

**University of Veterinary Medicine  
Rules of Organization and Operation**

**Volume III**

**Code of Studies and Examinations**



**Budapest**

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## **Introduction**

Pursuant to Section 12 (3) eb) of Act CCIV of 2011 on Hungary's National Higher Education (hereinafter: Higher Education Act) and pursuant to its mandate defined by Section 61 thereof, the Senate of the University of Veterinary Medicine Budapest (hereinafter: Senate), in agreement with the University's Student Council (hereinafter: EHÖK), hereby lays out the Code of Studies and Examinations of the University of Veterinary Medicine Budapest as follows:

### **I.**

## **GENERAL PROVISIONS**

### **Scope of the Code**

#### **Section 1**

(1) This Code of Studies and Examinations (hereinafter: Code) regulates all studies and examinations of Hungarian and non-Hungarian citizens enrolled in all Hungarian or foreign-language education programmes of the University of Veterinary Medicine Budapest, including state- or privately funded, credit-based, full- or part-time higher vocational training, undergraduate and graduate programmes, MSc programmes and undivided programmes offering a master's degree.

(2) The scope of the Code applies to all of the University's teachers, researchers and/or staff acting in studies and examinations affairs. In the context of this Code, all personnel conducting educational and examination activities shall be considered as instructors.

(3) All training programmes started in compliance with the Higher Education Act of 2005 must be finished in uninterrupted operation with the same professional requirements and examination processes, and concluded by the issuance of the same degree certificate and diploma.

(4) The provisions on specialized further training are laid out in the *Annex* of this Code.

### **Persons and bodies acting in studies and examinations affairs**

#### **Section 2**

(1) In line with the regulations laid out in this Code, the vice-rector for education or the vice-rector for international relations act at the first instance concerning students' studies and examinations affairs.

(2) In terms of foreign language training programmes, the vice-rector for international relations acts in such matters as organizing foreign language training programmes for foreign students, formulating the rules of enrolment to such programmes and professionally supervising the procedure.

## **Committees**

### **Education Committee**

#### **Section 3**

The Education Committee (hereinafter: EC) operates under the structure and in accordance with the scopes of competence defined in Section 20 of the Order of Organization and Operation (hereinafter: ORGOP) and expresses its opinion on studies and exams affairs defined in Section 20 5) f) of the ORGOP.

#### **Section 4**

### **Credit Committee**

(1) As defined in ORGOP Section 21/B, the Credit Committee acts in credit equivalence and credit transfer matters regarding the recognition of credits obtained in other institutions and adopts resolutions based on the recommendations by the heads of the relevant departments, except in the case of foreign language training programme where the vice rector for international relations acts in such issues. The Credit Committee determines its own meeting agenda based on the following considerations:

- a) the meeting has quorum if more than half of the committee's instructor members are present;
- b) adopts its resolutions with a simple majority and in the event of a tie in the voting, the Chair shall have the casting vote;
- c) the Credit Committee makes its decisions based on the opinion of the competent subject coordinator/head of department/programme coordinator;

(2) the Credit Committee's decision must be communicated to the student in the form of a written resolution,

- a) if it affects the person's student status,
- b) if it is related to a disciplinary or indemnification matter and
- c) if the student's request is - in part or in full - rejected and therefore there is an option for legal remedy.

(3) The information on the potential legal remedy must be indicated in the resolution.

### **University Student Appeals Committee**

#### **Section 5**

- (1) Except for the evaluation of the fulfilment of academic requirements, students can appeal the first-instance decisions made by the Credit Committee, the Student Welfare Committee and/or the rector and, in matters of studies and examinations, the vice-rector for education within 15 days after the relevant notice or, in lack thereof, after becoming aware of such information. The appeal must be submitted to the University Student Appeals Committee.
- (2) In certain cases, decisions on the evaluation of studies may also be appealed if the decision was not based on the requirements adopted by the University and/or if the decision is contrary to the University's Rules of Organization and Operation (hereinafter: ORGOP), or if the rules on organization of examinations were violated.

- (3) The number of members and the composition of the University Student Appeals Committee (hereinafter: USAC) are regulated in Section 30 of the ORGOP.
- (4) The following persons may not be involved in the USAC's operation:
  - a) the person who made the appealed decision or failed to make a decision,
  - b) any close relative of the above person (see Section 8:1 of the Civil Code of Hungary),
  - c) who cannot be expected to evaluate the case in an unbiased manner. In such cases, the affected persons are obliged to report their incapacity.
- (5) Student representation in the USAC must be ensured in such a manner that the proceeding of the case must always include a student who is at the same training level (is in the same cycle) as the appealing student.
- (6) The person making the first-instance (appealed) decisions or the Chair of the body making such decisions must always be invited to the USAC meetings and must be heard, provided that they wish to tell their opinion in person. The University's legal representative must also be enabled to participate in the meetings.
- (7) The USAC conducts its activities based on the agenda determined by the USAC itself and approved by the Senate.
- (8) The decision must be laid out in a resolution with an explanation. The resolution must also point out the option of legal remedy and the student must be heard personally at least once in the course of the proceeding. If the student fails to show up for the committee meeting despite receiving a valid notice, then the personal hearing may be omitted and/or the student, upon such request, must be allowed to submit their remarks in writing.
- (9) The provisions of Act CXL of 2004 on the General Rules of Administrative Proceedings and Services shall govern the establishment of the facts of the case, the calculation of deadlines, the issuance of certificates, the form and content of the resolution, the correction, replacement, amendment, modification or revocation of the decision either on request or on the committee's own initiative.
- (10) The second-instance resolution of the case shall become effective upon release. The effective resolution is executable unless the student appeals to a court in the matter.
- (11) The student may appeal to a court to review the USAC's second-instance decision within 15 days after the communication of such decision, on the grounds of violation of legal regulations or a violation of the provisions on the student's status. The student must inform the University of the submission of the appeal by sending a copy of the appeal.

### **The structure of the training programme**

#### **Section 6**

- (1) The professional requirements of the qualifications and skills obtainable through the undergraduate and MSc courses and the undivided training programme

regulated in the Higher Education Act are determined by the training and graduation requirements issued by the Minister in charge of higher education.

- (2) The training and graduation requirements of each undergraduate programme contain the name of the undergraduate programme; the level and title of qualifications and skills achievable through completing the undergraduate programme, as indicated in the certificate (in Hungarian and English); the total training time in semesters; the number of credits needed to obtain the basic degree;

the training objective of the undergraduate programme and the achievable professional competencies; the general competencies that are essential for the common training stage within the programme; the descriptions of the core material's knowledge areas that are vital for the qualifications; and the requirements related to foreign language skills.

- (3) The training and graduation requirements of each MSc and undivided programme contain the name of the MSc programme; the level and title of qualifications and skills achievable through completing the MSc programme, as indicated in the certificate (in Hungarian and English); the names of the undergraduate programmes that can be counted with full credit value upon enrolment into the MSc programme; the total training time in semesters; the number of credits needed to obtain the MSc degree; the training objective of the MSc programme and the achievable competencies; the required core knowledge that further enhances the knowledge achieved in the undergraduate programme; the descriptions of the core material's knowledge areas that are vital for the qualifications; the requirements related to the practical skills; the requirements related to foreign language skills; and the special conditions for adopting the obtained undergraduate knowledge into the MSc programme.

- (4) Broken down to each programme, the qualification criteria generally contain the specification of the training objective, the required main academic areas and their relative proportions, the total training time in semesters; the total amount of work required to obtain the qualification, indicated in number of classes and credits; the subjects tested in comprehensive exams; the type, subjects and grade calculation method of the final exam; the requirements related to the thesis/diploma work; the level of qualifications; the professional skills and their title; as well as any other provisions relevant to the particular programme.

## **Curriculum**

### **Section 7**

- (1) Credit-based systems rely on recommended curricula. The curriculum of a particular programme provides an orientation for students on what schedule they may need to organize the required course units so that they could complete their studies within the number of semesters determined in the training and graduation requirements (qualification criteria).
- (2) Broken down to academic periods, the curriculum contains all:
- a) obligatory and elective course units,

- b) the number of classes (lectures + lab/classroom practicals) per week (or semester) and their respective credits,
  - c) the type of testing,
  - d) the semesters when the course units are available (fall and/or spring),
  - e) the criteria/requirements,
  - f) the options and conditions for specialization,
  - g) the regulations related to the submission of a diploma work (thesis),
  - h) the detailed requirements to qualify for the final exam and/or the selection thereof,
  - i) the two-week on-call shift schedule, the semester field practice, the on-call service practice and the summer field practice.
- (3) Students must be given the opportunity to progress in line with the curriculum i.e., there must be no conflict between the class and testing times of the obligatory and elective courses within the same semester according to the curriculum.
- (4) The programmes of A-type course units and the optional B- and C-type course units are accredited by the EC and approved by the Senate for the curriculum. Accreditation requests for recommended course units can be submitted together with the attached programme to the EC via a specifically designed and issued form twice a year, by November 15 and April 15, respectively.
- (5) If students wish to take course units offered by other institutions, the EC accredits such course units based on their programme content, after consulting the relevant professional departments if necessary. To get an external institution's course unit accredited, the programme of the given course unit must be submitted to the EC by no later than September 15 or February 15, respectively. The accreditation of course units offered by external institutions remains valid for 3 years, after which the accreditation may be extended for another 3 years, based on the review of the unit's programme.
- (6) The curriculum can only contain such A-, B- or not directly related optional C-type course units that are offered by persons with academic degrees. Exceptions may be made in the case of external experts that are not employed by the University, provided that expert offering the course unit is an acclaimed representative of the particular area. Such exceptions are decided by the EC, after consulting the relevant professional department.
- (7) Optional B- and C-type course units must be cancelled from the particular student guide if:
- the unit is not announced by the course unit owner for three consecutive years,
  - the course unit was announced but not held for five years due to lack of student interest.
- Cancelled optional course units cannot be re-announced without prior re-accreditation.
- (8) The University does not finance the publication of course materials for optional course units. The University's teachers may not be paid hourly fees or any other fees for giving lectures of optional subjects in the Hungarian training programme
- this rule does not apply to the foreign language programme. External lecturers may

be paid hourly fees for teaching optional subjects in the framework of a service contract.

- (9) The relative proportion of the subject groups in the University's recommended curricula are determined for each programme based on the training and graduation requirements and the specialities of the particular programme.
- (10) The curriculum is approved by the University Senate during the programme's pre-launch accreditation and the subsequent curriculum modifications are also approved by the Senate.
- (11) The rules for taking the obligatory and elective subjects indicated in the curriculum are determined by the order of the prerequisite courses. The order of the prerequisite courses is approved by the Senate as a part of the curriculum.
- (12) A-type subjects contain knowledge that is absolutely necessary for reaching the training objective, so all students are obliged to complete them. B-type optional subjects are directly related to veterinarian/biologist training. The C-type optional subjects are not related directly to veterinarian/biologist training. Students are required to complete as many B- and C-type subjects that allow them to collect at least 50 credit points in the veterinary programme while students beginning their studies after September 1, 2017 must collect 30 credit points.
- (13) Students who began their studies in the biology undergraduate programme before the 2017/2018 academic year need to collect 45 credit points from B-type courses and 12 credit points from C-type courses while students who began their studies in or after the 2017/2018 academic year need to collect 34 credit points from

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<sup>1</sup> Modified by Senate Resolution No. 14/4/2017/2018 SZT on October 17, 2017.

<sup>2</sup> Modified by Senate Resolution No. 56/2017/2018 SZT on June 19, 2018.

B-type courses and 9 required credit points from C-type courses.

- (14) Students who began their studies in the biology MSc programme before the 2017/2018 academic year need to collect 41 credit points from B-type courses and 6 credit points from C-type courses while students who began their studies in or after the 2017/2018 academic year need to collect 36 credit points from B-type courses and 6 credit points from C-type courses.
- (15) Prerequisite courses must be determined according to the professional succession of subject themes, thus allowing for an efficient acquisition of the required knowledge. When determining the order of prerequisite courses in the University's majors, no more than 3 subjects or modules can be identified as prerequisite courses.
- (16) **Students** do not need to meet the prior requirements indicated in the curriculum if they have already completed such prerequisite courses and
- in the case of the foreign language programme, if the vice rector for international relations has certified such completion after consulting the relevant head of department or
  - if the student proves such completion in compliance with the manner and deadline defined in the Credit Committee's rules of procedure and has the Credit Committee verify such completion by submitting the relevant form on paper or through the NEPTUN system's request management procedure. The verification of the students' meeting the relevant work experience requirements may be conducted in the form of oral, written or practical testing as well.
- (16) **Except** for students enrolled in the foreign language programme, the above requests must be submitted separately for each subject via the form titled "Application for credit transfer" to the Students' Secretariat, addressed to the vice rector for education, by the end of the course registration period (the last day of the second week of the term-time). The certified copies of the certificates of completed prior courses must be attached to the application. The credit value of the accredited course can only be counted in the total number of credits. However, the above value can neither be counted in the mean accumulated and corrected credit index nor in the mean credit index used for the allocation of grants.
- (17) If students conducted their studies at the University's legal predecessor, i.e., the Faculty of Veterinary Medicine of St. Stephen University (hereinafter: FVM SU), they do not need to have their completed courses accredited one by one. Upon the termination of their previous student status, the affected students need to submit an application to the vice-rector for education, specifying which courses they want to be acknowledged in their new student status. Such request can only be submitted once during their studies, specifically, during the first semester of their new student status. Students may not submit such requests any more after that.

### **Subjects, course units**

#### **Section 8**

- (1) Courses form the basic units of the curriculum of a programme. Students can only register for and complete courses if they meet certain requirements. The order of course registration is determined by the programme's curriculum while the conditions for completion are determined by the course's requirements. The accreditation of a course means that the training programme of the course was approved.
- (2) In the veterinarian programme, the practicals of the 11th semester are standalone, A-type courses which are built on and form an integral unit with the relevant theoretical courses.
- (3) The themes of the particular courses are accredited by the EC and admitted by the Senate



into the programme's curriculum.

- (4) The theme of the course determines the course's training objectives and includes a brief description of the course material - specifying the written material and its form, the number of classes during the training period, the proportions of the different types of classes (lecture, seminar, practical, etc.), the key allowed technical and other tools, the types of the tasks the student can complete through individual work, the type of testing at the end of the semester, the amount of studies to be completed in terms of credits and the examination requirements in a thematic breakout.
- (5) Course units are credited curriculum units or subjects that can be completed in a semester.

## **Student status**

### **Effectuation and inactivation of student status**

#### **Section 9**

- (1) The student status establishes a legal relation between the University and students conducting their studies in one of the programmes. The status determines the mutual rights and responsibilities of the University and the student, in compliance with the relevant legal regulations and the content of the University's policies.
- (2) You can become the University's student by admission through the enrolment procedure or through transfer from another institution. The detailed regulations on the enrolment procedure are contained in the University's Rules of Enrolment Procedure.
- (3) The University must enable all admitted applicants to enrol, thus allowing them to establish student status. The admission allows the student to obtain student status for the particular semester.
- (4) Paragraphs (5)-(8) and (11) as well as (13)-(15) of this Section are not applicable to students applying for foreign language education programmes. The effectuation of student status is governed by the enrolment notice issued each year. The vice rector for international relations has the competency to decide on the transfer of students from other institutions to the University's foreign language programme.
- (5) Students can transfer to the University if:
  - a) a) they request to be transferred to an equivalent area of training,
  - b) they have a valid student status and there are no grounds for dismissal or exclusion,
  - c) they request to be transferred to an equivalent area of training, except:
    - transfer from the programmes specified in Section 8 of Govt. Directive 283/2012. (X. 4.) on teacher training, academic specialization and the list of pedagogical programmes, such as
    - - transfer from undivided BSC-MSc to an undergraduate programme,
    - - transfer from undergraduate programmes and/or undivided BSC-MSc to higher vocational education.
- (6) After consulting the affected subject owners, the EC makes a decision on the transfer and the recognition of the transferring student's prior studies. Transfers must be completed between the end of the previous term-time and June 30 for the fall semester, and January 30 for the spring semester. If the transferring student is admitted, the EC mails the transfer resolution and the date of post-transfer enrolment to the student and the sending higher education institution. The date of admission and the name of the sending

- institution are uploaded into the NEPTUN system.
- (7)
- (8) The sending institution must indicate the transfer as the reason of the termination, while the day prior to the date of the enrolment into the receiving institution must be indicated as the date of termination of the student status with the sending institution.
- (9) Students of other higher education institutions and/or the University's other programmes may request transfer to the veterinary training programme if
- conduct their studies in identical (agricultural) MSc programmes,
  - if they have completed at least two semesters and achieved a minimum of 4.50 credit index per semester,
  - - collected at least 50 credit points in terms of A-type courses,
  - - have an intermediate B2 level (formerly known as C-type) or higher language exam certificate.
- (10) Hungarian or non-Hungarian citizen students of the University's foreign language programme can be transferred to the University's Hungarian programme if there is a vacant state-funded place. In lack of such place, students can be transferred to the fee-paying/self-funded programme if
- they have at least 40 credit points from A-type courses creditable to the Hungarian training programme and
  - have at least two completed semesters.
- (11) During their studies conducted at the University, students can transfer only once, from the foreign language training programme to the Hungarian programme or vice versa. Once they have transferred, they have no other transfer opportunity.
- (12) Students of other higher education institutions may request transfer to the Biology BSc programme if
- they began their studies in the same (natural science) area,
  - they have completed at least one semester in another higher education institution,
  - they achieved a credit index of 4.00 or better in their last completed pre-transfer semester,
  - collected at least 20 credits per semester from A-type courses.
- (13) Students of other higher education institutions may request transfer to the Biology MSc programme if:
- they began their studies in the Biology MSc or a related adjacent (natural science) area;
  - they have completed at least one semester at MSc level;
  - they achieved a credit index of 4.00 or better in their pre-transfer semester,
  - collected at least 10 credits per completed semester from A-type courses that are applicable to the Biology MSc programme.
- (14) Students requesting transfer must submit the following documents issued by the sending higher education institution;
- a certificate of their valid student status and, if they apply to be transferred to a state-funded or (partially) state-financed programme, a certificate of the number of completed, state-funded semesters,
  - a certified copy of the credit certificate from their academic record book/NEPTUN system,
  - the curriculum of the completed studies and the description of the completed courses,
  - a photocopy of their language exam certificate.

- (15) The application with the required documents must be submitted to the University's vice-rector for education by no later than January 30 or June 30, respectively.
- (16) The student status enters into effect upon the student's enrolment or the decision on the student's admission, by way of registration to the University. Students admitted to the self-funded programme must sign a training contract which is authenticated by the vice rector for education or, in the case of a foreign language programme, by the vice rector for international relations. No other enrolment is needed as long as the student status is valid.
- (17) Upon enrolment, students must provide the University with their personal data that are necessary for registration and keeping students informed online.
- (18) Students may withdraw their registration within one month after the beginning of the semester but no later than October 14 or March 14, respectively, or they can request to inactivate their studies after registration but before the above deadlines.
- (19) Before the beginning of the given term, students must announce in writing (hereinafter: announcement) whether they wish to continue their studies or inactivate their student status for the given term. Student status cannot be inactive for an uninterrupted period longer than two consecutive semesters. Students may inactivate their student status multiple times.

### **Section 10**

- (1) Student status is inactivated if students fail to make the announcement defined in Paragraph (8) at their own fault or due to an academic and/or disciplinary decision related to their student status.
- (2) Student status can be inactivated for four semesters altogether, which the vice rector for education may extend by two semesters via granting the student's request for leniency. The decision of the vice rector for international relations is not required for the inactivation of student status in the foreign language programme but it is required for re-enrolment after inactivation.
- (3) Student status is also inactivated if students are unable to meet the requirements arising from their student status due to childbirth, accident, illness or other unforeseen reasons beyond their control. Upon the students' request, the student status may be inactivated for an uninterrupted period longer than the period defined in Paragraph (8), and also before the completion of the first semester if the student is unable to meet the requirements arising from their student status due to childbirth, accident, illness or other unforeseen reasons beyond their control.
- (4) The student status is inactivated during the period of voluntary military service, during which time the student is exempted from the obligations defined in the studies and examinations policy of the higher education institution.
- (5) The application for inactivation must be submitted to the head of the Students' Secretariat along with the reason(s) and its (their) properly detailed explanation. The decision on the application is made by the vice-rector for education.
- (6) The student status is inactive during the inactivation of studies but the student still has the right to use the University's library.

- (7) Students with an inactive status may not take examinations.
- (8) Except for students enrolled in the foreign language programmes, students must be allowed to inactivate their studies upon such request during maternity leave but no longer than the full training period.

### **Section 11**

- (1) Students may have an uninterrupted student status in the (partially) state-funded and the fee-paying/self-financed programmes if they always meet the following requirements at the relevant times:
- a) <sup>3</sup> By the end of 4 active semesters after their enrolment, they collect
    - a minimum of 60 credits in the Hungarian veterinary programme,
    - a minimum of 60 credits in the Biology BSc programme,
    - a minimum of 30 credits in the first two semesters of the Biology MSc programme, (in addition to the extra credits defined in the enrolment requirements) by completing the obligatory and elective courses;
 In the Hungarian language veterinary training programme and the Biology BSc, they are given no more than 12 “fail” grades in the required (A-type) subjects of the first 4 semesters of the curriculum;
  - b) In the Hungarian language veterinary training programme, they collect the 120 credits required by the curriculum for the first four semesters, in no longer than 6 semesters.
  - c) In the Biology BSc programme, they collect 69 of the total credits required for the first 3 semesters in no longer than five semesters while also completing each of the A-type courses required in the first 3 semesters.
  - d) In the Biology MSc programme, they collect 34 of the total credits required for the first 2 semesters in no longer than four semesters while also completing each of the A-type courses required in the first 2 semesters.
  - e) Their accumulated credit index (mean) calculated for 4 semesters in the veterinary training programme and/or the Biology BSc and for 2 semesters in the Biology MSc is not lower than 2.5.
  - f) They meet the requirements for continuing their studies and complete the (extra-semester) summer practicals.
  - g) Students not having an intermediate B2 (formerly known as C-type) language examination certificate upon enrolment must attend the University’s language course and
    - collect at least 4 end-term instructor signatures during the first 6 semesters in the veterinary training programme,
    - and at least 3 end-term instructor signatures during the first 4 semesters in the biology BSc.
- (2) If the student obtained the required language exam certificate in the meantime, they are exempted from the requirements defined in this paragraph.
- (3) Section 11 is not applicable to students participating in foreign language education programmes

### **Termination of student status**

#### **Section 12**

- (1) Student status is terminated:
- a) if the student is successfully transferred to another higher education institution, as of the date of the transfer,
  - b) if the student announces to terminate their student status, as of the date of the announcement,

- c) if the student is not allowed to continue their studies in the Hungarian (partially) state-funded (state-financed) programme and they do not wish to continue their studies in the self-funded (fee-paying)

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<sup>3</sup> Modified by Senate Resolution No. 49e/2018/2019 SZT on September 17, 2019.

- programme, as of the last day of the enrolment period subsequent to the resolution of withdrawal from the state-funded programme,
- d) as of the last day of the first final examination period subsequent to the given training cycle and/or the last training period of specialized further education or higher vocational education programme,
  - f) if students of a higher vocational education programme become unable to continue their studies due to health issues and the university does not have another appropriate higher vocational education programme, or students do not wish to continue their studies or are unable to do so in lack of the necessary conditions, as of the day when the decision of the termination enters into force,
  - g) if the student's status is terminated due to default in payment after the rector's unsuccessful demand for payment via a letter to the student and the analysis of the student's social conditions, as of the day when the decision of the termination enters into force,
  - h) as of the day when the disciplinary resolution to exclude the student enters into force,
  - i) if students participating in the Hungarian (partially) state-funded training programme withdraw their statement defined in Paragraph (2) of Section 48/D of the Higher Education Act and they do not undertake participation in the self-funded programme,
  - j) if any conditions defined in the Higher Education Act for establishing a student status are no longer met, as of the day when the relevant decision of the termination enters into force.
- (2) If students conduct studies in multiple programmes within the same institution under the same student status, the contents of this section shall apply inasmuch that the student status is terminated for the given programme.
- (3) The University may unilaterally terminate the student status of students who:
- a) a) fail to fulfill their obligations related to academic progress as defined in the studies and examinations policy, the curriculum and the training and graduation requirements,
  - b) fail to register for three consecutive academic semesters,
  - c) fail to begin their studies after re-activating their student status, provided that the students were given prior written notice (at least twice for students establishing student status under the higher education act of 2005) to fulfill their obligations by the particular deadline and were informed of the legal consequences of their omission. The notice must be sent to the students at least once by registered postal delivery with return receipt, and as NEPTUN messages on other occasions.
  - d) fail to collect at least 60 credits during their four active semesters after enrolment, in the case of student contracts signed under the higher education act of 2005,
  - e) have an accumulated credit index of the first four active semesters below 2.00 in the case of students with student contracts signed under the higher education act of 2005.
- (4) If students of the veterinarian training programme and the Biology BSc fail to achieve an accumulated credit index of at least 2.5 in their first four active semesters, they must be dismissed.
- a) <sup>4</sup> Students must also be dismissed
    - if, even in 6 semesters, they fail to pass their exams of the A-type subjects required for the first 4 semesters by the curriculum in the Hungarian veterinary programme or

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<sup>4</sup> Modified by Senate Resolution No. 49e/2018/2019 SZT on September 5, 2019.

if they fail to collect at least 120 credits, or collect more “fail” grades than the number defined in Section 11 (1).

- from the Biology BSc if, even in 5 semesters, they fail to collect at least 69 credits from the subjects required for the first 3 semesters and if they fail to complete all the A-type courses required for the first 3 semesters, or collect more “fail” grades than the number defined in Section 11 (1).
  - from the Biology MSc if, even in 4 semesters, they fail to collect at least 34 credits from the subjects required for the first 2 semesters and they fail to complete all the A-type courses required for the first 2 semesters.
- b) Students must also be dismissed
- if, even after the second registration for the subjects, fail to collect the required credits in their practicals required for the 11th semester of the veterinary programme,
  - If, in the Biology MSC, they fail to collect the required credits in the Biology BSc subjects in two semesters, according to the credit recognition process of the admission procedure.
- c) Students must also be dismissed if they fail to pass their exam even after their next (2nd) registration for the subject.

(5) <sup>5</sup>[deleted]

- (6) Students whose student contracts were terminated due to their failure to meet the requirements defined in Paragraph (1) of Section 12 and/or Section 13 can only continue their studies after another admission procedure.
- (7) Students dismissed from or excluded from the University for disciplinary reasons may not be re-admitted after the termination of their student status, even in cases deserving leniency.
- (8) Sub-sections (1)-(6) of Section 12 are not applicable to students participating in foreign language education programmes.

### **Simultaneous studies in two or more programmes**

#### **Section 13**

- (1) Students may simultaneously participate in two or more different programmes in two or more institutions/faculties and if they successfully graduate from them, they get separate degrees for each. Simultaneous participation in two programmes means that the second or third, etc., programmes are fee-paying/self-funded if students have already utilized their state-funded training period.
- (2) During their practical semester, students of the veterinarian training programme are only allowed to simultaneously attend other programmes if their semester is inactive in the other institution.
- (3) If first-year students who began their studies in or after the 2007/2008 academic year enter into another (simultaneous) student status no later than in the third semester of their first programme, their studies conducted simultaneously and concurrently in two different institutions/faculties are registered as the same semester in terms of calculating the time period available
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<sup>5</sup> Modified by Senate Resolution No. 19/ 1/2022/2023 SZT on December 14, 2022.



for the fee-paying/self-funded studies. This provision does not apply to students who began the first year of their studies in and after the first semester of the 2012/2013 academic year.

- (4) Students may simultaneously participate in state-funded/(partially) state-financed programmes in both faculties, provided that the two programmes are at the same training level. However, if students have already obtained a degree in the given training cycle of a state-funded/(partially) state-financed programme and if they still continue their studies in another (simultaneous) programme belonging to the same training cycle, the number of semesters equivalent to the number of simultaneously conducted state-funded/(partially) state-financed programme must be subtracted from the funded period. In other words, the simultaneously completed state-funded/(partially) state-financed semesters are added up.
- (5) Simultaneous student contracts can only be signed after a successful admission through another admission procedure.
- (6) Upon registration, students are obliged to report their existing student contracts with other higher education institutions, along with the number of their state-funded semesters already utilized.
- (7) The mother institution of students enrolled in simultaneous programmes is the one where they are entitled to student benefits.
- (8) Students participating in simultaneous training programmes must, within the allowed individual academic schedules, meet all requirements and they are also governed by the studies and examinations policy and other university policies as well.
- (9) Section 13 is not applicable to students participating in foreign language education programmes.

### **Audit student status**

#### **Section 14**

- (1) Students with audit status may conduct related supplementary studies in other higher education institutions (without a student status) to complement their training.
- (2) Audit student status may not be acquired without the permission of the University's vice rector for education. The University may refuse to provide such permission if the credits collected under the audit status cannot be counted in the student's education.
- (3) In addition to the courses required by the curriculum, students may register for the courses of other programmes, faculties and institutions and also take examinations as long as it is permitted by the receiving institution. Such examinations (taken in cross-training) cannot be credited in the student's credit index unless the EC accredits such examinations as substitute subjects - based on the recommendation of the owner of substituted subject indicated in the curriculum.
- (4) The courses completed under an audit student status by a student of the University are credited according to the Credit Committee's decision. The manner of crediting courses is regulated in Section 23 of this Code.

- (5) The successfully completed courses that are accepted by the Credit Committee are entered into the academic record book /NEPTUN system. In lack of other regulations, the credit value is determined by the Credit Committee, after consulting the competent subject coordinator.
- (6) Students of other universities (colleges) may, based on the subject coordinator's consideration, participate in any of the University's curricular activities unless such participation is prevented by objective factors (e.g., lack of place in the laboratory).
- (7) Section 14 is not applicable to students participating in foreign language education programmes.

### **Section 15**

- (1) Supplementary education abroad is a special case of cross-training. In such cases, university students conduct their studies in a foreign higher education institution for a minimum of three months.
- (2) Students' participation in supplementary education abroad is permitted by the vice rector for education, based on a pre-submitted training curriculum and a personal audition. The training contract is signed by the student and the vice rector for international relations.
- (3) In the case of supplementary education abroad, the EC issues an itemized list of creditable subjects based on the recommendation of the subject coordinator (programme coordinator).
- (4) Practicals required by the curriculum cannot be completed abroad without the prior permission of the manager in charge of organizing the practical classes.
- (5) Section 15 is not applicable to students participating in foreign language education programmes.

### **Studies conducted to acquire supplementary skills**

#### **Section 16**

- (1) In order to help students acquire certain supplementary skills, the University may grant student status in self-funded (fee-paying) programmes for individuals who have obtained a degree and qualifications in BSc and/or MSc and who do not have a valid student status at any higher education institution.
- (2) In such cases, the student status becomes valid upon enrolment, without any special admission procedure.
- (3) Considering the status above, the student is not entitled to conduct studies in order to acquire further skills and/or qualifications, request transfer, obtain student status in (simultaneous) training programmes or as an audit student, render their student status inactive (except for the reason defined in Section 45 (2) (b) of the Higher Education Act, request transfer to state-funded/(partially) state-financed programmes or utilize state-financed periods.
- (4) The duration of the student status established in order to acquire supplementary skills

must be counted in the period designated for utilizing benefits, preferential treatments and services guaranteed by legal regulations.

- (5) Section 16 is not applicable to students participating in foreign language education programmes.

### **Section 16a<sup>1</sup>**

- (1) The Skills lab of the University is operated at 2 venues: the Small Animal Skills lab (SASL) is in Nádaskay room at the main campus (Istvan street), the Large Animal Skills lab (LASL) activity is at the countryside campus in Üllő, aiming to further encourage and improve students' hands-on competencies using standard or custom made phantoms, models, clinical tools and devices. Skills lab is supervised by the Vice Rector for clinical affairs, managed by the Skills lab director with the student demonstrator team.
- (2) Skills lab has 3 types of activities:
- a) Some of the scheduled small group practical trainings of the Small Animal, Equine or Herd Medicine subjects requiring and practicing manual skills are organised and held at the Skills labs supervised by the concerned faculty member.
  - b) Some thematic manual workshops previously advertised among the students are also held at the SASL organised by the chief Skills lab demonstrator student who has been working with her team of student demonstrators. These Skills lab workshops are supervised by the faculty member who is specialised in the concerned field.
  - c) The rest of the time available for the students is timetabled in the framework of an appointment system when students can use the manual facilities of the lab under supervision by the demonstrator team.

## **II.**

### **REGULATIONS ON STUDIES**

#### **Schedule of the academic year**

#### **Section 17**

- (1) The University conducts its educational activities in academic years that include semesters. The fall semester typically lasts from September to the end of January while the spring semester lasts from February to the end of June. As part of the total training period, the period of education, which includes the term-time, the examination period, the practical period as well as the fall, spring and summer breaks, is determined by the structure and schedules of the academic year and the curricula. The schedule of the academic year must allow time for the students to create their own individual schedule before beginning their studies.
- (2) The schedules of the semesters are determined by the Senate, after consulting the student council. The schedule of the education period is determined by the rector with the agreement of the Student Council and the Senate's approval.

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<sup>1</sup> Modified by the Senate's Resolution No. 40/2022/2023 SZT on 21 July, 2023.

- (3) The dates of potential mid-term tests (written examinations, assessments, mid-term reports, etc.) are indicated in the course requirements. Throughout the entire education period, term-time duration is 14-15 weeks (including national holidays and breaks granted by the rector). The duration of examination periods is 6 weeks. Examinations in A-type subjects must be taken in the examination period, except for students with special preferential schedules or students of the foreign language programme.
- (4) The total duration of all breaks is at least 6 weeks. The date of the spring (Easter) break must be determined in consideration for the schedule of the academic year in public schools. National holidays are construed as breaks in the education period. In addition to the above, the rector may also allow 6 days of education holiday, after consulting the student council.
- (5) The duration of classroom classes is at least 45 minutes. As possible, each class must be followed by a break and students must be allowed to have a lunch break between the morning and the afternoon classes. The above rules may be waived in agreement with the student community, if the continuity of education so requires.
- (6) The training programme may be organized as a full-time education. The full-time education programme contains at least 200 classes per semester.
- (7) The full-time education programme must be organized in regular education hours. Full-time training programmes consist of five days of education per week. Education must be conducted on weekdays. This rule may be waived with the agreement of the student council.
- (8) Practice-intensive BSc programmes must be organized with a continuous field practice lasting for a semester.
- (9) The 11th semester, which was adopted for students who began their studies after September 1, 2006, is intended for practical education. The duration of the semester is determined by the schedule of the academic year and it also contains the examination days assigned for each practice period.

### **Students' registration and announcement obligations**

#### **Section 18**

- (1) Enrolled or successfully transferred students must fulfill their registration obligations in the manner and at the time determined by the University. The registration process is completed by filling out the registration form, signed by the student and authenticated. Registration forms are authenticated by the head of the Students' Secretariat. In the foreign language programme, authentication is conducted by the student secretary in charge of the given academic year.
- (2) Admitted students of any training level or faculty must always register in person, except for students of the foreign language programmes.
- (3) For students in their second or higher year, the University validates the public deed certifying their student status, i.e., their student ID card. For students in their first year, the date of registration is the day pre-assigned by the rector for such purpose in the schedule of the academic year.
- (4) Before each training term, students must personally announce whether they will continue or inactivate their studies in the given semester. Students of the foreign language programme may register via e-mail. Announcements/registrations for the

active semester must be done personally by the end of the first week of the given semester's term-time or, in the case of students of the foreign language programme, by the deadline indicated on the University's website. After that, students can only conduct their announcements and registrations if they pay an additional fee, but no later than by the end of the second week of the term-time. After the above date, it is not possible to register for the given semester.

- (5) The student status cannot be inactivated in the first semester that follows the establishment of the student status (enrolment) except in the cases defined in Paragraph (3) of Section 10 and/or in the case of such students who conducted their studies at the University's legal predecessor, i.e. FVM SU. Student status is also inactivated if students are unable to meet the requirements arising from their student status due to childbirth, accident, illness or other unforeseen reasons beyond their control. Re-admitted students may request their first semester to be inactivated if they count at least 27 credits of subjects into their new student status and there aren't any obligatory A-type subjects that they could take in their first semester.
- (6) Students can register for the field practices of the 11th semester in the period assigned for this purpose in the academic schedule. Students may begin their 11th-semester field practice if they met all the academic requirements assigned for the 10 semesters and collected at least 270 credit points. Students who began their studies after September 1, 2011 need to collect 300 credits (270 from A-type and 30 from optional B- and C-type subjects).
- (7) Students must register for places in the field practice in the IT system of the practical semester. After that, students can also register for the particular practical semester for the practical semester's courses personally or through NEPTUN. Students may only choose from the practical places available in the IT system through the website of the Students' Secretariat. This regulation only applies to the students of the foreign language programme if they want to register for practical places in Hungary. With consideration to their requests, students are allocated to the practical places by the coordinator of the practical semester. One student can only complete one practical course unit at one external practical place. Missing the registration deadline is a term of preclusion regarding the registration for the particular semester. In terms of the foreign language programme, the students upload the documents containing the order of their practice modules (*i.e. Timeline*), along with the statements of acceptance (*i.e. acceptance letters*).
- (8) When enrolled students with an active status register for a semester, (other than the first one where the enrolment itself effectuates an active status for the semester), the status of the particular semester will be active. If the student has an inactive status, then the status of the semester will also be inactive. The student status with all student rights is effectuated upon enrolment and is renewed upon registration. The student status is inactive during inactive semesters - except for the cases specified in the relevant legal regulations.

In extraordinary cases (accident, illness or other unforeseen event), students may, personally or by proxy, make a statement to withdraw their registration for the active semester for a period of one month from the beginning of the term-time (or, in case of students of the foreign language programme, before the deadline indicated in the standard Students' Guide for foreign students) by presenting an original document as the evidence of the unforeseen event. In such cases, the decision on the withdrawal of the registration is made by the vice rector for education or the vice rector for international relations. After the above deadline, any submitted statements and documents will be disregarded, the registration may not be withdrawn.

- (9) Interim inactive semesters between the active semesters are not taken into consideration

when the fulfilment of the requirement to complete the first four semesters within 6 a period of six semesters is evaluated.

- (10) Upon the student's priorly submitted and justified request, enrolment may be postponed to a later date by the vice rector for education in the case of Hungarian language programmes, or by the vice rector for international relations in the case of foreign language programmes. The request must be submitted along with the certificates attesting the reasons, as well as the student's statement. Granting the request may be subject to conditions within the boundaries of legal regulations.
- (11) At the beginning of each semester, students must register, either for an active or an inactive status, otherwise their student status is terminated.

### **Academic record book, registry sheet, excerpt from the registry sheet**

#### Section 19

- (1) Pursuant to Paragraph (3) of Section 41 of Govt. Directive No. 87/2015 on the execution of certain provisions of Act CCIV of 2011 on Hungary's National Higher Education, the individually numbered, paper-based academic record book serves as the authenticated document to certify students' completed studies and their qualifications.
- (2) During the term of their student status, one student can only have one valid academic record book, except for students conducting simultaneous studies at different training levels.
- (3) The academic record book must contain the following authenticated data:
  - a) the students' personal data, their academic records and a section on the establishment of their student status upon registering the record book,
  - b) the data of the subjects and curricular units taken for the particular semester, by no later than October 14 in the fall semester and by no later than March 14 in the spring semester,
  - c) the section containing the fulfilment of the requirements related to the subjects and curricular units taken for the particular semester, indicated in the form of test and examination results as required by the institution, and
  - d) the section containing the closure of the training term in the particular semester, by no later than the tenth day subsequent to the last day of the examination period.
- (4) The student secretaries for the Hungarian and the foreign language programmes at the Students' Secretariat are entitled to fill out the academic record book and delete or correct data already in it. All deletions and corrections must be authenticated. The academic record book's data on the semester requirements are compared by the higher education institution to the NEPTUN data; in case of any variance, the content of the record book is considered valid.
- (5) If the academic record book is completely filled out, the student must be given another record book that is inseparably attached to the original record book and the serial numbers of the attached record books must be indicated in the original record books.
- (6) The academic record book must be handed over to the student upon the termination of their student status. The fact and the time of the handover must be indicated on the registry sheet. The transfer of the document must be certified by a certificate of receipt.
- (7) Audit students do not need to be issued an academic record book, except
  - a) if the higher education institution where they are contracted as a student does not use

paper based academic record books or

- b) if they are audit students who are contracted with a student status at a foreign higher education institution.
- (8) If an academic record book is lost or destroyed during the term of the student status, the higher education institution issues a new record book based on the registry sheet.
  - (9) The registry sheet serves the purpose of keeping students' personal and academic records in relation with the student status indicated on the registry sheet, which contains the data defined in Paragraph (2) of Section 36 of Govt. Directive No. 87/2015.
  - (10) Regardless of the type of student status, the University may only keep one registry sheet on one person in relation with the particular student status. After the student status is terminated, a new registry sheet must be initiated upon the establishment of a new student status.
  - (11) Each registry sheet has an individual serial number automatically generated by the NEPTUN system.
  - (12) Each page of the paper based registry sheet must contain the name and identification code of the higher education institution, the name and identification number of the student and the serial number of the registry sheet.
  - (13) The registry sheet must be authenticated within three months after the termination of the student status. The authentication must be conducted as defined in the relevant regulations.
  - (14) Closed and authenticated registry sheets must be updated and re-authenticated if
    - a) a) the degree thesis/diploma work is submitted and/or the final exam/ language exam is completed and/or the diploma/diploma supplement is issued after the student status is terminated,
    - b) if the data in the registry sheet need to be modified due to correction of an error or data update,
    - c) if the diploma is corrected, a true copy is issued or if the diploma is invalidated.
  - (15) The competent faculty may store certain registry sheet parts separated from the rest of the registry sheet, in the manner defined in the faculty's regulations, provided that the registry sheet indicates the whereabouts of the separately stored parts.
  - (16) If a registry sheet is lost or destroyed, the University must issue a replacement registry sheet based on the available academic records, data and documents.
  - (17) On the termination of the student status, the University issues a registry sheet excerpt with the content defined in Paragraph (10) of Section 36 of Govt. Directive No. 87/2015, for the following persons:
    - a) students who completed at least one semester with an active status and finished their studies without a final pre-degree certificate (absolutorium); automatically without the student's request,
    - b) students who obtained a final pre-degree certificate but finished their studies without a diploma; on the student's request,
    - c) students who obtained a diploma in higher vocational education; on the student's request.
  - (18) The authentication of the registry sheet excerpt must be conducted as defined in the relevant regulations. Students issued an academic record book by the University do not need to receive an authenticated excerpt from the registry sheet.
  - (19) In the case of students finishing their studies without a final pre-degree certificate (absolutorium), the issuance of the registry sheet excerpt must be indicated on the

registry sheet. The receipt of the document must be verified by a certificate of receipt.

- (20) In the fall semester of 2022/2023 academic year Logbook (competency list to be fulfilled) will be introduced, which is a binding document for all students from first to sixth year. The tasks must be completed during the semesters indicated for the blocks, at the latest by the end of the specified period and must be countersigned by the supervisor of the subject.
- (21) Students must bring their Logbook to the exam of the 11th semester. A Logbook proving the completion of the required tasks is a condition to take the final examination. The President of the final examination board countersigns the acceptance of the Logbook on its last page, then the student gets the Logbook back. During their studies, Students are obliged at their own risk to archive the Logbook electronically (PDF or photo) and to collect and store them in a separate electronic library in case the Logbook is damaged, lost, or destroyed. In the latter case, there is a possibility to replace the Logbook.<sup>2</sup>

## **Subject announcements and registration**

### **Section 20**

- (1) <sup>6</sup> Beside fulfilling their administrative duties, students must also register for the obligatory, elective and optional subjects available in the curriculum in the NEPTUN system and fit them into their individual academic schedule in each of the semesters during the term of their student status. Students must take the subjects according to the order of prerequisite courses. In each semester, students may only take their subjects after they complete the students' evaluation of teachers.
- (2) The University must ensure that students could select from creditable subjects (B- and C-type subjects) offering at least 20 per cent more credits than the total number of credits required for the particular semester.
- (3) The institution is obliged to announce the obligatory (A-type) and elective (B-type) subjects of the launched programmes. Subjects concluded with an exam can be announced with or without contact classes. If a subject is announced without contact classes (exam-course), students can only take the exam, there are no mid-term requirements to be met. In such cases, students may not register for the subject without an end-of-semester signature of the subject in the NEPTUN system and the academic record book. Subjects concluded with a practical course grade may be announced with contact classes, or, in case of a pre-obtained signature, without them, i.e., as an exam-course as well.
- (4) The obligatory subjects concluded with an exam must be announced in each semester by announcing the sufficient number of their courses in their due semester identified in the curriculum, and by offering at least the opportunity for an exam in the subsequent semester.
- (5) At least two weeks before the end of the preceding semester's exam period, the training organizational units must publish the following information on the next semester in NEPTUN:
  - the announced subjects' courses to be launched (their instructors, the minimum and maximum number of students required for launching them, the ranking criteria in case of potential over-booking, and the related requirements),
  - the announced subjects concluded with an exam.

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<sup>2</sup> Modified by the Senate's Resolution No. 40/2022/2023 SZT on 21 July, 2023.



<sup>6</sup> Modified by Senate Resolution No. 15/2019/2020 SZT on December 17, 2019.

- (6) The number of available student places in a course may be limited based on such factors as the reasonable capacity of the lead instructor, the limited number of available educational tools and other objective reasons.
- (7) Students have the right (within the limits of curricular requirements) to select between subjects, instructors and concurrently announced courses.
- (8) If students were unable to obtain the registered subject's credits in the given semester, they may take the subject in a later semester as well. If the sufficient fulfilment of mid-term requirements are certified by the signature of the relevant organizational unit, students only need to take an exam in the next semester. Students may also request another chance to obtain the signature if the subject is announced with contact classes. In the latter case, the obtained signature is invalidated and the mid-term requirements must be met again.
- (9) The University must enable students of the state-funded/(partially) state-financed programmes to take optional subjects defined as such in the institution's rules of organization and operation up to at least five per cent of the total credit number required for obtaining a diploma during the term of their student status - or to participate in optional voluntary activities as the replacement of such subjects, furthermore, they must also be enabled to choose from subjects with a credit value exceeding the total credit value by at least twenty per cent.
- (10) Students must, without having to cover additional costs or pay fees, be enabled to complete
  - a) subjects with a credit value exceeding the total number of required credits by ten per cent and
  - b) Subjects taught in a foreign language up to ten per cent of the credit value of the total number of required credits. Students of the foreign language programme are also entitled to this opportunity in terms of the subjects taught in the Hungarian language. With regard to any additional credits exceeding the above, students must pay a per-credit fee defined in Code of Student Grants and Fees.
- (11) The organizational units responsible for organizing the different training levels and programmes must provide each first-year student with the recommended curricula. The recommended curricula must always indicate the value of the credits achievable if the subjects are successfully completed.
- (12) The academic record book is an official document; any corrections may only be made, with a clear indication thereof, by the examiner and the student secretary of the Students' Secretariat.
- (13) The rules for receiving and submitting academic record books are  
as follows:
  - a) students receive their academic record books upon initiation;
  - b) students must register for their subjects by the last day of the second week of the term-time, via the NEPTUN system;
  - c) if their academic record book is already submitted, students may only cancel the optional subjects registered in the NEPTUN system during the term-time, and by paying a service fee for each cancelled subject; subjects may not be cancelled in the exam period;
  - d) students may pick up their academic record books 1 week before the beginning of the exam period, provided that they already paid the due tuition and/or other fees;
  - e) students must have all evaluations of their academic achievements entered in the academic record book; examiners are obliged to write the grade in the books by

- the last day of the exam period;
- f) students must submit their academic record books to the Students' Secretariat by the 3rd day subsequent to the last day of the exam period; In case of examinations permitted outside the exam period
- (optional subjects), the academic record book must be picked up 1 day before the exam and submitted no later than the next day after the exam;
- g) if students submit the academic record book after the deadline, they must pay a service fee.
- (14) In case of subjects where the student failed to have the signature and/or grade written in the record book (obtain) to certify the fulfilment of the course requirements, a "NOT COMPLETED" stamp is applied after the exam period is closed.
- (15) Course curricula must be uploaded to (updated in) the NEPTUN system in each semester.
- (16) Course requirements must contain:
- a) the regulations regarding participation in the classes;
  - b) the number, requirements and dates of mid-term tests (written and oral tests, reports);
  - c) the options and conditions for taking the mid-term tests missed due to absence, and those of a retake and repeated completion of the relevant studies if the signature for the semester was denied;
  - d) the formulation of the end-of-semester (practical) grade and exam grade;
  - e) the list of course materials and academic aids from which the required knowledge can be obtained;
  - f) the credit points allocated to the subject;
  - g) the prerequisites;
  - h) the conditions for obtaining the end-of-semester signature and for admission to examinations.
- (16) Sub-paragraphs c) and g) of Paragraphs (12) do not apply to students enrolled in the foreign language programme.

## Section 21

- (1) Students must be provided sufficient time to select and register for courses. To ensure the above, the available courses must, as possible, be announced two weeks before the beginning of the term-time and the registration process must be closed by the last day of the second week of the term-time. Subsequently, the Students' Secretariat closes the course registration process in the academic record book and/or the NEPTUN. Any further registration and/or cancellation of registered courses is not possible after the record book is closed, unless the rector exceptionally allows a course to be announced mid term.
- (2) Optional courses may be selected from the subjects currently announced and available in the NEPTUN. Students may also register for optional subjects in other higher education institutions but the exam results of such courses may only be counted in the academic credit index after the course is accredited.
- (3) The faculty/institute in charge of subjects must provide the following information:
  - Courses not launched due to lack of a sufficient number of registered students,
  - Courses where a certain number of students were rejected due to overbooking. In such cases, the organizational unit that announced the course must disclose the ranked list of the registered students as well as those who were put on the waiting

list.

- (4) The necessary headcount to launch a course is determined by the University. Departments are obliged to launch optional courses for a given semester, if the number of applicants is at least 5 in the veterinary programme, at least 4 in the Biology BSc/MSc programmes and at least 15 in the foreign language programme. If the number of applicants is below the above, the subject coordinator decides whether to launch the course, but tuition fees may not be charged. The departments (subject owners) must inform the Students' Secretariat about such decision in writing in terms of each announced optional course by the last working day of the third week of the term-time.
- (5) Students must register for the courses by the last working day of the second week of the term-time. Students failing to register for a necessary course in the NEPTUN, they may, by no later than October 10 or March 10 respectively, request the vice rector for education to give permission to register for the course posteriorly, in return for an additional service fee. After that, there is no other opportunity for posterior course registration. During the course registration period, instructors announcing the course are obliged to be available for at least two consultation sessions to coordinate their schedules.
- (6) Students may not re-register for and re-complete a subject (course) they already completed, neither is it allowed to retake a course for the purpose of grade improvement, except in the foreign language programme.
- (7) Paragraphs (1)-(2) and (5) of Section 21 are not applicable to students participating in foreign language education.

### **Providing information on the requirements**

#### **Section 22**

- (1) The rector ensures that students are provided with the appropriate Students' Guides for planning and conducting their studies - in Hungarian for the students of the Hungarian language programme and in foreign languages for the students of the foreign language programme. The Students' Guide must be made available for students via both printed and electronic media in such a way that they could clearly follow any modification and the terms thereof, throughout the entire duration of their student status. The Students' Guide must display the need-to-know information on the University in general and on each programme in particular in separated sections. The Students' Guide must be updated each year and made available for students via the University's website.
- (2) The section with the general information on the University must be compiled in such a way that allows students to find all of the following data:
  - a) the University's name, address and ID number;
  - b) the general features of the University; the particular requirements for participation in the (partially) state-financed training programmes;
  - c) the requirements for students or the link to the electronic version thereof;
  - d) the schedule of the academic year and the educational terms, including the key dates applicable to students;
  - e) the administrative procedures to manage students' academic affairs, opening hours;
  - f) the registration procedure for the final exam, the components of the final exam;
  - g) the name and contacts of the coordinator in charge of helping students with disabilities or reduced mobility, along with a brief description of the coordinator's activity;
  - h) the procedure of legal remedy for students;

- i) the manner of access to academic consulting and/or career consulting;
- j) the description of the enrolment and registration processes;
- k) special information for foreign students (with special regard to obtaining a residence permit, accessing the University, cost of living, healthcare, insurance);
- l) service fees and costs chargeable by the University, the general terms and conditions of student contracts;
- m) accommodation opportunities in the campus and student hostels;
- n) the available library and computer services;
- o) sport and leisure opportunities.

Sophomores and more advanced students are informed of the changes to the Annual Guide via the website. Students' of the foreign language programme receive the annual Students' Guide.

- (3) The studies section of the Students' Guide must contain the information that students need in relation with their curriculum before the end term-time preceding the course registration period for the particular semester, as follows:
- a) a) the curriculum for students with a valid student status for the particular term, which includes the timeline of acquiring the knowledge and skills defined in the training and graduation requirements in a format itemized for each term, the prerequisite courses, the credit values allocated to subjects and curricular units, the criteria, the manners of student performance evaluation, the conditions for admission to the final examination;
  - b)b)<sup>7</sup> the conditions for specialization within the particular programme, the subjects with complex exams, the requirements for issuing the final pre-degree certificate (absolutorium), the contentual and formal requirements related to the degree thesis and **diploma work**, the contentual requirements of the final exam, the grade calculation method for the final exam, the components and calculation method of the degree grade;
  - c) the number of comprehensive exams required in the particular programme, the names of the subjects comprising the comprehensive exam and the semester of the comprehensive examination;
  - d) the following data regarding each of the obligatory, elective and optional subjects and course units (hereinafter jointly referred to as: subjects):
    - the subject's name, the number of classes, the credit value, the code, the number of semester as per the curriculum, the frequency of announcement,
    - the language of instruction, unless it is Hungarian,
    - the prerequisite studies,
    - the subject's classification as an obligatory, elective or optional subject,
    - the schedule of the subject,
    - the subject coordinator and the instructor of the subject,
    - the purpose of acquiring the professional content of the subject,
    - such a description of the subject that enables the decision makers to form a resolution in line with Sub-section (5) of Section 49 of the Higher Education Act and includes a description of the obtainable knowledge, the acquirable (supplementary) skills and (supplementary) competencies (attitudes, views, independence and responsibility),
    - the mid-term academic requirements,
    - the manner and schedule of the evaluation of the obtained knowledge, the acquired (supplementary) skills and (supplementary) competencies (attitudes, views, independence and responsibility),
    - the academic aids and materials available for obtaining the knowledge, skills and competencies (attitudes, views, independence and responsibility), and
    - the recommended literature.
- (4) The University ensures that all of its students are informed about the academic credit system and its rules via the NEPTUN. The information guide must be prepared in line

with the principles of the ECTS (European Credit Transfer System) in Hungarian and English, thus assisting foreign students in conducting their studies in Hungary and continuing their studies abroad as well as to help our Hungarian students have their foreign studies accredited in Hungary.

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<sup>7</sup> Modified by Senate Resolution No. 56/2017/2018 SZT on June 19, 2018

- (5) To provide students with information, the excerpts (summaries) of the University's Rules of Organization and Operation, the Code of Studies and Examinations as well as other key policies applicable to students, the educational objectives of the programmes, the conditions, the curricular requirements and the programme of the announced subjects must be made available to students at the Students' Secretariat, the student councils, via the website as possible as well as in the library.
- (6) In addition to the information available in the above materials, the responsible organizational units and departments must orally present the information on the content, the academic and exam requirements etc. of each subject and/or field practice or course and training units during the first session of the semester, and concurrently provide written information in place in the usual manner (post them on the unit's notice board or the department's website). If the contents of the posted requirements vary from this Code, any student feedback received within two weeks after posting must be addressed and remedied within 8 days by the organizational unit.
- (7) The new course requirements are prepared by the organizational units and approved and/or modified by the Senate based on the input from the EC and/or the relevant student council.

### **Recognition of earlier credits and of replacement subjects**

#### **Section 23**

- (1) The University must recognize course credits obtained by the student in such institutions which have a valid credit equivalency contract with the University.
- (2) If the student obtained their academic credits in such an institution that applies a different credit tariff than that of the University (e.g., in a programme abroad), the credits must be transferred according to the rate between the two credit tariffs. The result of the transfer must be a round number of credits, which must not be rounded up.
- (3) In case of the credits of such subjects where the University does not have a valid credit equivalency agreement with the other institution, the recognition must be based on the course's content, by strictly comparing only the skills that form the basis for credit determination. Subjects, courses may be replaced by another if the number of the replacement subject's credits is not lower than that of the replaced subject's credit and at least 75 per cent of the replacement course's curriculum is identical with that of the replaced course
- (4) If a course does not meet the criteria defined in paragraph (3) but the course curricula show an overlap larger than 25 per cent, the student may request to take a complementary exam. The resolution on the complementary exam is made by the Credit Committee, based on the subject coordinator's opinion. The resolution must determine the thematic areas of the variance between the two courses, the manner of their completion and testing as well as the credit value of the equivalency course. The credit value must be determined in such a way that the sum of the credits accepted from the replacement course and the credits calculated from the equivalency course must reach the credit value of the replaced course. The final exam grade must be determined by weighted credit rates. The final exam grade is determined by the equivalency examiner, who enters it into the academic record book/NEPTUN.

- (5) Equivalency exams are subject to the decision of the Credit Committee. Furthermore, the Credit Committee decides about the accreditation of the relevant course and it may also require the student to take a complementary exam. With regard to the foreign language programme, the above decision is made by the vice rector for international relations.
- (6) When registering for the given semester, students may request the accreditation of their subjects taken in other faculties or institutions or courses completed earlier. The request must be submitted to the Students' Secretariat by the last day of the period of course registration. The accreditation is conducted by the Credit Committee, providing that the accredited courses may only be considered for the calculation of the weighted average of the entire training period; the calculation of the scholarship index (credit index) of each semester must be based on the courses taken and completed with a successful exam in the given semester.
- (7) Courses considered in the fulfilment of a curricular requirement must be different from all the other courses already considered; otherwise they are not eligible for such consideration.
- (8) Students may request the accreditation of course(s) already completed or to be conducted in other higher education institutions. The decision on such accreditation is made by the Credit Committee, with regard to Paragraphs (1)-(6). The Committee's decision may be appealed in compliance with Section 4 of this Code.
- (9) Courses completed abroad (replacement courses) are accredited based on the national credit tariff, in compliance with the principles of the ECTS.
- (10) If the replacement subject has credits that are recognizable in the curriculum, then the grade of the replacement subject must be recognized. If the replacement subject has more than one grades, then the rounded average of such grades must be considered.
- (11) Earlier studies and work experience may also be recognized as the completion of academic requirements. The number of credits recognized based on work experience must not be higher than 30.
- (12) In order to obtain their final pre-degree certificate (absolutorium), students must collect the credits defined in the Code of Studies and Examinations but at least one third of the total credit value of the programme within the given institution, even if studies conducted at other institutions and/or other earlier studies and acquired knowledge are recognized as credit value.
- (13) Credits may only be given once for the acquisition of a particular knowledge. Credit recognition is exclusively done by comparing the knowledge serving as the basis of the credit - in line with the outcome requirements of the subject (module). Credits must be recognized if there is at least a 75% overlap between the compared knowledge units. Knowledge is compared by the Credit Committee.
- (14) The decision on the credit recognition for students of the foreign language programme is made by the vice rector for international relations, after consulting the head of department. Based on the department head's opinion, foreign students are given an individual schedule by the foreign language education group, which contains a list of their fully or partially recognized studies. The decision on the recognitions is made by the vice rector for international relations.



## Preferential course schedule

### Section 24

- (1) Students may, by indicating the reasons, request preferential course schedules for a definite period of time, for no longer than a period of 2 semesters at one time.
- (2) Requests for preferential course schedules must be submitted to the Students' Secretariat, addressed to the vice rector for education, within the first two weeks of the term-time, indicating the reasons for the requests as well as the requested preferential treatment.
- (3) As a scope of authority transferred to the vice rector for education, the vice rector of education decides on the permission and conditions for a preferential course schedule.
- (4) In the veterinary and Biology BSc programmes, preferential course schedules may be permitted by the vice rector for education for such students who have completed at least 4 semesters with an excellent performance (with a credit index of at least 4.5 throughout this period) as well as for those who attend a foreign higher education institution to conduct supplementary studies.
- (5) Biology MSc students do not need to submit a special request if they are obliged to take examinations in Biology BSc subjects during the first two semesters. In their case, the preferential course schedule allows the students not to attend one third of the MSc lectures at most. They are obliged to take exams in the BSc subjects but they are not required to attend the lectures. All practices and seminars must be completed in the MSc and the BSc programme but students are allowed to choose a group, if there is an opportunity (place, time, etc.)
- (6) Based on their submitted request, students are allowed to follow a preferential course schedule if they attend a institution abroad to conduct supplementary studies. Such requests must be submitted before travelling abroad.
- (7) Students may also request a preferential course schedule on account of their sport activities. In such cases, the request for the preferential course schedule is submitted by the head of the sport club, along with the detailed explanation of how the sport activities affect the student's schedule.
- (8) If the case is justified, preferential course schedules may also be granted for health reasons (e.g.: childbirth) and also for transferred students who completed certain studies in other higher education institutions.
- (9) Such permissions may also partially exempt students from attending obligatory courses or allow them to take their exams outside the examination period.
- (10) The preferential course schedule of Biology BSc and Biology MSc students exempt them from the obligatory attendance of lectures. Practical classes and seminars must be completed.
- (11) The permission to follow a preferential course schedule is only valid for a definite period of time.
- (12) Students following a preferential course schedule must nonetheless fulfill all the curricular (theoretical and practical) requirements in each subject.

- (13) The permission to follow a preferential course schedule may be revoked if the case is duly justified.

### **III.**

## **RULES AND REGULATIONS OF TESTING AND SIGNING THE ACADEMIC RECORD BOOK**

### **Class attendance**

#### **Section 25**

- (1) Lectures form an integral part of the training process, therefore the University expects students to attend them. Academic testing covers the information discussed in the lectures as well.
- (2) Students are obliged to attend the lectures, the faculties must keep records of registered absences. The records must be preserved until the end of the next semester. Students must be enabled to view the records. Students may not have more than three instances of absence without leave per subject in each semester. The manner of absence justification is determined by the department and announced prior to the semester, along with the academic course requirements.
- (3) Students of the foreign language programme may be absent from 25% of the classes without justification and explanation. Pre-schedule clinical work shall not be regarded as absence but the missed class must be completed later. The number of absences are indicated in the department's study guide, in compliance with the legal regulations.
- (4) Students may not be absent from the practicals of the 11th semester unless they concurrently inform the practice leader and the vice rector for clinical studies about the reason for the absence. The absence must be justified in both places. During the practice periods, students are obliged to work in 8-hour working days for 5 days a week. The working hours must be spent in line with the opening hours and the type of the practice, according to the practice leader's schedule. Students must not have more than 2 weeks of justified absence during their practical semester. The delayed completion of such absence may only take place during the 2-week exam period subsequent to the practical semester. Students absent for more than two weeks must retake the subject in the next 11th semester.
- (5) Attendance of lectures is not controlled on the day of the National Conference of Student's Scholarly Circles.
- (6) Participation in practical classes is obligatory, depending on the provisions laid out in the course requirements.
- (7) Students are required to attend the obligatory curricular practice classes and/or plenary practice sessions. Exceptions are made for those who are on justified on-call service but they must nonetheless complete the missed practice later. Instructors must monitor and keep records of the attendance at the practical classes.
- (8) The semester (the completion of course requirements, obtaining the credit) of students who missed their practical classes will only be recognized after they subsequently complete the missed practical classes. Students must be given an opportunity for the delayed completion of their missed practicals during the term-time. Students absent from more than 30% of the total number of practical classes will not be allowed to complete the practicals at a later date, i.e., they will not be able to obtain the credit of

the given course.

- (9) It will not be considered as an absence if students complete their missed practicals and/or on-call services and/or clinical practice with a different group of students within the same week they were originally scheduled for, provided they have a proper explanation and a permission from the department to do so.
- (10) The order of delayed completion of practicals is determined by the subject coordinator while the manner of such completion is determined by the practice leader, after consulting the affected students. The order of delayed completion of practicals conducted at a place outside the University (a so-called external place) is determined based on the relevant practice leader's proposal, which requires the approval of the head of the department.
- (11) Unless otherwise regulated in the academic outcome requirements, students beginning their first-year studies in the full-time BSc and/or the undivided BSc-MSc programme in and after the 2013/2014 academic year will be required to participate in two physical education classes per week during their first two registered semesters in line with their curriculum. Participation in the physical education classes may be replaced by the certified completion of equivalent sport and workout activities performed at other venues on a weekly basis for a minimum period of 13 weeks during the term-time of the semester. Students of the foreign language programme are not obliged to participate in the physical education classes.

## **Section 26**

- (1) Students may, with the subject coordinator's permission, attend the classes of the particular subject according to a group allocation than the one determined at the beginning of the term-time (based on their registration in NEPTUN), provided that the conditions (e.g. Places in the group) allow for such change and if it does not prevent them from completing their other studies.
- (2) The course requirements for the semester must be set in such a way that the student is given sufficient opportunity to fulfill all the conditions of admission to examination in the manner defined by the overall subject requirements. The subject coordinator is obliged to allocate at least one time slot for students to correct their written mid-term tests or write omitted tests at a later time before the last week of the term-time or before the first week of the exam period.
- (3) The practice leader must disclose the results of the "mid-term tests" regulated in the course requirements within 1 week, and give students access to view their written tests at the same time.
- (4) Mid-term preparations for the fulfilling the course requirements may be controlled maximum twice per day and 6 time per week in the relevant class/faculty, the frequency of which must be consulted with the student council.
- (5) If students fail to fulfill any such requirement of admission to examination which can still be completed during the examination period, then they may make one more attempt to fulfill the particular course requirement, provided that they pay the service fee of a retake exam. If the requirements are fulfilled, students will have the number of exam opportunities described in Section 35.
- (6) If the delayed completion of the mid-term requirements is done during the exam period, the deadline must be set in such a way that it still enables students to fulfill their exam

obligations within the given exam period.

- (7) The fulfilment of the mid-term requirements of courses registered in the academic record book and/or NEPTUN is certified by the signature of the head of department and/or the instructor of the course in the last week of the term-time, and entered into the NEPTUN system. If the fulfilment of the course requirements is not certified by a signature by the deadline of submitting the academic record books, the Students' Secretariat will indicate the course as "NOT COMPLETED" in the record book and/or the NEPTUN system.

## **Primary forms of testing and evaluation**

### **Section 27**

- (1) The successive testing forms, which are aligned with the educational goals, are determined by the curriculum while their content requirements are defined by the course curriculum.
- (2) The evaluation must reflect the mid-term performance, activity in the classes (mid-term achievements, completion of tasks, mid-term test results, etc.) as well as the performance at the end-of-semester exam.
- (3) The evaluation of the academic progress is entered into the academic record book and/or the NEPTUN system based on the five-grade scale below:
- Excellent (5),
  - Good (4),
  - Satisfactory (3),
  - Pass (2),
  - Fail (1).

The five-grade evaluation of knowledge acquisition must consider the following aspects.

Students are given an excellent (5) grade, if they have a thorough and comprehensive knowledge of the entire course material and if they can apply their knowledge independently and confidently.

Students are given a good (4) grade, if they have a thorough knowledge of the entire course material and they can safely apply their knowledge.

Students are given a satisfactory (3) grade, if they have a fair knowledge of the essential parts of the course material and they can adequately apply their knowledge.

Students are given a pass (2) grade, if they have an acceptable knowledge of the essential parts of the course material and demonstrate an acceptable competence in applying their knowledge.

Students are given a fail (1) grade, if they do not have the theoretical and practical knowledge needed for further academic progress.

- (4) The curriculum may also determine a three-grade evaluation scale to indicate the level of performance in terms of fulfilling the particular course requirements.

These courses will be evaluated with the following grades:

Excellent, satisfactory and

and fail. In terms of Credit Index calculation, these grades correspond to excellent, satisfactory and fail grades.

- (5) The main testing forms of courses are as follows:

- a) a) The curriculum may require a practical grade (practice evaluation) if the practical application of the knowledge and the evaluation of the aptitude to such application is possible and necessary for achieving the training objective. The requirements of courses evaluated by practical grades must primarily be met in the term-time. Practice is evaluated on a five- or three-grade scale.
  - b) For C-type optional courses, the curriculum may require a practice evaluation, report or exam that is not included in the number of obligatory exams.
  - c) The mid-term grade is the evaluation of the knowledge defined in the course curriculum. It is evaluated on a five- or three-grade scale and the result is not counted in the general average.
  - d) The examination is the testing of a course material usually comprising a semester. The exam performance is evaluated on a five-grade scale.
  - e) The comprehensive exam is the evaluation of the knowledge comprising multiple semesters from the subjects that are fundamental in terms of the training objective. The comprehensive exam performance is evaluated on a five-grade scale.
- (6) The contentual requirements and the evaluation forms of the obligatory field practice are determined in the curriculum.
  - (7) In order to continue their studies, veterinary students must complete the obligatory field practice required for the first 10 semesters of their studies. The completion of the external field practice is certified by the signature of the subject coordinator and/or the head of department in the student's academic record book.
  - (8) As of the first semester of the 2014/2015 academic year, students conducting their 11th-semester (18-week) field practice must complete one practical unit of laboratory diagnostics, one practical unit of food hygiene, one practical unit of veterinary healthcare management and three units of clinical practice during their practical semester. The duration of the laboratory diagnostics practice unit is two weeks, the others last for four weeks.
  - (9) Students of the Hungarian language programme may only conduct their 11th-semester field practices in the University's clinics or at the field practice placed accredited and assigned by the University's professional departments in charge of practical education. The University's internal practical places are filled first.
  - (10) Students are obliged to spend at least one 4-week clinical unit at a livestock farm.
  - (11) Students who choose two equine or pet clinical field practice units may spend one of them at an external accredited place of practical education.

### **Suggested grade**

#### **Section 28**

- (1) Students must be informed in advance of the opportunity of suggested grades at the beginning of the semester, in the description of the course requirements.
- (2) Students are not obliged to accept the suggested evaluation (grade).

## **Signature in the academic record book/NEPTUN**

### **Section 29**

- (1) The registered signature certifies the completion of the course requirements set for the term-time of the given course.
- (2) The course requirements determine the conditions for obtaining the signature.
- (3) At the beginning of the semester, the head of department and/or the subject coordinator will inform the students of the curricular requirements they need to meet in order to obtain the signature in the academic record book/NEPTUN and be admitted to examination.
- (4) Students failing to obtain the signature in an A-type subject may retake the subject once more. If they fail to obtain the signature again, the rector dismisses them from the institution.
- (5) If students fail to obtain the credit from a B- or C-type subject, the relevant section in their academic book will be marked "NOT COMPLETED".

## **Rules of examinations**

### **Section 30**

- (1) Students may only register for an exam via the NEPTUN system. Instructors are not allowed to examine students who did not register for the exam via the NEPTUN system and whose names are not listed on the exam sheet printed out from there. Students are not allowed to register for an exam unless they obtained the end-of-semester signature.
- (2) Exams may be taken during the term-time provided that the student fulfilled all the course requirements for the given term-time. This opportunity must be regulated in the course requirements.
- (3) Special regulations for the foreign language programme:
  - a) When students take a subject for the first time, they have 3 exam chances in the regular exam period,
  - b) if students take a subject as an exam course, they altogether have two additional exam chances per subject from December 1 and May 1, including in the exam period,
  - c) with regard to 4th- and 8th-semester subjects, the 2 exam chances defined in Section b) are available during the one-week period before and after the beginning of the term,
  - d) in addition to the standard 3 chances regarding the courses of the 10th semester, students are given 1 additional exam opportunity each on the 2nd week subsequent to the summer exam period.
- (4) The University's exam periods last for six weeks after each semester. Weeks with national holidays are also considered as one week. All working days of the exam period are available for examinations. There is no pre- or retake-exam period but the last five days of the exam period are reserved for retake exams unless the head of department announces additional exam days.  
During the term-time exams can only be taken from optional courses, even if the course

requirements for such period have been completed. A-type course examinations cannot be held during the term-time.

(5) Exams of the 11th practical semester are taken on the last day of the field practice and/or at the time determined by the head of department. In addition to the above, the two-week period after the 11th semester may also be assigned for students of the foreign language programme to take exams.

(6) At the beginning of the semester, students must also be informed which course exams they can take during the term-time if they fulfill the course requirements. The conditions and time of such exams are determined by the subject coordinator, after consulting the student council or the class representative. If there is a significant difference between the exam times assigned by the subject coordinator and those requested by the students, students may seek appeal in line with the regulations laid out in Section 5 of the Code.

(7) With regard to oral exams, departments are obliged to release the list of exam questions (not just exam topics that include multiple questions) to all affected students at least six weeks before the exam period.

(8) The available exam dates within the exam period are determined by the instructor of the course (subject coordinator), after consulting the representative of the students who took the course or the affected student group coordinator. As a basic guideline, at least 3 exam days per course must be set for written exams, distributed evenly over the exam period. With regard to oral exams, at least 2 exam days per week must be set for each course but, as a minimum, the examiner must provide at least 30% more exam chances than the expected number of examinees, excluding the retake exam days defined in Paragraph (3). The examiner may differ from the above after consulting the students and/or students may raise an objection in coordination with the student council.

(9) The exam dates, the names of instructors involved in the examination, the time and manner of registration for the exam, the date of releasing the exam results, and the opportunities for retake exams must be announced according to the standard local procedure at least six weeks before the end of the term-time and the exam dates must be entered into the NEPTUN system. Students have the right to choose from the set exam dates. The examiner may set a minimum and a maximum limit to the number of examinees per day.

(10) The retake exam days must be announced concurrently with the normal exam days.

(11) Students must register for one of the set exam dates via the NEPTUN system. The number of applicants for each exam day is determined by the subject coordinator instructor. The general guideline for oral exams is minimum 4 and maximum 12 persons per day, which may be changed depending on the conditions at the department or the needs of the students.

(12) If there is a significant difference between the number of exam opportunities provided by the head of department (subject coordinator) and those requested by the students, then the student council may appeal to the EFBH for legal remedy.

(13) Students are not obliged to take an exam of a course immediately after the particular term-time. They may take the exam during a later exam period, provided that they fulfilled the course requirements (i.e., obtained the instructor's signature). In such cases, they must register for the course again in the NEPTUN system, which will be considered as a retake of the course in the Hungarian language programme.

(14) Students of the Hungarian programme will have three exam chances per exam period for each course. Students of the foreign language programme will have three exam chances per course in each exam period immediately subsequent to their first take of the course, i.e., in

their regular exam period. Later on, they will altogether have two additional exam opportunities per exam course from December 1 and May 1, respectively, which may be used during the exam period as well.

(15) Registration for an exam constitutes a clear intention of the student to participate in the exam during the given exam period. Although the exam may be postponed, but the three exam opportunities are lost if the student does not utilize them.

(16) Subject owners/examiners must provide at least three days within the exam period for students to have their practical grades and/or written exam results entered into their academic record books.

(17) Written exams may not be held at the end of the exam period unless the subject coordinator can ensure that the test papers will be evaluated during the exam period and the grades will also be entered into the academic record book and/or the NEPTUN system.

(18) Departments organizing written exams must enable students to have their grades entered into the records on the last exam day.

### Section 31

- (1) Students may take their exams according to individual or group exam schedules.
- (2) Oral exams, including the final exam and the defence of the thesis (degree thesis, diploma work), are open to all students and staff of the university.
- (3) Examinees must be given preparation time before their oral presentation.
- (4) The examiner and the Chair of the exam committee are responsible to prevent any disturbance and ensure that the exam is conducted in a calm atmosphere.
- (5) At the beginning of the exam, students are required to hand over their mobile phone and other electronic devices which they can get back after the exam is finished.
- (6) Comprehensive exams must be conducted before a committee with at least two members, and the minutes of the exam must be taken.
- (7) <sup>8</sup>[deleted]
- (8) If the examination was conducted by an instructor, then the first (in the foreign language programme, the third) retake exam must be conducted by another instructor or committee, while the repeated retake exam must be conducted by a committee, on the student's request. The request must be submitted to the head of the organizational unit or, in case of foreign language students, to [student@univet.hu](mailto:student@univet.hu). If there is a conflict of interest, the request must be submitted to the competent vice rector who will ensure the conditions for the exam. If students so request in writing, the repeated retake exam may, if the subject coordinator agrees, be conducted before a committee assigned by the vice rector for education or the vice rector for international relations.
- (9) In general, examinations are conducted by the subject coordinator or an instructor/researcher entrusted by the subject coordinator. Practical examinations may also be conducted by a doctorate student.
- (10) In the oral exams, students make their presentation based on the exam questions received. Exam questions must be made previously available for the students in the



course books, course materials, lecture notes and literature and/or the theoretical and practical classes conducted for the students of the programme.

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<sup>8</sup> Deleted by the Senate's Resolution No. 12/2018/2019 SZT on December 11, 2018.

- (11) <sup>9</sup> The establishment of the comprehensive exam committees is the right and responsibility of the head of department.

### Section 32

- (1) Students are obliged to register for the exam, show up for the exam at the registered time and take the exam in the manner required by the given organizational unit.
- (2) One student may only register for one exam in one subject on one exam day. Failure to show up for the exam does not influence the evaluation of the student's knowledge. If students fail to show up for an exam, their knowledge cannot be evaluated. However, the University will collect the emerged costs from such students, unless they can justify their absence. This rule does not apply to students of the foreign language programme. Absence from an exam without leave means that the student has used an exam opportunity.
- (3) Students failing to justify their absence from the exam within 3 working days can only get another exam opportunity after they paid the costs for the unjustified absence from the exam. This rule does not apply to students of the foreign language programme. If students fail to show up for the exam, the number of their exam opportunities is automatically reduced by one, while the "FAILED TO SHOW UP" note will be entered in their NEPTUN register. This paragraph is not applicable to the foreign language programme.
- (4) The final deadline of registration for or cancellation of an exam is determined via the NEPTUN system.
- (5) Exams may be oral and written; practical and oral; and practical and written. The manner of examination is determined by the organizational unit and/or the subject coordinator (instructor). The grade entered into the academic record book/NEPTUN is determined based on either only the exam result or a combination of the term work and the exam result, as defined in the pre-announced evaluation procedure.
- (6) In the case of written exams, the examiner will write the grade on both the test paper and the exam sheet and authenticates both documents with his/her signature. In the case of computerized exams, the grade must be written and authenticated on the exam sheet.
- (7) Pursuant to the general principles of the credit policy, credit may only be given for such subjects (courses), which students completed with at least a "Pass" grade, in compliance with the institution's regulations on academic performance evaluation.
- (8) Credited academic performance is registered and summed up in the student's accumulated credit records within the NEPTUN academic registry system. The summation of the results must consider all obligatory (A-type), elective (B-type) subjects and/or any of their potential replacement subjects.
- (9) The credit index, which serves as the basis for calculating grants, must be calculated by only considering as high a number of optional course credits that does not exceed by more than 50% the sum of the credits achievable from the optional courses of the given semester according to the curriculum.
- (10) The examiner is obliged to enter the relevant grade into the NEPTUN system and/or academic record book within two working days after the examination. Since transfers between the self-funded (fee-paying) programmes and the Hungarian (partially) state-funded (state-financed) programmes are ordered based on the accumulated corrected credit index,

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<sup>9</sup> Modified by the Senate's Resolution No. 12/2018/2019 SZT on December 11, 2018.

all grades must be entered into both the NEPTUN system and the academic record the last day of the exam period. Exemptions to the above rule are the obligatory summer field practices of the Biology BSc programme, the grades of which are entered into the NEPTUN system by July 20.

- (11) The examiner is responsible for entering and accurately registering the grades by the relevant deadline. Marks may be entered until the end of the exam period. If the examiner entrusts another person to register the grade in the electronic system based on an exam sheet with the original signature, the responsibility nonetheless lies with the examiner. If the examiner is an entrusted person without a public service employee status in the University, the head of institution/department will assign a person to register the grade in the NEPTUN system, based on the original exam sheet. The head of institution/department is responsible for the accuracy of data registration.
- (12) Students may file a complaint against the data related to the evaluation result indicated in the records, by the 14th day after the closure of the exam period. If there is a variance between the evaluations indicated on the exam sheet and those registered in the NEPTUN system, the data of the exam sheet shall prevail. If there is a variance between the evaluations indicated on the exam sheet and those registered in the academic record book, the data of the academic record book shall prevail.
- (13) Students are not allowed to take oral and/or practical exams without their academic record books (academic record books may only serve as the means of student identification until the end of the exam).
- (14) Students must enter their exam postponement into the NEPTUN system by no later than 12:00 on the working day preceding the exam in the case of students of the Hungarian language programme and by no later than 10:00 on the same day in the case of students of the foreign language programme. The department is not obliged to increase the number of pre-announced exam opportunities on account of exam postponement. If students are unable to take an exam due to no fault of their own (e.g., medically attested severe, extended illness, childbirth) during the exam period, they may take the exam outside the exam period by permission of the vice rector for education. Exams due in the fall semester but taken posteriorly by permission of the vice rector for education may be conducted during the first week of the term-time of the second semester, while exams due in the spring semester may be conducted during the two weeks immediately after the exam period.
- (15) Medical certificates may only be accepted if students or their immediate relatives report an onset illness before the exam (by no later than 8.00 on the exam day) or the accident causing the absence within 24 hours to the Students' Secretariat and the relevant department as well as immediately submits the medical certificate to the relevant department. The Students' Secretariat only needs to receive the medical certificate of the student requested an exam permitted by the vice rector. In such cases, the medical certificate must be attached to the request.
- (16) Students using unauthorized tools for their preparation at the exam, their examination must be suspended and evaluated as a "fail".
- (17) In the case of the foreign language programme, the usage of unauthorized tool(s) is reported to the Students' Secretariat. Students reported three times may face disciplinary measures.
- (18) Sub-section (15) of Section 32 is not applicable to foreign language education.

## **Retaking unsuccessful exams**

### **Section 33**

- (1) If students fail the examination, the examiner is obliged to enter the “fail” (1) grade or the “fail” evaluation into the NEPTUN system.
- (2) Practical “fail” grades may be retaken in the manner described in the course requirements.
- (3) Students may attempt to retake their unsuccessful exams (retake exam, repeated retake exams) twice per course and per semester. No fee is chargeable for the first retake exam but students must pay a service fee for the repeated retake exam - except in the foreign language programme. Students who began their studies in fall semester of the 2012/13 academic year or later may take a total of six exams in terms of one subject, except in the foreign language programme.
- (4) Students failing to pass their repeated retake exams may get another exam opportunity if they retake the subject.
- (5) After an unsuccessful exam, the subject coordinator (the course instructor) may prescribe a certain period of time to elapse before the repeated retake exam but this period may not be longer than 3 days. At the beginning of the semester, the head of department (course instructor) is obliged to inform students of the general regulations which may be diverged from, on an individual case basis.
- (6) If students fail to complete their factory (production), teaching, etc. field practice or they cannot be evaluated based on their performance there, the conditions of delayed completion are determined by the person responsible for organizing the field practice or the person in charge of the programme.
- (7) Students failing to complete the field practice required by the curriculum in an acceptable manner may be ordered by the head of department to retake the field practice in part or in full.
- (8) The head of department will decide whether to require the student to write a field practice report. If the head of department requires the student to write the register, then the head of department will decide whether the student passed and evaluate the register with “excellent”, “satisfactory” or “fail” grades. The affected departments must complete the evaluation of the field practice reports by the beginning of the next semester.
- (9) If the field practice is evaluated as “fail”, it can be ordered to be repeated during the summer holiday and, in justified cases, at the student’s expense.

## **Retaking successful exams**

### **Section 34**

- (1) Students wishing to get a better grade or evaluation can retake two successful exams per semester, one exam per course. The evaluation of the retaken successful exam is final, except if the outcome is “fail”, in which case the exam can be retaken according to the rules on unsuccessful exams.
- (2) Successful exams can be retaken by the end of the exam period, free of charge.

- (3) The grade of a successful repeated retake exam cannot be improved.
- (4) The grade of the repeated exam must be entered into the academic record book/NEPTUN system with the note “s.r.e.”.

### **Calculation of the academic mean value, credit index Section 35**

- (1) After the closure of the exam period, the Students’ Secretariat calculates the credit value of the students’ academic achievements in the semester, then enters this value into the academic record book/NEPTUN system and seals the academic record book page/pages related to the fulfilment of the given semester’s requirements. The deadline for the above is the end of the third week after the exam period.
- (2) The quantity of the students’ academic work completed in the given semester or from the beginning of their studies is indicated by the number of credits collected.
- (3) The quality of the students’ academic work is indicated by the academic average value weighted with the credits (accumulated credit index or cumulated average). The weighted grade average (WGA) can be calculated for one particular study term or for the total credits obtained by the student (cumulated average).

$$STA = \frac{\sum(\text{achieved\_credit} \cdot \text{grade})}{\sum \text{achieved\_credit}}$$

- (4) The quantity and quality of the student’s academic work in the particular semester is evaluated by the credit index (CI), which serves to allocate grants in a fair manner.

$$CI = \frac{\sum(\text{achieved\_credit} \cdot \text{grade}) *}{30}$$

Students’ responsible curricular planning is facilitated by the corrected credit index ( $CI_{\text{corr}}$ )

$$CI_{\text{corr}} = \frac{\sum(\text{achieved\_credit} \cdot \text{grade}) \cdot \sum_{\text{achieved}} *}{30 \cdot \sum C_{\text{taken}}}$$

\* Note: The value of 30 in the denominator may change per semester in line with the curriculum.

- (5) The result of the accredited subject must be considered in the weighted grade average, unless students take such subject from among the subjects not related to their professional education and on top of the permitted number of optional courses.
- (6) Regardless whether the student fulfilled the semester's academic requirements, the academic record book/NEPTUN must be closed at the end of the exam period.
- (7) The semester's academic average must be determined immediately after the exam period is closed.
- (8) If they were retaken and passed, the "fail" grades must not be considered in the calculation of the academic average.
- (9) As determined in compliance with Sections 15 and 16 of this Code, the grades of subjects completed in the framework of cross-training in supplementary education abroad or in Hungarian higher education institutions are considered in the academic average.
- (10) Of the grades obtained in accordance with this Section of the Code, the final grade will be considered in the credit index.
- (11) The calculated credit index must be rounded up to two decimals and then entered into the student's academic record book/NEPTUN system.

### **Retaking a course**

#### **Section 36**

- (1) Students must retake a course if they failed to meet the requirements defined in the curriculum and/or the course requirements.
- (2) Students may take the same course twice. Students of the foreign language programme must request the regular retake of a course at the Students' Secretariat. If a course is taken for the second time, any previous (partial) achievements (points for mid-term reports, end-of-semester signature) are no longer valid.
- (3) Students failing to obtain the credit of a course in the semester when the course was taken can retake the course via the NEPTUN system in a later semester. If the department has already entered the signature certifying the appropriate completion of the mid-term requirements in the academic record book/NEPTUN system, the student only needs to take the exam in the next semester. If the course curriculum significantly changes, the department must inform students that their earlier mid-term achievements are no longer valid.
- (4) Students taking a comprehensive exam covering a subject with multiple semesters only need to take the last semester if they already fulfilled the academic requirements of the given subject in the previous semesters.
- (5) In case of retaken subjects, students again have a maximum number of three exam opportunities in the exam period. If the exam taken at this time are unsuccessful again, the student may not continue their studies and their student status is terminated.
- (6)<sup>10</sup> The above (2) regulations do not need to be applied to the foreign language programme.

Regulations (4)-(5) are to be applied inasmuch that students are allowed to take and complete the courses in line with the German and English curricula in such a way that students may register for the fifth, ninth and eleventh semester if they have completed the exams which correspond to their curriculum thus far and which are not carried over to the next semesters. Furthermore, students also need to collect thirty ECTS credits from optional courses to be eligible to register for the 11th semester.

## **Academic misconduct and disciplinary procedures**

### **Section 37**

- (1) Students are obliged to comply with the norms specified in the University's Code of Conduct and also the unwritten general norms of academic conduct. Students may not employ disallowed means and methods for successfully completing their studies.
- (2) Cases of academic misconduct specifically include if students
  - present other people's work as their own or fail to provide proper reference to other people's work (plagiarism),
  - attempt to obtain information either orally or in writing about exam task that are not in the public domain,
  - assists others or receives assistance from others in any disallowed manner.



- (3) After the issuance of the final disciplinary resolution, credits wrongfully obtained and recognized must be deleted from the student's credit record.
- (4) It is considered the same as plagiarism if any work – partly or fully – is made by any kind of artificial intelligence.<sup>3</sup>

#### IV.

### **REGULATIONS REGARDING THE FINAL PRE-DEGREE CERTIFICATE (ABSOLUTORIUM), THE THESIS, (DEGREE THESIS), THE FINAL EXAM AND THE DEGREE CERTIFICATE**

#### **Conclusion of the programme**

##### **Section 38**

- (1) As the conclusion of the university of college training programme and the bachelor's, master's and undivided programmes conducted under the Higher Education act, students must be issued a final pre-degree certificate (absolutorium).
- (2) The final pre-degree certificate (absolutorium) serves as the certificate of the successful completion of the exams, field practices and other academic requirements, except the achievement of the language exam certificate and the preparation of the thesis (diploma work), that are required by the curriculum and/or the collection of the credit points prescribed in the training and outcome requirements. The certificate attests, without any grade or evaluation, that the student completed all academic and exam requirements prescribed in the curriculum. The final pre-degree certificate must be issued in the semester in which the student met the requirements for obtaining such certificate. The final pre-degree certificate is signed by the vice rector for education.
- (3) Students who have obtained the final pre-degree certificate are eligible for taking the final exam in order to obtain their degree certificate.

#### **The final exam**

##### **Section 39**

- (1) After obtaining their final pre-degree certificate (absolutorium), students conclude their studies with a final exam. The final exam is the assessment and evaluation of the knowledge required for obtaining a degree, during which candidates must demonstrate their ability to apply the acquired skills.
- (2) Students are admitted to the final exam of the University's programmes if they a ) obtained the final pre-degree certificate,
  - b) submitted their degree thesis (diploma thesis, diploma work) by the deadline and have them evaluated,
  - c) fulfilled all their outstanding payment obligations to the University.
- (3) The final exam consist of:
  - (a) the defence of the degree thesis (diploma thesis, diploma work);
  - (b) an exam prescribed in the professional training and outcome requirements

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<sup>3</sup> Modified by the Senate's Resolution No. 40/2022/2023 on 21 June, 2023.

(qualification criteria);

- (4) Final exams must be taken during the final exam period determined by the Senate. The final exam is conducted before a board.
- (5) The precondition for admission to the final exam is to complete all curricular obligatory (A-type) courses as well as, in the veterinary programme, to complete B- and C-type course for 50 credit points before the 2017-18 academic year and 30 credit points in and after the aforementioned year.
- (6) In order to gain admission to the final exam, veterinary students who began their studies in and after September 2009 must obtain their final pre-degree certificate, which involves: the completion all obligatory curricular courses; obtaining 50 credit points, and from the 2017-18 academic year, 30 credit points from optional courses; meeting the criteria requirements; and obtaining the credit points of the practical semester.
- (7) <sup>11 12</sup> In Biology BSc:
  - - for students who began their studies before the 2017/2018 academic year: the completion of all obligatory A-type courses and obtaining 45 and 12 credit points from B-type and C-type courses, respectively,
  - - for students who began their studies in or after the 2017/2018 academic year: the completion of all obligatory A-type courses and obtaining 34 and 9 credit points from B-type and C-type courses, respectively,
  - and defending their diploma work (10 credits).
- (8) In Biology MSc:
  - - for students who began their studies before the 2017/2018 academic year: the completion of all obligatory A-type courses and obtaining 41 and 6 credit points from B-type and C-type courses, respectively,
  - - for students who began their studies in or after the 2017/2018 academic year: the completion of all obligatory A-type courses and obtaining 36 and 6 credit points from B-type and C-type courses, respectively,
  - and defending their diploma work (30 credits).
- (9) The minutes of the final exam must be taken with the content defined in Sub-section (3) of Section 42, of Govt. Directive No. 87/2015. The partial results of the final exam and the grade of the degree must be entered into the academic record book and the NEPTUN system as well.
- (10) The result of the final exam is the simple arithmetic mean value of the grades achieved in the oral exams, the grade obtained for the degree thesis and the grades required by the above paragraphs of this Code. If students fail to defend their degree thesis or any of their oral exams result in a “fail” grade, the overall result of the final exam will be a “fail” grade and the exam must be retaken.
- (11) Successful final exams may not be retaken to achieve a better grade.
- (12) The degree thesis is assessed by the reviewer(s), its defence and the oral presentation is evaluated by the members of the final examination board(s) on a five-grade scale, after which they vote in a closed meeting to determine the final grade for the degree thesis and the final exam. If the voting results in a tie, the Chair shall have a casting vote. The outcome of the final exam is announced by the Chair of the board.
- (13) In the veterinarian training programme:
  - the Senate assigns one final exam period per year in the Hungarian programme, and two final exam periods per year in the foreign language programme,

– students may only be admitted to the final exam if they have obtained their final pre-degree certificate,

- (14) The final exam is conducted before a committee, after the 11th practical semester. The final exam includes the defence of the degree thesis as well as a professional discussion of the pre-released topics that are in accordance with the themes of the 11th semester, regarding the candidates' practical experience of the semester and their future plans.

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<sup>11</sup> Modified by Senate Resolution No. 14/4/2017/2018 SZT on October 17, 2017.

<sup>12</sup> Modified by Senate Resolution No. 56/2017/2018 SZT on June 19, 2018

- (15) The purpose of the final exam is for the examination committee to assess whether the candidates can work independently albeit at the level of beginner veterinarian. The committee must refrain from requiring the discussion of theoretical knowledge that would exceed the depth needed for a practising veterinarian.
- (16) The members of the committee evaluate each examinee after their oral presentation. The grade of the final exam is determined by the Committee in a closed session after the last examinee. Then the results are announced. The grade must primarily be based on the consideration how fit the candidate for working as a practising and/or official veterinarian.
- (17) <sup>13</sup>The grade of the final exam is determined based on the following 3 grades:
- the grade given by an external reviewer for the diploma work, an excellent (5) grade for papers presented in the National Conference of Student Research Societies,
  - the grade received for the oral defence of the diploma work,
  - the grade given based on the professional discussion.
- (18) The minutes of the exam will be authenticated by the signatures of the notary and each board member. After the announcement of the results, the notary hands over the minutes to the student secretary on the day of the exam.
- (19) <sup>14 15</sup> In the veterinary training programme, the following items are given equal weight in the diploma grade:
- the weighted grade average of 11 semesters with a single weight,
  - comprehensive exams, each with a single weight,
  - the final exam grade with a single weight,
- (20) In the Biology BSc and the Biology MSc:
- (a) (a) students must be informed of the final exam questions in the 5th and the 3rd semester, respectively.
  - (b) the degree thesis and the subject exams are evaluated on a five-grade scale. In case of a dispute, the Final Examination Board takes a vote to determine the candidate's grade. If there is a vote, the examiner instructor shall also cast their vote. If the voting results in a tie, the Chair shall have a casting vote. The outcome of the final exam is announced by the Chair of the board.
- (21) The partial results of the final exam and the grade of the degree must be entered into the academic record book as well.

## **I. The Final Examination Board**

### **Section 40**

- (1) The Board's Chair is selected, with the Senate's approval, by the rector from among the noted external professional experts of the area or from the University's instructors and/or associate professors, and is assigned as Chair for one calendar year.
- (2) Beside the Chair, the final exam board has at least two other members. The total number of board members is determined by the Senate. The board must be composed in such a manner that it includes at least one university or college professor and/or university or college associate professor as well as at least one member who is not employed by the University in terms of the relation defined in the Higher Education Act.
- (3) The board must consist of the University's leading professors (in exceptional cases: senior lecturers) and experts who are not employed by the University.

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<sup>13</sup> Modified by Senate Resolution No. 56/2017/2018 SZT on June 19, 2018

<sup>14</sup> Modified by Senate Resolution No. 14/4/2017/2018 SZT on October 17, 2017.

<sup>15</sup> Modified by Senate Resolution No. 19/ 1/2022/2023 SZT on December 14, 2022.

## The degree thesis, diploma work

### Section 41

- (1) As part of the final exam, students are required to write a degree thesis, diploma work (hereinafter: degree thesis). The formal requirements of the degree thesis are determined by the Senate.
- (2) Degree thesis topics are announced by the organizational units.
- (3) Degree thesis topics must be announced in line with the curricular requirements. The conditions and rules regarding the announcement of degree thesis topics, the formal requirements of the thesis and the general aspects of evaluation must be determined based on the (programme's) training and outcome requirements (qualification criteria), and curriculum. The preparation of the degree thesis is guided by an internal thesis supervisor approved by the organizational unit and if, needed, an external consultant approved by the organizational unit.
- (4) Students may also propose a degree thesis topic, the approval of which is decided by the relevant institute, head of department or programme coordinator.
- (5) In the veterinary programme, degree theses must be written and defended according to the rules below.
  - a) Students are obliged to select a degree thesis topic and register for it at the head of the relevant organizational unit by no later than the end of the term-time of the 8th semester. The department announcing the degree thesis topic may require the students selecting the topic to priorly take or complete certain optional subject(s) related to the particular topic.
  - b) If student wish to select a degree thesis topic that is related to a subject to be taught later, they are obliged to obtain such statement from the head of the relevant department by the end of the 8th semester, and submit it to the Students' Secretariat. In such cases, students are required to select their degree thesis topic within six weeks after the beginning of the 9th semester. Students failing to submit their degree thesis statement to the Students' Secretariat will not be allowed to register for the 9th semester.
  - c) The Students' Secretariat must provide students with the list of requirements related to the degree thesis, which guides them in terms of the contentual and formal requirements for the degree thesis.
  - d) All students are obliged to write their degree thesis as an individual work.
  - e) Veterinary students are obliged to submit the complete degree thesis, as countersigned by the thesis supervisor, in one printed and bound copy to the relevant department (organizational unit) by no later than 45 days prior to the 2-week exam period that follows the practical semester, along with the completed and signed copyright statement and archiving agreement pertaining to the degree thesis. The department confirms the receipt of the papers in writing. Students are required to upload their thesis papers to <http://www.vetphysiol.hu/zarovizsga/> website by the determined deadline.

- f) After the final exam, a printed copy of the approved degree thesis and the copyright statement and archiving agreement pertaining to the degree thesis must be archived and stored in the University Library while another copy must be stored at the relevant department or the further education programme library, respectively.
- (6) <sup>16</sup>The following detailed regulations shall apply to the Biology BSc and the Biology MSc programmes regarding the degree thesis.
- a) Students are required to select a topic for their degree thesis no later than in the 3rd semester in the Biology BSc programme and no later than in the 1st semester in the Biology MSc programme. Students must obtain a degree thesis topic registration form, which is available at the Institute of Biology, complete it, have it signed by the thesis supervisor and submit it to the institute's secretariat by November 15. Eligibility for becoming thesis supervisor: professionals with a scientific degree (PhD) whose competency in the given topic is demonstrated by scientific publications available in the Archive of Hungarian Scientific Works.
  - b) The degree thesis contains a description of the paper's objective, the analytical methods applied, the results achieved, the conclusions and their brief summary as well as the relevant key references. In the Biology BSc programme, a literature review type thesis may also be accepted, based on the consideration of the Council of Instructors of the Institute.
  - c) In justified cases, the thesis topic and the person of the thesis supervisor may be changed, which must be requested via a topic change application submitted to the secretariat of the Institute of Biology, along with the new topic registration form.
  - d) The degree thesis must be submitted at least 45 days before the first day of the final exam, in 2 printed and bound copies and 1 electronic copy, along with a one-page English abstract as well as the completed and signed copyright statement and archiving agreement pertaining to the degree thesis. Figures and photos may be attached to the degree thesis. The Institute confirms the receipt of the papers in writing.
  - e) Internal thesis supervisors are not allowed to countersign the paper if they do not receive the final thesis in electronic format at least 5 working days before the final deadline for submission.
  - f) In the Biology BSc programme, the degree thesis is evaluated by an opponent assigned from among the Institute's instructors 30 days before the final exam.
  - g) In the Biology MSc programme, the **diploma work** is evaluated by two opponents 30 days before the final exam.
  - h) Students must defend their degree thesis before a scientific committee summoned by the Institute of Biology.
  - i) The Institute forwards the reviewed degree thesis and the review sheet to the Students' Secretariat.
  - j) Students with papers presented at the local Conference of Student Research Societies need to apply for such papers to be accepted as **diploma works**. If the application is granted by the Institute of Biology's Council of Instructors, the **diploma work** will be evaluated with an excellent (5) grade.
  - k) **Diploma works** defended as such and considered in the diploma grade may not be submitted as a paper to the local Conference of Student Research Societies without a significant (at least 50%) modification.
  - l) Students of the Biology MSc programme may submit their **diploma work** in English but the defence is conducted in the Hungarian language.
  - m) If the degree thesis receives a "fail" evaluation, the candidate may not be admitted to the final exam. Degree theses may only be submitted for a repeated evaluation after the elapse of 2 months at least. Degree theses may not be submitted more than three times in total.

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<sup>16</sup> Modified by Senate Resolution No. 56/2017/2018 SZT on June 19, 2018

- n) After the final exam, a printed and an electronic copy of the approved degree thesis and the copyright statement and archiving agreement pertaining to the thesis must be archived and stored in the University Library while another copy must be stored in the library of the Institute of Biology.
- o) The defence of the **diploma work** is conducted at a different time from that of the final exam but the evaluation of the thesis is considered in the grade of the certificate.

### III. Retaking an unsuccessful final exam

#### Section 42

- (1) If students who began their studies before the 2012/2013 academic year fail to complete their final exam before the termination of their student status, they can take their final exam any time after the termination of their legal status in accordance with final exam regulations defined in the training and outcome requirements (qualification criteria) that were in effect at the time of their final exam. From the 7th year after the issuance of the final pre-degree certificate, the University may tie the student's admission to final exam to certain conditions, which must be regulated in the University Supplement.
- (2) If students who began their studies in or after the 2012/2013 academic year fail to complete their final exam before the termination of their student status, they can take their final exam during any exam period within two years after the termination of their legal status in accordance with the valid training requirements. After the elapse of the second year subsequent to the issuance of the final pre-degree certificate, the University may tie the admission to the final exam to certain conditions defined in its Code. Such students may not take a final exam if five years have elapsed after the termination of their student status.
- (3) Students failing to show up for the final exam will lose one final exam opportunity.
- (4) In the Biology BSc and the Biology MSc programmes, repeated final exams may not be taken more than twice and only in the next final exam period in each case.
- (5) Veterinary students may take the repeated final exam no more than twice, but only once in the particular final exam period.

### 3. Degree certificate, diploma

#### Section 43

- (1) The degree certificate may only be issued if the student passed the final exam and obtained the language exam certificate, or an equivalent, recognized in the ministerial decree on the training and outcome requirements of bachelor's, master's and specialized further education programmes. The accepted languages are determined in the training and outcome requirements of the programmes and they must be listed per programme. This regulation does not apply to foreign language education.
- (2) <sup>17</sup>All Hungarian citizens **enrolled in the Hungarian-language programme prior to September 1, 2017** are required to pass a state-accredited intermediate C or B2 level language exam or obtain an equivalent and localized diploma in one of the following official living languages of the European Union: (English, Bulgarian, Czech, Danish, Estonian, Finnish, French, Greek, Dutch, Croatian, Irish, Polish, Latvian, Lithuanian, Hungarian, Maltese, German, Italian, Portuguese, Romanian, Spanish, Swedish,

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<sup>17</sup> Modified by Senate Resolution No. 56/2017/2018 SZT on June 19, 2018



Slovakian, Slovenian) in order to get their diploma issued.

**To receive their official degree certificates, all Hungarian citizens enrolled in the Hungarian language education programme prior to September 1, 2017 are required to pass a state-accredited intermediate C or B2 level language exam or obtain an equivalent and localized diploma in one of the following languages English, German, Italian, Russian, French, Spanish.**

In the context above, intermediate language exams A and B are together considered as a C level exam even if they were taken separately. Students not having a language exam certificate will not be issued their diploma even if they pass their final exam.

- (3) In the cases where having a general language exam certificate is a precondition for obtaining the diploma, students who are at least forty years old at the time when they begin their studies in the first year are exempted from having to meet this requirement. This regulation last applies to the students who pass their final exam in the 2015/2016 academic year. Students of the foreign language training programme are not required to have a language exam certificate.
- (4) The curriculum may regulate which language exam certificates are, in the case of students with successfully completed A-level exams, accepted by the University, with the stipulation that the language exam component of the A-level exam must be accepted as an equivalent of the state language exam and the A-level exam certificate must be accepted as an equivalent of the state language exam certificate, in accordance with Govt. Directive No. 100/1997. (VI. 13.) on the rules of A-level exams.
- (5) The issuance of the veterinary diploma is subject to the required Veterinarian's Oath.

#### **Section 44**

- (1) The University will issue and release the diploma to the entitled recipient within 30 days after the date of the successful final exam, unless the student fails to present the required language exam certificate by the time of the final exam, in which case the University will issue the diploma within 30 days after the presentation of such language exam certificate. If the language exam certificate is presented, the diploma must be issued in the given year of the final exam, even if there are fewer than thirty days left from the given year of the final exam. The form and content of the diploma is defined in compliance with Paragraph 5 of Section 51 of the Higher Education Act.
- (2) The diploma is signed by the rector and the Chair of the final examination board. If the Chair of the final examination board is unavailable at the time of the issuance of the diploma, it is signed by the vice rector for education instead. The diplomas of students who began their studies in or after the 2012/2013 academic year will be signed by the rector.
- (3) The calculation and weighting of the results in the subjects considered in the grade of the diploma are regulated in the training and outcome requirements (qualification criteria).
- (4) In the case of students who began their studies on or after September 1, 2006, the grade of the diploma will be determined based on the calculated average, as follows:

outstanding

4.81 - 5.00

excellent	4.51 - 4.80
good	3.51-4.50
satisfactory	2.51 - 3.50
pass	2.00 – 2.50

- (5) The Latin diploma attesting the “doctor” title of veterinarians must be evaluated based on the following grades:

summa cum laude	4.51 - 5.00
cum laude	3.51 - 4.50
rite	2.51 - 3.50

- (6) The diplomas obtained in the Bachelor’s and Master’s programmes must be issued together with the Hungarian and English diploma supplements required by the European Commission and the Council of Europe. The diploma supplement is an authentic instrument.

- (7) The diplomas of the veterinary training programme, the Biology BSc and Biology MSc programmes are issued in Hungarian and English.

- (8)<sup>18</sup> In the Biology BSc and the Biology MSc programmes, the grade of the diploma is determined by calculating the average of the following partial results achieved in the credit-based programme:

- the final exam grade with a single weight,
- the **diploma paper** grade with a single weight,
- the weighted grade average of the entire training period with a triple weight.
- in the Biology MSc, the results of the graduate equivalency examinations required by the admissions regulations and taken in the first two semesters of the Master’s programme will not be considered in the average grade of the Master’s programme since they do not form a part of the Master’s programme’s curriculum.

- (9) Based on the average grade, the Biology BSc and Biology MSc diplomas are evaluated as follows:

outstanding	4.81 - 5.00
excellent	4.51 - 4.80
good	3.51- 4.50
satisfactory	2.51 - 3.50
pass	2.00 - 2.50

#### **IV. REGULATIONS CONCERNING STUDENTS WITH DISABILITIES**

##### **Potential grounds for preferential treatment**

##### **Section 45**

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<sup>18</sup> Modified by the Senate’s Resolution No. 56/2017/2018 SZT on June 19, 2018.

- (1) On request from students with disabilities, the University may set partly or completely different requirements than those in the curriculum and/or the University must, pursuant to Paragraph (8) of Section 49 of the Higher Education Act, waive the completion thereof, by providing at least one, or more as necessary, of the preferential treatments listed in Paragraphs (2)-(7) therein, if the student is eligible to a preferential treatment and/or waiver according to the statements of the professional opinion certifying the student's disability.
- (2) The following types of preferential treatment may be provided for students with physical disabilities:
  - a) partial or full dispensation from meeting the practical requirements, or permission to fulfill them in a different form,
  - b) replace written exams with oral exams or replace oral exams with written exams,
  - c) exempt the student from the language exam requirement or a part or level thereof,
  - d) exempt the student from the tasks requiring manual skills, providing that the demonstration of theoretical knowledge may remain required,
  - e) allow the student to use special tools and equipment to complete written exercises,
  - f) allow the student to have more preparation time than what is allowed for students without disabilities,
  - g) provide a personal helper to assist in institutional administrative affairs.
- (3) The following types of preferential treatment may be provided for hearing impaired (deaf, hard of hearing) students:
  - a) partial or full dispensation from meeting the practical requirements, or permission to fulfill them in a different form,
  - b) replace oral exams with written exams, provide a sign language or oral interpreter for the oral exam upon such request from the student,
  - c) exempt the student from the language exam requirement or a part or level thereof,
  - d) concurrently display the orally presented content of lectures and exams in writing to ensure comprehensibility for the student,
  - e) provide aids and/or visual representation for each examination,
  - f) allow the student to have more preparation time than what is allowed for students without disabilities,
  - g) provide a personal helper, note-taking interpreter or sign language interpreter to assist in institutional administrative affairs.
- (4) The following types of preferential treatment may be provided for visually impaired (blind, partially sighted) students:
  - a) partial or full dispensation from meeting the practical requirements, or permission to fulfill them in a different form,
  - b) replace written exams with oral exams or allow the student to use special technical equipment in case of written exams,
  - c) exempt the student from the language exam requirement or a part or level thereof,
  - d) exempt the student from the tasks requiring visual skills, but the demonstration of theoretical knowledge may remain required,
  - e) provide access for the student to the questions and topics of lectures, field practices and examinations via audio data carriers, digitally, in Braille writing or in a magnified format,
  - f) allow the student to have more preparation time than what is allowed for students without disabilities,
  - g) provide a personal helper to assist in institutional administrative affairs.
- (5) The following types of preferential treatment may be provided for speech-impaired students (with dysphasia, dyslalia, dysphonia, stuttering, aphasia, hypernasal speech, dysarthria, mutism, severe auditory processing disorders, central lisp, developmental language disorder):

- a) replace the oral exam with written exam, allow the student to use special technical equipment during examinations,
  - b) exempt the student from the language exam requirement or a part or level thereof,
  - c) allow the student to have more preparation time than what is allowed for students without disabilities,
  - d) provide a personal helper to assist in institutional administrative affairs.
- (6) The following types of preferential treatment may be provided for students with psychological developmental disorders:
- a) Students with dyslexia, dysgraphia, dysorthographia:
    - aa) replace written exams with oral exams or replace oral exams with written exams,
    - ab) in case of written exams, allow the student to have more preparation time than what is allowed for students without disabilities,
    - ac) provide the necessary aids (especially computer, typewriter, spelling dictionary, thesaurus) for the exam,
    - ad) exempt the student from the language exam requirement or a part or level thereof;
  - b) Students with dyscalculia:
    - ba) exempt the student from arithmetic exercises but the demonstration of theoretical knowledge may remain required, bb) allow the student to use all the aids at the exam that they used  
earlier during their studies (especially tables, calculators, configuration, mechanical tools and manipulators) and allow the student to have more preparation time;
  - c) Students with hyperactivity, attention deficit disorders:
    - ca) replace written exams with oral exams or replace oral exams with written exams,
    - cb) allow the student to have more preparation time than what is allowed for students without disabilities,
    - cc) minimize the student's waiting time at exams,
    - cd) apply special tools and equipment to complete written exercises,
    - ce) organize extended exams to be held in several shorter units or allow the student to have breaks without leaving the exam room, allow them to conduct some movement activity, tolerate the student's manifestations of emotion,
    - cf) hold the student's exam separately from the other students,
    - cg) on the student's request at oral exams, write down or repeat the question multiple times, break complex questions down to components, provide assistance for the clarification of expectations and questions,
    - ch) provide access for the student to the questions and topics of lectures, field practices and examinations via audio data carriers, digitally,
    - ci) provide a personal helper to assist in institutional administrative affairs.
  - d) Students with behaviour and impulse control disorders (disorders of socio-adaptive processes, emotional control, self-directed and other-directed aggressive behaviour, distress, behavioural patterns indicating weak ego-control, variant development of adaptability, principled behaviour, self-organization and metacognition):
    - da) replace written exams with oral exams or replace oral exams with written exams,
    - db) organize extended exams to be held in several shorter units or allow the student to have breaks, tolerate the student's individual impulses and emotional manifestations,
    - dc) hold the student's exam separately from the other students,
    - dd) on the student's request at oral exams, write down the questions, clarify expectations and questions, simplify and specify the wording of the questions asked and instruction given,
    - de) more preparation time than what is allowed for students without disabilities,
    - df) provide a personal helper to assist in institutional administrative affairs.
- (7) The following types of preferential treatment may be provided for students with autism:
- a) adjust the conditions of the testing process to the student's special needs, replace written exams with oral exams or replace oral exams with written exams,

- b) provide assistance for the clarification of expectations and questions during the testing process, display in writing the oral questions and instructions at the oral exam, simplify their wording,
  - c) allow the student to have more preparation time than what is allowed for students without disabilities,
  - d) apply special tools, (primarily: voice recording devices, computers, thesauruses, other supportive infocommunication technologies) during the courses as well as the testing process,
  - e) exempt the student from the language exam requirement or a part or level thereof,
  - f) Exempt students with developmental disorders from the fulfilment of certain practical requirements, or replaced such requirements with equivalent but non-practical tasks,
  - g) provide a personal helper to assist in institutional administrative affairs.
- (8) More preparation time compared to the preparation time allowed for students without disabilities is defined as a duration at least 30% longer.
- (9) In the case of students with multiple disabilities, any of the preferential treatments defined in Paragraphs (2)–(7) may be applied, with regard to the student’s individual needs.
- (10) In justified cases and on the student’s request, the University may provide them with different or additional preferential treatments compared to those defined in Sections (2)–(7).
- (11) Students with disabilities are eligible to exemption from the language exam requirement or a part thereof, if they have completed their final exam and their student status was terminated by they failed to obtain the language exam certification required for achieving the qualifications.

### **The procedure of establishment and verification of disabilities**

#### **Section 46**

- (1) Students with disabilities must certify the type and extent as well as the permanent or temporary nature of their disability with the professional opinion defined in Section (2) or (3).
- (2) If the student’s (applicant’s) disability and/or special needs were already established during their secondary education and they consequently received special treatment during their studies and/or their A-level exam, the disability and/or special needs can be certified by a professional opinion issued by the regional (Budapest) special educational institutions and/or their member institutions acting as regional or national professional boards (as well as their legal predecessors, i.e., the professional and rehabilitation boards examining learning abilities and the national profession and rehabilitation boards).
- (3) If the student’s (applicant’s) disability and/or special needs were not established during their secondary education and they did not receive special treatment during their studies and/or their A-level exam, the disability and/or special needs can be certified by a professional opinion issued by the professional rehabilitation authority and/or its legal predecessors.

## **Guidelines for the education of students with disabilities**

### **Section 47**

- (1) With regard to their disabilities, students may submit a professional opinion defined in Paragraphs (2)-(3) of Section 47 to request their partial or complete exemption from the fulfilment of their academic requirements and/or their examinations and/or they may request permission to fulfill such requirements in alternative manners.
- (2) Pursuant to its Rules of Organization and Operation, the University will:
  - a) evaluate students' requests for assistance, exemption and preferential treatment,
  - b) appoint a coordinator to assist students with disabilities on the University's behalf,
  - c) allow students with disabilities to use the personal and technical assistance and services provided by the University or available through other means, in line with the type and extent of such students' disabilities,
  - d) allow students with disabilities to employ special note-taking mechanisms and/or other technical equipment equivalent in function to note-taking.
- (3) The coordinator defined in Sub-section (b) of Section (2) will:
  - a) a) participate in the evaluation and registration of requests under Sub-section (a) of Section (2) submitted by students with disabilities, as well as contribute to the appeals procedure affecting the student inasmuch that the coordinator who participated in the evaluation of the request may not participate in the appeals procedure,
  - b) keep contact with the students with disabilities and their personal helpers,
  - c) ensure the applicable assistance opportunities for students with disabilities during their studies and exams as well as arrange for the consultation opportunities requested by students with disabilities,
  - d) make proposals with regard to the use of the normative funds allocated for supporting the education of students with disabilities, as well as to the procurement of material assets necessary for assistance.
- (4) The coordinator defined in Sub-section (b) of Section (2) must have a higher education degree as well as competencies and professional experience regarding the management of special educational needs.
- (5) The University must provide the coordinator with the necessary data to evaluate the special preferential treatment that students with disabilities are entitled to.

## **VI.**

### **MISCELLANEOUS AND CLOSING PROVISIONS**

#### **Equitable treatment**

### **Section 48**

- (1) If students fail to meet some of their academic requirements and exhaust all their opportunities ensured by the Code, they may be allowed twice during their studies, on an "equitable treatment" basis, to fulfill their missed obligations.

- (2) The request for equitable treatment is considered by the vice rector for education for the first instance and by the rector for the second instance. The resolution must be registered in the academic record book/NEPTUN system.
- (3) Equitable treatment may not be requested for:
  - a) obtaining an end-of-semester signature,
  - b) extending the state-funded training period
  - c) exemption from training requirements,
  - d) taking the 11th semester's practical courses for the third time in the veterinary programme.
- (4) On students' request, the University may issue permission on an equitable treatment basis twice, but on different grounds each time (equitable treatment may not be requested more than once on the same grounds).
- (5) If students, in a particular subject, have not exhausted the number of repeated exams allowed in one semester, they may be permitted to take a repeated exam during the first week of the term-time of the spring semester subsequent to the given fall semester, or during the two-week period subsequent to the exam period that follows the spring semester; provided that the student already attempted the particular exam.
- (6) The resolution adopted based on the principle of equitable treatment must provide for the conditions of the delayed completion and specify that preferential treatment will no longer be provided for the student on an equity.
- (7) Once throughout their studies, the vice rector for education may allow students to inactivate their semester even after the 4th week of the training period if the student suffered unforeseeable and severe health condition requiring extended treatment.

### **Delayed release of the diploma**

#### **Section 49**

If the diploma may not be issued due to the student's failure to present a language exam certificate, the University will issue a special certificate. The above certificate attests that the student successfully passed the final exam but it does not certify any degree and qualification. The University must keep records of the special certificates issued.

### **Fees payable during the training programme**

#### **Section 50**

- (1) The fees and cost reimbursements payable by students are regulated by the University's codes and policies concerning the available grants and the payable fees and reimbursements, in accordance with Govt. Directive No. 51/2007. (III. 26.).

(2) <sup>19</sup> To fulfill their payment obligations to the University under the Code of Student Grants and Fees, students may be entitled to payment in instalments, delayed payment and waivers, subject to the rector's decision, which must be made in accordance with the conditions and procedure defined in the Rules of Organization and Operation and must also be reported to the University's Maintainer.

## Closing provisions

### Section 51

- (1) This Code was adopted by Senate Resolution No. 6/2017/2018 SZT on September 19, 2017.
- (2) This Code entered into effect pursuant to the Senate's resolution and replaces the Code adopted by Senate Resolution No. 3/5/2015/2016 SZT on July 1, 2016, which loses its effect as of the same day.
- (3) This Code was modified on October 17, 2017 by Senate Resolution No. 14/4/2017/2018 SZT, on June 19, 2018 by Senate Resolution No. 56/2017/2018 SZT, on December 11, 2018 by Senate Resolution No. 12/2018/2019 SZT, on March 26, 2019 by Senate Resolution No. 32/2018/2019 SZT, on September 5, 2019 by Senate Resolution No. 49e/2018/2019 SZT, on December 17, 2019 by Senate Resolution No. 15/2019/2020 SZT, on November 3, 2020 by Senate Resolution No. 14e/2020/2021 SZT, on December 14, 2022 by Senate Resolution No. 19/1/2022/2023 SZT and on June 21, 2023 by Senate Resolution No. 40/2022/2023 SZT.

Budapest, 14 December 2022

### Representing the University Senate

  
dr. Battay Márton  
a Szenátus titkára

dr. Márton Battay  
secretary of the Senate



  
Dr. Sótónyi Péter  
a Szenátus elnöke

Dr. Péter Sótónyi  
chairperson of the Senate

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<sup>19</sup> Modified by the Senate's Resolution No. 14e/2020/2021 SZT on 3 November, 2020.