

A decorative graphic on the right side of the page consists of three overlapping circles of varying sizes, each with a dark blue center and a lighter blue outer ring. Two thin blue lines intersect at the top left and extend diagonally across the page, framing the circles.

**CODIFIED STUDY AND EXAMINATION  
REGULATIONS OF KODOLÁNYI JÁNOS  
UNIVERSITY FOR BACHELOR, MASTER,  
HIGHER EDUCATION VOCATIONAL AND  
POSTGRADUATE SPECIALIST TRAINING  
PROGRAMMES**

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## Table of contents

|   |           |
|---|-----------|
| <b>CHAPTER I</b> .....  | <b>6</b>  |
| <b>BASIC PROVISIONS</b> .....   | <b>6</b>  |
| 1. § SCOPE OF POLICY .....  | 6         |
| § 2 BASIC CONCEPTS.....   | 6         |
| § 3 STUDY SYSTEM .....  | 11        |
| § 4 COMMITTEES AND PERSONS RESPONSIBLE FOR ACADEMIC AND EXAMINATION ISSUES .....                      | 12        |
| § 5 PROCEDURE TO ASSESS THE SUBMITTALS CONCERNING THE STUDENT STATUS .....                            | 12        |
| § 6 ESTABLISHMENT OF STUDENT STATUS.....  | 15        |
| 7 § STUDENT CARD.....   | 16        |
| § 8 RELEVANT TIME LIMITS FOR RECORDING THE PERIOD OF SUPPORT .....                                    | 17        |
| § 9 STUDENT'S OBLIGATION TO ENROL AND REGISTER.....   | 18        |
| 10.§     PROCEDURE FOR EXERCISING STUDENT RIGHTS AND FULFILLING STUDENT OBLIGATIONS.....              | 19        |
| 11.§ RECEPTION.....   | 21        |
| 12.§ SUSPENSION OF STUDENT STATUS .....   | 22        |
| 13.§ TERMINATION OF STUDENT STATUS .....  | 23        |
| <b>CHAPTER II</b> .....   | <b>24</b> |
| <b>ORDER OF STUDY</b> .....   | <b>24</b> |
| § 14 TRAINING PERIOD, ACADEMIC CALENDAR, PERIODS OF TEACHING.....                                     | 24        |
| 15.§     EXTRACT FROM THE MASTER RECORD (REGISTRATION BOOKLET), MASTER RECORD .....                   | 25        |
| 16.§ INFORMATION ON THE REQUIREMENTS .....  | 25        |
| 17.§ INDIVIDUAL STUDY PLAN .....  | 28        |
| 18.§ PARTICIPATION IN THE COURSES .....   | 28        |
| 19.§ PREFERENTIAL STUDY ARRANGEMENTS.....   | 30        |
| 20.§ PARALLEL TRAINING .....  | 31        |
| § 21.     STUDY ABROAD AND AT OTHER HIGHER EDUCATION INSTITUTE, VISITING OR GUEST STUDENT STATUS..... | 31        |
| 22.§ LANGUAGE TRAINING .....  | 32        |
| <b>CHAPTER III</b> .....  | <b>32</b> |
| <b>CHECKING KNOWLEDGE, EXAMINATIONS</b> .....   | <b>32</b> |
| § 23 MAIN FORMS OF KNOWLEDGE ASSESSMENT .....   | 32        |
| 24 . § EXAMINATION PERIOD , EXAMINATION SCHEDULE .....  | 33        |

|  |           |
|--|-----------|
| 25.§ RE-TAKING OF SUBJECTS DUE TO FAILED EXAMINATIONS, REPEATING OF SUCCESSFUL EXAMINATIONS, RETAKING OF SUBJECTS<br>IN CASE OF SUBJECTS ENDING WITH A PRACTICAL GRADE OR SIGNATURE..... | 36        |
| 26.§ EXEMPTION FROM STUDY AND EXAMINATION REQUIREMENTS (CREDIT TRANSFER).....  | 36        |
| 27.§ PROPOSED GRADES .....   | 38        |
| 28.§ ACCEPTANCE OF THE SEMESTER WORK, ACQUISITION OF CREDITS, AGGREGATION, END OF SEMESTER .....   | 38        |
| § 29.ASSESSMENT OF ACADEMIC WORK .....   | 39        |
| <b>CHAPTER IV .....</b>  | <b>40</b> |
| <b>COMPLETING THE COURSE .....</b>   | <b>40</b> |
| 30.§ FINAL CERTIFICATE (PRE-DEGREE CERTIFICATE) .....  | 40        |
| 31.§ THESIS, PORTFOLIO .....   | 40        |
| 32.§ FINAL EXAMINATION .....   | 41        |
| 33.§ FINAL EXAMINATION COMMITTEE.....  | 42        |
| 34.§ RESULT OF THE FINAL EXAMINATION .....   | 42        |
| 35.§ REPEAT OF THE FAILED FINAL EXAMINATION .....  | 42        |
| § 36. DIPLOMA .....  | 43        |
| <b>CHAPTER V .....</b>   | <b>48</b> |
| <b>TRANSITIONAL PROVISIONS .....</b>   | <b>48</b> |
| § 37 FOR STUDENTS WHO STARTED THEIR STUDIES BEFORE THE ACADEMIC YEAR 2006/07 .....   | 48        |
| § 38 SPECIAL PROVISIONS RESULTING FROM CHANGES IN LANGUAGE TRAINING .....  | 51        |
| <b>CHAPTER VI .....</b>  | <b>51</b> |
| <b>V MISCELLANEOUS AND FINAL PROVISIONS.....</b>   | <b>51</b> |
| § 39 ENTRY INTO FORCE .....  | 51        |
| 40.§ OTHER PROVISIONS.....   | 51        |
| <b>CHAPTER VII .....</b>   | <b>52</b> |
| <b>ANNEXES.....</b>  | <b>52</b> |
| ANNEX VII/1.....   | 52        |
| <i>Terms of use for accessing the distance learning course materials of the Kodolányi János University.....</i>  | <i>52</i> |
| VII/ ANNEX 2 .....   | 53        |
| <i>PUBLICATION</i> .....   | <i>53</i> |
| ANNEX VII/3.....   | 54        |
| <i>PUBLICATION</i> .....   | <i>54</i> |
| ANNEX VII/4.....   | 55        |

|   |    |
|---|----|
| RECOGNITION, CREDIT TRANSFER AND VALIDATION POLICY OF KODOLÁNYI JÁNOS UNIVERSITY..... | 55 |
| CHAPTER I55   |    |
| § 1 SCOPE OF THE RULES .....  | 55 |
| § 2 THE CREDIT TRANSFER PROCEDURE AND VALIDATION.....                                 | 56 |
| § 3 SUBJECT ACCEPTANCE .....  | 56 |
| § 4 SUBMISSION OF AN APPLICATION .....  | 57 |
| § 5 COMPARISON OF THE COMPLETED SUBJECT .....   | 57 |
| § 6 VALIDATION.....   | 57 |
| § 7 CHOOSING OF SUBJECTS .....  | 58 |
| CHAPTER II.....   | 58 |
| FINAL PROVISIONS .....  | 58 |
| § 8 ENTRY INTO FORCE.....   | 58 |
| 9.§ OTHER PROVISIONS.....   | 59 |
| <i>VALIDATION REQUEST</i> .....   | 60 |

## Chapter I

### *BASIC PROVISIONS*

#### 1. § Scope of policy

- (1) These regulations are based on Hungarian higher education legislation.
- (2) The Regulations apply to Hungarian students and (unless otherwise provided for by a special law or international agreement) foreign students, lecturers employed by the University in any legal relationship, and administrative staff involved in the study and examination activities of students and lecturers, who are enrolled in full-time, part-time (correspondence) and distance education in higher education, bachelor's, master's, further education, full-time, part-time (correspondence) and distance education.
- (3) From the time of admission to a bachelor's, master's or further education course at the University, the current study regulations and their amendments apply to all students.
- (4) As a general rule, higher education vocational training is governed by the provisions of the Regulations on higher vocational training, except in cases where Act CCIV of 2011 on National Higher Education provides otherwise.
- (5) The rules for students on a fee/charge basis also apply to students on a fee/charge basis who started their student status before 1 September 2012.
- (6) The Rules shall enter into force upon approval by the Senate.

#### § 2 Basic concepts

- (1) ECTS (European Credit Transfer System): a European credit transfer system that facilitates greater student mobility between European higher education institutions for students from institutions that accept the ECTS principles.
- (2) Individual student study time: the part of the student's study time, represented in hours, that the student spends on average outside the classroom (contact hours) working independently to learn the course material and meet the requirements (including time spent studying during the examination period).
- (3) Equivalence: mutual conformity, equivalence ensuring the mutual accountability of subjects and courses that can replace each other, which exists when the subjects and courses are identical in content, i.e. the underlying knowledge covers at least 75% of each other. Equivalence is the basis for the crediting of subject(s) or course(s) to be completed at another institution or previously completed at another institution during the student's own course. The Credit Transfer and Validation Committee has the right to determine this. Equivalence ensures the achievement of the fundamental objective of the credit system - student mobility - through credit transfer. The credit value of the course credited is the credit value of the course taught in the degree programme.

- (4) Pre-study sequence: the set of pre-requisites for the subjects and courses in the curriculum of the degree programme.
- (5) Prerequisite: proven completion of the knowledge required to understand the content of a subject or course in another subject or course. A subject or course may be chosen only if the student has fulfilled the prior requirements of the subject or course before choosing the subject or course. A maximum of 3 other courses may be assigned to a given subject as a prior learning requirement.
- (6) Ascending system: a principle of training organisation under which the new or modified study and examination requirements can be applied to students who started their studies after the introduction of the new or modified study and examination requirements but who choose to prepare under the new or modified requirements.
- (7) Semester: a five-month period of the educational organisation.
- (8) Higher-level vocational training: vocational education and training provided by higher education institutions as part of a student's status as a student and integrated into the higher education institution's basic education. Higher-level vocational training leads to a higher vocational qualification attested by a diploma. A diploma awarded in respect of higher education vocational training does not certify an independent level of qualification.
- (9) Disabled student (applicant): a student with a disability such as a motor, sensory or speech impairment, a cumulative disability, an autism spectrum disorder or other mental health disorder (severe learning, attention or behavioural disability).
- (10) Preferential way of study: a way of study which is approved upon written request of the student for a worthy reason and in case of credible evidence of academic, public, sporting, etc. activities, in which the student fulfils his/her study obligations in the given semester according to the preferential study plan.
- (11) Preferential study plan: the plan that specifies the order in which a student studying in the preferential way of study shall complete the subjects for the semester, how he/she shall attend classes, when and how he/she shall meet the subject and examination requirements, etc.
- (12) Branch of training: the set of courses in a field of training whose content is identical at the initial stage of training.
- (13) Training time: the time required to obtain the credits, level of qualification, professional qualification or professional skills, as defined by law.
- (14) Training period: the training period is divided into a period of study and a corresponding examination period.
- (15) Field of education: a set of courses and branches of education, defined by government decree, which have similar or partly identical educational content.
- (16) Educational and output requirements: the set of knowledge, skills, competences and abilities or the knowledge that can be acquired to obtain a diploma in a given subject.

- (17) Credit (study scores): a measure of a student's academic work, which expresses the estimated time required to acquire specific knowledge and to meet the requirements of a subject or unit of study; one credit represents thirty hours of study. A credit is awarded for the completion of a course, subject, internship, thesis or other assignment, provided that the assessment is at least satisfactory or passed. The credit value of the course(s), subject(s), group(s) of subject(s), internship(s) and thesis(es) is/are indicated in the curriculum. Credit may also be obtained by the recognition of courses, subjects and internships completed in other courses or institutions.
- (18) Consultation: the opportunity for a personal meeting, including electronic communication, provided by the higher education institution's lecturer to the student.
- (19) Credit accumulation: the accumulation of credits (study scores) over the course of studies. In each period of study, the credits earned are added to the credits previously earned until the student has reached the total number of credits required for the degree.
- (20) Criterion requirement: non-credit course, the completion of which (lecturer's signature required) is a prerequisite for the award of the diploma.
- (21) Course: a subject assigned to an instructor, teaching time and classroom in the semesters, which also includes the nature of the subject, the method of examination and the number of credits. A course can be the whole of a semester course or a specific part of a major course (a course taught as a lecture and/or seminar in a semester or a course taught as a lecture and seminar in a semester).
- (22) Part-time (correspondence) course timetable: a teaching arrangement whereby, unless otherwise agreed with the students concerned, the students' classes are held in blocks on working days in every two weeks or on holidays at the institution and the rest of the course is taught by distance learning.
- (23) Module: a teaching unit corresponding to the curriculum of a degree programme, comprising subjects which, thematically, for the purpose of the qualification aim of the degree programme or for the purpose of a specialisation, summarise related knowledge or common knowledge from several degree programmes.
- (24) Total student study time: the time in hours required for a student of average ability and skills to successfully complete the course of study (under normal circumstances), i.e. the sum of the number of contact hours and the number of individual student study hours.
- (25) Concurrent enrolment: enrolment of a given subject in the same semester with another subject indicated as a prerequisite.
- (26) Supplementary course: a course that is connected to a seminar subject, a consultancy exercise, including training and school placements. A fee is charged for taking a supplementary course, the amount of which is set out in the fees and reimbursements payable by students.
- (27) Specialisation: a course of study which is part of a given degree and which does not lead to a separate qualification, but provides specialised knowledge and is certified by a diploma.



- (28) Vocational training: training which provides a coherent set of training content (knowledge, skills, competences) for a vocational qualification.
- (29) Specialisation: training leading to a specific qualification as part of a given degree course, providing specialised skills.
- (30) Occupational qualification: the recognition in a diploma or higher professional qualification of the professional knowledge preparing for the practice of the profession, acquired at the same time as a bachelor's or master's degree, as well as in further or higher professional education, defined by the content of the degree and the specialisation or specialisation.
- (31) Work placement: a partially independent student activity in higher-level vocational training, bachelor's and master's programmes, external training placements or placements in higher education institutions.
- (32) Semester: approximately 30 (30±3) credits per semester shall be earned. A student may complete more or less than the equivalent of approximately 30 credits per semester.
- (33) Academic year: a ten-month period of educational organisation
- (34) Lesson: a session (lecture, seminar, exercise, consultation) requiring the personal involvement of the teacher to meet the learning requirements set out in the curriculum, lasting at least forty-five minutes and not more than sixty minutes.
- (35) Course enrolment: enrolment for an announced lecture and/or practical course, examination course or supplementary course of a subject. Prerequisite is the payment of the current semester's tuition/fee.
- (36) Subject documentation: contains the most important information related to the subject, the name, code, type, nature, credit value, the method of examination, the objectives and description of the subject, the subject, and the conditions for its completion for each module, the compulsory and recommended literature, the person responsible for the subject and the lecturer.
- (37) Curriculum: the training plan of a course of study, drawn up in accordance with the training and outcome requirements, which includes: the timetable and examination schedule for each course of study, divided according to the subject and curriculum unit, the system of monitoring and assessment of the fulfilment of requirements, and the subject programme of the subjects and curriculum units.
- (38) Study system: For the proper functioning of the higher education institution, for training, research, higher education research and development enterprise activities and the organisation of their external relations, for ensuring the higher education institution's records management, for ensuring direct institutional, student and teacher communication by the operator of the study system, the minister, the authority and the maintainer, for ensuring student feedback on teaching work in a non-identifiable manner, to exercise the rights of employers and employees of the higher education institution, to fulfil their obligations and to issue the related certificates, to keep the records provided for by law, to establish the entitlement to the benefits provided for by law and the organisational and

operational regulations of the higher education institution, the registration of personal and special data processed in accordance with data protection requirements for the purpose of tracking graduates' careers, the provision of closed electronic distance learning at institutional level, access to the services of the EILU and the EILU, the registration and electronic storage of theses and dissertations, the storage and retention of data recorded in accordance with the statutory provisions, and for electronic communication with the higher education information system, the institutional core system used by the higher education institution, including its modules and related systems, which shall be designed to ensure equal access to it, and all its clients, user interfaces and implemented functionalities shall be available in Hungarian.<sup>1</sup>

- (39) Distance learning: training based on interactive contact between the teacher and the student and on independent student work, using specific information and communication technology teaching tools and methods of knowledge transfer and learning, in which the number of teaching hours does not exceed thirty per cent of the teaching hours of the full-time course.
- (40) Tutor: a teacher who supports the work of students in distance learning, and who is authorised to give both face-to-face and online consultations. Their main tasks are: monitoring and updating the professional relevance of course materials, providing prompt answers to students' questions, correcting and assessing assignments, providing students with professional-pedagogical guidance and motivation, and helping them to overcome learning difficulties.
- (41) Certificate of completion (pre-degree certificate): certifies the successful completion of the examinations prescribed in the curriculum and, with the exception of the language examination and the thesis, the fulfilment of other study requirements and, with the exception of the credits assigned to the thesis, the acquisition of the credits prescribed in the training and output requirements, which attest that the student has fully met the study and examination requirements prescribed in the curriculum without any grading or assessment.
- (42) Examination: a form of assessment and verification of the acquisition of knowledge, skills and competences.
- (43) Examination course a special non-contact-hour course ended by an examination, the specific requirements of which are laid down by the department in the course documentation. It shall be completed independently by the student. The University will impose a special procedural fee for the examination course, if it is related to a not completed course, for those who continue to study beyond the time specified in the qualification

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<sup>1</sup> Adopted by Act LIII of 2021 amending Act CCIV of 2011 on National Higher Education and certain related acts

requirements. There is a fee for taking an examination course, the amount of which is set out in the fees and charges payable by students.

### § 3 Study system

- (1) Elements of the e-learning system at the university:
  - a. Neptun Learning Information System,
  - b. Moodle system (<https://moodle.kodolanyi.hu/>)
  - c. Academic Communication Team website (<https://www.kodolanyi.hu/ugyfelszolgalat>)
- (2) The Neptun Academic Information System contains organisational, personal and training data related to the course, as well as the student's name, date and place of birth, ID number, mother's name, place of residence, place of living, nationality, student ID number, university details and length of study.
- (3) Access to the database is granted to students with different user rights, and students' data about their training
  - a) selection of subject and course,
  - b) selection of specialisation,
  - c) requesting grades,
  - d) apply for exam,
  - e) information on final exams, diplomas.
- (4) The data in the information system is a certified copy of the master file, therefore any unauthorised access or entry in the information system has legal consequences.
- (5) The higher education institution is required to verify the data managed and recorded in its study system, as well as to perform the preliminary verification of the data in documents and electronic forms submitted through the study system and their authentication by the submitter, primarily by using the Regulated Electronic Administration Services (hereinafter referred to as "RES") and the Central Electronic Administration Services (hereinafter referred to as "CEAS") free of charge. <sup>2</sup>
- (6) Higher education institutions are required to maintain a ranking of secondary schools by subject, based on the data stored in their study system, in the manner and with the content prescribed by law, in order to reduce student drop-out and facilitate successful admission

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<sup>2</sup> Act LIII of 2021 amending Act CCIV of 2011 on National Higher Education and certain related acts

procedures, and to make this data available electronically to all users of the study system and to the registration and basic study systems specified in the Act on Vocational Education and Training through their study system.

### **<sup>3</sup>§ 4 Committees and persons responsible for academic and examination issues**

- (1) In matters of study and examinations of students not regulated by these Regulations, the Academic Committee shall act in the first instance. The Academic Committee is chaired by the Director of Studies and its members are the Directors of the Institute. The Committee shall decide by a majority of votes, the chair has a determining vote in the event of equality. Appeals against decisions of the Board of Studies may be submitted to the Appeals Committee.
- (2) The Credit Transfer and Validation Committee is responsible for the admission and equivalence of the course(s) completed or previously completed in another faculty of the University or in another higher education institution. The Committee is chaired by the Director of Studies and its members are the lecturers delegated by the departments. The members of the Committee shall evaluate the submitted credit transfer applications via the University's electronic system. The Committee decides by a majority vote, in the event of equality the Chair has the determining vote. The decision of the Credit Transfer and Validation Committee may be appealed to the Appeals Committee.
- (3) The Director of Studies and the Credit Transfer and Validation Committee shall involve the heads of the relevant departments or their delegates to prepare the technical decisions.
- (4) The University Committee for Students with Disabilities decides on the easements that can be granted to students with disabilities during their studies.

### **§ 5 Procedure to assess the submittals concerning the student status**

- (1) A student issue is any issue relating to the student's rights and obligations in connection with the student's status as a student, in particular issues relating to the student's academic affairs, the benefits to be granted and which may be granted to the student, and the fees and reimbursements payable by the student.
- (2) In student issues, the procedure may be initiated ex officio or at the request of the student. Proceedings shall be initiated ex officio if the university is required to do so by law or

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<sup>3</sup> Act LIII of 2021 amending Act CCIV of 2011 on National Higher Education and certain related acts

regulations, and also if the student applies on the basis of a request made by the university to all or part of the students pursuant to the law or regulations. Proceedings shall be instituted at the request of the student if the student is entitled to initiate such proceedings by virtue of a provision of law or regulations.

- (3) As a general rule, student study applications for a given course should be submitted via the Neptun system or, for specific groups of cases, using the form on the Academic Communication Group's website.
- (4) The deadline for submitting applications is published by the Registrar's Office on the Academic Communication Unit website before the start of the academic year.

Applications can be submitted via Neptun:

- a) Request for enrolment,
  - b) Request for cancellation,
  - c) Request for change of specialization
  - d) Request for change of location,
  - e) Request for change of course,
  - f) Request for postponement of semester/academic year,
  - g) Request for cancellation of student status.
- (5) Applications can be submitted electronically on the Academic Communication Unit website:
    - a) Credit transfer and validation request
    - b) Transfer from another higher education institution
    - c) Request for admission and cancellation of subjects after the end of the admission period

- (6) Other paper applications should be submitted to the Academic and Communication Unit in person or by post (8000 Székesfehérvár, Fürdő u. 1.) or electronically by e-mail to [tanulmanyi@kodolanyi.hu](mailto:tanulmanyi@kodolanyi.hu).

Applications can be submitted on a paper basis:

- a) Application for a preferential study regime,
  - b) Application for partial studies,
  - c) Other study request.
- (7) The student may submit applications for the current semester from the beginning of the course enrolment period until 15 September for the autumn semester and 15 February for the spring semester, after which a penalty is to be charged. The amount of penalty is set out in the Student Fees and Fees Policy. Any student who misses the deadline may submit his/her application only after paying a penalty.
  - (8) The penalty for applications submitted after the deadline will be charged to the student in Neptun before the application is submitted.

- (9) The application shall include
- a) the student's identification data (name, Neptun code, specialization, subject),
  - b) the student's mailing address and contact details,
  - c) the subject of the request,
  - d) the facts on which the request is based and any evidence on which it is based,
  - e) a brief factual description of the request and the reasoning,
  - f) a certificate (e.g. a medical certificate) supporting the reason stated in the application,
  - g) in case of an authorised representative, his or her power of attorney.
- (10) In all cases, the application shall be considered on its content and the incorrect title of the application shall not lead to its rejection.
- (11) Unless otherwise provided by law, student applications shall be processed no later than 30 days from the date of receipt or, if a deadline for submission of the application has been set, within 30 days after this deadline (hereinafter referred to as the "deadline").
- (12) The deadline for submitting applications in Neptun is the date indicated for the application type.
- (13) The submission date for applications sent by post shall be the date of posting.
- (14) The University will communicate its decisions to the student in writing. When dealing with a student's case, documents may be delivered to the student in person, by post, electronically, by fax to the official e-mail address provided by the student, or via the Neptun system. In issues concerning student status, the student shall be informed of the University's decision by registered letter with return receipt.
- (15) The student may appeal against the decision or measure or the failure to take a measure of the higher education institution within 15 days of the notification or, failing this, of the notification of the decision, except for the decision on the assessment of studies. The detailed regulations on legal remedies are set out in the Kodolányi János University Regulations on Student Legal Remedies.
- (16) The student may submit a complaint to the Director of Studies within 15 days after the end of the semester and within 5 days after the end of the period of enrolment, regarding the assessment data in the Neptun system. The committee will notify the student in writing within 5 days of the complaint being closed.
- (17) Proceedings may also be initiated against a decision on the assessment of studies if the decision was not based on the requirements adopted by the higher education institution, or if the decision is contrary to the organisational and operational regulations of the higher

education institution, or if the provisions on the organisation of the examination have been violated. The student and his/her authorized representative may act in the appeal procedure.

- (18) The second instance jurisdiction is exercised by the Remedies Committee.

## § 6 Establishment of student status

- (1) The student may establish a student status with the university in the year of the decision on admission. The student's status is established upon enrolment at the University. The form used to prove the establishment of the student status is the enrolment form, which is accompanied by a copy of the document submitted as a condition of admission during the admission procedure (the school leaving certificate for higher education vocational training and bachelor's degree courses, and the diploma entitling the holder to study for further education and master's degree courses), a declaration that the student has downloaded and read the institutional prospectus and, in case of students who are self-financed/reimbursed, an original copy of the student contract between the student and the institution, signed by all parties. In case of a student with a Hungarian state (part) scholarship, an additional condition for the establishment of the student status is the student's declaration that he/she has become familiar with the conditions of the Hungarian state (part) scholarship in Act CCIV of 2011 on National Higher Education.
- (2) The student
- a) may request to study on an additional qualification or occupational qualification within the framework of their existing student status,
  - b) can apply to be transferred to another higher education institution,
  - c) may be a guest student at another higher education institution,
  - d) may establish an additional (parallel) student relationship with another higher education institution.
- (3) As a guest student, he/she will undertake part-time studies related to his/her studies. A guest student status may be established only with the consent of the higher education institution where the student is studying. Consent may be refused by the higher education institution if it is unable to count the credits obtained in the framework of the guest student status during the student's studies.
- (4) The additional (parallel) student status may be for the purpose of obtaining another degree or certificate.
- (5) Students who have obtained a degree and a diploma certifying occupational qualification in the bachelor's or master's degree programme and who meet the conditions set by the University in the Admission Rules annexed to the Organisational and Operational Rules and published on the website of the institution may be admitted to the course of studies for the acquisition of partial knowledge. The student status is established by enrolment, without a separate admission procedure. For courses of studies for the acquisition of specific knowledge, the University may, subject to the maximum number of students, establish a student relationship with a person who is not a student, within the framework

of a self-financed/remunerated course, on the basis of the training programme defined for the courses offered at the institution. A student who is enrolled in a course of training for the acquisition of partial knowledge shall be issued by the university with a certificate of the credit value of the knowledge acquired upon completion of the course. The knowledge acquired may be credited during higher education studies. With regard to this status, the student is not entitled to pursue studies in order to obtain additional qualifications or vocational qualifications, to apply for transfer, to establish an additional (parallel) student or guest student status, to suspend his/her student status - with the exception of the reason specified in Article 10(2) -, to apply for transfer to a state-subsidised/ state (part-)scholarship course, or to use a period of support. The duration of the student status established for the purpose of acquiring partial knowledge shall be included in the period of time for which the student is entitled to statutory benefits, easements and services (see paragraph (9)).<sup>4</sup> The higher education institution shall issue a credit certificate on the acquisition of partial knowledge upon the student's request.

- (6) No new enrolment is required during the period of student status. Before the start of the period of study, the student shall declare in writing whether he/she will continue his/her studies or discontinue his/her studies during the period of study. He/she may withdraw the declaration in writing until the end of the period of enrolment for the semester in question.
- (7) Students may exercise their rights as a student during the active semesters only.
- (8) During the period of student status, all student status certificates are issued free of charge. Student status certificates are issued by the Academic Communication Unit at the request of the student.
- (9) There is no limit on the number of semesters of study in a self-financed/reimbursed course. However, students may not receive any statutory benefits, discounts or services if the number of semesters they have started at the higher education institution, including the period of state-subsidised/part-scholarship training, exceeds sixteen semesters. This provision does not apply to a person who starts a new student relationship after five years after the termination of his/her student status.

## 7 § Student card

- (1) The student card is a type of official document that certifies the student status.
- (2) A centrally produced public document, the application for which is made in the manner specified in a government decree. The content of the student card, the benefits that may be claimed and the period of validity are determined by a government decree.

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<sup>4</sup> In force from 1 September 2008.



(3) After the termination of the student status, the student shall return his/her student ID card to the Academic Communication Unit.

### **§ 8 Relevant time limits for recording the period of support**

- (1) A person can study a total of 12 semesters in higher vocational education, higher vocational education, bachelor's and master's programmes. The maximum period of support for a degree (diploma) may exceed the period of study for up to two semesters (Annex 3). The period of support for a given degree shall include the period of support for the same degree. If the student is unable to obtain the degree (diploma) during the period of support thus determined, he/she may continue his/her studies in that degree programme on a self-financed/remunerated basis even if he/she has not otherwise completed the period of support under this paragraph, provided that the institution has free capacity.
- (2) Students participating in Hungarian state (full or part) scholarship programs may cancel their registration for the given semester within one month from the beginning of the semester, but no later than 14 October for autumn semesters and 14 March for spring semesters, or may request a suspension of their studies until the same dates after registration. If, after enrolment or registration, the student does not request the suspension of his/her studies by this date, the semester in question shall be considered an active semester and shall give rise to obligations arising from the acceptance of the conditions of the training supported by the Hungarian State (part) scholarship or the obligations contained in the training contract, regardless of the fulfilment of his/her study obligations.
- (3) The higher education institution may extend the period of support for a student with a disability by up to four semesters at the request of the student (Annex 3).
- (4) All semesters for which the student is enrolled are considered to be the period of support used by the student.
- (5) If a student who is supported by a Hungarian state (full or partial) scholarship and who has been admitted to the limited number of state-supported students terminates his/her student status before the end of his/her studies or continues his/her studies in a self-financed/remunerated form, he/she may be replaced by a student who is studying in a self-financed/remunerated form, upon request. Applications will be assessed annually by the committee set up for this purpose, taking into account the academic results.<sup>5</sup>

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<sup>5</sup> This provision may be applied for the first time to students admitted and starting their studies in September 2007.

- (6) A student participating in a Hungarian state (full or part) scholarship course may request in writing to change the course, location, specialisation, course of study, place of study or work schedule only from the end of the previous academic term until 15 September for the autumn semester and until 15 February for the spring semester. Transfers may only be requested between courses at the same level.
- (7) In case of the change of degree programme of a student participating in a Hungarian state (full or part) scholarship programme, Articles 7 and 8/A of Decree 248/2012 (VII. 31) on certain provisions necessary for the implementation of Act CCIV of 2011 on National Higher Education shall also apply.

### **§ 9 Student's obligation to enrol and register**

- (1) Enrolment is the condition of admission to university or transfer from another higher education institution.
- (2) A student with student status continues his/her studies in the following semesters after registration. Registration is the condition of the enrolment in the course in Neptun and the payment of the fees for the following semester for students with self-payment/fee-payment.
- (3) Students who are eligible to study abroad under the LLP Erasmus mobility programme will be granted an active study status prior to their departure, after paying the cost/fee in case of a self-cost/fee-based course and crediting it in Neptun, in order to receive the advance payment of the grant amount in accordance with point 4.1 of the LLP Grant Agreement after the Grant Agreement has been signed by both parties.
- (4) The courses taken by the registered student in the information system (NEPTUN) are listed in the master record.
- (5) The student can request a certificate of enrolment in the courses recorded in Neptun after the end of the enrolment period, issued by the Academic Communication Unit.
- (6) Students can choose from the same course offered in parallel, subject to availability.
- (7) Students can choose between the specialisations, depending on the number of students and the requirements of the competent department. The minimum number of students is decided by the Training Council.
- (8) Late enrolment and registration or enrolment in a course is only possible until the end of the month of the course enrolment period upon payment of a fee.
- (9) If a non-Hungarian citizen starts or continues his/her studies in Hungary in the context of distance education, he/she may establish a student status without a permit for entry and residence. The student shall obtain a permit for entry and residence before continuing his/her studies in a non-absentia education programme and present to the higher education institution the documents required by the higher education institution from among those presented

electronically during the admission procedure and enrolment.<sup>6</sup>

## **10.§ Procedure for exercising student rights and fulfilling student obligations**

- (1) At the University, students exercise individual rights based on their status as students and collective rights through the Student Council.
- (2) The rights of the student include in particular:
  - a) according to the training and outcome/qualification requirements, to choose a training specialisation, training specialisation and, within the framework of the credit system, the subjects, in case of parallel courses in the same subject areas, the lecturers and the lectures, seminars and practice in parallel, within the limits of the teaching opportunities and the study requirements,
  - b) to apply for being transferred to another course of study in the same field of study, to a different course or to another educational institution, as provided in the Regulations on Studies and Examinations.
  - c) to attend lectures in other courses, faculties and higher education institutions, unless restricted by the host institution,
  - d) to benefit from student services (dormitory, meals, etc.) and student benefits (social assistance, scholarships, etc.) and discounts in accordance with university regulations,
  - e) to express an opinion on the work of the lecturers and make suggestions to improve teaching, in accordance with the provisions of the Student Feedback Policy,
  - f) to use, within the framework of university regulations, the resources and facilities available at the institution (library, laboratory, IT facilities, sports, cultural, leisure, health and other facilities) and other services that play a key role in preparing students for an intellectual life,
  - g) during his/her period of study, without hindering the performance of his/her study obligations, to enter into an employment, commission or contract of employment relationship, or a study contract, as defined by law.

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<sup>6</sup> Act LIII of 2021 amending Act CCIV of 2011 on National Higher Education and certain related acts

- h) to participate in the activities of student government bodies, and be elected and eligible for election to student government bodies and offices,
  - i) to take part in the work of academic and other student circles and associations, participate as a member in the establishment and holding of posts in professional, cultural, sports and other associations, clubs and similar organisations,
  - j) to apply to the student self-government for representation of their interests, or request redress for any grievance they have suffered, as specified in the Regulations,
  - k) to learn about the rules applicable to students, their individual and collective rights at the institution.
  - l) to suspend his/her employment,
  - m) to become a guest student,
  - n) to learn about international practice through part-studies in higher education institutions in the countries of the European Economic Area,
  - o) in higher vocational education and training, in higher vocational education and training, in bachelor's, master's and advanced vocational training, students have the same rights as employees under the Labour Code with regard to the protection of their interests and the protection of their health and safety,
  - p) students in higher education are entitled to benefits and discounts under the legislation on higher education. The benefits and discounts shall be provided by the traineeship organiser.
- (3) The student may participate in the teaching, research and advisory work of the department according to the conditions set by the head of the department or the lecturer in charge of the subject.
- (4) The student should be provided with all information and services necessary for his/her integration, healthy living and health care during his/her studies.
- (5) It is the student's responsibility to:
- a) fulfil the obligations set out in the University's Study and Examination Regulations,
  - b) check his/her grades in the Neptun system for the semester in question and in case of any omissions or errors, report them in writing to the department responsible for the subject within 5 working days from the end of the examination period.
  - c) comply with the organisational and operational rules of the University and the College,
  - d) maintain the rules for the use of the premises of the higher education institution and the areas belonging to the higher education institution, the rules for practical training, preserve and handle the equipment provided for them in accordance with the regulations, protect the facilities and equipment of the higher education institution,

- protect their own and their fellows' physical health and safety, acquire and apply knowledge to protect their health and safety,
- e) respect the traditions of the higher education institution and the dignity of its staff and fellow students.
- (6) Students pay fees and other charges in accordance with the provisions of the law and the institutional regulations.
- (7) The disciplinary and compensation (financial) liability of students is regulated by the University's Student Disciplinary Code.
- (8) If the student participates in a self-financed/reimbursed course, the rights and obligations arising from the student's legal relationship shall be subject to the provisions of Act CCIV of 2011, in addition to those of Act LXXVII of 2013 on Adult Education, Article 17, with the exception that the contract shall also include the amount of the self-financed/reimbursed course, the services for which the self-financed/reimbursed course is provided, the conditions for the reimbursement of the self-financed/reimbursed course.

### 11.§ Reception

- (1) A student may be transferred from another higher education institution to a degree programme in the same field of study if he or she is a student at the other institution, whose student status has not been terminated due to dismissal or disciplinary exclusion, or if the conditions for compulsory dismissal or exclusion are not met.
- (2) *Except as provided for in the Government Decree, the transfer may only take place between courses leading to the same level of qualification, in case of bachelor's and master's degrees, provided that the student has actually acquired at least 30 credits at his/her previous institution.*
- (3) Transfer from another institution may be permitted by the Director of Studies, on the recommendation of the Head of the Department. Requests shall be submitted in electronic form on the Academic Communication Unit's website by 10 September for the current semester in the autumn semester and by 10 February for the spring semester. The request shall be completed by the following documents:
- a) proof of student status (active or passive) at the higher education institution where the student is currently enrolled and from which the student is applying for transfer to the KJE,
  - b) a copy of the transcript of records of the subjects studied in the previous studies,
  - c) a copy of the subject content of the completed subject,
  - d) a copy of the transfer order confirming payment of the procedural fee;
  - e) students may be admitted from a foreign higher education institution if they can prove in a certified Hungarian translation that they have completed at least one semester or have fully fulfilled their academic obligations for one semester.
- (4) A screenshot taken by the student from the Neptun system is not accepted as proof of student status or as proof of previous studies.

- (5) At the request of the student, the Credit Transfer and Validation Committee, on the recommendation of the head of the department, decides about the acceptance of the courses completed up to that point.
- (6) Within the institution, the Director of Studies may permit the transfer to another course, to another subject or to another training location in the same field of study. Transfer of enrolment is only possible if there is an ongoing course in the course, subject area or training site in question which the student can join.
- (7) The transfer from higher to bachelor level vocational education shall not be permitted.
- (8) Requests to change location, course, or course within the institution can be submitted for the given semester until the end of the course enrolment period via Neptun.

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

- (1) If the student declares that he/she does not wish to fulfil his/her obligations as a student in the next training period, or if the student does not enrol for the next training period, his/her student status will be suspended.
- (2) If a student suspends his/her studies, the semester is considered passive.
- (3) The period of continuous interruption of student status may not exceed two semesters. A student may take more than one interruption, but the number of passive semesters may not exceed twice the period of training specified in the training and degree requirements of the degree programme.
- (4) The spring semester of the academic year 2019/2020 should not be taken into account for the purpose of the continuous suspension of student status due to the emergency situation caused by the COVID-19 epidemic.
- (5) The first interruption may only be granted after the successful completion of the first semester, unless the circumstances of the student admitted to the first year have changed significantly and can be justified by reasonable evidence. In this case, the student may request the termination of the first semester.<sup>7</sup>
- (6) The higher education institution may, at the request of the student, allow the student to interrupt his/her student status for a continuous period longer than the period specified in paragraph (1), even before the completion of the first semester or until the end of the period of study already started, provided that the student is unable to fulfil his/her obligations arising from the student status due to childbirth, accident, illness or other unforeseen reasons

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<sup>7</sup> Effective: from 1 February 2010, ascending order

not being his/her fault of own. In the cases provided in this paragraph, the restrictions laid down in paragraph 1 shall not apply.

- (7) Student status is terminated if the student is banned from further studies as a disciplinary sanction.
- (8) During the period of study, the student may request in writing that his/her studies be interrupted for a reasonable reason. In addition to health problems, the non-institutional possibility of a stay abroad for the student's professional development, interests and need for experience shall be considered as a reasonable reason. After a termination of studies, a student registered for a given period of study may continue his/her studies in the given year according to the curriculum assigned to the student in the Neptun system.
- (9) Students requesting a suspension shall settle their library and other debts. The Director of Studies permits the suspension of studies.

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

- (1) The student status is terminated,
  - a) if the student has been transferred to another higher education institution, on the day of transfer,
  - b) if the student announces the termination of his/her student status, on the day of the announcement,
  - c) if the student declares in writing that he/she does not wish to continue his/her studies on a state-funded / state (part-)scholarship course and does not wish to continue on a self-financed / fee-based course,
  - d) on the last day of the semester in which the student obtained the final certificate (diploma),
  - e) on the last day of the first vocational examination for higher education,
  - f) in higher vocational education and higher vocational education, if the student has become medically unfit to continue his/her studies and there are no other suitable higher vocational education courses at the university, or the student does not wish to continue his/her studies or cannot continue his/her studies due to the lack of the necessary conditions for further studies, on the day the decision on the termination becomes final,
  - g) if the student's student status is terminated by the Rector after an unsuccessful request by the student and an examination of the student's social situation, on the day the decision on the termination becomes final,
  - h) if the number of passive semesters exceeds twice the period of training specified in the training and degree requirements,
  - i) the date on which the disciplinary exclusion decision becomes final.
- (2) The higher education institution may also terminate the student status of a student who
  - a) fails to fulfil the obligations relating to progress in studies laid down in the study and examination regulations and the curriculum,

- b) fails to enrol for the third consecutive semester,
  - c) does not start the studies after the suspension of the student status,  
provided that the student has received a prior written notice to comply with the obligation by the deadline and has been informed of the legal consequences of failure to comply.
- (3) The institution of higher education shall terminate the student's status by unilateral declaration if the total number of failed remedial and retake remedial examinations in the same subject (subject) reaches five.<sup>8</sup>
- (4) Anyone whose student status has been terminated shall be removed from the student register.

## Chapter II

### *ORDER OF STUDY*

#### **§ 14 Training period, academic calendar, periods of teaching**

- (1) In higher education, training can be organised as full-time, part-time and distance learning. Full-time training consists of at least 300 hours of study per semester.
  - (2) The full-time training shall be organised in a five-day-week teaching on working days, according to the full-time timetable. This provision may be waived with the agreement of the university's student council.
  - (3) Part-time training is organised according to the timetable of correspondence training. The duration of part-time training, except for continuing vocational training, shall be at least 30 % but not more than 50 % of the total number of hours of full-time training. The duration of continuing vocational training shall be not less than twenty nor more than fifty per cent of the total number of hours of full-time training.
  - (4) The academic calendar, the beginning and the end of the study period, as well as the examinations are determined by the Senate based on the proposal of the Director of Studies.
  - (5) The academic year is divided into two semesters: autumn semester and spring semester.
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<sup>8</sup> Valid for students admitted for the academic year 2012/13 and onwards.



- (6) In full-time courses the registration period is the first week of the academic term, in part-time (correspondence) courses and distance learning the registration period is 2-4 days at the beginning of the semester, during which the student finalises the courses to be chosen in the beginning of semester. This is also the time for the registration of examination courses and additional courses. Applications submitted after the deadline (after the end of the enrolment period) will be subject to a penalty, which will be set out in the KJE's Fees and Charges Policy.
- (7) The sessions (lessons) last 45 minutes. Sessions of two or more hours may be combined up to a maximum of 135 minutes.
- (8) The head of the department responsible for the subject is responsible for the timetable and the order of classes.
- (9) A part of the summer vocation (up to four weeks) can be used for a training-related activity (work placement), which is also set out in the curriculum.

### **15.§ Extract from the master academic record (registration course book), master record**

- (1) The extract of master academic record, i.e. the student's registration course book, is a public document certifying the student's studies and the final certificate (diploma), which contains information on the fulfilment of the student's study obligations.
- (2) The student is not entitled to make any deletions or corrections to the master academic record extract. Only the person authorised to make the entry to be deleted or corrected may make such a deletion or correction in the extracts of records, which shall be signed and dated.
- (3) The student has access to the data content of his/her training record in the Neptun system in printable form, as specified in the government decree.
- (4) Students may request an extract of the certified transcript of records in Hungarian once a semester without free of charge from the Academic Communication Unit.
- (5) The master academic record is used to record the student's personal and academic data related to the student status indicated in the master record. The student's record is kept by the Student Communication Team.

### **16.§ Information on the requirements**

- (1) The bachelor's degree (baccalaureus, bachelor) and the occupational qualification can be obtained in the undergraduate studies. A bachelor's degree is the first level of higher education qualification that gives access to a master's programme. The training and outcome requirements for the bachelor's degree determine the professional qualifications that can be obtained in the undergraduate studies. In case of bachelor's degree courses which require practical training, the curriculum requires the organisation of a continuous work placement

of at least six weeks<sup>9</sup>. Completion of the placement is a prerequisite for the final examination.

- (2) In Bachelor's degree courses requiring practical training, the curriculum requires the organisation of a one-semester work placement. Completion of the internship is a prerequisite for the final examination.<sup>10</sup>
- (3) In case of an internship with an employer with whom the student has an employment contract, a student employment contract is not required.
- (4) The Master's programme offers a master's degree (magister, master) and a occupational qualification. The Master's degree is the second level of higher education. The educational and output requirements for a master's programme determine the occupational qualifications that can be obtained in a Master's programme. A Master's degree qualification gives access to employment as defined by law.
- (5) In specialised further education, additional specialised qualification can be obtained after the bachelor's or master's degree.
- (6) In higher-level vocational training, higher vocational qualification, certified by a diploma can be obtained. A diploma awarded in respect of higher-level vocational training does not certify an independent level of qualification. In higher-level vocational training, a minimum of one hundred and twenty credits and a maximum of one hundred and fifty credits may be obtained. The training and output requirement shall include the classification of the field of training of higher-level vocational training and the transfer of credits obtained in higher-level vocational training to bachelor's degree courses in the same field of training. The number of credits to be credited is set out in the model curricula. The minimum duration of training is four semesters unless European Union law provides for a longer period for a course.
- (7) The curricula of the degree courses include compulsory, compulsory optional and optional subjects. Compulsory subjects shall be completed. Choosing and completing the number of credits of compulsory and optional subjects specified in the curriculum is also a prerequisite for the final examination.
- (8) Students choose all their courses, as well as specialisations and majors, in Neptun. Courses chosen in Neptun are definitive for students.

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<sup>9</sup> It applies to students starting their studies in the first year of study after 1 September 2013, and in ascending order thereafter.

<sup>10</sup> It applies to students starting their studies in the first year of study after 1 January 2010, and in ascending order thereafter.

- (9) Students may choose a course outside their own curriculum in their individual study plan, without paying any extra costs or fees, the credits may exceed the total number of credits specified in the curriculum by 10%. To do so, an application shall be submitted to the Academic Communication Unit. The extra subject cannot generate credit hours.
- (10) The student may choose the subjects related to his/her studies in another course of the higher education institution where he/she is a student, as well as in the course of any higher education institution as a guest student.
- (11) The higher education institution will issue a recommended curriculum for the preparation of the student's study programme. Students may deviate from the curriculum recommended by the higher education institution when planning their studies. The credits required for the award of a diploma may be acquired in a shorter or longer period of time than the period of study specified in the training and outcome requirements.
- (12) If the student wishes to obtain the credits required for the degree in a shorter period of time than the training period specified in the training and outcome requirements, he/she shall submit a request for a shortened training period in writing to the Academic Communication Unit at [tanulmanyi@kodolanyi.hu](mailto:tanulmanyi@kodolanyi.hu).
- (13) The shortening of the course is permitted by the Director of Studies, taking into account the opinion of the relevant Department.
- (14) For Bachelor's degree courses requiring practical training, the one-semester internship required by the curriculum may be completed earlier. The grade will be credited in Neptun in the semester of the curriculum.
- (15) Completion of the internship in a semester other than the semester of the curriculum shall be permitted by the head of the department.
- (16) Until the end of the first week of the course enrolment period, students may decide to delete the courses they have taken for the current semester from their curriculum (via Neptun).
- (17) The followings shall be compiled by the head of department and published in Moodle (<http://moodle.kodolanyi.hu>):
  - a) the subject documentation (subject themes) of the subjects
  - b) the examination topics per subject (exam preparation questions).Students can find information about them after the end of the course enrolment period.
- (18) The head of the teaching department will ensure that students receive information from the teacher at the latest in the first lesson:
  - a) the requirements per subject,
  - b) the requirements of signature and examination.
- (19) Students studying full-time and part-time (correspondence) have the chance to use electronic notes (study materials) containing the current semester's distance learning material of their degree programme, available in [moodle.kodolanyi.hu](http://moodle.kodolanyi.hu), by accepting the terms and conditions of use.

### 17.§ Individual study plan

- (1) Students can develop an individual study plan for each semester except the first semester.
- (2) The student modifies his/her preliminary study plan,
  - a) if he/she failed an exam and did not fulfil his/her pre-study obligations for a planned subject,
  - b) if a planned course does not start due to a low number of applicants.
- (3) When the final individual study plan is being drawn up, a subject that is not offered due to a shortage of applicants cannot be chosen.
- (4) The deadline for the final study plan is the last day of the second week of the academic term.

### 18.§ Participation in the courses

- (1)The student shall participate in the prescribed compulsory, compulsory optional and optional courses (lectures, practice, seminars, project seminars, consultations, consultative lectures, consultative practice, internships) as prescribed in points 2 to 5 of this paragraph.
  - a) Lecture: a form of teaching that is attended by all students chosen the announced course together. In case of part-time (correspondence) work, the term 'consultative lecture' is used.
  - b) Seminar: a form of teaching where students learn in groups in an active way, with the chance of intensive communication with the teacher. For part-time (correspondence) work, the term 'consultative practice' is used.
  - c) Project seminar: a reduced contact-hour activity in which students work in small teams on a specific task under the supervision of the teacher leading the seminar. The project seminar leader is responsible for announcing the project at a pre-arranged time at the beginning of the semester, assigning and evaluating the students according to the assignments.
  - d) Practice: a form of teaching where routine elements of a subject are practised.
  - e) Consultation: the opportunity for a personal meeting, including electronic communication, provided by the higher education institution's lecturer to the student.
  - f) Face-to-face consultation: a consultation requires personal participation in case of distance learning or e-learning supported courses, during which the student consults the tutor of the course at the University's consultation centre at predetermined time.
  - g) Online consultation: in case of e-learning supported by distance learning methods, it is a consultation held at a predetermined time during which the student consults the subject tutor in real time (synchronously) using the computer tools provided by the distance learning system.

- h) Asynchronous consultation: in case of e-learning supported by distance learning methods, the student is in contact with his/her tutor throughout the entire period of study, using the computer tools provided by the distance learning system, for non-real-time (asynchronous) consultation.
- (2) The requirements for attending lectures may vary from subject to subject, and are set by the responsible lecturer together with the head of the department.
- (3) Attendance at seminars and internships is compulsory, absence of more than 20% of the total number of hours means failure of the subject or course. In such cases, the instructor may impose a specific requirement for the award of the semester grade on a fair and equitable basis. Attendance shall be monitored by the instructors leading the sessions.
- (4) On campus, teaching hours are from 8:00 to 21:00 on weekdays and on the weekend (Saturday). During this period, contact hours are held. The specific arrangements for checking attendance at compulsory classes, for certifying absence and for making up for absences are laid down by the lecturer (class leader) with the approval of the head of the teaching department and are communicated to students at the beginning of term.
- (5) Students may only travel as a group or individually during the academic or examination period for official study or cultural, social or sporting purposes, with the permission of the Rector. In the event of absence, they are not exempted from fulfilling their obligations until the prescribed deadline.
- (6) The optional subject(s) included in the model curriculum may be fulfilled by writing an SRC thesis and/or by performing community service (voluntary work) during the student's period of study. Community service (voluntary work) is possible in the following fields: health, social and charitable, educational, cultural and community, environment and nature conservation, civil and disaster management. Community service and the SRC thesis shall also be registered in Neptun as an optional subject in the elective category. Credits are awarded with a distinction.
- (7) The performance of community service (volunteer work) is organised by the student independently and agreed with the Head of the Sport and Culture Office before the start of the activity.
- (8) A certificate of community service (volunteer work) shall be submitted to the Sports and Culture Office by the end of the first week of the examination period of the semester in question. Exemption from an optional subject in the model curriculum will be recorded in Neptun by the Academic Communication Unit on the recommendation of the Sport and Culture Office if the student has documented 60 hours of voluntary work.
- (9) Community service (voluntary work) does not exempt the student from other subjects, nor does it exempt him/her from attending classes.

### 19.§ Preferential study arrangements

- (1) Reduced study arrangements may be granted on an equitable basis upon written request by the student. Reasonable grounds include, for example, long-term illness, professional sports activities. Attendance is compulsory even if the student is working full-time or pursuing parallel studies (e.g. at another university). In this case, the student may apply to attend part-time classes. For students living abroad, online attendance may be requested at the discretion of the head of the department.
- (2) No preferential study arrangements are allowed in higher education.
- (3) Preferential study regime can be applied only after the successfully completed first semester.
- (4) In all cases, the student shall provide credible proof for the reasons listed in the application.
- (5) The submission of an application does not exempt the student from the obligation to attend classes and from the tasks indicated in the course documentation. While the approval of the application is pending, the student shall attend classes in accordance with the curricular requirements and fulfil the requirements in the manner and at the times indicated in the course documentation.
- (6) Under the preferential study plan, the student is obliged to fulfil all his/her study obligations according to the plan (preferential study plan).
- (7) It is the student's responsibility to apply for a preferential study plan. The first step is to consult with the head of the department, who signs the student's application and confirms that the student can start the individual study plan with the lecturers. To set up the preferential study plan, the student shall contact the lecturers of the subjects and agree on the tasks required to complete the subject. The student may be assisted by a mentor, the head of the department or a tutor designated by the head of the department.
- (8) The head of the department may permit a preferential study regime on the basis of the reasons of the request and the supporting documents, as well as knowing the preferential study plan.
- (9) Under the preferential study regime, students can be exempted from attending classes indicated in the application, can complete the given period of study earlier, can meet the requirements of the subjects as indicated in the subject documentation earlier than prescribed, and can take exams before the examination period. The method and planned date of completion of the subjects shall be indicated in the preferential study plan.
- (10) The permission for a preferential study regime may be withdrawn with reason by the head of the department.

## 20.§ Parallel training

- (1) A student who is enrolled in a parallel course of study is simultaneously pursuing studies at another higher education institution or in another degree programme or other branch of the university after a successful admission procedure. If a student pursues studies in more than one degree programme at the same institution, the student's student status is not terminated if he/she completes one of them. Parallel student status may also be a state-supported/(part-)scholarship course.
- (2) When calculating the period of support or the time available for self-financed/reimbursed training, the period of support shall be counted as one semester if the student is a student at several higher education institutions at the same time, or if the student is preparing for the acquisition of several qualifications or occupational qualifications at the same higher education institution.

## § 21. Study abroad and at other higher education institute, visiting or guest student status

- (1) Part-time studies in another higher education institution or abroad for at least 3 months and the examinations passed there are considered to be part-time studies in another institution or abroad.
- (2) National and international part-training is only possible in the same or a similar type of higher education institution, according to the requirements of the cooperation agreement concluded between the institutions.
- (3) A student participating in a part-time course abroad is also required to register for the relevant period of study and to meet the requirements set out in the university regulations.
- (4) The student is obliged to request the head of the host department for the preliminary crediting of the courses before starting the study abroad in order to draw up the study contract. Recognition of the period of study abroad may be made conditional by the departments concerned. Subjects/courses completed during the part-time training abroad may be credited in case of equivalence. The Credit Transfer and Validation Committee is responsible for determining equivalence, on the basis of the ECTS principles. The Credit Transfer and Validation Committee decides on the credit transfer - also before the departure - on the basis of a proposal of the competent Head of Department. In case of Erasmus and CEEPUS, any condition might be determined only in the field of specialised subjects, on the basis of signed international agreements.
- (5) In case of students participating in a part-time course abroad, the departments concerned shall inform the students of the method and deadline for completing the requirements before departure.
- (6) In case of part-time studies, the head of the department in charge of the subject may permit the student to study certain subjects or courses abroad or in the country, in accordance with the cooperation agreement between the institutions, upon written request of the student.
- (7) KJE student visiting another institution:

- a) If a student of the University wants to take and complete the compulsory or optional subject of the degree course at another higher education institution, the permission of the Credit Transfer and Validation Committee or the host institution is required. The Credit Transfer and Validation Committee takes its decision on the basis of a preliminary opinion of the head of the department in charge of the subject.
  - b) The host institution will issue a certificate of the exam result and the credit value, which the student shall submit to the Student Communication Unit at the Student Services desk.
  - c) Such an examination shall be deemed to have been passed by the student in his/her own institution. A course taken by examination at another institution shall be recorded in the electronic registration system by the course lecturer, with the prior permission of the Credit Transfer and Validation Committee.
- (8) Student of another institution at KJE (guest student):
- a) Students from other higher education institutions may take any course at the University with the written permission of the Director of Studies. This permission will be sent to the head of the department in charge of the subject and to the Academic Communication Unit for information. The guest student is subject to the regulations of the University for the fulfilment of the subject.
  - b) The Academic Communication Unit issues a certificate of the exam result and the credit value to the student.
  - c) It is the student's responsibility to have the courses taken at Kodolányi János University recognised at the home institution.

## **22.§ Language training**

- (1) If the model curriculum includes compulsory language lessons, the student may request an exemption from language lessons if he/she has fulfilled the language examination requirement for the degree in the degree programme in question.

## **Chapter III**

### ***CHECKING KNOWLEDGE, EXAMINATIONS***

#### **§ 23 Main forms of knowledge assessment**

- (1) The curriculum provides for a practical grade if the practical application of the subject is possible and necessary for the training objective, and for the assessment of application skills. The practical grade may be awarded primarily on the basis of continuous performance in class, final examination and seminar papers during the semester and, in case of e-learning based distance learning courses, on the basis of the fulfilment of the subject requirements



listed in the current subject documentation for the semester. It is prohibited to require an examination to obtain a practical grade. The assessment of the practice consists of five grades.

The practical grade shall be entered in Neptun by the end of the week following the end of the semester.

In case of a project seminar, the student's grade is determined on the basis of:

- a) the starter course,
  - b) mid-semester progress report and the completion of the necessary corrections,
  - c) assessment of the end-of-semester assignment in writing.
- (2) An exam is an oral or written examination of the material covered in a theoretical subject, usually over one semester. The aim is to assess the student's mastery of the material and his or her ability to work on further material based on it. The examination may include the results of a final paper or homework, provided that the paper is defended as part of the oral examination. These papers are not a substitute for the examination. The examination is assessed by five grades.
- (3) A complex examination in higher vocational education is a complex theoretical and practical examination following the completion of basic training, usually covering more subjects. It is a measure of whether the student has acquired the competences needed for guided work in the practical training. It is assessed by a five-grade assessment.
- (4) The evaluation of the practical, examination and complex examination shall be documented in an examination paper, and in case of oral examinations, in a performance sheet.
- (5) The examination paper shall be submitted to the department in charge of the subject in Székesfehérvár and Budapest, and to the education organizer in Orosháza by the end of the examination period of the given semester.
- (6) The mandatory internship is assessed by a five-grade assessment. If the grade is unsatisfactory, the traineeship shall be repeated.
- (7) For optional subjects, the curriculum may require a practical grade or an examination. If the curriculum does not provide for a practical grade or examination in the subject that appears as a criterion requirement (e.g. Physical Education, Physical and Cultural Health Promotion and Well-being, Culture, Sport, Workplace Well-being), attendance at the sessions shall be certified by the instructor's signature in Neptun.

## **24 . § Examination period , examination schedule**

- (1) Examination dates should be fixed so that all students can take examinations in a proportionate way and can repeat the failed examinations during the examination period. A student may repeat maximum one examination per subject per semester. The head of the department in charge of the subject is responsible for setting the examination dates. The draft examination schedule shall be approved by the Student Council.

- (2) The student shall be informed at least 3 weeks before the end of the academic term in the Neptun system
  - a) the dates of the exams,
  - b) the names of the persons involved in the examination,
  - c) when and how to apply,
  - d) the date of publication of the examination results, and
  - e) the possibility of repeating the exam.
- (3) Students are required to register in the Neptun information system for each examination by 12.00 noon two days before the examination at the latest. If the student fails to do so, he/she will not be allowed to take the examination.
- (4) Beyond this deadline, the Student Communication Team may, upon request of the student, register the student for the given examination day after payment of a penalty. The amount of the penalty is set out in the Student Fees and Fees Policy.
- (5) A student may only register for one examination per day.
- (6) An examiner or examination board is not obliged to take more than 15 oral examinations per day. The exact number of examinations can be found in the Neptun system.
- (7) The student may take a preliminary examination before the examination period, upon written request to the department in charge of the subject, based on an individual assessment and prior discussion with the teacher.
- (8) The preliminary examination is equivalent to the examination taken during the examination period. Preliminary examinations may not be held at the same time as classes. Classes shall take precedence over preliminary examinations.
- (9) Students are required to be punctual on the day of the exam. The date can be modified in Neptun until 12, 2 days before the exam, as latest.
- (10) Students who are unable to stay in Hungary for the entire duration of the examination period due to working or living abroad may request an individual examination schedule and may take their examinations in blocks during the examination period with the permission of the head of the department. The request for an individual examination schedule shall be submitted in writing to the host department a month before the start of the examination period. Acceptable proof of long-term residence abroad, e.g. a copy of a residence permit or work permit for a foreigner, shall be provided by the student. The student may be admitted to the examination only if he/she has fulfilled the requirements for the examination in the subject concerned. An examination taken without fulfilling a prerequisite is invalid.
- (11) Exams can be oral and/or written and/or online via Moodle.
- (12) If the student fails to appear for the exam, his/her knowledge cannot be assessed and he/she can apply for a new exam day. In this case, a note "*Not present* " should be written in the examination form. If he/she does not prove that his/her absence was justified, the costs incurred will be charged to the student. The amount of the fee is set out in the fee regulations.

- (13) If the student provides proof of absence by medical certificate or other acceptable means in person, by fax, etc. within three working days after the examination date, he/she may apply for a new examination date in the same examination period free of charge. In Székesfehérvár and Budapest, the certificate shall be presented at the examination organiser's department, in Orosháza at the examination organiser's office.
- (14) All exams shall be held at the place of education. Exemptions from this may be granted by the Vice-Rector of Education.
- (15) If the examiner is unavailable, the head of the department is responsible for ensuring that the examinations run smoothly, by appointing another examiner and/or another time.
- (16) The examiners are responsible for the smooth running of the examinations and the calm atmosphere.
- (17) If the use of an aid is not allowed in the examination, the student's examination will be suspended, and an unsatisfactory grade will be given if such is used.
- (18) The grade is also unsatisfactory if the student cooperates or uses the assistance of another person(s) in the examination, independently of the fact that the teacher noticed it during the examination or later.
- (19) ID document with photo is required for the exam.
- (20) Misuse of someone else's identity can also lead to disciplinary action.
- (21) The university may set requirements for students with disabilities that differ from the curriculum requirements, in whole or in part, or waive them. The type and extent of the disability, whether permanent or temporary, shall be certified by a specialist certificate. The student may, on the basis of a specialist opinion, request in writing from the University Committee for Students with Disabilities that he or she be exempted from or otherwise permitted to fulfil all or part of the academic obligations or to take examinations on the basis of the disability. The benefits that may be granted by the Equal Opportunities Committee at the request of a student are set out in the Regulations for the Promotion of Equal Opportunities for Students with Disabilities.
- (22) In case of oral examinations, the grade shall be communicated orally to the student by the examiner after the assessment of the examination.
- (23) The grade shall be entered in Neptun by the examining teacher.
- (24) The grade and practical grade obtained on the basis of the semester's continuous assessment shall be recorded in Neptun by the end of the first week of the examination period. Examination grades shall be entered in Neptun by the teacher no later than the working day following the end of the oral examination, and written examination grades by the 5th working day following the end of the examination.
- (25) During the examination period, students have the opportunity to view the essays at the departments in Székesfehérvár and Budapest, and at the education organizer in Orosháza.

### **25.§ Re-taking of subjects due to failed examinations, repeating of successful examinations, retaking of subjects in case of subjects ending with a practical grade or signature**

- (1) In case of a failed examination, the examiner is obliged to record the unsatisfactory grade in the examination form and in Neptun.
- (2) In case of a failed exam, the student shall take the course as an examination course in the next active semester, for which the student will have to pay a fee for retaking the course. The amount of the fee shall be determined by the Senate and shall be set out in the Schedule of Fees payable.
- (3) If a repeated examination following a failed examination has not been passed, the department administering the subject shall, at the request of the student, ensure that he/she can take the repeated examination in front of another teacher or examination board.
- (4) A student may take another compulsory or optional subject in a subsequent semester (subject to subject constraints and options) in place of a compulsory or optional subject completed with a failing grade.
- (5) In case of a correction of an unsatisfactory grade, the teacher will record the new grade on the examination paper and also in Neptun. Only the better grade will be taken into account.
- (6) It is not possible to get a new grade after an unsuccessful practical grade in the same semester, the course shall be taken again in the next active semester.
- (7) If the requirement of the course is to obtain a signature, and the signature has been denied to the student, the course cannot be repeated in the same semester, the course shall be retaken by the student in the next active semester.
- (8) In case of a successful examination, if the student wants to get better grade or evaluation, he/she may take a new examination in one subject per semester, in the given examination period, which counts towards the total number of remedial examinations per semester. The result of the repeated examination is the examination grade.
- (9) The fee of the repeated exam and the surcharge for unauthorised absence from the exam are paid by students via Neptun before the exam.
- (10) It is possible to make up an exam missed during the traineeship.
- (11) A student who appears for an exam without authorisation will have his/her exam result cancelled.

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

- (1) The subject of Physical and Cultural Health Promotion and Well-being, Culture, Sport, Well-being at Work is considered to be completed for athletes with a grade of at least 3, for those who have completed the required number of hours of certified physical education and

sport outside the institution, for those who are active participants in folk dance and ballroom dance. Students who apply for exemption with a sports medicine certificate will be granted exemption(s). Students with physical disabilities are automatically exempted.

- (2) One credit may be awarded for the learning of a given subject. Credit is awarded on the basis of the prescribed outcome requirements of the subject, and only by comparing the knowledge on which the credit is based.
- (3) A student does not need to meet the requirements of the curriculum if he/she has already mastered them and can provide acceptable evidence of it.
- (4) Credits shall be recognised on the basis of studies at any higher education institution if the combined knowledge (competences) is at least seventy-five per cent the same, regardless of the higher education institution and the level of study at which the student obtained it. Credit for previous academic performance is granted on the basis of a comparison of the subject documentation (subject matter), upon written request by the student. This comparison is carried out by the Credit Transfer and Validation Committee.
- (5) The credit value of the recognised academic achievement is equal to the credit value of the curricular requirement that has been deemed to have been fulfilled, but the credit earned cannot be changed when the subject is recognised.
- (6) Exemptions are recorded in the Neptun system by the academic adviser.
- (7) The decisions of the Credit Transfer and Validation Committee and their validity period, as well as the course descriptions of all courses and modules of the higher education institution shall be made available to all students and instructors through the learning system.
- (8) The possibility of transferring knowledge acquired in vocational training with a similar content and the transfer of credits acquired in higher vocational training and higher vocational training to the basic training in the same field of training is regulated in the vocational training programme. The number of credits to be credited is set out in the model curriculum, but it shall be at least 30 credits. The Credit Transfer and Validation Committee shall decide on the credit transfer.
- (9) The Credit Transfer and Validation Committee may recognise prior non-formal (out of school system but acquired through organised training), informal (non-formal, experiential), learning and work experience acquired through learning, in a given subject, as recognition of a competence (knowledge, performance, achievement, skills, additional competences) for credit or as a waiver of a requirement. In the recognition procedure, the Credit Transfer and Validation Committee shall ascertain the knowledge on the basis of the student's documents, in the context of an assessment procedure. During the assessment procedure, the Credit Transfer and Validation Committee shall seek the written opinion of the head of the department concerned by the recognition. The department shall verify the

acquisition of knowledge, skills and competences by means of oral, written or practical assessment<sup>11</sup>.

- (10) Details of the credit transfer, recognition and validation rules are set out in Annex 4.
- (11) The fact that an application has been submitted does not exempt the student from the obligation to attend classes. The deadline for the submission of applications for credit recognition is 15 September for autumn semesters and 15 February for spring semesters, starting from the beginning of the course enrolment period of the current semester.
- (12) In order to obtain the final certificate (diploma), the student shall complete at least one third of the credits of the course at the higher education institution, even if the previous studies or other studies at the higher education institution and the previously acquired knowledge are recognised as credits.
- (13) The rules of the preliminary credit transfer procedure to be followed during the admission procedure are laid down in the Admission Rules.

### **27.§ Offered grades**

- (1) In the subject that ends with an examination, the lecturer may offer the student an examination grade on the basis of his/her performance during the teaching period. The offered grade shall be recorded in Neptun.
- (2) The student is not obliged to accept the assessment (grade) offered.
- (3) The offered grade will only be activated if the student accepts it via Neptun.

### **28.§ Acceptance of the semester work, acquisition of credits, aggregation, end of semester**

- (1) The lecturer of the subject certifies in Neptun by signature that the student has fulfilled the academic obligations required for the signature in the given term.
- (2) If the student has not fulfilled the requirement for the semester, the instructor of the subject will write "*signature refused*" in the examination form and in Neptun.
- (3) In addition to the signature, the student shall obtain at least a satisfactory practical and/or examination grade to obtain credit.

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<sup>11</sup> Pursuant to Article 23 § (9) of Government Decree 79/2006

- (4) In case of acceptance of credits from other institutions or courses, or credits obtained during previous studies, the student will receive the corresponding credit and the grade obtained. This will be taken into account in the calculation of the credit index.

### § 29. Assessment of academic work

- (1) The grade average shall be calculated after the semester requirement has been met.
- (2) At the end of the semester, the master record and its extract shall include the total credits accumulated during the semester and from the studies to date.
- (3) In a credit system, the student's performance is monitored by the (cumulative) weighted average (previous average scholarship) calculated for a training period (semester) or for the whole period of study. Credit can only be awarded for courses completed with a grade other than unsatisfactory.
- (4) The weighted average is calculated by dividing the sum of the number of credits of the subjects completed in the given period (semester) by the sum of the credits of the subjects completed;  
i.e.  $\text{Weighted Grade Point Average} = \frac{\sum (\text{credits} \times \text{merits})}{\text{total credits}}$  (i.e.: all credits multiplied by credits, summed up and divided by the total credits earned)
- (5) The calculation of averages takes into account the results of the compulsory, compulsory optional and optional subjects.
- (6) The average will be calculated from the final, last valid grades for the subjects taken in the semester in question, assessed by grade from 1 to 5.
- (7) The result of the accepted subject shall be included in the weighted grade average.
- (8) The weighted average can be calculated for the student's credits earned in a semester as well as for all the credits earned, cumulatively. The latter is the cumulative average, which is the cumulative average for all completed semesters.
- (9) The credit index and the adjusted credit index are used to assess the quantitative and qualitative performance of a student in a given course during a semester.
  - a) The credit index is calculated by multiplying the sum of the number of credits and the grade of the subjects taken in the semester by the thirty credits to be taken in one semester, i.e:  
$$\text{Credit index} = \frac{\sum (\text{credits} \times \text{merit})}{C}$$
 (i.e.: each merit multiplied by its credit, summed up and divided by C. In all cases, C is 30.
  - b) The adjusted credit index is calculated from the credit index by multiplying it by a factor corresponding to the number of credits completed during the semester and the number of credits undertaken in the individual study plan, i.e:  
$$\text{Adjusted credit index} = \text{credit index} \times \left( \frac{\text{credits completed}}{\text{credits taken}} \right)$$
 (credit index multiplied by the ratio of credits completed to credits taken)

- (10) The credit index and the adjusted credit index are also calculated from the final, last valid grades for the courses taken in the semester in question, assessed by grades from 1 to 5.
- (11) Courses taken for the calculation of the credit index and the adjusted credit index can only be taken into account if the course was completed in the semester to which the credit index applies. Scholarships for a given semester are based on the credit index for the previous semester.
- (12) The cumulative adjusted credit index is used to assess the quantitative and qualitative performance of a student over several semesters. The calculation of the cumulative adjusted credit index is the same as the calculation of the adjusted credit index, except that thirty credits per semester and credits taken and completed over the entire period are taken into account.
- (13) The student's progress is recorded by the Academic Communication Team, in particular:
  - a) semester performance: credits, averages;
  - b) the requirement for the award of a final certificate (diploma);
  - c) that the requirements for the award of the diploma have been met.

## Chapter IV

### *COMPLETING THE COURSE*

#### **30.§ Final certificate (Pre-degree certificate)**

- (1) The university issues a pre-degree certificate to students who have completed the study and examination requirements and the professional practice required by the curriculum, with the exception of the language examination and the thesis, and who have obtained the credits required for these courses.
- (2) If the student has fulfilled the requirements for the issue of the pre-degree certificate, the university will issue the pre-degree certificate within twenty days of the date of completion and will notify the student of this within twenty days of the date of completion by means of a Neptun message.
- (3) The University will issue a certificate of completion at the student's request.
- (4) The pre-degree certificate is signed by the Director of Studies on the student's transcript.

#### **31.§ Thesis, portfolio**

- (1) In higher vocational education, students shall prepare a thesis/final thesis as specified in the professional and examination requirements, in higher vocational education in the curriculum, in bachelor's, master's and further education in the training and outcome requirements, as specified in the Thesis Regulations, if they wish to take a final examination (professional examination).



- (2) The rules for the thesis are set out in the Thesis Rules. The content, form, language and evaluation criteria of the thesis are set out in the Thesis Regulations. The requirements for the thesis shall be made known to the students at least one month before the thesis application.
- (3) A student who has written a thesis proposed for an unsatisfactory grade will not be allowed to take the final examination. The thesis can only be made up for the next final examination period. The student and the Academic Communication Unit shall be informed of this by the relevant department at least 5 days before the final examination.
- (4) A copy of the written assessment can be provided in Neptun at least one week before the final examination.

### 32.§ Final examination

- (1) Students may be admitted to the final examination if they
  - a) have obtained the pre-degree certificate at least 5 working days before the final examination.
  - b) passed the exams required by the curriculum and met other learning requirements.
  - c) submitted the thesis in accordance with the rules and it was recommended for examination by the assessors.
  - d) settled its financial and library debts to the university.
- (2) The student shall take a final examination for the diploma, which is set out in the curriculum. The final examination consists of:
  - a) defending the thesis/portfolio,
  - b) and, in some specialisations, a complex written and/or oral examination based on a topic set by the specialised department.

For those courses where a complex written and oral examination is required, the oral examination can only be taken after a successful written examination. Both the written and the oral tests consist of subtests. Failure in any of the written components of the final written examination will result in unsatisfactory grade for the final written examination, which may be repeated in the following semester. If any part of the final oral examination is unsatisfactory, the full oral examination is unsatisfactory and may be repeated in the following semester.

- (3) In higher vocational education and training, a vocational examination, consisting of a theoretical and a practical part, is required to obtain a certificate in accordance with the provisions on vocational education and training.
- (4) The final and professional exams are graded out of five:

|              |           |
|--------------|-----------|
| Excellent    | 4,51-5,00 |
| Good         | 3,51-4,50 |
| Average      | 2,51-3,50 |
| Satisfactory | 2,00-2,50 |

The final examination topic shall be made public in a way that ensures adequate preparation, but no later than 30 days before the examination.

- (5) A final exam can be organised in any examination period.
- (6) Students register for the final exam via the Neptun system. Deadline for registration and deregistration for the winter final examination period: 31 October, for the spring final examination period: 31 March.
- (7) If the student fails to appear for the final examination without permission, he/she may start the new final examination after paying the final examination surcharge.
- (8) If a student does not complete his/her final examination by the end of his/her student status, he/she may take it within five years of the end of his/her student status, in accordance with the applicable training requirements. No final examination may be taken after five years.

### **33.§ Final Examination Committee**

- (1) Final examinations shall be taken in front of a committee.
- (2) The chair and members of the committee are invited and appointed by the head of the department.
- (3) The Committee shall have at least 2 members plus the Chairperson.
- (4) The composition of the committee shall be such that at least one member is a university or college professor or associate professor, and at least one member is not employed by the higher education institution concerned or is a lecturer in another subject at the higher education institution. The members of the Committee shall assess the qualifications of the candidate individually and shall then vote in a closed session to determine the collective grade. In the event of equality, the chairman shall have the determining vote.
- (5) The Final Examination Committee keeps minutes of the final examination.
- (6) The content of the final examination report is laid down in a government decree.

### **34.§ Result of the final examination**

- (1) The result of the final examination will be determined according to the syllabus.
- (2) The results of the final examination are announced by the chairman of the board, with due regard for the rights of the individual.

### **35.§ Repeat of the failed final examination**

- (1) If the student is unable to defend the thesis/portfolio in the final examination, he/she shall prepare a new thesis/portfolio and repeat the final examination.

- (2) A second final examination after a failed examination can be taken at the earliest in the next final examination period. In case of a repeated final examination, the student will be charged an examination fee.

### § 36. Diploma

- (1) The diploma is a public document bearing the coat of arms of Hungary, which includes the name of the issuing higher education institution, the institution's identification number, the serial number of the diploma, the name of the holder, his/her name, date and place of birth, the level of education and the degree and degree awarded, the place, year, month and date of issue, the classification of the qualifications awarded in accordance with the Hungarian Qualifications Framework and the European Qualifications Framework, and the duration of the training in accordance with the training and outcome requirements. It shall also include the original signature of the head of the higher education institution, or the head of the higher education institution specified in the study and examination regulations and the stamp of the higher education institution.
- (2) The award of a diploma certifying the completion of higher education studies is conditional on passing the final examination and, in case of studies in Hungarian, the required language examination. The language examination certificate may be presented retroactively for any period.
- (3) The diploma shall be issued in Hungarian and English.
- (4) A diploma may be issued to a student whose application for recognition of further studies has been decided by the higher education institution on the condition that the student shall subsequently present a legally required document, provided that the student has fulfilled the obligation to present the document.<sup>12</sup>
- (5) Diplomas in bachelor's, master's and higher vocational education and training shall be accompanied by a diploma supplement in Hungarian and English, as defined by the European Commission and the Council of Europe. The Diploma Supplement is a public document.
- (6) The diplomas awarded in bachelor, master and specialised further education up to 14 August 2015 are signed by the chairman of the final examination committee and the rector, and from 15 August 2015 only by the rector. Until 14 August 2015, if the student does not have a language certificate during the final examination period and the diploma is therefore issued after the final examination period, the diploma is signed by the Rector or the Deputy

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<sup>12</sup> Established by Act LIII of 2021 amending Act CCIV of 2011 on National Higher Education and certain related acts

Rector for Education instead of the Chair of the Final Examination Committee. The diploma may only be endorsed with the legally prescribed endorsement(s).

- (7) The higher education institution shall withdraw the diploma issued by it within five years of the date of issue of the diploma if the diploma was obtained unlawfully. In other respects, the provisions of the Act on the General Administrative Procedure shall apply *mutatis mutandis* to the withdrawal.
- (8) By way of derogation from the provision of paragraph (6), if the award of the diploma was influenced by a criminal offence and the commission of the offence has been established by a final decision of the court or the prosecution has terminated the criminal proceedings because the period of conditional suspension of the prosecution has expired successfully, the institution shall annul the diploma without time limitation if it does not concern a right acquired and exercised in good faith. In other respects, the provisions of the General Administrative Procedure Act shall apply *mutatis mutandis* to the annulment.
- (9) The withdrawn or destroyed diploma is collected by the higher education institution. The decision shall be published in the official gazette of the Ministry headed by the Minister and on the website of the Education Office, without any reasoning.
- (10) The provisions of paragraphs 6 to 8 shall apply *mutatis mutandis* to the diploma supplement.
- (11) On the basis of the successful completion of the professional examination of higher vocational education, the university issues the student a certificate of professional qualification as defined in the National Training Register (OKJ).
- (12) The qualification of the diploma is the rounded average of the following qualifications in case of Higher-level vocational training, bachelor's, master's and specialised further education: - the result of the complex oral (and, where applicable, written) final examination and the average result of the student's average academic performance per semester.

Qualification of the diploma:

|              |           |
|--------------|-----------|
| Excellent    | 4,51-5,00 |
| Good         | 3,51-4,50 |
| Average      | 2,51-3,50 |
| Satisfactory | 2,00-2,50 |

- (13) Within 30 days of the successful completion of the final examination and the required language examination/initial language examination, the University will issue and award the diploma to the holder. If the student has already presented the required language examination certificate at the time of the final examination, the diploma shall be issued and issued within 30 days of the date of successful completion of the final examination.
- (14) At the student's request, the Academic Communication Unit will issue a certificate that the diploma is in the process of issuance.

(15) If the diploma cannot be issued because the language certificate could not be presented, the higher education institution will issue a certificate. The certificate does not certify qualifications but attests the successful completion of the final examination.

(16) Specific requirements for the language exam:

Unless the training and outcome requirements lay down more stringent conditions, in Hungarian-language courses, students shall present a document certifying that they have completed a state-recognised intermediate (B2) level complex (formerly known as: intermediate level, "C") or an equivalent matriculation certificate or diploma, or in higher education vocational training, a language examination as defined in the training and exit requirements or an equivalent matriculation certificate or diploma.

Specific requirements for the language exam by subject<sup>13</sup> :

- a) In the Bachelor's degree programmes in Andragogy, Community Organisation, Communication and Media Studies, Performing Arts, Pedagogy, Social Work, Business Engineer-Informatics, the Bachelor's degree requires a state-recognised intermediate (B2) complex language examination or an equivalent school-leaving certificate or diploma in at least one foreign language.
- b) The Master's degree in Human Resource Counselling requires a state-recognised intermediate level (B2) complex type language examination or an equivalent school-leaving certificate or diploma in at least one foreign language.
- c) For the bachelor's degree in Human Resources and the bachelor's degree in Business Administration and Management, the bachelor's degree in a foreign language requires a state-recognised intermediate level (B2) complex type in a foreign language, a specialised language in the field of study or a state-recognised advanced level (C1) complex type general language examination or an equivalent school-leaving certificate or diploma.
- d) For students enrolled in a Bachelor's degree in International Studies before the 2016/2017 academic year: a state-recognised intermediate (B2) complex level language examination or equivalent school-leaving certificate or diploma in at least two foreign languages is required for the Bachelor's degree.

For students enrolled in a Bachelor's degree in International Studies for the academic year 2016/2017 and onwards: for the bachelor's degree, a state-recognised intermediate level (B2) complex type language examination in at least two foreign languages, at least one of which shall be a specialised language corresponding to the field of study (international relations, diplomatic, business management,

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<sup>13</sup> for students starting their studies from 1 September 2006.

economic, tourism, tourism and catering, legal and administrative, military, commercial, economic, financial, business) and a general language examination or an equivalent diploma or certificate.<sup>14</sup>

- e) The Bachelor's degree in History requires at least one state-recognised intermediate level (B2) complex type language examination or equivalent school-leaving certificate or diploma in a foreign language or Latin.
- f) For the Bachelor's degree in Tourism and Hospitality, a state-recognised intermediate level (B2) complex specialised language examination in at least two foreign languages, one of which may be replaced by a state-recognised advanced level (C1) complex general language examination, or an equivalent school-leaving certificate or diploma, is required.
- g) In case of bachelor's degree courses in Modern Philology (English Studies, German Studies), the final examination certifies that the language examination requirements have been met.
- h) For a Master's degree in teaching, a state-recognised language examination of at least intermediate level "C" or equivalent is required.
- i) The Master's degree in Tourism Management requires a state-recognised intermediate level (B2) complex foreign language examination in a specialised foreign language, corresponding to the field of study, and a state-recognised advanced level (C1) complex general language examination in another foreign language, one of which is English, or an equivalent school-leaving certificate or diploma.
- j) The Master's degree in International Studies requires at least one state-recognised language examination at advanced level (C1) complex type and one intermediate level (B2) complex type in a foreign language, one of which is social sciences, law, or a diploma or certificate in a specialised language corresponding to the field of study (international relations, diplomacy, business management, economics, tourism, tourism and catering, law and administration, military, commerce, economics, finance, business) or an equivalent diploma or certificate. The Master's degree in Business Development requires a state-recognised language examination of at least intermediate level (B2) complex type in English, or a specialist language examination of intermediate level (B2) complex type in another foreign language

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<sup>14</sup> Applicable to students admitted for the academic year 2016/17 and onwards.

relevant to the field of study, or a state-recognised general language examination of advanced level (C1) complex type or an equivalent certificate or diploma.

- k) The qualification for the higher vocational education degree in communication requires a state-recognised professional language examination of at least basic level (B1) complex type or an equivalent school-leaving certificate or diploma.<sup>15</sup>
  - l) To obtain a qualification in a higher education vocational training course in television programme production, a state-recognised vocational language examination of at least basic level (B1) complex type or an equivalent school-leaving certificate or diploma is required.<sup>16</sup>
  - m) The qualification for the higher education vocational training course in tourism and catering requires a state-recognised vocational language examination of at least intermediate level (B2) complex type in the field of training or an equivalent school-leaving certificate or diploma.
- (17) The provisions of paragraph (16) shall not apply if the language of the training is not Hungarian.
- (18) Where the training and exit requirements stipulate a general language examination as a condition for admission to the final examination, this requirement is waived for students aged 40 or over in the year of enrolment. This provision is the last to apply to those who will sit the final examination in the academic year 2015/2016 at the latest.
- (19) In addition to the requirements set out in paragraph (16), students who have not submitted to the higher education institution the document certifying the general language examination within three years from the date of the successful final examination and who, instead of fulfilling the general language examination requirement for the diploma or certificate, take a special language examination organised by the higher education institution shall also be exempted from fulfilling the general language examination requirement for the diploma or certificate. This is the last time this provision applies to those who take the final examination in the academic year 2012/2013. <sup>17</sup>Details of the internal language test are set out in the *Internal Language Test Regulations*.

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<sup>15</sup> It only applies to students who started their studies before 1 September 2017.

<sup>16</sup> It only applies to students who started their studies before 1 September 2017.

<sup>17</sup> This provision shall enter into force on 1 September 2012.

- (20) Students who have passed the final examination by 31 August 2020 are exempted from the language examination requirement for the award of the diploma.<sup>18</sup>
- (21) A student who has passed the final examination between 1 September 2020 and 31 August 2021 is exempted from the obligation to take the language examination required by Article 51 (1) of Act CCIV of 2011 on National Higher Education and the training and exit requirements as a prerequisite for the award of the degree.<sup>19</sup>
- (22) A student with a disability may be partially or fully exempted from the requirement of a state-recognised language examination upon individual request and with the permission of the University Committee for Students with Disabilities. The rules for such exemption are laid down in the Regulations for the Equalisation of Opportunities for Students with Disabilities.

## Chapter V

### *TRANSITIONAL PROVISIONS*

#### **§ 37 For students who started their studies before the academic year 2006/07**

- (1) Students who started their studies in an associate degree programme before 1 September 2006 can take a final examination and, after meeting other requirements, obtain a diploma in a degree programme, differently from the qualification requirements. A specialisation may be permitted by the Director of Studies on written application by the student, if reasonable. In case of refusal, the student may appeal to the Appeals Committee. Once the decision to permit the course has been made, the student will be informed by the Finance Office of the amount of the excess fees/fees that will be payable or refundable. No request for withdrawal of the course after a specialisation may be made and the studies shall be completed in the chosen course. To obtain the degree, the student shall have completed at least 180 credits. Students who have completed a degree cannot be admitted to a degree course.

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<sup>18</sup>Established by Government Decree No. 101/2020 (IV.11) on certain measures to be taken during an emergency affecting higher education institutions and students

<sup>19</sup> Established by: 350/2021 (VI.24.) Kr. on the exemption from taking language examinations during an emergency



- (2) Language and communication students who were students in the academic year 2001/2002 and who are continuing their studies may continue their studies after a positive decision on a separate application (cf. § 5).
- a) In case of non-language teaching courses, a prerequisite for the award of a university degree is a state-recognised language examination in the foreign language(s) specified in the qualification requirements and the REE.
- (3) *Article 29.§ of the REE Final certificate, (pre-degree certificate )* (additional point)
- a) Students who started their studies before the academic year 2006/2007 can obtain their final certificate (diploma) until 1 September 2016. If they do not do so, their student status will be terminated on 1 September 2016.
- (4) *Article 30 of the REE Final examination* (addition to paragraph 2)
- a) Former students who have already obtained a diploma (graduated) shall pass a final examination within 5 years of graduation.
- b) Former students who have graduated by 1 September 2016 can take their final exams until 1 September 2018. It is not possible to take a final examination after that date.
- c) The student shall take a final examination for the degree, which is in accordance with the legislation and the curriculum of the course:  
In case of language teachers and language and literature teachers, according to the Government Decree No. 111/1997, the teacher qualification examination is a separate part of the final examination.
- (5) *Article 33 of the REE Final examination results* (additional point)
- a) The final examinations in the fields of management, tourism and hotel and catering and hotel management are based on the results of the final examinations of the Government Decree 4/1996 (I. 18.). The final examination shall be held in accordance with Annex 1, point 5, taking into account the opinion of the two examiners, the simple average of the grades given for the defence of the thesis and the grades of the complex professional examination.
- b) The oral part of the final examination for students starting their studies in the humanities in the 2002/2003 academic year consists of the defence of a thesis and the thesis-related disciplines and their specific topics.
- c) The result of the teacher qualification examination is the rounded average of the grades of the complex examination in pedagogy and psychology, the grade summarising the school placements, the average grades of the thesis and its defence, and the grade of the complex oral examination (or the average of the grades for the parts of the examination).
- (6) *Article 35.§ of the REE Certificate*

- a) On the basis of a successful final examination, the university issues a diploma to the candidate who has successfully completed the basic training, including the indication of the qualification. The diploma is issued on the basis of the fulfilment of the state-recognised or equivalent language examination requirement for the final examination, as laid down in the Government Decree on qualifications for bachelor's degree courses or in a Ministerial Decree.
- b) The classification of the diploma consists of:  
the average of the grades obtained in the examinations,  
for language teachers, the result of the teacher qualification examination.
- c) Where the qualification requirements stipulate a general language examination as a condition for passing the final examination, this requirement is waived for those who:  
Students enrolled in the academic years 2004/2005 and 2005/2006 shall be at least 40 years old in the year of enrolment.  
They were students at the University on 23 June 2003, or started their studies in the first year of the 2003/04 academic year and will reach the age of 40 during the period of study specified in the qualification requirements for the degree.  
have been granted permission to take the language examination after the final examination period by setting a date (within 5 years of the final examination) on the basis of Government Decrees 97/2000 (22.VI.) and 60/2002 (29.III.) and have reached the age of 40 by that date.
- d) Specific requirements for the language exam:  
In the field of management, according to the Government Decree 4/1996 (I. 18.), Annex 1, point 5.3. b) of the Annex 1 "On the Qualification Requirements of Bachelor Degree Programmes in Higher Education in Economics", at least one general intermediate C level, state-recognised (Hungarian or foreign equivalent) or equivalent nationalised language examination is required in a foreign language.  
For the general social work degree, according to Annex 11 of Government Decree 77/2002 (IV. 13.), a general basic level C or general intermediate level A or B in a foreign language is required, which is state-recognised or equivalent.  
Communication students who started before the academic year 2002/2003 shall have a general intermediate level C, state-recognised or equivalent nationalised language examination, as decided by the University Council in August 1998.  
According to the Annex to Government Decree No.46/1997 (12.III.1997), the International Relations degree requires a professional intermediate C-level language examination in at least two foreign languages, one of which shall be English or French, but may be replaced by a general upper secondary C-level, state-recognised or equivalent, nationalised language examination.  
Communication students starting their studies in the academic year 2002/2003 and afterwards shall have a monolingual or bilingual general intermediate level C, state-recognised or equivalent language examination in a foreign language, according to Annex 1 of Government Decree 129/2001 (13 July).

In the tourism and hotel and catering and hotel courses, according to the provisions of the Government Decree 4/1996 (I 18.), Annex 3 of the "Qualification Requirements for Bachelor's Degree Courses in Higher Education in Economics", a minimum general intermediate level C state-recognised or equivalent nationalised language examination in two foreign languages is required. For students who were students on 1 January 2002, according to the Government Decree 77/2002 (IV. 13.), a minimum of an intermediate level C in a foreign language, state-recognised or equivalent, is sufficient. For students starting their studies in the academic year 2002/2003, the above-mentioned Government Decree requires the completion of a state-recognised or equivalent professional language examination of at least intermediate level C in a foreign language.

### **§ 38 Special provisions resulting from changes in language training**

A student who has not completed one of the courses required for the diploma in foreign language teaching is exempted from these requirements due to a change in the curriculum.

## **Chapter VI**

### ***V MISCELLANEOUS AND FINAL PROVISIONS***

#### **§ 39 Entry into force**

The Academic and Examination Regulations will enter into force on 29 June 2022 for the credit system, subject to approval by the Senate.

#### **40.§ Other provisions**

- (1) The Regulations for Studies and Examinations for Credit shall be sent to all departments, to the Student Council and one copy shall be placed in the University libraries and reading rooms.
- (2) The Deputy Rector for Education, the directors of the institutes, the heads of the departments, the Director of Studies and the heads of all departments involved in teaching and examination shall ensure that the provisions of the regulations that are enforceable in the current academic year are implemented. All teachers, organisers of education and all those involved in education shall be familiar with the regulation to the extent that it applies to them.

Dr. Péter Szabó h. c. Ph.D.

Rector

## Chapter VII

### *ANNEXES*

#### **Annex VII/1**

#### **Terms of use for accessing the distance learning course materials of the Kodolányi János University**

Anyone who has a valid user name and access code is entitled to access the Kodolányi János University's online database of distance learning course materials.

To request access, please fill in this form and send it to the Academic and Communication Unit at [tanulmanyi@kodolanyi.hu](mailto:tanulmanyi@kodolanyi.hu).

As stated in the regulations, the student will receive an email with the username and password required for access within 3 working days of submitting the documents.

The content and structure of distance learning materials are intellectual property protected by copyright.

The student's right of use is limited to reading and preparing for lessons. The content of the course materials may not be reproduced, distributed or sold, or made available to any other person by any means, e.g. via the Internet, computer networks.

Damaging or attempting to damage the distance learning course materials or any part thereof, or making the user name and access code available to any other person is strictly prohibited.

The student is obliged to keep his/her user name and access code safe and to report any unauthorized use of the user name or access code to the Vice Rector for International and Adult Education without delay.

I acknowledge the terms and conditions: ..... (signature)

Name (in block letters): .....

Neptune code: .....

E-mail address: .....



**Annex VII/3****PUBLICATION**

(For students on state funded/Hungarian state part(scholarship) courses)

I, the undersigned student ..... (student's name) ..... (student's Neptun code), ..... (student's degree code) state-funded student / Hungarian state part (scholarship holder) hereby declare that I have taken advantage of ..... (number of) semesters of funded study during my studies in higher education (including higher vocational education and higher vocational education).

I hereby declare that in the semester ..... - which is an overdue semester for me - I wish to continue to use the subsidised training in the above degree programme pursuant to Section 47 (1) (2) of Act CCIV of 2011 on National Higher Education (hereinafter: NHE.), as I have not yet covered the period of subsidy in the NHE.

I acknowledge that the higher education institution reviews the student's period of support through the Higher Education Information System (HIS). If the data stored in the FIR indicate that the student is no longer eligible for a subsidised course, the student may continue his/her studies only on a self-financed basis. If I am unable to complete my studies within the funding period laid down in the NHE, I can only continue them on a self-financed basis.

Date: .....

.....

Student

**IMPORTANT!** Deadline for submission of the completed and signed declaration: **for autumn semester: 14 October, for spring semester: 14 March.**

## Annex VII/4

### RECOGNITION, CREDIT TRANSFER AND VALIDATION POLICY OF KODOLÁNYI JÁNOS UNIVERSITY

The Senate of Kodolányi János University (hereinafter referred to as the University), taking into account the provisions of Act CCIV of 2011 on National Higher Education (hereinafter referred to as the Nftv.), Act C of 2001 on the Recognition of Foreign Certificates and Degrees (hereinafter referred to as the Recognition Act), and the Study and Examination Regulations (hereinafter referred to as the Regulations), hereby establishes the following regulations.

#### Chapter I

#### § 1 Scope of the Rules

(1) These Rules shall apply to the following procedures:

- a) a student of the University wants to have a course taken in the framework of his/her previous student status at the University credited towards his/her studies at the University;
- b) a student who changes degree, specialisation or specialisation within the university wants to have the course completed in the degree, specialisation or specialisation for which he/she has applied for transfer credited to the degree, specialisation or specialisation for which he/she has applied for transfer,
- c) a student of the University wants to have a course completed at another Hungarian higher education institution credited towards his/her studies at the University;
- d) a student of the University wants to have a course completed within the framework of a guest student status at another Hungarian higher education institution credited towards his/her studies at the University;
- e) a student of the University who is enrolled in an internal, so-called "two-unit" course or a student who has an additional (parallel) student status at the University wants to have the course completed in the two-unit or additional (parallel) student status credited to his/her studies at the University;
- f) a student applying to transfer from another Hungarian higher education institution wants to have the course he/she has completed at the other higher education institution credited towards his/her studies at the university;
- g) a student of the University or a student applying for admission to the University from another higher education institution is seeking recognition of work experience (hereinafter referred to as "work experience") or recognition of formal, non-formal

and informal competences acquired through the curriculum unit as learning outcomes (recognition of competences);

h) credit for (part of) studies abroad towards your studies at university.

The rules for recognition under the Recognition Act and the procedure for the preliminary recognition of credits in the admission procedure for Master's programmes are set out in the University's Admission Regulations.

## **§ 2 The credit transfer procedure and validation**

- (1) One credit may be awarded for the completing of a given subject. Credit will be awarded on the basis of the subject (module) specific output requirements, based solely on a comparison of competences. Credit shall be awarded if at least seventy-five per cent of the content of the compared subjects is identical. Comparison of subject content is carried out by the University's Credit Transfer and Validation Committee (hereinafter referred to as the Committee).
- (2) The Commission may recognise knowledge, competences and work experience acquired through formal, non-formal and informal means, as defined in these Regulations, in the learning requirements of the curricular unit.
- (3) Credit transfer basically means the determination of the substitutability of a previously completed course with a course(s) or other learning requirement in the student's programme of study.
- (4) As an optional subject, a subject that does not correspond to a subject in the recommended curriculum of the degree programme (specialisation) might be included.
- (5) A completed study requirement cannot be accepted for a semester that has already been completed.
- (6) If the completed course covers several substitutable courses, credit transfer is allowed for all substitutable courses, provided there is at least 75% equality.
- (7) Substitution of a subject on the basis of several subjects completed is only possible if the former cover at least 75% of the content of the latter.

## **§ 3 Subject acceptance**

- (1) The course taken shall be recognised with the number of credits corresponding to the number of credits allocated to the substituted course in the recommended curriculum of the degree programme.
- (2) It is not possible to modify the credit earned during the transfer of credits. If the applicant requests a transfer of credit on the basis of more than one earned credit, the rounded simple arithmetic average of these will be taken into account in case of acceptance.



### **§ 4 Submission of an application**

- (1) The transfer of credits may be initiated electronically by the applicant through the Academic Communication Group website ([www.kodolanyi.hu/ugyfelszolgalat](http://www.kodolanyi.hu/ugyfelszolgalat)) using the appropriate form attached to these Regulations (hereinafter referred to as the "Credit Transfer Request Form") and attaching the annexes specified in these Regulations. The transfer request shall be accompanied by:
  - a) a copy of the transcript of records showing completion of the subject to be recognised;
  - b) a copy of the course documentation (subject matter) of the subject to be recognised,
  - c) if the applicant is applying for recognition on the basis of a diploma or other higher education qualification, a copy of the diploma or other higher education qualification shall be attached,
  - d) in case of foreign language documents, a Hungarian translation shall be attached.
- (2) The applicant may be requested to produce the originals of the above documents.
- (3) The applicant may be requested to provide a certified Hungarian translation of the above-mentioned foreign language documents. Official translations are translations certified by the issuing higher education institution, the National Translation and Translation Certification Office, the Hungarian diplomatic mission, the Hungarian notary and the National Translation and Translation Certification Office.
- (4) If the documents submitted as annexes to the application do not provide sufficient information for the assessment, the applicant may be called during the procedure to submit additional documents necessary for the assessment of the application.
- (5) If there is doubt as to the validity of the documents submitted by the applicant, the Credit Transfer and Validation Committee may suspend the procedure and refer the matter to the competent body.

### **§ 5 Comparison of the completed subject**

- (1) The head of the department responsible for the subject covered by the application or the instructor in charge of the subject covered by the application shall include his/her recommendation on the basis of a comparison of the knowledge on which the credit is based, in the light of the knowledge of the subject completed and the programme of the subject to be replaced.

### **§ 6 Validation**

- (1) In the procedure for validation of work experience, the provisions of this Chapter shall apply with the declinations provided for in this Article.

- (2) The validation of work experience requires an appropriate assessment procedure, in particular oral, written or practical assessment, to ensure that the competences are met. The head of the department responsible for the subject shall propose the form, content and date of the assessment.
- (3) The validation request shall be accompanied by a document issued by the employer, which shall provide acceptable evidence of the work experience, including at least the content of the work experience relevant for the transfer of credit, the place and duration of the work experience, broken down by hours.
- (4) The Credit Transfer and Validation Committee will take a decision on the validation, including the form, content and deadline for completion of the assessment required as a condition (end of the semester).

### **§ 7 Choosing of subjects**

- (1) The compulsory and compulsory optional subjects for which the student is in the process of transferring credits shall be registered in the student information system (hereinafter: Neptun system) during the enrolment period.
- (2) The decision of the Credit Transfer and Validation Committee is recorded in the Neptun system by the Academic Communication Unit.

## **Chapter II**

### **Final provisions**

### **§ 8 Entry into force**

The Rules will enter into force on 28 March 2018, subject to approval by the Senate.

### **9.§ Other provisions**

- (1) The Rules and Regulations shall be sent to all departments, the Student Government and 1 copy shall be placed in the University's libraries and reading rooms.
- (2) The Deputy Rector for Education, the directors of the institutes, heads of departments, the Director of Studies and the heads of all departments involved in teaching and examination administration shall ensure that the provisions of the regulations that are applicable in the current academic year are implemented and that the regulations are fully familiarised to the teachers, teaching staff (departmental lecturers, study lecturers), institute secretaries, institute coordinators and all those involved in teaching to the extent that they are relevant to them.

Péter Szabó PhD.

Rector

**VALIDATION REQUEST****RECOGNITION OF WORK EXPERIENCE AND PRIOR KNOWLEDGE  
ACQUIRED THROUGH NON-FORMAL, INFORMAL LEARNING**

Please complete the form legibly in block letters, preferably on a computer!

|   |  |
|---|--|
| <b>Name</b>                             |  |
| <b>Address of notice</b>                |  |
| <b>E-mail address, telephone number</b> |  |
| <b>Neptune code</b>                     |  |
| <b>Subject (specialisation)</b>         |  |
| <b>Number of academic year</b>          |  |
| <b>Work schedule</b>                    |  |

As a student, I request validation as described in this application. The work experience, prior learning, non-formal, informal learning and prior learning indicated for validation are listed on the attached details sheet.

**The application shall be accompanied by the documents specified in § 4 of the Kodolányi János University Recognition, Credit Transfer and Validation Regulations!**

Date:.....

Applicant's signature: .....

**Applications and attachments shall be submitted electronically via the Academic Communication Unit website.**

