

**ACADEMIC REGULATIONS  
OF THE FACULTY OF HEALTH SCIENCES AND  
SOCIAL STUDIES**

**UNIVERSITY OF SZEGED**

**in a consolidated structure with**

**THE ACADEMIC AND EXAMINATION  
REGULATIONS  
OF THE  
UNIVERSITY OF SZEGED**

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The University of Szeged Faculty of Health Sciences and Social Sciences generates the following Study Orders based on the authorization of part 22.1 and 22.3 of the University of Szeged's Study and Examination Regulations (hereinafter referred to as italics: *SZTE TVSZ*).

From 1<sup>st</sup> September, 2017 all parts in the text referring to ETR electronic system must be understood as Neptun electronic system.

## **1. The scope of the academic and examination regulations**

- 1.1. Falling within the scope of the academic and examination regulations of the University of Szeged is any individual taking part in a bachelor, master or single-cycle long programme, vocational higher education/higher educational vocational training, or specialist postgraduate programme (henceforth referred to as “student”), and any individual teaching in the programmes above at the university, having a contractual relationship with it (henceforth referred to as “teacher”).
- 1.2. Separate rules apply for students enrolled in doctoral and other academic programmes.

## 2. Fundamental concepts and interpretive regulations

In regards to the interpretation and the application of the decisions on a university or faculty level, in examination and credit matters, the following interpretive regulations are observed.

*academic year:*

**Nftv 108. § (40)** An instruction provision period of ten months.

*active semester:* The semester the student has a valid registration for in accordance with the regulations stipulated in the present document.

*bachelor programme:*

**Nftv 15. § (3)** A bachelor's degree and qualification may be awarded for completing a bachelor programme. The bachelor's degree is an undergraduate degree enabling its holder to commence a master programme. The programme and exit requirements determine the qualifications which may be obtained by completing bachelor programmes. A minimum of a 6-month-long professional training (hereinafter professional training) must be organised in the case of bachelor programmes with training requisites. Completing a professional training constitutes a precondition for taking the final examination. A minimum of 180 credits, or a minimum of 210 credits must be completed in the case of professional training, and a maximum of 240 credits may be completed in bachelor programmes. The minimum period of education is 6 semesters, while the maximum is 8 semesters.

*comprehensive examination:* An examination testing the synthesized expert knowledge of students in front of a board of at least two examiners. It comprises of an oral part and an optional practical part. The comprehensive examination is evaluated by the five-grade scale.

*consultation:*

**Nftv 108. § (23)** An opportunity for personal discussion provided by the lecturer of the institution of higher education to a student.

*contact hour:*

**Nftv 108. § (41)** A class requiring the personal participation of the lecturer for the fulfilment of the academic requirements specified in the curriculum (lecture, seminar, practice, consultation), with a duration of no less than 45 and no more than 60 minutes.

*course description:* A description containing the general terms of the subject's completion and the study material to be acquired within the course. Also including at least

- the title of the course,
- the department responsible for the teaching of the subject,
- the credit points awarded at the completion of the subject,
- the compulsory and compulsory elective subjects related to the subject,
- the mode of instruction of the subject(-units),
- the number of contact hours per week (semester),
- the credit points assigned to the subject,
- the conditions of credit acquisition, the form(s) of examinations (examination, practical grade, report, primary examination, comprehensive examination),
- the form of evaluation (five-grade scale, three-grade scale, two-grade scale),
- the subject preconditions regarding its registration and completion,
- the task and objective of the teaching of the subject, – the thematic description of the study material,
- the designation of the textual study material.

*credit:*

**Nftv 108. § (24)** A unit of students' work which represents — in relation to the subject and the curricular unit — the estimated time necessary for the acquisition of a specific body of knowledge and the fulfilment of requirements; one credit equals 30 study hours on average, and the value of a credit — provided that the student's performance was accepted — does not depend on the evaluation the student was given to his or her performance.

*credit accumulation:* Collection of credit points, during which the credit points acquired later on are added to those acquired previously, up until the student collects the amount prescribed to be entitled to receive his or her diploma.

*credit transfer:* A process as per the academic and examination regulations, in which a previously completed subject, acquired body of knowledge or skill is considered or acknowledged with the transference of credit points as a part of the curricular study requirements, by way of complete or partial exemption from one or more subjects, with or without a condition.

**Nftv 49. § (5)** Credit may only be given once for successfully completing any given body of knowledge. Based on the prescribed exit requirements of a given subject (module), credits may exclusively be acknowledged by the comparison of the knowledge serving as a basis of the credit. The credit must be acknowledged if at least 75% of the knowledge compared corresponds to the set requisites. The committee set up for this purpose by the institution of higher education (hereinafter credit transfer committee) shall compare the knowledge concerned.

(6) The credit transfer committee shall be authorised to acknowledge work experience and knowledge acquired earlier — in accordance with specifications stipulated within the scope of the present act and related government decrees — as the completion of an academic requirement.

*criterion requirement:* A condition concerning the commencement of a phase of study, the registration for a subject, taking the final examination, or a condition in relation to the acquisition of the diploma, promoting quality or hindering the excessive protraction of the studies.

*criterion subject:* A subject or other educational obligation serving as a criterion requirement, which has no credit points assigned to.

*cross-education:* A subject taught — under an agreement — by a faculty or its department other than the one responsible for the curriculum of the programme which the subject is a part of.

*cross-faculty/cross-institutional studies:* The student gains the knowledge and skills as per the curricular requirements by completing a course offered by a faculty or institution other than he or she is a student of.

*curriculum:*

**Nftv 108. § (42)** The educational plan of a major, compiled as per its programme and exit requirements, consisting of the system of the class and examination schedule determined by the subjects and curricular units, that of the evaluation and verification of the requirements, furthermore, the subject agenda of subjects and curricular units — all of which are broken down according to the major.

*distance education:*

**Nftv 108. § (44)** A particular form of education, involving the use of ICT teaching aids, teaching-learning methods and digital study materials, based on the interactive relationship between lecturer and student and the student's individual work, where the number of contact hours is less than 30% of the contact hours in a full-time programme.

*educational programme:*

**Nftv 108. § (19)** The complex education document of the institution containing

- a) a detailed programme and academic requirements of the bachelor, master and single cycle long programmes, higher educational vocational training and specialist postgraduate programmes,

b) the plan of the doctoral studies together with the detailed rules of the studies, especially the curriculum, the programme of studies and course-units, and the evaluation and student-knowledge verification methods together with the pertaining procedures and rules.

*examination (as a type of examination)*: A type of examination taken in the examination period, concluding the lecture and encompassing the material of the semester. An examination may also be taken in the study period, given that it is a lecture announced solely as an examination (examination course). It may be oral, written, practical, or the combination of the above. An examination is evaluated by the five-grade scale.

*examination (as a form of assessment)*: **Nftv 108. § (48)** A form of assessment to verify and evaluate the acquisition of knowledge, skills and abilities.

See also: Comprehensive examination, final examination, mid-term grade.

*examination course*: Retaking an unsuccessful examination without the obligation of class attendance.

*higher education degree*:

**Nftv 15. § (2)** A higher education degree may be obtained in a higher educational vocational training, which is certified by a diploma. The diploma awarded for completing a higher educational vocational training shall not be considered an independent degree. In a higher educational vocational training, at least 120 credits must be obtained, and a maximum of 150 credits can be obtained. The programme and exit requirements include acknowledging the credits completed in a higher educational vocational training towards the bachelor programme offered in the same field of education. A minimum of 30 and a maximum of 120 of such credits may be acknowledged. The maximum period of education is 5 semesters, unless European Union law determines a longer period of education in a given programme.

*individual study man-hour*: The basic unit of the time the student spends on studying individually.

*instructional period*: **Nftv 108. § (18)** The division of the length of the period of education into a study period and the related examination period.

*lecture*: A curricular class, in which it is primarily the lecturer's oral presentation that helps the acquisition of the material concerned. Lectures are evaluated with examinations, comprehensive examinations, reports or mid-term grades.

*major*:

**Nftv 108. § (32)** Studies towards a professional qualification, comprising the pertaining content requirements (knowledge, proficiency, skills) in a uniform system.

*master's degree and qualification*:

**Nftv 15. § (4)** A master's degree and qualification may be obtained by completing a master programme. The master's degree is a graduate level degree. The programme and exit requirements of the master programme determine the type of qualification which may be obtained by completing the master programme. By taking paragraph (5) into account, a minimum of 60 credits must be, and a maximum of 120 credits can be obtained in the master programme. The minimum period of education is two semesters and the maximum is four semesters. 60 credits may be obtained in master programmes awarding a master's degree at the end of the course, in which the period of education is two semesters.

*mid-term grade*: A grade aimed at expressing the student's mid-term performance. It is obtained through the evaluation procedure of the academic and examination regulations in the study period.

*minor*: A specialization in connection with the dual-cycle programme. The minor is a fifty-credit curricular unit, developed from another bachelor programme, pertaining to a specific area of expertise of a given major.

*off-site programme*:

**Nftv 108. § (37)** An academic programme entirely or partly taking place outside of the municipality of the institution of higher education concerned.

*parallel studies*: A student pursuing parallel studies is taking part both in a program offered by the university and another one offered by the same university or another higher educational institution at the same time.

*passive semester*: A semester in which the student status is interrupted.

*period of education*:

**Nftv 108. § 17.** The period of time specified by law required in order to acquiring the credit points, the classification of the degree, and the qualification required.

*phasing-in system*:

**Nftv 108. § (4)** An organisation principle on the basis of which compliance with the new and amended academic and examination regulations can be demanded of students who began their studies after the introduction of the regulations, or of students who started their studies before its introduction but chose to work for their degree in accordance with the new and amended academic and examination regulations.

*practice*: A class, typically held in small groups, in which the student's individual work is an additional requirement. Student performance is evaluated by practical grade or signature. It may be calculative, laboratory, off-site school or professional training for example.

*pre-degree certificate*:

**Nftv 108. § (47)** A certificate attesting — without a classification or an evaluation — the successful completion of the curricular examinations and other study requirements — except for the completion of the foreign language examination and the thesis (diploma-work) —, and certifying the acquisition of credit points stipulated in the programme and exit requirements (excluding the credits assigned to the thesis), moreover, that the student has satisfied every academic and examination requirement in the curriculum.

*primary examination*: An examination encompassing several semesters, testing the synthesized expert knowledge of students. It may be oral, written, practical, or the combination of the above. The primary examination is evaluated by the five-grade scale.

*programme and exit requirements*:

**Nftv 108. § (16)** The sum of the knowledge, skills, proficiency and abilities (competencies) whose acquisition is a precondition of being awarded a diploma in the given programme.

*qualification*:

**Nftv 108. § (34)** The acknowledgement of the expert knowledge in a diploma or a higher-level vocational diploma — determined as per the content of the major, subspecialisation or specialisation, preparing the student to pursuing the profession concerned — acquired in a specialist postgraduate programme or higher educational vocational training, or while simultaneously pursuing a bachelor's or master's degree.

*report*: An examination covering the material of a lecture in a given semester, testing the knowledge of the student either as continuous or a one-time assessment, taking place either in the study or the examination period. It may be oral, written, practical, or the combination of the above. The report is evaluated by the three-grade or five-grade scale; the grade may be improved on by the rules pertaining to regular examinations.



*required yearly credit amount:* The total number of credit points the major requires, subtracted by the credit points of the credit transfer, divided by the semesters of the period of education defined by the study plan, and multiplied by two.

*semester:* **Nftv 108. § (5)** An instruction provision period of five months.

*seminar:* A curricular class which is built on the interactive assimilation of the study material. Students' performance in the seminar is evaluated in the study period. Improvement of unsuccessful seminar grades is possible both in the study and the examination period. Performance in the seminar can be evaluated without credit points by the two-grade scale (signature), or with credit points by the threegrade scale (assessment) or the five-grade scale (practical grade).

*single cycle programmes:*

**Nftv 15. § (5)** A minimum of 300 and a maximum of 360 credits may be obtained in single cycle long programmes. The minimum period of education is 10 semesters and the maximum is 12 semesters.

*specialisation:* **Nftv 108. § (31)** Studies aimed at the acquisition of specialised knowledge, forming a part of the programme, but not resulting in the acquisition of a separate professional qualification.

*specialist postgraduate programme:*

**Nftv 15 § (6)** Further qualifications may be obtained in academic programmes completed after the bachelor and master programme. A minimum of 60 credits must be obtained, and a maximum of 120 credits can be obtained in a specialist postgraduate programme, where the minimum period of education is two semesters and the maximum is four semesters.

*student study hours:* The basis of the credit point; the period of time acknowledged — consisting of classes and individual study hours, serving as the basis of credit calculation — that is spent completing the study requirements by a student advancing with standard study progress under regular circumstances.

*student (applicant) with a disability:*

**Nftv 108. § (6)** A student (applicant) who suffers from physical, sensorial or speech disorders, autism, or disorders of cognitive and behavioural development.

*study at another institution of higher education (partial studies):*

**Nftv 108. § (30)** The period in which a student obtains credits at another institution of higher education while having a visiting student status.

*study material:* The range of knowledge concerning a particular subject, serving as the basis of instruction, credit acquisition, the object of assessment, and as the relational basis of credit transfer.

*study period:* The period from the first day of the semester till the first day of the examination period, including the educational breaks laid down in the university and faculty calendar. Certain types of assessment may take place in the study period.

*study plan:* A recommended plan of studies the student is offered on the basis of which the academic qualification can be obtained within the prescribed study period.

**Nftv 49. § (4)** The institution of higher education shall publish a recommended curriculum to put the student's study schedule together. The institution of higher education shall ensure that each student's knowledge is tested and that both

successful and unsuccessful examinations may be repeated, while also ensuring that the repeated examination is arranged and evaluated in an unbiased manner.

*study unit:* **Nftv 108. § (39)** A unit of the curriculum or a subject that can be completed in a semester and to which credits are awarded.

*subject preconditions:* The range of subjects or other obligations whose completion is the precondition of taking another subject or fulfilling another educational obligation.

*subject requirements:* The scope of those regulations announced which concern the completion of the subject, including

- class-attendance (lecture, seminar, practice) requirements and the possibilities of making up for missed classes,
- the means of justifying absences from classes and examinations,
- the number, topic and date of mid-term examinations (reports, tests), and the means of improving them or making up for failing to complete them in time,
- the restrictions on being permitted to take an examination,
- the method of grading,
- permissible study aids, literature list (suggested reading list).

*subspecialisation:*

**Nftv 108. § (33)** Studies aimed at the acquisition of specialised knowledge, forming a part of the programme, and resulting in the acquisition of a separate professional qualification.

### 3. General principles

- 3.1. The completion of study requirements that involve student worktime-expenditure is measured in credits at the university. Within the provisions of law, faculties may refrain from credit-assignment in the case of certain subjects and curricular requirements (such as criteria subjects).
- 3.2. Within the bounds of the curricula and in addition to the possibilities formulated in the present document, students have the right to choose the courses they wish to attend, their teachers and the order in which courses are taken up — taking the study schedule into consideration.

**Nftv 49. § (1)** Throughout the period of education in the institution of higher education, the fulfilment of academic requirements related to specific modules and syllabus units shall be expressed in points (hereinafter credit) and by awarding marks. The number of credits obtained shall express the progress made by the student during his or her studies, whereas the grades shall express its quality.

- (2) Students shall be granted the opportunity to enrol for optional elective subjects specified in the organisational and operational regulations of the institution up to five percent of the credits required for the acquisition of the diploma — or have the option of engaging in volunteer work —, and shall be offered a range of subjects to select from at least twenty percent in excess of the total number of credits required. As a part of his or her individual study schedule, it is necessary to ensure that the student has the option of taking ten percent more credits in relation to the total number of prescribed credits without having to pay extra tuition fee for them.

**VHR<sup>1</sup> 8. § (1)** The amount of credit points collected represents the student's progress in a given programme. The student may collect the credit points necessary to obtain the diploma within or exceeding the timeframe provided by the educational period.

- (2) The value of the credit point — provided that the student's performance has been accepted — does not depend on the evaluation he or she was given.
- (3) Student performance evaluated by credit points — if its precondition exists — shall be acknowledged concerning studies pursued in any institution of higher education regardless of the institution of higher education and the academic level the credits were obtained within.

184/2006. Senate Decision on Compulsory Physical Education:

Since September 2006 in the training program of the University of Szeged, first year students must be mandated for two semesters of physical education, as a subject criterion.

The foreign language lesson regulation of the Foreign Language Communication Institute of the University of Szeged:

Section 1 (1) A student enrolled in the SZTE is entitled to the free entrance of a 16 hours (16 x 45 minutes) language course within the duration of his / her legal relationship with the SZTE. Adding language courses can occur in any active semester, any number of hours, with any language lesson announced in the given semester. Language courses can be repeated.

### 4. Academic bodies handling academic matters

**Nftv 12. § (5)** If the committee or council set up by the senate handles matters concerning students, it is also necessary to ensure the participation of student representatives in the committee's work with the exception of the credit transfer committee. The senate shall set up a standing committee handling course-related, examination and social matters of the students. Student participation must be guaranteed in the committee acting in matters affecting the students, on condition that the number of members delegated by students to the standing committee set up to handle course-related, examination and social matters cannot be less than twenty-five percent of the members on the committee.

- 4.1. In order to handle students' academic requests, the faculties establish and operate an academicboard, fifty percent of the delegated members of which are students. The boards operate by their local statutes.

The operation of the Faculty Study Committee is governed by Section 33 of the Faculty Rules of Procedure of the Faculty of Health Sciences and Social Sciences.

4.2. Any academic matter not regulated by the credit transfer committee comes under the jurisdiction of the academic board: Student-transfer, major-change, branch-change, specialisation-change, exceptional study schedule, permission of exceptional passive semesters (see 6.4., 6.6.).

Initiating a student-transfer, major-change or branch-change is possible by the end of the course registration period of the given semester. The acceptance of requests handed in later than the deadline applies to the following semester. Legal redress against the decision of the academic board can be pursued in compliance with the regulations of the student legal redress procedure.

**Nftv 49. § (5)** Credit may only be given once for successfully acquiring any given body of knowledge. Based on the prescribed exit requirements of a given subject (module), credits may exclusively be acknowledged by the comparison of the knowledge serving as a basis of the credit. The credit must be acknowledged if at least 75% of the knowledge compared corresponds to the set requisites. The committee set up for this purpose by the institution of higher education (hereinafter credit transfer committee) shall compare the knowledge concerned.

(6) The credit transfer committee shall be authorised to acknowledge work experience and knowledge acquired earlier  
— in accordance with specifications stipulated within the scope of the present act and related government decrees  
— as the completion of an academic requirement.

4.3. The faculties establish and operate a credit transfer committee, which operates by its local statutes. The subject completed earlier can be acknowledged with the amount of credits the substituted subject (or subjects) has assigned to in the curriculum of the programme; the grade awarded is determined by the committee. It is the faculty statutes that regulate the possibility of the re-submission of incomplete requests and requests declined due to faults in format, furthermore, securing the acceptance of larger curricular units (modules, milestones). The operational procedure of the credit transfer committee is regulated by annex 4 of the present document.

The operation of the Subcommittee on Credit Transfer is governed by Section 32 of the Faculty Rules of Procedure of the Faculty of Health Sciences and Social Sciences.

## 5. Study schedule

**VHR 7. § (2)** An academic year consists of two instructional periods, that is, two semesters.

(3) The instructional period consists of a study and an examination period. The student's performance can be evaluated throughout the entire course of the instructional period.

5.1. An academic year consists of two half-year terms (semesters). The semesters consist of a study and an examination period.

The study period is at least 14 weeks, and the examination period is 6 + 1 weeks, in which the seventh week is the retake examination period. The examination dates within the examination period are determined by the departments.

The classes at the university are 45 minutes long.

5.1.1. Within the entire training period, the scheduling of semesters is determined by the academic year in the time frame defined by the Senate.

5.1.2. Among the student study hours, the contact lesson is 45 minutes, with a break of 15 minutes. This timing can be deviated from on the basis of the agreement between the students and the lecturer, but this cannot be a shortening or extension of the teaching time and cannot interfere with the connecting lessons. Individual study hours are 60 minutes.

5.2. The schedule of the academic year (academic calendar) is determined by the senate.

5.3. The rector may allow 3 days, while the heads of the faculties may likewise allow 3 days of educational breaks.

The specific dates of the breaks must be announced by the beginning of the study period, if possible.

5.3.1. The Dean may authorize a 3-day educational leave every semester at the initiative of SG or on its own initiative to participate in cultural, sporting or scientific events that are of great interest to students.

5.3.2. The faculty SG prepares a semiannual plan for the curriculum programs planned during the semester, which will be made known to the faculty by the end of the 2nd week of the semester.

5.3.3. In the case of programs not previously planned by faculty SG, the written application must be submitted to the dean for a minimum of 30 days before the date concerned.

5.3.4. In the event of a break due to an exceptional case, the permission of the dean may be waived from the above deadlines.

5.3.5. Students must be informed on the educational breaks allowed by the dean on the institution's website and on the Coospace interface. The lecturers of lessons on the day of the break are notified in writing by the departmental / vocational training organization.

5.3.6. Replacing lessons during the educational break is not mandatory. The lecturer can arrange for the substitution, after having considered the missing topics and after consulting the students, not interfering with other lessons. The conditions for substitution are always governed by subject requirements.

5.4. The head of the faculty may allow a study-related excursion non-obligatory on the basis of the curriculum.

5.4.1. Details of the educational excursion must be reported by the responsible lecturer 30 days prior to implementation in writing to the Registrars Department in order to inform the lecturers of the cancelled lessons.

5.4.2. Replenishing lessons due to a study trip is not mandatory. The instructor can arrange for the substitution, after having considered the missing topics and after consulting the students, not interfering with other lessons.

## 6. The student status

**Nftv 39. § (3)** The student shall acquire a student status through enrolment on the grounds of the decision made in respect of his or her acceptance or transfer. A student grant contract shall be made with students financed through state grant prior to enrolment in accordance with the conditions described in section 15 (2)–(6), or a study contract shall be concluded in case of self-financed students.

(7) The applicant accepted to the institution may establish a student status in the semester he or she was accepted for as per the entrance procedure.

6.1. Students who have not matriculated lose the right to begin their studies.

**Nftv 42. § (4)** Students accepted or transferred to the institution of higher education may establish a student status by matriculating.

(5) Further matriculation shall not be required while the student status is in effect. The student shall be required to register for the given semester (instructional period) in accordance with specifications set out in the institution's regulations prior to the beginning of the semester. Students that have failed to settle overdue payment obligations shall not be entitled to register.

6.1.1. The Faculty Study Subcommittee decides about the submission from other institutions of higher education and about a student's request for changing study programs by taking into account the opinion of the Faculty Credit Transfer Committee. The authorization decision must include the recognized credits and the credits to be completed, the deadlines for obtaining them and the differential exams. In the decision, the student should be advised that the date of completion of the training may change, so participation in study counselling is recommended.

6.1.2. Branch-change and major-change will take effect on the day following the authorization.

6.1.3. The student may submit his/her request for study-program-change and branch-change to the Registrar's Department to 31 May or to 31 December.

6.1.4. The specific conditions of the study-program-change and branch-change should be determined by the unit responsible for the training program.

6.1.5 A request for change of curriculum may be submitted until the last day of the repeat examination period.

6.2. Signing up for one of the courses of the programme that is worth at least one credits points by the end of the course registration period qualifies as the intent of the continuation of studies, given that the student has an active student status. As a result of not satisfying this requirement, the student status is interrupted in the semester concerned.

If the fee-paying/self-financed student does not meet his or her financial obligations or has not submitted a request concerning the postponement of settling payment obligations by the end of the course registration period, the student's status will be interrupted in the semester concerned.

The course registration period (registration in the ETR system) extends over the second week prior to the beginning of the study period and the end of the second week following it at most.

**Nftv 45. § (1)** The student's status shall be interrupted if the student declares that he or she does not intend to fulfil student obligations, or fails to register for the upcoming semester. The total combined duration of the period over which students may interrupt their studies may not exceed two semesters. Students may interrupt their status several times in accordance with specifications stipulated in the academic and examination regulations.

(2) Pursuant to the request of the student, the institution may authorise the interruption of the student status

a) for a combined period exceeding the duration set out in paragraph (1), or

b) if relevant provisions have not been defined in this regard in the institution's regulations on condition that the student is unable to fulfil obligations ensuing from his or her student status for reasons beyond his or her control, such as child-birth, accident, illness, or other unforeseen reason.

(3) The student's status shall be interrupted if the student has been barred from continuing his or her studies due to a disciplinary penalty being imposed against him or her.

- 6.3. The student may opt for a passive semester after having begun an active one. Taking the semester off — as passive — is to be announced to the academic office through Modulo.

6.3.1. The deadline for submitting an application for a passive semester in the given semester is specified according to the central Academic Deadlines (Online Schedule), which must be available on the Faculty homepage and on Coospace.

6.3.2. Accomplishments during a passive semester

6.3.2.1. The lectures are open to the public, so students can attend them, but they cannot take the exam.

6.3.2.2. According to the nature of the classroom practices, the student can attend them only with the instructor's written consent, but the course cannot be completed.

6.3.2.3. A traineeship cannot be taken or completed during a passive semester.

6.3.2.4. In a passive semester, only the 0-credit examinations announced at the same time according to the curriculum can be completed (comprehensive exams, basic exams). The students have to inform the Registrars Department about their intention of it on the appropriate form by the end of the second week of the study period.

The number of passive semesters used cannot exceed the length of the programme — it may be six semesters at the most in single-cycle programmes.

- 6.4. In the first semester of his/her studies the student may request to be permitted to take a passive semester provided that there is an exceptional reason involved as a cause of his or her request. Such requests may be submitted by the end of the course registration period and may be permitted by the academic board of the faculty.

6.5. The student

- a) whose student status is not active by the end of the course registration period, and
- b) has not announced the intention of the interruption of his or her student status (to take a passive semester), and
- c) has not paid the first instalment of his or her tuition fee,
- d) does not have a request handed in for the postponement or reduction of his or her payment of the tuition fee, or whose request for such permission has been rejected (that is, it is no longer under consideration), the University of Szeged (the academic office of the faculty) requests — by the end of the third week of the study period — that the student settle his or her student status within two weeks. In the case of the student's not responding to the request, his or her student status will become "passive — unannounced" at the end of the fifth week of the study period, and all of his or her courses registered for will get deleted.

- 6.6. If the student is forced to interrupt his or her studies due to child-birth, accident, illness or other unforeseen circumstances — reasons beyond his or her control, he or she may request the interruption of the studies by the beginning of the given examination period. In such cases, the decision must include the possibility of subsequently acknowledging the completed semester or its deletion.

**Nftv 59. § (1)** The student status shall be terminated

- a) on the day of his or her admittance if the student has been admitted to another institution of higher education,
- b) on the day the student notifies the institution of higher education concerning his or her terminating the student status,
- c) if the student is no longer eligible to be supported by a Hungarian (partial) state grant, and he or she does not wish to self-finance the studies,
- d) on the last day of the final examination period of the educational cycle concerned, or the last day of the final examination period following the final instructional period (semester) in the case of a specialist postgraduate

programme or a higher educational vocational training, furthermore, on the last day of the educational period of a doctoral programme,

- e) on the day the decision on the termination of the student status comes into effect involving cases in higher educational vocational training, if the student becomes unfit to continue his or her studies due to health matters and no substitute higher educational vocational training is available at the institution of higher education, or in case the student does not wish to continue his or her studies, or the conditions necessary to continue his or her studies are not provided,
  - f) on the day the decision on the termination of the student status comes into effect in cases the rector — having formerly warned the student and reviewed the student's social circumstances — terminates the student status due to the student being in arrears with his or her school payments,
  - g) on the day the disciplinary decision on the student's expulsion takes effect,
  - h) on the day the decision on the termination of the student status comes into effect in cases when a condition to establish a student status stipulated by the present act is no longer satisfied.
- (2) The student status of students partaking in a bachelor programme shall not be terminated as per paragraph (1) d) above, if the student is admitted to the master programme in the semester successive to the one he or she had completed the bachelor programme.
- (3) By means of a unilateral declaration, the institution of higher education shall also terminate the student status of students who
- a) do not satisfy the obligations regarding the progression of their studies stipulated in the academic and examination regulations and the curriculum,
  - b) have not registered for the upcoming semester three times in succession,
  - c) do not begin their studies following the interruption of their student status, provided that they were notified in writing to satisfy their obligation by the deadline given, in which they are made aware of the legal consequences of their negligence.
- (4) By means of a unilateral declaration, the institution of higher education shall terminate the student status of the student whose number of unsuccessful retake examinations and repeated retake examinations of the same subject reaches five.

6.7. By means of a unilateral declaration, the university terminates the student status of students who have not registered for the upcoming semester three times in succession (by the end of the course registration period of the third semester). By the end of the course registration period of the third semester, specifying a deadline, the university must call on the student in writing to utilize the active semester in a way that the consequences are made clear and that a reply on the student's part is possible. The student must then be sent a formal decision on the termination of the student status with the relevant documents included. The student is notified via the ETR system; furthermore, a written letter containing the notification is either mailed — requiring proof of delivery confirmation — or given to the student in person.

6.8. The following provisions of section 76. § (2) of the Act CXXXIX. of 2005 apply to students admitted to the university prior to the academic year 2012/2013.

- Ftv 76. § (2)** By means of a unilateral declaration, the institution of higher education may also terminate the student status of students who
- a) do not satisfy the obligations regarding the progression of their studies stipulated in the academic and examination regulations and the curriculum,
  - b) have not registered for the upcoming semester twice in succession,
  - c) do not begin their studies following the interruption of their student status, provided in every case that they were notified in writing to satisfy their obligation by the deadline given at least twice, in which they are made aware of the legal consequences of their negligence.

**Nftv 48. § (2)** The institution of higher education is obligated to annually class students receiving a Hungarian (partial) state grant to a self-financed status, who have not acquired fifty percent of the credits set forth by the recommended curriculum within their two final active semesters, and who have not achieved a study average recommended in the organisational and operational regulations of the institution.



- 6.9. The student may not continue his or her studies in a state-funded programme and must be classed to a self-financed status if he or she has not acquired at least fifty percent of the annual credit amount set forth by the recommended curriculum within his or her two final active semesters.

Those Erasmus students and students taking part in another programme abroad who are permitted an exceptional study schedule in the spring semester are conditionally classed to a self-financed status if their examinations are completed after the classing procedure had taken place. After their grade book is closed, they may request the re-implementation of their former student status as receiving a state grant if the conditions for such a grant apply.

**Nftv 48. § (3)** If the student status of a student receiving a Hungarian (partial) state grant ceases before finishing his or her studies, or the student continues his or her studies in a self-financed manner, another self-financing student studying at the institution of higher education may take his or her place upon such request. Self-financing students requesting to take the places supported by a Hungarian (partial) state grant will be given places in accordance with the decision of the institution of higher education on the basis of their academic achievement.

- 6.10. Students having acquired at least fifty percent of the annual credit amount set forth by the recommended curriculum in their two final active semesters, and who rank at the top of the list generated according to the global corrected credit index (see financial classing regulations) may be accepted into a vacant slot within the state-funded places available.

6.11. The means of calculating the number of state-funded semesters:

- Nftv 47. § (1)** An individual — partaking in a higher educational vocational training, bachelor programme and master programme altogether — may pursue his or her studies funded by a Hungarian (partial) state grant (henceforth referred to as “funding period”) for twelve semesters. The funding period is fourteen semesters at most if the student is partaking in a single-cycle programme in which the academic requirements specify that the period of education is longer than ten semesters.
- (2) The funding period for students partaking in doctoral studies is six semesters at most.
  - (3) The number of semesters utilized as a part of the funding period to obtain a degree (diploma) may be no more than two semesters longer than the number of semesters assigned to the completion of the studies concerned. A funding period previously utilized within the same major shall also count towards the overall funding period utilized in the major concerned. If the student is unable to obtain the degree (diploma) concerned within the funding period as defined above, he or she may only continue his or her studies in the programme concerned as a self-financed student, even if he or she has not exhausted the funding period explicated in paragraph (1) — provided that the institution has free capacity.
  - (4) The institution of higher education may extend the funding period with four semesters at most in the case of students with disabilities.
  - (5) Every semester the student has registered for shall count as being within the funding period.
  - (6) When calculating the funding period, the following shall not be taken into consideration:
    - a) The semester begun, if the student has been unable to finish it due to illness, child-birth, or other reasons beyond his or her control.
    - b) The semester completed within the funding period, if the institution of higher education closed indefinitely before the student was able to complete his or her studies, provided that there was no other institution of higher education the student could have completed his or her studies in.
    - c) The semester — completed in the institution of higher education that has closed indefinitely — the institution of higher education the student transferred to has not accepted within its own programme among the semesters formerly completed.
  - (7) Holding a degree or professional qualification acquired in higher education does not exclude students from partaking in programmes supported by a Hungarian (partial) state grant: If students who are taking part in programmes supported by a Hungarian (partial) state grant are also taking part in an additional (parallel) programme belonging in the same educational cycle, the number of semesters corresponding to the number of programmes supported by a Hungarian (partial) state grant they take part in simultaneously must be deducted from the funding period in each semester.
  - (8) If the student has exhausted the funding period at his or her disposal as per this paragraph, he or she may only continue his or her studies in a self-financed manner in higher education.

The following regulations (Ftv 55. § (2)–(4), 56. § (2)–(3)) apply to students who have been admitted prior to the academic year 2012/2013:

**Ftv 55. §(2)** An individual may take part in state-funded studies — including vocational higher education — (henceforth referred to as “funding period”) for twelve semesters. The funding period may be extended with four semesters in the case of students with disabilities. Semesters begun in state-funded studies shall count towards as being a part of the funding period, except in instances in which the student was unable to complete the semester due to illness, childbirth, or other reasons beyond his or her control. Those semesters completed within the funding period — that were begun in an institution of higher education that closed indefinitely before the student was able to complete his or her studies, provided that there was no other institution of higher education the student could have completed his or her studies in — shall not count as semesters being a part the funding period. The semester — completed in the institution of higher education that has closed indefinitely — the institution of higher education the student transferred to has not accepted within its own programme among the semesters formerly completed shall also be left out consideration when calculating the funding period. The funding period is extended with two semesters at most if the student is partaking in a single-cycle programme whose academic requirements specify that the period of education is longer than ten semesters. The period of education may be extended by four semester at most concerning part-time studies and distance education. The funding period of students partaking in doctoral studies may be extended with an additional six semesters at most. Holding a degree or professional qualification does not exclude students from partaking in state-funded education; however, students having acquired a pre-degree certificate within state-funded studies in a given educational cycle may not benefit from educational state-funding in the same educational cycle. This provision shall also apply in regards to vocational higher education.

- (3) If the student has exhausted the funding period at his or her disposal as per paragraph (2), he or she may only continue his or her studies in a self-financed manner in higher education.
- (4) The number of semesters at the disposal of students as a part of the funding period may be no more than two semesters longer than the number of semesters assigned to the completion of the studies concerned. If the student is unable to complete his or her studies within the funding period, he or she may only continue his or her studies as a self-financed student

**Ftv 56. § (2)** The number of semesters in self-financed studies is not restricted. Students may not, however, make use of benefits, advantages, services otherwise offered as per provisions of law if the number of semesters begun in the institution of higher education — including state-funded semesters — exceeds sixteen. This provision shall not apply to students who establish a new student status five years after the cessation of their former student status.

- (3) When calculating the funding period or the time available within self-financed studies — in view of an additional (parallel) student status established at the latest within the third semester of the studies originally begun —, the semester concerned shall be considered as a single semester regarding instances in which the student has a student status established with more than one institution of higher education simultaneously, or is simultaneously studying towards more than one professional qualification.

6.12. The university shall not limit the number of active and passive semesters available to be utilized with the student status in the case of students who have begun their studies before September 1, 2008, provided that they satisfy the registration and payment obligations.

**Nftv 111. § (4)** Students shall not be admitted to the first year of programmes launched as per section 106. § (7) of the Act CXXXIX. of 2005 on Higher Education (henceforth referred to as the Act of 2005 on Higher Education) from September, 2012. Studies already in progress may be completed with unaltered conditions in the academic year 2016/2017 at the latest.

## 7. Course registration

**Nftv 49. § (2)** Students shall be granted the opportunity to enrol for optional elective subjects specified in the organisational and operational regulations of the institution up to five percent of the credits required for the acquisition of the diploma — or have the option of engaging in volunteer work —, and shall be offered a range of subjects to select from at least twenty percent in excess of the total number of credits required. It is necessary to ensure that the student has the option of taking 10% more credits in relation to the total number of prescribed credits without having to pay extra tuition fee for these as a part of his or her individual study schedule.

(3) The student shall be entitled to take credits offered in other degree programmes of the institution of higher education the student has enrolled to and may also take these as a guest-student at other institutions of higher education.

(7) Matters pertaining to the implementation of specifications set out in section 49. § (3)–(6) shall be regulated in the academic and examination regulations with the stipulation that in order to be awarded the pre-degree certificate — even if a given amount of credits obtained in other, previous studies at the institution of higher education concerned or elsewhere had been acknowledged — the student shall obtain the number of credits required by the academic and examination regulations — but at least one-third of the credits necessary to obtain within the programme — at the institution he or she is a student of.

**Nftv 82. § (2)** The academic and examination regulations of the institution of higher education may stipulate a fee for the third or further retakes of examinations in the same subject, or for additional registrations for lectures, seminars, consultations, practical classes, field practices. The fees and grants regulations of the institution of higher education may stipulate a fee in case the student fails to meet the obligations set forth in the academic and examination regulations — in time or at all.

7.1. Signing up for subjects (courses) takes place in the ETR course registration system or the academic offices of the faculties.

7.1.1. Registration for or deregistration from subjects is possible up to the date specified by the centrally defined study deadlines for the given academic year. These deadlines should be available on the faculty website and Coospace.

7.1.2. Application for an exam-without-course is possible by filling in the appropriate form and submitting it to Registrars Department by the date stated in the "Study deadlines".

7.2. The faculties — with or without further conditions — may enable the announcement of courses without there being classes for students repeating the subject. A subject taken solely as an examination (i.e., examination course) counts towards the total number of classes signed up for (7.3).

7.2.1. If a student was unable to obtain the credit of a theoretical subject due to an unsuccessful examination, the fulfillment of the examination requirements of the given subject should be reachable during the next or subsequent examination period. The subject lecturer or the department responsible for the subject must also announce an exam even if the subject has not been announced in the given semester.

7.2.2. A student who wishes to complete the examination requirements of a given subject in the other semester than it appears in the curriculum, may take it as an "exam-without-course". In this case, the intention must be reported on the appropriate form at Registrars Department by the date indicated in the "Study Deadlines". Failure to comply with the deadline shall be governed by the rules for failure of the course registration.

7.2.3. When a student fails in thesis / diploma work course, the student can pick up the unsuccessful course but cannot take the course in parallel during the next semester.

7.3. A non-completed (failed) subject (or course thereof) can be taken three times throughout the course of students' studies.

If a student (having begun his or her studies in or after the academic year 2012/2013) has exhausted the six examination chances as a part of the two course registration chances available, a third course registration chance is not possible.

7.4. A student may take no more than 45 credit points worth of subjects in a semester.

7.5. When announcing a compulsory course, it must be ensured that it is available to be taken by students following the study plan.

## 8. Study obligations, knowledge-testing

**Nftv 49. § (4)** The institution of higher education shall publish a recommended curriculum to put the student's study schedule together. The institution of higher education shall ensure that each student's knowledge is tested and that both successful and unsuccessful examinations may be repeated, while also ensuring that the repeated examination is arranged and evaluated in an unbiased manner.

(7) Matters pertaining to the implementation of specifications set out in section 49. § (3)–(6) shall be regulated in the academic and examination regulations with the stipulation that in order to be awarded the pre-degree certificate — even if a given amount of credits obtained in other, previous studies at the institution of higher education concerned or elsewhere had been acknowledged — the student shall obtain the number of credits required by the academic and examination regulations — but at least one-third of the credits necessary to obtain within the programme — at the institution he or she is a student of.

**VHR 7. § (1)** Upon enrolment, the institution of higher education provides the student with the material containing the information necessary to plan and pursue the student's studies.

(2) An academic year consists of two instructional periods, that is, two semesters.

(3) The instructional period consists of a study and an examination period. The student's performance can be evaluated throughout the entire course of the instructional period.

(4) The student's performance can be evaluated by

a) the five-grade scale: excellent (5), good (4), accepted (3), passed (2), failed (1),

b) the three-grade scale: highly met the requirements (5), met the requirements (3), did not meet the requirements (1),

c) any other evaluation system introduced by the institution of higher education, codified in its academic and examination regulations, insofar as it allows for comparison between students' performance.

**VHR 10. § (1)** In its educational material, the institution must announce — employing local regulations — the forms of student-knowledge verification and their schedule — especially the first and last day of the examination period. No later than three weeks prior to the end of the study period must the institution announce — employing local regulations — the specific dates of each examination, the examiners involved, the time and means of registration, the dates the results are announced, as well as the possibilities of repeated examinations.

(2) In its academic and examination regulations, the institution of higher education determines

a) the instructional periods and their internal scheduling, the rules of fulfilling the study responsibilities, the means of examining and evaluating students' knowledge,

b) the way examinations can be signed up for, and the way they are organised and performed, moreover,

c) how many credit points must the student accumulate according to the study plan and what average of grades must he or she obtain in order to be eligible to continue his or her studies with a Hungarian (partial) state grant.

8.1. The study obligations, the means of their completion, the means and the system of students' knowledge-testing, the consequences of failing to meet the study obligations and the means of resolving it are determined by related legal regulations, the programme and exit requirements, the present document and the educational plans. Anyone severely and wrongly breaching the regulations laid down in the present document is committing a disciplinary offence.

8.1.1. The student can only record a lesson and take a photo or video recording of a lesson with a written permission of the lecturer. The student can use his / her own notebook and its accessories during the course of instruction - except for classroom tests and exams.

8.1.2. Regulation of the acquisition of a practical grade demonstrating the fulfillment of classroom practices.

a) A practical grade is acquired during a period of study,

b) Improvement of a practical grade can be done in the manner and in the times described in the description of the course.

c) If the conditions of the correction are not included in the course description, the course can be improved twice during the examination period at a predefined date and in the way defined for the students until the end of the educational period.

8.1.3. The result of a professional practice cannot be improved. In case of insufficient evaluation, the student must take the course again.

8.2. The educational plans concerning individual programmes include at the very least

- the subject requirements and the course descriptions,
- further study requirements necessary to obtain the academic qualification.

8.3. The educational plans and the study plans must be made publicly available to the students.

8.4. The faculty or the teacher responsible for the teaching of the subject announces the subject requirements, the subject syllabus, and the form of the examination on the “annotation” section of the ETR the latest by the end of the second week of the study period.

8.4.1. For specific (basic) courses, the detailed conditions for obtaining credits necessary to a qualification are included in the curricula of the specializations.

8.4.2. Student study hours only result in credits if the student fulfills all of the following conditions:

a) fulfills the student work during the semester in accordance with the requirements of the curriculum of the subject,

b) gives an account of the expected knowledge formulated in the requirements, in the evaluation form defined in the curriculum,

c) his / her knowledge is evaluated with at least a sufficient grade in the evaluation process.

8.4.3. The student can only apply for admission to the optional and foreign language courses only upon signing the application (no later than the 3rd week of the study period).

8.4.4. The minimum number of optional courses at faculty announcements is 10 people. Optional courses will be canceled for less than 5 students (based on the instructor's indication).

8.4.5. The students must be informed by the date indicated in the study deadlines:

a) the requirements of the course, its short program, its mid-term requirements, the number of mid-term audits, the method of replenishment and how the grade is to be completed, the literature to be used for preparation;

(b) in the case of a practical subject, the possible extent of absences, the rules of proof of absence.

c) In the case of missing or incomplete information, the teacher may not require ex post requirements.

8.4.6. Lectures are public unless the public violates privacy rights.

8.4.7. The date of a test or report may not interfere with other compulsory or optional courses. The date of the exams must be announced to students by the end of the second week of the study period.

## 9. Exemption from the completion of certain study requirements

### *Exceptional study schedule*

9.1. Upon the student’s request, the faculty may permit the student to follow an exceptional study schedule if the student is unable to meet the study requirements prescribed in the curriculum on the grounds of a reason that can be considered. The exceptional study schedule may involve the — conditional or unconditional — exemption from attending compulsory classes, taking examinations in the examination period, and may also allow the student to substitute his or her study responsibilities with other tasks, or complete them in a way that deviates from the regular course of procedure. The exceptional study schedule can neither offer an exemption from completing the academic qualification

requirements, the examinations, comprehensive examinations, (parts of the) final examination, nor can it offer an exemption from the writing or the defence of the thesis paper. The conditions of the exceptional study schedule can be set to vary from subject to subject.

For an Erasmus scholarship, the student must submit a request for exceptional study schedule before travelling and must consult the relevant lecturers and send it to the Registrars Department.

9.2. During the course of their studies at the university, students may make use of the exceptional study schedule two semesters at the most in any given programme.

*Exemption from taking an examination by way of grade-offer*

9.3. The teacher responsible for the teaching of the subject and the testing of students' knowledge may individually exempt a student from testing his or her knowledge in the study period by way of offering him or her a grade based on the students' performance in class or in a practical session, or their work in a scientific student circle course. Such an exemption must not be employed on comprehensive examinations, final examinations, primary examinations or the parts they consist of.

Exemption from writing a thesis paper, after having submitted the documents required, may be made possible by the decision of the dean, subsequent to the recommendation of the department concerned, the conditions of which are regulated by the faculties' own terms.

9.4. Grade-offer can only apply to "excellent" or "good" evaluations in the case of employing the fivegrade scale, and "highly met the requirements" in the case of the three-grade scale.

The student is not obliged to accept the offered grade. In such a case, the lecturer must give the opportunity for completion in the exam period.

## **10. Exemption from certain study responsibilities in view of earlier studies**

*The credit transfer*

10.1. Upon request, the credit transfer committee of the faculty may acknowledge previously acquired student knowledge as the completion of certain curricular requirements by awarding the student the credits assigned to the completion of these requirements. Two bodies of knowledge must be regarded equivalent if the similarity between them is at least 75%. The sources of the student knowledge acknowledged can be previously completed subjects, certain modules, entire programmes, or knowledge acquired in other ways, while credit transfer may be applied to certain subjects, group of subjects, certain modules or other study requirements.

10.2. Credit transfer is not possible in the case of thesis papers.

10.3. It is the credit points assigned to the substituted subject of the programme's curriculum that are to be acknowledged, and the grade awarded for it will be the grade of the subject acquired as a part of the student's earlier studies at another institution. In case there are several previously acquired subjects involved, the grade is determined based on these subjects by the credit transfer committee.

10.4. The credit points and the grades acknowledged by credit transfer based on earlier studies do not count in the average of the semester; neither can they be taken into consideration in view of the credit-achievement which serves as the basis of the classing. The credit-achievement prescribed is determined individually, which the student can check in the dynamic curriculum.

**Nftv 113. § (3)** On the basis of section 49. (5)-(6), the credit transfer committee of the institution of higher education shall determine as to what conditions the certificates and diplomas issued pursuant to the provisions of the Act of 1993 on Higher Education are accepted by, as well as it shall determine as to how many credits obtained in previous studies awarded by said certificates and diplomas shall be acknowledged. The comparison of the bodies of knowledge concerned must be made, regardless of whether the student has taken part in a credit-based or non credit-based programme in pursuance of his or her diploma acquired earlier.

10.4.1. During the entire training period, a subject (both theoretical and practical) can be recognized once as a subject to be matched by the student.

10.4.2. During the entire training period, work experience can once be recognized as an (internal) practice or as a field practice.

10.4.3. In case of a credit value discrepancy the subject is always accepted at the credit value corresponding to the current training.

10.4.4. All compulsory subjects completed in other faculty of the SZTE must be accepted as an optional subject, if the student has not completed a degree in that training program.

In case of Nurse BSc and Nurse master's degree program:

10.4.5. Criterion for Recognizing Clinical Practice: min. 3 years of work experience, in a currently active employment status and with a certificate issued by the employer, considering point 10.4.2.

10.4.1. 10.4.6. Both theoretical, practical and work experience are valid clauses that more than 5 years cannot take place between the date of acceptance and the end of the assignment. Exceptions to this are the students graduated as health visitors in the parent institution, in the jointly based training program, for whom 10 years from the date of submission of credentials do not exceed the date of the diploma. In their case the first two years (including basic summer practice) will be accepted. In addition, these students may shift 50% of the credit value of the optional courses defined in the current training to the previously available optional or compulsory (but not the current subject) courses.

In case of Physiotherapy master's degree program:

10.4.7 Inclusion of work experience can be requested if the student has been working as a physiotherapist (as an employee or as a volunteer) within a period of at least one year, at least 4 hours a day, within the 3 years prior to the application; or at least 4 hours a day as an employee or as a volunteer physiotherapist during the semester of the application for credit transfer.

In case of social studies:

10.5. The student may submit a credit transfer request for a work experience at a single time during the whole study, in the semester when he/she marks his or her workplace as the site of field practice.

10.6. The acceptance of a work experience requires that the student has done a job (as an employee or as a volunteer) during a period of at least one year, at least 4 hours a day, within a three-year period prior to the application.

## 11. Parallel studies, guest-student, students partaking in partial-upgrading programmes

**Nftv 42. § (1)** The student

- a) may establish a guest-student status with another institution of higher education to pursue partial studies related to his or her main studies,
- b) may request his or her transfer to a programme belonging to the same field of study at the same or another institution of higher education,

- (2) The institution of higher education may accept individuals with higher education qualifications who do not at the time have a student status with the given institution of higher education to take part in partial-upgrading programmes concerning any given course or module offered by the institution, by them entering into a self-financed student status with the institution without an entrance procedure. The institution of higher education shall be obliged to issue a certificate attesting study performance. The course or module completed shall be acknowledged in accordance with the regulations governing credit transfer in studies in higher education.
- (3) The receiving institution of higher education shall define conditions for satisfying requests made in accordance with paragraphs (1) to (2).
- (4) Students accepted or transferred to the institution of higher education shall establish a student status by enrolling.

**Nftv 47. § (7)** Holding a degree or professional qualification acquired in higher education does not exclude students from partaking in programmes supported by a Hungarian (partial) state grant: If students who are taking part in programmes supported by a Hungarian (partial) state grant, are also taking part in an additional (parallel) programme belonging in the same educational cycle, the number of semesters corresponding to the number of programmes supported by a Hungarian (partial) state grant they take part in simultaneously must be deducted from the funding period in each semester.

11.1. The student may also take a subject in the education plan at another faculty of the university or (as a guest-student) at another institution. The acknowledgement of the subjects completed and the knowledge acquired in such a way is handled by the faculty's credit transfer procedure, according to which it may count towards the completion of the student's study responsibilities.

11.2. The student of the University of Szeged may establish a guest-student status with another institution if the faculty he or she is a student of permits so. The faculty may deny this permission if the credits acquired as a guest-student at the other institution can not be acknowledged as a part of the student's studies at the University of Szeged.

11.3. Those who have obtained a degree and qualification in a bachelor or master programme, or in an equivalent programme completed earlier, can be admitted to take part in a partial-upgrading programme offered by the university as a part of its educational programmes, provided that the applicants have met the enrolment-requirements announced on the university's website.

- The fee-paying/self-financed student status is established by enrolling, without an entrance procedure. Such a student status may be established a single time, and for two semesters only.
- After completing the programme, the faculty issues the student a credit verification certificate of the knowledge obtained.
- The student enrolled in a partial-upgrade programme is not entitled to establish further parallel or guest-student status relationships, may not initiate self-transfer or transference to a subsidized programme, and may not interrupt his or her student status unless the matter concerned is beyond the student's control.

## 12. The examination period

**VHR 9. § (1)** The examination must be organized in such a way that every student concerned is able to register for and take part in the examination. The higher educational institution must ensure that the student has the possibility to repeat the examination (henceforth referred to as repeated examination) in the period concerned.

(2) If a repeated examination was unsuccessful, where both examinations were conducted by the same examiner, the student must be allowed to take the second repeated examination in front of another examiner or board of examiners upon his or her request.

(3) If a student is absent from an examination, the student's knowledge cannot be evaluated. The student absent from the examination is obligated to pay a fee — as specified in the institution's fees and grants regulations —, unless he or she can justify the absence with relevant documentation.

**VHR 10. § (1)** In its educational material, the institution must announce — employing local regulations — the forms of student-knowledge verification and their schedule — especially the first and last day of the examination period. No later



than three weeks prior to the end of the study period must the institution — employing local regulations — announce the specific dates of each examination, the examiners involved, the time and means of registration, the dates the results are announced, as well as the possibilities of repeated examinations.

12.1. Students registered for examination courses can also be examined in the study period after having checked with the teachers (examiners) concerned.

Any examinations outside the examination period may be authorized individually and on request by the head of the faculty as an exceptional permission.

Examinations outside the examination period must be entered into the ETR with the actual date of the examination.

**12.1.1. As a precondition for the "only exam course" the application can be submitted to the Study Committee for up to 12 o'clock on the last day of the repeat exam week. The application can only be submitted if the student has only one unsuccessful exam. Submission of multiple prerequisite courses requires automatic denial. It is not allowed to submit the application for a basic examination, a comprehensive examination and a coherent external practice. The Registrars Department informs the instructor about the positive decision of the Study Committee.**

**12.1.2. If the Study Committee has a positive decision, the pre-requisite must be fulfilled by the student until the end of the course registration period. The instructor must grant a maximum of 1 exam during this period. The exam date must be agreed with the instructor. In case of a successful exam, related subject (s) can be added (in the same semester).**

**12.1.3. Against a rejective decision of the Student Council the student may, within justified cases, submit an exceptional request to the dean within 15 days (point 22.3.3). The application must be submitted to the Registrars Department together with the appropriate supporting documents.**

**12.1.4. In case of the fulfillment of an "only exam course" beyond the course registration period during the semester related subject within the same semester cannot be taken up.**

12.2. At the beginning of the study period, the faculty — employing local regulations — must announce the forms of student-knowledge verification and their schedule regarding the study period, as well as the order and schedule of the examination period. In the ETR, the faculty must announce the specific dates of each examination, the examiners involved, the time and means of registration, the dates the results are announced, as well as the possibilities of repeated examinations.

12.3. The faculty is obligated to

- ensure that the number of examination dates and the dimensions of the examinations are able to accommodate the total number of students + 50% in all the subjects for taking the first examination in the examination period.
- announce at least one examination date per subject. The faculties are free to prescribe more than one compulsory examination date per week.

## 13. The examination process

13.1. Examinations can take oral, written and practical forms, and may also comprise written, oral and practical parts. Oral examinations are open to the public.

13.1.1. Oral exams are public. However, publicity can be excluded for any exam where there is a risk of personality rights being compromised.

13.1.2. For the examinee, the tutor can provide 15-20 minutes of preparation for the exam, depending on the type of exam and the subject.

13.1.3. An examination before a Commission is possible in the following cases:

- (a) in the case of a recurrent correctional examination in the case of point 14.4 of the TVSZ,
- b) at the sixth exam,
- c) in the case of a final exam / basic examination.

13.1.4. The comprehensive exam must be completed in the presence of at least two lecturers simultaneously and the topics and items must be included in the comprehensive exam record. Examiner tutors are appointed by the head of the department.

13.1.5. In the case of an examination in front of a Commission, the exam must in all cases contain an oral part. In the examination in front of a Commission the determination of the grade occurs with the agreement of the chairman.

13.2. It is possible to postpone an examination by deregistering from it. Deregistration is not possible less than 24 hours prior to the beginning of the examination; registration within 24 hours can be permitted, however. It is the responsibility of the student deregistered to acquire further examination chances. In cases where the organising circumstances of the examination (sports event, concert, closing-education) necessitate it, the faculties may prohibit examination deregistration. In such cases, students must be notified of the matter through the given subject's annotation.

13.3. In case of oral examinations, the student must be notified of the result on the day of the examination; in the case of written examinations, the student must be notified three workdays following the day of the examination (if it is a public holiday, the subsequent workday) by 4 PM.

The faculties are free to determine shorter announcement times.

The resulting grade is not public.

The examiner must notify students of the written evaluation, the answer key and the criteria of evaluation; direct inspection of the test itself must also be made available to students.

13.3.1. 13.3.1. The student is allowed to view the papers, their written evaluation, the evaluation criteria and the solving key at a pre-arranged appointment with the instructor or at the instructor's reception hours, but only in the circumstances controlled by the instructor or the person whom the instructor authorized.

13.3.2. Without the written permission of the lecturer, reproduction, duplication, distribution or publication of the questions of the dissertation and the solving key on any surfaces (including electronic interfaces) is prohibited. If this happens, a disciplinary action may be initiated against the perpetrator.

**VHR 9. § (3)** If a student is absent from an examination, the student's knowledge cannot be evaluated. The student absent from the examination is obligated to pay a fee — as specified in the institution's fees and grants regulations —, unless he or she can justify the absence with relevant documentation.

13.4. An unjustified absence from an examination counts as an exhausted chance, thereby decreasing the number of retake examination chances.

13.4.1. If the number of examinees does not reach the minimum number having set for the exam, the exam may be canceled. This exam is retained by the student in the electronic study system which the lecturer must cancel or make it cancel and to notify the student in writing.

13.4.2. The exam that has started has to be completed on the same day, except for a duly justified cause not attributable to the student.

13.4.3. If the student does not appear on the exam, the examiner is obliged to enter the "not appeared" to the e-learning system. If the student does not justify the reason for his/her absence at the Registrars Department within three days, he/she has used an exam option.

13.4.4. Only a re-examination can be made during the repeat examination period. The condition of the repeat examination is an insufficient grade of the subject having received during the exam period.

13.5. The student's identity must be verified at the examinations. Prior to the beginning of the examination, the ethical standard of the examination must be brought to the student's notice. The use of illegal aids at the examination is a disciplinary offence. Conforming to the academic and examination regulations is the obligation of every student of the university.

All external media, electronic devices, paper-based guides, etc. are considered as unauthorized devices.

- 13.6. With the aid of the electronic study system (ETR), the university employs electronic record-keeping of its students' studies (electronic grade book).
- As a part of its use, in regards to informing the student about the results of examinations, the examiner must do so by entering the grades into the ETR according to 13.3.. In the case of oral examinations, the results must be available on the ETR by noon on the day subsequent to the examination.
  - The examiner must record — and certify with his or her signature — the student's grade either in the grade book or on a course and mark registration sheet printed from the ETR.
  - Subsequent verification of the evaluation of written examinations is possible by means of the student's written test, which must bear the grade, the name and the signature of the examiner.
  - The student may dispute the genuineness of the evaluation on the ETR within 14 days after the end of the examination period at the department responsible for the subject. If found to be legitimate, the contested evaluation must be corrected based on the evidence of the grade book/course and mark registration sheet and the grade written on the test. The correction is made by the department/lecturer. In case the student's complaint is disputed, the final decision on the case rests with the academic board. In case of an offense, legal redress can be sought in compliance with the student redress regulations procedure.
  - Upon request, once per semester and free of charge, the student is provided with a certified copy of the closed registry sheet for the semester, which also contains the grade book data (the certified printout of the registry sheet data for the semester in the ETR).

## 14. Retaking an unsuccessful examination

**Nftv 59. § (4)** By means of a unilateral declaration, the institution of higher education shall terminate the student status of the student whose number of unsuccessful retake examinations and repeated retake examinations of the same subject reaches five.

- 14.1. The student has the right to retake his or her examination — if it was unsuccessful — within the same examination period. The earliest the retake examination may take place is the third workday following the unsuccessful examination.
- 14.2. An unsuccessful examination may be retaken twice in a given examination period, except for instances in which the student only has a single unsuccessful examination left in the given examination period, in which case — holding a permit issued by the academic office —, he or she may take a third retake examination.

14.2.1. In the case of a valid third retake exam the Registrars Department will send a notice to the instructor.

14.2.2. In the case of a full number exam, the instructor is not obliged to raise the limit or to announce a new exam date.

- 14.3. The total number of retake and repeated retake examinations allowed to be taken in the same subject is five at most for those students who have begun their studies in the academic year 2012/2013 or thereafter.
- 14.4. Upon the student's request, a repeated retake examination may be taken in front of a board of examiners whose composition is determined by the head of the department responsible. A repeated retake examination in front of a board of examiners can only be taken at an examination date previously announced in the ETR.

## **15. Repeating a successful examination**

Upon request, the student has the possibility to retake one examination a single time in a single subject that has been previously completed successfully in the given examination period. The result of this retake examination will qualify as the final grade, even if the retake grade awarded is not to the student's advantage. In case this retake examination results in a fail grade, it is possible to take a repeated retake examination.

## 16. Calculating study performance

### Government Decree 76/2006.

24. § (3) A student's quantitative and qualitative academic performance of a semester is measured by the credit index and the corrected credit index. The credit index is calculated by multiplying the credit point value of the subjects completed in the semester and the grades awarded to them, which is then divided by the thirty credit points that indicate a student's standard study progress in a semester. The corrected credit index is calculated by dividing the number of credit points taken in a given semester by the number of credit points earned in the same semester, which is, in turn, multiplied by the value of the credit index. The global corrected credit index is used for measuring the student's academic performance qualitatively and quantitatively over the span of multiple semesters. The global corrected credit index is calculated in the same way as the corrected credit index except that it is thirty credit points per semester that have to be considered, moreover, the credit points taken and subsequently earned are to be considered within the entire period.

16.1. Study performance is calculated either by simple average, weighted average, credit index, or corrected credit index, and must be given with two decimals.

16.2. For students enrolled in the credit system, the weighted (cumulative) study average serves to keep an account of and is calculated concerning the full span of their studies or a period longer than a semester. The weighted credit index is calculated by multiplying the credit value of the subjects completed with the grades awarded to them in the given period, which is then divided by the sum of the credits of the subjects completed.

16.3. Both the credit index and the corrected credit index are suitable for estimating the qualitative and quantitative performance of a student concerning a given semester. The credit index is calculated by multiplying the credit point value of the subjects completed in the semester and the grades awarded to them, which is then divided by the thirty credit points that indicate a student's standard study progress in a semester. The corrected credit index is calculated by dividing the number of credit points taken in a given semester by the number of credit points earned in the same semester, which is, in turn, multiplied by the value of the credit index.

16.4. The faculty student unions may base the performance calculation applied to the division of scholarship on the result of any of the above average calculating algorithms.

## 17. The pre-degree certificate (abszolutórium)

Nftv 50. § (1) The institution issues a pre-degree certificate to those students who have completed the study and examination requirements, the professional training, acquired the credit points necessary — except for the thesis and the foreign language examination.

17.1. The pre-degree certificate is signed by the head of the faculty.

17.2. The pre-degree certificate does not provide its bearer with an academic or professional qualification. Upon the student's request, the faculty issues a certificate proving his or her acquisition of the pre-degree certificate.

The Registrars Department will issue a pre-degree certificate. The certificate does not give any qualifications. The student may apply for this certificate in writing.

## 18. Thesis, diploma-work

The faculties determine the thesis and diploma-work topics, its content requirements, the general points of evaluation, and the submission deadline and release them in an announcement.

**18.1. The student has to prepare a thesis / diploma and defend it orally. The oral defense of the thesis must be completed simultaneously or separately with the remainder of the final examination in accordance with the legal regulations for qualification requirements.**

**18.2. The thesis / diploma thesis is a work prepared in any subject related to the profession, which provides the student's thorough knowledge of the subject and requires that the student must have attested that during his/her studies, he/she has mastered the basics of library usage and literature research, give its opinion firmly and concisely and document it in an appropriate written form, and successfully defend it in an oral debate before a jury.**

**18.3. The subject of theses should be selected in the cycle defined in the curriculum of the programs / specializations. The deadlines related to the topic selection, submission and defense are contained in the table of study deadlines announced at the beginning of the academic year, which should be available on the faculty website. The graduation of the thesis / diploma work is carried out by a consultant. Consultant may also be an external expert with the permission of the Faculty Instructor or the Head of the Department.**

**18.3.1 In the case of thesis work in master's, the department may individually decide on the appointment of the examiner.**

**18.4. The selected topic of the thesis / diploma thesis should be announced on the form "Choosing thesis topic and consultant" and accepted by the head of the given educational organization. The accepted thesis / diploma theses are registered by the Registrars Department.**

**18.5. Changing the subject and the consultant of the thesis / diploma thesis may be permitted by the Faculty Study Subcommittee, taking the opinion of the head of the department responsible for the training program and the terms of it into consideration.**

**18.5.1. Changing a consultant can be done at any time during the studies, with the agreement of the head of department. The change must be reported in writing, if accepted by the new consultant.**

**18.5.2. Changing topics during the studies is allowed with a special permission during the second thesis writing course. The application must be submitted to the head of the unit responsible for the training.**

**18.5.3. Announcement of a consultant and a topic change is made on the form "Choosing thesis topic and consultant". A new consultant may lead a topic that has already begun if it is verified by signing this form.**

**18.5.4. When choosing a new topic, the students have to prepare the thesis for the remainder of their studies and cannot retake the previous "Thesis Preparation Practice" courses.**

**18.6. The "Preparing Thesis" practical courses are evaluated according to the schedule and criteria set by the specializations. The term mark will be registered by the consultant (in the case of an external consultant, the internal consultant) into the electronic study system within the specified deadline. About the student's progress in the semester the instructor leads the "Thesis record sheet", which must be attached by the student when submitting the thesis.**

**18.6.1. In the case of a "Preparing Thesis" practice failure (insufficient mark), the course must be taken again in the next semester. In this case, the student cannot take the following "Preparing Thesis" practical course in the next semester.**

**18.6.2. The dissertation cannot be submitted in case the evaluation of "Preparing Thesis" practice is insufficient in the last semester.**

**18.6.3. If the students do not submit their thesis / diploma works to the deadline, the thesis may be submitted by the next deadline. In this case, however, the Faculty will no longer provide a consultant.**

**18.7. The completed thesis / diploma work must be submitted to the Registrars Department by the deadline specified in the study deadlines, accompanied by the "Thesis record sheets" documenting the consultation process in the previous semesters and by the "Thesis record sheet" of the last semester having the "Submission is allowed" clause as well as the grade of the thesis on it.**

**18.7.1. The student must be aware of the authenticity of his thesis / diploma work (Annex 1) in the knowledge of the criminal responsibility. You must submit a signed copy of the statement to TANOSZ as an attachment to the thesis / diploma work and to copy it to the digital media.**

**18.7.2. If the topic of the dissertation is closely linked to a tender or a scientific work of the Faculty, the student must declare a waiver of copyright (Appendix 2). In this case, paragraph 18.7.1. should be used.**

**18.8. The head of the relevant department will arrange for a qualified expert (opponent / assessor) who qualifies the thesis with a five-grade mark, which appends a textual assessment based on the given criteria. The Registrars Department will make a copy of the evaluation available to the student at least 1 week before the defense.**

**18.8.1. One more reviewer should be asked to evaluate the thesis / diploma work, which was deemed to be suitable for submission, and which was evaluated to a "failed" grade by the opponent.**

**18.8.2. If the second assessor deems the thesis/dissertation unsatisfactory, then the student cannot defend it in that final exam period.**

**18.8.3. If the grade given by the second opponent differs from the one given by the first opponent, then a third reviewer will be asked. In this case, the arithmetic mean of the grades given by the second and third reviewer, which are not "failed", will be the evaluation of the dissertation / diploma work. The final score is given by the arithmetic average of the two marks awarded, which must be rounded up in case of "5" decimal places. The conduct of assessments should be organized so that the student can participate in the final exams.**

**18.8.4. In case of a thesis / diploma that is evaluated inadequately by the first / third evaluator, according to the content evaluation, a completely new thesis or a thesis corrected according to the evaluation should be submitted. The head of the relevant department / team may decide on the terms and conditions for replacing the thesis / diploma work and on further consultations if required. In this case, however, the Faculty will no longer provide a consultant.**

**18.9. The head of the relevant department / team may waive the obligation to protect the thesis / diploma work for those students who:**

**a) gained the first three places at the National Scientific Student Circle Conference; or similarly gained a special award, or**

**b) they have first published a thesis in a scientific journal in Hungarian, or have been accepted for publication, or**

**c) they have published their thesis in a reference scientific journal in a foreign language or have been accepted for publication.**

**The thesis / diploma work must be submitted to Registrars Department together with the request for exemption by the deadline for submission. The application must be accompanied by the work that is the subject of the exemption (lecture, thesis, scientific communication, degree of OTDK, etc.). The thesis / diploma work is evaluated by the appointed opponent.**

**Exemption from defense can only be awarded for an excellent (5) opponent rating. When granting the exemption, the evaluation of thesis / diploma work has to be taken into account with excellent result (5).**

**18.10. The form and content requirements of the thesis / diploma work, the form and contents of the obligation to cooperate with the examiner, the aspects of evaluation and the detailed rules of protection are contained in the "Guidelines for the Thesis / Master's Thesis" and "Form Requirements" on the faculty website.**

**18.11. The defense of the thesis / diploma work is carried out separately from the final examination, at a minimum of 3 members. The Chairperson and the members of the Committee are appointed by the head of the department. The opponent of the thesis must be invited into the committee. Defense consists of the presentation of the thesis / diploma work held by the thesis maker and the subsequent discussion. The committee evaluates the defense with a five-grade mark.**

**In the case of an insufficient grade, the re-defense of the written thesis / diploma work may take place no later than the next four semesters. Then a new thesis / diploma work is required.**

**As the thesis / diploma work is part of the final exam, deadlines given in the Nftv.50. § (3) Act shall be respected.**

**Nftv 50. § (3) The student shall be allowed to take the final examination after obtaining the pre-degree certificate. The final examination may be taken in the examination period following the semester the pre-degree certificate was obtained while**

having a student status. Holding the pre-degree certificate, the final examination may also be taken — in compliance with the prevailing programme requirements, within two years and in any examination period — after the student no longer has a student status at the university. The academic and examination regulations may subject taking the final examination to conditions if more than two years have passed following the acquisition of the pre-degree certificate. As of the fifth year following the cessation of the student status, the final examination can no longer be taken.

(4) The final examination is the verification and evaluation of the knowledge, skills and abilities required to obtain the diploma, as a part of which the student must demonstrate that he or she is capable of applying the knowledge so far obtained. Depending on the curricular regulations, the final examination may be made up of several parts: The defence of the thesis or the diploma-work, further oral, written and practical examination sections.

**18.12. The final mark for thesis / diploma work shall be calculated according to the following formula:**  
**In all BSc study programs, in nursing and social policy Master's Degree and in specialist postgraduate courses:**  
 $D = 0,2 * K + 0,4 * O + 0,4 * V$   
**Variables mean:**  
**D = final grade of thesis / diploma work**  
**K = a mark issued by a consultant to the whole thesis,**  
**O = the mark given by the opponent,**  
**V = the mark of the defense.**  
**Physiotherapy Master's Degree (students starting their legal status in 2016 / 17): the final grade of the diploma work is the mark received on oral defense:**  
 $D = V$   
**Variables mean:**  
**D = final mark of the diploma work**  
**V = the mark of the defense**

**Based on this, the final grade of thesis / diploma work:**  
 pass if the average is 2.00 to 2.50  
 satisfactory if the average is 2.51-3.50  
 good if the average is 3.51-4.50  
 remarkable if the average is 4.51-4.99  
 Excellent if the average is 5.00

**18.13. The thesis is placed in the Faculty Library on an electronic media (CD, DVD) from the academic year 2009/2010.**

**18.14. If the student has obtained his or her pre-degree certificate but he / she was not able to defend his / her dissertation during the following period of the final examination it can happen at the latest within the next four semesters. Then a new thesis / diploma work is required.**

**18.15. Thesis / diploma work can be defended at the time specified by the university / faculty calendar for the period specified by the "Study Deadlines" for the given academic year. The intent of defense must be reported in writing to the Registrars Department 4 months before the planned defense.**

**18.16. From 18.9.-18.15. shall apply mutatis mutandis to masters programs, further training courses and higher education vocational training, with the derogations provided for in the legislation governing these courses.**



## 19. Final examination

**Nftv 50. § (2)** The student shall conclude his or her studies in higher educational vocational training, bachelor and master programmes as well as specialist postgraduate programmes by taking a final examination.

- (5) The student shall be allowed to take the final examination after obtaining the pre-degree certificate. The final examination may be taken in the examination period following the semester the pre-degree certificate was obtained while having a student status. Holding the pre-degree certificate, the final examination may also be taken — in compliance with the prevailing programme requirements, within two years and in any examination period — after the student no longer has a student status at the university. The academic and examination regulations may subject taking the final examination to conditions if more than two years have passed following the acquisition of the pre-degree certificate. As of the fifth year following the cessation of the student status, the final examination can no longer be taken.
- (6) The final examination is the verification and evaluation of the knowledge, skills and abilities required to obtain the diploma, as a part of which the student must demonstrate that he or she is capable of applying the knowledge so far obtained. Depending on the curricular regulations, the final examination may be made up of several parts: The defence of the thesis or the diploma-work, further oral, written and practical examination sections.
- (7) Students who have not settled payment obligations with the institution of higher education shall not be allowed to take the final examination.

**VHR 11. § (1)** The final examination must be taken before a final examination board, which is made up of a chair and at least two other members. The final examination board must be set up in a way that at least one of its members is a university or college level professor or associate professor (“egyetemi tanár” or “főiskolai tanár, or “egyetemi docens” or “főiskolai docens”), moreover, that one of its members is not affiliated with — as per the Act on National Higher Education (Nftv.) — the institution of higher education concerned, or that he or she is a teacher of another faculty or major of the institution. Minutes must be taken of the final examination.

- (2) The higher education institution’s academic and examination regulations determine the means of signing up for the final examination, the means of calculating its results, and how it is organised and conducted. A final examination may also be jointly organised by institutions of higher education.

The following (Ftv. 60. § (1)–(6)) applies to students having begun their studies prior to the academic year 2012/2013.

**Ftv 60. § (1)** In vocational higher education, according to the regulations pertaining to vocational education, a vocational examination must be taken.

- (2) The student concludes his or her studies with a final examination in a bachelor, master or a specialist postgraduate programme.
- (3) The final examination is the verification and evaluation of the knowledge, skills and abilities required to obtain the diploma, as a part of which the student must demonstrate that he or she is capable of applying the knowledge so far obtained. Depending on the curricular regulations, the thesis may be made up of several parts: The defence of the thesis or the diploma-work, further oral, written and practical examination sections.
- (4) The condition of sitting for the final examination is the acquisition of the pre-degree certificate. The institution of higher education will issue the pre-degree certificate to a student who has completed the examination and professional training requirements stipulated in the curriculum — excluding the acquisition of the foreign language certificate, the completion of the thesis and/or diploma-work —, and has collected the required amount of credit points. The final examination may be taken in the examination period following the semester the pre-degree certificate was obtained while having a student status. Holding the pre-degree certificate, the final examination may also be taken — in compliance with the prevailing programme requirements, without a deadline and in any examination period — after the student no longer has a student status at the university. The academic and examination regulations may subject taking the final examination to conditions if more than seven years have passed following the acquisition of the pre-degree certificate.
- (5) The final examination must be taken before a final examination board, which is made up of a chair and at least two other members. The final examination board must be set up in a way that at least one of its members is a university or college level professor or associate professor (“egyetemi tanár” or “főiskolai tanár, or “docens” or “főiskolai docens”), moreover, that one of its members is not affiliated with the institution of higher education concerned. Minutes must be taken of the final examination.
- (6) The higher education institution’s academic and examination regulations determine the means of signing up for the final examination, the means of calculating its results, and how it is organised and conducted. A final examination may also be jointly organised by institutions of higher education.

- 19.1. Having obtained the pre-degree certificate, the student may register for a final examination at any time under the conditions that exist at the time of the registration concerning the regulations of the programme and exit requirements.

It is the obligation of the Hungarian state (part) scholarship student to receive the diploma within one and a half times of the training time specified in the training and output requirements or within the time specified in the training and output requirements specified by the Hungarian state (partial) scholarship.

If one fails to complete the final exam within the above deadline, one will be required to pay back the tuition fee according to the 2011 CCIV National Higher Education Act. (hereinafter referred to as the Nftv.) 39§ (3) and 48/A-48/S.

- 19.2. The following applies to students who have begun their studies in or after the academic year 2012/2013. The faculty may subject taking the final examination to conditions if more than two years have passed following the acquisition of the pre-degree certificate. As of the fifth year following the cessation of the student status, the final examination can no longer be taken.
- 19.3. The following applies to students who have begun their studies prior to the academic year 2012/2013. If the student wishes to take the final examination at least seven years after the predegree certificate was issued, taking the final examination must be requested. Whether or not the request is granted will be based upon the general student request procedure.
- 19.4. The faculties are obligated to ensure that at least one possibility to take and retake the final examination is available in any given year. Students holding a pre-degree certificate must be notified of the given year's order of conduct in an announcement.

**19.4.1. A minimum of 10 persons is required to announce a final exam.**

**19.4.2. For less than 10 people, the department may decide on the organization of the final exam within its own sphere of competence.**

- 19.5. Signing up for the final examination takes place in the electronic study system (ETR). Scheduling students into final examination sessions and checking the preconditions of the pre-degree certificates are carried out by the faculties. In case there are preconditions missing, or if the student requests not to take the examination, he or she may be deleted from the schedule, which is possible only prior to the beginning of the examination.

- 19.6. If a student is absent from the final examination, the examination absence procedure must be followed, except that a new examination schedule may be acquired only according to 19.2..

- 19.7. In their faculty statutes, the faculties determine and release in an announcement

- the final examination periods (dates),
- the composition of the examination committee(s),
- the method of calculating the final examination results according to the programme and exit requirements in force, broken down to educational fields.

**19.7.1. The final exam is a qualification required to acquire a degree (BSc / BA, MSc / MA, vocational training, specialization further education), in which the candidate gives the account of having the knowledge required for the qualification and can apply the knowledge acquired.**

**19.7.2. The student who has completed all of the following conditions may be admitted to a final examination:**

- acquired his pre-degree certificate;
- he/she settled his/her financial debt with the University and the Faculty.

**19.7.3. The student is obliged to announce his/her intention to complete the final exam at least 4 months prior to the training unit or at the Registrars Department, if he or she fails to do so, he/she is allowed to take the final exam only during the next final exam period. If the application to the final examination is done after getting the pre-degree certificate, at the time of application the Registrars Department will provide information on changes in the final exam regulations on the basis of the end-requirements of the training program being in effect.**

**19.7.4. The parts and order of the final exam:**

**In health sciences Bachelor's degree:**

- a) defense of thesis / diploma work,
- b) written (test) exam,
- c) practical exam,
- d) theoretical / oral examination.

**In health sciences Master's degree:**

- a) defense of the diploma work
- b) written (test) exam,
- c) theoretical / oral examination.

**The parts and order of the final exam in social sciences (BA, MA, specialization further training):**

- a) defense of thesis / diploma work
- b) theoretical / oral examination.

**The final exam for vocational education in the field of social and youth work consists of two parts:**

- a) the defense of a closing study,
- b) oral / theoretical examination.

**If any element of the final exam is insufficient, the rest may be completed in the given final exam period. An insufficient mark can be improved during the following final exam periods according to the student's legal requirements.**

**19.7.5. A report should be taken of the final exam.**

**19.7.6. Practical and oral final exams must be taken in front of a final examination committee, which has at least 2 members beside the chairperson. At least 1 member of the committee is a professional non-teaching in the department / group.**

**19.7.7. The head of the department/ section proposes persons for the position of the chairperson of the Examination Committee to the Dean's Council among the college professors, associate professors of the Faculty or among the recognized experts of that profession outside the Faculty for a period of one to three years. If the Dean's Council agrees, the Dean asks him/her for the position of chairperson of the Final Exam Committee.**

**19.7.8. The candidate's preparedness is evaluated by the members of the committee with a five-grade mark, and the final grade is determined at a closed meeting. In case of dispute, the chairperson's decision is the decisive one. The result of the final exam is announced by the chairperson of the Final Exam Committee.**

**19.7.9. Calculation principle of the final exam:**

**a) in case of students having legal status in or before 2009/2010:**

**The result of the final exam is the simple arithmetic mean of the marks obtained in the final exam (written exam, practical exam, oral exam) and the thesis defense award.**

**The result of the final examination is the simple arithmetic mean of the thesis, thesis defense, and complex exams in the social worker's diploma.**

**b) Students having legal status from 2010/2011 to the academic year 2016/2017: (KT 28/2011 (10.12.)):**

**In the field of health sciences Bachelor's degree, the result of the final examination is given by the simple arithmetic mean of the marks obtained in the final examination (written exam, practical exam, oral exam)**

**In social work Bachelor's degree, the final exam is the same as the grade of the complex exam.**

**c) In case of new students starting from the academic year 2017/18: (42/2017 (06/28) ETSZK TH.)**

**The results of the final exam on the basic and master studies of health sciences are the simple arithmetic mean of the grades obtained in the final exam.**

**The results of the final examination in the basic and master studies of social sciences are given by the grade of the oral examination.**

**d) The grade of the final examination of the vocational training for social and youth work in higher education is given by the arithmetic average of the two marks (final study defense and oral / theoretical exam).**

**Based on the calculated result the qualification for the final exam: (2/2009 (01.14.) ETSZK TH):**

**2.00-2.50 pass (2)**

**2.51-3.50 satisfactory (3)**

**3.51-4.50 good (4)**

**4.51-5.00 excellent (5)**

**19.7.10. The final exam is failed (unsuccessful) if any part of it is inadequate.**

**19.07.11. In the repeat final exam only the insufficient part needs to be repeated (see Section 19.7.4)**

**19.07.12. The points 19.7.1. and 19.7.11. shall apply mutatis mutandis to specialized postgraduate training and to higher education vocational training, with the alterations provided for in the legislation governing these courses.**

The faculty announcements must be displayed two months prior to the beginning of the final examination period.

## **20. The diploma or certificate (henceforth diploma)**

- Nftv 51. § (1)** The precondition of issuing the diploma — that certifies the completion of the higher educational studies — is the successful completion of the final examination, furthermore, unless the present act requires otherwise, the completion of the required foreign language examination. Unless the programme and exit requirements do not require a more rigorous condition, the student must present the document verifying that he or she has completed a
- a)* type “C” general intermediate foreign language examination or general (level B2) intermediate language examination in bachelor programmes,
  - b)* a state recognised — or an equivalent — foreign language examination as stipulated in the programme and exit requirements in master programmes. The higher education institution may determine in its curriculum as to which languages it accepts a foreign language examination in, with the stipulation that it is obligated to accept an examination certified within a high school diploma, or a language examination taken as a part of a school leaving examination as a complex general foreign language examination.
- (2)** Provisions set out above in paragraph (1) shall not be observed — with the exclusion of the final examination — if the language of instruction of the programme is not Hungarian.
- (3)** The diploma shall be issued within a period of 30 days, following the presentation of a document attesting the foreign language examination, to students passing the final examination. If the student has presented the document attesting the fulfilment of the requirements defined in paragraph (1) prior to taking final examination, the student shall be issued the diploma within a period of 30 days following the successful completion of the final examination.

**Nftv 107. § (1)** Where the conferral of a diploma or certificate is conditional upon passing a general foreign language examination, students who are at least forty years old at the time of beginning their first-year studies shall be exempted from the fulfilment of said requirement. This provision shall be applied for the last time concerning those taking their final examination in the academic year 2015/2016.

- (2)** If so required by the organisational and operational regulations of the institution of higher education, in addition to the regulations in (1), students who fail to submit to the institution of higher education the documents certifying a general foreign language examination within three years from the day of their successful final examination, and, instead of meeting the general foreign language examination requirements for acquiring a diploma or certificate, take a language test organized by the institution of higher education, shall also be exempted from the general foreign language examination requirement for acquiring a diploma or certificate. This provision shall be applied for the last time concerning those taking their final examination in the academic year 2012/2013.

**Ftv 62. § (1)** The precondition of issuing the diploma — that certifies the completion of the higher educational studies — is the successful completion of the final examination, furthermore, unless the present act requires otherwise, the completion of the required foreign language examination. Unless the programme and exit requirements do not require a more rigorous condition, the student must present the document verifying that he or she has completed a

- a)* type “C” general intermediate foreign language examination in bachelor programmes,

b) a state recognised — or an equivalent — foreign language examination as stipulated in the programme and exit requirements in master programmes. The higher education institution may determine in its curriculum as to which languages it accepts a foreign language examination in, with the stipulation that it is obligated to accept an examination certified within a high school diploma, or a language examination taken as a part of a school leaving examination as a general foreign language examination.

- (2) Provisions set out above in paragraph (1) shall not be applied — with the exception of the final examination — if the language of instruction of the programme is not Hungarian.
- (3) The diploma shall be issued within a period of 30 days, following the presentation of a document attesting the foreign language examination, to students passing the final examination. If the student has presented the document attesting the fulfilment of the requirements defined in paragraph (1) prior to taking final examination, the student shall be issued the diploma within a period of 30 days following the successful completion of the final examination.
- (5) The diploma is a certificate bearing the coat of arms of Hungary, the name of the institution of higher education which issued it, the institution's OM identifier, the diploma serial number, the name, date and place of birth of its holder, degree level, as well as the degree awarded and the name of the programme and the subspecialisation; place, year, month and day of issue. Furthermore, the diploma shall bear the original signature of the head of the institution of higher education (or the executive level employee specified in the examination regulations) and the chair of the final examination board as well as the stamp of the institution of higher education. If the diploma is issued after the final examination period ended because the student did not have the required foreign language examination certificate, the executive level employee specified in the examination regulations may sign the diploma in lieu of the chair of the final examination board. The academic and examination regulations of the institution of higher education may specify that — with the exclusion of private data — further details be indicated on the diploma. A central record of the diplomas issued shall be kept.

20.1. On the basis of the successful completion of the final examination, the defence of the thesis and the foreign language examination prescribed, the institution of higher education issues the candidate a diploma that indicates the qualification it stands for. The diploma is signed by the head of the faculty and the chair of the final examination board. In case the the diploma is not issued within the final examination period, and the chair of the board is not available at the institution, the person in charge of the faculty shall be the signatory.

20.2. Students who are at least forty years of age, excluding those pursuing vocational higher educational studies that require a terminological foreign language examination, are exempted from the completion of the foreign language examination, which is a provision of issuing the diploma stipulated by the programme and exit requirements. This provision will apply for the last time to those who are taking their final examination in the academic year 2015/2016.

20.3 The foreign language examination organized internally by the institution of higher education set out in Nftv 107. § (2) may only be accepted in the programmes present in appendix 6 and by the stipulations therein.

The diploma may be issued once the student has handed in the the document certifying the completion of the foreign language examination defined in the appendix.

**20.3.1. Within 30 days after the successful completion of the final exam and the completion of the language examination specified in the Training and Output Requirements, for the candidate the institution shall issue a diploma indicating the qualification. In the diploma, the direction of the precession can be indicated on the insert.**

**The foreign language requirements of the training are subject to the rules set out in the Training and Existing Requirements in force at the beginning of the studies, which can be found in Annex 7 of the TVSZ and in this Act. as an attachment.**

**20.3.2. The result of the diploma shall be calculated according to the following formulas:**

**For students began a legal relationship in 2009/2010. or before:**

The qualification of the diploma is given by the simple arithmetic mean of the grade of the final examination and the marks of the comprehensive examinations completed during the complete training period.

From the academic year 2010/11 to the 2016-2017 academic year, all training courses:

$$(0,3 * ZV + 0,2 * D + 0,3 * T\acute{A} + 0,2 * SZ)$$

Variables mean:

**ZV:** average of the marks of the final examination subject(s) rounded to two decimal places;

**D:** a final grade counted according to point 18.12 from the grades given for the thesis/diploma work from the consultant, the opponent and at the defense;

**TÁ:** weighted average counted for all credits acquired during the entire academic studies, rounded to two decimal places;

**SZ:** The average of the marks of the comprehensive exams rounded to two decimal places.

In case of the students having student legal status from the school year 2016 / 17 in the following Master's degrees:

**Nursing Master's Degree:**

$$(0,4 * ZV + 0,4 * SAT + 0,2 * D)$$

Variables mean:

**ZV:** the simple arithmetic mean of the grades of the final exam parts rounded to two decimal places;

**TÁ:** weighted average counted for all credits acquired during the entire academic studies, rounded to two decimal places;

**D:** The final mark of the diploma work.

**Physiotherapy Master's Degree:**

$$(0,5 * ZV + 0,5 * TH)$$

Variables mean:

**ZV:** the simple arithmetic mean of the grades of the final exam parts rounded to two decimal places;

**TÁ:** weighted average counted for all credits acquired during the entire academic studies, rounded to two decimal places;

In case of the students having student legal status from the school year of 2017/18:

**In Health Sciences Bachelors:**

$$(0,4 * ZV + 0,3 * AT + 0,3 * SZ)$$

Variables mean:

**ZV:** the simple arithmetic mean of the grades of the final exam parts rounded to two decimal places;

**TÁ:** weighted average counted for all credits acquired during the entire academic studies, rounded to two decimal places;

**SZ:** The average of the marks for the comprehensive exams rounded to two decimal places.

**b) Bachelor of Social Sciences:**

$$(0,3 * ZV + 0,2 * D + 0,3 * SAT + 0,2 * SZ)$$

Variables mean:

**D:** final grade of the diploma work

**ZV:** the simple arithmetic mean of the grades of the final exam parts rounded to two decimal places;

**TÁ:** weighted average of all credits acquired during the entire academic education, rounded to two decimal places;

**SZ:** The average of the marks for the comprehensive exams rounded to two decimal places.

**e) Master's Degree in Social Sciences and the Specialist Professional Training Program for Child and Youth Psychiatry and Addictology Consultants (GYIPA)**

$$(ZV + D + MS) / 3$$

Variables mean:

**ZV:** the simple arithmetic mean of the grades of the final exam parts rounded to two decimal places;

**D:** Final grade for the thesis / diploma work calculated from the consultant, the opponent and defense scores calculated according to the formula given in point 18.12.

**TÁ:** weighted average of all credits acquired during the entire academic education, rounded to two decimal places;

**f) Child and Youth Counseling Postgraduate Specialist Training Course (GYIVD):**

$$(ZV + MS + D + S) / 4$$

Variables mean:

**ZV:** the simple arithmetic mean of the grades of the final exam parts rounded to two decimal places;

**D:** Final grade for the thesis / diploma work calculated from the consultant, the opponent and defense scores calculated according to the formula given in point 18.12.

**TÁ:** weighted average of all credits acquired during the entire academic education rounded to two decimal places;

**SZ:** The average score of the comprehensive exams rounded to two decimal places.

**g) Social and youth work in higher education vocational training:**

$(Ta + FE) / 2$

**Variables mean:**

**TÁ:** weighted average of all credits acquired during the entire academic education rounded to two decimal places;

**ZV:** the average grade of the final exam parts rounded to two decimal places;

According to this, the qualification of the diploma (2/2009 (01.14) ETSZK TH and 28/2011 (10.12.) ETSZK TH):

2.00-2.50 pass (2)

2.51-3.50 satisfactory (3)

3.51-4.50 good (4)

4.51-4.99 excellent (5)

5.00 outstanding

**20.3.3. The grades of subjects acknowledged via a credit transfer procedure are included in the qualification of the diploma.**

## 21. Addendum

21.1. The deputy head of the faculty may act in accordance with the present document in his or her stead in matters requiring decisions of the head of the faculty, given that the deputy had no involvement in the first instance decision of the matter.

### *Further procedural questions*

21.2. Depending on the nature of the request, the student is obligated to give reasons for the request, properly support and certify it, as well as provide every detail that the request forms submitted require.

21.3. The decisions made involving the matters in the present document must be committed to paper and uploaded to the ETR. The requesting party may be notified of the decision in the form of a précis.



## 22. Various regulations

**Nftv 49. § (8)** Conditions for studying and taking examinations shall be adjusted to the given disability in the case of students with disabilities. Moreover, they shall be provided with assistance so as to be able to fulfil obligations ensuing from their status as students. In justified cases, students with disabilities shall be exempted from taking certain subjects, studying certain subjects, or their knowledge being tested. If necessary, disabled students shall be exempted from taking foreign language examinations, a part of the examination or its level. A longer time for preparation shall be ensured during examinations. The use of technical aids, such as type writers, and computers in particular shall be ensured for compiling reports in writing, or by substituting a written examination with an oral one and vice versa. Exemptions granted as per the present paragraph shall exclusively be ensured in connection with circumstances serving as the grounds for exemption and must not lead to an exemption from fundamental academic requirements necessary to obtain the qualifications attested by a certificate in higher vocational education or qualifications certified by a degree in bachelor and master programmes.

22.1. In matters that are in agreement with and are within the framework of the provisions of law, other university regulations and the present document, and in regards to matters falling within the scope of the academic and examination regulations, the faculty councils — while ensuring the student union's right to have its say in the matters — may adopt statutes; furthermore, the dean may specify deadlines within which certain obligations are to be met, determine how responses to requests are handled and how matters within requests are allowed to be verified, and may also introduce forms for the requests. In study matters that fall within the scope of the present document, central educational university units participating in a programme are obligated to formulate — within the frame of the present regulations — their own regulations and local conduct of study affairs observing the overall conduct of study affairs.

22.2. The faculties are obligated to see to that the present document, furthermore, orders and regulations concerning study, examination and other general matters are accessible and available to teachers and students to acquaint themselves with.

22.3. The faculty is obligated to regulate every question, whose regulation the present document specifies as the authority of the faculty (sections 3.1., 4.1., 4.3., 5.3., 7.2., 8.1., 9.1., 9.3., 12.3., 13.2., 13.3., 18., 19.2., 19.4., 19.7., 22.1., 22.2.).

**22.3.1. The dean must ensure that students starting their studies receive oral and written information about their rights and obligations during the enrollment. The oral and written information must contain all the information necessary to ensure that the requirements are met effectively.**

**22.3.2. Students should be provided with all the rules and regulations applicable to them. The institutional regulations must be placed on the Faculty's website.**

**22.3.3. •Exceptional requests directed at the Dean:**

**a) If the student has not been able to fulfill his / her academic obligation beyond the fault of the student, on the basis of a request, according to the decision of the dean he/ she may receive an exceptional exemption from the provisions of the Academic and Examination Regulations up to three times during the course of the training. A request for exceptional permission can only apply to one case. Exemption from the requirement in the curriculum may not be granted. Unjustified non-appearance on an exceptional exam granted by the Dean excludes the student from further procedures regarding exceptional permissions granted by the Dean.**

**b) Dean's fairness includes the requests for exemption from the obligation to the academic regulations for students, provided that the obligation is not required by a higher law.**

**22.3.4. In connection with the studies of students with disabilities the Faculty applies the principles of the Regulations of Equal Opportunities and Equal Treatment chapter IV. of the University of Szeged and applies to them the privileges and preferences defined in these terms and conditions and in the rules of procedure. For this purpose, the student must present the certificate to Registrars Department at the beginning of the training or on the day preceding the commencement of the exam.**

**22.3.5. The study deadlines required by the SZTE TVSZ and the Faculty Rules of Procedure are available at the Faculty / University homepage.**

**22.3.6. Students' requests are submitted via MODULO or by form.**

**22.3.7. The student is obliged to decommission in the form provided by the Registrars Department if his/her student legal status terminates. In case of non-decommissioning, the institution attempts to recover the debt as specified in the regulations of the organizational units, in the laws, and in the form that was announced when the student received the equipment.**

**22.3.8. Prior to pausing the student legal status the student is obliged to settle his financial debts and to decommission, except for the library's debts. The student is obliged to inform the faculty during the interruption of his / her legal status in matters relating to his / her legal student status.**

22.4. In the course of applying the regulations of the present document, the head of the faculty is to be understood as the dean.

22.5. The specificities of the musical art programme and the medical programme that differ in some points from the academic and examination regulations of the University of Szeged are determined by the specific regulations that concern solely the Faculty of Medicine and the Faculty of Music.

**Nftv 112. § (1)** Programmes begun under the LXXX Act of 1993 on Higher Education shall be completed — in an uninterrupted manner — without the modification of the programme requirements, the conduct of examinations or the diplomas issued.

**(2)** Programmes begun under the Act of 2005 on Higher Education shall be completed in an uninterrupted manner — without the modification of the programme requirements, the conduct of examinations, or the diplomas or certificates issued. Pursuant to the Act of 2005 on Higher Education, the body responsible for the operation of the higher education information system may manage personal data registered in the higher education information system — unless otherwise required by this act — by the deadline set in section 35. (4) of the Act of 2005 on Higher Education.

**(3)** The provisions in section 67 (5) of this act shall be applied to off-site bachelor and master programmes in progress on January 1, 2010 in the following manner: The students already admitted to the programme may complete their studies in the institution of higher education with unaltered conditions; however, no new students may be admitted to the off-site programme.

**(4)** Students who began their higher education studies before September 1, 2006 may complete such studies in line with the former curricular requirements as per the qualification requirements adopted by the respective institutions of higher education, and pursuant to the provisions of the Act of 1993 on Higher Education, they shall be awarded a diploma with a college degree or a diploma with a university degree. The period of study available to students and the disruption and interruption of studies shall be determined in accordance with the provisions in effect at the time of the establishment of the student status. Institutions of higher education may deviate from these measures from September 1, 2015.

**(5)** Students who began their studies before September 1, 2006, but — having regard to the conduct of the examinations established in the academic and examination regulations — have not completed their studies under the provisions of the Act of 1993 on Higher Education, may continue their studies in accordance with the provisions of this act, subject to the acknowledgement system of studies and examinations.

22.6. Regulations concerning the completion of studies begun in the former educational system:

For students having begun their studies before September 1, 2006, the university ensures the opportunity to complete their studies according to the following.

a) They may join the courses offered by the multi-cycle programme, whose requirements they can complete based on the equivalence of the programmes.

b) They may request their transfer to a multi-cycle programme, whose entrance requirements are consistent with the programme the student wishes to transfer from, given that previous academic achievements can be acknowledged by way of the credit transfer procedure.

## 23. Closing regulations

23.1. The present regulations take effect the next day they are passed.

23.2. The regulations of the present document must be employed on ongoing cases as well.

**In the case of a repeated or deferred final examination commenced before the entry into force of these Rules, the grade awarded by the student with a more favorable final exam calculation method shall be considered.**

23.3. The present document contains the text modified by resolution nr. 86/2013. at the session of the senate of the University of Szeged held on May 6, 2013, formulated into a consistent structure.

**The Faculty Council adopted this Faculty Study Order at its meeting on June 28, 2017, 42/2017. (06. 28.) ETSZK. TH, with the consent of the Faculty Student Union.**

**The Faculty Study Order will enter into force on 1 September 2017. With the entry into force of these Regulations, the provisions of the Educational Procedures 4/2007. (05. 30.) ETSZK. TH of the University of Szeged Faculty of Health Sciences and Social Studies, being modified several times will expire at the same time.**

**The Faculty Educational Program Order is accessible to students on the Faculty homepage, in the library's reading room, in the Registrars Department and in the Student Information and Consulting Office.**

Szeged, 2017. 06. 28.

**Dr.Mária Barnai    Dean**

**Present Faculty Study Order will enter into force on the 25th day of October 2017. This Code includes the Faculty Study Order which entered into force on 1st of September 2017, and the related amendments finished on the 25th of October 2017 in a single structure.**

**Dr. Edina Héderné Berta    Dean**

**Present Faculty Study Order comes into force on 07th of December 2017. This Code includes the Faculty Study Order which entered into force on September 1st 2017 and the related amendments finished on the 06th of December in a single structure.**

**Dr. Edina Héderné Berta    Dean**

### *Appendix 1:*

## **Specific regulations departing from certain points of the academic and examination regulations of the University of Szeged, applicable solely to the Faculty of Music**

### **2. Fundamental concepts for interpretive regulations**

*diploma-work:* A diploma-concert concluding the musical studies, in which the student demonstrates the knowledge acquired over the course of main-subject and chamber music studies. The syllabus and the duration of the diploma-concert, which constitutes a part of the final examination, are regulated by the educational plans.

*main-subject:* An instrumental, singing or other subject that plays the most pivotal role in the musical art programme, and which is also included in the title of the qualification obtained.

*main-subject and chamber music examination:* A practical examination concluding the consultation practice and encompassing and testing the knowledge acquired in a given semester. This examination performance determined in the educational plan must be completed in front of a board of examiners, the members of which include all the teachers of the given faculty. The performance is evaluated with a five-grade scale, which must also be given with two decimals. A note of the performance must be made in the “remarks” section of the grade book.

*consultation practice:* A main-subject or chamber music class, in which the teacher leads the students’ musical art education along with their active participation. The consultation practice concludes with a main-subject and chamber music examination.

### **12. The examination period**

The Faculty of Music organises the conduct of examinations concerning the main-subject and chamber music affecting every student of the faculty, which it releases in an announcement three weeks prior to the examination period.

The main-subject and chamber music examination dates are determined by the head of the academic office together with the heads of the faculties. The Faculty of Music ensures one examination per mainsubject in the examination period. The other examinations are held on dates set together by the examiners and the students involved, which must not coincide with the main-subject and the chamber music examinations of the students concerned.

### **13. The examination process**

13.1. If the student is absent from the main-subject examination, the faculty concerned must announce a new examination date for the student. In case the student — due to health matters or other reasons that can be accepted — is prevented from performing at the main-subject or chamber music examination, his or her performance in the semester may be evaluated — at the suggestion of the student’s teacher — by the head of the faculty. In such cases, the student may not be awarded an excellent (5) grade.

### **15. Repeating a successful examination**

A successful main-subject examination can not be improved upon.

## **20. The diploma or certificate (henceforth diploma)**

In accordance with the agreement signed on July 9, 1998 (included in the appendix of the present document), the university diploma — until the faculty's acquisition of authorisation to independently launch an academic programme — is issued by The Liszt Academy of Music.

*Appendix 2:*

**Specific regulations departing from certain points of the Academic and examination regulations of the University of Szeged, applicable solely to the Faculty of Medicine**

*Appendix 3:***Concerning the regulations of the use and application of the electronic grade book****A) Application conditions and regulations****1. Legal background: Government Decree 79/2006. (IV. 5.) 15/D §**

- (1) The grade book used by the institution of higher education may be
    - b) an electronic document.
    - c) A document printed via the institution's electronic administrative system, the segments of which are inextricably bound to each other and authenticated by the organizational and operational regulations.
  - (6) If the student continues his or her studies at another institution of higher education by way of transfer, the dismissing institution of higher education makes a record of the date of cessation of the student status in the grade book, and — within fifteen days of the cessation of the student status — sends it to the receiving institution of higher education.
  - (8) When his or her student status ceases — with the exception of the case in (6) —, the student must be delivered the grade book.
  - (9) (...) If the grade book is in a format as in b) and c), the printed image format approved by the Educational Office must be employed — within the bounds of public proceeding, upon request and based on the elemental contents.
- The grade book, printed from the electronic study system with its format authenticated by the Educational Office, must be produced upon the student's permanent departure from the university or the cessation of his or her student status. The numbered pages of the document must be laced together with a tri-coloured string (representing the colours of the Hungarian flag), on the tip of which a label displaying the seal of the institution must be stuck. The pages of the document must be bound inextricably and made authentic by the signature of the head of the academic office. The printed grade book carries all data and notes informed by the relevant legal content of the electronic grade book [15/D § (2)].
  - If the student is taking part in more than one programme, the delivery of the grade book is tied to the completion of the final programme.
- (5) d) Once per semester and free of charge, the student has the right to be given an excerpt of the grade book.

Upon request, once per semester and free of charge, the student is provided with a certified copy of the closed registry sheet for the semester, which also contains the grade book data (the certified printout of the registry sheet data for the semester in the ETR).

- (5) c) Access to administrator rights and the rules of filing in the electronic administrative system must be regulated in the organisational and operational regulations.

**2. Electronic grade book access regulations**

Access according to the ETR's authorisation system, especially:

- a) Student access rights:
  - The student is not authorised to enter data into the electronic grade book;
  - the student is entitled to have access to his or her electronic grade book for the entire duration of his or her student status with the help of an individual code, moreover,
  - the student is entitled to print a course and mark registration sheet from the academic database for a given study period, and use it for academic progress certification purposes;

- the student is entitled to request the correction of his or her grades at the teacher or educational unit throughout the entire examination period. If the request is declined, it must be submitted to the academic board of the faculty.
  - Within fourteen workdays after the end of the examination period, the student is entitled to make an observation on and request a correction at the teacher or the educational unit in regards to the grades in the electronic grade book based on the grades in his or her grade book or the course and mark registration sheet. If the request is declined, it must be submitted to the academic board of the faculty.
- b) Teacher access rights:
- Using his or her teacher and administrator ETR rights, observing the announced evaluation conventions, the teacher is authorised for grade-evaluation input in the electronic grade book regarding subjects he or she is responsible for;
  - the teacher has the right to check the examination sheets and correct grades for subjects that are within his or her responsibility by the end of the grade registration period (in relation to the last day of the examination period).
- c) Academic office access rights:
- With personal authorisation approved by the dean, from a workstation with a registered IP-address designated for the purposes below, the person appointed to be in charge of academic administration may create, modify and invalidate data he or she has authorization for. At the request of a teacher or educational body, this authority also extends to teacher evaluation-input.
- d) ETR-operation access rights:
- Personnel of the ETR's central administration are not authorised for data input in regards to the electronic grade book;
  - via the written direction of the dean of the faculty or the educational management, or the permission of the head of the ETR operation, ETR operation personnel may perform maintenance and data-correction tasks that involve data change. Provided that the system logs the related data cycle, the former state of the data changed must be preserved in the system log.
- e) The system informs the student about changes made on the examination sheet via an electronic notification.
- (4) a) In the case of an oral examination, the teacher informs the student about the evaluation of his or her performance on the spot, or, in other cases, at a time specified in the organisational and operational regulations via a (paper-based) written notification,
- (4) b) the student is informed about the subjects signed up for in his or her course registration at a time specified in the institution's organisational and operational regulations via a (paper-based) written or an electronic notification;
- (4) c) the method by which the student may contest the data concerning the evaluation in the database fourteen days after the end of the study period is regulated in the institution's organisational and operational regulations;
- (4) d) the method by which the student may contest the data concerning the course registration in the database five days after the end of the study period is regulated in the institution's organisational and operational regulations;
- (4) e) the method of possible enquiries into or correction of the data contested — as in instances in c)–d) — is arranged in the organisational and operational regulations.

### **3. Regulations on preserving the authenticity of the electronic grade book**

At the end of the second week after the course registration period ends, a backup of student course registrations of the current semester is made to a secure data storage unit. In order to preserve the authenticity of the archive containing the backup, it must be authenticated by an electronic signature



and stored in a safe. In the remainder of the semester, changes made in the electronic index by the academic office, such as additional course registration or course-deletion, is only possible via a request or a decision, and a record of such instances must be made in the ETR.

Starting as early as three weeks before the beginning of the course registration period, the student may print a so-called course registration report and result sheet (or course and mark registration sheet) concerning his or her registered courses. From this day, the student has five workdays to contest data-input regarding his or her subjects. The course and mark registration sheet printed from the ETR is both a course registration report and a results certificate.

The course and mark registration sheet printed from the ETR (or the grade book, in case it is continued to be used) must be available at the examination so that the teacher can verify the identity of the student with the help of additional documents. The signature of the teacher given after oral examinations enables the student to prove the authenticity of his or her grade obtained.