

**UNIVERSITY OF NYÍREGYHÁZA  
NYÍREGYHÁZA**



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**REGULATIONS ON STUDIES AND EXAMINATIONS OF  
THE UNIVERSITY OF NYÍREGYHÁZA  
(Appendix No. 10 of the Organisational and Operational Rules)**

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## **Introduction**

The Senate of the University of Nyíregyháza (hereinafter referred to as the Institution) in agreement with the Student Government Board of the Institution (hereinafter referred to as SGB), on the basis of the authorisation of the Act CCIV of 2011 on National Higher Education (hereinafter referred to as the Nftv.), Article 11 (1) b) and Annex 2, point 3 c) of the Act 248/2012 (VIII.31. (hereinafter referred to as the " Decree ") and the provisions of the Government Decree No. 87/2015 (IV.9.) (hereinafter referred to as the Government Decree), the Institute's Study and Exam Regulations (hereinafter referred to as the Regulations) are set out below.

### **I.**

## **General provisions**

### **1. §**

## **Scope of the Regulations**

(1) The scope of the Regulations shall cover the study and examination matters of students of Hungarian nationality pursuing studies at the Institution in all forms and stages of study, of foreign students with the same legal status as Hungarian students, and, unless otherwise provided by law, international treaty or the training contract concluded with foreign students with a self-financed study period, of foreign students (hereinafter referred to as "students").

(2) The detailed rules applicable to foreign students and the provisions on special study matters at the institute, if they differ from the provisions of these Regulations, shall be provided to the student in the form of an institute information handout.

(3) The scope of the Regulations shall also extend to former students of the University of Nyíregyháza in the case of § 2.4.d) of the Regulations.

### **2. §**

## **The Academic Subcommittee and the Credit Transfer Subcommittee**

1. In the first instance, the Student Affairs Committee (hereinafter referred to as the "SAC") and the Academic Subcommittee (hereinafter referred to as the "AC") shall decide on the academic and examination matters of students, while the Credit Transfer Subcommittee (hereinafter referred to as the "CTC") may recognise prior knowledge and work experience as fulfilling the academic requirements. Before taking its decision, the AC shall seek the opinion of the subject supervisor or the director of teacher training in the case of teacher training.

2. The composition, delegation and appointment of the members of the AC shall be laid down in the Rules of Procedure of the AC, and the composition, delegation and appointment of the members of the CTC shall be laid down in the Rules of Procedure of the CTC.

3. The AC shall work based on the Regulations. It shall perform its tasks as set out below:

- a) establishing the practice for the application of the Regulations and the rules of procedure of the AC;
- b) supervises first-instance decisions made within the scope of delegated authority;
- c) initiating amendments to the Regulations if necessary.

4. The AC has jurisdiction to decide in the first instance:
- a) deciding on applications for change of major, change of department;
  - b) to decide on all other complaints, applications and notifications concerning students' academic affairs;
  - c) to decide on requests for change of institution;
  - d) revocation and annulment of unlawfully obtained diplomas and diploma supplements issued by the College of Nyíregyháza/University of Nyíregyháza in the possession of a final court or prosecutor's decision.

Resolutions on AC decisions - with the exception of point 4.d) - shall be registered in the NEPTUN system.

5. The CTC has jurisdiction to decide in the first instance:

- a) credit transfer on the basis of previous study;
- b) validation.

6. Authorities with delegated powers of decision:

- a) The Vice-President for Education decides on the transfer to a course supported by a state (part)scholarship.
- b) The lecturer of the subject is responsible for checking and certifying absences and determining how they shall be made up.

7. Legal remedies

- a) The student may - in accordance with the Nftv. 57 (3) - an appeal may be filed against a decision, an action, or a failure to take action (hereinafter collectively referred to as "decision") within fifteen days of the notification or, failing this, of the notification coming to his/her knowledge, except for decisions relating to the assessment of studies. An appeal may also be brought against a decision on the assessment of studies if the decision was not based on the requirements adopted by the institution, or if the decision is contrary to the provisions of the institution's rules of organisation and operation or if the provisions on the organisation of the examination have been violated. The appeal must be addressed to the Student Legal Redress Committee (hereinafter referred to as SLRC), to the person or body that made the first instance decision and to the Head of the Student Services Centre (hereinafter referred to as SSC).
- b) The student may request a judicial review of the decision on the appeal, within 30 days of its notification, on the grounds of infringement of the law or of the provisions applicable to his/her status as a student.
- c) The case of revocation or annulment of the diploma and diploma supplement issued by University of Nyíregyháza is regulated in Annex 2.

8. Final decisions

The decision of the institution is final if the student does not submit an appeal within the time limit specified in paragraph 7(a) or if the student has waived the right to submit an appeal. The decision of the court of appeal is final and enforceable upon notification unless the student has requested a judicial review.

### 3. §

## **The student status**

**1.** The student's status is established by the decision on admission or transfer, upon enrolment. At the time of enrolment, the student who is supported by a (part) a state scholarship must declare his/her commitment to the conditions of the supported training. A student on a self-financed program must have a student training contract.

**2.** A student may establish a visiting student status with another higher education institution in order to pursue part-time studies related to his/her studies. A student from another higher education institution may be a visiting student at the institution if he/she has completed 30 credits, is taking the part-time courses for the first time, and the institution's special laboratory capacity and other objective circumstances allow it.

**3.** Persons with a higher education qualification who are not students of the Institute may, for the purpose of part-time studies, become students at their own expense without a separate admission procedure. A relationship for the purpose of part-time study is established by enrolment on written application, following a decision by the institution's admissions officer. The application must be submitted to the SSC no later than the first day of registration week.

**4.** The student or former student may apply for admission - without participation in the central higher education admission procedure and at his/her own expense - to a degree programme in the field of computer science at the same or another higher education institution where he/she has at least 30 credit points to be credited according to the credit transfer rules of the higher education institution.

**4/A.** A student and the Institution may establish a further educational relationship outside the central admissions process for a teacher training program admitted in parallel with a master's program, provided that, as a final-year student in the relevant non-teaching master's program, the student is missing 66 credits or fewer of the total credits required to successfully complete the academic requirements. The duration of study for both programs may be extended by no more than one semester.

The parallel teacher training master's program is only available in the autumn semester. Information about the program and the currently offered majors is available on the Institution's website.

**5.** During the period of student status – with the exception of students pursuing studies at different academic levels simultaneously – a single transcript of records shall be kept. The transcript of records must be issued upon completion of studies or upon termination of the student's status. The head of the academic administration unit authenticates the document with a signature and stamp. The student or their authorized representative, acting on their behalf, confirms the handover of the transcript, diploma, and diploma supplement by signing a handover-receipt document.

**6.** Participation in a course supported by a Hungarian state (partial) scholarship does not exclude the existence of a degree and professional qualification obtained in higher education, with the understanding that if a student is studying in a Hungarian state (partial) scholarship course in a training cycle, in the case of further (parallel) courses in the same training cycle, the number of semesters corresponding to the number of parallel courses supported by a state (partial) scholarship must be deducted from the period of support every semester.

## 7. Suspension of student status

a) The student must notify the NEPTUN system by 14 October or 14 March of each year at the latest that he/she has ceased to be a student or may withdraw his/her registration. If the student declares that he/she does not wish to fulfil his/her student status obligations in the next training period or does not enrol for the next semester, his/her student status shall be suspended.

The duration of a continuous suspension of student status may not exceed two semesters. Contrary to this provision, a student may suspend their student status for up to four consecutive semesters if they are receiving infant care allowance, child care allowance, or – in connection with their maternity leave – a salary. A student may suspend their student status no more than three times during their period of study. During the suspension period, the given semester is considered inactive.

b) If the student is unable to fulfil the obligations arising from the student status through no fault of his/her own due to childbirth, accident, illness or other unforeseen reasons, the AC may, upon request, authorise the suspension of the student status for a longer continuous period than those specified in a) and also before the completion of the first semester or until the end of the training period already started for the given training period.

c) Suspension of the student's studies if the student is suspended as a disciplinary sanction.

## 8. Termination of student status

### 8.1. The student status is terminated,

a) if the student has been transferred to another higher education institution, the student's legal status at the institution must be terminated on the day before the enrolment,

b) if the student announces the termination of his/her student status, on the day of the announcement,

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

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

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

f) due to outstanding payment – following an unsuccessful demand for payment and an assessment of the student's financial situation – on the date the decision to terminate enrolment becomes final

g) the date on which the disciplinary decision excluding the student from the institution becomes final.

**8.2.** The institution may also terminate, by unilateral declaration, the status of a student who

- a) fails to fulfil his/her academic obligations as laid down in the Regulations or the model curriculum,
- b) fails to register for the following academic semester for the third consecutive semester,
- c) fails to notify his/her registration obligation after the suspension of his/her student status and does not commence his/her studies,

provided that the student has received a prior written warning that he/she must comply with this obligation by the deadline and has been informed of the legal consequences of failure to comply.

**8.3** Examinations ending in a "not shown" will not be counted in the number of retakes, but the student will be required to pay the fee specified in the RFAS.

As stated in 8.1. d), the student's status as a student in a bachelor's degree programme shall not be terminated if, after having obtained the bachelor's degree, he/she has been admitted to a master's degree programme for the following semester.

**9.** A student whose status has been terminated shall be removed from the student's register this does not result in the cancellation of the student's payment obligation.

**10.** Training supported by (partially) a public grant and self-financed training

The training provided by the Institution may be funded by a public (part) grant or be self-financed. The costs of education for students receiving a full Hungarian state scholarship, as defined by law, and a portion of the costs for students receiving a partial Hungarian state scholarship are covered by the state, while the costs of self-funded education are borne by the student. The decision on admission will specify the form of financing the student shall receive to start his/her studies. Students with a state (partial) scholarship may receive benefits as defined in the "Regulations on Fees and Allowances for Students of University of Nyíregyháza" (hereinafter: RFAS).

- a) Starting from the academic year 2012/2013, students may pursue studies - in higher education vocational training, bachelor's, master's and part-time courses - for a total of twelve semesters in courses supported by a Hungarian state (part) scholarship (hereinafter referred to as the "support period").
- b) The period of support for the award of a degree may be up to two semesters longer than the duration of the studies in question, or up to six semesters in the case of students with disabilities. The support period for a given degree course shall include the support period for the same degree course. If a 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 basis even if he/she has not yet completed the 12 semesters of support.

c) The period of support for a student with a disability may be extended by a maximum of four semesters. This benefit may be used to obtain more than one degree (diploma), provided that the total period of support thus used does not exceed four semesters.

d) The period of support taken up by the student shall be deemed to be each semester for which the student is registered for an active semester.

e) The following shall not be taken into account when calculating the period of support:

- a semester that has already begun, if the student was unable to complete the semester due to illness, childbirth, or other reasons not attributable to the student,
- semesters taken in the 2-, 3-, and 4-semester in teacher training master's program,
- semesters beginning in the semester following the birth or adoption of a child by a married student, as well as semesters beginning in the semester following the marriage of a student with children and continuing until the semester preceding the semester following the student's 30th birthday.

For the period exceeding the period of study, the amount of the semester co-payment shall be determined on the basis of the proportion of credits taken per semester, as laid down in the current RFAS, and shall not be less than 40% of the amount of the semester co-payment. For students admitted from September 2023 to the self-funded Professional Pilot / Aeronautical Engineering / Aircraft operation higher education vocational training / Aviation Specialist / Aviation Specialist Engineering program, the amount of tuition fees payable beyond the standard duration of the program is specified in the training contract concluded with the student.

f) If the student has exhausted the period of support available to him/her, he/she may only pursue studies in higher education on a self-financed basis.

g) In the professional pilot / aircraft engineer / air transport pilot specialist engineer / aircraft operation higher education vocational training / aviation specialist / aviation specialist engineer program, if a student shortens the duration of their studies through credit transfer or credit recognition, the student is required to pay the cost of the flight training (practical flying component) in accordance with the tuition fee amount established for the year of their admission, as specified in the Admission Guide for that year.

h) Students enrolled in the Professional Pilot/Aircraft Engineer/ air transport pilot specialist engineer / aircraft operation higher education vocational training self-financed course beyond the duration of the program, tuition fees must be determined in accordance with the regulations governing the Bachelor's program in Transportation Engineering. This provision is applicable for the last time for students starting their studies in the academic year 2022/23.

i) The services for which the tuition fee is payable, the deadline for payment of the tuition fee and the method of payment shall be determined by the RFAS.

j) The reclassification of students starting their studies from the academic year 2012/2013 from a self-financed course to a course supported by a state (part) scholarship after accumulation of at least 30 credits is authorised by the Vice President for Education. The procedure for the transfer is regulated by the RFAS.

k) From the academic year 2022/2023 onwards, a student with a state (part) scholarship who starts his/her studies in the first semester of the academic year 2016/2017 or afterwards, who has not been on a break in his/her student status or who has not been in a semester in which he/she has been in a semester in which he/she has not been in a break in his/her student status or who has not been in a semester in which he/she has been in a semester in accordance with the Nftv. (3) and (4) of § 81, or has not attained at least 14 credits or has not attained the average of the study period as defined in Annex 2 of the RFAS of the institution, as defined in the Government Decree.  
The rules for reclassification are set out in the RFAS.

**11.** Written communication between the student and the Institution is primarily done through the NEPTUN electronic study system. During the period of the legal relationship, the student is obliged to follow up on official written notifications received through the NEPTUN electronic study system and to act in accordance with the content of the notification.

## **II.**

### **Provisions concerning studies**

#### **4. §**

#### **Timetable for the academic year, period of training, period of study**

**1.** The academic calendar is determined by the rector – after consulting the SGB – with the prior approval of the institution's Governing Board and Board of Trustees.

The academic term must be defined in such a way that at least 200 class hours per semester, or the equivalent in closed-system online distance learning, can be provided in full-time (day) programs. For part-time courses (evening and correspondence courses), at least 30% and up to 50% of the total number of contact hours shall be contact hours, except in the case of continuing vocational training, where at least 20% and up to 50% of the total number of contact hours shall be contact hours. The exam period shall be at least 5 weeks per semester.

**2.** The Rector may order a maximum of 6 days of school holidays per academic year.

**3.** The duration of one class is 45 minutes. Exceptions are individual subjects indicated in the model curriculum, where the duration of an individual lesson is 30 minutes.

**4.** The length of training for each course is determined by the training and output requirements. Students may obtain the credits required for the diploma in a shorter or longer period than the training period. The duration of study is the period of time spent until the completion of the absolutorium.

## 5. §

### **Obligation of students to enrol, register and enrolment in courses**

1. Admitted students must enrol at the Institution when they start their studies. When registering, the student must provide, in addition to his/her personal data and address, his/her e-mail address, telephone number, tax and National Health Insurance (TAJ) number. For the following semesters, he/she must register in the NEPTUN system. A student who has any outstanding payment is not allowed to register for the next active semester of study. For self-financed courses, enrolment is subject to the submission of a duly completed and signed student training contract to the relevant person at the SSC.
2. At the time of enrolment, all students must declare that they have read and understood the contents of the Institutional Guide. The Institution will provide continuous access on the Institutional website.
3. Students receiving a Hungarian state scholarship must declare their awareness of and commitment to the specific conditions of the course supported by the Hungarian state scholarship on the enrolment form.
4. The Educational Authority maintains electronic contact with students participating in a course supported by a Hungarian state scholarship. To do this, the student must have a Customer Portal ID, which he/she must prove at the time of enrolment.
5. The SSC will issue a transcript of records for the enrolled student.
6. No new enrolment is required during the period of validity of the student's status. The student must notify the SSC in writing of any changes to his/her data by the end of the registration week, and of any changes thereafter without delay.
7. If the student has been admitted to a new course at the Institution, the fact of this is indicated on the original enrolment form by the lecturer of the SSC.
8. Subject admission is finalised during the registration week. At the student's request, the AC may allow the student to take up a course until the end of the second week of the academic term, for reasons of childbirth, accident, illness or other unforeseen circumstances which, through no fault of his/her own, prevent the student from fulfilling the obligations arising from his/her legal status.
9. Students may request to delete a registered course by the end of the second week following registration week each semester from the AC.
10. Students may enrol in a course in accordance with the prerequisite requirements. For each course, students may take the exam three times and may attempt to obtain a passing grade and a practical grade twice. The Vice President for Academic Affairs may, on a case-by-case basis and upon submission of a well-reasoned request, grant permission for a student to enrol in a course specified in the prerequisite curriculum as part of a concurrent (parallel) course of study

once during the course of their studies. The request must be submitted to the Vice-President for Education at the SSC no later than the end of the second week following the week of registration. Failure to meet the deadline is subject to forfeiture.

**11.** The student shall pay the fee per credit according to the RFAS for courses taken but not completed.

**12.** Student applications for academic matters can be submitted at the earliest two weeks before the registration week and at the latest by the last working day of the second week of the academic term. Applications for study matters received after the last working day of the second week of the academic term will be rejected.

**13.** The rector is responsible for deciding on any concessions related to students' fulfillment of their payment obligations (such as installment plans or changes to payment deadlines).

**14.** Within the framework of the curriculum and regulations, students may deviate from the recommended curriculum, taking into account the pre-study order, and may choose individually from the study options offered each semester in the order and timing of the subjects taken (individual study order). It is not the same as an exceptional study arrangement.

## **6. §**

### **Curriculum, subject requirements, credit transfer**

**1.** One credit is equivalent to 30 hours of study, including both classroom and individual work.

**2.** The model curriculum (compulsory, compulsory optional and optional subjects; the credits to be obtained for the fulfilment of the subject requirements; the prior study arrangements for the subjects; the form of the subject examinations, the subject descriptions), which are designed according to the educational and output requirements, are set out in the Institutional Guide, which is available on the website of the Institution (<http://ttajekoztato.nye.hu>).

**3.** Students must take optional courses from the full range of courses offered by the institution up to a minimum of 5 per cent of the total number of credits required for the degree. On the basis of a certificate issued by the host institution, the optional course may be completed through voluntary work. Thirty hours of certified voluntary work may count for 1 credit. The student may take free of charge any course worth 10% more than the total number of credits required.

**4.** A student may take more than 40 credits in a semester in a course only with the permission of the AC.

**5.** If the applicant holds a degree in higher education, the number of credits that can be counted towards a bachelor's degree in the same field of study must be at least 30 and no more than 90.

**6.** Credit may be awarded once for the learning of a given subject. Credit for a course of study at another higher education institution or in another degree programme within the institution shall be recognised, if the prerequisite is fulfilled, irrespective of the higher education institution and the level of study at which the student obtained the credit. Recognition shall be based solely on a comparison of the knowledge on which the credit is based, on the basis of the subject programme. Credit shall be recognised if at least 75 % of the knowledge compared is the same.

A course completed at another institution/faculty may be recognised for the number of credits assigned to the course(s) in the curriculum of the degree programme. Comparison of knowledge is carried out by the Credit Transfer Subcommittee. An agreement may be initiated between two institutions concerning the mutual or unilateral recognition of subjects.

**7.** In order to obtain the final certificate (absolutorium), at least one third of the credits of the course must have been completed in the course of the Institution.

**8.** In the case of further (parallel) studies, the credits completed in the previously started degree programme can be recognised in the credit accumulation of the other degree programme. This will be decided by the CTC upon request.

**9.** The provisions of these Regulations shall apply to the studies of non-Hungarian citizens with the exceptions provided for in Article 80 of the Nftv.

**10.** The procedure for the preliminary transfer of credits for applicants to the Master's programme is set out in the Admission Rules (effective 1 September 2023).

**11.** The recognition of the credits of a student pursuing part-time studies at a foreign higher education institution shall be based on the terms of the contract between the institution (or the student) and the foreign higher education institution. The institutional model curriculum of the degree programme shall be applicable with regard to the subjects that may be credited in the degree programme. Course credits completed at the foreign higher education institution that do not correspond to the student's model curriculum may be recognised as elective credits of the model curriculum.

**12.** Previous work experience may be recognised as a study requirement upon request of the student. The number of credits that may be counted towards validation may not exceed thirty. The student shall submit his/her application for validation on the form provided for this purpose at the same time and in the same manner as the credit recognition procedure.

The application must be accompanied by:

- a.) in case of credit for work experience: a portfolio of the activity, a certified certificate of work experience from the employer;
- b.) for recognition outside the school system: a document certifying completion of the training, a description of the content of the training and the contact details of the training provider.

In cases (a) and (b), the request for validation is subject to the opinion of the supervisor and the decision of first instance is taken by the CTC.

If the student wishes to have knowledge acquired in an informal setting recognised, the CTC, on the basis of a proposal from the supervisor, will set up an ad hoc committee to verify the applicant's knowledge by means of a non-repeatable exam. The exam may be written, oral, practical or a combination of these. The result of the exam shall be a grade. The assessment of the ad hoc committee shall be confirmed by the CTC and a decision taken.

The thesis cannot be validated.

**13.** The crediting of extra-curricular activities towards studies will take place in the following semester.

**14.** In addition to the compulsory courses specified in the training and outcome requirements of the degree programme, the Institution may require the student to take only the non-credit courses (criterion requirement) specified in § 12 (4) at any stage of the training period.

## **7. §**

### **Foreign language requirements**

**1.** Successful completion of the final exam is a prerequisite for the award of a diploma certifying the completion of higher education.

**1/A.** In the cases specified in the training and examination requirements, the award of a diploma certifying the completion of higher education studies shall be conditional, in addition to the requirements set out in paragraph 1, on the fulfilment of the foreign language requirement specified in the training and examination requirements. The institution may specify in the curriculum a state-recognised language examination or other language proficiency test which may be accepted as foreign language proficiency.

The institution shall provide for the teaching of the foreign language skills necessary for the pursuit of the qualification for the given specialisation, and shall ensure, as part of the curriculum, that the conditions are in place for the student to acquire the foreign language skills specified in the curriculum as necessary for the pursuit of the qualification for the given specialisation. The higher education institution shall, as part of the curriculum, provide the student with the opportunity to be assessed and to be assessed on the acquisition of foreign language skills.

The teaching of foreign languages, the language training, the language examinations required by the curriculum and the preparation for the language examinations for the award of the diploma are set out in the model curriculum published in the Institutional Guide.

**1/B.** Students may be exempted from foreign language training in specialized fields under the following conditions:

- a) for bachelor's programs, by presenting a state-recognized language exam at the A2 complex (C) level or higher, or an oral (A) or written (B) exam at that level or higher, or an equivalent certificate;
- b) for master's programs and short-cycle teacher training programs, exclusively by presenting a language exam at the B2 complex (C) level or higher, in either oral (A) or written (B) format, or a certificate of equivalent value,
- c) by receiving a "pass" rating in a preliminary proficiency assessment conducted as part of a specialized foreign language course offered by the relevant Institute.
- d) Foreign language training may be validated
  - by taking a course in a foreign language,
  - by analyzing foreign-language professional literature during the preparation of the thesis,
  - by writing a seminar essay in a foreign language,
  - by completing an Erasmus+ internship related to the program,
  - through the recognition by the program director of credits earned during Erasmus+ student mobility,
  - completing at least one semester of a foreign language or technical foreign language course at a higher education institution.

**2.** The provisions of paragraph 1/A shall not apply if the language of the training is not Hungarian, with the exception of the final examination.

**3.** Requests for exemption from language examinations for students with disabilities are considered by the Vice President for Education, taking into account the opinion of the Committee for Students with Disabilities. Pursuant to Section 52/A of the Nftv. the procedure for the withdrawal or annulment of diplomas and diploma supplements issued by the institution on the grounds of unlawful acquisition is set out in Annex 2

## **8. § Attendance at courses**

**1.** Lectures are an integral part of the course and the Institution expects full-time students to attend them. Participation in practical sessions and related exercises is compulsory regardless of the working hours. The maximum permitted number of absences per semester in full-time education - except for the cases mentioned in Section 12, Subsection 6(b) - three times the weekly contact hours of the subject, in part-time training one third of the contact hours per subject. The semester absence shall not include the time spent on duties as a member of the Senate and of the committees of the institution. A certificate to this effect shall be issued by the Secretary of the Senate or the President of the Committee.

**2.** When an examination is required, it is only possible to take an examination course and fulfil the subject requirements if the student has already attended the lectures and exercises (seminars) of the given subject in a previous semester and has received an unsatisfactory grade.

In the case of a course culminating in a practical grade, it is only possible to take a so-called practical grade course and to fulfil the course requirements if the student has already attended the lectures and practicals (seminars) of the course in question in previous semesters and has obtained an unsatisfactory grade. The announcement and enrolment of a course with a practical grade may be authorised by a joint decision of the supervisor and the director(s) of the institute(s) involved in the teaching of the subject.

In the case of a course leading to a practical grade, no examination course, only a practical grade course, may be offered.

In the case of a practical course, if no attempt has been made to complete the requirement, the entry 'Not assessable' must be made in the NEPTUN system.

**3.** Individual courses can only be advertised for courses with a small number of students (max. 5) and/or with a phased-out curriculum, in case the subject is no longer advertised as a timetabled course. To enrol in an individual course, it is not necessary to have taken a previous course in the subject in question, only the fulfilment of the pre-study requirement laid down in the curriculum is a condition for enrolment. Enrolment in an individual course is considered as enrolment in the course and counts towards the number of enrolments.

**3/A.** In distance learning programs, some of the consultations – provided the nature of the course permits – may also be organized as closed-system online instruction. The schedule for closed-system online instruction will be determined by the start of the semester.

**3/B.** If the number of students enrolled in an advertised course does not exceed 3, the course must be organized partly as an individual course and partly as a course listed in the schedule, such that 50% of the course's semester hours are conducted as contact hours.

4. The requirements set out in 1) 2) do not apply to courses offered through e-learning. In such cases, the requirements set by the course supervisor shall apply.

5. The student's participation in the internships is recorded in the internship description (course description) or in the internship diary. The instructor responsible for the internship must report the place, time and evaluation of the student's internship to the SSC within 8 days of the end of the internship.

6. The AC may authorise exemptions from the obligation to attend classes or to take a preliminary examination in accordance with the provisions of Section 8 and Section 8/A

For athletes, an exemption of 70% may be granted for players at the highest level of the sport, elite athletes (e.g. Hungarian Sports Star Scholarship holders, national team members, participants in the National Championships of Olympic sports in Division I and II), with an official certificate issued by the National Sports Federation and a valid competition licence attached to the application, and for members of the Board of the SGB, with the subject teachers being informed. Exemptions from attending training courses, work placements, laboratory exercises, school teaching exercises and consecutive practicals may not be granted. The request, supported by a certificate, may be submitted during the registration week, unless the student's circumstances entitling him/her to the discount change during the semester.

7. An exemption from attending classes may be requested by a 10-semester, full-time student in a full-time teacher education programme who:

- has a contract for at least one academic year with a public education or vocational training establishment and has been certified by his/her employer;
- the number of hours of teaching activity is at least 10 hours per week;
- for a period of two semesters, starting from the semester in which the school-based teaching practice according to the model curriculum begins;
- have completed at least 27 credits in each completed semester;
- agreement to the individual work schedule by the director of the institute concerned and the supervisor of the teaching specialisation.

All conditions must be met simultaneously for the application to be accepted.

In the case of a positive decision, the student is required to visit the lecturers of the relevant semester at least twice in person.

8. For students raising children under the age of fourteen, the institution shall, upon the student's request, allow the student to be absent from lectures and seminars for the purpose of caring for his/her child, provided that such absence does not result in exemption from the fundamental academic requirements of the program. It is the responsibility of the student receiving this benefit to contact the instructor regarding the fulfillment of curriculum/course requirements.

## **8/A. §.**

### **Exceptional study arrangements**

1. If the student is unable to fulfil his/her study obligations in the manner prescribed in the curriculum for the reasons listed in point 4, the AC may, upon request, grant an exceptional study regime, taking into account the opinion of the supervisor. Except for the group of students defined in point 4(ab), an application for an exceptional study regime may be submitted after

the successful completion of two semesters and the completion of at least 27 credits per semester.

**2.** The application must be addressed to the AC and submitted to the SSC. The application must be accompanied by

- a) an approved statement signed by the instructor of the course(s) concerned by the exceptional study arrangement, stating the conditions for fulfilling the requirements of the course(s) concerned by the exceptional study arrangement,
- b) The justification for the request must be supported by a certified statement,
- c) the support of a supervisor.

**3.** The deadline for submission of the application is the last working day of the second week of the academic term of the semester. For point 4(b), applications shall be submitted on a continuous basis.

**4.** Exceptional study arrangements may be granted on the following grounds

a) for full-time students:

aa) who has consistently good academic results (academic average of at least 3.5 per semester) and has completed at least 27 credits per semester in an academic activity or competition related to the academic studies (e.g. research project or competition announcement, certificate of participation) or who is engaged in outstanding community, artistic or sporting activities;

ab) in the case of a foreign student with a double degree, the inability to enter Hungary;

b) for full-time and part-time students

ba) a change in social and/or medical circumstances which could not have been foreseen at the beginning of the studies (e.g. in case of a persistent illness restricting mobility, a recent medical certificate, medical report, final report);

bb) reasons related to childbirth or infant care;

bc) circumstances relating to the health of the student or his/her immediate family member;

bd) other exceptional cases not covered above.

**5.** Exceptional study arrangements shall mean exemption from attendance at compulsory classes in full or in part as follows:

a) full exemption may be granted only to those entitled under point 4(ab), (bb)

b) partial exemption in the case of

ba) full-time students must attend the sessions at the times announced in the part-time timetable,

bb) students on part-time courses shall be required to meet in person with the instructors of the courses for the given semesters at least twice.

**6.** Under the exceptional study arrangements, no partial or total exemption may be granted from the requirements of the qualification, laboratory and field exercises, related work placements, individual school placements, end-of-semester or end-of-year examinations, examinations, final examinations (or part thereof), writing and defending a thesis.

7. students staying abroad under the Erasmus programme (outgoing Erasmus students or Erasmus trainees) are automatically granted the exceptional study arrangements.

8. Exceptional study arrangements may be granted for a maximum of one semester in a single procedure, and may be repeated several times during the entire period of study, provided that at least 27 credits per semester have been completed before the application is submitted.

9. If the request is denied, the rules regarding "Attendance at Classes" set forth in Section 8 shall apply. Attendance at classes for enrolled courses is mandatory for students, subject to the exceptions specified in Section 8.

10. The application fee shall be the fee for the submission of student applications as set out in the current RFAS.

## 9. §

### **Change of faculty: transfer, change of department, change of major**

1. A change of major is effected by changing the program's schedule (department), language, or location, or by transferring to another program. In the event of a change of major, the duration and cost of the new program shall be used as the basis for determining whether the requirements have been met.

Pursuant to Section 42 (1) (b) of the Nftv., students may apply for transfer to the same or another higher education institution for a course in the same field of study. Courses at the institution may only be offered at the same level and in the same field of study, primarily for a tuition fee, if the student is a student of the institution. Depending on the capacity of the institution, students may also be admitted on state scholarships. During the admission procedure, the student must be in a continuous legal status until enrolment following the admission decision, otherwise the decision to admit the student will be revoked by the higher education institution.

Transfer may only take place between courses leading to the same level of qualification, in the case of bachelor's and master's degrees, provided that the student has actually acquired at least 30 credits at his/her previous institution. Except

a) in accordance with Section 8 of Government Decree No. 283/2012 (X. 4.) on the teacher training system, the rules governing specialization, and the list of teacher training programs,  
- from an undivided program to a bachelor's degree program,  
- from a bachelor's degree program to an undivided teacher training program as defined in paragraph (3)

b) transfer from a bachelor's program to a higher education vocational program pursuant to Section 42(7) of the Nftv.

The AC decides on changes of institution, the CTC decides on the acceptance of credits. The transfer, change of specialisation and work schedule may take place until 15 September for the autumn semester and until 15 February for the spring semester.

2. In higher vocational education and training, the AC may allow a change of specialisation if 30 credits have been accumulated at the same level and in the same field of training.

A student admitted to a bachelor's degree course may apply for a change of specialisation to a teacher training course after having completed 15 credits. The subject classification of one of the courses in the chosen subject pair must be the same as that of the bachelor's degree. The other specialisation must be chosen by the student at the time of the application from among the specialisations offered in the teacher education programme. Before registering for the

semester, the student must have passed the aptitude test for the profession and, for those who choose the specialisation of teacher of singing, music, folk music and folk culture, art and visual culture/visual culture teacher and physical education teacher, the language audition for the profession of foreign language (English language and culture teacher). The Head of the Directorate General for Teacher Education (hereinafter referred to as 'TE') will give an opinion on the application, following a proposal from the subject supervisor.

Any missing credits identified during the review must be made up during the next registration period, in accordance with the model curriculum. For students changing their major, the AC may authorize parallel course enrolment in the year of the change, based on the opinion of the program supervisor.

**3.** Upon completion of 60 credits in one of the subject areas, a student may apply for transfer from the non-university teacher training course to the corresponding bachelor's degree course.

**4.** A change of specialisation may be permitted upon accumulation of at least 15 credits.

**5.** In the case of a master's degree in teacher training, changes to the first chosen qualification are not allowed.

**6.** During the admission procedure, the student must have a continuous legal status until enrolment or registration following the admission decision, otherwise the decision will be revoked by the Institution. If the student continues his/her studies at another higher education institution by transfer, the date of termination of the student's status must be entered on the transcript. The extract from the transcript must be handed over to the transferring higher education institution within 15 days of the termination of the student's studies.

### **III.**

#### **Provisions concerning the verification of knowledge**

##### **10. §**

##### **The examination period**

**1.** Examination dates must be announced by the course instructor at least 3 weeks before the examination in the NEPTUN system.

**2.** The examination dates shall be announced in such a way that twice the number of students who have taken the subject during the examination period are guaranteed to be able to register for the examination and that it is possible to make up for failed examinations. Notwithstanding this, the instructor is not obliged to announce additional examination dates.

**3.** Application for the exam must be made via NEPTUN by 16.00 on the last day before the day of the exam. Until that time, the application for the examination may be withdrawn via NEPTUN.

**4.** If the examination dates do not allow students to sit the examination properly (as set out in point 2), the President of the SAC will examine the matter at the request of the SGB and take further action.

5. Students who are studying abroad on the basis of a study contract - in student mobility - may be allowed by the AC to take an examination outside the examination period, if justified.

6. An examination period and a final examination period shall be provided consecutively after the academic period, so that the student may repeat the examination he/she failed during the period of study

## **11. § Examination procedure**

1. Students may take oral and written exams based on an individual exam plan, which must be specified in the teaching topic and the semester requirements.

2. The candidate should be allowed a short preparation before the oral part.

3. When administering exams to students with disabilities, the procedures set forth in Section 49(8) of the Nftv. and Section 62 of the Decree must be followed.

4. The examiner or the chairperson of the exam board is responsible for the smooth running of the examinations and for creating a calm atmosphere.

5. A photo ID is used to prove the identity of the student at the exam.

6. The examiner may start the exam with a printout of the examination paper from the NEPTUN system on the day before the exam or after 16.00 on the day before the exam. The result of the exam shall be recorded in the NEPTUN system. Recording is the responsibility of the examining instructor, no later than 5 days after the exam in the case of a written exam and on the day of the exam in the case of an oral exam. The results of the exam shall be recorded in the examination booklet, which the examining instructor shall keep for one year after the exam. In the case of marks offered, no examination paper need be printed. At the request of the student, the results of the oral exam must also be recorded on a score sheet printed from the NEPTUN system by the instructor at the end of the exam.

7. Only students who are registered for the exam on the examination form published in NEPTUN may be examined.

8. In the case of written exams or, if the examination requirement is fulfilled on the basis of an assessment of a paper or student work to be submitted, the student will automatically receive a message in NEPTUN about the mark entered by the examining instructor.

9. The student must appear for the exam on the date and time stated in the application. Absence from the exam will be recorded by the instructor as a "not-shown". In case of absence from the exam, an unsatisfactory mark will not be recorded. In justified cases, the absence may be justified up to one week after the exam date by the examiner, who will then cancel the "not-shown". In the event of an unexcused absence from the exam, the student will be required to pay the costs incurred, the amount of which will be specified in the RFAS.

10. The grading is determined according to the grading scheme of the semester requirements system prepared by the instructor.

**11.** The instructor of the subject is entitled to correct a mark entered incorrectly in the NEPTUN system.

**12.** If the course taken but not completed, the student is obliged to pay the fee per credit according to the RFAS.

**13.** In the course of their studies, students can make use of the possibility of a special permit (Rector's permit), which is granted by the Rector upon request. The rector's permission may cover a single examination beyond the examination period (within one week of the examination period) or an increase of one examination per semester by one. In all other respects, the Rector's Examination is subject to the rules for examinations and must be entered in the electronic study system. The application must be submitted to the SSC no later than the end of the examination period. The fee for the application is the fee for the submission of student applications as set out in the current RFAS.

**14.** Exams may not be taken outside the exam period (except in cases of exceptional academic arrangements under Section 8/A and in the case of the rector's exam). No valid exceptions may be made to this provision. Exams taken in violation of this provision shall be invalidated by the Vice President for Education.

**15.** In the event of outstanding payment of any amounts owed to the Institution in the current semester and in previous semesters, the student will not be allowed to sit the exam in the current semester.

## **12. §**

### **Forms of assessment and evaluation**

**1.** To assess students' mastery of the course material, the model curriculum may require the following:

- a colloquium, comprehensive exams (hereinafter: exams)
- practical grades (midterm grades)
- signed evaluation

Sessions designed to assess students' knowledge of the course material are not open to the public.

**2.** The assessment for exam and practical marks is graded in five levels: excellent (5), good (4), satisfactory (3), pass (2), unsatisfactory (1).

For a qualified signature, the evaluation is graded in three steps: good (5), satisfactory (3), fail (1).

**3.** The student's internship shall be evaluated on the basis of the model curriculum with a grade of five or three.

**4.** The fulfilment of the non-credit criteria for the final examination must be attested by a signature. Only the following criteria may be set as a condition for passing the final exam at the institution:

- a) two semesters of a full-time course in "general physical education" for students enrolled in a degree programme which does not include physical education as a requirement;
- b) a course in mother tongue for students in the teaching profession;
- c) one semester of a professional language course for students for whom the Educational and Outcome Requirements does not require foreign languages as an exit requirement.

The criteria requirements must be fulfilled in accordance with the provisions of the Institutional Guide.

**5.** Exams are a form of assessment of the acquisition of knowledge, skills and competences, which may be oral, written or both, during the exam period. The examination requirements are as follows:

- a) The fulfilment of the prescribed requirements of the subject culminating in an examination shall be certified by the instructor of the subject by means of an entry in the NEPTUN system and the students' examination results shall be recorded on an examination form.
- b) If the pre-study order specifies a subject with a practical grade (mid-term grade) as a co-requisite for admission, the successful completion of the practical grade (mid-term grade) is a prerequisite for taking the examination.
- c) The conditions for taking the examination, the material for the examination and the method of determining the grade shall be laid down in the semester requirements system drawn up on the basis of the subject description, and the timetable for the semester shall be made known to the students in the first week of the academic term and published on the website of the teaching unit. If the student does not meet the requirements set out in the semester requirements, he/she will not be allowed to take the examination.
- d) In the case of a subject that ends with an examination, a mark may be offered in the last week of the semester on the basis of the student's work. The student is not obliged to accept the grade offered, but may request to be allowed to take the examination.

**6.** A practical grade (mid-semester grade) may be required if the practical application of the subject, the assessment of application skills is possible and necessary for the training objective. The mid-semester grade is based on a continuous assessment of the learning requirements of the subject throughout the semester. The requirements for the practical grade (mid-semester grade) are as follows:

- a) The fulfilment of the prescribed requirements of the subject culminating in a practical grade shall be assessed by the instructor of the subject by the entry of a practical grade. If the student has not attempted to fulfil the requirements, the entry is "Not assessable".
- b) The conditions for the successful completion of the practical course shall be made known in the first week of the academic term and shall be published on the website of the educational unit. An unsuccessful practical mark may be corrected once during the examination period, as determined by the subject supervisor.

In the case of laboratory exercises and workshops, the practical grade can only be corrected if there is verified attendance at 70% of the sessions during the semester.

c) The practical grade must be earned by the student during the semester. In the case of full-time students, the instructor must enter the result of the remedial examination (except for the one under 6/b) in the NEPTUN system by the first day of the examination period. In correspondence courses, the practical mark may be entered until the end of the examination period, allowing the time allowed for revision in accordance with the Regulations.

7. The model syllabus may also specify a qualified signature as a form of verification, for which the provisions relating to the practical grade shall apply.

8. The content requirements, deadlines, reporting and assessment methods for the completion of the internships are laid down in the subject descriptions and the semester requirements.

### **13. §**

#### **Retake exam, repeat retake exam**

1. A student may attempt an exam in a subject a total of three times in one exam period (exam, retake exam, repeat retake exam).

2. The student can retake the failed exam (retake exam) free of charge. If the retake exam has not been passed and the same person has examined both the exam and the retake exam, the student shall, at the request of the AC, be allowed to take the repeat retake exam (3rd and all subsequent exams) in front of another instructor or examination board. The board is appointed by the head of the teaching unit responsible for teaching the subject.

3. The third (repeat retake exam) and all subsequent exams in a subject may be taken after payment of the fee specified in the RFAS, irrespective of the number of times the third exam is attempted.

4. In the case of an exam ending with a practical mark (mid-term mark) or a qualified signature, the student may attempt to correct an unsatisfactory mark once during the exam period, if the nature of the subject allows it. If, through no fault of his/her own, the student is unable to attend at the time allotted, he/she must be given a new opportunity to make up the mark. The date for the revision of the practical mark does not have to be announced in Neptun. In the case of an unsatisfactory practical mark, the student must, at his/her request to the AC, be given the opportunity to have the mark corrected in front of another teacher or examination board. The board is appointed by the head of the teaching unit responsible for the subject.

### **14. §**

#### **Correction of a successful mark**

1. A student may apply to improve his/her grade in one subject per semester, if the nature of the subject and the teacher of the subject allow it. In the case of a subject closing with an exam, the correction of the grade shall be made by applying to the Neptun system. In the case of a practical grade and a qualified signature, the date of the revision does not need to be announced in Neptun. The mark thus obtained is final and must be entered in the NEPTUN system. The fee for the correction of a successful mark is set out in Annex 1 to the RFAS. There is no possibility to correct a further successful mark.

2. Courses successfully completed in previous semesters may not be taken again for the purpose of improving grades.

## **15. §**

### **Credit transfer based on previous studies**

1. Students applying for transfer from another institution of higher education, as well as students changing their course of study or changing their degree programme may apply for the credit transfer of courses completed during their previous studies by the last working day of the second week of the academic term of the semester in question.

When transferring between undivided teacher training and bachelor degree programs, previously completed elective courses may be recognized.

2. The accepted credit value must be equal to the credit value of the model curriculum requirement that has been certified as fulfilled (the one that has been credited according to the model curriculum of the course).

3. The grade obtained in previous studies cannot be changed when the credit for a subject is recognised.

4. Credit recognition is decided by the CTC, taking into account the opinion of the supervisor.

5. An elective subject (up to 2 credits) may be taken as an elective subject even if it is not included in the optional subjects of the model curriculum. Credit transfer is approved by the CTC, taking into account the opinion of the supervisor.

## **16. §**

### **The credit index, the (cumulative) weighted average**

1. The institution uses the credit index to assess the quantitative and qualitative performance of the student during the semester.

It is calculated by multiplying the sum of the number of credits and the marks obtained in the subjects taken in a given semester by the thirty credits to be obtained in a semester in the case of average progress.

2. The weighted grade point average is used to determine the student's performance in the first semester. The weighted average shall be calculated for a period of study longer than one semester or for the whole period of study (cumulative).

It is calculated by dividing the credits for the subjects completed in the period and the sum of the marks multiplied by the sum of the credits for the subjects completed.

3. The credit index is established by the SSC within one week of the last day of the examination period and recorded in the NEPTUN system.

4. If a student has not completed at least 15 credits in a given semester, he/she will be assigned a credit index of "0".

5. Grades in subjects completed at other institutions and in previous studies cannot be included in the credit index and the weighted average.

6. When the student's status is terminated, a hard copy of the transcript of records must be provided to the student, certified by the Head of the SSC.

### **17. §**

#### **Continuation of studies after the end of the student status**

1. Students whose student status has been terminated may only continue their studies after a new, successful admission procedure.

### **IV.**

#### **Regulations for the thesis/dissertation, the final certificate, the final examination and the diploma**

### **18. §**

#### **The thesis/diploma thesis**

1. Students are required to produce a thesis(s)/dissertation(s) as specified in the qualification requirements and the training and output requirements.

2. The preparation of the thesis/dissertation is supervised by a supervisor (consultant). The supervisor may be a full-time or part-time lecturer of the Institution or, with the permission of the head of the relevant teaching unit, an external professional with a university degree or a Master's degree.

3. A prerequisite for the choice of the thesis/thesis title is the accumulation of 60 credits during the course of study (exception: in a specialised postgraduate course). If the student has accumulated the above credits, he/she is entitled to choose the thesis title.

4. The procedures for the announcement and approval of thesis/thesis titles, the rules for applying for the subject, the content and form of the thesis/thesis, the evaluation criteria and the way of defending the thesis/thesis shall be specified for each degree programme and published in the Institutional Information. Deadlines for submission are set out in the institution's Timetable.

5. The credit value assigned to the thesis/dissertation (if it is not a non-credit criterion requirement) is specified in the degree programme and the semester required for its preparation is specified in the model curriculum.

6. The thesis/dissertation submitted by the deadline will be assessed by an independent assessor(s) appointed by the head of the teaching unit, who will recommend the grade for the thesis/dissertation.

7. If the examiner (both examiners in the case of two examiners) has graded the thesis/dissertation as unsatisfactory, the student may make up the grade at the earliest in the

next academic semester. A thesis/dissertation that has been marked as unsatisfactory by the assessor(s) may be replaced only once during the period of study.

**8.** The thesis/dissertation shall be defended as part of the final examination at the same time and place as the final examination. The mark for the thesis/dissertation shall be awarded by the final examination board.

**9.** The student may request the acceptance of his/her Research Students' Conference (hereinafter referred to as "the RSC") thesis as a thesis as follows:

a) A student with a bachelor's, master's or master's degree in teaching who has written a RSC thesis in the subject area of the thesis and in an academic field related to the institute is exempted from writing a thesis. The exemption applies only to the preparation of the thesis, the RSC thesis must be submitted for marking and the other parts of the final examination (e.g. oral part, defence of the thesis/dissertation, portfolio) must be completed by the candidate.

b) A student who has been awarded 1st to 3rd place or a special prize at a national or international RSC conference during his/her studies in the respective field of study is exempted from writing and defending the thesis/dissertation. The mark thus awarded for the examination or defence of the thesis/dissertation is excellent.

**9/A.** Exemption under points 9(a) and 9(b) may be granted by the AC on the basis of a proposal from the head of unit, taking into account the qualification requirements, training and output requirements of the specialisation. Once approved, the thesis must be submitted (in the appropriate format and on the appropriate forms) in accordance with the Institutes' rules for theses. In no case may a student with a teaching degree be exempted from the preparation, assessment and defence of the portfolio as a thesis element.

**10.** The portfolio is part of the thesis and is the subject of the final teacher examination.

**11.** The thesis may not be discarded.

**12.** The thesis may not be validated.

## **19. §**

### **Completion of higher education studies**

**1.** The institution shall issue a final certificate (diploma) within 20 days to students who have fulfilled the study and examination requirements and the professional practice prescribed in the curriculum, with the exception of the language examination and the thesis/dissertation required by the training and exit requirements, and who have acquired the required credits. The diploma shall be issued as a certified document.

**2.** The student completes his/her studies in higher education vocational training, bachelor's and master's degree programmes, and specialised further education with a final examination.

**3.** A student may be admitted to the final examination after obtaining the final certificate.

**4.** In full-time education (full-time), the "general physical education" course must be completed in accordance with the provisions of the Institutional Guide.

## **20. § Final exam**

- 1.** The final exam serves to assess and evaluate the knowledge, skills, and abilities required to earn a degree, during which the student must also demonstrate the ability to apply the knowledge acquired. The final exam is not open to the public.
- 2.** Final exam successfully passed in the same subject cannot be repeated.
- 3.** A student who has not fulfilled his/her payment obligations to the Institution may not be admitted to the final exam.
- 4.** Those who have a student status must register for the final examination electronically, while those who have obtained a diploma in previous semesters must register on the form provided for this purpose by the deadline for the thesis/dissertation in the semester preceding the final examination.
- 5.** The final exam may be taken in the final exam period following the award of the final certificate in the Institutional Bachelor's programme in accordance with the applicable qualification requirements and the result shall be determined in accordance with the same. The result shall be announced on the day of the exam.
- 6.** In bachelor's programs, higher vocational education programs, and specialized continuing education programs – where required by the training and graduation requirements – students take a comprehensive oral exam and defend their thesis as part of the final examination. The final exam grade is calculated as the simple arithmetic average of the grades for the comprehensive oral exam and the thesis defense, rounded to two decimal places. In the BA in Elementary Education and BA in Early Childhood Education programs, the final exam result is the simple arithmetic mean of the grades for the comprehensive oral exam, the thesis defense, and the final teaching/final class, rounded to two decimal places.
- 7.** For students who began their studies in the Master's program in Teacher Education (MA) prior to 2013, the final teaching examination (TZV)
  - for those holding a teaching certificate, consists of the presentation and defense of a portfolio,
  - for those without a teaching certificate, consists of the defense of a teaching thesis and portfolio, as well as an oral examination.

The average of the FET is calculated by default as the arithmetic mean of the following components, to two decimal places:

- holders of a teaching degree
  - a) the mark for the portfolio defence,
  - b) the average of the marks obtained in the individual placement in an educational establishment,
  - c) the marks obtained in a school teaching placement (in the case of studies in a different qualification).

- for those without a teaching qualification
  - a) the mark obtained in the examination of the teacher's thesis,
  - b) the marks obtained in the examination of the teacher's thesis and portfolio,
  - c) the marks for the oral answer,
  - d) the marks for school teaching practice (first cycle),
  - e) the mark for school teaching practice (second cycle),
  - f) the average of the marks obtained in a coherent individual school placement in a public education establishment.

Students studying for a Master's degree in teaching in two qualifications must take the FET in both qualifications at the same time.

**8.** The final examination for a teacher training course consists of a teacher thesis and the defence of a portfolio.

The final grade for the integrated teacher training program is calculated as the arithmetic mean of the following components, rounded to two decimal places:

- a) the mark for the assessment of the teacher's thesis,
- b) the mark for the defence of the teacher's thesis,
- c) the mark for the portfolio assessment,
- d) the mark for the portfolio defence,
- e) in the case of teachers of folk music and folklore, the mark for the diploma singing competition.

For the short cycle teacher training courses starting from September 2017, the final examination will consist of the presentation and defence of the portfolio and, for the folk music and folk culture courses, a diploma singing competition.

**8/A.** In the short-cycle Master's program in teaching, which begins in September 2022, the final examination consists of the presentation and defense of a portfolio, with the following exceptions:

- a) in the folk music and folk culture program, in addition to the presentation and defense of the portfolio, a diploma recital (for students who hold a college diploma in folk music education issued pursuant to Act LXXX of 1993 on Higher Education – and who have studied a Type “A” folk instrument for eight semesters – the presentation and defense of the portfolio),
- b) in the case of a single-subject teaching qualification obtained with a degree in a specific undergraduate program, the presentation and defense of the thesis and portfolio,
- c) in the two-semester subject-specific teacher training program, the final exam consists exclusively of an oral examination.

The final grade for the short-cycle teacher training program is calculated as the arithmetic mean of the relevant components, rounded to two decimal places:

- a) the grade for the portfolio evaluation,
- b) the grade for the portfolio defense,
- c) the grade for the diploma recital in the folk music and folk culture teacher training program,
- d) the grade for the defense of the thesis,
- e) in the two-semester subject teacher training program, exclusively the grade for the oral examination.

**8/B.** In the short-cycle Master's program in education starting in September 2023, the final examination may consist of several components (evaluation and defense of a portfolio and/or thesis, and an oral component), as determined in accordance with the training and learning outcomes requirements, as follows:

- a) portfolio evaluation and defense:
  - aa) acquisition of a subject-specific teaching qualification with a degree from a relevant bachelor's program – 2 semesters
  - ab) acquisition of a teaching qualification in a specific subject with a partially relevant bachelor's degree and professional qualification (3 semesters)
  - ac) obtaining an additional teaching qualification in a subject – 3 or 4 semesters
  - ad) Obtaining a teaching qualification in natural sciences and environmental studies in a single subject, holding a university-level environmental studies teaching qualification or a college-level environmental protection, environmental studies, or natural sciences and environmental studies teaching qualification (2 semesters)
  - ae) For holders of a primary school teacher qualification, obtaining a teaching qualification in a specific subject area – 3 or 4 semesters
  - af) For holders of a vocational college diploma, a vocational BSc degree, and a vocational teaching qualification, obtaining a vocational teacher qualification – 2 or 3 semesters
  - ag) holding a college-level teaching qualification, obtaining a master's degree in the same field of study – 2 semesters
  - ah) obtaining a subject-specific teaching qualification in a master's program in teaching, pursued concurrently with a non-teaching master's program or an undivided program, and following a master's degree (2 semesters)
  
- b) portfolio evaluation and defense, as well as defense of the thesis
  - ba) obtaining a single-subject teaching qualification (4 semesters) upon possession of a degree in a specified undergraduate program
  - bb) Obtaining a teaching qualification in natural sciences and environmental studies upon holding a bachelor's degree and a teaching qualification (4 semesters)
  - bc) Obtaining a teaching qualification in natural sciences and environmental studies in a single subject, either concurrently with a master's program in biology, physics, chemistry, astronomy, materials science, geography, or environmental engineering, or following the completion of a master's degree (4 semesters)
  
- c) Oral:
  - ca) Additional master's-level teaching qualification obtainable within a subject-specific teacher training program – (2 semesters)

The final exam grade for the short-cycle master's program in teacher education is calculated as the arithmetic mean of the relevant components, rounded to two decimal places:

- a) the grade for the portfolio evaluation,
- b) the grade for the portfolio defense,
- c) for the folk music and folk culture teacher program, the grade for the diploma recital,
- d) the grade for the defense of the thesis,
- e) for the two-semester specialized teacher training program, exclusively the grade for the oral examination.

In the case of a concurrent master's program in teaching, the final exam in the teaching program may be taken if the student has already passed the final exam in the concurrent disciplinary

master's program. The components and rules of the final teaching exam are identical to the provisions applicable to students enrolled in the Master's program in teaching.

**9.** In disciplinary Master's programmes, the final exam consists of the presentation and defence of the thesis and an oral exam. The final exam is the simple arithmetic mean of the two marks.

**10.** In the case of specialised further training, the final exam shall be calculated according to the specific training and graduation requirements, failing which it shall be the simple arithmetic average of the final exam marks.

**11.** Students who began their studies in the first year in September 2012 may take their final exams during any final exam period within two years of the termination of their student status, in accordance with the current training and graduation requirements. After two years have passed since the termination of student status, the final exam may be taken only if the Institution offers a program in the same field of study in which the student was enrolled prior to the termination of student status. No final exam may be taken after five years have passed since the termination of student status.

**12.** The final exam shall be taken before a committee:

- a) the final exam committee shall consist of a chairperson and at least two members;
- b) the final exam board shall be composed in such a way that at least one of its members is a university or college professor or associate professor, and at least one of its members is either not employed by the Institution or is a lecturer in another unit or department of the Institution. A record of the final exam shall be kept,
- c) The composition of the final exam committees shall be the responsibility of the Vice-President for Education, on the basis of the opinion of the supervisor.

**13.** The Rector appoints the Chairman and members of the Final Examination Committee for one calendar year.

**14.** The final exam shall be held in the final exam period published in the Institute's chronological index for each academic year, in June and January of each year.

**15.** A record of the final exam shall be drawn up in accordance with the Government Decree. The record shall include the result of the final exam, the qualification of the diploma and the title of the qualification.

**16.** The topics for the final exam are set out in the Institutional Guide.

## **21. § Correction of failed final exam**

**1.** A retake final exam may be taken during the final exam period after submitting the written application specified in Section 20(4), within the timeframe set forth in Section 20(14). If the final exam consists of parts, only the failed part of the final exam must be retaken in the retake final exam.

## **22. §**

## Diploma

1. Upon successful completion of the final exam, the teaching certification exam, and the language exam specified in the training and graduation requirements, the Institution shall issue a diploma to the candidate in both Hungarian and English.
2. The diploma is an official document bearing the coat of arms of Hungary and containing the information specified in Section 51(5) of the Nftv. The diploma is signed by the rector of the Institution.
3. The procedure for revoking or annulling a certificate and certificate supplement issued by the Institution – due to their having been obtained unlawfully – is regulated by Annex 2.

### 23. § Diploma Supplement

1. Diplomas in bachelor's, master's and higher vocational education and training must be accompanied by a diploma supplement in Hungarian and English, as specified by the European Commission and the Council of Europe, in accordance with the Nftv.
2. In the case of a bachelor's degree at the institutional level, the diploma supplement must be issued if the student has continued his/her studies in a credit system.
3. The cost of issuing the duplicate of the diploma supplement shall be reimbursed in accordance with the RFAS.

### 24. § Qualification of the diploma in the diploma supplement

1. In the case of bachelor's, master's, higher vocational education and training, the classification of the diploma in the diploma supplement is determined as the simple arithmetic average of the following two results, to two decimal places:
  - a.) the average result of the final examination to two decimal places, and
  - b) the weighted average (cumulative) grade point average over the entire period of study, to two decimal places.
2. In the case of a Master's degree in teaching, the degree classification in the Diploma Supplement shall be determined as the arithmetic mean of the following components, to two decimal places:
  - 2 semesters of training
    - a) the final grade of the final qualification,
    - b) the average of the FET.
  - for 3, 4 and 5 semesters of training
    - a) the average of the marks obtained in the final qualification examinations,
    - b) the average of the FET
3. In the case of **teacher training**, the grade of the diploma in the diploma supplement shall be determined as the arithmetic mean of the following components, to two decimal places:

- a) the final examination marks for the teacher training.
- b) the marks for the final examination in a course of study,
- c) the marks of the final professional examination in the other course of study,
- d) the grade of one semester (9th) of a continuous individual school placement,
- e) the grade for the other semester (year 10) of the continuous individual school placement.

For courses starting in September 2022:

- a) the final examination mark for the teacher training course,
- b) the final grade in the complex subject area final examination in one of the courses of study,
- c) the final grade in a complex specialisation in the other course of study,
- d) the marks obtained in the individual school placement.

In the case of short cycle teacher training, the grade of the diploma in the diploma supplement shall be determined as the arithmetic mean of the following components to two decimal places:

- a) the final examination marks,
- b) the final grade in the final professional classification of the course,
- c) the grade of the individual school placement in a coherent manner, or, where the model curriculum provides otherwise, the grade of the school teaching placement.

For courses starting in September 2022:

- a) the final examination,
- b) the final grade in the complex subject area of the course
- c) the grade for the individual school placement in a continuous school placement, or, where the model curriculum provides otherwise, the grade for the school teaching placement

**4.** the classification of the diploma in the Diploma Supplement on the basis of the average result determined in accordance with paragraphs 1, 2 and 3:

A candidate with Honours shall be considered as having obtained distinction in all the marks, including the marks in the final exam.

Exceptional	5,00
Excellent	4,51 – 4,99
Good	3,51 – 4,50
Mediocre	2,51 – 3,50
Satisfactory	2,00 – 2,50

Within 30 days of the successful completion of the final exam, the demonstration of compliance with the foreign language requirements specified in the training and graduation requirements, and the completion of the institutional language exam, the institution shall issue the diploma, the diploma supplement, and the transcript to the eligible person.

## **25. §**

### **Electronic academic system, documents managed by the institution**

**1.** The institution operates an Electronic Academic System (hereinafter: AS) for the purpose of maintaining the records of the data specified in Subchapter I/B of Annex 3 to the Nftv. and in Section 60 of Government Decree No. 87/2015 (IV. 9.), and is responsible for the security of such data. The organizational unit responsible for student academic administration is responsible for the accuracy and timeliness of the data recorded and stored in the AS, as well

as for the transmission of such data to the body (or bodies) and office(s) prescribed by law. The unit providing IT services and the AS administrators are responsible for archiving and backing up the data, as well as for retaining it as required by law.

**2.** The institution shall ensure that students have permanent access to the personal and academic data recorded about them in the AS.

**3.** The authenticity of paper documents, whether printed from the AS or produced by the academic administration unit, is certified by the head of the SSC. The authentication of an electronic document is done by means of a time stamp and the electronic signature of the authorised person.

**4.** Data in the student registry may be retained for eighty years from the date of notification of the termination of student status, and access is restricted to the head of the academic administration.

**5.** Documents which the institution is obliged to keep:

- transcript of records, extract from the transcript of records,
- enrolment form,
- certificate of student status,
- record of studies
- certificate of credit,
- examination form,
- final examination transcript.
- the lecturer's declaration pursuant to Section 26(3) of the Nftv.
- final certificate (absolutorium);
- certificate of issue of the final certificate (absolutorium);
- a certificate of successful completion of the final examination (diploma which cannot be awarded due to non-compliance with the language requirements);
- certificate of the award of a diploma;
- diploma;
- diploma supplement;
- certificate of subject-area proficiency for teachers.

For documents where the transfer must be verified by a transfer-receipt document, the transfer-receipt document shall include:

- the name and identification number of the institution,
- the name of the document being transferred,
- the student's name and identification number,
- the serial number of the master record,
- the serial number of the form,
- the institutional serial number,
- the date of receipt, the recipient's name and signature.

**6.** Acceptance may be made in person or by a document authorising a representative. A copy of the instrument of representation, certified by the institution, must be attached to the transfer - receipt document.

**7.** A transcript of records may be kept for the same person for each type of student status. The mandatory information to be included in the master file is defined in Section 36(2) of the

Government Decree. The master form is numbered individually for each academic year. The numbering of the master record sheet is as follows: letter of the work schedule, letter of the training level, specialisation code / serial number from 1 / calendar year number. A replacement transcript of records shall be issued to replace a destroyed or lost transcript, on the basis of the records, data and documents available.

Following the termination of the legal relationship, the student record must be certified within a maximum of 3 months. The closed and certified student record must be updated again if

- a final examination is taken, language requirements are met, or a diploma or diploma supplement is issued after the termination of the legal relationship;
- changes or corrections need to be made to the student record;
- the diploma is corrected, a duplicate is issued, or the diploma is invalidated.

Upon termination of student status, the institution issues a certified paper-based transcript

- ex officio to students who complete their studies without a final diploma (absolutorium), provided they have completed at least one semester as active students,
- upon request, to students who have obtained a final certificate but have completed their studies without receiving a diploma,
- upon request, to students who have obtained a diploma in specialized postgraduate training.

**8.** The student's study administrator shall authenticate the registration form within three business days of its submission, by the last business day of registration week, by affixing his/her signature, personal stamp, and the date.

**9.** The status certificate is issued on paper by the department responsible for study administration from the data recorded in the AS.

**10.** Blank forms for strictly accountable certificates and certificate supplements must be stored in a locked place from the time of receipt from the printing company until the issuance is permanently discontinued, in accordance with the regulations governing documents subject to strict accountability. The tasks related to the registration, storage, and handling of the certificate and certificate supplement forms shall be performed by the designated security documentation officer at the institution.

## V.

### **Miscellaneous and final provisions**

#### **26. §**

#### **Definitions**

For the purposes of these Regulations:

- 1) **student receiving a state (partial) scholarship:** a student receiving a Hungarian state scholarship or a Hungarian state partial scholarship.
- 2) **program supported by a state (partial) scholarship:** a program supported by a Hungarian state scholarship or a Hungarian state partial scholarship.
- 3) **dual training:** a form of training conducted in practice-oriented bachelor's programs in the fields of engineering, computer science, agriculture, natural sciences, health sciences, or

economics; in bachelor's programs in social work; or in master's programs belonging to the listed fields of study, in which the program – defined in accordance with training and outcome requirements, full-time, containing specific provisions regarding the training period, training methods, class hours, and the assessment of acquired knowledge – practical training takes place at a certified organization within the framework defined by the Dual Training Council.

4) **individual study plan:** Within the framework of the curriculum and regulations, and taking into account the prerequisite requirements, the student may deviate from the recommended curriculum; each semester, the student may individually choose from the available study options regarding the order and timing of course enrolment. This is not the same as the exceptional study plan.

5) **prerequisite requirements:** The prerequisite for enrolling in or completing a course may be the prior or concurrent completion of another curricular unit. A single course may have multiple prerequisites. A maximum of three other courses, or a single course cluster (module) worth up to 15 credits, may be assigned as prerequisites for a given course.

6) **semester:** An academic period consisting of five months.

7) **midterm grade (practical grade):** a grade used to assess a student's performance during the semester, which is generally earned during the regular academic period.

8) **child:** a biological child or an adopted child.

9) **student with child/children:** a student exercising parental authority.

10) **student training contract:** a contract entered into between a higher education institution and a student admitted to self-financed study.

11) **(cumulative) weighted grade point average:** The sum obtained by multiplying the credit value of the courses completed during a given period by the grades must be divided by the total number of credits of the completed courses.

12) **duration of study:** the period specified by law as necessary to acquire the required credits, degree level, and professional qualification.

13) **academic term:** the division of the academic year into a regular term and the corresponding examination period.

14) **special academic schedule:** a set of requirements, including accommodations, for fulfilling academic requirements in terms of timing and content in a manner different from the standard. A special academic schedule may be granted upon request.

15) **consultation:** an opportunity for a personal discussion provided by a lecturer of the institution of higher education to a student, including communication via electronic means.

16) **credit:** a unit of measurement for student academic work that, in relation to a course or curriculum unit, represents the estimated time required to acquire the specified knowledge and meet the requirements; one credit is equivalent to thirty hours of academic work. The value of a credit – provided the student's performance has been accepted – does not depend on the grade the student received for their knowledge.

17) **credit index:** The sum obtained by multiplying the credit value and grade of the courses completed in a given semester must be divided by the thirty credits to be completed in a semester under normal progress.

18) **criterion requirement:** A non-credit course that is mandatory for the student, goes beyond the requirements specified in the program's training and learning outcomes, and must be completed as a prerequisite for obtaining the absolutorium. Completion of these courses, which are recognized within the academic system, must be verified by signature.

19) **foreign students with the same legal status as Hungarian citizens:** Non-Hungarian citizens holding a residence or permanent residence permit valid for the territory of Hungary issued by the competent authority, as well as persons classified as refugees under separate legislation, from the date of issuance of the identity card or residence permit.

- 20) **model curriculum:** the distribution of courses to be completed in the program across semesters. A student progressing at the average pace according to the model curriculum may complete their studies within the timeframe specified in the program and graduation requirements.
- 21) **non-scheduled course:** a course announced in the NEPTUN system, for which a student is eligible to enrol if they have previously attended the lectures, seminars, or practical sessions of a course graded by a practical exam and received a failing grade. The announcement and enrolment in an extracurricular course may be authorized at the student's request based on a joint decision by the program supervisor and the department head(s) involved in teaching the course.
- 22) **volunteer work:** work performed for the benefit of individuals or communities without compensation.
- 23) **self-financed training:** the costs of self-financed training are borne by the student.
- 24) **cumulative adjusted credit index:** the credit index multiplied by the ratio of credits earned to credits taken over the entire period.
- 25) **part-time study:** study organized according to the schedule of evening and correspondence courses.
- 26) **acquisition of partial credits:** a student status established through enrolment – without a separate admission procedure – or the purpose of acquiring partial credits, which may be established by applicants who have obtained a degree and a certificate of professional qualification in a bachelor's or master's program. A certificate must be issued for the knowledge and credits acquired.
- 27) **pursuing partial studies:** when a student earns credits at another institution of higher education as a visiting student.
- 28) **related fields of study:**
- a) Agricultural and natural sciences,
  - b) Humanities and social sciences,
  - c) Computer science and social sciences,
  - d) Computer science and engineering,
  - e) Engineering and natural sciences,
  - f) medical and health sciences and natural sciences.
- 29) **specialization:** training that provides specialized knowledge but does not lead to an independent professional qualification, and which forms part of a given program.
- 30) **study track:** a program of study that is part of a given degree program, leading to an independent professional qualification and providing specialized knowledge.
- 31) **class (contact hour):** a session (lecture, seminar, practical exercise, consultation) requiring the instructor's personal involvement to fulfill the academic requirements specified in the model curriculum, with a duration of at least 45 and no more than 60 minutes.
- 32) **validation:** the recognition of work experience, non-formal education, and prior knowledge acquired in informal learning environments as fulfillment of academic requirements.
- 33) **exam course:** a course announced in the NEPTUN system, for which a student is eligible to enrol if they have previously attended the lectures, seminars, or practical sessions of the course culminating in an exam and received a failing grade.
- 34) **academic system:** a unified system operated to support the proper functioning of the higher education institution, including education, research, higher education research and development and entrepreneurial activities, and the organization of their external relations; to ensure the institution's document management; to facilitate direct communication between the institution, students, instructors, public authorities, and the maintainer; to provide anonymous student evaluations of teaching staff; to support the exercise of employer rights and the rights and obligations of persons employed by the institution, including the issuance of related certificates;

to maintain records required by law; to determine, assess, and certify eligibility for benefits provided by legislation or by the institution's organizational and operational regulations; to maintain personal and special-category data, in compliance with data protection requirements, for the purpose of graduate career tracking; to provide institution-wide closed electronic distance learning services; and to maintain electronic communication with the Higher Education Information System. The academic system consists of the institutional core system used by the higher education institution, together with its modules and connected systems. It must be designed to ensure equal access opportunities, and all client applications, user interfaces, and implemented functionalities must also be available in the Hungarian language.

35) **distance education**: a form of education based on the use of specific information technology and communication tools, learning methods, and digital learning materials, relying on interactive communication between the instructor and the student, as well as on independent student work. In this form of education, the number of contact teaching hours does not exceed thirty percent of the teaching hours of a full-time program, or twenty percent in the case of partial studies programs and postgraduate specialist training programs. Distance education may be implemented entirely through closed-system electronic distance education using a closed-system distance learning management platform.

36) **closed-system e-learning**: a form of education in which theoretical course content is delivered through digital learning materials, and cooperation between the instructor and the student is carried out via an information network (Internet or intranet) using a closed-system distance learning management platform. In this form of education, the common communication tools used by the instructor, the educational administrator, and the participating student or other participant are the computer, the information network, the closed-system distance learning management platform, and the academic system.

37) **closed-system distance learning management system**: a system that plans, organizes, and monitors the training of participants, provides the digital learning materials, content provided by a video library manager, self-assessment tests, and electronic examinations, and which delivers supplementary learning materials in e-book format to the trainee via an online connection (displayed in a web browser) in accordance with the training program, a closed IT system certified and accredited in relation to the study system, which, in addition to organizing training, automatically and tamper-proofly records and evaluates in its database –and transmits to the study system via a system connection – the progress registered by the trainee in the training program, their progress in the content registered as part of the training program, their answers to test and exam questions, their results, and their activities; and, based on the evaluation of the trainee's performance, it executes any navigation requests possible according to the training program, and further ensures that the instructor, the training organizer, and the student or participant in the training program, through interactive and remote communication, in a manner that ensures full online and offline collaboration, which must be designed so that all client interfaces and implemented functionalities are also available in Hungarian.

## **27. § Final Provisions**

1. The present Regulations were approved by the Senate of the Nyíregyháza College by Resolution RH/26-114/2012 (16 October 2012), effective 18 October 2012.
  2. Annex 2 of these Regulations was amended by the Senate of the College of Nyíregyháza with effect from 22 November 2012, by Resolution RH/26-122/2012 (20 November).
  3. These Regulations were amended by the Senate of the College of Nyíregyháza with effect from 19 September 2013, by Resolution RH/41-116/2013 (17 September).
  4. These Regulations were amended by the Senate of the College of Nyíregyháza with effect from 19 December 2013, by Resolution RH/41-187/2013 (17 December).
  5. These Regulations were amended by the Senate of the College of Nyíregyháza with effect from 3 March 2014, by Resolution RH/61-18/2014 (28 February 2014).
  6. These Regulations were amended by the Senate of the College of Nyíregyháza with effect from 10 April 2014, by Resolution RH/61-34/2014 (8 April 2014).
  7. These Regulations were amended by the Senate of the College of Nyíregyháza with effect from 15 May 2014, by Resolution RH/61-47/2014 (13 May).
  8. These regulations were amended by the Senate of the College of Nyíregyháza with effect from 24 July 2014, by resolution RH/61-75/2014 (22 July).
  9. These Regulations were amended by the Senate of the College of Nyíregyháza with effect from 2 February 2015, by Resolution No. RH RH/111-6/2015 (29 January).
  10. These Regulations were amended were amended by the Senate of the College of Nyíregyháza with effect from 2 April 2015, by Resolution No. IHK/111-65/2015 (31 March 2015).
  11. These Regulations were amended by the Senate of the College of Nyíregyháza with effect from 15 August 2015, by Resolution No. IHK/111-125/2015 (28 July 2015).
  12. These Regulations were amended by the Senate of the College of Nyíregyháza with effect from 22 October 2015, by Resolution No. IHK/111-149/2015 (20 October 2015).
  13. These Regulations were amended by the Senate of the College of Nyíregyháza with effect from 17 December 2015, by Resolution No. IHK/111-209/2015 (15 December).
  14. These Regulations - except for § 1, § 2, points 4 and 7.c.) - were amended by the Senate of the University of Nyíregyháza with effect from 27 April 2016, by Resolution No. IHK/37-80/2016 (26 April).
- § 1 and § 2, points 4 and 7.c) of these Regulations shall enter into force on 1 April 2016.
15. These Regulations were amended by the Senate of the University of Nyíregyháza with effect from 19 May 2016, by Resolution No. 37-85/2016 (17 May 2016) of the Chamber of Commerce and Industry.
  16. These Regulations were amended by the Senate of the University of Nyíregyháza with effect from 1 September 2016, by Resolution No. 37-142/2016 (26 July 2016) of the Chamber of Commerce and Industry.
  17. These Regulations were amended by the Senate of the University of Nyíregyháza with effect from 27 July 2017, by Resolution No. 34-105/2017 (25 July) of the Chamber of Commerce and Industry.

- 18.** These Regulations were amended by the Senate of the University of Nyíregyháza with effect from 21 September 2017, by Resolution No. IHK/34-130/2017 (19 September 2017).
- 19.** These Regulations were amended by the Senate of the University of Nyíregyháza with effect from 19 April 2018, by Resolution No. IHK/93-33/2018 (17 April 2018).
- 20.** These Regulations were amended by the Senate of the University of Nyíregyháza with effect from 24 May 2018, by Resolution No. IHK/93-40/2018 (22 May).
  
- 21.** These Regulations were amended by the Senate of the University of Nyíregyháza with effect from 26 April 2019, by Resolution No. 89-47/2019 (24 April) of the Chamber of Commerce and Industry.
- 22.** These Regulations were amended by the Senate of the University of Nyíregyháza with effect from 28 May 2020, by Resolution No. IHK/23-42/2020 (26 May).
- 23.** These Regulations were amended by the Senate of the University of Nyíregyháza with effect from 17 December 2020, by Resolution No. IHK/23-138/2020 (15 December 2020).
- 24.** These Regulations were amended by the Senate of the University of Nyíregyháza with effect from 4 February 2021, by Resolution No. 25-9/2021 (4 February 2021) of the Chamber of Commerce and Industry.
- 25.** These Regulations were amended by the Senate of the University of Nyíregyháza with effect from 2 March 2021, by Resolution No. 25-20/2021 (26 February 2021) of the Chamber of Commerce and Industry.
- 26.** These Regulations were amended by the Senate of the University of Nyíregyháza with effect from 16 December 2021, by Resolution No. 25-206/2021 (14 December 2021) of the Chamber of Commerce and Industry.
- 27.** These Regulations were amended by the Senate of the University of Nyíregyháza with effect from 21 July 2022, by Resolution No. IHK/24-103/2022 (19 July 2022).
- 28.** These Regulations were amended by the Senate of the University of Nyíregyháza with effect from 20 July 2023, by Resolution No. IHK/44-141/2023 (18 July).
- 29.** These Regulations were amended by the Senate of the University of Nyíregyháza, effective February 22, 2024, by Resolution No. IHK/53-21/2024 (21 February).
- 30.** These Regulations were amended by the Senate of the University of Nyíregyháza effective May 23, 2024, by Resolution No. IHK/53-50/2024 (21 May).
- 31.** The Senate of University of Nyíregyháza reviewed the amendment to these Regulations in its Resolution No. JII/14-36/2025 (20 March) and recommended it to the governing body for approval.

Nyíregyháza, 20 March 2025

Dr. György Szabó  
Rector

(1) The amendment to these Regulations was adopted by the Board of Trustees of the Foundation for the University of Nyíregyháza at its meeting on 25 March 2025, by Resolution No. 13/2025.03.25. These amendments to the Regulations shall enter into force on 26 March 2025.

## **Completion of internships at University of Nyíregyháza**

- 1) Internships are prescribed by the Training and Outcome Requirements of the degree programme (hereinafter referred to as the "TOR") and the model curriculum prepared on the basis of the TOR. The appropriateness of the placement is approved by the course supervisor.
- 2) The semester-long internship shall take place in the semester specified in the model curriculum of the course after the completion of the study requirements prescribed for the course. The start of the internship shall be conditional upon the completion of all the study credits (except the thesis) as prescribed in the model curriculum.
- 3) The duration of the semester-long continuous/continuous internship shall be one semester, for the number of hours prescribed in the model curriculum. The traineeship shall be integrated into the work schedule of the organisation.
- 4) In the case of evening or correspondence courses, if the student is employed by a business organisation during his/her studies, the work carried out there may be accepted as an internship if the workplace meets the requirements of the internship. The suitability of the placement shall be approved by the supervisor. The opinion of the person responsible for the qualification shall also be sought when the place of training for the MA in Teacher Education is being examined. However, the report on the placement and the other formal elements of completion must still be completed.
- 5) In the case of completion of a six-month internship, if the student (regardless of his/her work schedule) has been employed by a business organisation for at least one year prior to commencing his/her studies, he/she may request the crediting of professionally relevant work experience on the basis of a document (e.g. internship diary, field diary, etc., hereinafter referred to as portfolio), which documents the workplace and the activities performed and is specified by the degree programme. The portfolio must be submitted to the course supervisor by the end of the final term of study, in a manner determined by the course supervisor. Its professional assessment will be carried out by the lecturers by the last day of the examination period, the result of which will be communicated to the students by decision of the Credit Transfer Subcommittee. In the case of a positive decision, the student may be admitted to the final examination, provided that the other conditions are met.
- 6) The student shall report on the internship on the basis of an internship journal. The content and format of the practical training journal shall be determined by the course supervisor for each course and shall be published. In the case of teacher training, the Bessenyei György Teacher Training Centre is responsible for the compilation of the practical training diary.
- 7) The supervisor shall ensure the evaluation of the internship journal.
- 8) If it is established that the student has not completed the internship in the prescribed manner or within the prescribed period, the consecutive internship shall be repeated. The consecutive placement may be repeated no more than once during the course of study.
- 9) If the report does not meet the prescribed conditions, the student shall resubmit it. A student may be admitted to the final examination only with an approved internship (internship report).
- 10) **Internships for students may be organized in three ways:**

- a.** Based on a cooperation agreement concluded between the Institution and a business entity or legal entity (internship site). Students may also seek out an internship site on their own, the suitability of which is determined by the course supervisor.
  - b.** The internship may be completed within the framework of Erasmus mobility.
  - c.** At the Institution's own internship site, if the TOR permits it.
  - d.** In exceptional cases, upon the recommendation of the head of the institute or organizational unit and with the permission of the Vice President for Education, the internship may also be completed at the Institution's institutes or organizational units (internal internship site).
- 11)** For internships lasting six weeks or longer, the Institution and the organization hosting the internship shall enter into a cooperation agreement.
- 12)** The Senate designates the following organizational units as the Institution's internship sites:
- a. Eötvös József Primary and Secondary School, University of Nyíregyháza,
  - b. The Institution's institutes and organizational units.
- 13)** The following documents are required to certify the professional internship at the Institution's training sites:
- a. attendance sheet,
  - b. professional internship log, and
  - c. any other documents required by the program supervisor.

**Procedures for the revocation and annulment of diplomas and diploma supplements issued by the University of Nyíregyháza due to their unlawful obtainment**

The University of Nyíregyháza applies the following procedural rules in order to exercise its rights and fulfill its obligations as set forth in Section 52/A(1)-(2) of the Nftv.

- 1.** In the case of a language examination certificate that has been found to have been affected by a criminal offence, the Rector and the President shall submit a joint application to the court or prosecutor's office competent for the student's place of residence/ territory where the University of Nyíregyháza is located.
- 2.** After the language examination certificate has been withdrawn by the issuing centre, the AC is entitled to take a decision on the withdrawal or cancellation of the certificate, once it has received a final decision from a judge or prosecutor.
- 3.** An appeal against the AC's decision can be submitted within 15 days of receipt of the decision with the body that made the first-instance decision, by submitting an application to SLRC. The second instance decision may be challenged in court.
- 4.** The University of Nyíregyháza shall withdraw the revoked and annulled diploma. An ad hoc committee will arrange for the diploma to be annulled, with a record being kept, in the usual local manner.
- 5.** The Director of the Centre for Administration and Human Resources will ensure that the decision of the AC or SLRC is published, without giving reasons, in the official gazette of the ministry headed by the Minister and on the website of the Education Office.

### **The Use of Artificial Intelligence-Based Systems at University of Nyíregyháza**

1. In line with labor market expectations, University of Nyíregyháza encourages the use of AI-based systems in accordance with legal regulations and standards of research ethics; In line with this, the institution strives to equip its faculty and students with skills that enable them to responsibly leverage the opportunities offered by AI during their studies and future careers, while also helping them avoid the risks inherent in such systems.
2. In accordance with international standards and the provisions of current university regulations, University of Nyíregyháza requires that the use of AI systems be conducted in a responsible, ethical, and transparent manner.
3. The acquisition of the knowledge and skills specified in the educational and learning outcomes, as well as the production of the work expected of students during their studies (e.g., term papers, theses), remains the responsibility of the students.
4. As a general rule, the use of text segments generated by AI tools (e.g., coherent lines of thought; essays or other similar works; exam answers) as one's own intellectual output constitutes plagiarism, unless the use of the AI tool is an explicit institutional or instructor requirement.
5. In submitted written work (seminar papers, lab reports, etc.), if AI-generated text is used, the student is responsible for any errors in the text