JOHN VON NEUMANN UNIVERSITY

ORGANIZATIONAL AND OPERATIONAL REGULATIONS

THIRD PART
ACADEMIC REGULATIONS FOR STUDENTS

CHAPTER III
CODE OF STUDIES AND EXAMINATIONS

FIRST VERSION

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APPROVED BY:

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ACTING RECTOR
Acting by the powers under Act CCIV of 2011 on National Higher Education (Hungarian abbreviation Nftv.; hereinafter referred to as Nftv.) 12. § subsection (3) point eb), fulfilling its obligations by Nftv. 11. § subsection (1) point a), and on the authorization set out in Government Decrees 87/2015. (IV. 9) and 248/2012 (VIII. 31.), as the Third Chapter of the Academic Regulations for Students forming the Third Part of the University's Organizational and Operational Regulations, the Senate of John von Neumann University (hereinafter University) defines the Code of Studies and Examinations on the students’ timetable and the acquisition and the assessment of knowledge, skills and capabilities as follows.

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CHAPTER III
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Interpretative provisions

1. §

(1) Concepts related to the credit system:
   a) Credit: one credit is the index of the academic work accomplished successfully which a student of average capabilities completes in 30 hours of academic work.

(2) Concepts related to the curriculum and the timetable:
   a) Subject: a curricular study unit including the predetermined academic and examination requirements in conjunction with the assigned credit.
   b) Course: the representation of a given subject or subject element in the timetable of the current semester.
   c) The Neptun: an electronic academic registration system.
   d) Subjects requirements: the description in the Subjects menu-point of the Neptun, which includes the details of the subject (degree course, specialization, code, type, number of contact hours, credit, content, study-aids, compulsory and recommended literature, requirements for the completion of the subject and the methods of their evaluation, method of assessment, topics, method and time of registration for assessment, and possibilities of substitution).
   e) Registration week: a one-week period specified for the actual subject registration at the beginning of the instruction period.
   f) Competence measurement: an assessment in which certain knowledge, skills and capabilities are assessed in a computer-based environment. Registration: the semester is activated by the student by the reconciliation of data via the Neptun before the registration week.
   g) Registration course book: a certified and inseparably stapled document printed from the Neptun (the extract of registry sheet) as defined by Government Decree 87/2015. (IV.9.) 36. § (12).

(3) Concepts related to the assessment of academic performance:
   a) Retake examination: the first attempt at correction following a failed examination.
   b) Repeated retake examinations: examinations following the first two failed examinations (examination and retake examination).
c) The transcript of records is a paper-based document issued and certified by the higher education institution, containing the description of the syllabus of the subject completed by the student (curriculum requirements), which in the interest of decision-making under Nftv. 49. § subsection (5) allows reviewing and evaluating to what extent the knowledge and other competences acquired and proved by the student correspond to the specified competences of the subject substituted (curriculum requirements).

d) ECTS (European Credit Transfer System): the credit recognition system, which is internationally valid and obligatory for institutions having the Erasmus Charter, for the conversion of credits and grades (academic results) obtained at a foreign higher education institution.

2. §

(1) Dual training programme: education as defined by Nftv. 108. § subsection (1) point a).
(2) In the case of the dual training programme, the regulations for academic and examination requirements must be applied and observed with the differences defined in its regulations.
(3) The clause under Government Decree 87/2015 (IV.9) Appendix 9 point 6 subpoint 6.6 must be stated in the degrees of the students participating in the dual training programme.

**Academic training periods and their internal scheduling**

3. §

(1) The academic year consists of two training periods (semester).
(2) In the general scheduling of the semesters, the duration of the instruction period is 12-15 weeks, while the examination period is at least 5 weeks. The schedule of the academic year shall be specified by the Rector.
(3) The combined length of the winter, spring and summer holiday is at least 6 weeks.

4. §

(1) The general schedule of the given current semester shall be specified by the Deans in consultation with the Rector.
(2) The student must be informed about the schedule of the semester the week before the registration week at the latest.
(3) In the instruction period, after seeking students’ opinions or on their initiative, up to 3 days off are permitted. The Deans in consultation with the Rector shall specify the time of the days off, and the student shall be notified in the conventional method of the place.

5. §

(1) The duration of a lesson is 45 minutes.
(2) After each lesson, a break of at least 10 minutes must be taken.
(3) The contraction of the consecutive lessons in the interest of the continuity of instruction may take place only in agreement with the group of students concerned.
(4) The duration of field practices (pedagogical, production, workshop) may be 8 hours a day at the longest.
Subject registration

6. §

(1) The student shall fulfil his/her academic responsibilities following his/her individual academic timetable (hereinafter individual timetable) which he/she has compiled, taking into account the regulations of the law and this code.

(2) The University shall assist the compilation of the individual timetable by publicizing a recommended curriculum (Model Curriculum) in order to enable the student to complete the given degree course within the period specified in the programme and exit requirements, however the student is not restricted by the Model Curriculum.

(3) The student participating in dual education is obliged to compile his/her individual timetables following and taking into account the Model Curriculum specified by the University and the corporate partner jointly.

7. §

(1) The University shall assist the student in choosing subjects and prepare for the requirements by publicizing the subject requirements in the Neptun.

(2) The subject requirements must be publicized in the Neptun at the beginning of the semester. The course unit leader is responsible for the current content of the subject requirements; the Head of the Department where the given subject is taught is in charge of publicizing them.

(3) Depending on the nature of the subject, the syllabus, the texts and other study-aids containing the study material, the list of compulsory and recommended literature, the place and the duration of the field practice, and the method and the expected scheduling of assessment must be stated among the requirements.

8. §

(1) The individual timetable consists of obligatory, obligatory elective and free elective subjects.

(2) The maximum number of credits taken in one semester in each programme is 50.

(3) Within the full period of the same programme in the same degree course, the same subject may be taken eight times at most.

(4) Free elective subjects may be taken from the set of subjects announced by the University under this name.

8/A. §

(1) Instead of free elective subjects, the student may choose to participate in the voluntary activities announced in the Neptun, which include attending lessons and trainings on supporting learning and career planning during the registration week; furthermore at an academic department appointed by the University, or at a contracted partner of the University, provided that one hour’s completed and verified voluntary work equals one academic working hour.

(2) The voluntary activity does not exempt the student from participation in obligatory lessons.

(3) The leader of the activities defined in subsection (1) or the person at the place of performance who has been appointed beforehand and of whom the student has been informed in advance is entitled to verify the accomplishment of the voluntary activity.

(4) The Vice Dean or the authorized Head of Department is entitled to recognize the voluntary activity with credits until the end of the semester.
(1) The student shall compile his/her individual timetable in such a way that he/she first prepares a preliminary timetable taking into account the Student Guide and the Model Curriculum, and then the timetable is finalized during the registration week.

(2) The Student Guide contains the subjects available in the given semester, sets the minimum number of students to start the course and the maximum number of students that may be accepted. The Student Guide must be publicized in the Neptun at least two weeks before the beginning of the instruction period.

(3) The academic departments concerned and the Directorate of Academic Affairs shall cooperate closely in the announcement of subjects and the subject registration.

(4) The individual timetable which has been entered into the Neptun and closed by the Directorate of Academic Affairs is considered to be the finalized timetable.

9/A. §

(1) The Directorate of Academic Affairs shall send the student an electronic notification of the taken subjects under the name Taken Subject Notification within five working days at the longest following the last day of the registration week. The student may take objection to the subject registration-related data within five working days following the notification.

(2) The objection must be submitted in writing at the Directorate of Academic Affairs, and if the objection is well-founded with no doubt, the Director of Academic Affairs shall modify the data immediately; otherwise the objection is forwarded promptly to the Faculty Educational Committee.

9/B. §

(1) The deadline for submitting applications for acceptance of transfer from other institutions, for changing the degree course, the specialization, the place of education, the language of studies and the training schedule is from the end of the previous instruction period to 15 September in the autumn semester and to 15 February in the spring semester. In case of acceptance of the application, the Directorate of Academic Affairs is obliged to carry out the data-recording and setting tasks related to the completion of subjects. In case of subjects for which the recognition of prior studies or work experience as credit value is in progress, data-recording and settings must be carried out after having received the decision on the matter.

(2) The deadline for the submission of posterior applications for subject registration is the first working day of the third week of the semester. Applications must be submitted via the Neptun, and are assessed by the instructor of the subject concerned. The Vice Dean or the assigned Head of Department shall make the decision on permitting the posterior subject registration.

(3) Beyond the deadline set in subsection (2), applications for posterior subject registration may only be submitted in circumstances deserving special consideration, with the consent of the Faculty Educational Committee. Among others, in-patient treatment confirmed with a hospital discharge summary in the full period of the registration week and acceptance of transfer from another institution are regarded as circumstances deserving special consideration.

(4) The student may deregister from any of the taken subjects with an application submitted via the Neptun until the first working day of the third week of the instruction period.
10. §

(1) One at most out of the pre-school and primary school teacher training courses may be substituted in the full-time training schedule.

(2) Some successfully completed subjects, apart from the announced subjects offering arts and sports opportunities and the free elective subjects, cannot be taken repeatedly.

(3) The student who already took the subject in the previous semester and obtained the entry ‘Signed’, but has not sat for the examination yet or failed it may take the given subject as an exam course.

(4) The student who has obtained the entry ‘Refused’ or ‘Not completed’ in any subject must take the subject repeatedly.

11. §

(1) Part-field specialization under Nftv. 42. § (2) must be announced on the website of the University.

(2) The deadline for applications for part-field specializations is the last working day of the week before the registration week.

(3) The application in conjunction with documents verifying prior studies must be submitted in writing to the Directorate of Academic Affairs.

(4) The Faculty Credit Transfer Committee shall make the decision on the theoretical attainability of the application on the basis of a comparison between prior studies and the curriculum of the training programme.

(5) The Directorate of Academic Affairs shall notify the applicant of the acceptance or the rejection of the application, depending on the Committee’s opinion and on the number of students registered for the course.

Credit regulations

12. §

(1) In undergraduate programmes, the number of credits required to obtain the course degree:
   a) in 6-semester programmes 180 credits,
   b) in 7-semester programmes 210 credits,
   c) in 8-semester programmes 240 credits.

(2) During the programme period, up to 110% of the required number of credits is obtainable free of charge.

(3) During the programme period, set out by the programme and exit requirements, the maximum number of credits obtainable free of charge:
   a) in 6-semester programmes 198 credits,
   b) in 7-semester programmes 231 credits,
   c) in 8-semester programmes 264 credits.

(4) In master’s programmes, the required number of credits to obtain a course degree is 120. During the programme period, the maximum number of credits obtainable free of charge is 132.

(5) In higher educational vocational training, the required number of credits to obtain a certification is 120. During the period of the training, the maximum number of credits obtainable free of charge is 132.

(6) In postgraduate specialist training courses, the training programme contains the number of credits required to obtain a degree, which is at least 60 and 120 at most depending on the length of the training course.
The process of credit recognition

13. §

(1) At least one third of the maximum number of credits required to obtain a degree must be earned by the student in a given programme of the University. A programme means studying in a given degree course, in a given training schedule, in a given language and at a given place of education.

(2) Credits may be awarded for acquiring certain knowledge and skills on one occasion only. The academic performance awarded with credits must be recognized at any higher education institution, regardless of the type of the higher education institution and the level of the training programme at which the credits have been obtained. The recognition, on the basis of the subject programmes, takes place solely by comparing the acquired knowledge and skills awarded with the credits. Credits must be recognized if the knowledge and skills compared are at least 75 per cent identical. Comparisons shall be made by the Faculty Credit Transfer Committee (Hungarian abbreviation KRB; hereinafter KRB).

(3) The following documents must be enclosed to the application:
   a) the transcript of records showing the academic results achieved, issued and certified (signed and stamped) by the higher education institution, or
   b) the certified subject programme descriptions of the prior studies that need to be recognized, except in case of subjects previously completed at the University,
   c) a copy of the concerned sections of the registration course book, certified in the above mentioned way, or in its absence the certified registration course book printed from the Neptun.

(4) The student may submit an application for credit transfer related to the subject which needs to be recognized via the Neptun until the last day of the registration week. It is assessed by the course unit leader and/or the instructor of the subject on the basis of the documents enclosed to the application (the certified syllabus of the subject, the certified description of work experience). The recognition of credits cannot be refused if the knowledge and skills compared are at least 75 per cent identical.

(5) KRB shall make decisions on the applications.

(6) The application cannot be assessed:
   a) in case of delayed submission,
   b) if the application form is incomplete or does not meet the formal requirements,
   c) in the absence of some required documents.

(7) On the basis of the decision made by KRB, the Directorate of Academic Affairs shall enter the subjects accepted into the Neptun with the grades assigned to them.

(8) The student receives the decision of KRB via the Neptun.

(9) The rejection of the application does not entitle the student to submit posterior applications for subject registration.

(10) If the subject recognized is not taken into account in the academic record of the given semester, the assessment of the subject recognized is not included in the given semester’s weighted academic averages as defined in 37. §, and it is not included in the credit number of the semester in the financial reclassification process.

(11) The provisions of this § must also be applied in case of applications for the recognition of the acquired knowledge and skills as credit value in part-field specializations and higher educational vocational training.
Cases of credit recognition

14. §

(1) The student may submit applications for the recognition of prior studies in his/her own or another higher education institution as credits until the last day of the registration week. Subjects recognized by the decision of KRB shall be accepted by the University as subjects completed with proper credit value, but the subjects accepted in this way are not included in the academic record of the given training period.

(2) The student may declare the recognition of simultaneous studies or guest student studies at another higher education institution as credits at the end of the semester until the last day of the registration week. Following the completion of the course, the student shall submit an application for credit recognition until the last day of the examination period. Subjects recognized by the decision of KRB shall be accepted by the University as subjects completed with proper credit value, but the subjects accepted in this way are not included in the academic record of the given training period.

(3) The student may submit applications for the recognition of simultaneous studies as credits at the University:
   a) In case of a subject completed earlier in the simultaneous degree course the student may submit the application until the last working day of the registration period in the semester of recognition. Subjects recognized by the decision of KRB shall be accepted by the University as subjects completed with proper credit value. Subjects accepted in this way are not included in the academic record of the given training period.
   b) In case of subjects to be completed in the current semester in the simultaneous degree course, their credit recognition in another simultaneous degree course in the current semester may be requested by the student following the completion of the course until the last day of the examination period in the current semester. Subjects recognized by the decision of KRB shall be accepted by the University as subjects completed with proper credit value. Subjects accepted in this way are not included in the academic record of the given training period.

(4) The student may declare the recognition of studies at foreign higher education institutions as credits until the last day of the registration week. Following the completion of the course, the student shall submit an application for credit recognition until the last day of the examination period. Subjects recognized with the decision of KRB shall be accepted by the University as subjects completed with proper credit value. The subjects accepted in this way are included in the academic record of the given training period.

(5) The student may declare the recognition of work and other experience as credits until the last day of the registration week. The student shall submit an application for credit recognition until the last day of the examination period. The following documents must be enclosed to the application:
   a) the job description rendering the work experience likely,
   b) the employer’s certification,
   c) a report of at least five A/4-sized pages, in which the student proves that he/she has acquired the knowledge and skills necessary for the completion of the subject through the work experience.

(6) Subjects recognized by the decision of KRB shall be accepted by the University as subjects completed with proper credit value, but the subjects accepted in this way are not included in the academic record of the given training period.
Attending lessons

15. §

(1) The lecture and the consultation for correspondence students is the place of official information concerning subjects, and an integral part of the training process, in regard to this fact the University shall expect the student to attend them. The University is entitled to keep a record of attendance at lectures and consultations.

(2) Attending seminars and laboratory practice is obligatory.

(3) In obligatory lessons, in reference to each subject separately, the number of lessons missed cannot exceed one third of the number of lessons specified in the given semester. If the number of lessons missed exceeds the specified proportion, the completion of the subject cannot be recognized.

(4) In case of not more than two justified absences in the pre-school and primary school practical training courses, the terms of the substitution of the lessons are specified by the practice leader assigned. The substitution can only take place in the given semester.

Exemption from the obligation to attend lessons

16. §

(1) Exemption from the obligation to attend lessons may be granted to the student who already has at least 60 credits, his/her academic performance is outstanding and
a) has outstanding and proven theoretical / practical performance in some professional field, or
b) is involved in the activities of National or International Scientific Students' Associations, or
c) is a University or Faculty Board Member of the Students’ Council, or
d) wishes to study simultaneously at another higher education institution or at another faculty, or in another degree programme of the given faculty, and it has been permitted by the host institution or faculty, or
e) is proceeding in his/her studies following the Model Curriculum preceding the previous undergraduate programme.

(2) In one semester, the student may be exempted from attending the lessons of subjects worth up to 15 credits.

(3) In the absence of the terms set out in subsection (1), and above the credit value defined in subsection (2) exemption from the obligation to attend lessons may be granted in case of circumstances deserving special consideration. Among others, the following are qualified as circumstances deserving special consideration:
 a) competitive sport, and regular participation in national and international competitions of the competitive sport
 b) if the student lacks only up to 15 credits to complete the undergraduate course, not counting, however, the credit value of the degree thesis and the field practice,
 c) if the corrected credit indices of the previous two active semesters are above 3.0,
 d) in case of taking such an obligatory subject which cannot be linked to other taught subjects and can therefore only be completed having a preferential timetable,
 e) if the number of the previous active semesters exceeds 15,
 f) if the student is staying at home for the purpose of childcare, and therefore receives child care benefit,
 g) if it is justified by the nature of the disability,
 h) if the student is an in-patient, or needs regular medical treatment,
 i) contract-certified internship,
j) the establishment or existence of an employment relationship, provided there is no correspondence training schedule in the given degree course.

(4) Applying subsection (3), the following are not qualified as circumstances deserving special consideration:
   a) the establishment or existence of employment relationship along with a full-time training schedule,
   b) the simultaneity of contact lessons, excluding, however, the case of simultaneous registration for more than one degree course, specialization, or content area,
   c) if the corrected credit indices of the previous two active semesters are 3.0 or below.

(5) Exemption from the obligation to attend lessons cannot be granted either under subsection (1) or under subsection (3) in the following cases:
   a) in case of taking subjects worth of more than 40 credits per semester,
   b) below cumulative 60 credits earned
   c) in regard to the pre-school, the primary school and the coherent field practices,
   d) in the lack of satisfying the preliminary subject or credit requirements,
   e) in case of the delayed submission of applications.

(6) Irrespectively of subsections (1) - (5), exemption from the obligation to attend lessons shall be granted to Members of Parliament or locally elected representatives.

(7) The allowance provided by the exemption means that the student must satisfy only the content requirements of the subject permitted, following an individual schedule (reports, field practices, measurements, mid-term tasks, progress checks). In case of deviation from the general subject requirements, the conditions shall be specified individually by the instructor of the subject.

17. §

(1) The decision on exemption from the obligation to attend lessons shall be made by the Faculty Educational Committee.

(2) Following a prior consultation with the instructor, the student shall submit the application for exemption to the Committee via the Neptun, in conjunction with a copy of the documents justifying the grounding of the application, and the Committee shall make a decision
   a) until the first working day of the third week of the instruction period, or
   b) within 15 days of the occurrence of circumstances deserving special consideration as defined in 19. § (3).

(3) The decision shall be passed to the student via the Neptun by the Committee. The Directorate of Academic Affairs shall enter the deed of exemption into the Neptun.

(4) The student is obliged to contact the instructor within eight days after having received the decision in order to specify the schedule and the conditions as defined in 19. § (7).

Assessment of student performance

18. §

(1) By implementing a five-grade scale the student performance is:
   a) excellent (5) if the performance is 86-100%,
   b) good (4) if the performance is 76-85%,
   c) satisfactory (3) if the performance is 61-75%,
   d) pass (2) if the performance is 50-60%,
   e) fail (1) if the performance is below 50%.
(2) By implementing a three-grade scale the student performance is:
   a) excellent (5) if the performance is 76-100%,
   b) satisfactory (3) if the performance is 50-75%,
   c) fail (1) if the performance is below 50%.

The method of monitoring and assessing academic knowledge

19. §

(1) In accordance with the training objective the successive forms of assessment related to monitoring academic knowledge are laid down in the curriculum and its content requirements are specified in the subject programme description.

(2) The forms of assessment of the subjects are the following:
   a) continuous assessment,
   b) examination (endterm examination),
   c) report,
   d) comprehensive examination.

(3) The continuous assessment (practical course assessment, practical course grade) can be specified by the curriculum if the practical application of the subject and the assessment of the application skills are possible and necessary from the aspect of the training objective. The student studying in the full-time training schedule must meet the requirements of the subject with continuous assessment during the instruction period. The failed grade cannot be corrected during the examination period. The continuous assessment shall be evaluated according to a five-grade scale.

(4) The examination (endterm examination) in general comprises the comprehensive assessment of the study material in a subject during one semester. In its context the instructor must decide to what extent the student has acquired the study material and see if he/she is capable of acquiring further knowledge based on the subject. The endterm examination shall be assessed according to a five-grade scale. The activity of the student during the semester shall be credited in the exam grade.

(5) The report is the form of assessment of the knowledge specified in the curriculum and it shall be assessed according to a three-grade scale.

(6) The form of the comprehensive examination can be implemented in case of students solely whose curriculum has specified this from the beginning of their studies.

20. §

(1) The implementation of the practice-orientated course and the coherent field practice in the undergraduate course are specified by the order of the Dean.

(2) The instructor makes an entry into the Neptun to acknowledge the completion of the field practice and the acceptance of the degree thesis/final diploma work and verify that the student has completed the subject specified as a criterion.

(3) On a date fixed by the instructor the student shall inspect the evaluation of the written assessment (classroom test, Coospace test, home assignment, planning assignment, examination paper etc.) specified in the subject requirements. The examiner is required to supply the correct answers upon request from the student.
20/A. §

(1) The Directorate of Academic Affairs makes the performance sheet printable in the Neptun at the beginning of the examination period. The student may print it and use it as a proof of the accomplishment of his/her academic responsibilities. The instructor is required to enter and sign the assessment given during the oral examination. The instructor is obliged to enter the assessment of the student into the Neptun.

21. §

(1) The instructor of the subject, the leader of the practical course or the Head of the Academic Department is entitled to enter the grade of the continuous assessment into the Neptun.

(2) In the full-time training schedule the grade (practical course grade) of the continuous assessment must be entered into the Neptun before the last day of the instruction period at the latest.

(3) The degree thesis consultant or the leader of the degree course or the person in charge of educational affairs is entitled to enter the acceptance of the degree thesis/final diploma work into the Neptun. At the Teacher Training Faculty the consultant shall check and acknowledge the obligatory elements of the portfolio.

22. §

(1) At the Faculty of Mechanical Engineering and Automation, further forms of assessment comprise the final classroom test and the homework assignment.

(2) The final classroom test may be written not more than twice at the time of the lesson fixed in the timetable during the instruction period and it comprises major units of the study material of the given subject during the semester. The final classroom test is evaluated according to a 5-grade scale or by using a scoring system. Should the final classroom test be below 50% or marked with a failed grade the student must be given one occasion for retaking it at the time of the lesson fixed in the timetable.

(3) Based on a partially or entirely extra-curricular activity during the instruction period the homework assignment comprises a duty requiring at least 10 hours of individual work and it shall be handed in a specified form. During one instruction period the completion of maximum two pieces of homework assignment per subjects can be specified. The homework assignment must be handed in before the deadline specified in the mid-semester schedule or until the week but last at the latest during the instruction period. The homework assignment is assessed according to a 5-grade scale or by using a scoring system. Should the final assignment be below 50% or marked with a failed grade the student must be given one occasion for substituting it. The homework assignment handed in beyond the deadline cannot be substituted.

(4) Other tests being written in a shorter time may be planned in the subject requirements specified by the Faculty.

Organizing examinations and the registration for the examinations

23. §

(1) At the beginning of the instruction period the University shall publicize the forms and the schedule of assessment of the given subject in the Neptun. The schedule of the examination period with its opening and closing date shall be announced in the mid-semester schedule.
The instructor is obliged to announce the examination dates spread evenly within the given period in a way as to enable the student to retake the failed examinations during the examination period.

The dates of the examination must be announced evenly in the examination period so that the number of exam places must exceed at least one-and-a-half the number of candidates.

24. §

The University shall publicize the examination dates and the names of the examiners in the Neptun at least 3 weeks prior to the end of the instruction period. The student shall register for the examination via the Neptun. The exam registration can be modified in the Neptun until 12 am on the last working day preceding the examination. The student can be admitted to the examination if he/she has completed the preliminary requirements for the exam of the given subject.

The order of the examinations

25. §

The student is obliged to turn up and take the examination on the date chosen by him/her. In case of non-attendance the academic knowledge of the student cannot be assessed. On arrival at the examination the student is obliged to prove his/her identity with any document with a photo suitable for identifying himself/herself (identity card, student card, passport, or driving licence). On the basis of the grading sheet printed from the Neptun the examiner acknowledges if the student is entitled to take the examination (or not).

26. §

The oral examinations - including the finals and the defence of the degree thesis/final diploma work - are open to the public. The public - regarding the personal rights of the student and the obligations of discretion and confidentiality in accordance with the topic of the exam - may be limited or excluded from the examination. The candidate is given a short period of preparation before the oral examination. The examiner or the chairman of the examination board shall be responsible for the proper circumstances and quiet atmosphere of the examination. The examiner is obliged to present the written test assessed upon request from the student.

Offering grades

27. §

An offered grade in an exam-based subject with a practice or laboratory practice may be given to the student on the basis of excellent academic achievement during the instruction period. The opportunity to offer a grade must be specified in the curriculum requirements at the beginning of the semester. The student may be offered a grade of excellent or good solely or rather a rating of distinction.
(4) The student is not obliged to accept the grade offered.
(5) The student is not obliged to accept the grade offered unless it is a grade of excellent. By rejecting the grade offered the student must complete the requirements of the examination specified in the curriculum requirements.

The pre-examination

28. §

(1) The student may take a pre-examination during the instruction period if it is specified in the curriculum requirements.
(2) The preliminary requirements of the admission to the pre-examination must be specified in the curriculum requirements.
(3) The grade of the pre-examination is assessed as a grade obtained during the examination period.

Repeating failed examinations
(retake exam, repeated retake exam)

29. §

(1) The retake exam of the same subject may be taken on one occasion only.
(2) If the retake exam was not successful and the same person was the only examiner during the examination as well as the retake exam, then the Head of the Academic Department shall ensure that the repeated retake exam is conducted in front of another instructor or examination board.
(3) A maximum of three examinations in the same subject may be taken during one examination period.
(4) A maximum of six examinations in the same subject may be taken during the full length of the training period.

Retaking a successful examination

30. §

(1) The student may make an attempt to correct a successful grade of an examination for a better grade on one occasion per subject during the semester.
(2) In the Neptun the student must request his/her intention to correct the grade.
(3) The grade received at the improving examination shall be final and irrevocable.

The entry of the exam grades into the Neptun

31. §

(1) The head of the department concerned is entitled to enter the exam grade into the Neptun and modify the exam grade before the end of the examination period in the event of the examiner's/instructor's absence or unavailability.
(2) The result of the oral examination must be entered into the Neptun before the end of the exam date at the latest, the result of the written examination must be entered within three working days after the examination.

(3) The student can take an objection to the grade entered in the Neptun during the full length of the examination period and shall submit it to the instructor entering the grade or the Head of the Academic Department concerned. The student shall provide a well-grounded objection justified by an entry signed by the instructor on the performance sheet. In case of a well-grounded objection the instructor corrects the grade otherwise forwards the objection to the Faculty Educational Committee without any delay.

(4) The student can take objections to the grade entered in the Neptun within 14 days after the examination period. The objection must be submitted to the Directorate of Academic Affairs in writing with the attachment of the performance sheet and the judgement of the instructor entering the grade. In case of a well-grounded objection the Director of Academic Affairs corrects the grade otherwise forwards the objection to the Faculty Educational Committee without any delay.

(5) On one occasion during the semester the student can request a certified extract from the Neptun (terminal registry sheet) stating/verifying the courses fulfilled in the given semester.

Calculation of the academic record

32. §

(1) The Directorate of Academic Affairs terminates the semester of the student in the Neptun during the week following the examination period and calculates the academic record.

(2) The credit index of the student must be calculated terminally, in each instruction period.

(3) The final record of the grades obtained must be credited in the credit index.

33. §

(1) In the given semester the credit index or the corrected credit index must be used to calculate the academic record of the student both qualitatively and quantitatively.

(2) For the calculation of the index the subjects which are not terminated successfully shall not be taken into consideration.

(3) For the calculation of the credit index the product of the credit values of the completed subjects in the semester multiplied by their grades shall be divided by the total amount of credits that must be completed during one semester in the case of an average progression (30 credits).

(4) The corrected credit index may be calculated from the credit index with the multiplication factor corresponding to the ratio of credits completed during the semester and credits taken by the student at the registration.

\[
CI = \frac{\sum C \times G}{30} \quad \text{CCI} = \frac{CC}{CT} \times CI
\]

where: CI for credit index,
C for credit,
G for grade,
CCI for corrected credit index,
CC for completed credit,
CT for credit taken.
34. §

(1) The weighted academic average shall be used to monitor the academic record of the student. For the calculation, the product of the credit values of the completed subjects multiplied by their grades shall be divided by the total amount of credits completed.

\[ WAA = \frac{\sum C \times G}{\sum C} \]

where: WAA for weighted academic average.

The final (pre-degree) certificate

35. §

(1) By issuing the final (pre-degree) certificate the University shall declare that the student has fulfilled the academic and examination requirements of the curriculum and the prescribed field practice – except for passing the language examination and preparing the degree thesis (dissertation) – and has earned the prescribed number of credits.

(2) The number of credits necessary for the issue of the final certificate must be obtained within a maximum of 10 semesters in the higher educational vocational training, a maximum of 20 semesters in the undergraduate courses, a maximum of 10 semesters in the master's programme.

(3) In a programme financed through state grant or in the programme (partially) funded/financed through state grant the number of credits necessary for the issue of the final certification must be obtained during the training period prolonged by two semesters. The Faculty Educational Committee shall make a decision on the extension of the subsidized period - by a maximum of four semesters - for the disabled student in accordance with Nftv. 47. § subsection (3). In case of non-compliance the student continues his/her studies in the form of self-financed study.

The degree thesis/final diploma work

36. §

(1) The student studying in university level higher educational vocational training, in undergraduate course, in master’s programme and in postgraduate specialist training course must prepare a degree thesis/final diploma work.

(2) In the Student Guide the Dean specifies:
   a) the date and method of announcing and selecting topics,
   b) the deadline for handing in the degree thesis/final diploma work,
   c) the formal requirements of the degree thesis/final diploma work,
   d) the method of handing in, reviewing, defending, assessing and correcting, and the method of substituting the degree thesis/final diploma work.
37. §

(1) In the degree thesis/final diploma work the student can elaborate a topic recommended by the Academic Departments or a topic chosen by him and approved by the Head of the Academic Department organising the final examination.

(2) Modifying the topic of the degree thesis/final diploma work may be permitted by the Head of the Academic Department with the approval of the consultants concerned.

(3) The essay written for the Scientific Students’ Association can be accepted as an equivalent to the degree thesis/final diploma work with a little adaptation if the consultant makes a proposal to the Head of the Academic Department.

38. §

(1) The degree thesis/final diploma work handed in must be adjudicated by both an internal and external consultant. The Academic Department organising the final examination shall implement the review and all the tasks relevant.

(2) A professional with a higher education qualification must be invited to give an external review of the degree thesis/final diploma work. The student may inspect the written copy of the review handed in (except for the evaluation) one week before the final examination.

(3) The Academic Department concerned shall implement the internal review.

(4) Should both the internal and the external review be assessed as failed; the degree thesis cannot be accepted.

The final examination

39. §

(1) The preliminary requirements of admission to a final examination are:
   a) to obtain the final (pre-degree) certificate,
   b) to hand in the degree thesis/final diploma work and get accepted by the consultant,
   c) to register for the final examination,
   d) to complete his/her obligation of payment towards the University.

(2) The final examination comprises:
   a) the defence of the degree thesis/final diploma work,
   b) the oral examination specified in the training and exit requirements,
   c) the completion of pre-set practices specified in certain degree courses.

(3) The defence of the degree thesis/final diploma work and the oral examination can be completely separated in time, the relevant provisions are specified in the curriculum under the law considering the training and exit requirements.

(4) After the entry into force of the law the student must defend his/her degree thesis accepted within three years of its acceptance. Otherwise a new degree thesis must be prepared.

40. §

(1) The student shall register for the final examination in the Neptun.

(2) The final examination shall be taken on one occasion only in the period of final examination.

(3) The student may retake an unsuccessful final examination not more than three times.
41. §

(1) The chairman of the final examination board shall be delegated and commissioned with the consent of the Faculty Council by the Dean.

(2) The Dean makes a decision on the structure of the final examination board - except for the person of the chairman - considering the terms of staffing specified by the law.

(3) The Dean is responsible to ensure the location of the final examination, the technical conditions and the resources in staff and equipment.

(4) Minutes must be kept of the final examination signed by the chairman of the final examination board.

(5) By giving orders the Dean shall be empowered to regulate the implementation of the present law during the final examination.

The result of the final examination

42. §

(1) The result of the finals must be calculated as defined in the subsections (2) - (4), treated in a different way at each faculty, considering the characteristics of the degree course.

(2) Both the degree thesis/final diploma work and the oral test shall be assessed according to a five-grade scale at the Faculty of Mechanical Engineering and Automation and Information Technology. The result of the final examination comprises the arithmetic average of the grades obtained.

(3) The degree thesis/final diploma work, the observed lesson (for teaching practice assessment) and the oral test shall be assessed according to a five-grade scale at the Teacher Training Faculty. The result of the final examination comprises the arithmetic average of the grades obtained.

(4) Both the degree thesis/final diploma work and the oral test shall be assessed according to a five-grade scale at the Horticultural Faculty. The result of the final examination comprises the arithmetic average of the grades obtained.

(5) Both the degree thesis/final diploma work and the oral test shall be assessed according to a five-grade scale at the Business Faculty. The result of the final examination comprises the arithmetic average of the grades obtained.

(6) The assessment of the final examination is determined by the final examination board behind closed doors and vote about the final grade for the finals. In the case of an equal division of the votes, the chairman shall be given the casting vote.

(7) The result of the final examination shall be announced by the chairman of the board.

(8) Should any part of the final examination be assessed with a failed grade, the unsuccessful part of the finals must be retaken.

The degree certification

43. §

(1) The preliminary requirements of issuing the certification verifying the completion of the higher level studies are the successful finals and the language exam specified in the training requirements or the completion of the internal language exam organised by the University under Nftv. 107. § subsection (2).

(2) The certification is signed by the Dean of the Faculty in charge of the given degree course.
(3) The result of the certification must be calculated on the basis of the arithmetic average of the weighted academic average for the full length of the instruction period and the result of the finals:

$$RC' = \frac{WAA + RF}{2}$$

RC= RC' rounded to two decimals
where:
RC for result of the certification expressed in numbers,
WAA for weighted academic average calculated for the full length of the instruction period without the grade given for the degree thesis/final diploma work,
RF for result of the finals;

the result of the certification must be given in literal assessment as follows, based on the RC:

a) distinction if $4.80 \leq QD \leq 5.00$
b) excellent if $4.50 \leq QD < 4.80$
c) good if $3.50 \leq QD < 4.50$
d) satisfactory if $2.50 \leq QD < 3.50$
e) pass if $2.00 \leq QD < 2.50$

Provisions pertaining to students with disabilities

44. §

(1) The student with a disability is entitled to get adequate circumstances for preparation and examination adapting to his/her disability and shall be assisted to be able to fulfil the responsibilities arising from his/her student status. In this context, in compliance with the provisions specified in the present code of studies

a) where appropriate they should be exempted from the obligation to take certain courses or certain course elements or to undergo assessment,
b) if necessary the student shall be exempted from the language exam or a certain part thereof, or the level related requirements of such language exams,
c) disabled students shall be given more time to prepare at the exam and shall be afforded the opportunity to use aids at the written test - especially typewriter, computer, etc. -, or if necessary, to have a written test instead of an oral test, or an oral test instead of a written one.

(2) The exemption listed under subsection (1) shall exclusively be granted in the context of the conditionjustifying such exemption and may not result in exemption from the fulfilment of basic academic requirements.

(3) The Committee of Equal Opportunities shall make a decision on the exemption under subsection (1) and its method, the recognition of the justified disability and the allowances granted to the student upon his/her individual application concerning exemption.

45. §

(1) The student with a disability shall certify the type and extent of the disability and its temporal or permanent nature by an expert opinion specified in the Government Decree 87/2015. (IV.9.)
(2) The expert opinion must be enclosed as an attachment with the application submitted in the Neptun and its original form must be presented at the Directorate of Academic Affairs.
(3) The justified copy certified by the secondary education institution may be accepted as an expert opinion and an opinion of the Specialist and Rehabilitation Committee under the Act on Public Education.
(4) The Directorate of Academic Affairs shall make a copy of the expert opinion and retain it in accordance with the law pertaining to the protection of personal data.
(5) The expert opinion shall be inspected by
   a) the persons and the decision-making bodies concerned with the exemption on the grounds of disability,
   b) the persons and the decision-making bodies concerned with the student's social condition and his/her allowances granted,
   c) the institutional coordinator.
(6) The student is obliged to present the expert opinion on any changes in his/her health status/condition at the Office of Academic Affairs within 15 days of receipt of its notification.

46. §

(1) The student with a disability shall be assisted by an institutional coordinator to be able to exercise his/her rights and fulfil his/her responsibilities.
(2) The student concerned and the Students' Union must be notified of the person of the institutional coordinator.
(3) On the basis of the statistical data from enrolment and registration and on the basis of the expert opinions attached during the instruction period he Directorate of Academic Affairs shall notify the institutional coordinator of the person of the student with a disability without any delay.
(4) The institutional coordinator shall contact the student with a disability without any delay after receiving the notification of the Directorate of Academic Affairs.

Miscellaneous provisions

47. §

(1) In accordance with the provisions in Nftv. an entry competence measurement shall take place on the first registration week following the enrolment and an exit competence measurement shall take place during the semester of obtaining the final (pre-degree) certificate.
(2) The student may be reclassified from self-financed/fee-paying training to a (partially) funded programme/financed through state grant on condition that he/she has obtained at least 50 credits and reached at least 2.51 weighted academic average - calculated prior to the full-length instruction period.

47/A. §

(1) The preliminary requirements of the entry into the Neptun (registration, cancellation, modification) are that the person making the entry, the date of entry and the data entered can be determined (traced) later.
(2) The Directorate of Academic Affairs shall make a backup copy of the data in the Neptun within 14 working days after the registration week and the examination period.
(3) The following persons are entitled to make an entry into the Neptun:
a) regarding the personal data of the student and the finalization of the registration for the subject: designated staff members of the Directorate of Academic Affairs holding an individual identification code,
b) regarding the fulfilment of the academic requirements (assessment): the instructor entitled to make the assessment or the Head of the assigned Academic Department (Dean of the Department, Vice Dean) in the event of the instructor’s absence or unavailability regarding the relevant instruction period, before the last day of the examination period and the instruction period,
c) regarding the number of credits taken and obtained, the credit index, the verification of the academic average: the Director of Academic Affairs,
d) in accordance with the decision of the Faculty Educational Committee, the Appeals Committee of University Students and the University Committee of Equal Opportunities or in cases not listed in the points a) - c): the Director of Academic Affairs.

(4) The basis for the entry into the Neptun is:
   a) an official decision, a certificate and a certification regarding personal data,
   b) a decision made by the assigned head or the University body regarding an official entry related to the fulfilment of academic responsibilities,
   c) a progress check and documented fulfilment of the requirements regarding an entry of the assessment.

(5) The Directorate of Academic Affairs shall send an electronic notification to the student of the modification and cancellation, on its own initiative or upon request from the student, of any data entered into the Neptun and any entry on the grading sheet.

(6) On the basis of the power delegated by the Rector, the Director of Academic Affairs is entitled to justify and verify the entry into the Neptun - including the verification of the electronic or paper-based extract.

(7) The student may take objection related to the entry into the Neptun and it must be judged in compliance with the code of studies on exercising student’s rights and fulfilling responsibilities with a difference that in cases and in a way allowed, where applicable, under this rule, upon request from the student the modification of data can be implemented on their own initiative.

(8) The student is obliged to respect the personality rights of others and observe the legal provisions related to data protection. In this context, he/she is only allowed to take a photograph or phonogram of any lesson or examination if all participants make a prior consent in writing.

Closing and transitional provisions

48. §

(1) The regulation has come into effect on 1 July 2016.