partial trainings are provided only in a self-funded form.
- (8) With regard to this student status, the student is not entitled to pursue studies for obtaining further vocational or professional qualifications, to apply for transfer, to establish further (simultaneous) student status or guest student status, to suspend his/her student status – unless the student is unable to complete the semester due to childbirth, accident, disease or any unexpected reason, or for any reason not attributable to the student —, to apply for reclassification to a state-funded study programme, or to claim for support period.
- (9) The period of student status established for the purpose of obtaining partial knowledge must be included in the period specified for using benefits, allowances, services based on legal regulations.

Article 33

Simultaneous studies

- (1) Further (simultaneous) student status can be established for the purpose of obtaining another diploma or another certificate. Students participating in simultaneous studies in two study programmes in one or more higher education institutions, faculties or study programmes at the same time, are awarded separate diplomas after the successful completion of their studies.
- (2) Participation in simultaneous studies are subject to a regular admission procedure, according to the Student Admission Regulation. The further (simultaneous) student status can also be funded through full or partial Hungarian state scholarship.
- (3) The possession of a degree or a vocational training certificate obtained in higher education does not exclude the participation in a state-funded programme, but in case of simultaneous studies funded through full or partial Hungarian state scholarship in the same educational cycle, the relevant number of semesters are to be subtracted from the support period in each semester.
(The provisions of this section only apply to students progressing with their studies according to Act CCIV of 2011 on national higher education. Provisions applicable for those who began their studies earlier are included in Article 89.)
- (4) Students participating in simultaneous study programmes should meet all the requirements and follow the rules and regulations in the same way as students participating in their first bachelor programmes.

Article 34

⁶¹ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

Transfer from another higher education institution

- (1) A student can be transferred to a study programme from the same field of study and same educational cycle.
- (2) Students from another Hungarian higher education institution can be transferred only if their student status was not terminated due to dismissal or disciplinary expulsion, and the conditions of compulsory dismissal or expulsion do not exist.
- (3) Students from a foreign higher education institution can be transferred on condition that they prove with a certified document in Hungarian that they have completed at least one semester, or have fully met the requirements prescribed for one semester (has earned at least 30 credits).
- (4) Applications for transfer should be submitted until the last working day of the week preceding the study period. The application should be accompanied by a certificate of student status, documents certifying earlier studies and a CV.
- (4/A) Applications for transfer are judged by the Study Committee in frame of equity. The decision may not be appealed.⁶²
- (5) Following the enrolment, the Registrar's Office shall send the decision on transfer and the date of enrolment to the former higher education institution of the student.⁶³

Article 35

Participation in training without establishing student status

- (1) The lectures are open to the public; students of any higher education institutions – not having student status with the University – are allowed to attend them.
- (2) Persons other than the students concerned can take part in practical courses and seminars only with the consent of the practice or seminar leaders.

Article 36

Enrolment, registration

- (1) As long as the student status exists, no further enrolment is needed. Before the start of each training period (semester) students should announce whether they want to continue their studies, or suspend their student status during the given period. Students who have failed to fulfil their outstanding payment obligations in time shall not be allowed to register.
- (2) At the time of registration students are obliged to check their data, and to report any changes.
- (3) ⁶⁴Full-time students and part-time students of the Faculty of Pedagogy (study programmes, postgraduate specialisation programmes organised according to the evening or correspondence work schedule)
 - a) are obliged to **enrol in** the first semester at the dates specified by the Registrar's Office, but not later than the end of the first week of the study period (registration week), and
 - b) in further semesters should register for active or passive semester as specified in Section (1) during the registration week.
- (4)⁶⁵ ⁶⁶In part-time programmes (study programmes, postgraduate specialisation programmes organised according to the evening or correspondence work schedule) – with the exception of

⁶² Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

⁶³ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

⁶⁴ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

⁶⁵ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

⁶⁶ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

those of the Faculty of Pedagogy –, the enrolment and registration (announcement of continuing or suspending studies) takes place during the so-called registration period, but not later than the last working day of the second week of the study period.

- (5) ⁶⁷In case of the student's failure to meet the deadlines specified in Sections (3)-(4), subsequent enrolment or registration – in highly justified cases – may be possible at the request of the student, with the permission of the Study Committee for a special procedure fee – until the end of the first week of the study period in full-time programmes and in part-time programmes of the Faculty of Pedagogy in the case specified in Section (3) a), and until the last working day of the second study week of the study period in cases specified in Sections (3) b)-(4).
If the student fails to fulfil the obligation of enrolment or registration, as laid down in Section (6) until the date specified in Section (3)-(4) and does not submit a request for subsequent enrolment or registration until the date specified in this section, the Registrar's Office suspends the student's semester *ex officio* until the last working day of the third teaching week of the study period and records the student's failure to enrol in NEPTUN (*passive ex officio*).
- (6) In order to enrol and to register for the semester, students should fill in an electronic enrolment or registration form in NEPTUN which must be printed out, signed and submitted to the Registrar's Office. The Registrar's Office of the faculty might also request filling in other forms besides this one.
- (7) During enrolment and registration, the Registrar's Office shall check whether the tuition fee has been paid.
- (8) Enrolment is possible only in person; the student cannot act through proxy.
- (9)
- (10) Upon enrolment a training agreement is concluded between the University and students participating in self-funded programmes according to the sample indicated in the annex of this regulation, including the amount of the tuition and other fees to be paid in the first academic year as well as the payment conditions.
- (11) If the student fails his/her enrolment obligation and does not submit a request for subsequent registration in time, he/she can only be admitted to the University through a new admission procedure.
- (12) In case of failing to register for the semester, the semester is automatically considered a passive semester (*passive ex officio*). Passivation *ex officio* is subject to fee payment. A passive semester set *passive ex officio* is taken into account when determining the number of passive semesters according to Article (37) Sections (2)-(3).
- (13)
- (14) Students are obliged to notify any changes in their data in the NEPTUN student database immediately, but at latest on the 8th working day after the change. There is no legal remedy against the disadvantage arisen from the legal consequences of the failure.
- (15) Students may cancel their enrolment or registration until the last working day of the second week of the study period.
If the student does not request the suspension of his/her studies until this deadline the given semester is qualified as an active one, even if the student does not register for any courses, does not attend the classes or does not fulfil the curriculum requirements.
- (16) If the student suspends his/her studies the semester is qualified as a passive semester.
- (17) Students participating in partial studies abroad in the given semester are also obliged to register for the semester before they leave and should announce whether they continue or suspend their studies.

⁶⁷ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

Article 37 **Suspension of the student status**

- (1) If the student declares that he/she does not wish to fulfil his/her academic obligations in the next study period, or if, upon the student's request, the Study Committee authorises the interruption of studies, the student status is suspended, and the semester is passive.
- (2) Students are entitled to exercise their rights to suspend their student status several times, however, the restrictions 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 himself/herself
 - a)⁶⁸ ⁶⁹during the registration week of the given study period in full-time programmes;
 - b)⁷⁰ ⁷¹during the registration period of the given study period in part-time programmes (study programmes, postgraduate specialised programmes organized according to the evening or correspondence work schedule). The student need not submit a separate request in this regard.
- (3) The period of consecutive suspension of the student status cannot exceed two semesters.
- (4) The student status can be suspended for a total of 4 semesters in single-cycle long programmes and bachelor programmes, and for a total of 2 semesters in the case of other programmes.
- (5) The first suspension may take place in the first semester as well.
- (6) At the request of the student the Study Committee may authorise the suspension of the student status for a longer, consecutive period than that of specified in Section (3) – maximum for a period corresponding to the duration of the study programme – provided that the student is unable to fulfil his/her student's obligations arising out of the student's legal status due to childbirth, accident, disease or any unexpected reason not attributable to the student, and can verify it in a credible manner. In this case the student is not able to record the passive semester in NEPTUN, the student has to submit a request to the Study Committee.
- (7) At the request of the student the Study Committee can authorise the suspension of the student status more times than specified in Section (4), provided, provided that the student is unable to fulfil his/her student's obligations arising out of the student's legal status due to childbirth, accident, disease or any unexpected reason not attributable to the student, and can verify it in a credible manner. In this case the student cannot record the passive semester in NEPTUN, he/she has to submit a request to the Study Committee.
- (8) Based on the request of the student submitted within a month from the start of the semester, the Study Committee can authorise the changing of the active semester to a passive semester without justification. If the autumn semester starts after 14 September, and the spring semester after 14 February, the student may submit a request without justification until 14 October at the latest in the autumn semester and until 14 March at the latest in the spring semester. If the request is submitted after the above deadlines, and none of the reasons listed in paragraph (9) apply, the Study Committee will reject the student's request.

If the request is submitted after the last day of the second teaching week of the study period, in case of a subsequent change of an active semester to a passive one, the tuition fee already paid cannot be reclaimed or moved to the next semester. In case of paying in instalments, the

⁶⁸ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

⁶⁹ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

⁷⁰ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

⁷¹ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

additional instalment(s) of the tuition fee must be paid even if it is not due at the date of the subsequent passivation.

- (9) Until the last day of the examination period the student can request the Study Committee to change his/her active semester to a passive one provided that the student is unable to fulfil his/her student's obligations arising out of the student's legal status due to childbirth, accident, disease or any unexpected reason not attributable to the student, and can verify it in a credible manner. A request according to this section is not considered a 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, disease or any unexpected reason not attributable to the student, the Study Committee, considering the student's performance during the study and examination period, can decide only on deleting the subjects not completed by the student.
- (11) The student status is suspended if the sanction of prohibition from the continuation of studies is imposed on the student.
- (12) The student status is suspended for the period of actual service performed by members of the voluntary military reserve during 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.

Article 38

Termination of student status, dismissal, expulsion⁷²

- (1) The student status is terminated
 - a) if the student was transferred to another higher education institution, 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 is not allowed to continue his/her studies in a programme funded through full or partial Hungarian state scholarship and does not wish to continue it in self-funded form – based on the student's declaration,
 - d) on the last day of the semester when the student obtained the pre-degree certificate (absolutorium),
 - e) if a student participating in higher education vocational programme becomes medically unfit to continue his/her studies, and the University cannot offer another suitable higher education vocational programme, or the student does not wish or is unable to continue the studies because the necessary conditions do not exist, on the day when the decision on the termination of student status becomes final,
 - f) if the rector terminates the student status of a student who remains in arrears of payment after an unsuccessful demand for payment and examining the social situation of the student, on the day when the decision on the termination of the student status becomes final. By setting a 15-day deadline, the rector asks the student to declare his/her social situation and support it with the necessary documents. In the lack of this statement the rector is not obliged to further investigate the social situation of the student,
 - g) on the day when the disciplinary decision on expulsion becomes final,
 - h) if a condition for student status specified in Act CCIV on 2011 on national higher education (NHEA) is no longer met, on the day when the decision on termination of student status for that reason becomes final,

⁷² Amended by Senate Decision No.10/2019. (II.06.), effective from 11 February 2019.

- i) if a student participating in a programme funded through full or partial Hungarian state scholarship withdraws the declaration referred to in Article 48/D Section (2) of NHEA, and does not undertake to participate in a self-funded programme,
- j) if a doctoral student fails to pass the comprehensive examination, on the day of the missed or unsuccessful examination,
- k) at the end of the eighth semester for which a doctoral student has registered.

The University may terminate the student status unilaterally if a student fails

- a) to fulfil the obligations related to the academic progress specified in the academic and exam regulation and in the curriculum, that is,
 - aa) the student has exhausted the possibility of registering for a given subject three times, and has not requested or received a dean's equity for the fourth subject registration,
 - ab) the student fails to declare the continuation of studies or fails to continue them – without permission – after 4 passive semesters in single-cycle long programmes or in bachelor programmes, and after 2 semesters in other programmes,
 - ac) has got 9 “fail (1)” grades – including exam and mid-term grades – in the first four semesters of his/her studies at the Faculty of Theology.
 - ad).
- b) fails to register for the next study semester for the third time in a row, without the permission of the Study Committee,
- c) ⁷³
- d) does not start his/her studies following the last authorised passive semester of the student status,

provided in all cases that the student has been called on to meet this obligation in writing, in NEPTUN - within the time limit, and has been informed of the legal consequences of the failure to comply.

(2a) The University shall terminate the student status unilaterally in cases where the total number of unsuccessful and repeated retake examinations in a given unit of study has reached five that is the student received six fail grades in the same study unit. This provision applies to students pursuing studies according to Act CCIV of 2011 on national higher education.⁷⁴

(2b)^{75 76 77} The University shall terminate the student status unilaterally if the student who established student status in the first (autumn) semester of the academic year 2020/2021, fails to complete the criterion requirements, i.e. the subjects

- Improving Communicative Competence I. (Beszédművelés I.) in Infant and Early Childhood Education bachelor programme
- Improving Communicative Competence (Beszédművelés), The Methodology of Music Education 1 (Ének-zenei nevelés módszertana I.) and Movement Development (Mozgásfejlesztés) in Kindergarten Education bachelor programme;
- Improving Communicative Competence (Beszédművelés), The Methodology of Teaching Singing and Music I. (Ének-zene és tantárgypedagógia I.), Movement Development (Mozgásfejlesztés) in Primary School Teaching bachelor programme

by the end of the first study period unless the student is transferred to another bachelor programme within the given higher education institution.

⁷³ Deleted by Senate Decision No.10/2016. (III.02.), effective from 7 March 2016.

⁷⁴ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

⁷⁵ Amended by Senate Decision No.172/2020. (VIII.26.), effective from 27 August 2020.

⁷⁶ Introduced by Senate Decision No. 166/2020. (VII.30.), effective from 31 July 2020.

⁷⁷ Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

- (3) The University shall unilaterally terminate the student status of the student against whom a legally binding decision has been adopted regarding his/her unfitness to take part in religious studies. During the aptitude qualification procedure, the participation in sermons, exhortations, semester starting quiet days and theologian days are also discussed by the Faculty Council. The order of the aptitude qualification procedure is indicated in Annex No. 4 of this regulation.
- (4) Those whose student status was terminated shall be cancelled from the list of students. The cancellation shall be indicated in the clause of the first instance decision on termination of the student status.
- (5) This article shall also apply to students who participate in more than one study programmes at the same higher education institution with the exception that the termination of the student status shall be understood as the termination of the given programme.

Article 38/A⁷⁸

Change of work schedule

- (1) Once, during the total period of the given study programme, the student may request to be transferred from one work schedule to another. The Study Committee decides on the request, at its own discretion, on the basis of the student's academic progress and achievements, and the reasons presented in the request. A change of work schedule may be requested from the end of the previous study period until 15 September in respect of the autumn semester and 15 February in respect of the spring semester.⁷⁹
- (2) Another change of work schedule for students who have already been authorized to change it may only be authorized in particularly justified cases.
- (3) The Study Committee shall reject the request for a change of work schedule without examination if the student has exhausted the maximum number of subject registrations or exam opportunities.

Article 39

Tuition fee

- (1) Upon enrolment and registration, the Registrar's Office checks whether the tuition fees are in NEPTUN.
- (2) Foreign students – in lack of legislation or practices other than regulated by international agreements on the basis of the principle of reciprocity – shall pay tuition fees and other fees.
- (3) The rules concerning the tuition and other fees are indicated in the Regulation on Student Fees and Benefits (OOR, III. 2)

Article 40

Reclassification

The rules for reclassification are indicated in the Regulation on Student Fees and Benefits (OOR, III.2)

Article 41

Student identification card

⁷⁸ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

⁷⁹ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

- (1) Upon request of the enrolled student a student identification card must be issued and should be validated in each active semester according to legal regulations.
- (2) The student ID card is an official document (authentic instrument) attesting a student status; the types of the student ID cards and the detailed rules are determined in a government decree.
- (3) A separate regulation provides for the fees to be paid by the students for issuing the student ID card.
- (4) The student ID card is validated by the Registrar's Office of the faculty based on the entitlement and request of the student.

IV. STUDY AND EXAM REQUIREMENTS

Article 42

Order of the academic year

- (1) The academic year consists of two semesters; the names of the semesters are:
 - a) the first (autumn) semester of the academic year 20.../20... ;
 - b) the second (spring) semester of the academic year 20.../20... .
- (2) A semester consists of a study period and an examination period.
- (3) The training periods including their schedules, the exact dates of starting and finishing the teaching, the examination periods shall be determined by the Senate in each academic year not later than the end of the study period of the spring semester.
- (4) The Rector may authorize not more than 12 days of study breaks per academic year.
- (5) In addition to the study breaks allowed by the rector, the dean may permit a maximum of 2 days of study breaks per semester. In justified cases, the dean may permit the cancellation of all or parts of the classes of the faculty.
- (6) In addition to Section (5) the following church holidays are study breaks and holidays at the University:
 - a) Good Friday;
 - b) Ascension Day;
 - c) Day of Reformation (31 October).
 - d) 24 December (day of Christmas Eve)⁸⁰
- (7) Every semester is made up of at least 15 weeks of study period and six weeks of examination period, including the registration week, registration period⁸¹ and the subject/course registration week at the beginning of the semester.
- (8)⁸² ⁸³The first week of the study period in full-time programmes is the **registration week**.
This period is the time for enrolment, registration, that is declaring the continuation or suspension of studies, coordinating dates, registration for subjects and courses, and applying for compulsory elective and elective subjects. There is no full-time education during the registration week.
During the registration week the lecturer informs the students about the syllabus, requirements, exams etc. of the courses at the time indicated in the timetable or specified by the him/her. The lecturers are obliged to be available for the students for this purpose. The first two weeks of

⁸⁰ Amended by Senate Decision No.22/2018. (III.7.), effective from 12 March 2018.

⁸¹ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

⁸² Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

⁸³ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

the study period serve for registration in part-time study programmes (programmes, postgraduate specialisation programmes organized according to the evening or correspondence work schedule). This period is the time for enrolment, registration, that is declaring the continuation or suspension of studies, coordinating dates, registration for subjects and courses, and applying for compulsory elective and elective subjects. There is no full-time education during the registration week. During the registration week the lecturer informs the students about the syllabus, requirements, exams, etc. of the courses at a time indicated in the timetable or specified by the lecturer. The lecturers are obliged to be available for the students for this purpose.⁸⁴

- (9)⁸⁵ The first two weeks of the study period serve for **subject registration** in all training programmes.

During this period, the student finalises the list of subjects, courses to be completed by him/her according to his/her preliminary study schedule. In case of the compulsory elective and elective subjects and courses announced by the Faculty of Theology, the subject registration period lasts until the end of the third week of the study period. The Registrar's Office may register and cancel students for or from a given course without special request and without payment of a fee after consultation with the lecturer based on the student's written request.

- (10) A contact hour (class) lasts forty-five minutes. A maximum of two classes can be held contiguously.
- (11) In correspondence (part-time) work schedule, in supplementary or postgraduate specialisation programmes the timetable may differ from the timetable of the full-time programmes. In correspondence (part-time) work schedule the end of the study period falls on the last consultation day of the semester. Nevertheless, the examination period starts at the date specified in the academic calendar even in correspondence (part-time) work schedule. In these trainings, consultations must be provided. Consultations may be available for several days and can be held on a public holiday.
- (12) Lecturers are obliged to hold lectures, seminars and practical courses if at least 3 students are present. Otherwise the lecturers shall be available for consultation for the duration of the lesson, but are not obliged to hold the lesson. If the lecturer is more than 15 minutes late for class, the students may not be called to account for their absence.

Article 43 **Announcement of courses**

- (1) The organisational unit responsible for teaching the subject decides on the announcement of a course/courses required to complete the subject.
- (2) The head of the organisational unit responsible for teaching the subject shall make arrangements for the announcement of the course(s) required to complete the compulsory subjects according to the curriculum of the given study programme.
- (3) The organisational unit responsible for the subject may set a minimum and maximum headcount for the courses. The limits must be indicated in the course list, in the preliminary information and in NEPTUN.

⁸⁴ Added by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

⁸⁵ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

- (4) For students who cannot progress according to the sample curriculum, the compulsory and compulsory elective subjects of the traditional training programmes are to be announced three times – once with contact hours, and twice as exam courses without contact hours. The maximum number of credits specified for one semester can be disregarded so that the students involved can complete their studies in the traditional training programmes.

Article 44 **Preliminary course lists**

- (1) The head of the education organisational unit shall submit the list and data of the courses to be announced for the next semester to the head of the Registrar's Office by the end of the seventh week of the study period.
- (2) On basis of the submitted information the registrar's offices – in case of the Faculty of Law the departments – shall prepare the preliminary course lists until the end of the 12th week of the study period. The course list should be prepared according to the course requirements.
- (3) The preliminary course lists are to be published in NEPTUN – with the participation of the education organisational units until the last day of the study period.

Article 45 **Final course lists**

- (1) The final course list shall be recorded and made available to the students in NEPTUN at least a week before the beginning of the subject registration period.
- (2) Based on the course registrations the head of the organisational unit responsible for teaching the subject, if necessary, shall arrange for the announcement of further courses during the subject registration period-
- (3) During the week following the end of the subject registration period, the organisational unit responsible for the subject shall cancel the courses in case of which the total number of students does not reach the minimum headcount specified in this Regulation. In highly justified cases, upon the written request of the head of the organisational unit the dean may authorize the course.
- (4) On the first day of the week following the subject registration period, the head of the organisational unit responsible for the course shall inform the Registrar's Office and the timetable manager that the course has been cancelled, and shall notify the students (via electronic means or on notice boards).
- (5) All courses belonging to the same subject may only be cancelled if the total number of students registered for them does not reach the minimum headcount specified for the courses.
- (6) When compiling the course lists, the regular occupations of the teaching members and permanent guests of the Senate and the faculty councils as well as the university and faculty leaders involved in these activities shall be considered.

Article 46 **Registration for courses**

- (1) The student is entitled to register for courses, exam courses (registration for courses) announced by any education organisational unit of the University.
- (2) When adding a course, the student should indicate whether the course in his/her curriculum is a) compulsory (**type "C"**);

- b) compulsory elective (**type “CE”**); or
 - c) elective (**type “E”**).
- (3) Compulsory courses should be chosen from the sample curriculum. Only courses announced for the given semester can be added.
- As far as possible, compulsory subjects should be announced in cross-semesters as well, without contact hours. At the student’s request submitted to the head of the relevant education organisational until the end of the registration period, the head of the competent organisational unit may allow the announcement of courses, primarily those phasing-out, without contact hours (exam course). Teaching and field practices may not be announced as exam courses.
- (4) The student can register for a course only if he/she has already met its prerequisites or if he/she has registered for its prerequisite(s) in order to be able to complete the courses simultaneously. Until the last working day of the second teaching week of the study period, in justified cases, the student may apply to the Study Committee for exemption from the strong prerequisite, and may request for the simultaneous registration for the courses, as it is allowed in case of weak prerequisites.
- (5) Students – as part of their study programmes – should also add elective subjects corresponding to at least 5% of their courses during their studies.
- (6) Students are obliged to choose and add courses from the final course list in NEPTUN until the end of the subject registration period the latest.
- (7)⁸⁶ Students who are members of a college for advanced studies may register free of charge for subjects with a credit value exceeding by over ten percent of the total required credits if they register for these subjects exclusively under the training in the college for advanced studies.

Article 47

- (1) A subject/course without registration may not be recognised.
- (2) In case of credit recognition or exemption the Registrar’s Office should record the credit recognition or exemption in NEPTUN.
- (3) Until the last working day of the second teaching week of the study period the student may ask the Registrar’s Office to invalidate a course registration and, at the same time, cancel it in NEPTUN – free of charge – provided that the date of the course has been changed, or the course differs from the syllabus or the way of assessment is other than that of stipulated in the study guide.
- (4) If the student has registered for a course which does not start for any reason he/she is entitled to sign up for another course instead of the cancelled one without paying a fee, however, the total credit value of the courses taken may not exceed the total credit value of the cancelled course(s). Subsequent subject registration for this reason can be requested at the Registrar’s Office until the last working day of the first week following the subject registration period.
- (5) Registration for courses exceeding the maximum credit value specified in Article 49 Section (2) of Act CCIV of 2011 on national higher education is subject to paying a fee stipulated in the Regulation on Student Fees and Benefits (OOR, III.2).
- (6) If the student is unable to complete the subject in the given semester he/she can register for the subject again in a later semester.
- (7) Students can take the same subject only three times at the most during their studies.

⁸⁶ Amended by Senate Decision No.22/2018.(III.7.), effective from 18 March 2018.

- (8) A course can only be counted in the teacher's workload if the number of students registered for it has reached the minimum headcount until the end of the subject registration period or if the course could start with the dean's permission.
- (9) If the student registers for a subject and fails to have it deleted in accordance with the above rules, and there is no grade recorded in his/her course record book, in NETPUN or on the examination sheet at the end of the examination period the course will be closed with an "unfulfilled" entry by the Registrar's Office on the first working day of the third teaching week of the next study period.
The same rule applies if the student fails to submit his/her course record book until the deadline mentioned in this article, and there is no recorded grade either in NEPTUN or on the examination sheet.
- (10) If a student studying in a language programme is unable to fulfil the preconditions of the basic examination and fails to attend the exam, but has registered for its course in NEPTUN, he/she may apply, without paying a fee, to the Registrar's Office for the cancellation of the course in NEPTUN by the end of the examination period. If the basic examination is cancelled according to the above, the fee paid for the 2nd or further subject registration for the basic examination may not be refunded.

Article 48

- (1) If the number of students exceeds the maximal headcount on a course, the registration can be accepted according to the following ranking:
- a) students for whom the subject is compulsory and who wish to add it according to the sample curriculum;
 - b) students who failed to complete the given compulsory or compulsory elective subject at least once;
 - c) students for whom the subject is compulsory elective and wish to add it according to the sample curriculum;
 - d) students for whom the subject is compulsory or compulsory elective but who progress according to an individual study schedule;
 - e) students who can take the course without paying any fee;
 - f) all other students.

Within the ranking the time of registration is considered.

- (2) The course leader may authorize the registration of students exceeding the maximum headcount⁸⁷ provided that the technical conditions for completing the course can be provided.

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Article 49

Final study order

- (1) Students can modify their subject registrations in NEPTUN until the end of the registration period.
- (2) After the end of the subject registration period the students' study order becomes final.
- (3) After the end of the subject registration period, in justified cases, the student may apply to add courses after paying a special procedure fee. The application should be submitted until the last working day of the second teaching week of the study period. Upon decision of the Study

⁸⁷ Deleted by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

⁸⁸ Deleted by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

Committee the requested subject can be taken until the end of the third teaching week of the study period.

- (4) If the student can verify that the subject registration, in whole or in part, has been failed due to reasons beyond his/her control (e.g. due to NEPTUN malfunction), the Study Committee may disregard the application fee. The provisions of Section (3) apply to the submission deadline of the request.

Article 50

Individual study schedule

- (1) If a student deviates from the sample curriculum during his/her studies, he/she may continue the studies according to an individual study schedule.
- (2) The provisions of this Regulation shall be kept even in case of studies performed according to individual study schedules.
- (3) The credits required to obtain a diploma may be earned during a longer or shorter period than the official length of the programme specified in the sample curriculum.

Article 51

Information on requirements

- (1) Upon enrolment, the Registrar's Office provides the students with a study guide containing data and information required to plan and carry out their studies. The study guide should be made available to the students in a traditional and electronic way, and should be updated every year. General information about the University and specific information concerning the study programmes should be indicated. In addition, the programme and outcome requirements and the students' regulations shall be made available to all students on the website of the University.
- (2) Curriculum requirements need not be fulfilled if the student has acquired the required knowledge earlier, and can verify it in a credible manner. In order to recognise the requirements fulfilled on basis of work experience, the acquired knowledge should be assessed in the form of oral, written or practical exam.

Article 52

Subject/course requirements

- (1) Curriculum requirements and ways of assessment are specified by the lecturers of the faculty in accordance with the recommended curriculum of the study programme. The lecturer is obliged to inform the students about the requirements and ways of assessment (written, oral) upon announcement of the subject in the given semester of academic year.
- (2) The requirement system of the subject/course determines the tasks and deadlines necessary for the students to complete the subject/course.
- (3) The subject/course requirements contain
 - a) the requirements of participation in the classes and the opportunity to make up for the missed classes,
 - b) the way of certifying the absence from the classes and examinations,
 - c) the number, topic and date of mid-term assessments (reports, mid-term tests), the opportunity to retake or improve them,

- d) the requirements of the end-semester signature provided that the course is subject to a signature, and its requirements,
 - e) the way of determining the grade,
 - f) the type of exam,
 - g) the list of notes, teaching aids, literature that can be used to acquire the knowledge material,
 - h) the credit value of the subjects,
 - i) the prerequisites of a given course.
- (4) The requirements are determined and published by the lecturer being in charge of the subject on an online platform (in NEPTUN and by other electronic means). Requirements uploaded in NEPTUN shall also be kept in printed form by the education organisational unit, and should be placed at the student's disposal upon request.

Article 53

Participation in classes

- (1) The lecturer of the subject/course and the head of the competent education organisational unit are responsible for holding the classes.
- (2) The way of checking the participation, the consequences of the students' absence and the conditions of the end of semester signature⁸⁹ are determined by the lecturer. This information should be communicated to the students at the first lecture, practice and seminar.
- (3) The acceptable number of absences from compulsory classes may not exceed three times the weekly class hours per subject in a semester.
- (4) Participation in practical courses and the fulfilment of practical requirements is compulsory.
- (5) Students may not earn the credit points for a subject if the number of their absences from the practical courses exceed three times the number of weekly class hours in a semester.
- (6) If the number of absences exceeds the amount specified in Sections (3) and (5), in justified cases, the lecturer may allow the completion of the course and the acquisition of credits for up to one third of the total number of classes under the conditions specified by him/her.
- (7) Students may not be exempted from the other conditions of recognising the study period (e.g. mid-term test, report, essay, etc.) even in case of absence from classes.
- (8) The lecturer responsible for teaching the subject may determine the consequences of the absence, and the conditions for making-up for the missed classes even if the number of missed classes is within acceptable limits.
- (9) Video or audio recordings of the classes are subject to prior consent of the lecturer.

Article 54

Exemption from class attendance

- (1) Upon request, the Study Committee may allow the student to be exceptionally absent from certain classes.
- (2) The exemption can be full or partial. In case of partial exemption, the total number of absences may not exceed 50% of the class hours per semester, except for students participating in ERASMUS or other study abroad programmes.
- (3) Despite the exemption from class attendance, the student cannot be relieved from the obligation to fulfil the subject requirements, and the course will be recognised in the prescribed form of assessment.

⁸⁹ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

Article 55

Credit transfer

- (1) Academic performance acknowledged by credits – if the prerequisites are met – must be recognised in the course of studies at any higher education institution regardless of the higher education institution and the training level at which the credits were obtained.
- (2) Recognition of credits may only be performed after a comparison of the learning outcomes forming the basis of the credits gained, based on the subject requirements. Credits shall be recognised if there is a seventy-five percent or closer match between the learning outcomes compared.
- (3) As set out in Section (1), the Credit Transfer Committee decides on the conditions and credit value under and with which the certificates and diplomas issued according to Act CCIV of 2011 on national higher education, or earlier, can be recognised in the multi-cycle education system. The comparison of the learning outcomes must be carried out regardless of whether the student participated in credit-based or non-credit-based degree programmes.
- (4) For subjects completed at another higher education institution may not be granted more credits than those assigned to the substituted subject in the curriculum of the study programme. However, the grade cannot be modified upon recognition of the subject.
- (5) Only subjects the prerequisites of which have already met according to the student's curriculum may be recognised from among the subjects requested by the student.
- (6) If a subject is substituted by several ones, the grade shall be determined on basis of the weighted arithmetic average of the grades of the subjects.
- (7) The core subjects of a degree obtained in previous studies cannot be recognised as non-professional subjects.
- (8) Provisions specified in this article shall be applied with the stipulation that at least one third of the credit value required for obtaining the pre-degree certificate (absolutorium) should be collected at the University, even if previous studies performed at the institution or elsewhere or prior learning are recognised as credit value.

Article 56

Preferential study order

- (1) Upon the student's request, the dean – considering the opinion of the Study Committee – may allow a preferential study order for the student.
- (2) Preferential study order may be allowed for students
 - a) who have provided outstanding academic performance in the previous two semesters preceding the submission of the request (at least 24 credits as an average of active semesters, and a study average of at least 4,25), and show particular talent in at least one subject, or
 - b) who have performed outstanding activities in the scientific students' association in addition to a reliable, good academic performance in the previous two semesters preceding the submission of the request ((at least 20 credits as an average of active semesters, and a study average of at least 4,00);
 - c) who carry out university, regional, national or international public activities, in addition to their reliable good academic performance;

- d) whose preparation for the Olympic, Paralympic, World or European Championship is supported by the Hungarian Olympic Committee, Hungarian Paralympic Committee or by the national sport sections;
 - e) who study at a foreign higher education institution on a professional grant (e.g. Erasmus), or
 - f) whose health or medical conditions or social circumstances require a preferential study order.
- (3) In the framework of preferential study order the following benefits can be granted:
- exemption from participation in compulsory classes, practices according to Article 54,
 - permission to take an exam before the examination period, according to Article 72,
 - permission to fulfil the requirements of the curriculum – as regards the form of fulfilment – in a different way than prescribed in the curriculum, educational plans,
 - permission to take the subjects of the next semester/academic year earlier in order to conclude the training period, or similar benefits.
- (4) Requests for preferential study order can be submitted until the last working day of the second teaching week of the study period by means of a relevant request form.
In the request the student's planned study schedule and the requested benefits should be indicated, and the opinion of the head of the competent education organisational unit should be obtained.
Preferential study order may not be granted in case of a teaching practice (Type A, B, and C) and field practice.
- (5) The authorization for a preferential study order can be granted once, and is valid for one academic year. The request can be submitted every year.
- (6) In justified cases the permission for a preferential study order can be withdrawn.
- if the reason justifying the request ceases to exist,
 - if the student takes an unsuccessful exam or if it is otherwise proven that the student cannot fulfil the preferential study order,
 - at the request of the student.
- (7) Even students pursuing studies according to a preferential study order must fulfil the criteria required for their progress and should meet the prerequisites.
- (8) The dean's decision on the preferential study order should be provided in writing and sent to the student via NEPTUN. The provisions of Article 8 apply to delivery. If necessary, the Registrar's Office will mail the decision by registered, recorded mail with return receipt. The provisions of Article 41/C of NHEA apply to mail delivery.

Article 57

Admission to the examination

If the student has met the requirements for taking the exam specified in the curriculum and in this Regulation, and has fulfilled all of his/her outstanding payment obligations towards the university and the faculty, the student can be admitted to the examination.

Article 58

Completing the course/subject

- (1) A subject is considered to have been completed if the student has received a signature and/or a grade on a three- or five-grade scale for the course of the given subject.

- (2) Completion of a course resulting in credits must be evaluated with
 - a) a mid-term (practical) grade during the study period,
 - b) and an exam grade in the examination period.
- (3) Mid-term (practical) and exam grades are marks on a five- or three-grade scale.
- (4) Completion of the course can be successful or unsuccessful.
- (5) The completion is considered to be unsuccessful if
 - a) the student's performance is unsuccessful, i.e. the student gets a "fail (1)" or "unfulfilled (1)" assessment;
 - b) the student did not attempt to take the exam,
 - c) the mid-term (practical) grade was refused (unfulfilled course).
- (6) The grade or assessment can be refused by the education organisational unit and the student may not be admitted to the examination, if the prerequisites of the course are not met.

Article 59

- (1) The lecturer certifies the successful or unsuccessful completion of a course by entering the grade or assessment with letters and figures on the examination sheet and in the course record book at the same time dating and signing it. The grade shall be entered in NEPTUN.
- (2) The entries on the examination sheet, in NEPTUN and in the course record book should be identical.
- (3) In case of a discrepancy the Registrar's Office shall initiate a revision at the Study Committee ex officio.
- (4) In case of the hindrance of the lecturer, the head of the education organisational unit is entitled to enter the grade or assessment based on the available examination sheet.

Article 60

Forms of review, assessment

- (1) The recommended curriculum specifies the forms in which the knowledge acquired through learning a subject should be assessed. The content requirements of the subject are defined by the lecturer of the subject.
- (2) The review, assessment can take place
 - a) during the study period
 - with a written, oral or practical report made during the classes,
 - with a written test (mid-term test),
 - by evaluating an assignment made at home, the results of which may influence the final evaluation (e.g. facilitating the exam, or making it more difficult),
 - by completing training sessions.

Each of these may also serve as a basis for a signature or mid-term grade.

- b) by taking an exam during the examination period.
 - *The colloquium* is an oral or written exam taken from the curriculum of one or more semesters. Compulsory subjects not listed among those of the final and basic examinations are assessed by colloquiums. Subjects ending with a colloquium are determined by the recommended curriculum.
 - *The basic examination* is an oral exam assessing the acquired knowledge material of the basic (core) subjects – not ending with a final examination – taught for at least two

- semesters. Subjects ending with a basic examination are determined by the recommended curriculum.
- The *basic examination in a language* is an exam prescribed as a precondition for further studies but not being subject to lessons (contact hours). Its content requirements are specified by the curriculum.
 - The *final examination in a language* – in non-language study programmes or in language study programmes in a language different from that of the programme – is an examination, usually a kind of criterion requirement, testing the basic skills and proficiency in a given language.
 - The *comprehensive examination* is a synthetizing assessment covering the trainings of at least two semesters. It has a written part in addition to the compulsory oral exam. The comprehensive examination consisting of written and oral parts is considered to be one exam.
- c) during a practice period /internship (school practice, studio practice, etc.); the internship is not expressed in weekly hours; however, total number of hours and credits are assigned to it.
- d) with a final examination at the end of the study programme.

Article 61

Requirements to be fulfilled during the study period

- (1) A **signature** confirms the completion of the students' academic requirements in a given study period according to subjects and types of lessons having no credit value.
- (2) The **mid-term grade** is a grade expressing the student's performance during the semester. The evaluation can be
 - a) "fail (1)", "pass (3)" and "pass with distinction (5)" in the case of the three-grade scale, or
 - b) "excellent (5)", "good (4)", satisfactory (3)", "pass (2)", "fail (1)" in a five-grade scale.
- (3) The mid-year grade shall be determined at the end of the study period. Lecturers are obliged to enter the evaluation in NEPTUN not later than the first day of the examination period. The evaluation of workshops in Psychology BA programme should be made and recorded in NEPTUN by the lecturer until the last day of the examination period the latest-
- (4)⁹⁰ In accordance with the provisions of the lecturer responsible for teaching the subject, only a lecturer or an entrusted member of the administrative staff employed by the university is entitled to sign the registration book and to enter the mid-term grade in NEPTUN at the end of the semester.
- (5) The head of the education organisational unit shall provide the names and specimen signatures of the persons entitled to grant signatures to the Registrar's Office by the end of each study period.
- (6) End-of-semester signature ⁹¹ can be refused if the student has not met the conditions announced at the beginning of the semester. (Such conditions may include e.g. reports, mid-term tests, assignments or class attendance etc.)
- (7)⁹² If the end-of-semester signature is refused, it should be recorded in NEPTUN with an "unfulfilled" entry.

⁹⁰ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

⁹¹ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

⁹² Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

- (8) If the student has not met the subject requirements of a specific teaching period or has received a fail (unfulfilled) mid-term grade for his/her performance, the lecturer responsible for the subject or, with his/her authorization, the teacher holding the lessons should specify the conditions for making up for the requirements or correcting the result, once, during the study period, indicating the way and time of the opportunity for improvement. If the signature is granted or a mid-term grade is determined on basis of mid-term test(s), at least one opportunity should be provided for the students to write the unsuccessful or missed test.
- (9) The “fail (1) or “unfulfilled (1)” mid-term grades or the refusal of the signature with an “unfulfilled” entry should be entered in the course record book no later than the last day of the study period.
- (10) A successful mid-term grade can be improved only once, from one subject per semester, upon the student’s request for a fee paid in advance. The rules of the retake exam shall apply to this case.
- (11) Fulfilment of the mid-term requirements of a subject ending with an exam can also be confirmed with a signature (signing the course record book). Obtaining a signature can be the precondition for admission to the exam.
- (12) In case of subject units – two separate subjects – consisting of a lecture and a compulsory or compulsory elective seminar, if the seminar is a weak prerequisite of the lecture, the student may not sign up for the exam of the lecture until he/she receives at least a pass (2) grade for the seminar.

Article 62

Aspects of evaluating exams

- (1) Examinations and professional practices (internships) shall be evaluated in a five-grade scale by excellent (5), good (4), satisfactory (3), pass (2), or fail (1).
- (2)
- (3) Aspects of evaluation in a five-grade scale:
 - Excellent (5) can be given if a student gives proof of the comprehension of the whole study material, can clearly, precisely and fluently talk about the exam topic, without being asked, and can correctly reply to the questions. In case of a written test the student’s performance reaches or exceeds the limit of 90 percent.
 - Good (4) can be given if the student has a thorough knowledge of the whole material, does not make important mistakes, but cannot focus on minor details, or occasionally comes to a halt during the exam. In case of a written test the requirements are met of at least 75 percent.
 - Satisfactory (3) can be given to a student who has a general knowledge of the whole material but is inaccurate or uncertain in some questions, and makes several mistakes in some details. The student seems to be able to review the subject in its context, but has not prepared properly. The performance of his/her written test is at least 60 percent.
 - Pass (2) can be given to a student whose preparedness can meet the minimum requirements for obtaining the credits. Though the student can review the study material he/she makes several mistakes even in important issues, and cannot focus on priorities. The student’s written performance has reached at least 50 percent, his/her test results in average are not worse than 2,0.

- Fail (1) is given if the student fails to meet the requirements, and does not have enough theoretical and practical knowledge required for the progress and for the profession. In case of both oral and written exams, a fail grade can be given even for a single serious mistake or failure, if it indicates that the student is neglecting either the subject or the university requirements.

Pass (2) grade cannot be given if

- the student does not know one of the exam topics picked at once, and gives it back, and the partial result of the other one does not reach at least a good (4) qualification,
- it turns out that the student does not know a related part of the material at all.

- (4) A fail (1) grade can be corrected only in compliance with the rules of the retake exam.
- (5)⁹³ The evaluation must be recorded on the examination sheet and in NEPTUN as well.
- (6) If the student has not met the formal and content requirements of the course during the study period or if he/she has passed the exam and the two retake exams with fail (1) or “unfulfilled” result⁹⁴, an “unfulfilled” entry shall be recorded to the course.

Article 63 **Term paper**

- (1) Students participating in Law study programme are obliged to write a term paper during their studies in order to get familiar with research methods, to improve and master their writing skills. The term paper should be written according to the curriculum in the seventh semester. Work discussed in a scientific students’ association group can also be accepted as a term paper. Term papers can be written from the material of any compulsory subjects taught for 2 semesters.
- (2) In the study period of the sixth semester the institutes/departments shall announce the topics and the names of the supervisors (consultants). Students may select a topic individually, or can choose one from among the topics listed by the department/institute. The selected topic should be approved by the lecturer responsible for teaching the subject who will sign the application form. The application form is available at the Registrar’s Office, and should be submitted by the end of the study period of the 6th semester.
- (3) The term paper should be stapled. Its length is at least $\frac{3}{4}$ author’s sheet (30.000 characters with spaces, appr. 17 pages) which can be exceeded by 30 percent. It must also contain the list of the sources. On the first page the students should indicate the name of their faculty, the title of the work, their names (indicating their group and year), the name of the supervisor (consultant) and the department/institute. The term paper can be submitted in a foreign language as well with the permission of the head of the department/institute.
- (4) The completed term paper should be submitted to the Registrar’s Office one month before the beginning of the examination period by the date set by the Faculty.
- (5) The paper shall be assessed – in a five-grade scale – by the supervisors until the beginning of the examination period. The result will be entered in the student’s course record book, and will be counted in the semester’s study average. In case of a fail grade the amended paper may be submitted until the last day of the second week of the examination period, and shall be assessed by the end of the examination period. The grade must be entered in NEPTUN until the last day of the examination period.

⁹³ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

⁹⁴ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

Article 64
Exam dates

- (1) Examinations should be arranged in such a way that all students concerned can sign up for and take the exams.
- (2) Examinations may only be taken on the examination days and locations specified by the education organisational unit.
- (3) Exams should be carried out between 8 a.m. and 18 p.m.
- (4) The education organisational unit is obliged to publish – at least three weeks before the end of the study period – the days and locations of each examination, the names of the examiners, the date and time and the way of registration, the day when the exam results are published and the opportunity to retake the examination.
- (5) The number of exam days must be established – in proportion to the number of students and examiners – in such a way that the room capacity can reach one and half times the number of potential applicants, but at least three examination days per subject.
- (6) The education organisational unit is obliged to announce the exam dates so that in the case of two consecutive written exams, the grade of the earlier exam must be recorded in NEPTUN at least 48 hours before the next exam. This provision only applies to courses for which at least five exam dates are announced during the examination period.
- (7) The department/institute shall notify the Registrar's Office about the assigned examination days in writing, at the same time recording the dates in NEPTUN in order to make them available to students.

Article 65
Exam Registration

- (1) The precondition for taking an examination is the exam registration.
- (2) The final deadline for exam registration is 24 hours before the start of the exam.
- (3) Registration for an exam, a retake exam and a corrective retake exam takes place through NEPTUN.
- (4) Registration for retake exams can take place
 - a) two days after an unsuccessful colloquium;
 - b) six days after an unsuccessful basic examination;
 - c) six days after an unsuccessful comprehensive or complex examination;
 - d) in the last week of the examination period after an unsuccessful basic and final examination in a language.Deviations from the above deadlines can be made at the student's request with the permission of the head of the competent organisational unit.
- (5) The education organisational unit shall send the examination sheets to the Registrar's Office, and shall record the exam results in NEPTUN
 - a) at the end of each exam day in case of oral exams,
 - b) within 24 hours after expiry of the time limit for correction in case of written exams
- (6) If the student fails to appear to take the examination for any reasons at the scheduled exam date – and fails to postpone it or is unable to prove the reason for the absence –, his knowledge cannot be assessed, however, the student can be obliged to pay to incurred costs.
- (7) If the student can justify the reason for the absence from the examination, he/she is not liable for non-attending the examination, and may not suffer prejudice.

The absence is considered to be verified only if it was due to external circumstances not attributable to the student. The verification should be presented personally or sent by post to the competent organisational within 3 days after the external circumstances ceased to exist. The date when the external circumstances ceased to exist must be proved in a credible manner. If the certificate is submitted after the examination period, the Study Committee may allow the student to take exam(s) in the subjects, the examinations of which the student could not attend, at the request of the student, within two weeks after the examination period. If the certificate is presented thereafter, the Study Committee may cancel the relevant subjects and may set the student's semester passive.

- (8) In case of those defined in Section (6), the number of exam opportunities shall automatically be reduced by one.

Article 66

Postponing the exam

- (1) The student's intention to postpone the examination should be recorded in NEPTUN 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 education organisational unit is not obliged to increase the number of exam dates and the headcounts.

Article 67

General rules of organising exams

- (1) An examination can start on condition that the examination sheet is available, the examiner and the student(s) are present, and the technical conditions in the examination room are provided. Exams can only be conducted in the educational buildings of the institution or in a place designated for education (e.g. final teaching, nursing practice exam⁹⁵). Deviations from this provision can only be made with the written permission of the dean.
- (2) The examination sheet contains the list of the students registered for the exam, according to their registrations; it documents the obtained grades and the absences.
- (3) The announced exams must be held at the indicated time and place. The competent education organisational unit and its head are responsible for it.
- (4) If the lecturer is unable to conduct the exam or is more than half an hour late compared to the announced time of the exam, he/she is obliged to provide the students registered for the said exam with extra examination dates for oral or written exam in addition to the announced ones.
- (5) Exam dates cannot be brought forward.
- (6) The examiner and the chairperson of the examination board, respectively, are responsible for the smooth running of the examination and a peaceful atmosphere.
- (7) Within the examination day the exams can be scheduled by the examiner according to groups or individuals. In the absence of a specific time, the start of the exam shall be deemed to be 9 a.m.
- (8) Students should arrive at the location of the exam by the beginning of the exam in case of each oral exam, unless it is otherwise provided by the examiner.
- (9)⁹⁶

⁹⁵ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

⁹⁶ Deleted by Senate Decision No.3/2016. (II.3.), effective from 8 February 2016.

- (10) Before the start of the examination, the student's identity must be verified with appropriate official documents.
- (11) The exam shall be considered to have started if the student has verified his/her identity as described in paragraph (10) and has received or picked an exam topic, or if the examiner has begun to assign or dictate exam questions.
- (12) If the examiner or the room supervisor notices that the student is using unauthorised instruments of aid or notices the cooperation of another person, the student's exam shall be suspended. In such cases the exam result is fail (1).
In the examination, students may only use sheets with the stamp of the faculty, pens and auxiliary materials approved by the examiner (e.g. text to be analysed, source material, worksheet, dictionary, music-book, musical instrument etc.) as well as other aids required for health reasons (certified by a written medical opinion in case of doubt). Other objects, devices or equipment which might be used as aids must not be held by the student. The use of unauthorised aids cannot be presumed after the examination.
- (13) In case of suspicion of a disciplinary offense, the examiner or the chairperson of the examination board can suspend the exam and initiate a disciplinary procedure. If the disciplinary procedure ends with an exemption, the relevant provisions of the Disciplinary Regulation shall apply.
- (14) In case of violation of the rules of the order of examination, the student may submit a complaint to the head of the competent organisational unit within 3 working days after the examination.
- (15) Violation of rules by the lecturer shall be considered a serious breach of obligations arising from the employment relationship.

Article 68 **Order of oral exams**

- (1) Oral exams – including thesis defence and final examination – are public to students and lecturers of the University. The public may be limited or excluded in justified cases.
- (2) The examiner may determine so called “entry questions” for the commencement of the oral exam either in writing or orally, and the student may only start the exam after giving correct answers. Preparation time should be provided for the student before starting the exam.
- (3) The oral part of the comprehensive examination must be taken on one day, in front of an examination board of at least two members. One of the members of the examination board is the chairperson of the board. The chairperson of the examination board is responsible for the order of the examination. All members of the board shall be present at the comprehensive examination, regardless of the subject in which the student is taking the exam. An examination protocol must be drawn up during the examination, containing the title of the topics, the result of the comprehensive examination, and the signature of the board members.
- (4)⁹⁷ At the end of the oral examination the grade – signed and dated – shall be recorded by the examiner on the course completion sheet (see Electronic Course Record Book Regulation, OOR.III.9). The evaluation shall also be recorded on the examination sheet. The examiner is obliged to enter the evaluation in NEPTUN on the day of the oral exam and submit the examination sheet to the Registrar's Office.

Article 69 **Order of written exams**

⁹⁷ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

- (1) Lecturers may decide on the forms of the written examinations (e.g.: essay questions, quiz, etc.).
- (2) The exam may consist of both a written and an oral part. The written part of the exam precedes the oral part. In this case, the oral part can only be taken if the result of the written part is better than fail (1).
- (3) Room supervisor(s), list of the students, sufficient number of worksheets, test papers and supplementary sheets shall be provided by the lecturer. The worksheets, test papers and supplementary sheets shall be stamped by the competent department/institute. The worksheets and test papers also include the scores of each task.
- (4) The room supervisor is responsible for the appropriate conditions and order of the exam.
- (5) When providing information on the exam tasks, all the questions and tasks – as well as the scores that can be given for the tasks – must be told to the students at the same time.
- (6) The questions and tasks of the written exam should be compiled from the previously published curriculum, and must be precise, clear and obvious.
- (7) Test papers should be written by dark ballpoint or fountain pen. A paper written in pencil shall be evaluated as fail (1).
- (8) The student's name and year, the subject of the exam and the date must be indicated on each page of the test paper.
- (9) Sufficient time should be provided for writing the exam. The duration of the exam can be 30 minutes⁹⁸ at the least and 3 hours at the most.
- (10)⁹⁹ Before starting the exam, the room supervisor shall register the students on the attendance sheet against the presentation of documents suitable for the verification of identity and instruct them to take their seats according to the seating arrangement. Then the room supervisor briefly informs the students about the course and rules of the exam, the use of the approved aids (e.g.: vocabulary, legal texts commentaries, calculators, etc.), and requests the students to put away the unauthorized aids.
In the case of an electronic exam, the conditions of the exam shall be determined by the lecturer responsible for the subject and shall be announced in the manner applicable at the faculty at the beginning of the semester. In case of force majeure, the students of the subject/course must be informed about the change of the exam method no later than 3 working days before the examination.
- (11) The exam starts after the distribution of worksheets, sets of tasks, and listening to the questions in case of oral questions. The time available for the exam starts from this time. The student may choose the order in which he/she wants to solve the tasks. If a student is late for the exam, the lecturer shall decide whether he/she can start the exam, but the time of the exam will also apply to him/her.
- (12) During the exam the room can be left only with the permission of the room supervisor. In such cases the paper must be handed over to the room supervisor until the student returns. In the paper corrections can be made by clear strikethrough, after this the student may add the new solution.
- (13) After finishing the test, the student shall submit the paper to the room supervisor. If the student submits the paper earlier than the available time, he/she must leave the room after submitting the paper. Papers already started should be submitted.

⁹⁸ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

⁹⁹ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

- (14) Papers are corrected by the lecturer of the subject. The result of the written test should be published no later than the eighth day after the exam in the usual way applied at the competent organisational unit (on noticeboard, at the department/institute administrator, etc.) and in NEPTUN, indicating the student's code and the evaluation; After the examination, on the same day, the education organisational unit shall publish the correction key, the evaluation criteria and the score limits in the usual way applied at the education organisational unit. In case of written exams, the lecturer – during the examination – shall announce the place and date of recording the grades in the course record book. The grade of the written exam must be recorded in the course record book no later than the last day of the examination period. Subsequent recording of the grade in the course record book is subject to paying a procedure fee.
- (15) If the paper is illegible, the student will not receive a grade, however, the number of his/her exam opportunities will be reduced by one.
- (16) Exam papers must be kept for one year from the end of the examination period.
- (17) The competent department/institute shall provide at least one day during the examination period when the students may review the exam papers. The review of the exam papers is carried out under the supervision of the lecturers. The day for the review must be designated in such a way that it precedes the day of the retake exam in the same subject.
During the review the lecturer is obliged to explain the way he/she has corrected the paper if it differs from the provided evaluation criteria, or if it is not clear based on these criteria.

Article 70

Repeating an unsuccessful exam¹⁰⁰

- (1) A retake exam may be taken in the same subject no more than twice in the given examination period (retake exam, repeated retake exam).
- (2) If the retake exam was not successful and the same examiner conducted both the examination and the retake exam, at the request of the student, it must be ensured that the repeated retake exam can be taken in front of another teacher or examination board according to the procedure defined in this regulation.
This right also applies to the student if the exam is taken in a new semester. The examination board shall be appointed according to sections (10)-(12).
- (3) After the relevant fee has been paid and credited, the repeated retake exam can be taken at the exam dates announced for the examination period. The number of repeated retake exams adds up during the student's studies regardless of the semesters.
- (4) In the last week of the examination period the educational organisation unit is obliged to provide exam dates for students having failed to pass their exams and retake exams last but one week of the examination period.
- (5) If the student attempts to take an exam for the first time in the last week of the examination period, in case of its failure the educational organisation unit is not obliged to assign another exam date.
- (6) A failed basic examination in language can only be repeated once in a given examination period; it can take place in the last week of the examination period. If the basic examination in language consists of several sub-parts, only the failed sub-parts should be repeated.
If the retake exam of the basic examination in language was unsuccessful, in the next semester the student may only register for subjects for which the basic examination is not a prerequisite.

¹⁰⁰ Amended by Senate Decision No.32/2017. (V.03.), effective from 8 May 2017.

In case of retaking the basic examination course, the sub-grades successfully acquired earlier cannot be taken into account.

- (7) A failed comprehensive examination can be repeated once in the same examination period, according to the combined exam type of the comprehensive examination.
- (8) If the comprehensive examination consists of 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 part of the comprehensive examination is a fail (1), the result of the comprehensive examination is a fail (1). In case of an unsuccessful complex comprehensive examination the whole complex comprehensive examination must be repeated.
- (9) If the exam consists of a written and an oral part and – after the successful completion of the written part – only the grade of the oral part is a fail (1), only the latter must be repeated.
- (10) In case of registering for the second and subsequent subjects of a comprehensive examination study unit, if a retake exam is taken, before the retake exam, the student may request the extension of the comprehensive examination board. Upon the student's request the dean – or if the dean is concerned, the rector – may delegate two further members to the board. The student must submit his or her request in this regard until noon on the working day following the announcement of the result of the last unsuccessful exam. Failure to meet this deadline will result in loss of rights.
- (11) The extended examination board consists of at least two members who are in an employment relationship with the University and at least one member of the examination board should have an academic qualification. The lecturer(s) responsible for teaching the subject or sub-subjects is/are also member(s) of the examination board, or perhaps a lecturer of another faculty or institution having expertise in the subject.
- (12) Exam dates are set and announced by the organisational unit responsible for the subject taking the provisions of Section 65 (4) into account.

Article 71

Improving a successful exam

- (1) Students may repeat their successful exams in the same examination period to improve their exam results. A retake exam for improving the result of the first exam can only be taken once in a semester, from one subject.
- (2) The grade of the retake exam taken to improve the earlier result will be counted in the student's study results. The student may take a repeated retake exam on one occasion, if the grade obtained at the exam for improving the earlier result is a fail (1).
- (3) In case of absence from the exam for improving the exam result, the legal consequences of absence from normal exams shall apply.
- (4) If the student registers for a retake exam before recording the grade of the earlier exam in NEPTUN, and if this grade is at least pass (2) (or "pass" in a three-grade scale), and there is a period of more than 48 hours between the time of recording the exam result and the date of the retake exam, then the rules for improving the result of a successful exam shall apply. In this case, if the student does not cancel his/her registration for the retake exam – and fails to attend it, or receives a worse grade – the grade received at the retake exam or the "missed" entry will overwrite the result of the successful first exam.

Article 72

Exams outside the examination period

- (1) In justified cases, exams may be taken during not earlier than two weeks before the end of the study period – with the consent of the lecturer responsible for teaching the subject – with the permission of the vice-dean for academic affairs. Group exams are not allowed.
- (2) The day of the exam is set by the examining lecturer.
- (3) In highly justified cases (e.g. study abroad programmes), exams can be taken after the examination period with the special permission of the Study Committee. The request for this purpose must be submitted to the Registrar's Office until the last day of the study period the latest.

Article 73 **Study average**

- (1) After the last exam is taken, the Registrar's Office performs the required checks in NEPTUN comparing the exam sheets, NEPTUN entries, fulfilment of prerequisites, etc.).¹⁰¹
- (2) After the necessary checks, the Registrar's Office shall calculate the student's average and close the semester in NEPTUN.¹⁰²
- (3) After closing the semester, the students' performance shall be compared on the basis of the credit index.
- (4) The scholarship is determined on the basis of the adjusted credit index.
- (5) The (cumulative) credit-weighted average calculated for a period of more than a semester or for the whole studies serves to monitor the student's performance in the credit-based education system.
- (6) After the end of the training period the Registrar's Office shall close the student's course record book after the comparison of records in NEPTUN and on the examination sheets. In case of a discrepancy, the Registrar's Office initiates the proceedings of the Study Committee. The credit index, the number of taken and earned credit points in the semester, the weighted study average and the end-of-semester qualification are recorded in the course record book and in NEPTUN. The data are verified by the head of the Registrar's Office.
- (7) After closing the semester, the adjusted credit index and the credit points taken and earned in the semester are recorded by the Registrar's Office in the course record book and in NEPTUN.
- (8) When calculating the average, the final grades received for the subjects must be taken into account. The calculated average must be rounded to two decimals.
- (9) When calculating the credit index, all subjects for which the student obtained credit points must be taken into account.
- (10) Credits earned by credit recognition on basis of previous studies are not included in the number of credits of the semester, but they are counted in the total number of credits. Grades of the recognised subjects are not calculated in the semester average, nevertheless, they have to be taken into account in determining the classification of the diploma.¹⁰³

Article 74 **Professional practice (Internship)**

- (1) At the University, completion of a successful professional practice (internship) is part of the academic requirements in the following study programmes.
- (2) Law:

¹⁰¹ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹⁰² Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹⁰³ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

During the studies the student is obliged to participate in an internship in the field of administration of justice, public administration and in other fields of law enforcement. The duration of the internship is 6 weeks (240 hours) of which 3 weeks must be completed in the field of public administration (judicial, administrative and 3 weeks in other fields of law enforcement.

- The internship can be completed at a workplace chosen by the student with the consent of the faculty.
 - The students' legal activities performed in the field of law enforcement under employment contract or in other legal relationship for the purpose of working – provided that the student performs a legal work proved by a specialised lawyer – can be included in the period of compulsory professional practice (internship). Requests are judged by the Credit Transfer Committee.
 - The student can start his/her internship at the earliest in the first semester of the third academic year, and the request for the recognition of legal activity can be submitted then.
 - If the student has failed the internship or has obtained a fail (1) grade, the faculty will set a new date for the completion of the internship.
 - No credit points can be awarded for internships.
- (3) Primary School Teaching: According to the provisions of Government Decree 158/1994. (XI.17.) on qualification requirements in primary school teaching, conductive education and kindergarten education trainings.
- (4) Social Worker: According to the provisions of Government Decree 6/1996. (I.18.) on the qualification requirements of social higher education trainings.
- (5) Reformed Theology with Pastor specialisation
- Congregation practice: (in non-credit based education system: in the third and seventh semester; in the credit-based education system: in the third semester), the students are obliged to complete the practice in congregations specified by the *Dunamelléki Egyházkerület* (Danubian Church District). The goal is to gain insight into all aspects of pastoral work as much as possible. Students should attend Bible classes, theology classes, youth education classes, family visits, weddings, funerals, meeting of presbyters; gain insight into the administration. The pastor of the congregation gives a certificate of the completion of the internship, and the student writes a congregation report. Completion of the internship is entered in the course record book.
 - Two weeks of diaconate internship: The internship must be completed outside the study period, once, continuously, coordinated by the Department of Practical Theology. The aim of the diaconal practice is to get to know the branches of service in the Reformed Church in Hungary and to improve the diaconate spirit. Diaconal work is primarily concerned with meeting the physical and mental needs of ill, disabled, mentally disabled or aged human beings in need. The head of the competent institution gives an official certificate of the completion of the practice (possibly an opinion on the student as well), and it must be recorded in the course record book. Completion of the internship is a condition for registration for the ninth semester.
 - ¹⁰⁴Legation: The student must complete at least 12 legation seminars by the end of the twelfth semester. (*Further details see in the Rules of choosing legation*)
 - Devotion: Counting one devotion per year from the third semester by the end of the tenth semester, the student must have held a total of 4 devotions. Upon the student's request

¹⁰⁴ Amended by Senate Decision No.225/2019. (XII.04.), effective from 9 December 2019.

church service(s) held in the first and second semesters (if there were any) may be added to this number.

(6) Teacher of Religious Studies

- Teaching practice in practice school 45 classes, including 15 hours of teaching practice (church studies and religious education for children over the age of 10 years), that ends with a qualification.
- Continuing external practice (not in practice school, 60 classes. It can be completed in the summer holiday following the eighth semester as a staff member of a youth camp.

For students starting their studies from 1 September 2006 on:

(7) Social Work, Social Pedagogy (BA)¹⁰⁵:

The professional practice (internship) includes classroom exercises in small groups, field practice and small group seminars relating to the field practice for which the training institution is responsible. The intensive internship means a continuous field practice, at least 8 hours a week for at least one semester, in a credit value of 30 credits.

(8) Kindergarten Education (BA):

The internship helps to develop skills and abilities necessary for the effective kindergarten teacher activity; it provides organisational and activity forms that make the student suitable for the implementation of a complex – in terms of content and methodology – set of kindergarten tasks, built on each other, with a gradually expanding independence. The concept of the professional practice includes the student's observed lessons, group and individual kindergarten practice, self-knowledge, communication and playfulness development trainings, special exercises, and teaching and methodological practices.

The time frame for the external internship is 8 weeks. Its credit value within all internships is 9 credits.

(9) Primary School Teaching (BA):

The professional practice (internship) provides opportunities to practice the modern procedures and methods necessary to guide the learning of 6-12-year old children, and to develop their personality in school environment. It develops special teaching abilities, provides technical skills. The concept of the professional practice includes the student's observed lessons, group and individual school practices and practices in the field of pedagogy and subject methodology.

In the 8th semester the students participate in a continuous professional practice, outside the institution with a time frame of 8-10 weeks; its credit value within all internships is 12-14 credits.

(10) Reformed Theology, Pastor specialisation: same as in Section (5) for students who started their studies until the academic year 2014/2015.¹⁰⁶

(11) Teacher of Religious Studies (BA):

The students gain experience of their future tasks in the course of a continuous congregational practice (60 hours) and school practice (90 classes of which 15 hours are teaching practice with 1 hour of observed lesson) and hold religious lessons for kindergarten and elementary school children with the help of the internship supervisor.

(12)¹⁰⁷ Nursing and Patient Care, Nurse specialisation (BSc):

Obtaining nursing practice in general and specialist medicine, general and specialist surgery, anaesthesiology, internal medicine, dermatology, mental healthcare and psychiatry,

¹⁰⁵ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹⁰⁶ Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

¹⁰⁷ Added by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

otolaryngology, childcare and paediatrics, elderly care and geriatrics, intensive care, community care, neurology, oncology, home care, oxyology, ophthalmology, obstetrics and gynaecology, pregnant care. Internship requirements are determined in the curriculum of the study programme.

For students starting their studies from the academic year 2015/2016¹⁰⁸:

(13) Reformed Theology with Pastor specialisation¹⁰⁹

According to the current sample curriculum, during their seventh (practice) semester, the students may get an insight into the pastoral work in the framework of so called “block weeks”. The main objective of this practice semester is to give students an insight into all aspects of the pastoral profession halfway through their studies. Another important aim of the practice semester, in addition to professional orientation, is to develop the skills and competences necessary for pastoral work in practice.

Practices to be completed during the Practice (seventh) semester:

- Congregation practice: The purpose of the practice is to learn about and reflect on the life of one or more Reformed congregations, to gain experience of the church life, including church administration, preaching, congregation building and other areas of pastoral work by acquiring and deepening knowledge through active involvement in the life of the congregation.
- Catechetical practice: The aim of the practice is to enable students to understand and to competently practice the communication tools of effective leadership. An important part of the practice is a 3-day – 24 hours in total – intensive module on self-awareness, communication and team leadership skills.
- Causal practice: The aim of the practice is primarily to learn about the specific areas of pastoral work, such as: funerals, weddings, baptisms, etc. through insights into the liturgic, pastoral and administrative tasks.
- Diaconal practice: The aim of the practice is to get to know the different charity services of the Reformed Church in Hungary, and through this to deepen the diaconal spirit. In this context, diaconal work is primarily the care of the physical and spiritual needs of sick, handicapped, disabled and elderly people in need. The practice also provides an introduction to the practice of missionary and diaconal work carried out among different Roma/Gipsy communities.

10-month consecutive congregation practice¹¹⁰

In their tenth and eleventh semester of their studies, students with pastor specialisation take part in a 10-month consecutive internship which is usually carried out in the congregations designated by the Danubian Reformed Church District. The purpose of the students’ supervised congregational internship is to acquire and deepen practical knowledge of congregational work (including preaching, congregation building, pastoral care, church administration and other locally specific areas of pastoral work). During the internship, students get acquainted with numerous aspects of the church work and will apply their knowledge by working with several congregational groups under the supervision of a practice leader (mentor). The aim of the consecutive internship is to enable students to become familiar with all aspects of congregational ministry under the supervision of a mentor pastor and to become competent to work independently in a congregation.

¹⁰⁸ Added by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

¹⁰⁹ Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

¹¹⁰ Added by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

During the practical period, students participate in four theoretical blocks which will deepen their theoretical and practical knowledge in the fields of youth work, religious education, pastoral care and preaching.

- Legation: Students must complete at least 12 legation seminars by the end of the twelfth seminar. (See also the Rules of choosing legation.)
- Devotions: one devotion per year, starting from the third semester, onwards. By the end of the tenth semester, students must have held a total of 4 devotions in which they may request to count the devotion(s) held in the first and second semester.

(14) Teacher of Religious Education¹¹¹

By completing the internship, students will be able to apply the knowledge acquired in theory during the school practice, and to become independently capable of performing the tasks of a teacher of religious studies and a residence hall teacher.

In full-time, single cycle Teacher of Religious Education study programme, students must complete a 60-hour school practice (including visiting and holding classes) in the eighth semester, and a one-year consecutive internship in their ninth and tenth semester, at the designated education institution, under the supervision of a mentor teacher with a professional qualification of Teacher of Religious Education.

Individual school practice of the ninth semester is completed in the upper primary school, and the consecutive individual school practice of the tenth semester in a secondary school.

(15) Teacher of Religious Education, correspondent work schedule¹¹²

During their first semester internship, students participating in the study programme will spend at least 5 hours at the designated education institution under the supervision of a qualified mentor teacher. During the second semester they must hold at least 10 lessons independently at the designated secondary school under the professional supervision of the mentor teacher.

Article 75

Work in scientific student groups

- (1) The University supports talent nurturing activities in scientific student groups, and provides the conditions of material and human resources for the operation of student groups. It ensures and promotes students' scientific activities and its integration in the field of science.
- (2) The student has the right to join the work of scientific student groups, to be a member of the scientific student groups of the University, to elect and to be elected as a member of a student group operating on the principle of self-government.
- (3) Scientific student groups form and adopt their own rules of procedure which may not conflict with other faculty or university regulations and legal regulations.
- (4)¹¹³ At the Faculty of Humanities and Social Sciences¹¹⁴, work in scientific student groups may also take place in the form of consultation as a course without contact hour. Students may register for courses of scientific student groups as elective subjects. This course is completed by the research work performed during the semester under the supervision of the consultant and submission of the scientific student group project work prepared based on the research. Conditions of completion of the scientific student group course are the uploading of the Scientific Student's Association (SSA) thesis to the electronic website of the National

¹¹¹ Added by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

¹¹² Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

¹¹³ Amended by Senate Decision No.22/2018. (III.7.), effective from 18 March 2018.

¹¹⁴ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

Scientific Students' Association Conference (NSSAC). Students who have uploaded their thesis after the faculty round to the NSSAC website will receive an excellent grade for the course. Students who fail to upload their thesis after the faculty round to the NSSAC website will receive the comment "unfulfilled" for the course.

V. FINISHING STUDIES

Article 76

Pre-degree certificate (absolatory)

- (1) The University issues a pre-degree certificate (absolutorium) to the student who has fulfilled the academic and examination requirements defined in the curriculum – except for those relating for the language exam and the thesis – completed the compulsory internship (professional practice) and acquired the required number of credits.
- (2) Obtaining the pre-degree certificate is a condition of admission to the final examination.
- (3) The pre-degree certificate is signed by the dean in the student's course record book. The dean may delegate this power to the vice-dean responsible for academic affairs.
- (4) In the case of a student pursuing studies in several study programmes, a separate pre-degree certificate must be issued for each study programme, unless the student is pursuing studies in a study programme with two majors. In this case, the pre-degree certificate can only be issued if the student has met the requirements of both majors.

Article 77

Thesis

- (1) The thesis is a study based on a significant volume of independent professional work, the topic of which is chosen at the initiative of the student by the department/institute from the field of study relating to the study programme. It reflects the student's awareness in the national and international literature on the topic and his/her professional judgment in the analytical, critical and summary review of the results. It provides a professionally new result in the field of fact finding and/or interpretation, and in this way, it can be documented that the student has mastered and can apply the conceptual tools and methods of the field of science.
- (2) The thesis must also meet the formal requirements for professional publications in the given field of study.
- (3) In case of two or more study programmes a thesis must be written in each programme, in each major in which the student wishes to obtain a diploma. The theses must be thematically fully different.
- (4)¹¹⁵ Thesis topics should be selected until the end of the study period of the eighth semester in 10, 11 and 12-semester study programmes, until the end of the study period of the sixth semester in 8-semester study programmes, until the end of the semester preceding the start of the continuous internship in single-cycle teacher training, until the end of the study period of the fourth active semester in 6-semester study programmes, until the end of the study period of the second active semester in 4-semester master programmes – with the exception of the

¹¹⁵ Amended by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

international joint programme of European Master in Lexicography¹¹⁶ – in NEPTUN – with the exception of the Faculty of Theology where thesis topics should be selected in the manner specified by the faculty.

In case of postgraduate specialisation programmes – with the exception of the two-semester postgraduate specialisation programmes and the Mental Health and Online Mental Health Care Counselling postgraduate specialisation programmes of the Faculty of Humanities and Social Sciences – and in higher education vocational trainings, thesis topics (and the topics of the final test in higher education vocational trainings) must be chosen

- until the end of the study period of the third semester in 4-semester study programmes,
- until the end of the study period of the second active semester in 3-semester study programmes,
- until the end of the study period of the first active semester in 2-semester study programmes,
- in NEPTUN – with the exception of the Faculty of Theology where thesis topics should be selected in the manner specified by the faculty. In teacher training master programmes topics must be chosen in the semester preceding the continuous teaching practice at the Faculty of Humanities and Social Sciences in NEPTUN and in the manner specified by the faculty at the Faculty of Theology.¹¹⁷
- Thesis topics should be selected until the end of the subject registration period of the study period of the third semester in the 4-semester international joint programme of European Master in Lexicography.¹¹⁸

(5)¹¹⁹ Thesis topics can be chosen in writing from the topics available in NEPTUN at the beginning of the semester or in the previous semester. The education organizational unit may permit another topic as well.

In two-cycle education the topic of the thesis prepared in bachelor programme cannot be chosen in the master level of the same study programme.

In Law study programme thesis on subjects concluded with a colloquium or on non-legal subjects can only be prepared with the permission of the dean.

In case of the two-semester postgraduate specialisation programmes of the Faculty of Humanities and Social Sciences, thesis topics need not be chosen in advance. In Mental Health postgraduate specialisation programme the thesis topic must be submitted until the end of the study period of the fourth semester and in Online Mental Health Care Counselling postgraduate specialisation programme until the end of the study period of the third semester. At the Faculty of Theology, the topic is chosen based on consultation with the lecturer and it is recorded in NEPTUN by the Registrar's Office.

- (6) The topic and the consultant of the thesis are approved by the head of the department/institute responsible for the given professional field.
- (7) A change of topic requires the permission of the head of the department/institute. The permission is subject to paying a fee unless the change is due to a reason attributable to the student. The final deadline for notifying the change is the last day of the examination period of the ninth semester in 10 and 12-semester study programmes, the seventh semester in 8-semester study programmes, the fifth semester in 6-semester study programmes and in the third semester in 4-semester study programmes.

¹¹⁶ Amended by Senate Decision No. 66/2021. (III.24.), effective from 25 March 2021.

¹¹⁷ Amended by Senate Decision No. 164/2018. (IX.26.), effective from 1 October 2018.

¹¹⁸ Amended by Senate Decision No. 66/2021. (III.24.), effective from 25 March 2021.

¹¹⁹ Amended by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

- (8)^{120 121}The thesis must be written and defended in Hungarian. At the Faculty of Humanities and Social Sciences in English and American Studies and in German Studies (specialised in German) bachelor programmes the thesis must be written in the language of the study programme. In case of the foreign language field of education in Primary School Teaching bachelor programme of the Faculty of Pedagogy, the thesis may also be written in the foreign language concerned.¹²²
- (9) The student must request a supervisor (consultant) to supervise the preparation of the thesis. In bachelor programme a supervisor can be:
- a lecturer, scientific researcher holding academic qualification employed by the University;
 - a lecturer, scientific researcher without academic qualification employed by the University, with the dean's permission concerning the person and field of science of the consultant.
- In master and single-cycle programmes (including single-cycle teacher training)¹²³ at least a senior lecturer, researcher holding academic qualification employed by the University can be a supervisor.
- In bachelor programmes, higher education vocational training programmes and postgraduate specialisation programmes, lecturers or scientific researchers employed by the University may be supervisors. With the permission of the lecturer responsible for teaching the programme, the supervisor and the reviewer of the thesis may be a person of recognized standing and professional experience who is not an employee of the University.¹²⁴
- If the researched topic requires so, the dean may permit an external consultant holding academic qualification to be requested as supervisor besides the chosen consultant.
- No later than the 30th day prior to the date specified in Section (4) the head of the department/institute shall send the dean the list of lecturers, scientific researchers and/or external persons not holding academic qualifications whom he/she wishes to assign to supervise the theses.
- (10) During the preparation of the thesis the student – if there is no thesis consultation for at least 2 semesters prescribed in his/her sample curriculum – is obliged to request the help of the consultant at least five times. The participation in consultations is confirmed by the consultant signing a certificate issued by the Registrar's Office. When submitting the thesis, the student must certify the regular consultations with the supervisor on the relevant form. This form must be bound to the end of the thesis.
- (11)¹²⁵ The scope of the thesis is at least 2 author's sheets (80 000 characters with spaces) in single-cycle programmes and in master programmes – except in the case of single cycle teacher training of the Faculty of Humanities and Social Sciences in which case the requirements set out in Annex 11 shall apply – and at least 52 000 characters with spaces in bachelor programmes and in traditional college-level undergraduate programmes. In postgraduate specialisation programmes, the scope of the thesis is determined by the institute responsible for the programme (images, figures, quotations, attachments, the bibliography and the table of contents are not counted in the scope of the thesis).
- It must be prepared in word processing, with table of contents, bibliography and reference system.

¹²⁰ Amended by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

¹²¹ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

¹²² Introduced by Senate Decision No. 63/2018. (V.30.), effective from 31 May 2018.

¹²³ Amended by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

¹²⁴ Amended by Senate Decision No. 164/2018. (IX.26.), effective from 1 October 2018.

¹²⁵ Amended by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020. Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

In case of word by word and content references, the student should follow the instructions issued for the study programmes and the reference samples.

A 3 cm margin should be left on the left side of the sheet for binding. Single sided printing must be applied.

The page numbering should be in the lower right corner, the bottom, top and right margin should be 2 cm, line spacing should be one and a half, the font should be 'Times New Roman', and the font size 12.

The word 'thesis', the title of the thesis work, the author's name and the year of submission must be written on the outer cover of the bound thesis.

The first page of the thesis must contain the full name of the faculty, the word 'thesis', the title of the thesis work, the author's name (indicating the year and group) as well as the name of the consultant and the educational organisation unit (institute) in the frame of which the thesis was prepared.

At the end of the text, following the summary but preceding the attachments and bibliography, the thesis must be signed. The certificate verifying the participation in consultations (or at the Faculty of Humanities and Social Sciences, the equivalent thesis topic application sheet) and the declaration included in Annex No. 5 of this Regulation must be bound to the thesis work. The thesis must be submitted electronically in NEPTUN with the electronic file name containing the name of the author, the title of the thesis and the year of submission. The electronically submitted thesis must include all annexes attached to the printed version.

(12)^{126 127 128 129 130 131}The completed thesis must be submitted – with the exception of the Faculty of Humanities and Social Sciences – to the Registrar's Office, and for the Faculty of Humanities and Social Sciences, to the competent department before the start of the final examination period at the latest:

– in the autumn final examination period

- until 15 September in Law study programme, until 27 October in bachelor programmes and higher education vocational trainings and until 15 November in postgraduate specialisation programmes at the Faculty of Law;
- the thesis must be submitted until 30 November and the portfolio and the accompanying paper until the last day of the study period in teacher training at the Faculty of Humanities and Social Sciences; the thesis must be submitted until the last day of the study period in the international joint programme of European Master in Lexicography¹³² and in postgraduate specialisation programmes, and until the first working day following 1 November in all other bachelor and master programmes of the Faculty of Humanities and Social Sciences, according to the faculty's announcement,
- until 30 October at the Faculty of Economics, Health Sciences and Social Studies,
- until 15 November at the Faculty of Theology,
- until 15 November at the Faculty of Pedagogy,

– in the spring final examination period

- until 15 February in Law study programme, until 15 April in bachelor programmes and higher education vocational training programmes, until 14 June in the European and

¹²⁶ Amended by Senate Decision No. 164/2018. (IX.26.), effective from 1 October 2018.

¹²⁷ Amended by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

¹²⁸ Amended by Senate Decision No.88/2021. (IV.21.), effective from 26 April 2021.

¹²⁹ Amended by Senate Resolution No. 70/2022 (II.24), effective from 24 February 2022.

¹³⁰ Amended by Decision No. FT-4/2024 (I.18) of the Maintenance Board, effective from 18 January 2024.

¹³¹ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

¹³² Amended by Senate Decision No. 66/2021. (III.24.), effective from 25 March 2021.

International Business Law (MA) programme (LLM) and until 15 May in postgraduate specialisation programmes of the Faculty of Law;

- the thesis must be submitted until 30 April and the portfolio and the accompanying paper until the last day of the study period in teacher training at the Faculty of Humanities and Social Sciences; the thesis must be submitted until the last day of the study period in the international joint programme of European Master in Lexicography¹³³ and in postgraduate specialisation programmes, and until 31 March in all other bachelor and master programmes of the Faculty of Humanities and Social Sciences,
- until 15 April at the Faculty of Economics, Health Sciences and Social Studies,
- until 31 March at the Faculty of Theology,
- until 15 April at the Faculty of Pedagogy.

The formal requirements of the thesis are checked by the Registrar's Office at each faculty. At the Faculty of Humanities and Social Sciences, the Registrar's Office checks the formal requirements of the thesis, portfolio, accompanying paper, final paper uploaded to Neptun.

The Registrar's Office notifies the competent organisational unit if a submitted thesis does not comply with the formal requirements. If the thesis does not comply with the formal requirements, the reviewer of the thesis may evaluate it as fail (1). The reviewer's fail (1) evaluation does not, in itself, prevent the student's permission to take the final exam. At the final exam, the student must be given an opportunity at the defence to react to the formal deficiencies presented in the evaluation. If the final examination board establishes formal deficiencies of the thesis, the thesis may be evaluated as fail.

The thesis must be submitted personally or through a proxy under an authorization by way of a private document with full probative value. If the place of the student's studies was at a training location outside the borders of Hungary, he or she may also submit the thesis at the place of training.

- (13)^{134 135 136}The completed thesis must be submitted to the Registrar's Office in one bound copy at the Faculty of Economics, Health Sciences and Social Studies, the Faculty of Theology and the Faculty of Pedagogy. There is no need to submit a bound copy at the Faculty of Law. For the Faculty of Humanities and Social Sciences, one bound copy of the thesis, portfolio, accompanying paper, final paper must be submitted to the competent department. Information on the uploading of electronic file(s) in NEPTUN are published by the head of the Registrar's Office until the end of the third week of the study period. The extension of the file must be "docx" in NEPTUN. In addition, the thesis must also be uploaded in "pdf" format.

The colour of the binding of the paper-based thesis is black with the text on the cover printed in gold embossed letters.

- (14) Papers that won first, second or third prize and independent papers that won a special prize at the National Scientific Students' Associations Conference are accepted by the head of the competent department/institute with excellent qualification, without evaluation, if they otherwise fulfil the requirements specified for theses and if it is requested by the author of the paper.

- (15)¹³⁷ The thesis is evaluated by the consultant and a reviewer assigned by the head of the educational organisation unit. In bachelor, master and postgraduate specialisation programmes

¹³³ Amended by Senate Decision No. 66/2021. (III.24.), effective from 25 March 2021.

¹³⁴ Amended by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020. Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

¹³⁵ Amended by Senate Resolution No. 70/2022 (II.24), effective from 24 February 2022.

¹³⁶ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

¹³⁷ Amended by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

of the Faculty of Humanities and Social Sciences, the thesis is evaluated by the consultant; in justified cases a second reviewer can be requested.

In teacher training two reviews are required, one relating to the disciplines and another concerning pedagogy.

- (16) In case of proven plagiarism, the qualification of the thesis is a fail (1).
- (17) The review of the thesis containing the evaluation and the proposed grade should be prepared in 3 copies, printed, in Hungarian, even in foreign language study programmes. If Hungarian is not the native language of the reviewer, the educational organisation unit shall provide the translation. The review should also include questions related to the thesis. The review shall be presented to the candidate by the final examination board at the latest at the time of the defence. The reviewer is obliged to submit the review 2 weeks before the defence.
- (18) If, on the basis of the review, proof of plagiarism, formal or other reasons, the proposed grade of the thesis is a fail (1), the student may be admitted to the final examination. In the final examination the student is given the opportunity to defend his/her thesis. The grade of the thesis is determined by the final examination board according to Article 82. If the thesis does not meet the scope and formal requirements specified in this Regulation, and the final examination board is convinced of it, the thesis must be evaluated as fail (1) without further consideration.
- (19) After the completion of the final examination the theses shall be registered and kept electronically by the faculty library.
- (20)^{138 139} In Psychology bachelor (BA) programme the provisions of this section shall apply with the following derogations:
- a) the thesis is an independent work based on the complete workshop projects prepared during the study programme, their tutorial evaluations and the student's self-reflection prepared as a separate annex to the thesis;
 - b) the student does not have to choose a thesis topic and ask a supervisor, thus the topic need not be announced;
 - c) the thesis and the student's self-reflection as a separate annex are evaluated by the final examination board without a written review prepared in advance.
- (21) The provisions of Section (20) will first apply to students whose student status started in the academic year 2017/2018 or later.
- (22) Students of Psychology bachelor (BA) programme whose student status started before the academic year 2017/2018 but who have not yet chosen a thesis topic or who have already chosen a thesis topic but may still request a topic change - subject to payment of a fee - according to Section (7), have to prepare their thesis in accordance with the provisions of Section (20) instead of the provisions of paragraph (1)-(19). In this case, instead of a thesis topic application (or a request for the amendment of the thesis topic application) the student must submit a declaration until the deadline prescribed in Section (4) or, in case of changing the thesis topic, in Section (7) stating that he or she wishes to prepare the thesis in accordance with the provisions of Section (20). If the student chose to apply the rules of thesis preparation in Section (20), he or she may no longer request preparation according to Sections (1)-(19).

Article 77/A

Publicity of the thesis

¹³⁸ Amended by Decision No. FT-6/2024 (II.15) of the Maintenance Board, effective from 15 February 2024.

¹³⁹ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

- (1) The condition for submitting the thesis is that the student (as the author of the thesis work) gives his or her consent to the thesis being made public.
- (2) In accordance with Section (1), at the time of submission of the thesis, the student gives his/her consent to:
 - a) the thesis being made available to persons who are in legal relationship with the University and to third persons requested to review the thesis;
 - b) to the University using the thesis in accordance with the provisions of Act LXXIV of 1999 on Copyright for the purpose of illustration for teaching to a justified extent naming the source and the student (as author).
- (3)¹⁴⁰ During the writing of the thesis, the student must use every effort to change all data the presentation of which would infringe the rightful economic interests or the privacy of third persons. If the content of the thesis does not make the changing of data possible, the student may submit a request for confidentiality to the Registrar's Office until the 30th day before the deadline for the submission of the thesis. To the request, the student must attach a declaration of the consultant stating that third persons for whose protection the confidentiality of the thesis is requested would still be identifiable even if the data in the thesis were changed comprehensively. The request for confidentiality must state the period of confidentiality which can be a maximum of 15 years.
- (4) If confidentiality of the thesis is authorised, this will be deemed as the student (as the author of the thesis) not giving his or her consent to the thesis being made public until the end of the period of confidentiality. During the period of confidentiality, the faculty's library will not provide points b) and c) of Section (2) and will only provide information on the content of the thesis (beyond the name of the author and the title of the thesis) based on requests from authorities.
- (5) Confidentiality of the thesis does not affect the University's right to provide information to third persons on the existence/availability of the thesis, the name of the author, the title of the thesis and the date of expiry of the confidentiality.
- (6) ¹⁴¹Notwithstanding section (1), based on professional ethical criteria, the thesis or portfolio containing a self-reflection in teacher training as well as the self-reflection submitted as a separate document attached as an annex to the thesis or dissertation are confidential without any time limitation under the data protection rules in force, and may only be seen by the staff of the organisational units checking the formal requirements, by the supervisor and the reviewer, and by all persons whose job duties make it necessary and who are bound to confidentiality.

Article 78

Admission to the final examination

- (1) Students complete their studies with a final examination in higher education vocational trainings, bachelor, master and postgraduate specialisation programmes. Only students who have received the pre-degree certificate, have successfully passed the exams prescribed in the recommended curriculum, obtained the required amount of credits, fulfilled all other study requirements, participated in an internship, have no outstanding tuition fee debts towards the University, and returned the borrowed books to the faculty library may be admitted to the final

¹⁴⁰ Amended by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

¹⁴¹ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

examination. In case of study programmes comprising two majors the pre-degree certificate must be obtained in both majors.

(2) ¹⁴² ¹⁴³ ¹⁴⁴ **The deadline for registering** for the final examination is as follows:

a) in the autumn final examination period:

- Faculty of Law: 15 September in study programme in Law, and 31 October in all other study programmes,
- Faculty of Humanities and Social Sciences: 15 October
- Faculty of Economics, Health Sciences and Social Studies: 30 October
- Faculty of Theology: 15 November
- Faculty of Pedagogy: 15 November

b) in the spring final examination period:

- Faculty of Law: 15 February in study programme in Law, and 15 April in all other study programmes,
- Faculty of Humanities and Social Sciences: the first working day following 15 March, according to the faculty's announcement
- Faculty of Economics, Health Sciences and Social Studies: 15 April
- Faculty of Theology: 15 April
- Faculty of Pedagogy: 15 April

(3) Applicants to the final examination must be assigned to examination groups of up to 15 persons.

(4) **The schedule of the final examination** ¹⁴⁵ ¹⁴⁶ ¹⁴⁷ is announced by the Registrar's Office

a) for the autumn final examination period:

- at the Faculty of Law, until 1 October study programme in Law, and until 15 November in all other study programmes,
- at the Faculty of Humanities and Social Sciences, until 15 December,
- at the Faculty of Economics, Health Sciences and Social Studies, until 5 January,
- at the Faculty of Theology, until 5 January,
- at the Faculty of Pedagogy, until 5 January,

b) for the spring final examination period:

- at the Faculty of Law, until 1 March in study programme in Law, and until ... in all other study programmes,
- at the Faculty of Humanities and Social Sciences, until 15 May,
- at the Faculty of Economics, Health Sciences and Social Studies, until 30 May,
- at the Faculty of Theology, until 15 May,
- at the Faculty of Pedagogy, until 30 May.

(5) Deviations from the final examination schedule are possible until Thursday 23 p.m. during the week preceding the week of the final examination at the study administrator and at the competent educational organisation unit provided that the number of applicants makes it possible. Until the same time, the application for the final examination may be withdrawn. After the deadline specified in this section, the application for the final examination can be withdrawn 48 hours before the final examination after paying the relevant fee. After this deadline the application for the final examination cannot be withdrawn. If the student has

¹⁴² Amended by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

¹⁴³ Amended by Senate Decision No.88/2021. (IV.21.), effective from 26 April 2021.

¹⁴⁴ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

¹⁴⁵ Amended by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

¹⁴⁶ Amended by Senate Decision No.88/2021. (IV.21.), effective from 26 April 2021.

¹⁴⁷ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

withdrawn the application for the final examination and has not appeared on it, the entry “missed” and its legal consequences shall apply.

- (6) At least ten days must be left between the oral exams in the final examination in study programme in Law.
- (7) The Registrar’s Office shall notify the student of the admission to the final examination or its rejection – based on his/her application to the final exam –by e-mail (also in a NEPTUN message in case of active students) no later than the tenth day before the final examination.
- (8) In case of students who started their studies in the academic year 2012/2013 or later, the final exam can be taken¹⁴⁸
 - a) in the final examination period following the receipt of the pre-degree certificate, in the frame of the student status,
 - b) after the termination of the student status, within two years, in any final examination period, according to the effective training requirements.

In case of students who started their studies in the academic year 2012/2013 or later, no final exam may be taken after the end of the fifth year from the termination of student status.

- (9)¹⁴⁹¹⁵⁰ In case of students who started their studies in the academic year 2012/2013 or later, after the second year from the issuance of the pre-degree certificate – but within five years from the termination of the student status – the Registrar’s Office may require supplementary exams and/or repeating certain exams, the successful completion of which is a condition for admission to the final examination.

In case of students who started their studies before the academic year 2012/2013, the conditions of the final examination are regulated in Article 89.

Students wishing to apply for the final exam according to this paragraph must submit a request. Based on the request, the organizational unit involved in the final exam will make a proposal to the Registrar's Office on the student's obligation to take supplementary exam(s) or nor. The decision is made by the Registrar's Office.

No final examination may be taken after the expiry of the fifth year following the termination of the student status.

The decision must determine

- whether the student is obliged to take or is exempted from taking the supplementary exam(s) required in the given final examination period;
- whether the Study Committee prescribes the taking of supplementary exam(s) as a condition for taking the final exam, the exam period in which the exams must be taken and the final examination period in which the final exam(s) can be taken.

The procedure for prescribing supplementary exams is included in the Rules of Procedure of the Study Committee.

- (10) Students who did not fulfil their payment obligations towards the University are not admitted to the final exam.

Article 79

Final examination period

- (1) The final exam can only be taken in a final examination period.
- (2) The final examination periods
 - a) spring final examination period (April-June);

¹⁴⁸ Amended by Senate Decision No. 164/2018. (IX.26.), effective from 1 October 2018.

¹⁴⁹ Amended by Senate Decision No. 164/2018. (IX.26.), effective from 1 October 2018.

¹⁵⁰ Amended by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

- b) autumn final examination period (October-January).
- (3) The announcement of the autumn final examination period is not compulsory, it can be decided by the dean of the given faculty
- (4) Within the final examination period the exam days are determined by the vice-dean for academic affairs, with the consent of the examiners.

Article 80 **The final examination**

- (1) The final examination is a review and assessment of knowledge, skills and abilities required to obtain the diploma, in the course of which students are required to demonstrate their ability to apply the acquired knowledge.
- (2) Parts of the final examination:
 - a) defence of the thesis,
 - b) oral exam in the final exam subject(s),
 - c) written exam in the final exam subject(s), if any,
 - d) practical exam of the study programme, if any (e.g. final teaching, nursing practice exam).¹⁵¹

Article 81 **Final examination board**

- (1) The final examination must be taken in front of a final examination board.
- (2) The final examination board has at least 3 members:

The final examination board must be set up so that at least one member is a university or college professor or a university or college associate professor, and at least one member should not be employed by the University, or should be a lecturer of another programme of the University.
- (3) The chairperson and the members of the final examination board are appointed by the dean. The dean may delegate this power to the vice-dean for academic affairs.
- (4) An expert having a legal relationship with the University or an external one, with teacher qualification, should also be invited to the final examination of students in teacher training.
- (5) Members of the Final examination board in the religious study programmes of the Faculty of Theology¹⁵²:
 - the bishop of the Danubian Reformed Church District (or his legal deputy) as chairman of the examination board,
 - professors and associate professors of the Faculty of Theology,
 - an external university professor of theology.
- (6) The final examination protocol is kept by the minutes' keeper. In addition to the chairperson and the members of the final examination board any lecturer, researcher, non-teaching employee of the University and a doctoral student having active student status can be a minutes' keeper.

Tasks of the minutes' keeper in the final examination are, in particular:

 - a) due completion of the final examination protocol
 - b) having the chairperson of the final examination board sign the final examination protocol

¹⁵¹ Amended by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

¹⁵² Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

- c) forwarding the protocol and its attachments to the Registrar's Office on the day of the final examination but no later than at the following working day.

Article 82

Thesis defence

- (1) The thesis defence can be done separately or as part of the exam.
If the defence takes place at another time than the exam in the final exam subjects, the board set up for the thesis defence shall be considered a final examination board. The provisions of Article 81 shall apply to its composition on condition that the supervisor of the thesis is always a member of the board.
- (2) During the defence it has to be made sure that the thesis is the student's own independent work and the student can prove his/her proficiency in and knowledge of the topic, is familiar with the sources and literature.
The student can be asked questions, the review should be presented, and then the student should be given the opportunity to answer the questions and reflect to the review.
- (3) The grade of the thesis is determined by the evaluation committee (or the final examination board where the evaluation committee is also the final examination board) – taking into account the reviewer's proposal –, and shall be communicated to the student after the defence. The grade of the thesis shall be added to the expert opinion.
- (4) Committee members may add their own separate opinion on the evaluation of the thesis in writing for the head of the department/institute.
The opinion is to be attached to the copy of the review.
- (5) Following the thesis defence, the grade of the thesis shall be determined in a five-grade scale as excellent (5), good (4), satisfactory (3) pass (2) or fail (1)].
- (6) The successful defence of the thesis is a condition for the student to take the exams in the final examination subject(s).
- (7) A student whose thesis has been evaluated as fail (1) can be admitted to the final exam in the next final examination period at the earliest.
Submission of a new thesis instead of the failed one is possible only once.

Article 83

Oral exam in final examination subjects

- (1) Exam(s) in final examination subjects are taken on basis of a complex set of topics issued prior to the final examination.
The list of topics is compiled by the lecturer responsible for the programme with the help of the heads of departments. The first copy of the topic list shall be signed by each head of department.
- (2) The content requirements of the subject, the compulsory literature and the topics of the final examination shall be determined by the organisational unit responsible for the final examination subjects.
- (3) The subjects of the final exam may cover knowledge material with a total credit value of at least 15 credit points in college-level undergraduate programmes and bachelor programmes, and 25 credit points in university-level graduate programmes, in master programmes and single-cycle long programmes.
- (4) Final exam subjects of the study programme in Law:

- Constitutional and Administrative Law,
 - Criminal Law,
 - Civil Law,
 - International Civil Law, International Trade and Business Law.
- (5) The result of the oral exam in final exam subject(s) is the grade rounded to the nearest whole number. The result of the oral exam is the arithmetic average of the partial results acquired in the exam rounded to a whole number. If the arithmetic average is 2.5, 3.5 or 4.5, the final examination board will decide – considering the student's performance – whether to give the lower or higher grade as the result of the oral exam.

Article 84

Retaking an unsuccessful final examination

- (1) In case of an unsuccessful final examination the student may retake the final exam as many times as the number of subjects in the final examination, however, a repeated final exam in the same subject can be taken no more than twice. The dean – exercising his/her right to render equity – may permit the student to take a third repeated final exam. After this, the student may not be admitted to another final exam.
- (2) In case of study programme in Law it is possible to repeat an unsuccessful final exam in the same final examination period from one final exam subject only on condition that the exams of the other final exam subjects are successful. The repeated final exam must be taken on an additional day specified by the dean. In other study programmes the unsuccessful final exam can only be repeated in the next final examination period.
- (3) In Law, after three unsuccessful exams in a subject the student may be permitted, upon his/her request, to take a fourth exam in the frame of dean's equity (i.e. a third retake exam granted on discretionary basis). This equity exercised by the dean may be applied by every student once during the final exams in special equitable cases irrespective of the equities exercised by the dean up to the obtaining of the pre-degree certificate. No legal remedy applies against the dean's decision on equity in this regard.
- (4) In teacher training, if the result of the final exam in the professional field is at least pass (2), and the result of the teacher qualification exam is fail (1), a diploma certifying a university degree in Humanities without a teacher qualification must be issued.

Article 85

Result of the final exam

- (1) The result of the final exam must be determined in one grade according to the five-grade scale. The parts of the final exam are qualified with separate grades:
- a) thesis defence,
 - b) exams in final examination subject(s).
- (2)¹⁵³ The final examination can be considered successful only if all partial results are at least pass (2). The result of the final examination is as follows:
- at the Faculty of Law, in study programme in Law, the arithmetic average of the grades of the subject exams (separately) and the grade obtained for the thesis, up to two decimals. In bachelor and higher education vocational training programmes¹⁵⁴ the arithmetic average

¹⁵³ Amended by Senate Decision No. 314/2020, (XII.16.), effective from 21 December 2020.

¹⁵⁴ Amended by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

of the result of the oral exam in the subject and the grade obtained for the thesis up to two decimals. In postgraduate specialisation programmes the arithmetical average of the oral exam in the subject and the grade obtained for the thesis up to two decimals. If the final examination only consists of the defence of the thesis, then the grade obtained for the thesis defence.¹⁵⁵

- at the Faculty of Humanities and Social Sciences, the average of the result of the oral exam in the subject and the grade received for the thesis, rounded to the nearest whole number (integer).

When determining the result of the final examination, the grade must be determined according to the following rounding rules¹⁵⁶:

- pass: 2.00-2.49
- satisfactory: 2.50-3.49
- good: 3.50-4.49
- excellent: 4.50-5.00

- at the Faculty of Theology - with the exception of the 2-semester Teacher of Religious Education single-cycle short programme built on Pastor specialisation – the result of the final exam is the arithmetic average, rounded to two decimals, of the average of the results of the comprehensive examinations completed according to the sample curricula during the studies, without rounding (to five decimals) and the average of the final examination (thesis defence, complex oral exam and final teaching/church service) without rounding (to five decimals). In case of the 2-semester Teacher of Religious Education (short cycle) master programme built on Pastor qualification, the result of the final examination is the arithmetic average rounded to two decimals of the results of the portfolio defence, the complex oral exam and the final teaching¹⁵⁷.

- at the Faculty of Economics, Health Sciences and Social Studies^{158 159}
 - in Deaconry, Social Work and Social Pedagogy bachelor programmes, the average of the grades obtained in the subject exams and the grade of the thesis, rounded to the nearest whole number,
 - in Nursing and Patient Care bachelor programme, the arithmetic average of the grade obtained for the defence of the thesis, the grade obtained for the nursing practice exam and the grade of the oral exam, rounded to the nearest whole number.

When determining the result of the final examination, the grade must be determined according to the following rounding rules:

- pass: 2.00-2.50
- satisfactory: 2.51-3.50
- good: 3.51-4.50
- excellent: 4.51-5.00

¹⁶⁰

- ^{161 162}at the Faculty of Pedagogy, the average of the grades received in the subject exams (separately), the grade(s) of the practical exam(s) (final teaching and the result obtained for the continuous professional practice completed in the chosen academic field in Primary

¹⁵⁵ Amended by Senate Decision No. 314/2020, (XII.16.), effective from 21 December 2020.

¹⁵⁶ Amended by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

¹⁵⁷ Added by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹⁵⁸ Added by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹⁵⁹ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

¹⁶⁰ Deleted by Senate Decision No. 314/2020. (XII.16.)

¹⁶¹ Amended by Senate Decision No. 167/2020. (VII.30.), effective from 31 July 2020.

¹⁶² Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

School Teaching bachelor programme) and the grade received for the thesis, rounded to the nearest whole number (integer).

¹⁶³

- (3) In traditional training, if the student – as an independent part of the final examination – takes a teacher qualification exam as well, 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 practices, 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 grade of the final examination grade is determined by the board at a closed session, by voting.
The chairperson of the examination board decides in the case of a tied vote. The result shall be announced by the chairperson.
- (5) A final examination protocol shall be drawn up and signed by the chairperson and the members of the final examination board.
- (a) In case of an electronic final exam, the final examination protocol is signed by the chairperson of the final examination board. Understanding the content of the protocol, the members issue a declaration authorizing the chairperson of the board to sign the protocol independently. The template of the declaration of authorization is included in Annex No. 15 of this Regulation.¹⁶⁴
- (6) The chairperson of the final examination board informs the dean about the experiences of the final exams.
- (7) A successful final examination cannot be improved at the Faculty of Humanities and Social Sciences (not even in the frame of dean's equity). One successful final exam subject can be improved in study programme in Law. Rules related to the repetition of an unsuccessful final examination and other examinations and the legal consequences of failing to attend them shall also apply to the improvement of a successful final examination.

Article 86

Diploma

- (1) A precondition for the award of a diploma certifying the completion of higher education studies is a successful final examination and passing of the language exam or fulfilment of the foreign language requirements prescribed by the study programme. The date of the certificate of entitlement to the diploma must precede the day of issuance of the diploma.
- (2) The content of the diploma and rules of its issuance are governed by the provisions of the relevant legislation. The diploma form is a printed, paper-based security document with the Hungarian coat of arms and a unique serial number on it issued by the Educational Authority. It consists of two A4 pages – one for the issuance of the diploma in Hungarian and the other in a foreign language. The diploma shall be printed out from NEPTUN on the basis of the master file (registry sheet). The diploma may be provided with a clause prescribed by law, or in case of a special clause with a clause approved by the Educational Authority. The clause forms an inseparable part of the diploma. At the time of issuing a unique number must be given to the diploma and the data of the diploma must be recorded in NEPTUN.¹⁶⁵ A separate diploma must be issued for each study programme.

¹⁶³ Deleted by Senate Decision No. 314/2020. (XII.16.)

¹⁶⁴ Added by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹⁶⁵ Added by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

The name of the qualification is determined by the qualification requirements and the programme and outcome requirements.

(3) The qualification of the diploma is calculated as follows:¹⁶⁶

- a) at the Faculty of Law:
 1. in case of study programme in Law: the arithmetic average of the results of the basic and final exam result. The result of the basic exam is the arithmetic average of the grades received in the basic exams; the result of the final examination is the arithmetic average of the grade of the thesis and the grades obtained at the exams in final exam subjects. The diploma is qualified according to Section (4).
 2. in bachelor programmes: a rounded grade based on the arithmetic average rounded to two decimals of the professional core subjects of the curriculum and the arithmetic average rounded to two decimals of the grade of the thesis defence and the grades obtained in the exams taken in final examination subjects.
 3. in higher education vocational trainings: a rounded grade based on the arithmetic average rounded to two decimals of the compulsory subjects and the arithmetic average rounded to two decimals of the grade of the thesis defence and the grades of the exams taken in final examination subjects.
 4. in postgraduate specialisation programmes: (two versions may apply depending on the programme description)
 - i. if the final examination consists only of the thesis defence, it is the average rounded to two decimals of the grade calculated from the arithmetic average of the thesis reviews and the grade obtained for the defence of the thesis.
 - ii. if the final examination consists of the thesis defence and a final exam based on a list of topics, the classification of the diploma will be calculated based on the arithmetic average rounded to two decimals of the grade of the thesis and the grade received for the final exam topic. The grade of the thesis is determined as the average rounded to two decimals of the arithmetic average of the reviews of the thesis and the grade received for the defence of the thesis.
- b) at the Faculty of Humanities and Social Sciences¹⁶⁷:
 1. in bachelor, master and postgraduate specialisation programmes, with the exception of single-cycle (master) teacher training programme, the classification of the diploma is identical to the result of the final examination. The result of the final exam is the final exam result rounded to the nearest whole number calculated as described in Article 85 Section (2). The classification of the diploma is determined in accordance with Section (4) b).
 2. the regulation of the classification of the diploma in case of the single-cycle (master) teacher training programme is included in Annex No. 11.
- c) in all programmes of the Faculty of Theology, the classification of the diploma is the result of the final exam.¹⁶⁸
- d) at the Faculty of Economics, Health Sciences and Social Studies
 1. in Deaconry, Social Work and Social Pedagogy bachelor programmes the classification of the diploma is the arithmetic average without rounding of the result of the final exam and the average of the results of the comprehensive examinations,

¹⁶⁶ Amended by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

¹⁶⁷ Amended by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

¹⁶⁸ Amended by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

2. in Nursing and Patient Care bachelor programme, the classification of the diploma is a rounded grade based on the arithmetic average rounded to two decimals of the grades of the professional core subjects of the curriculum and the arithmetic average rounded to two decimals of the grade of the thesis, the grade for the oral exam at the final exam and the grade for the nursing practice exam.¹⁶⁹
 - e) ¹⁷⁰ in the programmes of the Faculty of Pedagogy, the classification of the diploma¹⁷¹ is the arithmetic average without rounding of the result of the final examination and the average of the results of the comprehensive examinations.
- (4) The following classification shall be recorded in the diploma
- a) in Law
 - Summa cum laude (4,51-5,00),
 - Cum laude (3,51-4,50)
 - Rite (2,00-3,50).
 - b) in other study programmes, the following classification shall be recorded:
 - the conditions of an honours diploma classification are specified by the faculty councils of the faculties,
 - excellent (4,51-5,00),
 - good (3,51-4,50),
 - satisfactory (2,51-3,50),
 - pass (2,00-2,50).
- (5)¹⁷² The diploma is issued in Hungarian and in English or, in the case of study programmes in languages other than Hungarian, in Hungarian and in the language of the programme. In case of the Reformed Theology programme of the Faculty of Theology, the description of the qualification is also included in Latin. At the Faculty of Law, in line with faculty traditions, the honours diploma must be issued in Hungarian and Latin.
- (6) At the request and expense of the student the diploma may be issued in other languages as well.
- (7)¹⁷³ The diploma is signed by the dean of the faculty responsible for the programme or, in case of his or her permanent absence or hindrance, by the vice-dean for academic affairs. Blue-ink pen and the round stamp of the faculty must be used for the authentication and signing of the diploma. At the Faculty of Law, in line with faculty traditions, the honours diploma is signed by the rector and the dean of the faculty.
- (8) The diploma will be issued and handed over to the student who has taken a successful final examination within thirty days after the presentation of the document certifying the language exam.
- (9)¹⁷⁴ If the diploma cannot be issued because the language exam certificate could not be presented, the Registrar's Office may issue a certificate. The certificate does not certify a degree and professional qualification, it merely proves the successful passing of the final examination. Copies of the issued certificates are registered by the Registrar's Office in NEPTUN.
- (10) The diplomas are handed over by the University in hardcover folders made for the graduates. Before handover, the Registrar's Office of the faculty responsible for the given programme makes a copy of the issued diploma. The copy is signed, stamped and dated by the head of the Dean's Office/Registrar's Office. The certified copy of the diploma shall be attached to the

¹⁶⁹ Added by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹⁷⁰ Amended by Senate Decision No. 167/2020. (VII.30.), effective from 31 July 2020.

¹⁷¹ Amended by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

¹⁷² Amended by Senate Decision No. 65/2020. (V.12.), effective from 12 May 2020.

¹⁷³ Amended by Senate Decision No. 65/2020. (V.12.), effective from 12 May 2020.

¹⁷⁴ Amended by Senate Decision No. 65/2020. (V.12.), effective from 12 May 2020.

master file (registry sheet.)¹⁷⁵ The issued diplomas must be registered in a diploma register book at each faculty.

- (11) Handing over of the diploma can be refused until the student has settled his/her debts towards the university/faculty.
- (12) The diplomas are handed over during a ceremony. During the ceremony students of the Faculty of Law and the Faculty of Humanities and Social Sciences shall wear the university's robe and white gloves. Students of the Faculty of Pedagogy shall wear the uniform of the faculty. Students graduated in pastor specialisation of the Faculty of Theology will receive their cloaks during the ceremony, students shall appear in formal wear worthy of the ceremony. Students of the Faculty of Economics, Health Sciences and Social Studies shall attend the graduation ceremony in an appropriate outfit.^{176 177}
- (13) The Faculty responsible for the programme must keep a register in accordance with the rules applicable to documents subject to strict accountability of the blank diploma forms – after reconciliation with the press producing them – from the starting date of receipt until the last day of issuing. Blank diploma forms must be stored in locked storage ensuring that only authorized employee(s) of the Dean's Office/Registrar's Office of the competent faculty have access to them in a retrievable manner.¹⁷⁸
- (14) The Dean's Office/Registrar's Office of the faculty responsible for the programme keeps a record of erroneous or exchanged diploma forms in NEPTUN and takes minutes of scrapping when these are scrapped. Following correction, a new diploma must be issued and the incorrect or exchanged copies must be destroyed.¹⁷⁹
- (15) The Dean's Office/Registrar's Office of the faculty responsible for the programme will immediately take minutes of lost, stolen or destroyed blank diploma forms.¹⁸⁰
- (16) In deviation from the provisions of Government Decree 335/2005. (XII. 29.) on general requirements for document management by public administration entities, the Dean's Office/Registrar's Office of the faculty responsible for the programme will issue a duplicate copy of the diploma lost, stolen or destroyed after handover upon request using the form specified in paragraph (2). In terms of content, the duplicate copy is identical to the copy of the originally issued diploma prepared, attested and attached to the registry sheet according to paragraph (10) and also contains the duplicate copy clause and authentication defined in Annex 9 to the Decree on the Implementation of NHEA. The rules of recording applicable to the duplicate copy are identical to those applicable to original diplomas. When issuing further copies of the same diploma, the rules relating to the first copy will apply.¹⁸¹
- (17) The Dean's Office/Registrar's Office of the faculty responsible for the programme will revoke and destroy any erroneously issued diplomas, record the correction of the error on the master file (registry sheet) and will re-issue the diploma based on the corrected registry sheet using the form specified in Section (2). The diploma includes the correction clause and authentication defined in Annex 9 to the Decree on the implementation of NHEA.¹⁸²
- (18) The Dean's Office/Registrar's Office of the faculty responsible for the programme will report the data of the destroyed, lost, stolen or damaged diploma (hereinafter jointly referred to in this section as destroyed diploma) (name of institution, name of organizational unit,

¹⁷⁵ Added by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹⁷⁶ Added by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹⁷⁷ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

¹⁷⁸ Added by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹⁷⁹ Added by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹⁸⁰ Added by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹⁸¹ Added by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹⁸² Added by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

description of form, article number, serial number, name and personal data of the diploma holder, serial number of the diploma) within fifteen days of the issuing of the new diploma to the Educational Authority on the online site designated for this purpose.¹⁸³

- (19) The Dean's Office/Registrar's Office of the faculty responsible for the programme will revoke the diploma issued by it or its predecessor within five years of issuing of the diploma if the diploma was obtained illegitimately. The provisions of Act on the general rules of administrative procedures and services will otherwise apply to the revoking of diplomas.¹⁸⁴
- (20) In deviation from the provisions of Section (19), if the issuing of the diploma was affected by a criminal act and the committing of the criminal act was determined by an effective final court decision or the prosecutor's office terminated the criminal procedure because the period of conditional prosecutor's suspension passed successfully, the Dean's Office/Registrar's Office of the faculty responsible for the programme will destroy the diploma without restriction in time unless the destruction infringes any rights acquired and exercised in good faith. Otherwise the provisions of Act on the general rules of administrative procedures and services will apply to the destruction of diplomas.¹⁸⁵
- (21) Diplomas revoked in accordance with Section (19) or destroyed in accordance with Section (20) are withdrawn by the institution of higher education.¹⁸⁶

Article 87

Diploma supplement

The diplomas obtained at bachelor and master programmes, and higher education vocational trainings shall be accompanied by a diploma supplement adopted by the European Commission and the Council of Europe, issued in Hungarian and in English. Upon the student's request, the diploma supplement must be issued in Hungarian and in the language of the nationality in the case of nationality study programmes, and in Hungarian and in the language of the study programme in the case of study programmes in a language other than Hungarian. The diploma supplement is an authentic instrument. For students who completed their studies before 1 July 2003, the deadline for issuing the diploma supplement in Hungarian and English is 90 days from the receipt of the request.¹⁸⁷

Article 88

Doctoral inauguration in study programme in Law

- (1) The condition for receiving the diploma in Law is to take the doctoral oath before the Inauguration Committee.
- (2) Doctoral inauguration takes place during a ceremony. The date of the inauguration is set by the dean of the faculty. Several dates and occasions can be specified depending on the number of graduates to be inaugurated.
- (3) All organisational tasks concerning the issuance and distribution of diplomas are performed by the Registrar's Office. The Students' Union cooperates with the Registrar's Office in organising the ceremony.
- (4) When taking over the diplomas, the candidates are wearing a robe (owned by the university).

¹⁸³ Added by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹⁸⁴ Added by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹⁸⁵ Added by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹⁸⁶ Added by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹⁸⁷ Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

- (5) The ceremony of inauguration and the distribution of diplomas is performed by the Inauguration Committee.
- (6) The Inauguration Committee consists of the deans of the faculties and the chairperson of the committee. The chairperson of the Inauguration Committee is the rector, or in his/her absence the vice-rector or the dean assigned by the rector.
- (7) A candidate who is absent from the doctoral inauguration due to any reason, may receive his/her diploma only in the next inauguration period.
- (8) At the request of the candidate, the Registrar's Department shall issue an official certificate of the successful passing of the examinations prescribed in the recommended curriculum, and the fulfilment of other academic requirements, the defended thesis and the passed final exams. The certificate shall include the fact and date of the successful completion of the examinations and other academic requirements prescribed in the recommended curriculum, the fact and date of passing the final examinations, the classification of the diploma and the expected date of inauguration.

VI. TEMPORARY AND EFFECTING PROVISIONS

Article 89

Temporary provisions

- (1) Students who started their studies in higher education before 1 September 2006, may complete their studies according to the former qualification requirements, based on the curriculum requirements approved by the faculties, and receive a diploma certifying a college- or university-level degree qualification, according to the provisions of Act LXXX of 1993 on higher education.
- (2) Students who started their studies in higher education before 1 September 2012 may complete their studies according to the former qualification requirements based on the curriculum requirements approved by the faculties, and receive a diploma certifying college- or university-level qualification, according to the provisions of the Act CXXXIX of 2005 on higher education. The academic period provided for the students' studies, suspension and termination of the studies must be specified according to the provisions in force at the time of the establishment of their student status.
- (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), has not obtained the pre-degree certificate until 31 August 2015 according to the provisions of Act LXXX of 1993 on higher education, in accordance with the study and exam regulation, and do not request their transfer to a bachelor study programme or a single-cycle (master) teacher training programme until the above date, the University unilaterally terminates their student status by acting in accordance with Article 38 Section (2). The students concerned are notified about this fact by the Registrar's Office in writing until 31 December 2013 at the latest, and then again until 31 December 2014.
- (4) Notwithstanding Article 27 Section (2) a)-b) students who conduct their studies according to the provisions of Act LXXX of 1993 on higher education must fulfil the following language requirements:

STUDY PROGRAMME	MINIMUM REQUIREMENT
	intermediate (B2) complex language exam
Law (single-cycle long programme)	any modern foreign language
Hungarian, Psychology, Liberal Arts, Social Worker, Communication and Media Studies bachelor (BA) programmes:	any modern foreign language
History bachelor (BA) programme:	any modern foreign language or Latin
English and American Studies, German Studies bachelor (BA) programme:	-
Oriental Languages and Cultures bachelor (BA) programme:	English, German, French, Italian, Russian or Spanish
Teacher training master (MA)	any modern foreign language

- (5) Notwithstanding Article 33 (3), in case of students who pursue do their studies according to the provisions of Act LXXX of 1993 on higher education or Act CXXXIX of 2005 on higher education, when calculating the period of funding and the time available for self-financed studies the semesters must be recorded as one semester if the student has student status at more than one higher education institutions or wishes to obtain more than one qualifications at the same higher education institution at the same time provided that the further (simultaneous) student status was established not later than the third semester of the student's first study programme.
- (6) Notwithstanding Article 77 Section (8) students who started their studies in the Faculty of Humanities before 1 September 2006 in English Language and Literature, Japanese Studies, Dutch Language and Literature and German Language and Literature study programmes should write their thesis in the language of the programme, or in case of a thesis written in Hungarian, a 5-10-page foreign language summary must be attached to the thesis, in accordance with the former qualification requirements.
- (7) Notwithstanding Article 86 Section (3) for students of the Faculty of Humanities and Social Sciences¹⁸⁸ who pursue their studies according to the provisions of Act LXXX of 1993 or Act CXXXIX of 2005 on higher education, the classification of the diploma is calculated from the mathematical arithmetic (without rounding) of the result of the final examination and – if any – the average of the professional comprehensive examinations. In teacher training, the classification of the diploma is calculated from the arithmetic average (without rounding) of the result of the final examination, the average of the professional comprehensive examinations and the result of the teacher qualification exam. Classification of the diploma is determined according to the provisions of Article 86 (4).
The provisions of this section shall also apply to pending cases.
- (8) Notwithstanding Article 78 Sections (8) b) and (9), students and former students who
- a) started their studies according to the provisions of Act LXXX of 1993 and obtain their pre-degree certificate until 1 September 2016 at the latest, may take final exam(s) until 1 September 2018 at the latest;
 - b) started their studies according to the provisions of Act CXXIX of 2005 may take final exam(s) after obtaining their pre-degree certificate without limitation in time in any exam period in accordance with the training requirements in force.

¹⁸⁸ Amended by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

(8a)¹⁸⁹ In the cases defined in Section (8), after a period of seven years from the date of issuing the pre-degree certificate, the Registrar's Office may prescribe the taking of supplementary exams or the re-taking of certain exams the successful passing of which will be a condition for admission to the final exam. The student wishing to register for final examination should submit a request before registering. Based on the request, the organizational unit involved in the final examination will make a proposal to the Registrar's Office on the student's obligation to take the supplementary exam(s) or not. The decision is made by the Registrar's Office.

The decision must determine

- if the student is obliged to take or is exempted from taking supplementary exam(s) in the given final examination period;
- if the Study Committee (SC) prescribes supplementary exam(s) as a condition for admission to the final exam, the exam period in which the exam(s) must be taken and the final examination period in which the final exam(s) can be taken.

The procedure for prescribing supplementary exams is included in the Rules of Procedure of the Study Committee (SC).

(8b) The University will terminate the student status of the students who started their studies under the scope of Act LXXX of 1993 on higher education and did not obtain their pre-degree certificate until 1 September 2016.

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

(10)¹⁹⁰ If the government or the parliament of Hungary announces a state of emergency for the whole territory of the country or for territories in which the University has its seat, a site or a place of training outside its seat, the rector is authorized to diverge from this regulation - in relation to the state of emergency, to the extent necessary and in proportion to the aim to be achieved - in respect of the university as a whole or in respect of the places of training concerned by the state of emergency by issuing orders. In the rector's order, the rector may suspend application of certain provisions of this regulation, may amend the content of certain provisions and may implement other extraordinary measures. The rector may only issue orders that are necessary for the execution of the legal regulations introduced by the government or the parliament in the state of emergency and are proportionate to aims to be achieved.

(11)¹⁹¹ The rector may authorize the heads of the faculties to set deadlines and determine provisions different from the ones regulated herein for their faculties - taking special characteristics of the given faculty into account.

(12)¹⁹² The orders of the rector issued in accordance with Section (10) will be superseded at the end of the state of emergency.

(13)¹⁹³ Regulations (of the rector, heads of the faculties) introduced in accordance with Section (10) in divergence from the provisions of this regulation may also apply after the end of the state of emergency if necessary in order to execute the norms introduced during the state of emergency.

(14)¹⁹⁴ The rector is authorized to proceed in accordance with paragraph (10) also if the state of emergency or similar regulations are introduced and announced by the legislator of a country in which the University has training outside its seat. In this case, the rector's orders may only apply to the place(s) of training in the country concerned.

¹⁸⁹ Amended by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

¹⁹⁰ Added by Senate Decision No. 56/2020. (V.04.), effective from 5 May 2020.

¹⁹¹ Added by Senate Decision No. 56/2020. (V.04.), effective from 5 May 2020.

¹⁹² Added by Senate Decision No. 56/2020. (V.04.), effective from 5 May 2020.

¹⁹³ Added by Senate Decision No. 56/2020. (V.04.), effective from 5 May 2020.

¹⁹⁴ Added by Senate Decision No. 56/2020. (V.04.), effective from 5 May 2020.

Article 90
Final provisions

The consolidated and amended Regulation, discussed by the Senate on 2 September 2024 and submitted to the Reformed Church in Hungary, as the Maintainer, shall enter into force on the day of its approval by the Maintainer, pursuant to III. 3 of the Founding Charter of Károli Gáspár University of the Reformed Church in Hungary.

The amendments apply to all students having student status, regardless of when their student status was established.

This regulation will be published on the website of the University in the usual manner.

Budapest, 2 September 2024.

Prof. Dr. László Henrik Trócsányi (sgd)
Rector

Clause:

Pursuant to III.3 of the Founding Charter of Károli Gáspár University of the Reformed Church in Hungary, the Hungarian Reformed Church in Hungary, as the Maintainer, **approved the Academic and Exam Regulation**, Volume III.1 of the Organizational and Operational Rules, Student Requirement System of Károli Gáspár University of the Reformed Church in Hungary **by Resolution No. FT-42/2024 (IX.19) on 19 September 2024.**

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 religious study programmes 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 religious study programmes the Faculty of Pedagogy of the Károli Gáspár University of the Reformed Church in Hungary

.....

So help me God!

Date:

.....

Signature of the student

**Registered bachelor, master, single-cycle and doctoral programmes of Károli Gáspár
University of the Reformed Church in Hungary, June, 2021¹⁹⁵ 196¹⁹⁷**

(without phased-out university and college-level programmes)

Faculty	Field of study / disciplines	Programme		
		Bachelor (BA/BSc)	Master (MA/MSc) / single-cycle	Doctoral (PhD)
Faculty of Law	Economics	Human Resources		
		Business Administration and Management		
	Legal and administrative		European and International Business Law LL.M. in English (Stipendium Hungaricum)	
			Law	Doctoral School of Law
Social sciences	International Relations			
Faculty of Humanities and Social Sciences	Humanities	English and American Studies	English Studies	
		German Studies (specialised in Dutch studies)	Dutch Language and Culture Studies	
		German Studies (specialised in German Studies)	German Language, Literature and Culture	
			European Lexicography	
		Oriental Languages and Cultures (Japanese Studies)	Japanese Studies	
		Oriental Languages and Cultures (Chinese Studies)		
		Hungarian	Terminology (last started in a.y. 2016/2017)	
			Literary and Culture Studies	
		Psychology	Psychology	
		Liberal Arts (Religious Studies and Art History specialisations)	Religious Studies	
	Art History			
	History	History	Doctoral School of History	
	Social Sciences	Communication and Media Sciences	Communication and Media Studies	
		Sociology	Sociology	
Social Behaviour Analysis				
Teacher Training		Teacher of English as a Foreign Language		
		Teacher of English Language and Culture		

¹⁹⁵ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹⁹⁶ Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

¹⁹⁷ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

			Teacher of Hungarian Language and Literature	
			Teacher of Communication and Media Education	
			Teacher of German Language and Culture	
			Teacher of German Language and Culture	
			Teacher of History and Civics	
			Teacher of Hungarian as a Foreign Language	
			Teacher of Dutch Language and Culture	
		Reformed Catechist		
Faculty of Theology	Religious Studies*		Reformed Theology with Pastor specialisation (Theology)	
			Reformed Theology (Theology)	
			Protestant Theology (Theology)	
			Theology in English	
	Theology			Doctoral School of Theology
	Teacher training		Teacher of Religious Education	
		Teacher of Reformed Religious Studies		
Faculty of Economics, Health Sciences and Social Studies	Medical and health sciences	Nursing and Patient care (Nursing specialization)		
	Social sciences	Social work		
		Social Pedagogy		
	Religious studies	Deaconry**		
Humanities	Community Coordination			
Faculty of Pedagogy	Teacher training	Infant and Early Childhood Education		
		Kindergarten Education		
		Primary School Teaching		
	Social sciences	Social Work***		
	Religious Studies*	Deaconry**		
		Reformed Catechist		
Reformed Cantor				

*The names in brackets are indicated according to Decree 15/2006 (IV.3.) of the Minister of Education on the educational and outcomes standards of higher education vocational training programmes, bachelor and master programmes, and Decree 18/2016 (VIII.5.) of the Minister for Human Resources on the amendment of Decree 8/2013 (I.30.) of the Minister for Human Resources on the common requirements applicable to degree courses in teaching and the outcome requirements specific to individual degree courses.

** From 1 August 2019, the Faculty of Economics, Health Sciences and Social Studies is responsible for the programme

Registered postgraduate specialisation programmes and higher education vocational trainings of Károli Gáspár University of the Reformed Church in Hungary, May 2020¹⁹⁸ ¹⁹⁹

Faculty	Field of study	Programme/training			
		Postgraduate Specialisation Programme	Higher education vocational training	Note	
Faculty of Law	Economics		Human Resource Management	Offered until 30.06.2017	
			Commerce and Marketing		
	Legal and administrative			Law	
		Protection of Fundamental Rights			
		Legal Expert in Banking		Offered until 30.06.2009	
		Legal Expert in Criminal Law (LL.M)			
		Civil Law			
		Digital Economic Lawyer Expert			
		Legal Expert in Energy Law and Natural Resources			
		Advisor in Energy Law and Natural Resources			
		Expert in Higher Education Administration			
		Economic Criminal Law		Offered until 30.06.2009	
		Legal Expert in Infocommunication			
		Legal Expert in Real Estate Trading			
		Legal Studies in Economics (Agriculture, Economics, Information Technology, Technology, Natural Sciences)			
		Specialist in Public Education			
		Legal Studies for Pastors			
		Legal Studies in Engineering		Offered until 30.06.2009	
		Legal Studies in Medicine and Health Care			
		Specialist in Protestant Public Education			
		Legal Expert in Forensic Science			
		Legal Expert in Capital Market and Banking			

¹⁹⁸ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

¹⁹⁹ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

		Legal Expert in Competition Law and Competition Supervision LL.M			
		Competition Law and Competition Supervision Advisor			
		Advisor in Public Education			
	Teacher training	Application of Law in Public Education for Examination in Pedagogy			
	Social sciences	European Union Programme Design and Evaluation			
		Advisor in Economic Diplomacy			
		Advisor in Foreign Affairs			
		Sports Diplomacy			
		Political Science		Offered until 30.06.2009	
			Translation of humanities, ecclesiastic, legal, economic, technical, EU and social science texts (languages: English, French, Dutch, Japanese, Chinese, German)		
	Faculty of Humanities	Humanities	Translation of humanities, ecclesiastic, legal, economic, technical, EU and social science texts (languages: English, French, Dutch, Japanese, Chinese, German)		
			Health Mentor		Offered until ay.2020/2021
			Economic Psychology, Business Ethics and Organizational Self-reflection		
			Expert in Child and Youth Literature		
			Psychology of Visual Expression		
Kodály Culture in Hungary and Worldwide					
Mental Health					
Online Mental Health Care Counselling					
Drawing Assessment					
Supervisor					
Supervisor Coach					
Artistic communication			Artistic Administration and Management		
		Specialist Writer, Critic in the Field of Theatre and Film			

	Medicine and Health sciences	Mental Health		Offered until 30.06.2009
		Drama Pedagogy		
	Teacher training	Educationist of Moral Philosophy and Ethics		
		Ethics from a Christian Perspective		
		Attending Mentor Teacher of Preparation for Pedagogical Professional Examination		
		ICT Educational Methodology		
		Teacher of Hungarian as a Foreign Language		
		Examination in Pedagogy		
		Teacher of specialized subjects in foreign language or in the language of a national or ethnic minority		Offered until 30.06.2009
	Social sciences		Communication and Media (Assistant Moderator, Assistant Communicator specializations)	Offered until 30.06.2017
		Television Production		
Faculty of Theology	Religious studies	Pastoral Care Assistant		
		Protestant Hospital Chaplain***		
		Spirituality and Mission in Church		
		Pastoral Care		
Faculty of Economics, Health Sciences and Social Studies	Social sciences	School Social Work	Social and Youth Work (Youth Worker, Social Worker specializations)	Offered until 30.06.2017
Faculty of Pedagogy	Teacher training		Infant and Early Childhood Education	Offered until 30.06.2017
			Drama Pedagogy	Offered until 30.06.2009
			Knowledge of People, Ethics and Religion	Offered until 30.06.2009
			Play and Recreational Teacher	Offered until 30.06.2009
			Kindergarten Education, Development	Offered until 30.06.2009
			Preparation for Examination in Pedagogy	Offered until 30.06.2009
			Primary School Teaching, Development (differentiating)	Offered until 30.06.2009
			Baby-sitting and Child Care in English	

		Preparation for Examination in Drama Pedagogy		
		Child and Youth Protection Adviser		offered until 30.06.2021
		Preparation for examination in Pedagogy in the field of physical education in kindergarten, in school		
		Preparation for examination in the field of traditional knowledge		offered until 30.06.2021
		Preparation for examination in the field of museum pedagogy		offered until 30.06.2021
		Preparation for teaching museum pedagogy		offered until 30.06.2021
		Baby-sitting and Child Care in German		
		Preparation for examination in Pedagogy in the field of language and speech development		
		Preparation for examination in Pedagogy in the field of puppetry		offered until 30.06.2021
		Economist with pedagogical orientation		offered until 30.06.2021
		Engineer with pedagogical orientation		offered until 30.06.2021
		Examination in Pedagogy		
		Preparation for Examination in Pedagogy in Public Education Management		
		Chess Pedagogy		offered until 30.06.2021

***The Faculty of Faculty of Economics, Health Sciences and Social Studies is in charge of the programme until 23 June 2021, from 24 June 2021 the Faculty of Theology is responsible for it.²⁰⁰

²⁰⁰ Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

Adult education programmes of Károli Gáspár University of the Reformed Church in Hungary, May 2008²⁰¹

Faculty	Profession group and activity goals	Name	Note
Centre for Foreign Language and Examination (Lectorate)	Vocational training, in tourism and catering	Tourist Guide, technical and further education (Hungarian abbreviation: OKJ)	registered
	language courses	language courses for obtaining a language exam recognised by the state, French, basic and intermediate level	registered
Faculty of Humanities and Social Sciences	language courses	intensive Japanese	registration in progress
	professional training, educator, teacher qualification	training for secondary school language teachers	registered
	professional training, educator, teacher qualification	Hungarian literature, training for primary and secondary school teachers	registered
	professional training, educator, teacher qualification	recognising the signs of burn-out, preventing and treating burn-out	registered, but the registration will not be renewed
Faculty of Pedagogy	language courses	English, basic, intermediate, advanced level (medical language)	registered
	language courses	German, basic, intermediate, advanced level (medical language)	registered
	professional training, other qualifications	expert performing personal care having completed a postgraduate specialisation programme	registered; preparatory, credit earning courses for the authorised social professional exam: a case discussion group for professionals in nursing homes for the disabled; case management seminar; possibilities and importance of tertiary prevention in institutions providing personal care with special regard to methods of musculoskeletal rehabilitation; current issues of supporting disabled persons;

²⁰¹ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

			communication in conflict situations
Career Office	vocational training, in economics	advocacy (lobby) OKJ	the vocational training program was approved by the Senate but the conditions are not developed yet
	vocational training, in other services	non-profit administrator OKJ	
	vocational training, in other services	non-profit manager OKJ	

**NUMBER OF CREDITS TO EARN FOR OBTAINING THE DIPLOMA
IN THE TRADITIONAL STUDY PROGRAMMES OF THE FACULTY OF
HUMANITIES AND SOCIAL SCIENCES**

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-major programme with teacher qualification	Single-major programme 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**	Criterion subject (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-major programmes Legend: the distinctive letter marking of the programme is always the same as the initial letter, except: Dutch studies = H (Holland)	A-J	J-T	A-J	K-M	A-J	K-M	A	A	
	A-M	M-H	A-K	K-H	A-K	K-H	J***	J***	
	A-H	M-N	A-M	K-N	A-M	K-N	M	K*****	
	A-N	M-T	A-H	K-T	A-H	K-T	H*****	M	
	A-T	H-N	A-N	M-H	A-N	M-H	N	H*****	
	J-M	H-T	A-T	M-N	A-T	M-N	T	N	
	J-H	N-T	J-K	M-T	J-K	M-T		T	
	J-N		J-M	H-N	J-M	H-N			
			J-N	N-T	J-H	H-T			
					J-N	N-T			

* In the case of the given two-major programmes, the teacher qualification may be obtained 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 training programme paired with another university programme, in the frame of a two-major programme.

**** Dutch Studies: it can only be completed in first training programme paired with another university or college-level programme, in the frame of a two-major programme.

***** Communication: only those can attend it in the frame of a single-major programme who participated in a university-level training of another university, or who have obtained a higher education degree.

Students of Japanese, Dutch Studies and Communication programmes who started their studies before 1 September 2006 according to the training requirements specified by the Government, upon request, are exempted from the compulsorily prescribed pairing of majors. The completion of studies in an associated major is not a precondition for the admission to the final exam, and the successful completion of the final exam in the other major is not required for the issuance of the diploma. Obtaining the teacher qualification in Japanese, Dutch Studies and History programmes does not depend on obtaining the teacher qualification in another programme.

Regulation on the Aptitude Qualification Procedure at the Faculty of Theology

I. Preamble

The Reformed Church in Hungary expects all students participating in ecclesiastical applied studies in Reformed higher education institutions, including full-time students of Theology (Cleric) and Teacher of Religious Education at the Faculty of Theology of the Károli Gáspár University of the Reformed Church in Hungary, to testify through their individual way of life, visible and measurable signs of piety, verbal and other manifestations both within and outside the higher education institutions, that:

- a) their belief and behaviour follow the teachings of the Holy Scriptures and the Reformed confessions,
- b) they accept the doctrinal and ethical positions of the Synod of the Reformed Church in Hungary as binding,
- c) they are able to perform the public ecclesiastical tasks required during their studies, in accordance with the intended professional qualifications,
- d) in the future, they can be spiritual leaders and fellow workers for the congregations entrusted to them and for the children and young people in religious education.²⁰²

For this reason, students participating in ecclesiastical applied education undergo a qualification procedure (aptitude test) every academic year.²⁰³

This regulation has been prepared in accordance with the provisions of Article 32 and 35 of Act V of 2014 on higher education of the Reformed Church in Hungary, and other details of the qualification procedure not regulated by the Act have been laid down on the basis of the authorization under Article 35 (8).

II. Members of the Qualification Committee

II.1. The qualification procedure is carried out by the Qualification Committee. The members and chairman of the Committee (...) shall be appointed by the Dean of the Faculty of Theology from among the teaching staff of the faculties and departments responsible for ecclesiastical applied education.²⁰⁴

II.2. Voting members of the Qualification Committee:

II.2.1 Dean and full-time lecturers of the University's Faculty of Theology,

II.2.2 President of the Students' Union of the Faculty of Theology,

II.2.3 A Spiritual delegate from the Dunamelléki Church District,

II.2.4 A member delegated by the Dunamelléki Church District or a pastor/deacon of the congregation of the Church District,

²⁰² See the provisions of Article 35 (1) of Act V of 2014 on Higher Education of the Reformed Church in Hungary.

²⁰³ See the provisions of Article 35 (2) of Act V of 2014 on Higher Education of the Reformed Church in Hungary.

²⁰⁴ See the provisions of Article 35 (3) of Act V of 2014 on Higher Education of the Reformed Church in Hungary.

II.2.5 Head of the Ráday Higher Education Residence Hall.

II. 3 The minutes of the Qualification Committee are taken by the Head of the Registrar's Office of the Faculty of Theology who takes part in the meeting in an advisory capacity.

II.4 The Qualification Committee has a quorum if half plus one (50%+1) of the voting members are present.

II.5 The Qualification Committee takes its decisions by a majority vote (50%+1) on the basis of the attendance sheet.

II.6 In justified cases, the Dean of the Faculty of Theology may invite an independent psychologist to the Qualification Committee in an advisory capacity.

III. Time of Qualification

III.1 The qualification takes place in the spring semester in the regular work schedule of the Faculty of Theology. The dates are fixed and announced by the Dean of the Faculty of Theology at least 60 days in advance in the faculty's schedule.

III.2 In justified cases, the Dean of the Faculty of Theology may convene an extraordinary Qualification Committee. The date of the extraordinary Qualification Committee shall be announced at least 5 days in advance.

IV. Duties²⁰⁵ and skills of students

Qualification criteria are examined by the Qualification Committee in the following areas:

1. Faith and piety
2. Relation to our Reformed beliefs and heritage
3. Behaviour and lifestyle
4. Self-discipline and reliability
5. Habitus related to learning
6. Service and relationship to community
7. Psychological aptitude.

IV.1. Faith and piety

IV.1.1 In Christian life, students practice themselves.²⁰⁶

IV.1.2 During their studies, they should become members of a church district of the Reformed Church in Hungary and live an exemplary church life.²⁰⁷

²⁰⁵ See the provisions of Article 32 of Act V of 2014 on Higher Education of the Reformed Church in Hungary.

²⁰⁶ See the provisions of Article 32 (3) c) and (4) b) of Act V of 2014 on Higher Education of the Reformed Church in Hungary.

²⁰⁷ See the provisions of Article 32 (4) a) of Act V of 2014 on Higher Education of the Reformed Church in Hungary.

IV.1.3 They should be capable for the spiritual guidance of those entrusted to them, not only intellectually, but also on the basis of signs of their living piety.²⁰⁸

IV.2 Relation to our Reformed beliefs and heritage²⁰⁹

IV.2.1 They confess and represent the teachings of the confessions of faith accepted by the Reformed Church in Hungary, the Second Helvetic Confessions, the Heidelberg Catechism.

IV.2.2 They should recognise and accept the content of Reformed Christian teachings among the ethical issues and social challenges of our time.

IV.2.3 They should be prepared to accept and exercise the general practice of the Reformed Church in Hungary.

IV.2.4 They should accept the constitution and laws of the Reformed Church in Hungary as binding, in particular Act II of 2024 on the ministry and status of pastors.

IV.3 Behaviour and lifestyle

IV.3.1 Their behaviour and lifestyle should give good evidence of their faith in Christ and their spiritual maturity.

IV.3.2 They should demonstrate a behaviour worthy of a student of Theology (Cleric) during legations, Theologian Days, congregation services and practices.

IV.3.3 During the pedagogical processes, they should behave in a manner appropriate to a Teacher of Religious Education.

IV.3.4 Their ability to build relationships should reach the level required for the exercise of the profession of Theology (Cleric) / Teacher of Religious Education.

IV.3.6 Their adaptability (e.g. attentiveness, tact, acceptance etc.) to people and circumstances should be exemplary.

IV.3.6 Their appearance should not be shocking.

IV.3.7 Their manner and tone of voice should not be offensive, challenging, condescending or impatient.

IV.3.8 Their relationship/marriage should be characterized by biblical purity and example.

IV.3.9 Their attitude towards their fellow beings should not be exclusionary.

IV.4 Self-discipline and reliability

IV.4.1 They should be authentic and reliable in their speech, behaviour or lifestyle.

²⁰⁸ See the provisions of Article 35 (1) d) of Act V of 2014 on Higher Education of the Reformed Church in Hungary.

²⁰⁹ See the provisions of Article 32 (4) a) of Act V of 2014 on Higher Education of the Reformed Church in Hungary.

IV.4.2 They should carry out all duties responsibly (e.g. meeting deadlines, demanding work, precision, preparation for services, fulfilling community tasks).

IV.4.3 They should attend at least 75% of faculty devotions and church services (exhortation).

IV.4.4 They should attend all the compulsory events indicated in the time schedule of the Faculty of Theology.

IV.5 Habitus related to learning

IV.5.1 Learning the science of theology should be the most important goal for students during their studies.

IV. 5.2 According to their abilities, they should devote sufficient time and energy to study theology.

IV.5.3 They should do their best in the area of theological self-education.

IV.5.4 They should be open to mentoring teachers, pastors and students.

IV. 6 Service and relationship to community

IV.6.1 They should show openness and commitment towards church and congregational service.

IV.6.2 As students of Theology (Cleric), they should demonstrate ministry appropriate to students of Theology (Cleric) at the Faculty of Theology and in their congregation.

IV.6.3 As students of Theology (Cleric), they should carry out their pastoral responsibilities (faculty devotions, legation services, congregational practice, observations) conscientiously.

IV.6.4 Their community behaviour should not be subversive, divisive, destructive, violent.

IV.6.5 As students of Theology (Cleric), they should undertake a Theologian Day service at least once a semester.

IV.7. Psychological aptitude

IV.7.1 Students should be able to manage stress effectively and work under pressure.

IV.7.2 Students should be able to manage conflicts peacefully and effectively.

IV.7.3 Students should be emotionally stable and mature.

IV.7.4 The students' empathy and effective communication skills should reach the required level.

V. The process of the aptitude qualification procedure

The aptitude qualification procedure consists of three parts.

V.1. Written assessments

The student's year leading teacher, the pastor in the congregation²¹⁰ and the student himself/herself will prepare a written assessment. The qualification starts with the preparation of the written assessments. The deadline for the submission of the written assessments are set by the Dean of the Faculty of Theology, at least 60 days in advance.

V.2. Subcommittee

The meeting of the Qualification Committee is prepared by the so-called Subcommittees.

The Dean of the Faculty of Theology appoints the members of the Subcommittees and informs them at least 60 days before the committee meetings. Four Subcommittees are appointed to meet and talk to all students from each of the second, third, fourth and fifth year. The number of the members of the Subcommittees should be 5, one of whom is the President of the Students' Union or a student delegated by him/her. The Subcommittee is chaired by the head teacher of the relevant year group. The Subcommittees talk to the members of the designated year group on the basis of the written assessments. Following the interviews, the Subcommittees will formulate a recommendation to the Qualification Committee based on the provisions of point V.3.3. Minutes are taken of the recommendations of the Subcommittee which are sent by the Chairperson to the Head of the Registrar's Office of the Faculty of Theology within 3 days.

V. Decision-making of the Qualification Committee

V.3.1 Before making a decision, the Qualification Committee will be informed of the recommendation of the Subcommittee on the aptitude of the student concerned.

V.3.2 If the Subcommittee suggests to invite the student to appear before the Qualification Committee, the student's head teacher of the year group will notify the student of the date and place of the Qualification Committee within 5 days of the meeting of the Subcommittee.

V.3.3 The Qualification Committee decides on each student by secret ballot by selecting one of the following three qualifications:

- a) *“suitable for participation in ecclesiastical applied studies”*, or
- b) *“conditionally suitable for participation in ecclesiastical applied studies”*, or
- c) *“not suitable for participation in ecclesiastical applied studies”*.²¹¹

V.3.3.1 The student is *suitable for participation in ecclesiastical applied studies* if 50%+1 of the secret ballots cast by the voting members of the Qualification Committee are for subsection V.3.3 a).

²¹⁰ The student shall give a declaration at the time of registration for each autumn semester stating which congregation he/she will visit regularly on Sundays during the upcoming autumn and spring semester. It certainly can be the so-called „sending” or „mother” congregation, but it can also be a congregation of choice in Budapest (or in the surrounding area) if the student does not travel home regularly. The student should also ask the pastor of the congregation to which he/she is committed in the declaration if the pastor can accept him/her for that year. This pastor will be the student's pastor in the congregation under these rules.

²¹¹ See the provisions of Article 35 (4) a) of Act V of 2014 on Higher Education of the Reformed Church in Hungary.

V.3.3.2 The student is *conditionally suitable for participation in ecclesiastical applied studies* if 50%+1 of the secret ballots cast by the voting members of the Qualification Committee are for subsection V.3.3 b).

V.3.3.3 The student is *not suitable for participation in ecclesiastical applied studies* if 50%+1 of the secret ballots cast by the voting members of the Qualification Committee are for subsection V.3.3 c).

V.3.3.4 The student is also *conditionally suitable for participation in ecclesiastical applied studies* if the secret ballots cast by the voting members of the Qualification Committee result in a 50%+1 qualification in accordance with subsections V.3.3 b) and V.3.3 c).

VI. Communication of the altitude qualification and legal remedies

VI.1. Each student has the right to consult his/her qualification assessments at the Registrar's Office of the Faculty of Theology.

VI.2. If the student has received a qualification '*conditionally suitable for participation in ecclesiastical applied studies*' according to subsections V.3.3.2 or V.3.3.4, the Qualification Committee shall state the fact of qualification in a decision and sends it to the student by indicating the exact conditions within 15 days via the official university information channels, the Neptun Education Administration System, in a Neptun message.

VI.3 The student's qualification '*conditionally suitable for participation in ecclesiastical applied studies*' is valid for one year and there is no right of appeal against the decision. The student who has received a qualification '*conditionally suitable for participation in ecclesiastical applied studies*' must appear before the Qualification Committee for an interview one year after the qualification. If the secret ballots cast by the voting members of the Qualification Committee reach 50%+1, following the interview with the student, in accordance with subsections V.3.3.b) and V.3.3.c), the student may not continue his/her studies in an ecclesiastical applied study programme, but may apply for transfer to the Theology study programme with Theology specialisation according to the provisions of the Academic and Exam Regulations, Part III, Student Requirement System of the Organizational and Operational Rules. The same applies to a student who has received a qualification '*conditionally suitable for participation in ecclesiastical applied studies*', if the Qualification Committee gives the student a qualification according to subsections V.3.3.b) and V.3.3.c) during any of the following qualifications.

VI.4 If the student has received a qualification '*not suitable for participation in ecclesiastical applied studies*' on the basis of the decision of the voting members of the Qualification Committee according to subsection V.3.3.3, the Qualification Committee shall state the fact of the qualification in a decision and sends it to the student via the official university information channel, the Neptun Education Administration System, within 15 days in a Neptun message. A student who has received a qualification '*not suitable for participation in ecclesiastical applied studies*' may not continue his/her studies in an ecclesiastical applied study programme at the University, and may not be transferred or admitted to such study programme in the future.

VI.5. The student may appeal against the qualification '*not suitable for participation in ecclesiastical applied studies*' to the competent Ecclesiastical Court of the Maintenance Board

within 15 working days. If the student lodges an appeal, the Maintainer may order the Qualification Committee to carry out again the student's qualification in the event of a procedural error or irregularity. If no procedural error or irregularity has occurred, the competent Ecclesiastical Court of the Maintenance Board shall decide on the appeal. There is no right of appeal against the judgement of the Ecclesiastical Board.

VI.6 A student who, on the basis of the decision of the Qualification Committee, is not allowed to continue his/her studies in a study programme of the Faculty of Theology aimed at ecclesiastical employment and preparation for ecclesiastical service, is given the opportunity to continue his/her studies in Theology study programme with theology specialisation which is not aimed at religious services or ecclesiastical employment, pursuant to the provisions of the Academic and Exam Regulation, Part III, Student Requirement System of the Organizational and Operational Rules.

VI.7. A student who has been transferred from Theology (Cleric) or Teacher of Religious Education study programmes to a non-ecclesiastical applied study programme under point VI.3 may apply for admission again to Theology (Cleric) or Teacher of Religious Education only on the basis of individual consideration (exercise of equity) on the occasion of the next regular aptitude assessment at the earliest. The request for equity is submitted by the student to the Qualification Committee at least 60 days before the meeting of the Qualification Committee.

VII. It automatically results in a qualification *'not suitable for participation in ecclesiastical applied studies'* according to V.3.3.c), if the student

VII.1. fails to fulfil his/her pastoral duties (devotion, legation, Theologian Day, congregation practice, homiletic practice, services requested/entrusted for other occasions) without a certificate.

VII.2. fails to attend more than 25% of the noon devotions and faculty services (exhortation).

VII.3. fails to attend at least one Theologian Day per semester, and cannot credibly prove the reason for his/her absence.

VII.4. is absent from the compulsory faculty sessions stipulated in the schedule without a certificate. Only the Dean of the Faculty of Theology may grant an exemption from the compulsory faculty sessions stipulated in the schedule.

VII.5. is absent from the compulsory sessions provided for in the rules of the Ráday Higher Education Residence Hall. Only the Head of the Ráday Higher Education Residence Hall may grant an exemption from the compulsory sessions required by the Residence Hall upon the student's request for exemption.

VII.6. fails to attend more than 25% of the spiritual circlets of the Ráday Higher Education Residence Hall.

VII.7. is expelled by the decision of the Disciplinary Committee of the Ráday Higher Education Residence Hall from the Ráday Higher Education Residence Hall.

VII.8. commits an academic ethical offence, including plagiarism, fraud or other immoral behaviour.

VII.9. The Qualification Committee shall establish the qualification '*not suitable for participation in ecclesiastical applied studies*' according to point V.3.3.c) if any of the conditions listed in VII.1, VII.2., VII.3., VII.4., VII.5., VII.6., VII.7., and VII.8 are met during the regular annual aptitude qualification.

VII.10. A student who received an automatic qualification '*not suitable for participation in ecclesiastical applied studies*' under V.3.3.c) – notwithstanding point VI.4. – may apply for re-admission to the Theology (Cleric) and Teacher of Religious Studies on the basis of individual consideration (exercise of equity), at the earliest during the next regular aptitude qualification. The request for equity is submitted by the student to the Qualification Committee at least 60 days before the Qualification Committee.

VIII. Personal interview with students completing their 2nd active semester at the Faculty of Theology

All students completing their 2nd active semester at the Faculty of Theology will appear for a personal interview before the Qualification Committee.

Title of the thesis:
.....
.....

STATEMENT

I, the Undersigned, student of Károli Gáspár University of the Reformed Church in Hungary, Faculty of studying in study programme, year, hereby declare that

- the above titled thesis work is my original work,
- the thesis was not submitted at other higher education institutions or at another faculty of our University,
- the thoughts and quotations of different authors were properly referenced in my thesis work as expected in a scientific work.
- I consent to my thesis work being analysed for text similarity in an electronic plagiarism test.
- The printed and electronic copies of the submitted thesis are identical in content and form.

Date

.....

signature

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 of the Reformed Church of Hungary, it is the duty of active status 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. Students must submit the exemption request seven days before the choosing of the legation to the Dean's Office. The regulation applies to the congregations affected by the agreement and the students who belong there.

1.1.2. If a student in semester XII:

1.1.2.1. does not perform congregation service and does not have a certificate on 12 performed legations, he or she must perform legation service.

1.1.2.2. does not perform congregation service and has a certificate on 12 performed legations and there are enough legation locations for all theology students, he or she may perform legation service. The student must announce his or her intention to perform legation service 24 hours before choosing a legation.

1.1.2.3. does not perform congregation service and has a certificate on 12 performed legations but there are not enough service locations, he or she may not perform legation service.

1.1.2.4. performs congregation service as an intern (or pre-graduate theology student) and does not have 12 legations, he or she must perform legation service at his or her location of service.

1.1.2.5. performs congregation service and has a certificate on 12 performed legations, he or she does not have to perform legation service.

1.2 Students of theology transferred from other pastor training institutions may perform legation service until their reclassification if there are enough legation locations. They are always listed last with pastor programme students having priority over them.

1.2.1 The Dean's permission is always required for allowing students from other institutions to perform legation service.

2. Preparations on the part of the congregations

2.1 At least 10 days before choosing legations, the congregations must indicate at the Registrar's Department of the Faculty of Theology that they require legation service. Along with the invitation, the congregations must indicate their independent requests as well. The congregation(s) requiring legation service must submit the name of the congregation and the name and contact details of the pastor(s) acting as contact person(s). The separate request cannot concern criteria in the ranking of legation choosing.

²¹² Deleted by Senate Decision No. 94/2020. (VI.24.), effective from 1 September 2020.

²¹³ Amended by Senate Decision No.48/2018. (V.02), effective from 7 May 2018.

²¹⁴ Amended by Senate Decision No.225/2019. (XII.04.), effective from 9 December 2019.

2.2 The congregations have the option to invite a student of their choosing for the holiday service (request).

2.2.1 By way of a request, 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.

2.2.2 The special invitation must be indicated in writing at the Registrar's Department by the pastor of the congregation 24 hours before the choice. Only requests received within the deadline are acceptable.

2.2.3 The Registrar's Department records the act of request.

2.3. Students who perform intern (or pre-graduate theology student) service, may go to their location of service multiple times a year or during the same holiday upon request of their congregation.

2.3.1 The deadline for the submission of requests is the same for interns (or pre-graduate theology students) as for other requests.

3. The order of choosing a legation

3.1 Choosing the legation must be done on the 20th day before the holiday the latest. The date of choosing a legation is determined by mutual agreement of the Registrar's Department and the President of the Student Union.

3.2 The student indicated in 1.1 must be personally present at the legation choosing. Absence must be announced to the President of the Student Union in writing until the fifth day before choosing at the latest naming the student representing the absent student. Absent students with no representative are located at the end of the list. In this case the President of the Student Union will choose for them.

3.3 The legation choosing is led by the President of the Student Union with the contribution of the Registrar's Department, the administration work is done by the Office Secretary of the Student Union.

3.4 The students choose legation location according to ranking.

3.4.1 The first to choose is the President of the Student Union.

3.4.2 Highest grades are the first to choose followed by lower grades with first-grade students choosing last.

3.4.3 Within a year, students with better adjusted academic average have priority.

The formula for the calculation of the adjusted academic average is:

Average x (number of earned credits / number of credits registered for)

3.4.4 In case of students who cannot be ranked according to the above criteria, choosing is executed in alphabetical order.

3.5 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.

3.6 Students choose according to the ranking, keeping the following rules:

3.6.1 Students can always choose a legation location from their own church district.

3.6.2 As long as legation locations are available in the Danubian Church District, the students from the Danubian Church District may only choose locations in this district.

3.6.3 Students may not go to the same congregation twice during a school year and they may not go to the same congregation for the same holiday during their studies. Students may not go to the same congregation more than twice.

3.6.4 The assigning procedure goes on as long as there are choosing students or available legation locations.

3.7. If a student is left without a legation location, he or she may look for a congregation for himself or herself until the tenth day before the holiday.

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 Registrar's Department until the fifth day after the selection.

4.2 The libellus is prepared by the Office Secretary of the Student Union and attested by the signature of the Dean.

The libellus must be prepared in accordance with Annex 1.

4.3 Legates are obliged to contact the pastor of the chosen congregation within a week, 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 Registrar's Department and the Office Secretary.

4.5 It is the duty of the Department of Practical Theology to make sure that there is a legation preparation occasion before each holiday.

4.6 It is the duty of the Department of Practical Theology to provide at least two full sermons by holiday for the students.

5. *Things to do after the holiday*

5.1 The legate must submit the libellus until the fifth working day following the Easter and Pentecost holiday and until 15 January after Christmas to the Registrar's Department. A delay penalty is payable if this deadline is not kept.

5.2 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.

5.3 The pastor(s) must indicate the amount of the legatum on the libellus along with the travel expenses.

5.4 The legate is obliged to pay tenth of the legatum at the Finance Secretary within one week of the announcement of the limit. Failing to meet the deadline, the student will be placed at the end of the list for the next choosing of a legation. In case of a delay of over one week they will be placed at the last of the list of their grade and in case of an even longer delay, they will be placed at the end of the overall list.

5.4.1. The legates who were requested for a specific holiday but received no legate, will not receive legate compensation.

5.4.2. The legates who perform intern (or pre-graduate theology student) service and performed legation service at their service location, will not be included in the legate tenth compensation list.

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 legatum 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 legatum limit.

5.5.2 The amount remaining from legatum tenths after the supplementation of legatums will be added to the compensations at the next holiday.



The Faculty of Theology of
Károli Gáspár University of the Reformed Church in
Hungary

LETTER OF MANDATE

For Libellus Holiday Legate Service

The Faculty of Theology of Károli Gáspár University of the Reformed
Church in Hungary commissions

>>*name*<<

intern / pre-graduate student in grade >>...<<
to appear at the reformed church congregation

>>*name of congregation*<<

and to spread the word of God there and to express blessings from the
Faculty of Theology on this holy holiday.

We ask the holy congregation and its pastor to welcome him/her with love.

Budapest,

.....
Dean

Place of seal

LEGATION SERVICE:

Occasion (date)	Location	Textus	Author

Appearance:

.....

Other description:

.....

place of seal

.....
 date signature

DESCRIPTION OF LEGATE:

Sermon:

.....

Presentation:

.....

RULES OF PROCEDURE OF THE STUDY COMMITTEE

Article 1

The scope of these Rules of Procedure extends to the Study Committee operating at Károli Gáspár University of the Reformed Church in Hungary and its faculty subcommittees operating at the faculties.

Composition of the Study Committee and its faculty subcommittees

Article 2

- (1) The Study Committee (hereinafter: SC) consists of faculty subcommittees (hereinafter: Subcommittee).
- (2) The SC shall act in plenary session (hereinafter: the Plenary) or in subcommittees.
- (3) The Plenary consists of all members, and shall be chaired by the vice-rector for academic affairs.
- (4) The vice-rector for academic affairs shall supervise the work of the Subcommittees and shall be invited to the meetings of the Subcommittees.
- (5) The composition of the Subcommittee is specified in Article 4 Section (3) of the Academic and Exam Regulation.
- (6) ²¹⁵In the absence of the vice-rector for academic affairs and – with the exception of the Faculty of Pedagogy – the vice-dean for academic affairs, the chairperson of the SC and that of the subcommittee are appointed by the Rector according to Article 5.

Tasks of the SC

Article 3

The tasks of the SC are specified in Article 4 Section (4) of the Academic and Exam Regulation.

Tasks of the Subcommittee

Article 4

Tasks and competence of the Subcommittee are specified in Article 4 Sections (2) and (5) of the Academic and Exam Regulation.

Mandate of the members

Article 5

The Rector issues credentials for the elected members of the Committee for the period specified in Article 22 Section (4) of the OOR.

Rights and obligations of the members

Article 6

²¹⁵ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

- (1) Members shall have the rights and obligations to promote the effective operation of the SC and the Subcommittee.
- (2) The members are entitled and obliged to:
 - a) participate in the meeting of the SC and the Subcommittee;
 - b) notify the chairperson of their absence in case of hindrance;
 - c) comply with the legal and university regulations;
 - d) ask questions, initiate measures and amendments, vote on any matter within the competence of the SC and the Subcommittee;
 - e) have access to all information necessary to carry out their duties arisen from their membership.

The secretary

Article 7

The chairperson of the SC and the Subcommittee can assign a secretary to help their work. The secretary may not be a member of the SC.

Submission of requests

Article 8

- (1) The regulation for submission of requests are included in Article 12 of the Academic and Exam Regulation.
- (2) The Registrar's Office shall immediately forward the request to the chairperson of the SC or the Subcommittee.

The order of the Plenary and the Subcommittee, Preparation of its sessions and meetings

Article 9

- (1) The Plenary session shall be prepared by the chairperson of the committee or by the secretary on behalf of the chairperson.
- (2) The meeting of the Subcommittee shall be prepared by the chairperson, or on his/her behalf, by the secretary with the help of the head of the Registrar's Office.
- (3) The Plenary session and the meeting of the Subcommittee (together referred to as: Meeting) shall be convened by the chairperson or by the secretary on his/her behalf by e-mail no later than five working days before the session. The invitation shall include the place and date of the Meeting, the summary of the proposals and the possible expert opinions.
- (4) If one third of the members request it in writing, indicating the items on the agenda, the chairperson shall convene the Meeting within 15 days from the receipt of the request.
- (5) In exceptional cases the Subcommittee may be convened orally on short notice.
- (6) The chairman may invite any person required to attend the meeting in a consultative capacity or for the purpose of reporting on matters.
- (7) In addition to the provisions of Article 2 Sections (4)-(5), the dean of the faculty, the head of the Dean's Office, the Faculty Director are invited to attend the meetings of the Subcommittee in a consultative capacity.

Plenary and Subcommittee meetings

Article 10

- (1) The Meeting shall be chaired by the chairperson of the committee or by the member assigned by him/her in case of hindrance.
- (2) The protocol shall be kept by the secretary or by a person assigned by the chairperson.
- (3) Before opening the Meeting, those present shall sign the attendance sheet which shall be attached to the protocol, and shall vote on the person who can verify the minutes.
- (4) Based on the attendance sheet the chairperson shall establish the quorum of the Meeting.
- (5) Article 4 Section (7) of the Academic and Exam Regulation provides for the quorum of the Meeting.
- (6) If the quorum is not met, the chairperson shall attempt to restore the quorum. If it is not possible, the chairperson shall set and record in the protocol the date of the next Meeting which shall be held within minimum three and maximum seven working days. According to Article 9 Section (3) a new Meeting shall be convened by the chairperson, without delay. The relevant protocol should be attached.
- (7) After the quorum has been established, the chairperson shall present the agenda and the members shall vote on the adoption or amendment of the items on the agenda.
- (8) The request or proposal shall be presented by the person, upon the chairperson's decision, who has submitted the proposal, or by the head of the Registrar's Office, providing a brief description of the case. If the person, referred to in Article 9 Section (6) is present, he/she shall make known his/her views. Thereafter, the members being present in a consultative capacity shall exercise their rights.
- (9) After closing the debate, the chairperson shall put the matter to the vote.
- (10) The result of the vote and the text of the decision shall be recorded in the protocol (as an attachment in case of a lengthy decision).
- (11) After the decisions have been made, the chairperson shall close the meeting.

Decisions

Article 11

- (1) The SC and the Subcommittee shall make the decision within the deadline specified in Article 7 Section (1) of the Academic and Exam Regulation.
- (2) The decisions of the SC and the Subcommittee shall be made in the way specified in Article 22 Section (7) of the OOR.
- (3) When making decisions, the SC and the Subcommittee shall approve the request, or reject it, or request the applicant to provide the missing information or correct the deficiencies.
- (4) If there is not enough information for the decision, and it cannot be obtained on short notice, the decision must be postponed, once, by appointing a new Meeting. In this case, the deadline set out in Section (1) shall be extended by 30 days.

Rectification

Article 12

- (1) If it is not possible to decide on its merits due to the incompleteness of the request, the applicant shall be requested to provide the missing information or correct the deficiencies. The applicant must be warned, that if he/she fails to provide the missing information or correct the deficiencies by the deadline, the Meeting will make its decision on the basis of the available information.
- (2) A suitable – minimum 8, maximum 30 days – deadline shall be set for providing the missing information. This period is not included in the administrative deadline according to Article 11 Section (1).

- (4) At the same time as calling the student for rectification, the student shall be obliged to pay a relevant administrative fee. The rectification is considered to be completed, if the above fee is paid no later than the last day of the deadline provided for rectification.

Recording the decisions in writing

Article 13

The decisions shall be recorded in writing according to Article 7 Section (2)-(3) of the Academic and Exam Regulation, with the following additions:

- a) The decision shall be recorded in writing within 8 working days after its adoption.
- b) The chairperson is responsible for recording the decision of the Plenary in writing. The decision shall be signed by the chairperson.
- c) The decision of the Subcommittee shall be signed by the dean in case of the chairperson's hindrance.
- d) The decision can be personally handed over to the student by indicating the date of receipt and the student's signature both on the original copy which remains in the archives, and on the copy received by the student.

Protocol

Article 14

- (1) A protocol shall be drawn up according to Article 10 Section (2).
- (2) In addition to the provisions of Article 10 Section (3) and (10) the protocol shall contain the starting and closing date and time, and the place of the Meeting, main content elements of the debate, according to the items on agenda, comments, points of views as well as the submitted requests, proposals, written opinions as attachments.
- (4) The protocol shall be recorded in writing within 8 days from the date of the Meeting.
- (3) The protocol shall be signed by the chairperson, the minutes' keeper and the person according to Article 10 Section (3).
- (4) The written protocol of the Plenary shall be sent by the chairperson to the deans of the faculties and the Students' Union of the faculties without delay.
- (5) The chairperson of the Subcommittee shall notify the dean and the Students' Union of the recording of the protocol without delay who may access to it, and shall send the protocol to the vice-rector for academic affairs immediately.

Transferring decision-making powers

Article 15

- (1) The Subcommittee can delegate its decision-making power to the vice-dean for academic affairs by decision, for a fixed or indefinite period.
- (2) The Subcommittee may revoke this decision at any time by another decision.
- (3) The decision on delegation or revocation shall be sent to:
 - the chairperson of the SC;
 - the dean;
 - the head of the Registrar's Office;
 - the Students' Union.

Effective date
Article 16

The Rules of Procedure will enter into force on 7 February 2011.

STUDENT TRAINING AGREEMENT
on establishing legal status

concluded on one hand by Károli Gáspár University of the Reformed Church in Hungary (hereinafter: University) 1091 Budapest, Kálvin tér 9; identifier: FI 44189; tax number: 18060676-2-43; bank account number:; representative: Dr. Ágnes Czine, acting rector, vice-dean for academic affairs; signatory representative on behalf of the Faculty, dean), and on the other hand

Name (family name and forename(s)):

Name at birth:

Date and place of birth:

Mother's birth name:

Citizenship:

Tax identification number:

Educational ID number:

Address:

Phone number:

E-mail address:

as Student (hereinafter: Student) on the other hand, on this day, under the following terms and conditions:

1. The Parties agree that according to Act CCIV of 2011 on National Higher Education the Student, admitted to the University / reclassified from state-funded programme to a self-funded one, shall pursue his/her studies as a self-funded student in the following study programme of the University

.....

Faculty responsible for the study programme:

Name of the programme:

..... higher education vocational training / bachelor programme / master programme / single-cycle long programme / doctoral programme / postgraduate specialisation programme

²¹⁶ Amended by Senate Decision No.199/2020. (IX.01.), effective from 1 September 2020.

Programme level: higher education vocational training / bachelor (BA/BSc) programme / single-cycle long programme (MA/MSc) / master (MA/MSc) programme / doctoral programme / postgraduate specialisation programme

Work schedule:

Language of study:

Official length of the study programme: semesters

Place of the programme: **Károli Gáspár University of the Reformed Church in Hungary, Faculty of** (place)

Degree obtainable in the frame of the programme: bachelor's degree / master's degree / doctoral degree / no higher-level degree is provided by the programme

Professional qualification obtainable in the frame of the programme:

2. The University undertakes that the Student enrolled after the successful admission procedure (and registered to continue academic studies in further semesters) shall be treated in the same way as the students funded through full (or partial) Hungarian state scholarship during the performance of his/her studies, examinations and other requirements specified in the programme and outcome requirements of the programme.

3. By signing this agreement the Student acknowledges that he/she has got acquainted with the institutional Study Guide published by the University pursuant to Government Decree 87/2015 (IV.9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education. The institutional Study Guide and the regulations stipulated in this Agreement are accessible electronically at www.kre.hu webpage.²¹⁷

4. The Student undertakes to fully comply with the obligations relating to his/her studies in accordance with the Academic and Exam Regulation (OOR, III).

5. The Student agrees to transfer the amount of the tuition fee from the NEPTUN joint account to the account of the University until the date of enrolment / registration. If justified by his/her social situation, the Student may apply for payment in instalments. The conditions for payment in instalments are specified in the Regulation on Student Fees and Benefits, OOR, III.2.

6. If the student announces during or before the registration week/period that he/she wants to cancel or suspend his/her student status, or if the self-funded student has been reclassified to a programme funded through Hungarian state scholarship, and the student has already paid the tuition fee, the amount shall be repaid upon request, or (if relevant) may be counted in the tuition fee payable in the next semester. The parties shall not charge interest on the payment obligations set out in this point. Detailed rules of the reimbursement or set-off of the tuition fee are specified in the Regulation on Student Fees and Benefits.

²¹⁷ Amended by Senate Decision No.164/2018. (IX.26.), effective from 1 October 2018.

7. In each active semester the Student is obliged to pay the full amount of the tuition fee according to Point 5 of this agreement, irrespectively of the number of subjects taken or number of credits recognised, or the possible exemption from class attendance or exam requirements.

8. The amount of the tuition fee to be paid by the self-funded student in the study programme is HUF /semester, i.e.forints/semester, which cannot be modified during the official length of the study programme specified in Point 1.

In study programme, the amount of the foreign language training fee to be paid during the student status is HUF/semester, i.e.forints/semester.²¹⁸

9. The services provided by the University for the tuition fee are determined in Article 81 Sections (1)-2) of Act CCIV of 2011 on National Higher Education. Other fees in addition to the tuition fee specified in Point 8 are listed in the Service Fees Schedule (Annex of the Regulation on Student Fees and Benefits) approved by the Senate until 31 May of the previous academic year.

10. The Student declares that he/she has read and complies with the regulations related to his/her studies, in particular with the Academic and Exam Regulation and the Regulation on Student Fees and Benefits.

11. The University is obliged to comply with the requirements for equal treatment.

12. This agreement and its annexes and amendments shall be kept by the parties until 31 December of the fifth year after the termination of the student’s programme.

13. The consequences arisen from the non-fulfilment of the obligations stipulated in this agreement shall be governed by the university rules and regulations in compliance with the applicable law.

14. The present agreement was prepared in 3 copies, of which the Student shall receive one copy and the university two copies.

The present agreement consists of 14 points. After having read, the Parties signed this Agreement approvingly as a deed in full conformity with their will.

Date:(place), year monthday.

.....
Student

.....
Dean, Representative of the Faculty

²¹⁸ Included in the agreement only in case of programmes in the foreign languages for which foreign language consent was prescribed by the Senate.

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 in graduate programmes, 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 (continuous) 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 in graduate programmes 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 5th 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 (in case of students in graduate programmes 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 2nd 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 2nd 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 are in Attachment 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 (written in the target language of the programme in case of language programmes) is at least 52,000 and maximum 60,000 characters with spaces 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. §²¹⁹ (1) The portfolio and the accompanying paper must be prepared in 2 copies and must be sent in electronically also according to the provisions of Section 77 of the Regulation. The

²¹⁹ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

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
- 2 copy of the accompanying paper, bound (at specified points, see attachment No. 1)
- 1 copy of the type C work log,

²²⁰**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!)

²²¹

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,

²²⁰ Deleted by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

²²¹ Deleted by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

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 grades received on the first and second teacher training rounded to an integer.

Diploma

21. § The classification of the diploma must be specified based on the provisions of Element b) of Section 86. § (3) of the Regulation.

Attachments:

- 1. Summary chart of requirements depending on entry*
- 2. Requirements of the paper accompanying the teacher training MA portfolio*

**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

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 52.000 and at most 60.000 characters with spaces, 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:

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. 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 seminars accompanying the teaching is held by the professional methodology teachers of the given programme(s) and the teachers of the pedagogy-psychology group.

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 one of his or her two programmes on the topics announced 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 week before 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) **Community pedagogy practice** (Type “A” practice) a 30-hour practice integrated in the curriculum, which may be completed in the holidays or in semester 7 of the programme (until 15 November). In order to start the practice, students must pass the pedagogy-psychology module closing exam.

The purpose of the practice is responsible social learning/awareness raising. Students gain experience on the preparation, organization and management of extracurricular, recreational activities of the given age group of children and in community building.

Selectable locations are, for example: church-operated institutions, church communities, children's hospitals, asylums and migrant aid associations, children's homes, old people's homes, charitable activities, summer camps, children's clubs etc.

Students may chose the location and the contact person receiving them freely but approval by the Teacher Training Centre is necessary. The deadline for the approval of the practice location is 30 June. If the student does not make a choice, the Teacher Training Centre will determine the location of the community practice for him or her.

Conditions of completion of the community pedagogy practice are the keeping of the work log and a 10-minute presentation as part of the relating course.

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 or in pairs (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 independently or in pairs, 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) The grade of the individual (contiguous) practice is the mathematical average of the sub-grades listed in the documentation of the practice (work log) (with equal weight) rounded to an integer (the sub-tasks to be completed might change, depending on the credit value of the practice) :

a) Practice I

b) Practice II

The person evaluating the completion of the provisions in a)-b) is the practice supervising mentor; the practice p 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 submitted by the student in the given semester to the Teacher Training Centre 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.

(6) The observed lesson to be completed separately for each programme, evaluated by the subject methodology instructor, 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. If the result of the retake exam teaching is also unsatisfactory, the student must repeat the contiguous practice.

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 by the student at the closure of the academic studies in one of his or her two programmes on the topics announced in the programme. The provisions of the effective National Core Curriculum are to be applied when choosing a topic.

(2) The extent of the thesis is 60 000 characters at least, and maximally 80 000 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. Further details are determined at the faculties.

(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 thesis.

(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 (if possible, with the involvement of 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 student must prepare a **portfolio** in relation to his or her university studies the presentation and defending of which is part of the teacher qualification exam. The portfolio must contain the documents specified by the Teacher Training Centre prepared during the training in relation to the courses and the practice.

(2) 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.

(3) 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.

(4) 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.

(5) 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.

(6) If the evaluators find that the portfolio is unsatisfactory and this is also confirmed by the evaluator requested for a second evaluation, the portfolio cannot be accepted and the candidate may not be admitted to the final exam.

In this case, the candidate must re-write the portfolio classified unsatisfactory.

Deadlines

18. § (1) ²²²The portfolio must be prepared in 1 copy, the thesis in 1 copy, and their content and the materials that can only be accessed in a digital format must be uploaded to NEPTUN in accordance with Section 77 of the Regulation²²³. The portfolio and the workbook must be uploaded as two separate documents in pdf format only. These must be submitted in the last semester (the thesis must be submitted until 30 April and the portfolio on the last day of the term time in case of a spring semester, and the thesis is to be submitted until 30 November and the portfolio on the last day of the term time in the case of an autumn semester) according to the following:

To be submitted in the semester of the final exam:

²²⁴

²²⁵

to the department involved:

- 1 bound copy of the thesis must be submitted to the department of the topic supervisor.²²⁶

(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 82-83 § of the Regulation. The three elements of the final exam are:

²²² Amended by Senate Decision No. 318/2021. (XI.17.), effective from 22 November 2021.

²²³ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

²²⁴ Deleted by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

²²⁵ Deleted by Senate Decision No. 318/2021. (XI.17.), effective from 22 November 2021.

²²⁶ Deleted by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

- a) programme closing in the first programme,
- b) programme closing in the other programme,
- c) the teacher qualification exam.

Programme closings and the teacher qualification exam must be on different days. There must be at least three days between programme closings and the teacher qualification exam.

In order to take the teacher qualification exam students are required to close both of their programmes successfully. The thesis defence takes place on the day on which the students take the exam in his or her programme in which he or she wrote her thesis.

(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 parts of the programme final exam are:

- a) the thesis defence on the selected programmes, consisting of the presentation of the thesis, answering the questions the student received beforehand, formulating observations, addendums in connection with the thesis review.
- b) an exam taken from the list(s) of topic and tasks determined by the programmes in both programmes.

(4) The grade of the thesis is determined by the final exam committee taking into account the recommendation of the reviewer of the thesis. The grade is communicated to the student after the defence and it is recorded on the written expert opinion. The grade of the thesis is determined after the defence in the 5-scale classification system [very good (5), good (4), average (3), satisfactory (2), unsatisfactory (1)].

(5) If the defence of the thesis is unsuccessful, the student may not move on to the programme closing element of the final exam and may not appear at the teacher qualification exam. In this case, the student will have to submit a new thesis that he or she may only defend in the next final exam period. A new thesis may only be submitted to replace an unsatisfactory thesis once. Upon the student's request, as an equity exercised by the Dean (i.e. upon special individual request and on a discretionary basis) a thesis may be submitted a third time after two unsatisfactory theses.

(6) In the program in which the student wrote his or her thesis, the program closing grade will be the mathematical average rounded to an integer of the defence of the thesis and the exams taken based on the list(s) of topics and list of tasks determined by the programmes. The rules of rounding are included in Section 85 (2) of the Regulation.

(7) If the defence of the thesis is successful but a grade received for the exams taken based on the list(s) of topics and list of tasks determined by the programmes is unsatisfactory, the defence of the thesis does not have to be repeated at the repeated programme closing exam.

(8) If the defence of the thesis is successful but a grade received for the exams taken based on the list(s) of topics and list of tasks determined by the programmes is unsatisfactory, the student may appear at the other programme's closing exam in the same final exam period. If, from the closing exams of the two programmes, the defence of the thesis is successful and one of the exams taken based on the list(s) of topics and list of tasks determined by the programmes is successful but the

other is unsuccessful, the student must be given the opportunity to repeat the unsuccessful programme closing exam in the same final exam period so that he or she can still take part in the teacher qualification exam.

(9)²²⁷ The last part of the final exam is the teacher qualification 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.

(10) The defence of the portfolio consists of the presentation of the portfolio and answering the questions the student received beforehand, reacting to the questions, observations, addendums in connection with the portfolio review.

The grade of the portfolio is determined after the defence in the 5-scale classification system [very good (5), good (4), average (3), satisfactory (2), unsatisfactory (1)].

(11) 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.

(12) The result of the teacher qualification exam has to be determined as one grade on a scale of one to five. Sub-grades of the teacher qualification exam are as follows:

- grade of the portfolio
- grade of the defence of the portfolio
- grade(s) of the answer(s) given based on the list of professional methodology topics (first programme)
- grade(s) of the answer(s) given based on the list of professional methodology topics (second programme)

The result of the teacher qualification exam will be the average rounded to integer of the above grades.

If the mathematical average is 2.5; 3.5 or 4.5, the exam committee will determine - considering the answer as a whole - whether to give the higher or the lower grade as the grade for the whole exam.

(13) If any of the grades of the exams relating to the portfolio or the programme's professional methodology topics is unsatisfactory, the teacher qualification exam will be unsatisfactory. At the retake of the teacher qualification exam, only the part of the exam that was unsatisfactory will have to be repeated. If the defence of the portfolio was unsatisfactory, the student may not retake the exam from professional methodology topics.

(14) If the teacher qualification exam is unsatisfactory, an opportunity to retake the teacher qualification exam must only be provided to the student in the same final exam period, if he or she had no retake exams during the closing of the programmes and there are at least three days left in

²²⁷ Amended by Senate Resolution No. 119/2021. (VI.23.) effective from 24 June 2021.

the final exam period. There must be at least three days between the unsuccessful and the retake teacher qualification exams.

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) In the cases not mentioned in paragraphs (8) and (14) of Section 19, the unsuccessful final exam or final exam part can be repeated in the next final exam period at the earliest, as per Sections 82-83 of the Regulation.

21. § (1) The result of the final exam is the average of the following sub-grades rounded to an integer:

- a) grade of final exam (in the first programme)
- b) grade of final exam (in the second programme)
- c) result of teacher qualification exam.

The result of the final exam has to be determined as one grade on a scale of one to five. The rounding rules defined in Section 85 (2) of the Regulation apply to determining the result of the final exam.

(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.

(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. § (1) The classification of the diploma consists of the following sub-grades:

- the one-time weighted mathematical average of the grades of the complex exams of the programme 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 one-time weighted grade of the pedagogy-psychology module closing exam,
- the one-time weighted mathematical average rounded to two decimals of the grades of the individual (contiguous) practice, the exam teachings and the seminars accompanying the practice;
- the doubly weighted result of the final exam.

The classification of the degree has to be determined as one grade on a scale of one to five. The rounding rules defined in Section 85 (2) of the Regulation apply to determining the grade for the diploma's classification.

(2) If the student's recommended curriculum does not contain any of the requirements listed in paragraph (1), the classification of the diploma has to be calculated as described above from the average of the grades received for the remaining requirements.

STATEMENT

I, the Undersigned _____ (NEPTUN code: _____), hereby declare that

I am

I am not

a student (applicant) with disabilities according to the provisions of Act CCIV of 2011 on National Higher Education.

*Student (applicant) with disability: a student with motor, sensory or speech disability, or multiple disabilities, autism spectrum disorder or any other disorder of psychological development (serious learning, attention-deficit or behavioural disorder).*²²⁸

The certificate is required according to the provisions of **Article 63 of Government Decree 87/2015. (IV. 9.)** on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education; by signing this statement I agree to obtaining the certificate(s)²²⁹.

By filling in and signing this statement I give my consent to Károli Gáspár University of the Reformed Church in Hungary to process my personal data indicated in this statement in accordance with Article 5 Section (2) Act CXII of 2011 on Informational Self-determination and Freedom of Information. The purpose of the present data management is to comply with the legal regulations for providing data about the number of “*students with disabilities*” of the University. I state that I have learnt the conditions and legal basis of the data processing and received full information concerning the personal data processing. The data processor informs those concerned that their data contained in this statement will be handled until the withdrawal of the consent to the data management in writing, or for a period of 80 years from the termination of the student status.

Date _____, 20+...

.....
signature

²²⁸ The **definition** of “*student (applicant) with disabilities*” is specified in Definitions, Article 108, 6. of Act CCIV of 2011 on national higher education.

²²⁹ The **mode of verifying the disability** is specified in **Government Decree 87/2015. (IV. 9.)** on the implementation of certain provisions of Act CCIV of 2011 on national higher education:

19. § (1) The type and extent of the disability of a student with disabilities, and its final or temporary nature shall be certified by an expert’s opinion.

(2) The expert’s opinion specified in Section (1) can be issued by

a) an expert and rehabilitation committee specified in Act LXXIX of 1993 on public education, if the disability of the applicant already existed during his/her public education studies, and, considering this, the student received benefits during his/her studies and the school-leaving exam, b) **the rehabilitation professional administrative body**, if the disability was established later.

(4) In the case referred to in Section (2) a) the student submits (in the way specified in the regulation of the higher education institution the copies of the documents issued by the public education institution certified by the institution – certifying that his/her disability existed during the secondary school education of the student and therefore the student received benefits.

**SPECIAL PROVISIONS CONCERNING THE FINAL EXAM IN HIGHER EDUCATION
VOCATIONAL TRAININGS OF THE FACULTY OF PEDAGOGY OF KÁROLI
GÁSPÁR UNIVERSITY OF THE REFORMED CHURCH IN HUNGARY²³⁰**

Pre-degree certificate (absolutorium): certifies the successful completion of the exams prescribed in the curriculum and other academic requirements. The dean signs the pre-degree certificate in the course record book of the student. The dean may delegate this power to the vice-dean for academic affairs.

Purpose of the final exam: in higher education vocational training the student concludes his/her academic studies with a final exam, after obtaining the pre-degree certificate. The final exam is the review and evaluation, classification of the knowledge, professional skills and competences necessary to obtain the qualification, during which the candidate can demonstrate his/her ability to be able to apply the acquired knowledge.

Conditions for admission to the final exam: students can be admitted to the final exam if the student completed the subjects of the sample curriculum based on the requirements specified in the programme and outcome requirements of the vocational training and obtained the pre-degree certificate. The condition for admission to the final exam is that the student prepares a final test paper (portfolio) with a length of more than 12000 characters but less than 30000 characters based on his/her experiences gained during the professional practice. A final test paper can be considered accepted if the leader of the practical training has accepted and assessed it as at least pass (2).

Form of the final exam: students take a complex oral final exam which includes the defence of the submitted final paper (portfolio) as well as a theoretical exam from the professional knowledge of the specialisation.

The content and formal requirements of the final paper (portfolio) and the topics of the final exam are announced by the faculty to the students.

Evaluation of the final exam: parts of the oral final exam – defence of the final paper, and the assessment of the professional exam in a five-grade scale.

The result of the final exam is the simple arithmetic average of the results of the parts of the complex exam (FE [final exam] = final paper (portfolio) defence + result of the professional exam / 2).

Qualification of the diploma: concerning the higher education vocational trainings of the Faculty of Pedagogy it is the arithmetic average (rounded to two decimals) of the value of the corrected credit index calculated for the period of studies, rounded to two decimals and the average of the grades received at the final exam for the final paper/portfolio defence and for the final exam subjects, rounded to two decimals.

²³⁰ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

SPECIAL PROVISIONS FOR SINGLE-CYCLE TEACHER MASTER TRAINING IN THE FORM OF A SHORT-CYCLE TRAINING PROGRAMME FROM 2017

1. § In case of students studying in multi-cycle teacher master training in the form of a short-cycle training programme 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 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. 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 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 seminars accompanying the teaching is held by the professional methodology teachers of the given programme(s) and the teachers of the pedagogy-psychology group.
3. *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.
4. *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

²³¹ Accepted by Senate Decision No. 73/2019. (V.15.), effective from 20 May 2019.

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.

5. *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.
6. *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 single-cycle teacher master training in the form of a short-cycle training programme, studies in a single programme are possible in the following types of programmes:
 - a) following a non-teacher master programme or a university level non-teacher programme in humanities, high school teacher qualification can be obtained in the same field of study – 2 semesters, 60 credits
 - b) with college level teacher qualification, high school teacher qualification can be obtained in the same field of study – 2 semesters, 60 credits
 - c) following single-cycle primary school teacher master training, high school teacher qualification can be obtained in the same field of study – 2 semesters, 60 credits
 - d) following single-cycle primary school teacher master training, high school teacher qualification can be obtained in a different field of study – 4 semesters, 120 credits
 - e) with university level teacher master qualification or college level teacher qualification, high school teacher qualification can be obtained in a different field of study – 4 semesters, 120 credits
 - f) having teacher of first to fourth-graders qualification, primary school teacher qualification can be obtained – 4 semesters, 120 credits
 - g) having teacher of first to fourth-graders qualification, high school teacher qualification can be obtained – 5 semesters, 150 credits

In order to be admitted to the final exam, the student must obtain the pre-degree certificate, which consists of the closing of programme studies, completion of the individual (contiguous) school practice and preparation of the portfolio.

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 students obtaining high school teacher qualification in the same programme after a non-teacher master training program (or university level qualification in humanities) will only participate in teaching training.

(3) Teaching 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 individual school internship – attended the contact classes of the subjects relating to the academic and exam requirements of the elements according to Items a)-b) of Section (1) necessary to receive the teacher qualification.

Rules of announcing courses

5. § (1) In derogation from the provisions of Section 48 (1) of the AER, in teacher master training, the head of the institutions are responsible for the announcement of the courses assigned to the subjects consulting the person responsible for the programme.

(2) The Teacher Training Centre is responsible for announcing individual professional practice and the accompanying seminary.

Practice

6. § (1) The **individual practice (Type “C” practice)**: a practice completed in an institution of public education or in special cases (Hungarian as a foreign language programme) in an adult education institution, under the regular supervision of a practice supervising mentor, based on the theoretical knowledge and practical experience gained in the course of training. The goal of the practice is 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.

Parts of the practice:

- activities concerning the teaching of subjects: observing lessons, teaching,
- in certain programme types (see the table on the training, practice and programme closing of students entering with different pre-qualification) 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.

(2) The student chooses the location of his or her individual teaching practice taking the following aspects into account:

- a) The practice must be completed in a type of school and in grades that correspond to the type of the programme,
- b) The practice is monitored by the practice supervising mentor who must, if possible, be a certified mentor or a teacher with university degree and at least 5 years of practice in public education. University degree is not a requirement in primary school.

- c) For reasons of conflict of interest, the practice cannot be completed in an institution with which the student has an employment relationship if the student fulfils manager or deputy-manager tasks at the institution.
- d) If the student does not find a practice location for himself or herself, the Teacher Training Centre will provide him or her with a location in one of the partner schools of the university.

(3) The grade of the individual practice is the grade or the mathematical average of the sub-grades listed in the documentation of the practice (work log) (with equal weight) rounded to an integer (the sub-tasks to be completed might change, depending on the credit value of the practice)

(4) The person evaluating the completion of the individual practice is the practice supervising mentor. For the evaluation of the individual practice the work log issued about the evaluation must be submitted by the student in the given semester to the Teacher Training Centre 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

7. § (1) The student is obliged, for reasons of training organization, to notify the faculty coordinator in writing about his/her intention to take the courses of 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 is done in the last semester of training in case of the individual practice, in the period for registering for courses, through the NEPTUN system.
- (2) For efficient cooperation, the student must support communication (contract, data, registration) between his or her elected practice location and the Teacher Training Centre.

Pre-degree certificate

8. § (1) In the short-cycle teacher master (MA) training obtaining the final certificate (pre-degree certificate) certifies the fulfilment of study requirements per chosen qualification and earning the credit points prescribed as compulsory in the training and university-leaving requirements. The language exam and the final exam are not conditions of obtaining the pre-degree certificate.
- (2) Conditions of the pre-degree certificate:
- a) completion of the prescribed credits of pedagogy-psychology and subject methodology;
 - b) the prescribed credits of the programmes in question;
 - c) the prescribed credits of the individual practice.

Portfolio

9. § (1) The student must prepare a **portfolio** in relation to his or her university studies the presentation and defending of which is part of the teacher qualification exam. The portfolio must contain the documents specified by the Teacher Training Centre prepared during the training in relation to the courses and the practice.

(2) 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 semester of the training period and during the time of the individual teaching practice; its evaluation is part of the teacher qualification exam.

(3) 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.

(4) The candidate prepares a presentation on his/her professional development for the teacher final exam, which he/she presents and defends. 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.

(5) 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. The student will receive the evaluation at least a week before the date of the final exam at the latest.

(6) If the evaluators find that the portfolio is unsatisfactory and this is also confirmed by the evaluator requested for a second evaluation, the portfolio cannot be accepted and the candidate may not be admitted to the final exam of which the second evaluator will notify the student. In this case, the candidate must re-write the portfolio classified unsatisfactory.

Deadlines

10. § ²³²(1) The portfolio must be prepared in 1 copy. The portfolio and the work log must be uploaded to NEPTUN as two separate documents in pdf format only,^{233 234} by the last working day of the study period of the last semester. There is no need to submit the portfolio on paper, in a stapled copy to the Registrar's Office, and it is not necessary to submit a paper copy of the C-type work log either.

²³⁵ ²³⁶ ²³⁷ ²³⁸

Final exam

19. § (1) Students finish their academic studies with a final exam in the single-cycle teacher master training in the form of a short-cycle training programme. This Annex contains the specific,

²³² Amended by Senate Resolution No. 70/2022 (II.24), effective from 24 February 2022.

²³³ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

²³⁴ Amended by Senate Decision No. 318/2021. (XI.17.), effective from 22 November 2021.

²³⁵ Deleted by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

²³⁶ Deleted by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

²³⁷ Deleted by Senate Decision No. 318/2021. (XI.17.), effective from 22 November 2021.

²³⁸ Deleted by Senate Resolution No. 70/2022 (II.24), effective from 24 February 2022.

complementary provisions that differ from the provisions concerning the final exam, specified in 82-83 § of the Regulation.

(2) Requirements of taking the final exam:

- a) getting the pre-degree certificate,
- b) the submitted portfolio (evaluated in writing as at least satisfactory),
- c) completion of the contiguous individual school practice and the directly related academic units

(3) Elements of the final exam:

- a) in case of the pre-qualifications listed in item a) of Section 3 (1): portfolio defence and exam based on a complex list of topics in pedagogy-psychology (pedagogy, psychology and professional methodology topics).
- b) in case of the pre-qualifications listed in items b)-g) of Section 3 (1): portfolio defence and exam based on a complex list of topics of the given programme (disciplinary and professional methodology topics)

The detailed lists of topics and the requirements are available on the website of the given institution. The topics are provided at the final exam by the programme concerned.

(10) The defence of the portfolio consists of the presentation of the portfolio and answering the questions the student received beforehand, reacting to the questions, observations, addendums in connection with the portfolio review. The grade of the portfolio is determined after the defence in the 5-scale classification system [very good (5), good (4), average (3), satisfactory (2), unsatisfactory (1)].

(11) In case of the pre-qualifications listed in item a) of Section 3 (1), in relation to individual professional methodology topics, the relevant literature, systemized processing of the student's relevant teaching experience and a structured analysis of the experience of school practices also take place, for this reason, the candidate may use his or her portfolio documents relating to the topic.

(12) The result of the final exam has to be determined as one grade on a scale of one to five. Sub-grades of the final exam are as follows:

- ²³⁹ ²⁴⁰the grade obtained by portfolio defence with a single multiplier,
- grade(s) of the answer(s) given based on the list of topics weighted twice.

The result of the final exam will be the average rounded to integer of the above grades.

If the mathematical average is 2.5; 3.5 or 4.5, the exam committee will determine - considering the answer as a whole - whether to give the higher or the lower grade as the grade for the whole exam.

(13) If the defence of the portfolio is unsatisfactory or any of the answers given based on the list of topics is unsatisfactory, the entire final exam is unsatisfactory. At the retake of the final exam, only the unsatisfactory part of the exam has to be repeated. If the defence of the portfolio is unsatisfactory, the final exam ends and the student may not draw a topic from the list of topics.

²³⁹ Amended by Senate Decision No.73/2020. (V.29.), effective from 2 June 2020.

²⁴⁰ Amended by Senate Decision No. 318/2021. (XI.17.), effective from 22 November 2021.

(14) The final exam cannot be repeated in the same final exam period.

20. § (1) The heads of the institutions responsible for the programmes in question are responsible for determining the final exam requirements (list of topics, compulsory literature). The requirements must be published at least 3 months before the exam on the University's website and also in the manner customary at the faculty concerned.

(2) Students may register for the final exam through the Registrar's Department until 15 March in the spring semester and until 15 October in the autumn semester if they have obtained or are expected to obtain their pre-degree certificate until the deadline set for this in the school year schedule. If a student registered for the final exam but did not attend the final exam in the given final exam period, his or her registration will lose effect at the end of the final exam period. In this case, the student will have to register for final exam again until the deadline mentioned in this paragraph.

(3) The final exam is taken in front of the final exam committee. The final exam is organized by the Teacher Training Centre. The committee has at least 3 members with both the chairman and the members recommended to the Dean by the Director-General of the Teacher Training Centre. Chairpersons and members of the committees are requested and appointed by the Dean in accordance with other provisions of the Regulation. The exam committee aggregates the result of the final exam and the protocol is signed by the chairman and the members of the exam committee. The final exam committee must have an invited external member who is not in a legal relationship with the University.

Diploma

22. § (1) The classification of the diploma consists of the following sub-grades:

- the one-time weighted average of the grades of the individual (contiguous) practice and
- the doubly weighted result of the final exam.

The classification of the degree has to be determined as one grade on a scale of one to five. The rounding rules defined in Section 85 (2) of the Regulation apply to determining the grade for the diploma's classification.

Table of the practice and the programme closing requirements for the students starting their studies with different pre-qualification
SHORT-CYCLE TEACHER TRAINING
 (Specific study units are described in the sample curricula relating to the different pre-qualifications)

Pre-qualifying requirements (Important: for <u>language programmes</u> , a complex <u>advanced language exam</u> is required!)	Credits to be earned	Semesters	Professional field	Ped-psy + professional methodology	Practice – except for MID (filling out of work log)
Following non-teacher master training (MA / humanities), SAME PROGRAMME	60	2	0	40 (34+6)	In semester 2 (20 cr.) at least 5 observed lessons, at least 15 lessons of teaching + 8 hours of non-teaching practice
Following single-cycle primary school teacher training, SAME PROGRAMME	60	2	45	15 (9+6)	In semester 2 (2 cr.) at least 5 observed lessons, at least 5 lessons of teaching
With college level degree, SAME PROGRAMME (single-programme training)	60	2	45	15 (9+6)	In semester 2 (2 cr.) at least 5 observed lessons, at least 5 lessons of teaching
Following single-cycle primary school teacher training, NEW PROGRAMME	120	4	100	20 (14+6)	In semester 4 (2 cr.) at least 5 observed lessons, at least 5 lessons of teaching
Following college level teacher training NEW PROGRAMME	120	4	100	20 (14+6)	In semester 4 (2 cr.) at least 5 observed lessons, at least 5 lessons of teaching

Following university level teacher training NEW PROGRAMME	120	4	100	20 (14+6)	In semester 4 (2 cr.) at least 5 observed lessons, at least 5 lessons of teaching
Following teacher master training, NEW PROGRAMME	120	4	100	20 (14+6)	In semester 4 (2 cr.) at least 5 observed lessons, at least 5 lessons of teaching
Following teacher of first to fourth-graders bachelor training	120	4 (prim. school)	88	12 (6+6)	In semester 4 (20 cr.) at least 5 observed lessons, at least 15 lessons of teaching + 8 hours of non-teaching practice
Following teacher of first to fourth-graders bachelor training	150	5 (high school)	118	12 (6+6)	In semester 5 (20 cr.) at least 5 observed lessons, at least 15 lessons of teaching + 8 hours of non-teaching practice

Declaration of Authorization²⁴¹

Having knowledge of the content of the final exam protocol taken based on the final exam on
(day) of (month) in (year), the undersigned,(name) (education
identification number:.....), a member of the final examination board of the study programme
.....(name of programme) of the Faculty hereby authorize the
chairperson of the final examination board, to sign the protocol for me as I am hindered in signing it.

Date: year month ... day

signature

²⁴¹ Added by Senate Decision No. 73/2020. (V.29.), effective from 2 June 2020.

SPECIFIC PROVISIONS FOR MULTI-CYCLE TEACHER TRAINING MASTER PROGRAMME FROM 2022

Article 1

For students pursuing studies in a multi-cycle teacher training master programme, certain provisions of the Academic and Exam Regulation, Part III Student Requirements System of the Organisational and Operational Rules (hereinafter referred to as the Regulation) shall apply with the exceptions and additions included in this Annex. In matters not covered by this Annex, the provisions of the Regulation shall remain unchanged.

Definitions

Article 2

The definitions specified in Article 2 of the Regulation are supplemented by the following **definitions in teacher training**:

21. *practice mentor* is a teacher working in public education who supports and assists the student during the school practice in the professional implementation of the individual development plan, in the definition of the types and criteria of the specific documents demonstrating the completion of each activity. Attends the student's classes as far as possible, as required by law. Helps and supervises the organisation of extra-curricular activities and certifies their fulfilment.

22. *practice supervising tutor (supervising tutor of an accompanying seminar)* is a lecturer employed by the University who is responsible for the professional supervision and coordination of the student's school practice. Assists and approves the preparation of the student's individual development plan and activity network. Helps the establishment of the link between practical and theoretical knowledge, the professional development of the teacher trainee, the deepening of his/her (self)reflection and the more conscious development of practical competences.

23. *Teacher Training Centre (hereinafter referred to as TTC)* coordinates the teaching and practical training activities related to teacher training in the University's organisational units.

24. *portfolio* is a collection of documents prepared during the training, presenting and processing the professional practice, evaluating the teacher trainee's preparation and personal development, presenting, analysing and evaluating the experiences from the perspective of educational science, with scientific rigour. Proves that the student is capable of the self- reflection and is able to integrate and apply the knowledge acquired in the different fields of the training, and to evaluate the scientific and literary results relevant to his/her work and to evaluate the effectiveness of the teaching or pedagogical task.

25. *supervisor in the field of qualification* is a person designated in the programme initiation documents, with the competences indicated in this Annex who is responsible for the content and implementation of certain areas of the teaching profession.

26. *institutional teacher training supervisor* is a person designated in the programme initiation documents who is responsible for the content of the teacher training.

²⁴² Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

Study programme

Article 3

The following types of *multi-cycle teacher training master programmes* are available in single-major study programmes:

- a) a qualification as a secondary school teacher in parallel with or following a master programme other than teacher training, or following a university-level study programme in humanities other than teacher training in the same major – 2 semesters, 60 credits
- b) a master's degree in *specialised* teacher training following a college-level qualification in teacher training or a single-cycle master's degree in teacher training as primary school teacher with the same major, in the same study programme – 2 semesters, 60 credits (acquisition of a qualification as secondary school teacher)
- c) a qualification as a secondary school teacher following a single-cycle master's or university-level degree in teacher training or college-level qualification in a new major (*only: Teacher of English as a foreign language, Teacher of Hungarian language and Literature, Teacher of German Language and Literature, Teacher of History and Civics*) – 3 semesters, 90 credits
- d) a qualification as a secondary school teacher following a single-cycle master's or university-level master's degree or with a college-level teaching qualification *in a new major* (except study programmes set out in point c)) – 4 semesters, 120 credits
- e) a qualification as a secondary school teacher with a *primary school teaching qualification for first to fourth graders* – 4 semesters, 120 credits

Article 4

(1) Elements of the teacher training programme:

- a) (professional, artistic) knowledge of the teaching profession and
- b) the knowledge needed for teaching, i.e.
 - pedagogical, psychological theoretical and practical knowledge and
 - methodological knowledge, abilities and skills, and
- c) school practice in a public education institution or adult education institution
[together with points b)-c) preparation for teacher training]

(2) Students acquiring teaching qualification following a qualification (or university-level degree in humanities) other than teacher training in the same major only participate in the preparation for teacher training.

(3) The teaching practice is part of the training. The prerequisite for starting the teaching practice is the completion of the subjects of the previous semester according to the sample curriculum.

The procedure for announcing courses

Article 5

(1) Notwithstanding the provisions of Article 48 (1) of the Academic and Exam Regulation, the heads of the institutes are responsible for the announcement of the courses assigned to the subjects in the teacher training master programme in consultation with the programme supervisors.

(2) The TTC is responsible for the announcement of the school practice and the accompanying seminars.

Practice

Article 6

(1) The **school practice** is a practice in a public education institution, or, in a special case (Hungarian as a foreign language) in another adult education institution, based on the theoretical knowledge

and practical experiences obtained during the training under the continuous guidance of a practice mentor. The aim is to learn the complex educational tasks of the school and its teacher, as well as the social and legal environment surrounding the school and the public education institution system.

Parts:

- activities related to teaching: visiting classes, teaching,
- basic teaching and educational activities other than the teaching of the subject in certain types of training
- understanding the school as an organisation and its support systems.

See table at the end of the Annex: *Overview table of training, school practice and completion of studies for persons with different professional backgrounds*

The student shall complete his/her practice in the type of school corresponding to his/her of training.

The documentation includes a logbook of the school practice.

- (2) The location of the school practice can be chosen by the student taking into account the following criteria:
 - a) The school practice must be completed in the type of school and in the year-groups corresponding to the type of training.
 - b) The school practice is accompanied by a practice mentor who is preferably a qualified mentor with a professional examination or a teacher with at least 5 years' experience in public education having a university degree.
 - c) Due to a conflict of interest, the practice cannot be completed at the institution in which the student is employed, if the student is a manager or deputy manager in the institution or performs team leader duties in the same study programme.
 - d) If the student requires it, the Teacher Training Centre will offer him/her a place in one of the partner schools of the University for the school practice.
- (3) The grade for the school practice is the grade indicated in the practice documentation (logbook).
- (4) The school practice is evaluated by the practice mentor. For the evaluation of the school practice, the student must submit the digital copy of the evaluated logbook to the Teacher Training Centre by the deadline specified in the faculty schedule for the semester in question, in order to have the grade recorded in Neptun so that the mentor teachers can issue the certificate of completion.

Application for school practice

Article 7

- (1) The University shall conclude a contract with the mentor, for this purpose the student shall record the location of the school practice and the contact details of the mentor teacher in the second week after the start of the semester. In the case of a school practice, course registration takes place in the last semester of the training, via Neptun, during the course registration period.

Pre-degree certificate (Absolutorium)

Article 8

- (1) In the multi-cycle teacher training master programme, obtaining the pre-degree certificate (Absolutorium) proves the fulfilment of the academic requirements for the chosen qualification and the acquisition of the credits specified in the programme and outcome requirements. The final examination is not a prerequisite to obtaining the Absolutorium.
- (2) Requirements for obtaining the Absolutorium are the completion of
 - a) the credits in pedagogical psychology and methodology;

- b) the credits specified in the given study programme (except in case of professional background other than teacher training);
- c) the credits of school practice.

Portfolio

Article 9

- (1) The student **prepares a portfolio** related to his/her university studies, the presentation and defence of which is part of the final examination. The portfolio should include the documents prepared for the courses and practices completed during the training, as specified by the TTC.
- (2) The portfolio has an outstanding role in the evaluation of the practical activities carried out in the teacher training master programme. It provides an opportunity to learn about the student's professional development and to evaluate his/her work. Its preparation is compulsory in the last semester of the training and during the school practice, and its evaluation is part of the final examination.
- (3) The portfolio is a collection of documents presenting and illustrating the student's competences which reflects the professional differences between individuals based on their individual competence development plans. It contains documents, self-reflections and specific competences, based on the same criteria, yet unique, in particular, documents showing the development and existence of teaching competences.
- (4) The portfolio is assessed by lecturers appointed by the General-Director of the TTC on the basis of a set of criteria known by the students. The assessment which includes two questions for the defence, will be made available to the students electronically one week prior to the teacher qualification examination.
- (5) If the portfolio is marked as 'fail' by the reviewer(s), and this is confirmed by the reviewer invited for a second review, the portfolio may not be accepted and the candidate may not be allowed to attend the final examination. This will be communicated to the student by the second reviewer. In this case, the candidate will have to rewrite the portfolio that was marked as 'fail'.
- (6) The candidate prepares a presentation on his/her professional development, which he/she presents and defends at the final examination. During the presentation, the candidate briefly outlines the most important elements of the portfolio in order to demonstrate the acquired teaching competences and the extensive professional and pedagogical knowledge to the final examination board.

Formal requirements and submission deadline for the portfolio and logbook

Article 10

- (1) The portfolio and the logbook shall be prepared digitally (in pdf format) and uploaded to the Neptun system in the way, form and by the deadline specified in the instructions and information provided by the Registrar's Office, in accordance with the provisions of Article 77 of the Regulation.

In the semester of application for the final examination, according to the instructions of the Registrar's Office, the following should be uploaded to the Neptun

- 1 copy of portfolio and 1 copy of logbook in pdf format to the Teacher Training Centre:
- the pages of the logbook containing the grades in digital format, to be submitted in the way, form and by the deadline indicated in the instructions of the TTC in the semester of the school practice. This is a prerequisite for obtaining the Absolutorium.

Final examination

Article 19

- (1) In a multi-cycle teacher training master programme, students complete their studies with a final examination. This Annex contains specific, additional provisions on the final examination, other than those laid down in Articles 82-83 of the Regulation.
- (2) Requirements for the final examination:
 - k) obtaining the pre-degree certificate (Absolutorium),
 - l) the portfolio submitted (with a written assessment of at least 'pass'),
 - m) the completion of the school practice and the directly related courses.
- (3) Parts of the final examination:
 - a) in the case of a professional background according to Article 3 (1) a): an examination consisting of the portfolio defence and a complex series of exam topics in pedagogical psychology and methodology.
 - b) in the case of a professional background according to Article 3 (1) b)-d): an examination consisting of the portfolio defence and a complex series of exam topics (disciplinary and methodological contents).

The detailed exam topics and requirements are available on the websites of the TTC and the relevant institute. The exam topics are provided by the TTC and the relevant study programme for the final examination.
- (4) The portfolio defence consists of the presentation of the portfolio, and answering the questions given to the student beforehand as well as responding to the comments and additions made during the examination, based on what he/she has learned, supported by professional and literary evidence. Following the defence, the portfolio will be graded according to a five-grade scale [excellent (5), good (4), satisfactory (3), pass (2), fail (1)].
- (5) In the case of a professional background according to Article 3 (1) a), for certain methodological questions, a systematic processing of the relevant literature and the student's own teaching experience in a way relevant to the topic and the structured analysis of the experiences of school practice also take place, therefore the candidate may also use the portfolio documents related to the topic.
- (6) The result of the final examination will be assessed on a five-grade scale, in one grade. The grades for the final examination are as follows:
 - the grade for the portfolio, multiplied by one,
 - the grades for the exam topic(s), multiplied by two.

The result of the final examination is the average of the above grades rounded to a whole number. If the arithmetic average is 2,5, 3,5 or 4,5, the final examination board will decide, whether to award the higher or lower grade for the whole examination, taking into account the overall performance.
- (7) If the defence of the portfolio is 'fail', or if any of the answers to the exam topics is 'fail', the whole final examination is considered 'fail'. In the case of a retaken final examination, only the failed part of the examination must be repeated. In case the portfolio is defended with a 'fail', the final examination will be terminated and the student will not be allowed to continue the final examination.
- (8) The final examination cannot be retaken in the same final examination period.

Article 20

- (1) The heads of institutes in charge of the training are responsible for defining the final examination requirements (exam topics, mandatory literature). The requirements shall be published on the website of the University at least 3 months before the examination.

- (2) Students who have obtained the Absolutorium, or are expected to obtain it by the deadline specified in the academic calendar may register for the final examination via Neptun by 15 March for the spring semester, and by 15 October for the autumn semester. If a student has registered for the final examination, but has not taken the final examination in the given final examination period, his/her registration will expire at the end of the final examination period. In this case, he/she must register again for the final examination by the deadline referred to in this paragraph.
- (3) The final examination must be taken in front of a final examination board. The final examination is organised by the TTC, the board consists of at least 3 members, its chairperson and members are proposed by the General-Director of the TTC to the Dean of the Faculty. The chairperson and the members of the final examination boards are invited and appointed by the Dean, according to the other provisions of the Regulation. The results of the final examination are summarized by the final examination board, the final examination protocol is signed by the chairperson and the members of the final examination board. The final examination board must include an external member who is not employed by the University, or an internal member who is employed by the University but does not teach in the given programme.

Diploma

Article 22

- (1) The qualification of the diploma is made of the following sub-grades:
- the grade for the school practice, weighted once, and
 - the result of the final examination, weighted twice. The diploma is graded on a five-grade scale, with one grade. In determining the qualification of the diploma, the grade shall be determined according to the rounding rules set out in Article 85 (2) of the Regulation.

Overview table of training, school practice and completion of studies for persons with different professional backgrounds

MULTI-CYCLE MASTER PROGRAMME IN TEACHER TRAINING

(Specific study units are included in the sample curricula related to the relevant professional backgrounds)

Professional backgrounds (Important: <u>for language programmes</u> , a complex <u>advanced language exam</u> is required!)	Credits to be earned	Sem.	Prof. field	Ped. psychology+ methodology	Practice – except for MID (filling in the logbook)
Qualification as a secondary school teacher in parallel with or following a master programme other than teacher training, or following a university-level study programme in <i>humanities</i> , other than teacher training with the same major	60	2	0	40 (34+6)	2 nd semester (18 credits): min. 5 lessons of class visiting, min. 15 lessons of teaching + 8 hours practice other than teaching + portfolio (2 cr.)

Obtaining a master's degree in a <i>specialised teacher training</i> following a college-level qualification in teacher training or a single-cycle master's degree as primary school teacher, with the same major	60	2	45	15 (0+15)	2 nd semester (2 credits) min. 5 lessons of visiting classes min. 5 lessons of teaching
Single-cycle master's or university-level degree in teacher training or college-level teaching qualification <i>in a new major</i> (only: Teacher of English as a foreign language, Teacher of Hungarian Language and Literature, Teacher of German Language and Literature, Teacher of History and Civics)	90	3	80	10 (0+6)	3 rd semester (2 credits) min. 5 lessons of class visiting, min. 5 lessons of teaching + portfolio (2 cr.)
Single-cycle master's or university-level degree in teacher training or college-level teaching qualification <i>in a new major</i> (except: Teacher of English as a foreign language, Teacher of Hungarian Language and Literature, Teacher of German Language and Literature, Teacher of History and Civics)	120	4	100	16 (8+8)	4 th semester (2 credits) min. 5 lessons of class visiting, min. 5 lessons of teaching + portfolio (2 cr.)
Obtaining a qualification as a secondary school teacher with a <i>primary school teaching qualification for first to four-graders</i>	120	4	90	6 (0+6)	4 th semester (22 credits): min. 5 lessons of class visiting, min. 15 lessons of teaching + 8 hours practice other than teaching + portfolio (2 cr.)

**SPECIFIC PROVISIONS FOR SINGLE-CYCLE TEACHER TRAINING MASTER
PROGRAMME FROM 2022²⁴³**

Article 1

For students pursuing studies in a single-cycle teacher training master programme from September 2022, certain provisions of the Academic and Exam Regulation, Part III Student Requirements System of the Organisational and Operational Rules (hereinafter referred to as the Regulation) shall apply with the exceptions and additions included in this Annex. In matters not covered by this Annex, the provisions of the Regulation shall remain unchanged.

Definitions

Article 2

The definitions specified in Article 2 of the Regulations are supplemented by the following definitions in teacher training:

27. *practice mentor* is a teacher working in public education who supports and assists the student during the subject-related and individual consecutive practice in the professional implementation of the individual development plan, in the definition of the types and criteria of the specific documents demonstrating the completion of each activity. Attends the student's classes by providing gradual autonomy.

28. *practice supervising tutor (supervising tutor of an accompanying seminar)* is a lecturer employed by the University who is responsible for the professional supervision and coordination of the student's individual (consecutive) school practice. Assists and approves the preparation of the student's individual development plan and activity network. Helps the establishment of the link between practical and theoretical knowledge, the professional development of the teacher trainee, the deepening of his/her (self)reflection and the more conscious development of practical competences. The accompanying seminars are held by teachers of methodology in the relevant programme(s) and by teachers from the pedagogical psychology group.

29. *Teacher Training Centre (hereinafter referred to as TTC)*: coordinates the teaching and practical training activities related to teacher training in the University's organisational units.

30. *thesis* is a final paper with the content specified by the programme and outcome requirements written at the end of studies in one of the student's majors from topics available there. The choice of topics shall follow the content of the National Core Curriculum in force.

31. *portfolio* is a collection of documents prepared during the training, presenting and processing the school practice, evaluating the teacher trainee's preparation and personal development which presents, analyzes and evaluates the experiences from the perspective of educational science, with scientific rigour. Proves that the student is capable of the self-reflection and is able to integrate and apply the knowledge acquired in the different fields of the training, and to evaluate the scientific and literary results relevant to his/her work and to evaluate the effectiveness of the teaching or pedagogical task.

²⁴³ Amended by Decision No. FT-13/2024 (VI.12) of the Maintenance Board, effective from 12 June 2024.

32. *supervisor in the field of qualification* is a person designated in the documentation for the launch of the programme, with the competences indicated in this Annex who is responsible for the content and implementation of certain areas of teaching profession.

33. *institutional teacher training supervisor* is a person designated in the documentation for the launch of the programme who is responsible for the content of the teacher training.

Study programme

Article 3

- (1) In a single-cycle, two-major teacher training, studies must be started and completed at the same time in both study majors. The prerequisite for the final examination is the completion of studies in both teacher training programmes, including the preparation of the thesis and the portfolio and the fulfilment of the consecutive individual school practice.
- (2) With a higher education qualification – college- or university-level or master's degree and a teaching qualification, a further teaching qualification can be obtained in a one-major study programme.

Article 4

- (1) Elements of the teacher training programme:
 - a) (professional, artistic) knowledge of the teaching profession and
 - b) the knowledge needed for teaching, i.e.
 - pedagogical, psychological theoretical and practical knowledge and
 - methodological knowledge, abilities and skills, and
 - c) as part of the pedagogical, psychological and school practice acquired parallel to the training
 - career awareness and career socialisation and
 - subject-related school practice,
 - school practice in a public education institution or an adult education institution[together with points b)-c) preparation for teacher training]
- (2) The consecutive individual school practice is part of the training. The practice may only be started, if the student – with the exception of the pedagogical, psychological and methodological tasks related to the consecutive individual school practice – has successfully fulfilled the study and examination requirements needed for the acquisition of the teaching qualification, according to section (1) a)-b), in both teacher training programmes.

The curriculum and the recommended curriculum

Article 5

- (1) Several curricula belong to the single-cycle teacher training master programme, according to the students' pair of majors.
- (2) The amendments to the recommended curricula for the teacher training master programme shall be approved by the Senate.

Transfer

Article 6

- (1) Students participating in a single-cycle teacher training master programme may submit a request to the Study Committee to change up to one of the teacher training programmes of his/her pair of majors

by the end of the second active semester at the latest. The student may make use of this option provided for in this paragraph no more than once during his/her studies.

- (2) The student's request may only be refused if there is no class in the study programme he/she wishes to enrol in, or if the student does not have an advanced secondary school leaving examination in the given study programme. In the case of language programmes, the advanced secondary school leaving certificate can be substituted by an advanced, C1 complex language examination certificate (or equivalent) in the language concerned.

Article 7

- (1) A student participating in a single-cycle teacher training master programme may apply to the Study Committee for transfer to a bachelor programme corresponding to one of the teacher training programmes after the collection of at least 60 credits in the special field as set out in Article 4 (1) a) by the last working day of the week preceding the study period.

Article 8

- (1) Students admitted to a bachelor programme may apply to the Study Committee for transfer to a single-cycle teacher training programme in the field of the bachelor programme by the last working day of the second week of the study period. The application may be submitted at the earliest at the time of enrolment and at the latest before obtaining the Absolutorium, at the beginning of any semester.
- (2) In the application for transfer, the student has to indicate with which teacher training programme he/she wishes to pair his/her single-cycle teacher training programme corresponding to the field of the bachelor programme. The Study Committee decides on the student's pair of programmes, taking into account the student's request and the opinion of the Teacher Training Centre and the department concerned. If, for any reason, the Study Committee does not allow the student to take up the teacher training programme indicated by him/her, it must indicate which teacher training programme(s) the student may choose instead.
- (3) The student's request may only be refused if there is no class in the study programme he/she wishes to enrol in, or if the student does not have an advanced secondary school leaving examination in the given programme. In the case of language programmes, the advanced secondary school leaving certificate can be substituted by an advanced, C1 complex language examination certificate (or an equivalent) in the language concerned.
- (4) If the transfer is allowed, the student shall be assigned to the sample curriculum of the year of the single-cycle teacher training master programme in which he/she was admitted to the bachelor programme (in the case of transfer, the year in which he/she started the bachelor programme corresponding to the relevant field of the teacher training). In its absence, to the year of the single-cycle teacher training master programme, in which the given pair of programmes first started at the University.
- (5) At the same time as the transfer, the student must be informed of the conditions for collecting the missing credits. This information does not exempt the student from the obligation to submit a credit transfer request if he/she wishes to request the recognition of his/her courses completed in the bachelor programme.
- (6) Notwithstanding the provisions of Article 34 (1), a student who is pursuing studies in a bachelor programme at another higher education institution may also apply for transfer to a single-cycle teacher training programme in the provisions referred to in this paragraph.

The procedure for announcing courses

Article 5

- (1) Notwithstanding the provisions of Article 48 (1) of the Regulation, the heads of department are responsible for the announcement of the courses assigned to the subjects in the single-cycle teacher training master programme in consultation with the programme supervisors.
- (2) The TTC is responsible for the organisation and announcement of the practices (career awareness and career socialisation practices, subject-related teaching practices, consecutive individual school practice) and the accompanying seminars.
- (3) The Director-General of the TTC may review the actual course announcements every semester in order to ensure that the University provides the students with the opportunity to progress according to the recommended curricula of the teacher training programme.

Practice

Article 10

- (1) **Career awareness and career socialisation practices:** peer learning in parallel with the training, in different types of partner institutions, in classes corresponding to the student's pair of programmes, as defined in the recommended curriculum, under the guidance of instructors from the pedagogical and psychological field, related to the course.

Article 11 School practice

- (1) **Subject-related teaching practices:** peer or individual teaching practices in the partner schools of the University, in parallel with the training, with the support of methodological disciplines:
 - The aim of visiting classes (group practice) is to enable students to reflect on their experiences gained through global class visiting and focused observations in a professionally relevant way. 4 visits in blocks of 2-3 classes, followed by a class meeting under the guidance of the school mentor and with the support of the university practice supervisor. (At least in 2 different types of school – also primary and secondary school!)
 - Micro-teaching (groups of 2-4 persons) aims to plan, hold and analyse, in addition to class visiting, sub-tasks in and outside of classes and full-time lessons and sessions with the school mentor, fellow students and in the lessons of the currently related methodological subjects. This group of exercises aims to develop a higher level of awareness in the students: in addition to incorporating experiences of success, it also provides opportunities for continuous correction of mistakes and experimental learning.
 - Subject-related teaching practices (8-9. semesters) aim to familiarise students with the teaching tasks primarily related to their study programme, the characteristics of the classes/groups in which they will teach and to broaden their knowledge. To gain as much experience as possible in planning, organising, monitoring, evaluating and using methodological digital tools in both subjects they teach, to become more and more independent to carry out various activities, and to expand and diversify their methodological repertoire, for example, in line with the characteristics and needs of pupils.
- (2) **Consecutive individual school practice** can be completed in a partner school under the guidance of a subject-related mentor teacher. If only one of the student's study majors corresponds to the mentor's subject, the partner school of the University is obliged to appoint a consultant mentor for the other subject. The consecutive individual school practice is accompanied by teachers from the pedagogical and psychological and methodological disciplines during the semester. The preparation of the portfolio is part of the consecutive individual school practice.

Article 12

(1) The **consecutive individual school practice (practice type ‘C’)** is a practice completed in a public education institution under the continuous guidance of a practice mentor and a higher education teacher training professional, building on the theoretical knowledge and practical experience gained in the training. Its aim is to enable the teacher trainee, under the guidance of a mentor, to carry out his/her classroom, in-school and out-of-school tasks independently, which include teaching/working according to a teaching competence development plan, visiting classes, carrying out school tasks outside the classroom, as well as carrying out tasks that form the basis for his/her own professional development, collecting data and documenting experiences in a professional manner. The practice also aims to broaden the teacher trainee’s practical knowledge about general teaching and the specific teaching qualifications and roles, to gain experience of the school world, and to prepare him/her for the role of an independent teacher:

- activities related to the teaching of subjects: visiting classes, 2-5 lessons per week of teaching activities per subject (maximum 10 lessons per week in total) (at least 30 lessons per subject must be documented), basic educational activities other than teaching the subjects,
- learning about the school as an organisation, and its supporting systems.

The student will complete his/her practice in the school grades corresponding to the chosen qualification in the given study programme. The logbook is part of the documentation. Coordination of the individual (consecutive) practice is the responsibility of the practice coordinator in the TTC.

(2) The prerequisite for the individual (consecutive) practice is the fulfilment of all requirements of the teacher training master programme– with the exception of the thesis and the academic units directly related to the practice – and the collection of credits necessary to fulfil them. The practice may only start after the fulfilment of the prerequisites.

(3) The individual (consecutive) practice can be completed in the partner schools of the University. In exceptional cases, upon individual request, the Director-General of the TTC can allow a practice in another school, provided that a suitable mentor and a professional supervisor is available.

(4) The individual (consecutive) practice is to be completed in the last semester according to the curriculum of the given teacher training, taking into account the following criteria:

- a) the duration of the individual practice in a public education institution is one semester,
- b) a proportionate distribution between the different fields should be strived for,
- c) the practice can be completed in a public education institution, in the partner schools of the University.

(5) The grade of the individual (consecutive) practice is the arithmetic average of the (equally weighted) grades listed in the practice documentation rounded to a whole number (the subtasks to be completed will vary depending on the credit value of the practice).

Fulfilment of section (5) is evaluated by the practice mentor, and the additional study units directly related to the practice are evaluated by the practice supervising tutors (teachers of the accompanying seminars). For the evaluation of the individual (consecutive) practice, the student must submit the logbook with the evaluation to the Teacher Training Centre by the deadline specified in the faculty schedule for the semester in order that the grade can be recorded in the Neptun and the certificate of completion of the mentor teachers can be issued.

(6) The individual (consecutive) practice is accompanied by the exam teaching to be completed separately for each major, which is assessed by the teacher of the specialised methodology. If the result of the exam teaching is ‘fail’, it may be repeated one more time in the same semester. If the result of the repeated exam teaching is ‘fail’ again, the student must repeat the related consecutive practice.

Application for practical courses

Article 13

- (1) The student can apply for the courses belonging to the practice during the course registration period in the Neptun, according to the general rules set out in Article 43 of the Regulation.
- (2) The student must notify the faculty coordinator in writing of his/her intention to take the courses of the subject-related practice and the individual consecutive practice, for education organisational reasons, by the end of the study period preceding the semester in which the course is actually taken up. The actual course registration (i.e. the confirmation of the student's intention to take up the course) takes place in the semester in which the group (teaching) practice courses are announced, or, in the case of the individual (consecutive) practice, during the course registration period, in the last semester of the training via Neptun.
- (3) On behalf of the Director-General of the TTC, the TTC's practice coordinator is responsible for the assignment and notification of the student to the group (teaching) practice and the individual (consecutive) practice. At the same time as the pre-registration, the student may submit a specific request to the Director-General of the TTC for the location of the individual (consecutive) practice.

Pre-degree certificate (Absolutorium)

Article 14

- (1) In the single-cycle teacher training master programme, obtaining the pre-degree certificate (Absolutorium) proves the fulfilment of the academic requirements for the chosen qualification and the acquisition of the credit points – with the exception of the credits assigned to the thesis – specified in the programme and outcome requirements.
- (2) Requirements for obtaining the Absolutorium are the completion of
 - a) the credits in pedagogical psychology and methodology;
 - b) the credits specified in the given study programme;
 - c) the credits of the individual consecutive practice.

Thesis

Article 15

- (1) A thesis written by the student at the end of the studies, in one of the two study programmes, on the topics announced therein, with the content prescribed by the qualification requirements. When choosing a topic, the content of the National Core Curriculum in force should be followed.
- (2) The length of the thesis is a minimum of 60,000 and a maximum of 80,000 characters with spaces, not including the following: table of content, notes, figures, annexes, appendix, bibliography. The thesis must meet the formal requirements prescribed by the faculty, further details are determined by study programmes.
- (3) In the teacher training master programme, one thesis must be prepared in the case of two teacher qualifications.
- (4) Students who has fulfilled their academic requirements has the right and the obligation to choose a topic and a supervisor for their thesis using the form provided by the faculty, in the semester preceding the semester of the related consecutive practice, within the period specified in the faculty schedule. The deadline for the submission of the thesis topic is governed by the provisions of Article 77 of the Academic and Exam Regulation.
- (5) The student's choice of topic and his/her supervisor is approved by the head of the department responsible for the chosen topic.

- (6) The thesis is assessed on the basis of a set of criteria issued by the faculty by the thesis supervisor (preferably with the involvement of an opponent) who, depending on the choice of topic, is a lecturer of the department or an external expert. In the case of language programmes, the thesis is written in the given target language.
- (7) For the thesis, the reviewers formulate two questions related to the topic and the discipline, which will be sent to the student electronically together with the reviews at least 7 days before the final examination.
- (8) If, in the opinion of the topic supervisor or the reviewer, the thesis is evaluated as 'fail', and this is confirmed by a third reviewer, the thesis cannot be accepted and the candidate cannot be admitted to the final examination. In this case, the teacher trainee will have to rewrite the unsatisfactory thesis.
- (9) The thesis is defended separately before the teacher qualification exam. The successful defence of the thesis is a prerequisite for taking the teacher qualification exam.

Portfolio

Article 16

- (1) The student shall prepare a portfolio related to his/her university studies, the presentation and defence of which is part of the teacher qualification examination. The portfolio should include the documents prepared for the courses and practices completed during the training, as specified by the TTC.
- (2) The portfolio has an outstanding role in the evaluation of the practical activities carried out in the teacher training master programme. It provides an opportunity to learn about the student's professional development and to evaluate his/her work. Its preparation is compulsory in the last semester of the training or at the latest in the semester of the final examination, and its evaluation is part of the teacher qualification examination.
- (3) The portfolio is a collection of documents presenting and illustrating the student's competences which reflects the professional differences between individuals based on their individual competence development plans. It contains documents, self-reflections and specific competences, based on the same criteria, yet unique, in particular documents showing the development of teaching competences.
- (4) The candidate prepares a presentation on his/her professional development, which he/she presents and defends at the teacher qualification examination. During the presentation, the candidate briefly outlines the most important elements of the portfolio in order to demonstrate the acquired teaching competences and the extensive professional and pedagogical knowledge to the final examination board.
- (5) The portfolio is assessed by lecturers appointed by the General-Director of the TTC on the basis of a set of criteria known by the students. The assessment which includes two questions for the defence, will be made available to the students electronically one week prior to the teacher qualification examination.
- (6) If the portfolio is marked as 'fail' by the reviewer(s), and this is confirmed by the reviewer invited for a second review, the portfolio may not be accepted and the candidate may not be allowed to attend the final examination. In this case, the teacher trainee will have to rewrite the portfolio that was marked as 'fail'.

Formal requirements and submission deadline for the portfolio and logbook

Article 17

- (1) The portfolio and the logbook must be uploaded to the Neptun system as 2 separate documents in pdf format by the last day of the study period. The pages of the logbook containing the grades are to be submitted/uploaded in digital format, in the way, form and by the deadline specified in the instructions and information of the TTC, in the semester of the school practice. This is a prerequisite for the acquisition of the Absolutorium.
- (2) The student's exam teaching must be held at least two weeks before the submission deadline to allow for the correction of unsuccessful teaching exams and to allow the student to place the accompanying documentation and reflections in his/her portfolio.

Final examination

Article 18

- (1) In the single-cycle teacher training master programme, students complete their studies with a final examination. Notwithstanding the provisions for final examination set out in Articles 82-83, the following specific, additional provisions shall be applied in this Annex. Three elements of the final examination:

- a) completion of studies in one of the majors,
- b) completion of studies in the other major,
- c) teacher qualification examination.

The major closing final examinations and the teacher qualification examination shall be held on separate days. At least three days must pass after the successful completion of both majors before the teacher qualification examination.

The prerequisite for taking the teacher qualification examination is the successful completion of both majors. The defence of the thesis shall take place on the day on which the student takes an examination in the subject in which he/she wrote the thesis.

- (2) Conditions for the final examination:

- a) obtaining the Absolutorium (pre-degree certificate),
- b) successful thesis submitted (and assessed in writing),
- c) portfolio submitted (with the written assessment of at least 'pass'),
- d) completion of the individual consecutive school practice and the directly related subjects.

- (3) Parts of the subject-related final examination:

- a) the thesis defence on the chosen major, consisting of the presentation of the thesis, answering the questions given to the student in advance, and responding to the comments and additions made in the evaluation)
- b) examinations taken from the set(s) of thesis topics and tasks determined by the study programmes in both study majors.

- (4) The grade of the thesis is determined by the final examination board, taking into account the recommendation of the reviewer, and the grade is communicated to the student after the defence and recorded in the written expert opinion. Following the defence, the grade of the thesis shall be determined according to a five-grade scale [excellent (5), good (4), satisfactory (3), pass (2), fail (1)].

- (5) If the defence of the thesis is unsuccessful, the student may not continue with the programme-related part of the final examination and may not be allowed to attend the teacher qualification examination. A new thesis must be submitted which can be defended only in the next final examination period. A new thesis may be submitted only once instead of the unsatisfactory one. Upon the student's request, a third thesis may be submitted in the framework of a Dean's equity (i.e. upon separate individual request and discretion) a third time after two unsuccessful theses.

- (6) The final grade for the major in which the student has written his/her thesis is the arithmetic average of the grades of the thesis defence and the examination taken from the thesis topic(s) and tasks determined by the study programmes, rounded to a whole number. The rules for rounding are included in Article 85 (2) of the Regulation.
- (7) If the thesis defence is successful, but the grade of the examination in the exam topics and tasks specified by the study programme is 'fail', the thesis defence does not have to be repeated in the retaken final examination.
- (8) If the thesis defence is successful, but the grade of the examination in the exam topics and tasks specified by the study programme is 'fail', the student is entitled to attend the final examination of the other study major during the same final examination period. If, out of the two study majors, the thesis defence and the examinations taken from the subject topics and tasks are successful, but the other one is unsuccessful, the student must be given the opportunity to repeat the unsuccessful final examination in the same final examination period so that he/she can still take the teacher qualification exam.
- (9) The teacher qualification examination is the last part of the final examination, in which the student demonstrates his/her ability to integrate and present the knowledge acquired in different areas of the training, to apply the subject-disciplinary knowledge in school practice and to use it in a creative way. The teacher qualification examination consists of
 - the defence of the portfolio, and
 - the examinations taken from the methodological topics in both majors.
- (10) The defence of the portfolio consists of the presentation of the portfolio and answering the questions given to the student in advance, and responding the questions, comments and additions made during the examination. After the defence, the grade of the portfolio shall be determined according to the five-grade scale [excellent (5), good (4), satisfactory (3), pass (2), fail (1)].
- (11) For certain methodological questions, the systematic processing of the relevant literature concerning the student's own teaching experiences and the structured analyses of the experiences of school practices will also take place, therefore the teacher trainee may also use the documents related to the portfolio.
- (12) The result of the teacher qualification examination has to be determined in one grade, according to the five-grade scale. The sub-grades of the teacher qualification examination are as follows:
 - grade of the portfolio
 - grade of the defence of the portfolio
 - grade(s) for methodological topics (one of the study majors)
 - grade(s) for methodological topics (other major)The result of the teacher qualification exam is the average of the above grades, rounded to a whole number.

If the arithmetic average is 2,5, 3,5 or 4,5, the final examination board will decide, whether to award the higher or lower grade for the whole examination, taking into account the overall performance.
- (13) If any of the examinations related to the portfolio or to the specialised methodological topics is 'fail', the entire teacher qualification examination is 'fail'. During the repeated teacher qualification examination, only the unsuccessful part of the examination must be repeated. If the portfolio defence is 'fail', the student will no longer be allowed to take the examination in the methodology topics.
- (14) If the teacher qualification examination is 'fail', the student shall be allowed to retake the teacher qualification examination in the same final examination period only if the student has not previously taken a retake examination in the final examination period and there are at least three days left in the final examination period. At least three days must elapse between the failed and the retaken teacher qualification examination.

Article 19

- (1) The head of the TTC's methodology group is responsible for defining the methodological requirements of the final examination (exam topics, compulsory literature). The requirements shall be published on the University's website and in the usual manner at the faculty at least 3 months prior to the examination.
- (2) Students who have obtained the Absolutorium, or are expected to obtain it by the deadline specified in the academic calendar may register for the final examination through the Neptun system by 15 March for the spring semester, and by 15 October for the autumn semester. If a student has registered for the final examination, but has not taken the final examination in the given final examination period, his/her registration will expire at the end of the final examination period. In this case, he/she must register again for the final examination by the deadline referred to in this paragraph.
- (3) Both parts of the final examination must be taken in front of a final examination board. The final examination is organised by the relevant study programme, the final examination board consists of at least 3 members, its chairperson and members are proposed by the Head of Department/Institute to the Dean of the Faculty. The chairperson and the members of the final examination boards are invited and appointed by the Dean, according to the other provisions of the Regulation. The Registrar's Office will summarise the results of the final examination, from these, with additional sub-results, will determine the qualification of the diploma. The final examination protocol is signed by the chairperson and the members of the final examination board. The final examination board must include an external member who is not employed by the University, or an internal member who is employed by the University but does not teach in the given programme.
- (4) In cases not referred to in Article 18 (8) and (14), the failed final examination, or the failed part of the final examination may be retaken at the earliest in the following final examination period, according to Article 82-83 of the Regulation.

Article 20

- (1) The result of the final examination is the average of the following sub-grades rounded to a whole number:
 - d) grade of the final examination in the major (first major)
 - e) grade of the final examination in the major (second major)
 - f) result of the teacher qualification examination.The result of the final examination shall be determined in one grade, according to a five-grade scale. When determining the result of the final examination, the grade shall be determined according to the rounding rules indicated in Article 85 (2) of the Regulation.
- (2) If any of the grades or sub-grades referred to in section (1) is 'fail', the result of the teacher qualification examination will also be 'fail'.

Diploma

Article 22

- (1) The qualification of the diploma is made of the following sub-grades:
 - the arithmetic average of the grades obtained in the complex examinations (including the grades of the basic language examination and the mother tongue language test), weighted once, rounded to two decimals,
 - the weighted average of the pedagogical and psychological complex examination,
 - the arithmetic average of the grades for the individual (consecutive) school practice, the exam teachings and the accompanying seminars, weighted once, rounded to two decimals,
 - the result of the final examination, weighted twice.

The qualification of the diploma shall be defined on a five-grade scale, in one grade. In determining the qualification of the diploma, the grade shall be determined according to the rounding rules set out in Article 85 (2) of the Regulation.