

### III.1. STUDIES AND EXAMINATION RULES FOR STUDENTS<sup>1</sup>

#### INTRODUCTION

In the Student Requirements System of the Eötvös József College, the Student Study and Examination Regulations define the order of student studies and the order of acquisition, acquisition and control of knowledge, skills and abilities.

The Senate of the Eötvös József College (hereinafter: the College) is the CCIV of 2011 on national higher education. Act (hereinafter: Nftv.) and Act 87/2015. (IV. 9.) with the consent of the Student Self-Government of the college, it forms the following study and examination regulations.

#### 1. §

##### Scope of the Student Studies and Examination Regulations

(1) The scope of the Student Studies and Examination Regulations (hereinafter HTVSz.) extends to the study and examination matters of persons with a student status at Eötvös József College.

#### 2. §

##### Interpretative provisions

(1) Graduation certificate: successful completion of the examinations prescribed in the curriculum and - with the exception of passing the language exam and preparation of the dissertation (diploma thesis) - fulfillment of other study requirements and credit points prescribed in the training and output requirements and certifies without assessment that the student has met all the study and examination requirements set out in the curriculum.

(2) Dual training: a form of training in a demanding undergraduate course in the field of economics, in which the curriculum is full-time, defined in accordance with training and output requirements, with specific provisions for the training period, training methods, lesson and assessment of acquired knowledge. according to which the practical training takes place within the framework defined by the Dual Training Council, at a qualified organization.

(3) Medical declaration: On the day of the aptitude test, the candidate must declare on the day of the aptitude test that he/she has no illness which would prevent him/her from continuing his/her higher education studies and that he does not suffer from dyslexia, dysgraphia, dyscalculia, mental and mental disorders does not want. Excluding causes: dyslexia, dysgraphia, dyscalculia, severe mental, psychiatric disorders. In the BA in Infant and Toddler Education, applicants must declare on the day of the aptitude test that they do not have any illness, mental or mental disorder that would prevent them from pursuing their higher education studies. He/she is not aware of any movement coordination disorders that cannot be corrected with intensive exercise, or of a lesion of the musculoskeletal system (congenital or acquired) that may affect the performance of parenting tasks.

(4) Semester: a five-month education organization period .

(5) Student with a disability (applicant): a person with a musculoskeletal, sensory or speech disability, multiple disabilities, an autism spectrum disorder or other mental developmental disorder (severe learning, attention or behavioral control disorder).

(6) Cumulatively disadvantaged: a person under the age of twenty-five at the time of enrollment (application) who is considered to be cumulatively disadvantaged as defined in the Child Protection and Guardianship Administration Act.

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<sup>1</sup> The Studies and Examination Regulations were approved by the Senate at its meeting on 22/09/2020 by Resolution No. 11/2020 (09.22.). Last amended by the Senate at its meeting on 25 May 2021, with effect from 26 May 2021.

- (7) Disadvantaged: a person under the age of twenty-five at the time of enrollment (application) who is considered disadvantaged as defined in the Child Protection and Guardianship Administration Act.
- (8) Student training contract: a contract concluded between a college and a state (part) scholarship holder, as well as a student who has been classified as a cost-effective training.
- (9) Institute: one or more organizational units performing the tasks of a training area.
- (10) Qualifications framework: general characteristics of each level of multi-cycle training for all fields of training.
- (11) Training and output requirements: the totality of the knowledge, skills, abilities, competencies, and the knowledge, upon acquisition of which a diploma can be issued in the given field.
- (12) Training time: the time required by law to obtain the required credits, qualification level and professional qualification.
- (13) Training period: the division of the training period into a diligent period and the corresponding examination period.
- (14) Field of training: the totality of courses defined in a government decree that have similar or partially identical training content.
- (15) Small number of courses: training initiated on the basis of international commitments, cultural and educational policy interests, the annual number of which, supported by a Hungarian state (partial) scholarship, does not exceed twenty nationwide, and ethnic training.
- (16) Consultation: an opportunity for a personal discussion provided to the student by the college instructor.
- (17) Credit: a unit of measurement of student study work, which, in relation to the subject or the curriculum unit, expresses the estimated time required to acquire certain knowledge and to meet the requirements; one credit represents an average of thirty study hours, the value of the credit, provided that the student's performance has been accepted, does not depend on what assessment the student has received for his or her knowledge.
- (18) Correspondence training schedule: an educational organization according to which, unless otherwise agreed with the students concerned, the students' classes are held in blocks at working institutions or on weekly rest periods at intervals of not more than two weeks.
- (19) Hungarian state (partial) scholarship student: a student supported by a Hungarian state scholarship or a Hungarian state partial scholarship.
- (20) Mentoring program: the special form of training in which the student or lecturer of the higher education institution provides assistance for the preparation and preparation of the disadvantaged student.
- (21) Neptune: Unified Electronic Learning System.
- (22) Passive semester: a suspended semester of study.
- (23) Continuation of partial studies: if the student obtains credits in another higher education institution within the framework of a guest student relationship.
- (24) Specialization: training that provides special expertise that does not result in an independent vocational qualification that is part of the given course.
- (25) Vocational training: training containing a uniform system of training content (knowledge, skills, abilities) required for the acquisition of a vocational qualification.
- (26) Specialization: training that results in independent professional training and special expertise that forms part of the given specialization.
- (27) Vocational qualification: the recognition in a diploma of higher professional diploma, which can be acquired simultaneously with a bachelor's or master's degree, as well as in further vocational training or higher education vocational training, as defined by the content of the specialization and specialization or specialization.
- (28) Vocational aptitude test: a form of examination defined by a higher education institution that examines the abilities required to complete the chosen vocational qualification (does the individual have the abilities that can be optimally developed for the successful completion of the preparation (training) phase).
- (29) Internship: a partly independent student activity to be completed in a higher education vocational training, in an external internship or in an internship at a higher education institution.

- (30) Unit: a curriculum unit or subject recognized by credit that can be completed during one semester.
- (31) Academic year: a ten-month period of education.
- (32) Lesson: an occupation (lecture, seminar, practice, consultation) requiring the personal participation of the instructor to meet the study requirements specified in the curriculum, the duration of which is at least forty-five and at most sixty minutes.
- (33) Curriculum: a training plan for a course, drawn up in accordance with the training and output requirements, to be reviewed every five years. Its elements are: a) a network plan, which is a lesson and examination plan determined on the basis of the subjects and curriculum units of the course, and also includes the credit value of the subjects, practices and examinations; b) subject description, which is a unit of the network plan (a subject or an internship or an examination) - briefly describes the knowledge to be acquired, contains obligatory and recommended literature, specifies the competencies to be developed, the person in charge of the subject and the instructors involved in teaching; c) topics, which is a detailed plan of the course announced in the current semester - based on the course description, the instructor prepares and includes the purpose of teaching the subject, requirements, assessment method, required and recommended literature, and course material on a weekly basis.
- (34) Disciplines: humanities, theology, agricultural sciences, engineering, medicine and health sciences, social sciences, natural sciences and the arts, which are divided into disciplines.
- (35) Examination: a form of control of the acquisition and acquisition of knowledge, skills and abilities, combined with assessment.

### 3. §

#### **Persons and bodies involved in study and examination matters**

- (1) The Senate operates a Study Committee to manage the study and examination of students.
- (2) The Study Committee decides in the first instance on admission, transfer, change of department, change of profession, change of field of study or specialization, change of specialization, preferential study schedule, part-time training, parallel training, or TAB subcommittee, Credit Transfer Committee decides on other, on the recognition of credits obtained in an educational institution.
- (3) The members of the Study Committee are elected by the Senate for a term of four years on the proposal of the directors of the institute, after the proposal of the Rector. Its president is appointed by the Senate on the proposal of the rector. Representation of the students of the college and the lecturers of all taught specialties must be ensured in the committee. The TAB member is ex officio the college Erasmus coordinator.
- (4) The number of members delegated by students in the Study Committee may not be less than twenty-five percent of the members of the committee.
- (5) The Study Committee shall operate in accordance with its own rules of procedure.
- (6) The student may appeal against the decision of the Study Committee at the first instance - except for the assessment of the fulfillment of the study requirements - within 15 days from its receipt (notification).
- (7) The members of the Credit Transfer Committee acting as a subcommittee of the Study Committee are the same, except that the students are not members of the Credit Transfer Committee.

### 4. §

#### **The emergence of the student legal status**

- (1) The student legal status is established by enrollment on the basis of the decision on admission or acceptance.
- (2) In the case of training carried out with the payment of a state (partial) scholarship and a cost, a student training contract shall also be concluded.
- (3) An applicant who has been admitted may establish a student legal relationship in the semester for which he or she has been admitted during the admission procedure.
- (4) In order to continue part-time studies related to his / her studies, a student may establish a guest student legal status with another higher education institution and request to be admitted to the same or another higher education institution's field of study.

(5) A higher education institution may admit persons with higher education who do not have a student legal status with it - for the purpose of partial knowledge training - within the framework of a student relationship, for any course or module of the institution - without a separate admission procedure. The college is required to issue a certificate of academic performance. Completion of the completed course or module can be included in higher education according to the rules of credit transfer.

(6) A person who has been admitted or admitted to a college may establish a student legal relationship by enrolling.

(7) No new enrollment is required during the existence of the student legal relationship. The student must register for the given training period two weeks before the beginning of the semester, but no later than the last day of the registration week, through the unified electronic study system (hereinafter: Neptun) in the form of registration, subject registration and rector's reimbursement by paying the part specified in the instructions. A student who has not met his or her expired payment obligations may not apply. If the student is unable to fulfill his / her registration obligation through no fault of his / her own, the Rector may exercise fairness.

(8) In order to fulfill the payment obligation to be fulfilled towards the higher education institution, the student is entitled to an installment discount, deferral, exemption - by submitting a request to this effect - based on the decision of the Rector, with the consent of the Chancellor.

#### **5. §**

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

(1) If the student declares that he / she does not wish to fulfill his / her student obligations in the next training period, or if the student does not register for the next training period, his / her student status shall be suspended. If the student is unable to fulfill his / her registration obligation through no fault of his / her own, the Rector may exercise fairness.

(2) The period of continuous suspension of a student's legal relationship may not exceed two semesters. The student may use the (non-contiguous) suspension of the student's legal relationship several times, taking into account the provisions of Section 6 (2).

(3) The first suspension may take place after enrollment, before the completion of the first semester, if the student is unable to fulfill his / her obligations arising from the student status due to childbirth, accident, illness or other unexpected reasons, through no fault of his / her own.

(4) The student's legal relationship is terminated if the student is prohibited from continuing his / her studies as a disciplinary punishment.

(5) During the period of suspension of the student's legal relationship, the student is not entitled to take subjects and courses, to take an examination, ie his / her studies cannot be assessed in the passive semester, nor is the student entitled to there is no obligation for the passive semester.

#### **6. §**

#### **Termination of student status**

(1) The student legal status is terminated,

a) if the student has been taken over by another higher education institution, on the day of taking over,

b) if the student announces that he is terminating his student status, on the day of the announcement,

c) if the student cannot continue his / her studies in a training supported by a Hungarian state (partial) scholarship and does not wish to continue it in self-paid training, on the day of the student's declaration,

d) on the last day of the final examination period after obtaining the grade,

e) in higher vocational education, if the student has become unfit to continue his / her studies and there is no other appropriate higher vocational education in the higher education institution, or the student does not wish to continue his / her studies or is unable to continue his / her studies on the day

f) if the student terminates the student's legal relationship due to late payment after the unsuccessful request of the student and the examination of the student's social situation, on the day the decision on the termination becomes final,

g) on the date on which the disciplinary decision leading to the exclusion becomes final,

h) if the condition prescribed for the establishment of the student legal relationship no longer exists, on the day when the termination decision on this matter becomes final,

i) if the student participating in the training supported by the Hungarian state (partial) scholarship withdraws his / her declaration of acceptance of the conditions of the training and does not undertake to participate in the self-funded training, on the day of the student's declaration.

(2) The college unilaterally terminates the legal relationship of a student who

- a) does not apply for the third consecutive academic semester for the third time in a row,
- (b) does not commence his / her studies after the termination of the student's employment relationship, provided that the student has been requested in writing in advance to fulfill his / her obligation by the specified deadline and has been informed of the legal consequences of the omission,
- (c) does not fulfill its obligations regarding the progress of studies, as detailed in the table below:

Credit required to obtain the diploma	Training time specified in training and output requirements (semester)	Condition of student status	
		Condition for the first active semesters	
		Numbers of semester	Minimum credit to be completed
120	4	2	30
180	6	2	30
210	7	4	60
240	8	4	60

Previously completed and recognized credits cannot be included in the values given in the table.

(d) the total number of failed examinations and post-examinations in the same unit reaches five and does not pass the examination on the sixth examination.

(3) If, within the framework of the student legal relationship, the student pursues studies in several courses at the college, the provisions of this § shall apply with the exception that instead of the termination of the student legal relationship, studies in the given course may not be continued.

(4) The student may file a suspensory appeal against the decision concerning his / her student status within 15 days of its receipt, addressed to the Study Committee.

#### 7. §

#### Student reporting obligations

(1) By the last day of the registration week, the student must indicate to the Study and Adult Education Group whether he / she will continue his / her studies or suspend his / her student status during the given training period. The notification is made in the case of an active semester through the unified electronic study system, in the case of a passive semester in writing, by filling in the form provided for this purpose and submitting it by the deadline.

(2) A student may withdraw his / her application within one month after the beginning of the semester, but no later than October 14 and March 14, or request the suspension of his / her studies or activate the passive semester until the same dates after enrollment.

(3) If, after enrollment or registration, the student does not request a suspension of his / her studies by these dates, the given semester is considered active even if the student does not participate in classes or consultations and does not meet the study requirements of any subject.

(4) If a student suspends his / her studies or does not register and this does not result in the termination of the student's legal relationship, the given semester shall be registered as a passive semester.

(5) The Study and Adult Education Group shall take note of the announcement of the passive semester in the form of a written decision. A student who has expired and / or failed to meet his / her time-based payment obligation may not apply.

(6) The condition for continuing studies in the next training period is the existence of an individual curriculum in accordance with the curriculum requirements. The individual curriculum is developed on the basis of the sample curriculum. It is recommended to progress according to the sample curriculum available in Neptune, but in the individual curriculum the student may deviate from the syllabus recommended in the sample curriculum.

- (7) The student may modify the admission of the subjects during the registration week, until the end of the first week of the diligence period. The curriculum becomes final at the end of the admission period in Neptune. After this period, the student can no longer take a subject, but for a special procedure fee (Annex 1 to the Reimbursement and Allowance Regulations) and by filling in the appropriate form, he / she can initiate the taking of additional subject (s) working day.
- (8) A student participating in a part-time study abroad in a given semester must also register and approve the curriculum of the subjects taken abroad before the start of the part-time training with the assistance of the competent coordinator of the part-time scholarship or student exchange program.
- (9) Institutes announce the subjects starting in the next semester and approved by the institute with courses, their system of requirements, lecturers, the minimum number of applicants required to start the subject, the maximum number of students who can take the subject, .
- (10) The institutes shall inform the student by the first day of the second week of the internship period about the subjects, courses and subjects for which the student's application was not accepted due to over-application due to the lack of a sufficient number of applicants.
- (11) In the courses / specializations in which the student is obliged to take a field of study / specialization / specialization, the choice of a field of study / specialization / specialization is obligatory. The field of study / specialization / specialization can be changed once, with the permission of the Study Committee.
- (12) In courses where the student is obliged to take a field of study / specialization / specialization, he / she may, at his / her request, take an additional field of study / specialization / specialization - in exchange for reimbursement / costs for credits above 10%.
- (13) Conditions for admission to the second field of study / specialization / specialization: completion of 2 semesters and completion of a minimum of 60 credit points.

#### **8. §**

#### **Unified Electronic Study System (Neptun)**

- (1) The student receives automatic notification via the Neptun system about the objects he / she has added or deleted at the same time as the recording or deletion.
- (2) In the case of an oral examination, the instructor shall, at the request of the student, issue a performance sheet to the student from Neptun. The completion form contains the semester of the given academic year, the name of the student, the student identification number, the name of the subject, curriculum unit taken by the student, the date of the exam, the evaluation of the exam, the name of the examiner, the instructor identification number and signature.
- (3) In case of a written examination, the student will be automatically informed about the grade entered by the instructor in the Neptun system.
- (4) The student has access to the data content of the extract of the main form of his / her own education in printable form, and the Study and Adult Education Group provides his / her semester study data free of charge once a semester.
- (5) The student will receive his / her study data recorded in Neptun in an authentic printout upon completion of his / her studies.

#### **9. §**

#### **Requirements of reporting**

- (1) Upon enrollment, the college shall provide the student with an institutional prospectus containing the data necessary for the commencement, continuation and planning of his / her studies, which shall be prepared in advance by the Study and Adult Education Group.
- (2) The Study and Adult Education Group shall ensure that the student is continuously informed during his / her studies about the basic educational documents made available to him / her in writing (website, bulletin board, electronic message), with special regard to the HTVSz. The institutes inform the student about the training goal of the chosen program, the requirements, the curriculum regulations and the programs of the subjects of the program or specialties.

#### **10. §**

#### **Subject requirements**

- (1.) The subject requirements shall be prepared by the educational units and submitted to the competent director of the institute for approval prior to the announcement of the subject, who shall seek the opinion of the competent specialist / head of training and the student representation before deciding on the proposed requirements or changes.
- (2) The system of subject requirements includes:
  - a) the requirements for participation in the sessions,
  - b) the method of justifying the absences,
  - c) the number and requirements of the mid-term examinations (in-house theses, assignments), the possibility of their replacement and improvement,
  - d) the conditions for admission to the examination (signature),
  - e) the manner in which the mid-term ticket or examination ticket is issued,
  - f) a list of written materials from which the material may be obtained,
  - g) the credits assigned to the subject,
  - h) the pre-study order.
- (3) It shall be specified in the subject requirements if the possibility of substitution cannot be provided in the given semester for the fulfillment of the obligations of a subject ending with a mid-term grade.
- (4) The signature and the grade must be recorded by the instructor in Neptun.
- (5) Only the completion of a certain number of assignments in the middle of the semester and the participation in lectures and exercises in accordance with the provisions of Section 10 (7) may be prescribed as a condition for admission to the examination.
- (6) If the student fails to fulfill an obligation which, according to the system of requirements, is a condition for admission to the examination and can be replaced during the examination period, the fulfillment of the requirement for the given subject is can be attempted with payment.
- (7) A student may not obtain credit for a subject if his / her absence from the internships belonging to the subject (or from practical internships recognized by credit under his / her own title) exceeds 30% of the total number of internships. In the case of lectures belonging to a subject, the instructor responsible for the subject must record in the system of requirements of the subject which lectures are required, and what percentage of the total number of semesters is absent. The instructor may set the permissible level of absence in the case of practical classes in the system of subject requirements below 30%.
- (8) Completion of the internships provided for in the curriculum is mandatory, provided that the prerequisites are met. Absence from practical training sessions, whether certified or unjustified, can usually be compensated for in a subsequent training period. The procedure for conducting the internship is contained in a separate regulation.

## **11. §**

### **Announcement and admission of subjects**

- (1) By announcing the subjects, the college enables the student to complete the credits required for obtaining the final certificate by taking and successfully completing the subjects that meet the curriculum requirements of each course.
- (2) Subjects may be announced in the form of an examination course without holding lessons for those who have a signature on the given subject. The instructor may, if appropriate, provide a consultation opportunity for students.
- (3) The institutes are obliged to publish the subjects to be published (indicating their instructors, the minimum and maximum number of applicants) in the Neptun system by the deadline for submission of requirements.
- (4) If the student was unable to obtain credits for a subject in the given semester, he / she may re-take the subject at a later time.
- (5) The student may use the possibility of mid-term subject delivery. In this case, by the last working day of the seventh week of the diligence period, you must notify the Study and Adult Education Group in writing of the name of the subject to be canceled.

(6) The student may take the opportunity to take a subject after the deadline until the last working day of the seventh week of the diligence period, by submitting the appropriate form and paying the special procedure fee prescribed in the TJSz.

(7) By re-enrolling a subject for which the student has already obtained a credit point, no new credit point can be obtained.

(8) In state (part) scholarship training, the college allows the student to take a subject with a credit value exceeding 10% of the required total credits without paying reimbursement / costs. The student completes these studies in another major, respectively. you can also choose from the subjects of the specialization. These subjects can be taken free of charge during the training period specified for the program, in addition to a credit-proportionate fee. The credit points obtained during the basic language training do not affect the credit overrun, the student does not have to pay a reimbursement fee due to the credits obtained during the basic training.

(9) The college shall ensure that the student may choose a subject with a credit value exceeding at least 20% of the total amount of credits prescribed for the given course during his / her studies.

### **12. § Takeover**

(1) In order to continue his / her studies related to his / her studies, a student may establish a guest student relationship with another higher education institution or request to be admitted to the Eötvös József College or another higher education institution in the same field of study if his / her student status has not been terminated.

(2) Acceptance and change of specialization, specialization, language of instruction and work schedule may take place from the end of the previous diligence period until 15 September for the autumn semester and until 15 February for the spring semester.

(3) In case of acceptance, the host higher education institution shall send the decision on admission to the admitting higher education institution and the student after the enrollment or registration of the admitted student and the date of enrollment or registration following the decision on admission.

(4) Admission may be requested only between courses of the same level, except for transfer from basic education to vocational training in higher education.

(5) In the cases listed in paragraph (2), the Study Committee decides on the acceptance of credits obtained in another field or institution.

### **13. § Reclassification**

(1) A person may pursue studies in higher education in Hungarian state (part) scholarship training (hereinafter: support period) for a total of twelve semesters in higher education vocational training, undergraduate training and master's training.

(2) The period of support available for obtaining a given degree (diploma) may not exceed two semesters longer than the training period of the given studies. The support period of the given course includes the support period previously used in the same course. If the student is unable to obtain the given degree (diploma) during the support period thus determined, he / she may continue his / her studies in this field in the form of self-paid training, even if he / she has not exhausted the support period according to paragraph (1).

(3) All semesters for which the student has registered shall be considered as the support period used by the student.

(4) Not to be taken into account when calculating the aid period

a) the beginning of the semester, if the semester could not be completed due to illness, childbirth or other reasons not attributable to the student,

b) half a year completed at the expense of the grant period, if the higher education institution has ceased to exist without the student being able to complete his / her studies, provided that he / she could not continue his / her studies at another higher education institution,



- c) nor a semester that the higher education institution did not recognize from the semesters completed in the terminated institution when continuing its studies.
- (5) Each academic year, the college reclassifies to a cost-effective training a student participating in a training supported by a Hungarian state (partial) scholarship, who in the last two semesters in which his / her student status has not been suspended or by the Nftv. Participated in the foreign training specified in Section 81 (3) and (4), did not obtain at least 36 credits in total, or did not achieve the 3.00 in the field of economics training; teacher training in the field of training is the 3.5 weighted study average.
- (6) If a student enrolled in a Hungarian state (part) scholarship is terminated before the completion of his / her studies, or if the student continues his / her studies in any form at his / her own expense, he / she shall be replaced by the student. a student pursuing studies at a higher education institution in a cost-free form may enter. The college decides on reclassification on the basis of the academic performance (study average) of students applying for reclassification to Hungarian state (partial) scholarship-supported training. Applications are ranked by the Study and Adult Education Group according to a weighted study average. In the case of average identity, the social situation and family circumstances must be taken into account.
- (7) A student admitted to state-funded training (before September 2012) may not be obliged to continue his / her studies in cost-reimbursed training until his / her study period (number of active semesters) exceeds the training period specified in the training and output requirements + 2 semesters.
- (8) The student may appeal against the decisions related to the reclassification to the Study Committee.

#### **14. § Discounted study system**

- (1) Upon request, the Study Committee may grant a preferential study schedule to students in a special life situation who provide good academic performance (in the case of a weighted average of at least 3.51) after at least one completed semester.
- (2) On the basis of the permit, the student may receive a full or partial exemption from the obligation to participate in compulsory classes. No exemption from professional practice may be granted.
- (3) The criteria necessary for further progress must also be met by a student pursuing studies under the preferential study scheme.
4. The license shall be valid for one semester, which may be renewed on the basis of a further application.
- (5) The condition for the assessment of the preferential study scheme is the submission of the relevant certificates.

#### **15. § Parallel training**

- (1) A student of a college may also engage in parallel training in another major, college or institution. The student is obliged to notify the Study Committee of his / her admission to the parallel training, indicating which training he / she considers first.
- (2) The additional (parallel) student legal relationship may also be state-subsidized / state (partial) scholarship training.
- (3) A student participating in parallel training may, on application, obtain a permit for a reduced study schedule.
- (4) The student's application for parallel training is evaluated by the Study Committee.

#### **16. § Part-time training**

- (1) A student may, upon request, be granted permission to continue his or her studies at another university or college for a specified period. Part-time training is approved by the Study Committee, with the exception of part-time training under international programs (eg ERASMUS, Campus Mundi, DAAD and others).
- (2) A student participating in a part-time course in the given semester is also obliged to register.

### **17. § Recognition of credits**

- (1) Upon request, the college shall carry out the preliminary credit transfer procedure. The Study Committee decides on the credit recognition of the study requirements fulfilled by the applicant during the preliminary credit transfer procedure and expected to be fulfilled by the end of the semester in progress at the time of submitting the application, as well as on the existence of credits included in the admission conditions. The college will consider the credits recognized by the Study Committee to be recognized at the actual start of studies without further application.
- (2) Upon registration for the given semester, the student may request the recognition of the subject (s) completed in another major, higher education institution or part-time study. The requirements set out in the curriculum do not need to be met if the student has previously mastered them and provides credible proof of this with a certified, printed version of his / her electronic textbook and subject topics.
- (3) Upon registration for the given semester, the student may apply for the recognition of the subject (s) completed in another major, higher education institution or part-time course as optional subject (s), if the subject of the given subjects is in line with his / her chosen course at EJF.
- (4) The credit value of a recognized academic performance is equal to the credit value of the curriculum requirement that is considered completed, however, the acquired grade cannot be modified if a subject is recognized as a subject.
- (5) Recognition of requirements fulfilled on the basis of work experience may be made on the basis of a written document (work diary, workplace certificate, etc.).
- (6) If the credit of a subject completed in another major or institution is higher than in the own curriculum (and this credit is also considered proportional by the Study Committee), the student may contribute with the additional credit point to the completion of optional subjects.
- (7) Credits may be awarded once for the acquisition of a given knowledge.
- (8) Credited academic achievement, if a prerequisite exists, should be recognized in studies at any higher education institution, regardless of the institution, level of education and working language.
- (9) Recognition shall be based, by subject matter, solely on a comparison of the knowledge on which the credit is based. Credit should be recognized if the comparative knowledge is at least 75% identical. In the accreditation procedure, a maximum of two subjects can be matched to one subject, in which case the grade of the subject with the higher number of credits must be accepted, or in the case of the same number of credits, the grade calculated from the average of the two marks. Credits obtained during studies in other higher education institutions (typically in the framework of international programs, in foreign institutions) may be credited by type of credit (eg virtual or professional).
- (10) A student with an active legal relationship at the college may apply for accreditation of the subjects included in the sample curriculum of the given courses by submitting the form provided by the Study Committee. The credit value of the subjects to be accredited may not exceed two thirds of the credit value of the training,
- (11) In the case of courses for which a diploma can be accredited on the basis of a senate decision, the fixed grade of the accredited subjects is the value of the diploma qualification rounded to an integer.
- (12) The comparison and recognition of knowledge shall be carried out by the Study Committee on the basis of the preliminary opinion of the instructors.
- (13) The procedure for the recognition of credits is set out in the rules of procedure of the Study Committee.

## **18. § Schedule of the academic year**

- (1) The schedule of the academic year shall be determined by the Rector, taking into account the following:
- The length of the diligence period is 12 weeks in the field of economics training and 15 weeks in the field of teacher training (including public holidays and rector's breaks).
  - The registration week is the first week of the diligence period (5 working days).
  - The length of the examination period is at least 5 weeks (25 examination days).
  - Internships can be organized both during the diligent period and during the summer break.
  - The Rector may grant a teaching break of up to 6 days in a semester.
  - The duration of a lesson is 45 minutes, the duration of breaks between classes is 15 minutes.
- (2) The detailed schedule of the academic year shall be prepared by the Study and Adult Education Group in accordance with the schedule determined by the Rector.
- (3) The number of lessons will be determined according to the valid network plan.
- (4) The number of examination days may not be reduced by the duration of the practice during the examination period. The start date of the traineeships should be announced, if possible, by the last day of the diligence period prior to the traineeship, but no later than 30 days before the due date.

## **19. § Verification of knowledge**

- (1) The forms of control are defined in the subject descriptions and subject topics approved by the supervisor / training leader.
- (2) The comprehensive evaluation of the student's semester study work is done with a mid-term ticket or an exam ticket. The type of requirement can also be a signature according to the network plan.
- (3) The end-of-semester grade may be:
- Mid-term mark (f), which is determined by the instructor on the basis of the examinations during the diligent period. A mid-term ticket can also be awarded for theoretical and practical subjects. When applying for a mid-term ticket in a given examination period, the student may be required to take the credit only if he / she did not meet the requirements of the subject during the diligence period. If the examination is based on closed papers, during the diligence period it must be possible to replace unsuccessful or unwritten closed papers. If the student is unable to obtain a mid-term ticket even with the replacement options (at least once), he / she may attempt to obtain a mid-term ticket no more than twice during the examination period.
  - Examination ticket (v), which is determined during the examination period in the form of an oral or written examination (or a combination of the two).
- (4) The examination may be oral or written. The written and oral exam can be used together. Oral examinations, including the final examination and the defense of the dissertation, are open to the public. The public may be restricted or excluded in justified cases (eg interfering with the course of the examination).
- (5) The student is obliged to appear at the exam with an identity document (identity card or student card).
- (6) The examiner may only examine a student who has registered for the given examination time through the Neptun system and proves his / her identity.
- (7) The qualification of the knowledge of the curriculum can be of five levels:  
The student who knows the whole material thoroughly and in context and can apply his / her knowledge independently and confidently will receive a marked (5) grade.  
A good (4) grade is given to a student who knows the entire material thoroughly and can apply his knowledge safely.  
A student with a medium (3) grade is given if he / she knows the relevant parts of the material well and can apply his / her knowledge with sufficient safety.

A student with a satisfactory (2) grade will be given if he / she knows the relevant parts of the material in an acceptable way and shows acceptable proficiency in the application of the knowledge.

An insufficient (1) grade is awarded to a student who does not have the theoretical and practical knowledge absolutely necessary for further progress or the practice of his / her profession.

(8) The end-of-semester grade, including the insufficient grade, must be recorded by the instructor in the Neptun system or, in the case of an oral examination, on an examination sheet printed from the Neptun system at the latest before the examination. The instructor is obliged to sign the exam form with the students who appeared on the exam no later than after the exam, on the given exam day.

(9) The staff of the Study and Adult Education Group may not record signatures and tickets in the Neptun system. The administrator of the institute may register, cancel or modify a ticket only with the written permission of the director of the institute instead of the instructors employed by the institute, on the basis of the result list sent by the instructor.

(10) The examination is an examination that concludes the entire material of the subject, which is essential for the purpose of the training. The curriculum may provide for the joint examination of several subjects during the examination. The examination is evaluated with a five-level qualification. The examination must be carried out before a committee of at least two members. The chairman and members of the examination committee are appointed by the director of the institute on the proposal of the subject supervisors of the subjects covered in the examination.

(11) The examiner or the chairman of the examination committee shall be responsible for the smooth running of the examinations.

(12) In the oral examination, examination and final examination, the candidate must be given the opportunity to prepare briefly before answering.

(13) The examiner must notify the candidate of the grade on the same day in the case of an oral examination and within five working days in the case of a written examination and record it in the Neptun system (no later than the last day of the examination period).

(14) Within 14 days after the registration of the examination mark, the student may object to the assessment data in the register with the lecturer or institute director concerned.

## **20. §**

### **The examination period**

(1) The examination must be organized in such a way that all students can apply and take the examination.

(2) The examination dates of the subjects shall be made public at least one month before the examination period.

(3) In the case of written and oral examinations, examination days shall be provided in such number and number of examination days in such a way that at least the total number of candidates + 50% of examination places are provided for passing the first examination in each subject during the examination period.

(4) The maximum number of students who can be examined in one day is determined by the instructor of the subject.

(5) If there is a significant difference in the number of examination opportunities given by the institute and requested by the students (in the case of students of a course, the two post-examination opportunities are not provided in a given examination period), the director of the institute decides on the number of examination opportunities.

(6) The lecturer of the subject may also take the examination in the diligent period prior to the examination period, this examination opportunity shall be requested in writing by the instructor and authorized by the competent director of the institute.

(7) A student who, for reasons not attributable to him, is unable to pass his examination during the examination period, outside the examination period with the permission of the Study Committee - but no later than the end of the first week of the next semester (correspondence student until the last day of the first consultation) - you can put it down. Such an examination shall be deemed to have been taken during the examination period.

- (8) The student can apply for one of the announced exam days.
- (9) The student may change the exam date 24 hours before the start date of the exam. Immediately before the exam, only an unavoidable obstacle (eg illness) can be the reason for absence, which needs to be proven.
- (10) In case of absence from the examination, an entry "not published" shall be added to the examination form. Absence should not affect the assessment of the student's knowledge. In case of unjustified absence, the student can get a new exam opportunity only by paying a special procedure fee.
- (11) In each examination period, the instructor is obliged to submit to the Study and Adult Education Group the examination form for the subject / course of the taught oral examination (signed), signed by the examinees, no later than on the last day of the examination period.

### **21. § Repeating the failed exams**

- (1) A student may attempt to correct a failed examination (hereinafter: post-examination) no more than twice during the given examination period. Another possibility only arises by re-recording the subject.
- (2) The third examination on the same subject - the No. 1 of the Student Remuneration and Allowance Regulations. is subject to a special procedure fee, regardless of the number of subjects at which the student applies for the examination. With the total number of failed post-examinations and re-examinations taken from the same unit, the student may not reach five, otherwise his / her legal relationship will be terminated.
- (3) If the post-examination has not been successful and the same person has passed the examination and the post-examination, it must be ensured at the student's request that the third examination can be taken before another instructor or examination committee. This right also applies to the student if the exam is taken during a new training period.

### **22. § Opportunity to improve a successful exam**

- (1) The student may also pass a successful examination in one subject every six months. No more credits can be earned by improving a successful exam. The correction is subject to the payment of a special procedure fee in accordance with the Student Remuneration and Allowance Regulations.

### **23. § Calculation of the average study result**

- (1) In the student's electronic textbook, the instructors record the grades every semester, from which and the credit value of the courses, the unified electronic study system (Neptun) calculates several study averages, and then the Study and Adult Education Group closes the semester. Neptun takes into account the final grade obtained for the objects during the average calculation. Rounds the calculated average to two decimal places.
- (2) When reclassifying, the weighted study average is taken into account. When calculating the weighted average, the results of the subjects belonging to the basic and professional training successfully completed by the student (at least at a sufficient level), as well as the results of other subjects recognized at the college up to the time frame of the optional subjects.  $\text{Weighted study average} = (\text{grade of completed subjects} \times \text{credit value of completed subjects}) / \text{total credit value of completed subjects}$ . The calculation of the  $\text{grade} \times \text{credit value}$  should always be understood as the multiplication by object and then the sum of these multiplications.
- (3) Method of calculating the scholarship index for determining the scholarship: the amount formed by the product of the grades and credits completed in the semester is divided by 30 (not by the number of credits completed). When calculating the scholarship index, subjects can be taken into account only if the subject was completed in the semester to which the scholarship index applies, ie the previously completed and recognized subject is not.

#### **24. § Re-enrollment of a subject**

- (1) If a student was unable to obtain credit for a subject in the semester of admission, he or she may re-admit the subject in a later semester.
- (2) Upon admission to the subject, the student must apply to the competent institute, where he / she will be informed that his / her previously completed mid-term assignments will be accepted or he / she will have to fulfill them in part or in full. If the instructor has confirmed the completion of the mid-term requirements at the appropriate level by signing in the Neptun system, the student only needs to take the exam when re-taking the subject (he / she must take the subject as an examination course in the Neptun system).

#### **25. § Exclusion from the institution**

- (1) A person who has been expelled from the college on the basis of a disciplinary decision may not be a student of the college and may apply to continue his or her studies only if he or she has been released from the legal consequences of the disciplinary punishment.
- (2) A person who has been excluded from all higher education institutions may not be a student of the college and may apply to continue his or her studies only if he or she has been released from the legal consequences of disciplinary punishment.
- (3) In the case of continuing studies in accordance with paragraphs 1 and 2, the Study Committee shall decide to prescribe differential examinations due to possible changes in the syllabus of subjects.

#### **26. § The certificate of completion (final certificate)**

- (1) A student who has fulfilled the study and examination requirements prescribed in the curriculum and the prescribed professional practice, with the exception of passing the language exam and preparing the dissertation, and who has obtained the prescribed credits, shall receive a grade (final certificate).
- (2) The acquisition of the grade is recorded by the Study and Adult Education Group in the unified electronic study system (Neptun), the printed version is signed by the Rector.

#### **27. § The thesis**

- (1) In order to obtain a diploma, a student must prepare a dissertation.
- (2) The student develops in the dissertation a topic announced by the competent institute or chosen by him / herself and accepted by the competent institute.
- (3) The topic of the dissertation can be developed in the possession of the knowledge acquired on the basis of the curriculum of the training, under the supervision of the supervisor, and is suitable for proving that the candidate has acquired sufficient skills in the practical application of the acquired knowledge.
- (4) A comprehensive topic can be published for several students. In this case, the students work out the individual parts separately based on the appointment of the supervisor, so they prepare a separate dissertation.
5. The institutes announcing the topics shall publish electronically, with the approval of the directors of the institutes:
  - a) the way and order of receiving student proposals,
  - b) the manner in which the approved topics are advertised,
  - c) the formal requirements for the dissertation; and
  - d) the method of judging, defending, evaluating, correcting or replacing the dissertation.

- (6) The deadline for submitting the dissertation is contained in the rector's instruction on the order of the academic year.
- (7) Only a student whose dissertation has been accepted by the supervisor / consultant or the institute announcing the topic may be admitted to the final examination.
- (8) The preparation of the dissertation is supervised by a supervisor / supervisor. You can be a supervising college instructor.
- (9) In justified cases, the institute may request an external supervisor / consultant, who may be a specialist with a university degree / master's degree or 5 years of professional experience in his / her field and a bachelor's / bachelor's degree.
- (10) The dissertation should be prepared according to the guidelines published by the institutes and evaluated by the supervisor / consultant and an opponent according to the criteria given by the supervising institute.
- (11) An opponent may be an internal and external professional who has a specialized higher education degree and at least 5 years of professional experience.
- (12) The dissertations must be sent to the candidate before the dissertation is defended.
- (13) If a ticket is evaluated differently by the consultant and the opponent, the evaluation of the consultant shall prevail.
- (14) If the consultant and the opponent evaluate three tickets differently, it is necessary to request a third evaluation.
- (15) If one of the two critiques is insufficient, the dissertation cannot be defended.

### **28. §** **The final exam**

- (1) The student completes his / her studies in the basic and master's education, in the specialized further education with a final examination. You can apply for the final exam in the Neptun system by the deadline specified in the rector's instruction on the order of the given academic year.
- (2) The final examination is the examination and assessment of the knowledge, skills and abilities necessary for obtaining the diploma, during which the student must also prove that he / she can apply the learned knowledge.
- (3) A student may be admitted to the final examination if
  - a) submitted his / her dissertation by the deadline and it was accepted by the supervisor / consultant or the institute that published the topic,
  - b) has obtained the credits prescribed in the curriculum (at least 1/3 of these credits in the EJJ) and has fulfilled the requirements of the criteria, thus having a pass mark (final certificate),
  - c) has fulfilled his payment obligations towards the college.
- (4) The final examination may be taken in the examination period within the examination period after the obtaining of the graduation certificate (final certificate) within the student legal relationship, and within two years after the termination of the student legal relationship, in any examination period according to the valid training requirements. The final exam can be taken after the second year from the issuance of the final certificate by paying the special procedure fee specified in the Student Remuneration and Allowance Regulations. No final exam can be taken after the fifth year after the termination of the student's employment.
- (5) The final examination may be taken during the final examination period specified by the Rector.
- (6) The requirements of the final examination and the topics of the final examination topics shall be published by the deadline specified in the Rector's instruction on the order of the academic year.
- (7) The grade of the dissertation and the final examinations of the subject has five levels. The final exam is successful if the defense of the exam subjects and the dissertation is at least sufficient.
- (8) In the event of a failed final examination, the candidate may take a re-examination twice. During the re-exam, you must repeat the failed part of the previous final exam.
- (9) A repeated final examination may be taken at the earliest in the next final examination period.
- (10) The Final Examination Committee shall decide on the replacement of the unsuccessful thesis defense. The decision is recorded in the minutes by the chairman of the Final Examination Committee.

The conditions and earliest deadline for the replacement are determined by the director of the institute based on the opinion of the institute that published the dissertation. Insufficient thesis protection can only be improved once.

(11) A successful final exam cannot be improved.

(12) The Rector shall appoint the chairman and co-chairman of the Final Examination Committee.

(13) The members of the Final Examination Committee, in agreement with the competent specialist, shall be appointed by the director of the institute for one examination session.

(14) A report shall be kept on the final examination, which shall be signed by all members of the Final Examination Committee. The partial results of the final exam and the qualification of the diploma must be recorded in the Neptun system.

(15) The Final Examination Committee shall determine the grade of the dissertation defense and the examination subjects, as well as the qualification of the diploma in the framework of a closed deliberation. In the event of a tie, the chairman shall have the casting vote. At the end of the final exam, the chairman of the committee will present the results.

(16) The chairman of the Final Examination Committee shall inform the Rector and the competent director of the institute in writing about the experience of the final examination.

(17) Other tasks related to the organization, conduct and assessment of the final examinations are contained in the Final Examination Regulations (Annex 1 to these Regulations).

## **29. § The diploma**

(1) Upon successful completion of the final examination, the college shall issue a diploma to the candidate, including the indication of the professional qualification. The diploma is signed by the rector.

(2) The condition for the issuance of the diploma is the successful final examination, as well as the existence of a secondary, “C” type general language, state-recognized or equivalent language examination in basic education in the field of teacher training; in the field of economics, the existence of a higher, “C” type general language, state-recognized or equivalent language examination in basic education, or the existence of a secondary, “C” type professional language, state-recognized language examination. The training and output requirement for a given course may specify stricter conditions than the previous ones. The college recognizes the language exam certified by the high school graduation certificate or accepted as the graduation exam as a general language exam.

(3) The diploma shall be issued and issued to the person who has passed the final examination within thirty days from the presentation of the document certifying the language examination.

(4) The diploma shall be issued by the college in Hungarian and English, in the case of ethnic training in Hungarian and in the language of nationality. The diploma may be issued in another language at the request and expense of the student. The Study and Adult Education Group keeps a record of the diplomas awarded.

(5) If it is not possible to issue the diploma because the student was unable to present the language examination certificate, the college shall issue a certificate. The certificate does not certify education and professional qualifications, it certifies the passing of the final exam. The Study and Adult Education Group keeps a record of the certificates issued.

(6) In addition to the diploma obtained in basic and higher vocational education, the college shall issue a diploma supplement in Hungarian and English, and in the case of ethnic training - at the request of the student - in the language of the nationality concerned. The diploma supplement is an authentic instrument. The Study and Adult Education Group keeps a record of the diploma supplements issued

(7) The qualification of the diploma is included in the Final Examination Regulations (Annex 1 to these Regulations).



### **30. § Remedies**

(1) The student may appeal against the decision or action of the college or the failure to take action within 15 days of becoming aware of it, except for the decision related to the evaluation of studies. Proceedings may also be instituted against a decision relating to the evaluation of studies if the decision was not based on the requirements adopted by the college or if the provisions of the HTVSz concerning the organization of examinations have been violated.

(2) A 3-member Review Committee shall act in respect of appeals in accordance with the procedure set forth in the Regulations on the Procedure of the Student Appeals Procedure.

### **31. § Exercising fairness**

(1) During the training, the Rector may grant permission on an equitable basis in one of the following cases:

- a) for the third repair of a failed final examination,
- b) for a student in a pre-active semester to passivate the semester after the deadline specified in the application,
- (c) to provide payment exemption in the event of an overdraft of more than 10% required by the training plan.

(2) The decision based on fairness should indicate that no further benefit can be granted on equitable grounds (exception (3)).

(3) If, due to the student's own fault (force majeure, eg epidemic, natural disaster, etc.) he is unable to appear in the examinations of the given semester, the examinations may be allowed at can be enabled. The decision based on fairness should provide for the conditions of replacement.

### **32. § Students with disabilities**

(1) For a student with a disability, the college shall provide disability-appropriate preparation and examination and provide assistance to enable the student to fulfill the obligations arising from his or her student status. In view of the student's disability, he / she may, on the basis of an expert opinion, request a partial or complete exemption from the study obligations or from the examinations, or permission to perform them in other ways.

(2) If necessary, the college shall waive the fulfillment of the language examination requirement.

(3) Exemptions may not lead to an exemption from the essential study requirements for obtaining a diploma.

(4) The procedure for the performance of college tasks related to students with disabilities is contained in a separate regulation.

### **Final and transitional provisions**

(1) The trainings started on the basis of the Higher Education Act of 1993 - in continuous training - shall be completed within the framework of unchanged professional requirements, unchanged examination schedule, by issuing an unchanged diploma.

(2) The Study Committee shall determine the conditions under which the credits and diplomas previously issued will be credited in the courses starting on the basis of this Act, with how many credits.

(3) Those who certify that they have previously obtained a diploma in cost-reimbursed, cost-effective training are entitled to use the Hungarian state (partial) scholarship student training. Those who start further higher education with a diploma or certificate obtained in higher education after 1 January 2006 and cannot prove that they continued their studies with reimbursement, paid for their costs, shall be presumed to have received seven semesters of state-subsidized training in any training cycle. Contrary to this presumption, the student may use a certificate prior to enrollment.



EÖTVÖS JÓZSEF FŐISKOLA  
III.1. HALLGATÓI TANULMÁNYI ÉS VIZSGASZABÁLYZAT – 2021. 05. 25.

(4) Heads of unit, lecturers and students are obliged to get acquainted with the amended study and examination regulations, as well as to observe and comply with them.

Baja, 2021. május 25.