Volume III.
Study and Examination Rules

Budapest
2017.
Introduction

With the consent of the Students’ Union of the University (hereinafter referred to as ‘SUU’) and in accordance with the powers conferred on the Senate by Article 12 (3) eb) and Article 61 of Act CCIV of 2011 on the national higher education (hereinafter referred to as: ‘Nftv.’) the Senate of the University of Veterinary Medicine (hereinafter referred to as ‘Senate’) lays down the Study and Examination Rules of the University as follows:

I.

GENERAL PROVISIONS

Scope of the Rules

1. §

(1) The Study and Examination Rules (hereinafter referred to as: ‘Rules’) shall apply to the study and examination matters of Hungarian and foreign students of the University of Veterinary Medicine participating in a higher vocational education and training programme, a Bachelor programme, a Master programme, a single-cycle programme or a second-degree programme and postgraduate programme in full-time, evening or correspondence delivery mode, studying in Hungarian or in a foreign language.

(2) The Rules shall apply to any and all lecturers and researchers of the University, as well as employees acting in study and examination matters. For the purposes of these Rules, persons carrying out study and examination activities within the framework of other employment status shall be considered lecturers.

(3) Programmes commenced under Act CXXXIX of 2005 on higher education shall be completed, in a continuous manner, without any change in the applicable professional requirements, examination rules or the diploma or certificate awarded.

(4) Post-graduate programmes shall be governed by the provisions specified in the Attachment annexed to these Rules.

Persons and boards acting in study and examination matters

2. §

(1) In accordance with these Rules, the vice-rector responsible for educational affairs or the vice-rector responsible for international affairs shall act at first instance in the study and examination matters of students.

(2) In the case of foreign-language programmes, the vice-rector responsible for international affairs shall act with respect to the organisation of foreign-language educational programmes for foreign students, the elaboration of rules of admission to such programmes and the professional supervision of admission.
Committees

Committee of Educational Affairs

3. §

The Committee of Educational Affairs (hereinafter referred to as: ‘CEA’) shall perform its duties in accordance with Article 20 of the Rules of Organisation and Operation (hereinafter referred to as: ‘ROO’), and shall issue its opinion in study and examination matters specified under Article 20 (5) f) of the ROO.

Credit Committee

4. §

(1) In accordance with Article 21/B of the ROO, the Credit Committee shall act in matters related to credit equivalence and credit transfer, except for foreign-language programmes where the vice-rector for international affairs shall decide on the recognition of credits acquired in other institutions (in accordance with the recommendation of the heads of department). The Credit Committee shall specify its own rules of procedure in the light of the following:
   a) it shall have a quorum if more than half of its lecturer members are present;
   b) it shall adopt its decisions by simple majority; in the event of a tie vote, the chairperson’s vote shall be decisive;
   c) the Credit Committee shall adopt its decisions in accordance with the opinion of the person responsible for the subject/the head of department/the head of programme;

(2) The Credit Committee shall inform students of its decisions in writing, in the form of resolutions,
   a) if the decision affects the student’s student status,
   b) in disciplinary matters or matters related to the compensation of damage, and
   c) if it partially or fully dismisses the student’s application and the student may have the right to appeal.

(3) Information concerning the right to appeal shall be included in the resolution.

Committee responsible for the Review of Student Complaints

5. §

(1) With the exception of decisions relating to the assessment of academic achievements, any decision or measure of the Credit Committee, the Student Welfare Committee, the rector and the vice-rector responsible for educational affairs in study and examination matters may be subject to appeal within fifteen days after notification or, in the absence of notification, the student’s becoming aware of it. Applications for appeal shall be submitted to the Committee responsible for the Review of Student Complaints.

(2) Students may also initiate proceedings against a decision relating to the assessment of academic achievements if it was not based on the requirements adopted by the University, or conflicts with the Rules of Organisation and Operation of the University
(hereinafter referred to as: ‘ROO’), or any provision applicable to the organisation of examinations has been violated.

(3) Provisions concerning the number of members and constitution of the Committee responsible for the Review of Student Complaints (hereinafter referred to as: ‘CRSC’) shall be laid down in Article 30 of ROO.

(4) The following persons may not participate in the work of the CRSC:
   a) the same person who adopted the contested decision or failed to adopt a decision,
   b) a person who is a close relative of the person referred to in the previous paragraph, (Section 8:1 of the Civil Code),
   c) a person who cannot be expected to consider the case objectively. In this case, such person shall inform the Committee thereof.

(5) Students’ representation shall be ensured in the CRSC in a way that the students’ representative shall be a student attending the same education cycle as the student who has lodged the appeal.

(6) The person or the chairman of the board who made the (appealed) decision at first instance shall be invited to the meeting of the CRSC, and if he or she wishes to express his or her opinion personally, he or she shall be heard. The legal representative of the University shall have the possibility to be present at the meetings.

(7) The CRSC shall perform its tasks in accordance with its rules of procedures established by the Committee and approved by the Senate.

(8) The decision shall take the form of a resolution and shall be justified. During the proceeding, students shall be informed of the possibility to seek remedy, and shall be heard personally at least one time. Should the student fail to attend the meeting of the Committee despite a regular notice, then his or her personal hearing may be cancelled, and/or at his or her request, he or she shall have the right to submit his or her comments in writing.

(9) During the examination of the appeal, the clarification of the facts, the calculation of time limits, failure to meet a deadline without fault on the part of the appellant, the form, content and notification of the decision, and the correction, replacement, supplement, amendment or revocation of the decision upon request shall be governed, as appropriate, by the provisions of Act CXL of 2004 on administrative procedure.

(10) The decision at second instance shall become final and enforceable upon notification, unless the student has applied for judicial review.

(11) The student may apply for the judicial review of the decision adopted by the CRSC at second instance in respect of the appeal within thirty days after its notification, on the grounds that it violates the law or the provisions applicable to student status. The student shall inform the University of the application for judicial review by sending a copy to the University thereof.

Structure of the programme

6. §
The professional requirements for tertiary degrees and professional qualifications which may be obtained in Bachelor programmes, Master programmes, single-cycle programmes regulated by the Nfv. shall be laid down in the programme and outcome requirements issued by the minister responsible for higher education.

(2) Broken down to programme of study, the programme and outcome requirements for Bachelor programmes shall include the name of the programme, the name of the classification of the degree which may be obtained in the Bachelor programme and that of the professional qualification indicated in the diploma (in Hungarian and English), the number of semesters, the number of credits to be completed for the Bachelor degree, the objective of the Bachelor programme and the professional competences to be acquired, the general competences of the common section of the programme relevant to the Bachelor programme, the presentation of the areas of the core material relevant to the professional qualification, as well as the requirements for foreign language skills.

(3) Broken down to programme of study, the programme and outcome requirements for Master programmes and single-cycle programmes shall include the name of Master the programme, the name of the classification of the degree which may be obtained in the Master programme and that of the professional qualification indicated in the diploma (in Hungarian and English), the names of Bachelor programmes the completion of which may be eligible for the admission to the Master programme, the number of semesters, the number of credits to be completed for the Master degree, the objective of the Master programme and the professional competences to be acquired, the basic field of expertise obtained in the Bachelor programme and necessary for the qualification, the presentation of the core material relevant to the professional qualification, the competences related to practical knowledge, the requirements for foreign language skills, the special conditions for knowledge obtained in the Bachelor programme and necessary for the admission to the Master programme.

(4) In general, qualification requirements shall contain the definition of the programme objective, main fields of study, number of semesters, amount of study work necessary for obtaining the qualification specified in hours and credits, courses to be completed by comprehensive examination, type and courses of the final examination, method for the calculation of its results, requirements for the Bachelor or Master thesis, the classification of the degree, the professional qualification and the name of the related title, as well as other important provisions relevant to the programme.

Curriculum

7. §

(1) In the credit system the form of the curriculum shall be the model curriculum. The model curriculum shall provide students with the practical possibility to complete the courses necessary for the higher education degree within the number of semesters specified in the programme and outcome requirements (qualification requirements) on a certain schedule.

(2) Broken down to study periods, the model curriculum shall include:
   a) all obligatory and elective course-unit courses,
   b) number of hours per courses broken down to week or semester (colloquium + laboratory/classroom practice) and credits assigned to them,
   c) type of examination,
   d) semesters when the course is published (autumn and/or spring),
   e) criteria requirements,
   f) options and conditions for choosing a specialisation,
g) requirements for the completion of the degree thesis,
h) detailed conditions for taking a final examination and rules concerning the decision thereof,
i) duty schedule for two weeks, one semester of professional practice, as well as weekly and summer practices.

(3) The student shall have the possibility to advance in accordance with the model curriculum, and in this context, any interference between the times and dates of obligatory and elective course-unit courses for the same semester and the related examinations shall be avoided.

(4) Programmes for courses of type ‘A’ and optional courses of type ‘B’ and ‘C’ shall be accredited by the CEA and shall be approved by the Senate. For the accreditation, requests related to the courses recommended for publication shall be submitted to the CEA on the form made and published for this purposes, together with the programme for the course twice a year, on or prior to 15 November or on or prior to 15 April.

(5) Courses published in other institutions and wished to be taken by students shall be accredited by the CEA in the knowledge of their programme, and, if necessary, after obtaining the opinion of the relevant departments. For the accreditation, programmes for courses published in other institutions shall be submitted to the CEA on or prior to 15 September or on or prior to 15 February. Accreditation for courses published in other institutions shall be valid for three years, after that, it may be extended by three additional years after the revision of the programme for the course.

(6) Courses of type ‘A’ and ‘B’, as well as optional courses of type ‘C’ not directly related to the curriculum may be published exclusively by persons with academic qualifications. Deviation from the above may only be permitted in the exceptional cases of external persons who do not work at the University, if the person who published the course is a renown professional of his or her field. The CEA shall decide after obtaining the opinion of the competent department.

(7) Optional courses of type ‘B’ and ‘C’ shall be deleted from the relevant information notice if:
- the person responsible for the course has not published the course for three consecutive years.
- the course has been published, but due to lack of interest on the students’ part, it has not been kept for five years.

For publishing deleted optional courses, they shall be re-accredited first.

(8) The publication of notes for optional courses shall not be funded by the University. Lecturers of the University who give lectures within the framework of optional courses shall not be paid either on an hourly rate or on any other rate in the Hungarian-language programme. External lecturers may receive an hourly fee for optional courses in accordance with their agency agreement.

(9) The rate of course groups for the programmes of the University shall be specified in the model curriculum in accordance with the programme and outcome requirements by taking into account the specific characteristics of the programme.

(10) Model curricula shall be approved during the accreditation of the programme, while amendments to the curriculum shall be approved by the Senate of the University.
(11) Rules for taking obligatory and elective course-unit courses shall be specified in the preliminary study schedule of courses. Preliminary study schedules shall be approved by the Senate as part of the model curriculum.

(12) Courses of type ‘A’ shall include knowledge indispensable for the completion of the objectives of the programme, their completion shall be obligatory for all students. Courses of type ‘B’ shall be courses which relate directly to the education of veterinarians/biologists. Courses of type ‘C’ shall be courses which do not relate directly to the education of veterinarians/biologists. Within the veterinary programme, courses of type ‘B’ and ‘C’ shall be completed in the amount which results the completion of 50 credit points, while students starting their studies after 1 September 2017, shall collect 30 credit points.

(13)¹ Students starting their studies in Biology BA before the academic year of 2017/2018 shall obtain 15 credits from courses of type ‘B’ and 12 credits from courses of type ‘C’, while students starting their studies in or following the academic year of 2017/2018 shall obtain 36 credits from courses of type ‘B’ and 9 credits from courses of type ‘C’.

(14) Students starting their studies in Biology MA before the academic year of 2017/2018 shall obtain 41 credits from courses of type ‘B’ and 6 credits from courses of type ‘C’, while students starting their studies in or following the academic year of 2017/2018 shall obtain 36 credits from courses of type ‘B’ and 6 credits from courses of type ‘C’.

(15) In order to further the efficient acquisition of the obligatory study material, preliminary requirements shall be specified on a professional basis, in accordance with the overlap between the topics of different courses. When specifying the preliminary study schedule at the programmes of the University, at most three courses or modules may be determined as preliminary requirement for each course.

(16) Requirements specified in the curriculum shall not be completed if the student has already completed them, and
- for foreign-language programmes, the vice-rector for international affairs certifies it in accordance with the proposal of the head of department, or
- the student satisfactorily proves within the time-limit and in accordance with the provisions specified in the rules of procedure of the Credit Committee, and in accordance with the opinion of the person responsible for the course, obtains the approval of the Credit Committee by submitting the corresponding form or by using the application management system of NEPTUN. For the recognition of the completion of requirements on the basis of work experience, the acquisition of knowledge may be ascertained in the form of oral, written or practical examination.

(16) Except for students participating in foreign-language programmes, such applications shall be submitted to the Students’ Secretariat by addressing to the vice-rector responsible for educational affairs, on the form titled ‘Request for credit-transfer’, per course, by the end of the period for taking courses (last day of the second week of the study period). Authenticated copies of documents certifying previous studies shall be attached thereto. The credit value of accredited courses may only be counted for the total number of credits. However, they may not be taken into account when calculating the average of the corrected credit index or the average of the credit index used for the calculation of study scholarships.

(17) If a student has pursued his or her studies at the legal predecessor of the University (St. Stephen’s University, Faculty of Veterinary Medicine, hereinafter referred to as: ‘SZIE

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¹ Amended by the Senate Resolution No 14/4/2017/2018 SZT dated as of 17 October 2017.
ÁOTK’), then the accreditation of each completed course shall not be necessary. At the termination of his or her previous student status, in the same year, the student shall submit an application to the vice-rector responsible for educational affairs indicating the courses which he or she wishes to count in his or her new student status. Such application may only be submitted once during his or her studies, in the first semester of his or her new student status. There are no possibilities to submit another application later.

Course, unit of study

8. §

(1) A course shall be the basic unit of the curriculum of a programme, which may be taken and completed subject to certain conditions. Rules for taking a course shall be specified in the model curriculum of the programme, while the conditions for their completion shall be specified in the requirement rules of the course. The accreditation of a course shall mean the approval of the study programme of the course.

(2) In the veterinarian programme, the practices for the 11th semester shall be independent courses of type ‘A’, which shall be based on the related theoretical courses and shall form a single unit with them.

(3) The topic for each course shall be accredited by the CEA and shall be approved by the Senate.

(4) The topic of a course shall specify the duty of the course with respect to the completion of the objective of the programme, the short description of the study material, by indicating the written study material and its form, the number of hours during the programme, the rates of the forms for processing the study material (colloquium, seminar, practice etc.), more important technical and other tools which may be used, type of examination at the end of the semester, amount of study work necessary for the completion of the course broken down to credit and the thematic list of examination requirements.

(5) A unit of study is a curriculum unit or course for which credit is awarded and represents one semester of study.

Student status

Termination or suspension of the student status

9. §

(1) Student status shall be the legal relationship between the University and the student participating in a programme, in which the University and the student shall mutually have rights and duties in accordance with the provisions laid down in the law and in the rules of the University.

(2) Becoming the student of the University may be possible within the framework of an admission procedure, by admission or transfer. Detailed rules for the admission procedure shall be specified in the University’s Rules for Admission Procedure.

(3) The University shall provide admitted applicants with the possibility to enrol, thus establishing their student status. The decision on the admission shall entitle students to establish their student status in the given semester.
Paragraphs (5)-(8), (11) and (13)-(15) shall not apply to students applying for foreign-language programmes. The establishment of student status shall be governed by the annually published admission information notice. The vice-rector responsible for international affairs shall decide on the transfer of students participating in foreign-language programmes.

Students who may be transferred to the University shall be students who:

a) request their transfer to the same field of programme,

b) have valid student status and the criteria for dismissal or expulsion do not apply,

c) request their transfer to the same level of programme, except for transfers

- under Article 8 of Government Decree 283/2012 (X.4.) on initial teacher education, specialisation and the register of degree courses in teaching,
- from single-cycle programme to Bachelor programme,
- from Bachelor programmes or single-cycle programmes to tertiary vocational programmes.

The CEA shall decide on the transfer and recognition of prior studies by taking into account the proposal of persons responsible for the courses in question. The transfer as well as the change of the programme language may take place from the end of the previous study period, for the autumn semester on or prior to 30 June, for the spring semester on or prior to 30 January. In the case of transfer, after the enrolment of students transferred, the CEA shall send its resolution on the transfer and the date of enrolment to the previous higher education institution and the student. The CEA shall register the date of transfer and the name of the previous higher education in the NEPTUN system.

In the study system, the previous higher education institution shall indicate ‘transfer’ as the reason for the termination of programme, and the date of enrolment to the new higher education institution as the date of termination of student status.

Students may request their transfer to the veterinarian programme from other higher education institution or from other programmes of the University if they:

- study in the same field of programme (agricultural), in Master programme,
- have at least two closed semesters and their credit index was at least 4.5 for each semester,
- have collected at least 50 credits from type ‘A’ courses,
- have a language examination of intermediate B2 level (previously referred to as type C).

Within the University, students participating in foreign-language programmes (who are not Hungarian or Hungarian citizens) may be transferred to Hungarian-language programmes if there are free state-funded places, or if not, then they may be transferred to paid or self-funded programmes if

- they have collected at least 40 credits from type ‘A’ courses which may be eligible for Hungarian-language programmes and
- they have at least two closed semesters.

During their studies, students may only request their transfer once, from a foreign-language programme to a Hungarian one and vice versa. If a student has already been transferred, then he or she has no further possibility to change programmes.

Students from other higher education institutions may request their transfer to the Biology Bachelor programme, if they

- have started their studies in the same field (natural science),
- have at least one closed semester in the other higher education institution,
- had a credit index of at least 4.00 in the last closed semester before the transfer,
- have collected at least 20 credits from type ‘A’ courses.

(12) Students from other higher education institutions may request their transfer to the Biology Master programme, if they
- have started their studies in Biology Master programme or similar field (natural science);
- have at least one closed semester on MA level;
- had a credit index of at least 4.00 in the last semester prior to the transfer;
- have collected at least 10 credits of type ‘A’ courses which may be eligible for Biology Master programme.

(13) Students requesting transfer shall annex the following documents issued by the previous higher education institution:
- a certification on the valid student status and in the event of requesting transfer to state-funded or partially state-funded programmes, a certification on the number of already used, state-funded semesters,
- an authentic copy of the credit certification printed from the index/study system,
- the curriculum of the completed studies and the description of completed courses,
- copy of the language examination certificate.

(14) The request containing the documents specified above shall be submitted to the vice-rector of the University responsible for educational affairs by 30th January or 30th June the latest.

(15) Student status shall be acquired on the basis of a decision on admission or transfer, upon enrolment. Students participating in self-funded programmes shall conclude a student contract which shall be signed by the vice-rector for educational affairs or for foreign-language programmes by the vice-rector for international affairs. As long as the student status exists, no further enrolment is needed.

(16) Students shall provide the University with their personal data necessary for the University’s register or the electronic information.

(17) Students may cancel their enrolment within one month after the start of the semester, but no later than 14th October or 14th March, or may request the suspension of their studies on or prior to the same dates after the enrolment.

(18) Students are required to register for academic terms (hereinafter referred to as ‘registration’), before the start thereof, and indicate if they wish to continue or suspend their studies. The period of suspension may not be longer than two consecutive semesters. Students may suspend their student status more than once.

10. §

(1) Student status shall be suspended if the student has failed to complete the registration specified in paragraph (8) for reasons attributable to him or her, or if the disciplinary sanction of prohibition from the continuation of studies is imposed on a student.
2. Student status may be suspended for a total period of four semesters which may be extended by at most two semesters on the basis of the decision of the vice-rector responsible for educational affairs. For foreign-language programmes, suspension shall not, however, re-admission shall be subject to the decision of the vice-rector responsible for international affairs.

3. Student status shall also be suspended if the student cannot comply with his or her duties arising from the student status due to childbirth, accident, disease, any other unexpected reason, or reasons not attributable to him or her. At the student’s request, the suspension of the student status may be allowed for a consecutive period exceeding the time specified in paragraph (8) or before the completion of the first semester, or until the end of the already-started academic term for the academic term in question, provided that the student cannot comply with his or her duties arising from the student status due to childbirth, accident, disease, any other unexpected reason, or reasons not attributable to him or her.

4. Student status shall be suspended for the period of actual service performed by members of the voluntary military reserve force, during which period students shall be exempt from the obligations defined in the study and examination rules of the higher education institution.

5. The request shall be submitted in writing to the head of the Students’ Secretariat with the specification and detailed description of reason(s). The vice-rector responsible for educational affairs shall make a decision in relation to the request.

6. During the suspension of studies, student status shall be suspended, however, students shall be entitled to use the library.

7. During the suspension of studies, students may not take any examinations.

8. At the request of the student (except for students participating in foreign-language programmes), the suspension of studies shall be allowed for the period of disbursement of childcare benefit or assistance, but not exceeding the period of the academic term.

11. §

1. Students participating in state-funded/partially state-funded or paid/self-funded programmes may have continuous student status only if they comply with the following conditions after enrolment, on the corresponding dates:
   a) 4 active semesters after enrolment
      - on Hungarian language veterinarian programme at least 60 credits,
      - on Biology programme at least 60 credits,
      - on Biology master programme in the first two semesters at least 30 credits shall be collected (in addition to the extra credits specified in the admission procedure) by completing the obligatory and elective course-unit courses.
   b) On Hungarian-language veterinarian programme, students shall complete the 120 credits required for the first four semesters in the model curriculum within at most 6 semesters.
   c) On Biology Bachelor programme, students shall complete 69 credits of the credits required for the first three semesters within at most five semesters, with the completion of all type ‘A’ courses required for the first three semesters.
   d) On Biology Master programme, students shall complete 34 credits of the credits required for the first three semester within at most four semesters, with the completion of all type ‘A’ courses required for the first two semesters.
e) On veterinarian programme and on Biology Bachelor programme for four semesters, on Biology Master programme for two semesters the cumulated credit index (cumulated average) shall be at least 2.5.

f) Students shall comply with the criteria necessary for advancement and the summer practice (outside of the semester).

g) Students who did not hold a language examination certificate of intermediate B2 level (previously referred to as type C) shall attend language courses at the University and shall complete
- on the veterinarian programme during the first six semesters at least four,
- on the Biology Bachelor programme during the first four semesters at least three language courses and obtain a signature at the end of each semester.

(2) If a student has obtained a language examination certificate in the meantime, he or she shall be exempt from the requirements specified herein.

(3) Article 11 shall not apply to students participating in foreign-language programmes.

**Termination of student status**

12. §

(1) Student status shall be terminated
a) in the event of transfer to another higher education institution, on the day of the completion of transfer,
b) if a student gives notice of termination of student status, on the day that the notice is given,
c) if a student who cannot continue a programme funded through a full or partial Hungarian state scholarship (state-funded programme) does not wish to continue it in self-funded form (paid programme), on the last day of the registration period following the date of the resolution on the transfer,
d) on the last day of the first final examination period following the completion of a given cycle of higher education or, in the case of postgraduate specialisation programmes and tertiary vocational programmes, the last academic term,
f) if a student participating in a tertiary vocational programme becomes medically unfit to continue studies, and the University cannot offer another suitable tertiary vocational programme, or the student does not wish to continue studies, or is unable to continue studies because the necessary conditions do not exist, on the day that the decision on the termination of student status becomes final,
g) if the rector terminates the student status of a student who remains in arrears of payment after an unsuccessful demand for payment and examining the social situation of the student, on the day that the decision on the termination of student status becomes final,
h) on the day that the disciplinary decision on expulsion becomes final,
i) if a student participating in a programme funded through a full or partial Hungarian state scholarship withdraws the declaration referred to in Article 48/D (2) of Nftv. and does not undertake to participate in a self-funded programme,
j) if a condition for student status defined in Nftv. is no longer met, on the day that the decision on the termination of student status for that reason becomes final.

(2) This Article shall apply to students who participate in more than one programme at the same higher education institution with the exception that termination of student status shall be understood as termination of a given programme.

(3) The University may terminate the student status unilaterally if a student:
a) fails to fulfil the obligations relating to academic progress laid down in the study and examination rules and the curriculum,
b) fails to register for the next semester for the third consecutive time,
c) fails to resume studies following the suspension of student status, provided that the student has been called on to meet this obligation within a specified time limit and has been informed of the legal consequences of the failure to comply (or in the case of a student status established in accordance with Act of 2005 on higher education, has been called on twice). The notification shall be sent to the student at least once in a registered letter, and then as a NEPTUN message,
d) has completed less than 60 credits four active semesters after enrolment, having a student status established in accordance with Act of 2005 on higher education,
e) achieves an aggregated credit index lower than 2.00 during the first four active semesters having a student status established in accordance with Act of 2005 on higher education.

(4) If the aggregated credit index of a student is lower than 2.5 in the first four active semesters in the case of the veterinarian programme or the Biology Bachelor programme, or in the first two active semesters in the case of Master programmes, the student shall be dismissed.

a) Students shall also be dismissed:
   − if on the Hungarian veterinarian programme, during six semesters they have failed to complete the type ‘A’ courses obligatory for the first four semesters according to the model curriculum, or have collected less than 120 credits,
   − if on the Biology Bachelor programme, during 5 semesters they have collected less than 69 credits from courses prescribed for the first three semesters, or have failed to complete all of the type ‘A’ courses prescribed for the first three semesters,
   − if on the Biology Master programme, during 4 semesters they have collected less than 34 credits from courses prescribed for the first two semesters, or have failed to complete all of the type ‘A’ courses prescribed for the first two semesters,

b) Students shall be also dismissed if:
   − on the veterinarian programme they fail to complete the obligatory credits with their practice prescribed for the 11th semester for the second time;
   − on the Biology Master programme they fail to complete the credits prescribed for the Biology Bachelor programme during the credit recognition process of the admission within two semesters;

c) Students shall be dismissed if they have failed to take a successful examination when they have taken a course for the second time.

(5) In the case of a student status established in accordance with Act CCIV of 2011 (Nftv.), the University shall terminate the student status unilaterally in cases where the total number of unsuccessful and repeated retaken examinations in a given unit of study has reached five.

(6) Students whose student status has been terminated due to the failure to comply with the conditions specified in Article 12 (1) and Article 13 may restart their studies following an another admission process.
(7) Students dismissed due to a disciplinary offence may not be re-admitted after the termination of their student status, not even in cases deserving special consideration.

(8) Article 12 (1)-(6) shall not apply to students participating in foreign-language programmes.

Simultaneous studies

13. §

(1) Students who pursue studies simultaneously may participate in more than one programme at more than one faculty or higher education institution, and in the case of successful completion, may receive a diploma for each programme. If a student wishes to participate in more than one programme simultaneously, and has already used his or her state-funded academic term, the second programme shall be paid/self-funded.

(2) Students participating in the veterinarian programme may only participate in another programme simultaneously if for the semester of practice they use a passive semester for the other programme in another higher education institution.

(3) In the case of students who started their first year of studies in or following the academic year of 2007/2008, if the student has established another (parallel) student status no later than in the third semester of his or her first programme, when calculating the funded period and the time eligible for the paid/self-funded programme, semesters used simultaneously for studies at two higher education institutions, faculties/programmes shall be counted as one. This provision shall not apply to students who started their first year of studies in or following the academic year of 2012/2013.

(4) Students participating in more than one programme simultaneously may participate in state-funded or partially state-funded programmes in the case of both programmes on the same cycle of higher education. In cases where a student studying in any cycle of higher education simultaneously participates in a programme funded through a full or partial Hungarian state scholarship and another (parallel) programme in the same cycle, the available period of funding shall be reduced in each semester by the number of semesters corresponding to the number of parallel programmes funded through full or partial Hungarian state scholarships. This means that used state-funded / partially state-funded semesters are added together.

(5) The establishment of a simultaneous student status may only be possible in a new admission procedure, after a successful admission.

(6) Students shall indicate their existing student status in another higher education institution as well as the number of used state-funded semesters during the enrolment.

(7) The parent institution of a student admitted to more than one programme simultaneously shall be the one where the student is eligible for student scholarships.

(8) Students participating in more than one programme simultaneously shall meet all requirements within the framework of an individual study schedule, and shall be bound by the provisions of the study and examinations rules as well as other University rules relating to students.

(9) Article 13 shall not apply to students participating in foreign-language programmes.
Guest student status

14. §

(1) Students may apply for guest student status at another higher education institution in order to take courses related to the programme pursued at the home institution.

(2) Guest student status may be established if the vice-rector of the University responsible for educational affairs grants his or her consent. The consent may only be refused by the University if the number of credits acquired within the guest student status may not be eligible for the studies of the student.

(3) In addition to courses prescribed in the curriculum, students may take the courses of other programmes, faculties and higher education institutions and may take an examination with the consent of the host institution. Such examinations may not be counted in the average result of the student, unless the CEA accredits the exam as an exam taken in the replacing course at the recommendation of the lecturer responsible for the course figuring in the model curriculum.

(4) The Credit Committee shall decide on the eligibility of courses completed by the student of the University within the framework of a guest student status. Eligibility of courses shall be specified in Article 23 of these Rules.

(5) Courses approved by the Credit Committee and successfully completed shall be included in the index / NEPTUN. Unless otherwise provided for, the credit value shall be established by the Credit Committee by taking into account the opinion of the competent lecturer responsible for the course.

(6) Students of other universities (colleges) may attend any of the courses held at the University after the decision of the competent lecturer of the course, provided that no objective circumstances prevent them from attending the course (such as lack of place in laboratories).

(7) Article 14 shall not apply to students participating in foreign-language programmes.

15. §

(1) Taking courses offered under other programmes in foreign institutions as guest student is a special case of guest student status. Within this framework, students of the University may study in foreign institutions for at least three months.

(2) Taking courses offered under foreign programmes shall be approved by the vice-rector for educational affairs after a personal hearing of the student, in accordance with the previously submitted study plan. The vice-rector for international affairs shall conclude the study contract with the student.

(3) In the event that a student participates in a partial foreign programme, the CEA shall decide on the eligible courses at the proposal of the person responsible for the course in question (responsible for the programme).
(4) In order to complete the practices prescribed in the curriculum abroad, the prior consent of the person responsible for the organisation of the practice shall be obtained.

(5) Article 15 shall not apply to students participating in foreign-language programmes.

Partial completion of programmes

16. §

(1) The University may admit persons who are not students of any higher education institution and hold a Bachelor, Master or tertiary degree for the purpose of completing only part of the programme, and may grant student status to such persons, who shall finance their studies themselves.

(2) The student status shall be established without carrying out an admission procedure.

(3) With respect to this student status, students shall not be entitled to pursue studies, request their transfer, establish further student status (simultaneously) or guest student status, suspend their student status (with the exception specified in Article 45 (2) b) of Nftv.), request their transfer to state-funded/partially state-funded programmes, or use state-funded semesters in order to obtain additional qualifications or tertiary degrees.

(4) The period of student status established in order to complete a part of the programme shall be included in the period specified for the use of allowances, discounts or services.

(5) Article 16 shall not apply to students participating in foreign-language programmes.

II.

PROVISIONS RELATING TO STUDIES

Schedule of academic years

17. §

(1) Education at the University shall be divided into academic years and semesters. The autumn semester shall last from September till the end of next January, while the spring semester shall last from February till the end of June. Within the total duration of the programme, the education period, including the study period, the examination period, the professional practice as well as autumn, spring and summer breaks shall be determined by the academic year schedules of curricula. In the academic year schedule, before commencing the studies students shall be provided with the possibility to establish an individual study schedule.

(2) Semester schedules shall be laid down by the Senate taking into account the opinion of the Students’ Union. The schedule for the education period shall be specified by the Rector with the consent of the Students’ Union and the approval of the Senate.

(3) Dates for eventual comprehensive examination (written examinations, tests, presentations etc.) shall be specified in the course requirements. The length of the study periods shall be 14-15 weeks (including national holidays and holidays ordered by the Rector). The length of examination periods shall be 6 weeks. Taking exams from type
‘A’ courses may only be possible during the examination periods (except for individual study schedules and foreign-language programmes).

(4) The total length of breaks shall be at least 6 weeks. The date of spring (Easter) break shall be specified in accordance with the schedule of public education. Study breaks during the study period shall be official holidays. In addition to the above, the Rector may provide for 6 days of study breaks by taking into account the opinion of the Students’ Union.

(5) The length of classes shall be at least 45 minutes. The classes shall be separated from each other by breaks, and students shall have the possibility to have a lunch break between the morning and afternoon classes. If it is necessary for the continuity of education and if the student community approves it, exceptions may be made to the above.

(6) The programme may be organised as a full-time programme. Full-time programmes shall constitute of at least two hundred contact hours per semester.

(7) Full-time programmes shall be delivered through full-time daytime delivery, based on a five-day working week, on working days. Derogation from this provision is possible with the consent of the Students’ Union.

(8) In programmes with professional practices, a professional practice of at least six consecutive months shall be organised.

(9) The 11th semester introduced for students who have started their studies after 1 September 2006 serves as the period for a professional practice. The length of semesters shall be specified in the academic year schedule, and the period shall comprise the examination days prescribed for each practical phase.

Students’ duty to enrol and register

18. §

(1) Students admitted or transferred to the University from other institutions shall comply with their duty to enrol in the form and during the period specified by the University. The enrolment shall take place if the student has completed and signed a registration form which has been then authenticated. The authentication of the registration form shall be done by the head of the Students’ Secretariat. In foreign-language programmes, the authentication shall be performed by the administrator responsible for the class in question.

(2) Students admitted to the University may only enrol personally at all cycles and delivery modes except for foreign-language programmes.

(3) For students who have enrolled earlier, the University shall validate their student card which is an official document attesting the existence of their student status. For first-year students, the day of enrolment shall be the day previously specified by the Rector within the academic year schedule.

(4) Students are required to register for academic terms personally, before the start thereof, and indicate whether they wish to continue or suspend their studies; while in foreign-language programmes the registration may take place via email. Students may register/enrol personally by the end of the first week of the study period of the semester in question, in foreign-language programmes, on or prior to the date published on the
University’s website. After the expiry of such period, students may only register or enrol for the current semester by the end of the second week of the study period subject to the payment of a fine. After the expiry of such period, the registration may not be possible for the current semester.

(5) Students may not suspend their student status in the first semester after the establishment of their student status (enrolment), except for the cases specified in Article 10 (3), and for students who have started their studies at the legal predecessor of the University, SZIE ÁOTK. Student status shall also be suspended if the student cannot comply with its duties arising from the student status due to childbirth, accident, disease, any other unexpected reason, or reasons not attributable to him or her. Re-admitted students may request the suspension of the first semester, if during the course accreditation, courses with a value of at least 27 credits were eligible to their new student status, and there is no obligatory type ‘A’ course in the first semester which they could take.

(6) For the 11th semester practice, students shall register in the periods specified in the academic year schedule. Students who have complied with their study obligations prescribed for the first 10 semesters and have collected at least 270 credit points may start the practice for the 11th semester. For students who have started their studies after 1st September 2011, this amount shall be 300 credits (270 credits from type ‘A’ courses, and 30 credit points from optional courses (type ‘B’ and ‘C’ courses).

(7) Students shall register for the practice places in the information system concerning the practice semester, and after that, they shall register personally and in NEPTUN and shall take the courses of the practice semester. During the registration process, students may only choose from the practice places indicated in the information system which may be found on the website, for students participating in a foreign-language programmes only the practice places in Hungary shall apply. The coordinator of the practice semester shall assign students to practice places by taking into account their needs. One student may only take one practice unit at one external practice place. Within the semester, the deadline for registration shall be time-barred. In the case of foreign-language programmes, students shall upload the documents containing the Timeline of the modules of the practice and the Acceptance Letters to the on-line surface of the practice semester.

(8) For enrolled and – later – registered students the current semester shall be counted as active, while for students suspending their studies it shall be passive. Student status covering all student rights shall be acquired upon enrolment and shall be renewed upon registration. In passive semesters, the student status shall be suspended, except for cases laid down in the law.

In exceptional cases (accident, disease or other unforeseeable reason), students may cancel their registration for the current semester personally or by their representative within the first month after the beginning of the study period, or for students participating in foreign-language programmes before the deadline specified in the Students’ Guide, with the presentation of the original document justifying the unforeseeable reason. In these cases the vice-rector responsible for educational affairs or the vice-rector responsible for international affairs shall decide on the cancellation of registration. The deadline shall be time-barred, after the expiry of the deadline, the registration may not be cancelled.

(9) During the assessment of the completion of the 6-semester duties in the first four semesters, passive semesters shall not be taken into account.
(10) At the previously justified request of the student, the vice-rector responsible for educational affairs or in the case of a student participating in a foreign-language programme the vice-rector for international affairs may allow that the registration take place at a later date. Students shall attach the certifications attesting the reason and the statements to the request. The approval of the request may be subject to conditions in accordance with the relevant legislation.

(11) Students shall comply with their duty to register before each semester; in the failure of registration, their student status shall cease to exist.

Index, master data sheet, excerpt of the master data sheet

19. §

(1) The paper-based index with own serial number containing data under Article 41 (3) of Government Decree No. 87/2015 on the implementation of the provisions of Act CCIV of 2011 on the national higher education shall be an authenticated document used for the certification of studies and the final certificate.

(2) During the existence of his or her student status one student shall have one index at the University, except for students participating in more than one programme at different cycles.

(3) The following data in the index shall be authenticated:
   a) at the opening of an index: students’ personal data, programme data, and the part containing the establishment of the student status,
   b) on or prior to 14th October or 14th March: data of courses, curriculum units taken by the student in the semester in question,
   c) at the date specified by the higher education institution: the part containing data concerning the completion of requirements of the taken course or curriculum unit in accordance with the form of examinations, and
   d) on or prior to the 10th day after the last day of the examination period of the semester in question: part containing the closing of the programme period.

(4) The index may be completed and the data in the index may be deleted or corrected by the administrators of the Students’ Secretariat responsible for the Hungarian and foreign-language programmes. Deletions and corrections shall be authenticated. Index data of the semester requirements shall be compared to the data in the NEPTUN system, in the event of any deviation, the index data shall prevail.

(5) If the index has been filled up, the student shall receive a new index in such a way that the new index shall be attached to the original one, and the serial number of the new index shall be indicated in the other one and vice versa.

(6) Students shall receive their index when their student status is terminated. The handover of the index shall be recorded in the master data sheet. The handover and acceptance of the index shall be certified by a document.

(7) Guest students may not receive a separate index, except:
   a) if in the higher education institution where the student status exists there is no paper-based index, or
   b) for guest students having a student status in a foreign higher education institution.
During the existence of the student status, the higher education institution shall issue a new index on the basis of the master data sheet for the replacement of lost or destroyed indexes.

The master data sheet shall be used for the registration of personal and study data of students related to the student status indicated on the master data sheet, and shall contain the data under Article 36 (2) of Government Decree No. 87/2015.

At the University, only one master data sheet may be held for one person related to his or her student status in the case of all status types. When the student status is terminated and a new student status is established, a new master data sheet shall be opened.

The master data sheets shall have an individual serial number generated automatically by NEPTUN.

All pages of the paper-based master data sheet shall indicate the name and the identification number of the higher education institution, the name and identification number of the student, as well as the serial number of the master data sheet.

The master data sheet shall be authenticated within three months after the termination of student status. The authentication shall take place in accordance with the rules specified herein.

Closed and authenticated master data sheets shall be completed and re-authenticated if
   a) the completion of the requirements for the Bachelor or Master thesis, final examination, or language requirement, as well as the issuance of the diploma and the diploma supplement take places after the termination of student status,
   b) due to the correction of an error or the introduction of a change in the data, the modification of the data registered in the master data sheet becomes necessary,
   c) the diploma shall be corrected, a copy shall be issued or the diploma shall be invalidated.

The competent faculty may store the parts of the master data sheet separately from the master data sheet in accordance with its rules with the proviso that the master data sheet shall indicate the location of its stored parts.

For the replacement of a lost or destroyed master data sheet a new one shall be issued in accordance with the available registry, documents and data.

At the termination of student status, the University shall issue an excerpt of the master data sheet with the content laid down in Article 36 (10) of Government Decree No. 87/2015:
   a) automatically for students who have finished their studies without a final certificate (absolutorium), if they have completed at least one semester as active students,
   b) upon request, for students who have obtained a final certificate but have finished their studies without a diploma,
   c) upon request, for students who obtained a diploma in a postgraduate specialisation programme.

The authentication of the master data sheet shall take place in accordance with the rules specified herein. For students for whom the University issues an index it is not necessary to issue a master data sheet.

For students who have finished their studies without a final certificate (absolutorium) the handover of the excerpt of the master data sheet shall be recorded on the master data sheet. The handover and acceptance of the document shall be certified by a document.
Publishing and taking courses

20. §

(1) In addition to the completion of the administrative and registering tasks, in each semester of their student status, students shall take the obligatory, elective course-unit and optional courses recommended in the model curriculum or included in their individual study schedules in NEPTUN. Students may take courses in accordance with the pre-study schedule. For foreign-language programmes, the administrator shall take the obligatory courses specified in the model curriculum for students. Students may take courses in each semester exclusively after they have evaluated the work of lecturers.

(2) The University shall ensure that students may select from courses the credit value of which exceeds the total number of credits for the semester by 20% (courses of type ‘B’ and ‘C’).

(3) The University shall publish the obligatory courses (type ‘A’) and elective course-unit (type ‘B’) courses of the launched programmes. Courses which may be completed by an exam may be published with or without contact hours. If a course is published without contact hours (examination course), mid-semster requirements may not be completed, only an examination may be taken from the course. In such cases the prerequisite for taking the course shall be the obtaining of a signature at the end of the semester in NEPTUN and the index. Courses which may be completed by a seminar grade may be published with contact hours, and if there is a signature without contact hours as an examination course.

(4) Obligatory courses which may be completed with an examination shall be published in each semester. In the semester prescribed in the model curriculum with the publication of the necessary number of courses, while in later semesters as an examination course.

(5) In accordance with the proposal of educational organisational units, the following shall be published in NEPTUN at least two weeks prior to the end of the examination period of the previous semester:
   – courses with contact hours (lecturers, the minimum number of applicants necessary for the course and the maximum number of applicants, the prioritisation criteria and the requirements),
   – courses without contact hours.

(6) The number of students admitted to a course may be limited in accordance with the reasonable capacity of the lecturer, the number of available study materials, and other objective reasons.

(7) The students shall be entitled to select the courses and the lecturers, and choose between the simultaneously published courses (by taking into account the curriculum requirements).

(8) If a student has failed to obtain the credits of a course in the semester, he or she may take the course again in a later semester. If the educational organisation unit has certified the completion of mid-semster requirements with a signature, the student shall only take the examination in the next semester. The student may request the possibility to obtain the signature again if the course is published with contact hours. In the latter case, the originally obtained signature becomes invalid, and the student shall complete the mid-semster requirements one more time.
In the course of their studies, students participating in state-funded/partially state-funded programmes shall have the opportunity to collect up to five percent of the total number of credits required for obtaining a diploma by taking optional courses, or by participating in voluntary activities in substitution for those courses, pursuant to the higher education institution’s rules for organisation and operation, and to choose from courses with a total credit value that exceeds the total number of credits required by at least twenty percent.

It shall be ensured that students can include in their individual study schedules, without having to pay any additional cost or fee,

a) courses with a total credit value that exceeds the total number of credits required by at least ten percent, and
b) courses taught in a language other than Hungarian up to ten percent of the total number of credits required. For courses taught in Hungarian students participating in foreign-language programmes shall also have such right.

For further additional credits students shall pay the amount specified for each credit in the Rules on Student Allowances and Fees.

The organisational units responsible for the organisation of programmes, cycles and levels shall provide first-year students with a model curriculum. The model curricula shall contain the value of credits which may be obtained by the successful completion of courses.

The index shall be an instrument which may be corrected exclusively by the examiner and the administrator of the Students’ Secretariat with the clear indication thereof.

The rules for the pick-up and submission of indexes shall be the following:

a) students shall receive their index at the opening thereof;
b) students may take the courses on or prior to the last day of the second week of the study period via the NEPTUN system;
c) after the submission of the index, optional courses taken in the NEPTUN system may be deleted in the study period with the payment of a service fee for each deleted course. During the examination period, courses may not be deleted;
d) students shall pick up their index at the Students’ Secretariat one week before the beginning of the examination period if they have paid their due tuition fees;
e) students shall cause to record the evaluations for all courses received during the examination period, and examiners shall record all grades on or prior to the last day of the examination period;
f) students shall submit their indexes at the Students’ Secretariat within at least three days after the last day of the examination period. For examinations permitted outside of the examination period (optional courses), students may pick up their indexes one day before the examination and shall submit it no later than one day after the examination;
g) if students submit their index after the deadline, they shall pay a service fee.

In the case of courses for which students have failed to have the signature attesting the completion of the course requirements and/or the examination grade recorded (have failed to obtain it), the text ‘NOT COMPLETED’ shall be stamped into the index after the expiry of the examination period.

The syllabus of the courses shall be uploaded (updated) to NEPTUN in each semester.

The course requirements shall contain the following:
a) requirements for the participation at contact hours;
b) number and dates of, requirements for the mid-semester examinations (written examinations, presentations);
c) possibilities and conditions for taking the mid-semester examinations at another date (due to absence), and in the cases where lecturers refuse to sign the semester, the possibilities and conditions for the repeated completion of the material in question;
d) the method for the calculation of the final (seminar) grade and the examination grade;
e) list of study materials necessary for the completion of the course;
f) credit points assigned to the course;
g) pre-study schedule,
h) conditions for signing the index and for taking an examination.

(16) Points c) and g) of paragraph (12) shall not be applicable to students participating in foreign-language programmes.

21. §

(1) Students shall have time necessary for the selection of courses. In order to ensure this, courses which may be taken shall be published two weeks before the beginning of the study period, and the period for taking courses shall be closed on the last day of the second week of the study period. After this date, the Students’ Secretariat shall end the period for taking courses both in the index and in NEPTUN. Taking courses in or deleting taken courses from the closed indexes may not be possible except if the Rector allows the publication of the course during the semester.

(2) Optional courses may be chosen from the courses published in the NEPTUN system. Students may take optional courses published in other higher education institutions, however, the result of the examination of such course may only be counted in the study average if the course has been accredited.

(3) The department/institute responsible for the course shall provide information of the following:
– courses which will not be launched due to the lack of applicants,
– courses to which the number of applicants exceeded the maximum number permitted. In such cases the educational organisational unit publishing the course shall publish the ranking list of applicants and the waiting list.

(4) The number of applicants necessary for launching a course shall be specified by the University. Departments shall launch optional courses published for the semester in question if the number of applicants is at least five on the veterinarian programme, at least four on the Biology Bachelor/Master programme and at least 15 on the foreign-language programme. If the number of applicants is below these rates, the person responsible for the course shall decide on the launching of the course, but a fee may not be applied. Departments (person responsible for the course) shall inform the Students’ Secretariat of the decision related to each published optional course in writing on or prior to the last working day of the third week of the study period.

(5) Students may take the courses on or prior to the last working day of the second week of the study period. If a student has failed to take the courses necessary for him or her in NEPTUN, he or she may submit a request to the vice-rector responsible for educational affairs not later than 10th October or 10th March, who may allow him or her to take the course subsequently for a special procedure fee. After such dates, students may not take any courses. During the period for taking courses, the lecturers publishing the courses
shall hold at least two office hours for students in order to ensure the possibility to reconcile the dates.

(6) Courses already completed may not be taken and completed repeatedly for the purpose of correcting the grade thereof, except for the foreign-language programme.

(7) Paragraphs (1)-(2) of Article 21 and paragraph (5) shall not apply to students applying for foreign-language programmes.

Information on the requirements

22. §

(1) The Rector shall ensure the preparation of an institutional and educational information guide containing the data necessary for the preparation and completion of studies – for Hungarian programmes in Hungarian, while for foreign-language programmes in a foreign language. The institutional and educational information guide shall be made available for students in a traditional and electronic way by ensuring that all amendments thereto and the date when the amendments take effect be clear for them during the whole term of their student status. The institutional and educational information guide shall contain the general information concerning the University and the data concerning each programme separately. The institutional and educational information guide shall be updated on an annual basis and shall be made available for students on the website.

(2) The general part of the institutional and educational information guides concerning the University shall be compiled in a way that students may receive the following information:
   a) name, address and institution identification number of the University;
   b) general information on the University, special conditions applying to programmes funded through full or partial Hungarian state scholarships;
   c) students requirements and the electronic link thereto;
   d) the schedule of the academic year and the programme periods as well as the dates relevant for students;
   e) rules of procedure concerning the educational matters of students, office hours;
   f) rules concerning the application to the final examination, parts of the final examination;
   g) name and contact information of the coordinators responsible for mobility and students with disabilities, and the brief description of their activities;
   h) rules for the students’ right to appeal;
   i) mode of access to study advice or career advice;
   j) description of the enrolment and registration procedures;
   k) special information for foreign students (especially with respect to the obtaining of a residence permit, the conditions for admission to the University, living costs, healthcare and insurance);
   l) service fees which may be charged by the University, amount of tuition fee, general conditions for the contracts concerning the programme;
   m) possibilities related to accommodation in student hostels and student homes;
   n) library and IT services;
   o) sports and leisure activities.
Students may receive information on the changes in the information guide on the website. Students participating in the foreign-language programme shall receive a Students’ Guide.
(3) Parts of the institutional and educational information guides concerning the information on programmes shall be compiled in a way that students may receive the following information concerning the model curriculum before the end of the study period prior to the period for taking courses:

a) recommended curriculum for students who established their student status in the given programme period, including the requirements for the completion of the taken courses or curriculum units broken down to the programme periods specified in the programme and outcome requirements, the pre-study requirements, the credit value assigned to the courses or curriculum units, the criteria requirements, the mode of evaluation of the students’ performance as well as the conditions for taking the final examination;

b) requirements for the admission to a specialisation within the programme, courses subject to complex examination, requirements for the final certificate (absolutorium), substantial and formal requirements of the degree thesis, substantial requirements of final examinations, method for the evaluation of the final examination, parts of and method for the calculation of the diploma grade;

c) number of complex examinations on each programme, name of the courses subject to comprehensive examination, semester of comprehensive examination;

d) with respect to all the obligatory, elective course-unit and optional courses (hereinafter collectively referred to as: courses):
   - name of the course, number of contact hours, its credit value, its code, the semester in which its completion is recommended in accordance with the model curriculum, the frequency of its publication,
   - language of the course if other than Hungarian,
   - pre-study requirements,
   - the category to which the course belongs (obligatory, elective course-unit, optional),
   - date and time of the course,
   - person responsible for the course, person teaching the course,
   - objective of the acquisition of the course’s professional content,
   - description of the course which enables the decision-making under Article 49 (5) of Ntv., and contains the description of the knowledge to be acquired, the (partial) skills and (partial) competences to be acquired (attitudes, views, independence, responsibility),
   - mid-semester study requirements,
   - methods for the evaluation of the acquired knowledge, the acquired (partial) skills and (partial) competences (attitudes, views, independence, responsibility) and the schedule of the evaluation
   - study materials available for the acquisition of knowledge, skills and competences (attitudes, views, independence, responsibility), and
   - recommended literature.

(4) The University shall ensure in NEPTUN that all of its students receive information on the University’s credit system and the rules thereof. The information guide shall be compiled in accordance with the principles of ECTS (European Credit Transfer System) in Hungarian and English language, thus helping foreign students to study in Hungary as well as the further education abroad and the recognition of foreign studies of Hungarian students.

(5) In order to ensure information provision for students, the University’s Organisational and Operational Manual, the Study and Examination Rules, other important rules relevant for the students, educational objectives of programmes, requirements, curriculum requirements and the excerpts containing the programmes of published courses (summaries) shall be made available at the Students’ Secretariat, the Students’ Unions and – if possible – on the websites and in the libraries.
(6) In addition to the information provided in the guides, information concerning the content, study and examination requirements of courses, seminars and other forms of education shall be provided by the competent educational organisational unit on the first class orally and in written form in accordance with the local rules of the unit (information shall be published on the billboard of the educational organisational unit or on the website of the department). If the requirements published on the billboard are different from the ones specified herein, the competent educational organisational unit shall resolve the complaint of students within 8 days after the publication of the requirements.

(7) The new course requirements shall be prepared by the educational organisational units, and the Senate shall decide on the approval or modification of the proposed requirements by taking into account the opinion of the CEA and the competent student representatives.

Recognition of study points obtained earlier, recognition of substitute courses

23. §

(1) The University shall recognise the credits of courses obtained by students in a higher education institution which has an effective agreement with the University on credit equivalence.

(2) If a student has acquired his or her study points in an institution applying a different credit tariff system than the one applied at the University (such as in a programme abroad), the conversion shall be done in accordance with the rates under the credit tariff. As a result of the conversion only full credits points may be recognised, the results may not be rounded up.

(3) For the credits of courses with respect to which the University has no credit equivalence agreement, the recognition shall take place on the basis of the course programme, exclusively with the comparison of knowledge serving as a basis for the determination of credit points. A course may be replaced by another course if the number of credits assigned to the substitute course is not lower than the number of credits assigned to the original course and at least 75% of its programme is equivalent to the programme of the original course.

(4) If any of the courses fail to comply with the criteria laid down in paragraph (3), but more than 25% of the programme of the course is identical, the student may request to take an aptitude test. The resolution on the aptitude test shall be adopted by the Credit Committee on the basis of the opinion of the person responsible for the course. The resolution shall cover the topics different for the two courses, and the form of assessment and completion thereof, as well as the credit value of the aptitude test. When defining the credit value the total credit assigned to the substitute course based on the recognised and different course subjects shall be at least equivalent to the credit value of the original course. The final grade shall be defined with the weighting of the credit rates. The final grade shall be defined and introduced to the index/NEPTUN by the examiner.

(5) The recognition shall be approved by the Credit Committee. Furthermore, the Credit Committee shall decide on the accreditation of the course and may provide for the aptitude test. In the case of foreign-language programmes, the vice-rector responsible for international relations shall decide.
(6) Upon the enrolment, students may request the accreditation of courses taken in other faculties of higher education institutions or courses completed earlier. The request shall be submitted to the Students’ Secretariat on or prior to the last day of the period for taking courses. The accreditation shall be done by the Credit Committee with the proviso that accredited courses may only be taken into account when calculating the weighted average for the total programme period, and for the semesters in order to calculate the scholarship index (credit index) exclusively those courses may be taken into account which have been taken in the semester in question and have been completed with an examination.

(7) For the completion of curriculum-related requirements exclusively those courses may be taken into account which are different from the courses which have already been taken into account for the completion.

(8) Students may request the recognition of course(s) they wish to take or have completed in other institutions. The decision on the recognition shall be done by the Credit Committee in accordance with paragraphs (1)-(6) Students may bring an appeal against the decision of the Committee in accordance with Article 4 hereof.

(9) In the case of courses completed abroad (substitute courses) the national credit tariff and the principles of ECTS shall be applied.

(10) If an adequate number of credits may be assigned to the substitute course, then the grade of the substitute course shall be recognised. If there are more than one grades assigned to the substitute course, then their rounded average shall be taken into account.

(11) For the completion of study requirements previous studies and work experience may also be taken into account. The number of credits recognised on the basis of work experience may not exceed 30.

(12) The number of credits required under the study and examination rules for obtaining a final certificate (absolutorium), but at least two thirds of the credit value of the programme, shall be collected at the given higher education institution, even where previous studies at the institution or elsewhere or prior learning are recognised as having credit values.

(13) Credits shall not be awarded for a given learning outcome more than once. Credits shall be recognised only after a comparison of the learning outcomes forming the basis of the credits gained, based on the outcome requirements of the courses (modules) concerned. Credits shall be recognised if there is a seventy-five percent or closer match between the learning outcomes compared. The comparison shall be done by the Credit Committee.

(14) For the credit recognition of students participating in the foreign-language programme, the vice-rector for international affairs shall decide at the recommendation of the head of department. Based on the opinion of the head of department, foreign students shall receive an individual study schedule from the administrators responsible for the foreign-language programmes, which contains the list of totally or partially recognised studies, and the decision thereof shall be made by the vice-rector for international affairs.

Facilitated study schedule

24. §
(1) Facilitated study schedules may be requested for a definite period not exceeding two semesters with the indication of the reason.

(2) Requests for facilitated study schedules shall be submitted to the Students’ Secretariat (addressed to the vice-rector responsible for educational affairs) in the first two weeks of the study period, with the indication of the reason for the request and the requested needs.

(3) The vice-rector responsible for educational affairs shall decide on the granting of and conditions for the facilitated study schedule.

(4) On the veterinarian programme and the Biology Bachelor programme the vice-rector for educational affairs may grant the facilitated study schedule for students who have completed at least 4 semesters and have achieved an excellent study result (the average result shall be at least 4.50), and for students who study in a foreign higher education institution for the purposes of participating in a partial programme.

(5) On the Biology Master programme, students who are required to take an examination from the courses of the Biology Bachelor programme during the first two semesters shall not submit a request. In accordance with the facilitated study schedule, they may be exempt from attending at most 33% of Master colloquia. For the Bachelor courses they are required to take examinations, but are not required to attend the colloquia. On the Master and Bachelor programme, all seminars shall be completed, but if possible (time, place, etc.), the groups may be chosen.

(6) On the basis of their request, students who study in a foreign higher education institution in a partial programme may pursue their studies with the facilitated study schedule. They have to submit their request before their departure.

(7) Students may request facilitated study schedule on the basis of their sports activities. In this case the manager of their sports club shall submit the request for facilitated study schedule, detailing the amount of time needed for the student to pursue his or her sports activities.

(8) Facilitated study schedule may be requested in duly justified cases considering the student’s medical state (such as childbirth) or studies in other higher education institutions.

(9) In accordance with the permit, students may be partially exempt from attending obligatory courses, and may take their examinations outside the examination period.

(10) For students participating in the Biology Bachelor or Master programme, facilitated study schedule exempts them from attending the obligatory colloquia. Seminars shall be completed.

(11) The permit for facilitated study schedule shall only be valid for a definite period of time.

(12) Students with a facilitated study schedule shall complete the substantial requirements (theoretical and practical requirements) provided for in the curriculum from all courses.

(13) In justified cases the permit for a facilitated study schedule may be cancelled.
III.

PROVISIONS FOR THE ASSESSMENT OF LEARNING OUTCOMES
AND THE SIGNING OF THE INDEX

Participation at contact hours

25. §

(1) Colloquiums are an integral part of the programme, therefore, students shall attend such colloquiums. The assessment of learning outcomes shall cover the knowledge shared on colloquiums.

(2) Attending colloquiums shall be obligatory, the departments shall ensure the registration of absences. The registries shall be kept until the end of the next semester, and students shall have the opportunity to consult these registries. A student may only have three unjustified absences per course in one semester. The method for justifying absences shall be specified by the department, and shall be published with the course requirements before the semester.

(3) Students participating in a foreign programme may be absent from 25% of the courses without justification and reason. Previously assigned clinical work shall not be considered absence, but students shall make up the missed class. The number of absences shall be specified in the information notice of the department in accordance with the relevant legislation.

(4) Students may only be absent from the 11th semester practice if they have informed the person responsible for the practice and the vice-rector responsible for clinical affairs. Absences shall be justified before both persons. During the practice, students shall work 5 days a week and 8 hours a day. The working hours shall be completed in accordance with the office hours, the type of practice and the assignment made by the person responsible for the practice. During the practice semester, the justified absence of students may not exceed 2 weeks. This may be made up for during the 2-week examination period following the practice semester. In the case of absences exceeding two weeks, students shall take the course again in the next 11th semester.

(5) On the day of the SRS conference, lecturers may not register the absences from colloquiums.

(6) Participation at seminars shall be obligatory, depending on the provisions of the course requirements.

(7) Attending seminars and plenary seminars provided for in the curriculum shall be obligatory at the University. An exception is made for students who are on duty, but they also shall make up for the missed seminar. Participation at seminars shall be controlled and registered by the lecturer in a clear manner.

(8) The semester of students who missed seminars may only be recognised (completion of course requirements, acquisition of credits) after the completion of such missed semesters. Students shall have the opportunity to make up for the missed semesters in the study period. In the event of an absence exceeding 30% of the contact hours of seminars, students shall not have the opportunity to make up for the missed contact hours and may not acquire the credit points assigned to the course.
(9) It shall not be considered an absence if students miss their practice prescribed for a study week with justification and department permit, or if they complete their duty or clinical practice on the same week, at the class of another student group.

(10) The rules for making up for the practice shall be specified by the person responsible for the course, and its form shall be specified by the person responsible for the practice after discussing with the students concerned. For the establishment of the schedule of substitute external practices (to be concluded outside of the University) the approval of the head of department is necessary on the basis of the recommendation of the person responsible for the practice.

(11) Students starting their studies from the academic year of 2013/2014 in a Bachelor or a single-cycle programme shall complete the P.E. courses prescribed in the curriculum, during the first two semesters twice a week, unless otherwise provided by the programme and outcome requirements. The justified completion of sports activities or physical education carried out on a weekly basis somewhere else during 13 weeks of the semester shall be considered equivalent to the participation at P.E. courses. Students participating in the foreign-language programme are not required to attend P.E. courses.

26. §

(1) Subject to the approval of the person responsible for the course, students may attend courses in a manner different from the one specified in the beginning of the semester, if (based on the registration at NEPTUN) the conditions are met (such as number of places) and it does not prevent them from completing their other studies.

(2) The requirements for a course shall be compiled in a way that students have enough opportunity to complete the conditions necessary for taking the examination in accordance with the course requirements. The person responsible for the course shall specify a date for the correction or replacement of written examinations, before the last week of the study period or the first week of the examination period.

(3) The person responsible for the seminar shall publish the results of the ‘written examination’ provided for in the course requirements within one week and shall ensure the possibility to consult the tests.

(4) During the study period, the assessment of knowledge within the course requirements shall be allowed at most two times per day or 6 times per week for each class/programme, and it shall be coordinated by the Students’ Union.

(5) If a student fails to complete an obligation which is a condition for taking the examination in accordance with the requirements, and may be repeated during the examination period, then the completion of the obligation may be repeated within the framework of another examination for which the student shall pay a service fee. For the completion of obligations, students shall have the number of examination opportunities specified in Article 35.

(6) If the mid-semester requirements are completed during the examination period, then a deadline shall be set in a way that student be able to complete their examinations within the examination period.
The completion of mid-semester requirements for courses taken in the index or NEPTUN shall be certified and registered in NEPTUN by the head of department or the lecturer of the course with his or her signature in the last week of the study period. If the completion of a course is not certified by a signature on or prior to the deadline for submitting the index, the Students’ Secretariat shall indicate the text ‘NOT COMPLETED’ next to the course in the index and the NEPTUN system.

**Main forms of assessment and evaluation of learning outcomes**

27. §

(1) The successive forms of assessment in line with the objective of the programme shall be laid down in the model curriculum, while the substantial requirements thereof shall be laid down in course programme.

(2) The evaluation shall reflect the work done during the semester, the activity on the classes (progress during the semester, completion of tasks, results of written examinations etc.) and the performance provided on the examination in the end of the semester.

(3) The evaluation of the study progress shall be done by a five-grade rating system introduced to NEPTUN and the index in accordance with the following:

- excellent (5),
- good (4),
- satisfactory (3),
- pass (2),
- fail (1).

When evaluating on the basis of this 5-grade system, the following aspects shall be applied.

- Excellent (5) grade can be given if the student proves that he/she understands the whole material coherently, can apply it independently and securely.
- Good (4) grade can be given if the student proves that he/she understands the material, can apply it securely.
- Satisfactory (3) grade can be given if the student proves that he/she understands the important parts of the material, can apply it with the necessary security.
- Pass (2) grade can be given to the student, who can see the material in its entirety, and shows an acceptable level in the application of knowledge.
- Fail (1) grade can be given to those who do not have the theoretical and practical knowledge necessary for progress and to practice his/her profession.

(4) The curriculum may provide for a three-point classification system for the evaluation of the completion of criteria laid down for certain courses.

For these courses, the following grades shall apply:

- very good (5),
- passed (3),
- not passed (1)

When calculating the credit index, these grades shall be calculated as excellent, satisfactory and fail.
Main forms of evaluation are as follows:

a) The curriculum may provide for a seminar grade (evaluation of the seminar) if the practical application of the course and the evaluation of the competence to apply the knowledge may be relevant and necessary for the objective of the programme. Requirements for courses to be evaluated with a seminar grade shall be completed by the student primarily during the study period. The evaluation of the seminar shall be done in accordance with a five- or three-point scale.

b) In the case of optional courses of type ‘C’ the curriculum may provide for the evaluation of the seminar, a presentation or an examination which shall not be counted in the obligatory number of examinations.

c) The mid-year grade shall be the evaluation of the learning outcomes specified in the course programme. Its evaluation shall not be taken into account when calculating the study average, and shall be done on a five- or three-point scale.

d) The examination shall be the assessment of knowledge related to the material of a course covering generally one semester. The examination shall be assessed on a five-point scale.

e) The comprehensive exam shall be the assessment of knowledge related to the material covering generally more than one semester. The comprehensive exam shall be assessed on a five-point scale.

The substantial requirements, as well as the form and method of evaluations of the obligatory practice shall be specified in the curriculum.

For students participating in the veterinarian programme, the progress shall be subject to the completion of the professional practice prescribed for the first ten semesters of studies. The completion of an external professional practice shall be certified by the person responsible for the course and/or the head of department with his or her signature in the student’s index.

From the first semester of 2014/2015, students completing their 11th semester (18-week) practice shall complete one practice unit from laboratory diagnostics, one practice unit from food hygiene and animal healthcare management, as well as three clinical practice units. The term of laboratory diagnostics shall be 2 weeks, while the others shall last for 4 weeks.

Students of the Hungarian programme may complete the 11th semester practices only at the clinical units of the University, as well the practice places accredited and designated by the departments responsible for the practices. When filling up the practice places, the University shall have preference.

Students shall spend at least a 4-week clinical block at a food animal site.

Students who choose two practical blocks of equine medicine or pet clinic, may spend one of them at an external accredited practice place.

Offering grades
28. §

(1) The possibility to offer a grade shall be communicated to students at the beginning of the semester in the course requirements.

(2) Students are not obliged to accept the offered grades.

Signing in the index/NEPTUN

29. §

(1) Signatures shall certify the completion of requirements of a course prescribed for the study period.

(2) The criteria for obtaining a signature shall be specified in the course requirements.

(3) The head of department or the person responsible for the course shall inform the students of the requirements for signing in the index/NEPTUN and for taking the examination.

(4) Students who have failed to obtain a signature from a type ‘A’ course may retake the course one more time. If they fail to obtain a signature repeatedly, the rector shall dismiss them from the University.

(5) If a student has failed to obtain a signature from a type ‘B’ or ‘C’ course, the text ‘NOT COMPLETED’ shall be written in the index.

Rules for taking examinations

30. §

(1) Students may only register for examinations in the NEPTUN system. Lecturers cannot allow students to take the examination if they are not registered in NEPTUN, and do not figure on the exam sheet printed from the NEPTUN system. Students may register for the examination if they have received the signature at the end of the semester.

(2) In the event of completion of course requirements prescribed for the study period, examinations may also be allowed during the study period. This shall be specified in the course requirements.

(3) In foreign-language programmes:
   a) when taking the course for the first time, students may attempt to take an examination in the regular examination period three times,
   b) if students take an examination course, they may take the examination two additional times per course in the period starting from 1st December or 1st May, even in the examination period,
   c) for 4th semester courses the two opportunities to take examinations under paragraph b) shall be ensured on the week before and the week after the beginning of the academic year,
d) for the courses of the 10th semester, in addition to the regular three opportunities, students may have one additional possibility on the second week after the summer examination period.

(4) At the University, the examination period after both semesters shall be six weeks. Incomplete weeks shall also be considered as full weeks. During the examination period, all working days shall be possible examination days. There are no pre- or post-examination periods, but on the last five days of the examination period, only repeated exams may be held, unless the head of department publishes new examination dates. During the study period, and even in the event of completing the course requirements specified for this period, examinations may only be taken from optional courses. Examinations may not be taken from type ‘A’ courses during the study period.

(5) In the 11th practice semester, examinations shall be held on the last day of practices and the dates specified by the head of department. In addition to that, for students participating in foreign-language courses the two weeks following the 11th period may also be designated.

(6) In the beginning of the semester, students shall be informed of the courses which may be completed by an examination during the study period after completing the necessary requirements. The criteria for and date of such examinations shall be specified by the person responsible for the course in the course requirements in accordance with the opinion of the Students’ Union. If there is a significant difference between the date given by the person responsible for the course and the date requested by the students, the students may bring an appeal in accordance with Article 5 hereof.

(7) For oral examinations, the departments shall inform the students of the examination questions (not only the topics containing a group of questions) at least six weeks before the examination period.

(8) The lecturer of the course (person responsible for the course) shall define the examination dates for the examination period in accordance with the opinion of the representative of the students who have taken the course or the student representative of the class concerned. It shall be a principle that at least three examination days shall be specified for each course, uniformly distributed in the examination period, and in the case of oral examinations at least two examination days shall be specified for each course, but the number of examination opportunities shall exceed the number of students taking the examination by at least 30%, excluding the post-examination days specified in paragraph (3). The examiner may deviate from this principle on the basis of the discussion with students, and students may bring an appeal in consultation with the Students’ Union.

(9) The examination dates of the examination period, the persons participating in the examination, the time and way of registration, the day of the publication of examination results as well as the possibility to repeat the examination shall be published at least six weeks before the end of the study period in accordance with the locally accepted rules, and shall be introduced to NEPTUN. Students shall be entitled to choose from the examination dates. The number of students taking an examination on the same day may be minimised or maximised.

(10) When determining the examination days, examination days for correcting unsuccessful examination shall also be specified.

(11) Students shall register for one of the examination days in the NEPTUN system. The number of applicants for an examination day shall be specified by the lecturer responsible for the course. As a general rule, it is recommended to specify a number between 4-12, which may be flexible in accordance with the department’s characteristics and the students’ needs.
(12) If there is a significant difference between the number of examinations given by the head of department (person responsible for the course) and the number requested by the students, the Students’ Union may turn to the CRSC for appeal.

(13) Students are not obliged to take an examination from the course immediately after the study period in question. They may take the examination in other examination periods as well, provided they have completed the course requirements (obtained the signature). In this case, they shall take the course again as examination course in NEPTUN, which for students participating in the Hungarian programme shall be considered as the second time they have taken the course.

(14) Students participating in the Hungarian programme shall have three opportunities to take an examination from the same course for each examination period. Students participating in the foreign-language programme shall have three opportunities to take an examination from the same course in the examination period directly after the period when they have taken the course (that is the regular examination period). Later, they shall have two additional opportunities to take the examination from each course taken as examination course in the period starting on 1\textsuperscript{st} December or 1\textsuperscript{st} May – which may also be used in the study period.

(15) The registration for an examination shall be considered as the clear intention to participate at the examination in the examination period in question. Examinations may be postponed but after failing to use one of the three opportunities, they will be lost.

(16) For the registration of courses completed by a seminar grade and the results of written examinations in the index the persons responsible for the course/examiners shall ensure at least three days for students during the examination period.

(17) Written examinations at the end of the examination period may only be held if the person responsible for the course ensures that the tests will be corrected in the examination period and the grades will be registered in the index and/or the NEPTUN system.

(18) Departments holding written examinations shall ensure the possibility to register the grade on the last examination day.

31. §

(1) Students may take examinations on the basis of an individual or a group examination plan.

(2) Oral examinations (including the final examination and the degree thesis defence) shall be public for the students and the employees of the University.

(3) Students shall have the opportunity to prepare for the oral examination.

(4) The examiner and the chairperson of the examination committee shall be responsible for the undisturbed and calm atmosphere of the examination.
(5) At the beginning of the examination, students shall submit their mobile phones and other electronic devices which they may get back after the end of the examination.

(6) If the curriculum provides for a comprehensive examination, it shall be held before a committee of at least two members and shall be recorded in writing.

(7) The lecturer/researcher responsible for the practical examinations shall be counted as member of the examination committee, and he or she may be a junior lecturer/researcher as well. At a comprehensive examination the person who may ask questions shall be a senior lecturer.

(8) If the examination was held by one lecturer, then at the written request of the student, the student may take the first (or in foreign-language programmes the third) correcting examination before another lecturer or committee, and the repeated correcting examination shall be taken before a committee. The request shall be sent to the head of the educational organisational unit (or in the case of the foreign-language programme, to the following email address: student@univet.hu), or if he or she is involved, to the competent vice-rector who shall ensure the conditions of the examination. If students request so in writing, the second repeating examination may be taken before the committee appointed by the vice-rector responsible for educational or international affairs in accordance with the opinion of the person responsible for the course.

(9) In general, examinations may be held by the person responsible for the course or the lecturer/researcher assigned by him or her. Practical examinations may be held by doctoral students as well.

(10) Oral examinations shall take place in accordance with the topics picked by the student. Examination questions shall be questions the answer to which students may find in the books, notes and literature recommended for preparation, or the information presented during the colloquiums and seminars.

(11) The committees for comprehensive examinations shall be established by the head of department.

32. §

(1) Students shall register for the examinations in the form specified by the educational organisational unit, and shall attend and take the examination on the appropriate day.

(2) From the same course, students may register for one examination per day. The absence from the examination may not have an influence on the evaluation of the student’s learning outcomes. If the student has failed to attend the examination, his or her learning outcomes may not be evaluated. However, the student shall pay the costs incurred by the University, if he or she fails to justify his or her absence, except for the foreign-language programme. An unjustified absence from the examination shall be counted as the utilisation of one possibility to take an examination.

(3) If students fail to justify their absence from the examination within 3 working days, they may receive a new possibility once they have paid the fee for the missed examination, except for the students participating in the foreign-language programme. In the case of an absence, the number of opportunities to take an examination shall be reduced by one automatically, and the text ‘DID NOT SHOW UP’ shall be indicated in the NEPTUN system. This article shall not apply for the foreign-language programme.
(4) The final deadline for the registration and de-registration for examinations shall be specified via the NEPTUN system.

(5) Examinations may be written, oral, practical and oral, practical and written examinations. The form of examination shall be specified by the educational organisational unit and/or the person responsible for the course (lecturer). The grade introduced to the index/NEPTUN shall be determined in accordance with the previously published assessment system, on the basis of the result of the examination or the mid-year work and the result of the examination.

(6) For written exams, the lecturer shall indicate the grade on the paper and the examination sheet, and shall authenticate both documents with his or her signature. For computer tests, the lecturer shall write the grade on the examination sheet and shall authenticate it.

(7) In accordance with the general principles of the credit rules, credits may only be granted for courses students have completed in accordance with the institutional provisions with at least a grade of ‘sufficient’ or ‘passed’.

(8) The study performance recognised by credits shall be registered and summarized in the credit accumulation system of the student which may be found in the NEPTUN study registry. When summarizing credits, type ‘A’ (obligatory) and type ‘B’ (elective course-unit) courses and their possible substitute courses shall be taken into account.

(9) When calculating the credit index serving as a basis for the calculation of the study scholarship, the number of credits collected from obligatory courses may not exceed the number of obligatory credits specified in the model curriculum by more than 50%.

(10) The examiner shall register the grades in the NEPTUN system and the index within two working days after the evaluation. Since students participating in self-funded (paid) programmes may be reclassified to (partial) state-funded programmes in accordance with the cumulated corrected credit index, all grades shall be registered in the NEPTUN system and the index on or prior to the last day of the examination period. Exceptions shall be the obligatory summer onsite practices on the Biology Bachelor programme the grades of which shall be registered in NEPTUN by 20th July.

(11) The accurate and timely registration of the grades shall be the task of the examiner. Grades may be registered on or prior to the end of the examination period. If on the basis of the examination sheet the examiner entrusts another person to register the grades in the electronic system, then the examiner shall remain liable. If the examiner is a person not having a public servant status at the University, the head of institute/head of department shall appoint the person who registers the grades in the NEPTUN system on the basis of the original examination sheet. The head of institute/head of department shall be liable for the accuracy of the registration.

(12) Students may bring an appeal against the assessment data registered in the system on or prior to the 14th day after the end of the study period. If the grade on the examination sheet is different from the one registered in NEPTUN, the examination sheet shall prevail. If the grade on the examination sheet is different from the one registered in index, the index shall prevail.

(13) Students may not take an oral or practical examination without the index (which may serve for personal identification until the end of the examination).

(14) Students may postpone their examinations by registering it in NEPTUN by 12:00 a.m. on the day before the examination, for the foreign-language programme, the deadline shall
be 10:00 a.m. The department shall not be obliged to increase the number of examinations due to postponements. Students who are not able to take an examination in the examination period due to reasons not attributable to them (such as severe, long disease attested by medical certification, or giving birth), may take an examination outside the examination period with the approval of the vice-rector responsible for educational affairs. Substitute examinations may be taken with the approval of the vice-rector in the first week of the study period following the autumn semester or within two weeks directly after the examination period following the spring semester.

(15) Medical certificates may only be accepted if the student or his or her close relative has informed and has immediately sent the certificate to the Students’ Secretariat or the competent department of the disease before the examination (not later than before 8.00 a.m. on the day of the examination) or of the accident within 24 hours. The certificate shall be sent to the Students’ Secretariat only if the student requests an examination subject to the approval of the vice-rector. The student shall attach the certificate to the request.

(16) If students use a prohibited device for the preparation, their examination shall be suspended and shall be evaluated as a ‘fail’.

(17) For the foreign-language programme, departments shall report the use of prohibited devices to the Students’ Secretariat, and if a student is reported three times, then his or her disciplinary liability may be determined.

(18) Paragraph (15) Article 32 shall not apply to students participating in foreign-language programmes.

**Correction of unsuccessful examinations**

33. §

(1) In the case of unsuccessful examinations, the examiner shall register the grade ‘fail’ or the evaluation ‘not passed’ in NEPTUN.

(2) The ‘fail’ seminar grades may be corrected in accordance with the provisions specified in the course requirements.

(3) Students may correct an unsuccessful examination (correcting examination, repeated examination) twice per course and per semester. The first correcting examination shall be free of charge, however, for the repeated correcting examination students shall pay a service fee (except for students participating in the foreign-language programme). Students starting their studies from the academic year of 2012/2013 may take six examinations from the same course, except for students participating in the foreign-language programme.

(4) If the repeated correcting examinations are unsuccessful, students may have a new opportunity to take an examination by -re-taking the course.

(5) After an unsuccessful examination, the person responsible for the course (lecturer of the course) may determine a period until the repeated correcting examination, however, this period may not exceed 3 days. In the beginning of the semester, the head of department (lecturer of the course) shall inform students of the general rules from which it is possible to deviate in accordance with the result of the first examination, subject to an individual treatment.
(6) If students have failed to complete their onsite (production) practice, teaching practice, etc., or their work carried out there cannot be recognised, the criteria for the repeated completion shall be specified by the person responsible for the organisation of the practice or the person responsible for the programme.

(7) Students who have failed to complete the professional practice prescribed by the model curriculum in an acceptable way, shall be instructed by the head of department to fully or partially repeat the practice.

(8) The head of department shall decide if it is necessary to write a practice notebook. If the head of department obliges students to write a notebook, then he or she shall approve and evaluate such notebooks with the grades ‘very good’, ‘passed’, ‘not passed’. The evaluation of the practice notebooks shall be done by the competent departments before the start of the next semester.

(9) In the case of an evaluation ‘not passed’ students may be obliged to repeat the practice during the summer break and if necessary at their own expense.

**Correction of successful examinations**

34. §

(1) If a student wishes to correct his or her grade, he or she may have the right take a new examination from two courses per semester. The grade for the new examination shall be final, unless it is ‘fail’ in which case it may be corrected in accordance with the rules for the correction of unsuccessful examinations.

(2) The correction of successful examinations may take place until the end of the examination period, free of charge.

(3) The grade for a successfully repeated examination may not be corrected.

(4) The grade for the successfully repeated examination shall be registered in the index/NEPTUN with the remark ‘s.v.j.’ (correction of a successful examination).

**Calculation of the average study result, credit index**

35. §

(1) After the end of the examination period, the Students’ Secretariat shall calculate the number of credits used for the evaluation of the students studies, and shall register it in the index/NEPTUN, and shall close the relevant page/pages of the index. The deadline for the above shall be the end of the third week following the examination period.

(2) The amount of approved study work shall be demonstrated by the number of credits obtained in the semester in question or in the period starting from the beginning of the studies.

(3) The quality of the study work shall be calculated on the basis of the study average weighted by the credits (total credit index or cumulated average). The weighted study average (WSA) may be calculated for the study period or for the total number of credits obtained by the student (cumulated average).
The quality and quantity of the students’ study work at the semester shall be evaluated by the credit index (CI) and the result shall be used for the fair distribution of the scholarship.

\[
STA = \frac{\sum (\text{teljesített kredit-érdemjegy})}{\sum \text{teljesített kredit}}
\]

(4) The corrected credit index shall be used for the responsible organisation of the student’s study schedule (CI\text{corr}).

\[
KI = \frac{\sum (\text{teljesített kredit-érdemjegy})}{30} *
\]

* Note: The value (30) in the denominator may change in each semester in accordance with the model curriculum.

(5) The result of accredited courses shall be counted in the weighted study average, unless the student has taken the course from the courses not included in their professional programme within the allowed number of optional courses.

(6) At the end of the examination period, the index/NEPTUN shall be closed regardless of the completion of the study requirements specified for the current semester.

(7) The average study result for the semester shall be determined immediately after the closing of the examination period.

(8) Corrected ‘fail’ grades shall not be counted when calculating the average result.

(9) The results of courses completed in foreign partial programmes or the programmes of other national higher education institutions which have been calculated in accordance with Articles 15-16 hereof shall be counted in the average result.

(10) From among the grades obtained in accordance with this article, only final grades shall be counted in the credit index.

(11) The credit index shall be given to two decimal places, and shall be registered in the index/NEPTUN.

**Re-taking courses**

36. §

(1) Courses shall be re-taken if a student has failed to complete the obligations specified in the curriculum or the course requirements.

(2) Students may take the same course two times. In the foreign-language programme, students shall request to re-take the course at the Students’ Secretariat. In the event of re-taking a course, previously obtained (partial) results (such as mid-semester presentations, signature at the end of the semester) shall become invalid.
(3) If a student cannot obtain the credit from a course in the semester when he or she has taken the course, then he or she may re-take the course in a later semester by registering to the course in NEPTUN. If the department has previously certified the completion of the mid-semester requirements with a signature in the index/NEPTUN, it is necessary for the student to take an examination in the next semester. If the study programme of the course has changed significantly, the department shall inform the student of the fact that his or her previously completed results cannot be accepted.

(4) In the case of an examination closing a course lasting for multiple semesters, if a student has completed the study requirements of the course in the previous semesters, he or she shall repeat only the last semester.

(5) When re-taking a course, students may have at most three examination opportunities in the examination period. If the examinations taken in this period are not successful, the student may not continue his or her studies, and his or her student status shall cease to exist.

(6) Paragraph (2) may not be applied in the foreign-language programme. Paragraphs (4)-(5) shall be applied subject to the derogation according to which students may take and complete courses in accordance with the German and English model curriculum in a manner that students may register for the fifth and eleventh semester if they have already completed the examinations specified in the model curriculum. The registration to the eleventh semester shall be subject to the completion of at least 30 ECTS credits from obligatory courses.

Disciplinary offences and procedures

37. §

(1) Students shall comply with the rules specified in the Code of Ethics of the University, as well as with unspoken rules. For the successful completion of studies students may only use the allowed devices and methods.

(2) The following shall specifically be considered as disciplinary offence:
   - if a student plagiarises someone else’s work or does not refer to it appropriately (plagiarism),
   - if a student tries to get information of the examination tasks in oral or written from, in case they are not public,
   - if a student helps others or gets help from others at an examination in a prohibited form.

(3) After a final and binding decision declaring a violation, the unlawfully completed and obtained credits of the student shall be deleted from the credit registry.

IV.

PROVISIONS RELATING TO THE FINAL CERTIFICATE (ABSOLUTORIUM), THE DEGREE THESIS (DIPLOMA WORK), THE FINAL EXAMINATION AND THE DIPLOMA

Completion of the programme
§
(1) Students shall receive a final certificate (absolutorium) as a result of completion of the university or college programme, the Bachelor programme, the Master programme, or the single-cycle programme regulated by the Nftv.

(2) The final certificate (absolutorium) shall be the evidence of the successful completion of all examinations prescribed in the curriculum, except for passing a language examination and delivering a (bachelor or master) thesis, the fulfilment of other academic requirements and the acquisition of the credit points specified in the programme and outcome requirements, attesting without any qualification or assessment that the student fulfilled the academic and examination requirements set in the curriculum in every respect. The final certificate shall be issued in the semester in which the student has completed the requirements thereof. The final certificate shall be signed by the vice-rector responsible for educational affairs.

(3) Students who have obtained a final certificate may take a final examination.

Final examination

(1) The final examination shall be taken after obtaining a final certificate (absolutorium). The final examination is the verification and assessment of the knowledge necessary for obtaining a diploma, in the course of which students are also required to demonstrate their ability to apply the acquired knowledge.

(2) Conditions for the completion of a final examination:
   a) the existence of a final certificate,
   b) the submission of the degree thesis (diploma work, diploma plan) before the deadline and its evaluation.
   c) the student shall fulfil his or her payment obligations toward the University.

(3) The final examination shall have the following parts:
   (a) defence of the degree thesis (diploma work, diploma plan);
   (b) examination prescribed by the programme and outcome requirements (qualification requirements).

(4) The final examination may be taken in the examination period specified by the Senate. The final examination shall be taken before a committee.

(5) The condition for taking the final examination shall be the completion of all the obligatory (type ‘A’) courses specified in the curriculum, as well as the completion of ‘B’ and ‘C’ type courses in the value of 50 credits, or from the academic year of 2017-2018 30 credits.

(6) For students starting their studies on the veterinarian programme after September 2009, the final examination shall be subject to the obtaining of the absolutorium which includes the following: all the obligatory courses under the curriculum, and the completion of ‘B’ and ‘C’ type courses in the value of 50 credits, from the academic year of 2017-2018 30 credits, as well as the completion of criteria requirements, and the completion of the credits to be obtained in the practice semester.
(7) On the Biology Bachelor programme:
   - for students who started their studies before the academic year of 2017/2018, the completion of all type ‘B’ courses in the value of 45 credits and of all type ‘C’ courses in the value of 12 credits,
   - for students who started their studies in or following the academic year of 2017/2018, the completion of all type ‘B’ courses in the value of 36 credits and of all type ‘C’ courses in the value of 9 credits,
   - the completion and defence of the diploma work (10 credits).

(8) On the Biology Master programme:
   - for students who started their studies before the academic year of 2017/2018, the completion of all type ‘B’ courses in the value of 41 credits and of all type ‘C’ courses in the value of 6 credits,
   - for students who started their studies in or following the academic year of 2017/2018, the completion of all type ‘B’ courses in the value of 36 credits and of all type ‘C’ courses in the value of 6 credits,
   - the completion and defence of the diploma work (30 credits).

(9) The final examination shall be recorded in accordance with the provisions of Article 42 (3) of the Government Decree No. 87/2015. The partial results of the final examination and the grade of the diploma shall be registered in the index and NEPTUN.

(10) The result of the final examination shall equal to the simple arithmetic mean to the grades of the oral examination, the diploma work and the courses specified herein. If the defence of the diploma work or the completion of any of the oral examinations are a fail, the result of the final examination shall be a fail and it shall be repeated.

(11) Successful final examinations may not be repeated.

(12) The diploma work shall be evaluated by the evaluator(s), its defence and the oral examination shall be evaluated by the member(s) of the final examination committee on a five-point scale, and they shall determine the final grade of the diploma work and the final examination by vote during a closed discussion. In the event of a tie vote the vote of the Chairperson shall be decisive; The result of the final examination shall be published by the chairperson of the committee.

(13) On the veterinarian programme:
   - the Senate shall designate one, for the foreign-language programme, two periods of final examinations annually,
   - students may only be entitled to complete the final examination if they have acquired an absolutorium,

(14) The final examination shall take place after the eleventh semester, before a committee. The final examination shall constitute of the defence of the diploma work, and a professional discussion of the candidate’s experiences related to the practice semester and future plans with respect to the topics published in advance.

(15) The objective of the final examination: the committee wishes to examine whether the candidate is able to practice independently, as a beginner veterinarian. Examiners shall avoid questions which exceed the depth of the knowledge necessary for a practising veterinarian.

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(16) The members of the committee shall evaluate the students after their examination. The Committee shall determine and publish the grades of the final examination after the last student’s examination. The grades shall be determined in the light of whether the candidate is able to become a practising or an official veterinarian.

(17) The grade of the final examination shall be determined on the basis of the following three grades:
- the grade given for the degree thesis by the external evaluator, (if the degree thesis was presented at the SRS Conference, its grade shall be Excellent (5),
- the grade received for the oral defence of the degree thesis,
- the grade received in accordance with the professional discussion.

(18) The records shall be authenticated by the signature of the person recording the exam and the members of the committee. The person recording the exam shall submit the records to an administrator on the day of the examination, after the publication of the results.

(19) On the veterinarian programme, the following items have an equal weighting in the qualification of the diploma:
- weighted study result of the eleventh semester,
- results of comprehensive examinations separately (epidemiology and food hygiene as well as animal healthcare management),
- final grade of the final examination.

(20) On the Biology Bachelor and Biology Master programme:
(a) the questions of the final examination shall be communicated towards students in the fifth or the third semester.
(b) the diploma work and the course examinations shall be evaluated on a five-point scale. If there is a dispute, the Final Examination Committee shall determine the grade of the candidate by vote. In the event of a vote, the teacher who asked the questions shall also be entitled to vote. In the event of a tie vote the vote of the Chairperson is decisive; The result of the final examination shall be published by the chairperson of the committee.

(21) The partial results of the final examination and the grade of the diploma shall be registered in the index.

I. Final Examination Committee

40. §

(1) The chairperson of the Committee shall be appointed by the rector for one calendar year in accordance with the Senate from among the renown external professionals of the field or the professors and/or associate professors of the University.

(2) The Final Examination Committee shall have at least two other members. The number of the members shall be determined by the Senate. The Committee shall be established in a way that at least one university or college professor, university or college associate professor and one person who is not employed by the University under Nftv. shall be among its members.

3 Amended by the Senate Resolution No 14/4/2017/2018 SZT dated as of 17 October 2017.
(3) The Committee shall constitute of the senior professors of the University (or in exceptional cases senior lecturers) and professionals not employed by the University.

The diploma work, diploma plan

41. §

(1) As part of the final examination, students shall prepare a diploma work, diploma plan (hereinafter referred to as: diploma work). The formal requirements of the diploma work shall be specified by the Senate.

(2) The organisational units may publish topics for the diploma work.

(3) The topics shall be published in accordance with the provisions of the curriculum. The conditions and rules for the publication of the diploma work, the substantial requirements of the work and the general aspects of evaluation shall be specified in accordance with the programme and outcome requirements (qualification requirements) and curriculum of the programme. The preparation of the diploma work shall be supervised by the internal consultant approved by the educational organisational unit, and if necessary, may also be supported by an external consultant approved by the educational organisational unit.

(4) Students may also propose topics, which shall be approved by the competent head of institute, head of department or head of programme.

(5) On the veterinarian programme, the diploma work shall be prepared and defended in accordance with the following.

   a) Students shall choose a topic and shall register for the chosen topic at the head of the competent organisational unit by the end of the study period of the 8th semester. The department publishing the topics may require students to take and complete optional course(s) related to the chosen topic.

   b) If students wish to choose a topic related to a course which shall be taught later, then they shall obtain a statement from the head of the competent department by the end of the 8th semester and shall submit it to the Students’ Secretariat. In such cases, students shall choose their topics within six weeks after the commencement of the ninth semester. If a student fails to submit the document indicating his or her chosen topic to the Students’ Secretariat, he or she may not register for the ninth semester.

   c) The Students’ Secretariat shall issue the requirements related to the diploma work before the end of the 8th semester, which shall serve as guidance with respect to the formal and substantial criteria for the diploma work.

   d) Students shall prepare their diploma work individually.

   e) On the veterinarian programme, students shall submit one printed and bound copy of the diploma work countersigned by the consultant to the competent department (organisational unit) 45 days prior to the 2-week examination period following the practice semester, together with the signed placement agreement and the copyright
notice related to the diploma work. The department shall certify the receipt of the diploma works in writing. Students shall upload their diploma work to the following website: http://www.vetphysiol.hu/zarovizsga/ within the given deadline.

f) After the final examination one printed copy of the approved diploma work, as well as the placement agreement and copyright notice shall be kept in the University Library, and one copy shall be kept in the library of the competent department.

(6) On the Biology Bachelor and Master programmes the following rules shall apply with respect to the diploma work.

a) On the Biology Bachelor programme, students shall choose a topic for their diploma work no later than in the third semester, while on the Biology Master programme the deadline shall be in the first semester. Students shall submit the document indicating their topics which is available at the Biology Institute on or prior to 15 November to the secretariat of the institute with the signature of their consultant. Consultants may be professionals with an academic degree (PhD) whose competence in the chosen topic may be proved by the scientific publications kept in the MTMT.

b) The diploma work shall contain the objective of the work, the methods of examinations, the results achieved, the conclusions and their short summary as well as the important literature. On the Biology Bachelor programme, in accordance with the Lecturers’ Council of the Institute a literature review may also be acceptable as degree thesis.

c) In justified cases, the topic of the work and the consultant may be modified after the elaboration of the topic, which shall be requested in a request for modification of topics together with the submission of a new document indicating the chosen topic.

d) Students shall submit two printed and bound copies and one electronic copy of the diploma work 45 days prior to the first day of the final examination, together with a 1-page English summary, the signed placement agreement and the copyright notice related to the diploma work. Graphs and photos may be attached to the diploma work. The institute shall certify the receipt of the diploma works in writing.

e) Students may acquire the countersignature of the internal consultant if the consultant receives the electronic form of the final diploma work within 5 days before the final deadline for submission.

f) On the Biology Bachelor programme, the degree thesis shall be evaluated by an opponent designated from among the lecturers of the institute 30 days prior to the final examination.

g) On the Biology Master programme, the degree thesis shall be evaluated by two opponents 30 days prior to the final examination.

h) The defence of the diploma work shall take place before the scientific committee convened by the Biology Institute.

i) The Institute shall send the evaluated diploma work and the evaluation sheet to the Students’ Secretariat.

j) An approval for the submission of a thesis presented at the local SRS conference as a diploma work shall be requested. If the Lecturers’ Council of the Biology Institute is in favour of the request, then the diploma work shall be evaluated as very good (5).

k) Students may not submit their degree thesis defended and included in the grade of diploma as local SRS thesis without a significant modification (at least 50% shall be modified).
l) On the Biology Master programme, the diploma work may be submitted in English as well, but the defence shall be held in Hungarian.
m) If the diploma work of student has been qualified as a ‘fail’, the student may not be entitled to take the final examination. The repeated submission of the diploma work may take place 2 months later at the earliest. Students may submit their diploma work three times.

n) After the final examination one printed and one electronic copy of the approved diploma work, as well the placement agreement and copyright notice shall be kept in the University Library, and one copy shall be kept in the library of the Biology Institute.

o) The defence of the diploma work shall take place separately from the final examination, but the grade of the diploma work shall be included in the grade of the diploma.

### III. Correction of an unsuccessful final examination

42. §

(1) If students who started their studies before the academic year of 2012/2013 fail to complete their final examination before the termination of their student status, they may complete the final examination at any time after the termination of their student status in accordance with the programme and outcome requirements (qualification requirements) effective at the time of the final examination. After the seventh year from the issuance of the final certificate, the University may set conditions for the final examination which shall be specified in a University Amendment.

(2) If students who started their studies in or following the academic year of 2012/2013 fail to complete their final examination before the termination of their student status, they may complete the final examination within two years, in any of the examination periods in accordance with the effective programme and outcome requirements. The University may set conditions for the final examination after the second year from the issuance of the financial certificate, in accordance with these rules. Such students may not take a final examination five years after the termination of their student status.

(3) If a student fails to attend the final examination, he or she shall lose one possibility to take the final examination.

(4) On the Biology Bachelor and the Biology Master programme, the final examination may be repeated two times, in different final examination periods.

(5) Students participating in the veterinarian programme may repeat the final examination two times, but only once in one final examination period.

### 3. The diploma, the certificate

43. §

(1) The prerequisites for the award of a diploma shall include the successful completion of the final examination and the required language examination recognised by the OM Decree of the Minister of Education on the Educational and Outcomes Standards of Bachelor, Master programmes and postgraduate specialisation programmes, or an examination equivalent to it. The approved languages shall be specified in the programme
(2) For all students participating in the Hungarian programme and being Hungarian citizens shall hold at least one language certificate attesting to the completion of a state-recognised type C intermediate level, or intermediate level (level B2) complex, language examination for general purposes in one of the official languages of the EU (English, Bulgarian, Czech, Danish, Estonian, Finnish, French, Greek, Dutch, Croatian, Irish, Polish, Latvian, Lithuanian, Hungarian, Maltese, German, Italian, Portuguese, Romanian, Spanish, Swedish, Slovakian, Slovenian). In this respect, intermediate level type ‘A’ and type ‘B’ language examinations shall be collectively considered as type ‘C’ language examination. In the absence of the language examination, students may not receive their diploma even in the case of a successful final examination.

(3) Where the completion of a language examination for general purposes is a prerequisite for the award of a diploma or certificate, exemption from this requirement shall be granted to students who are at least forty years old in the year when they commence their studies in the first year of a programme. This provision shall not apply to those who take a final examination after the academic year of 2015/2016. In the foreign-language programme, the language examination shall not be a prerequisite for the award of a diploma.

(4) The University may determine the languages of which a language examination may be accepted with the proviso that the University shall recognise the results of the foreign-language secondary school leaving examination under the provisions of the Government Decree No. 100/1997 (VI.13.) on secondary school-leaving examinations as equivalent to a state-recognised language examination, and the certificate of the secondary school-leaving examination certifying the achieved results as a state-recognised language examination certificate.

(5) Taking the veterinarian oath shall be a prerequisite for the award of the veterinarian diploma.

44. §

(1) For those who have completed the final examination successfully, the diploma shall be drawn up and issued within thirty days of the day of the successful final examination or from the day of the presentation of the certificate attesting to the successful completion of the language examination. In the case of the presentation of the certificate attesting to the successful completion of the language examination, the diploma shall be drawn up in the year of the final examination if less than 30 days have remained from the year of the final examination. With respect to the form and content of the diploma the provision of Article 51 (5) of Nftv. shall apply.

(2) The diploma shall be signed by the rector and the chairperson of the Final Examination Committee. If the chairperson of the Final Examination Committee is not available on the day of the issuance of the diploma, the diploma shall be signed by the vice-rector responsible for educational affairs. For students who started their studies in or following the academic year of 2012/2013 the rector shall sign the diploma.

(3) The courses to be counted in the grade of the diploma and their weighting shall be specified in the programme and outcome requirements (qualification requirements).
(4) For students starting their studies on or after 1 September 2006, the diploma shall be graded on the basis of the calculated average as follows:

- **excellent**: 4.81 - 5.00
- **very good**: 4.51 - 4.80
- **good**: 3.51 - 4.50
- **average**: 2.51 - 3.50
- **sufficient**: 2.00 – 2.50

(5) The diploma attesting the Latin-language doctoral title of veterinarians shall be graded on the basis of the calculated average as follows:

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

The diplomas awarded for the completion of bachelor and master programmes shall be accompanied by the diploma supplement adopted by the European Commission and the Council of Europe, issued in Hungarian and English. The diploma supplement shall be an authentic instrument.

(7) The diploma awarded for the completion of the Biology Bachelor and the Biology Master programme shall be issued in Hungarian and English.

(8) On the Biology Bachelor programme and Biology Master programme the average of the following results shall be applied for the calculation of the grade of the diploma in a credit system-based programme:

- Final grade of the final examination multiplied by one,
- Final grade of the degree thesis multiplied by one,
- The weighted study average of the total study programme multiplied by three.

On the Biology Master programme the result of the aptitude tests taken in the first two semesters of the Master programme and prescribed in the decision on the admission shall not be counted in the study average of the Master programme, since such aptitude tests are not part of the model curriculum.

(9) On the basis of the average, the following grades may be given for students participating in the Biology Bachelor programme and the Biology Master programme:

- **excellent**: 4.81 - 5.00
- **very good**: 4.51 - 4.80
- **good**: 3.51 - 4.50
- **average**: 2.51 - 3.50
- **sufficient**: 2.00 – 2.50

IV. PROVISIONS FOR STUDENTS WITH DISABILITIES

**Possibilities for preferential treatment**
45. §

(1) The University may prescribe requirements partially or fully different from the curriculum for students with disabilities at their request, and in accordance with Article 49 (8) of Ntv., shall exempt such students from the requirements by ensuring one or, if necessary, more possibilities for preferential treatment specified in paragraphs (2)-(7), if in accordance with the certificate attesting the disability the preferential treatment of exemption may be granted for the student.

(2) For students with reduced mobility, the following may be applied:
   a) full or partial exemption from the completion of practical requirements, or completion in another form,
   b) the option of taking a written examination instead of an oral one or vice versa,
   c) exemption in respect of a language examination, or a part or level thereof,
   d) exemption from tasks requiring manual skills with the proviso that theoretical knowledge shall be acquired,
   e) the use of special devices, equipment for written examinations,
   f) provision of a longer preparation period when taking an examination,
   g) provision of a personal assistant for the institutional administrative tasks.

(3) For students with impaired hearing (deaf, hearing impaired students), the following may be applied:
   a) full or partial exemption from the completion of practical requirements, or completion in another form,
   b) the option of taking a written examination instead of an oral one, and if required, the provision of a sign language or oral interpreter,
   c) exemption in respect of a language examination, or a part or level thereof,
   d) parallel display of oral presentations held on colloquiums or examinations in writing in order to ensure the clarity and understanding,
   e) provision of aids, visual display during each examination,
   f) provision of a longer preparation period when taking an examination,
   g) provision of a personal assistant, note-taking interpreter, sign language interpreter for the institutional administrative tasks.

For visually impaired students (blind, visually impaired students), the following may be applied:
   a) full or partial exemption from the completion of practical requirements, or completion in another form,
   b) the option of taking an oral examination instead of a written one, and for written examinations the use of special devices,
   c) exemption in respect of a language examination, or a part or level thereof,
   d) exemption from tasks requiring manual or visual skills with the proviso that theoretical knowledge shall be acquired,
   e) accessibility of questions and topics during colloquiums, seminars and examinations in digital form, in Braille-writing or in enlarged form,
   f) provision of a longer preparation period when taking an examination,
   g) provision of a personal assistant for the institutional administrative tasks.

(5) For speech-impaired students (dysphasia, dyslalia, dysphonia, stutter, jabber, aphasia, hypernasal speech, dysarthria, mutism, severe speech perception and speech comprehension disorder, central lisp, delayed speech development), the following may be applied:
   a) the option of taking a written examination instead of an oral one, use of special devices during the examinations,
b) exemption in respect of a language examination, or a part or level thereof,
c) provision of a longer preparation period when taking an examination,
d) provision of a personal assistant for the institutional administrative tasks.

(6) For students with mental development disorder, the following may be applied:
a) for students with dyslexia, dysgraphia, dysorthographia:
   aa) the option of taking an oral examination instead of a written one and \textit{vice versa},
   ab) for written examination, the provision of a longer preparation period when taking an examination,
   ac) provision of the necessary tools and devices (including specifically: computer, typewriters, spelling dictionaries, one-language dictionaries, dictionaries for synonyms),
   ad) exemption in respect of a language examination, or a part or level thereof,

b) for students with dyscalculia:
   ba) exemption from calculating tasks, but theoretical knowledge may be assessed
   bb) during examinations, the use of aids students have already applied in the course of their studies (especially tables, calculator, configuration, mechanical and manipulative tools), the provision of a longer preparation period;

c) for hyperactive students or students with attention deficit problems:
   ca) the option of taking an oral examination instead of a written one and \textit{vice versa},
   cb) provision of a longer preparation period when taking an examination,
   cc) reduction of the waiting time for such students during examinations,
   cd) the use of special devices, equipment for written examinations,
   ce) holding longer examinations in several parts, or provision of breaks during the examination (without leaving the place of the examination, allowing movements and tolerating emotional displays,
   cf) examination separately from other students,
   cg) depending on individual characteristics, during oral examinations (if requested by the student), writing down or repeating the questions, breaking down complex questions to parts, providing help in the clarification of expectations and questions,
   ch) accessibility of questions and topics during colloquiums, seminars and examinations in digital form,
   ci) provision of a personal assistant for the institutional administrative tasks;

d) for students with neurobehavioural difficulties (socio-adaptive difficulties, emotional control, aggression towards others, anxiety, behavioural characteristics showing a lack of self-regulation, different development of adaptability, goal-oriented behaviour, self-organisation and metacognition):
   da) the option of taking a written examination instead of an oral one or \textit{vice versa},
   db) holding longer examinations in several parts, or provision of breaks during the examination, tolerating individual motivations and emotional displays,
   dc) examination separately from other students,
   dd) during oral examinations (if requested by the student), writing down the questions, providing help in the clarification of expectations and questions, simplifying and clarifying questions and instructions,
   de) provision of a longer preparation period when taking an examination,
   df) provision of a personal assistant for the institutional administrative tasks.

(7) For students with autism the following may be applied:
 a) adopting the circumstance of examinations to the special needs of the students, the option of taking an oral examination instead of a written one and \textit{vice versa},
 b) during examinations, writing down the questions, providing help in the clarification of expectations and questions, simplifying and clarifying questions and instructions,
 c) provision of a longer preparation period when taking an examination,
d) provision of special devices (including specifically: voice-recording device, computer, one-language dictionaries, infocommunications technologies) during the courses and the examinations,
e) exemption in respect of a language examination, or a part or level thereof,
f) exemption from certain practical requirements due to the difficulties arising from the students’ development disorder, or the replacement of such requirements with similar, but non-practical tasks,
g) provision of a personal assistant for the institutional administrative tasks.

(8) The longer preparation period shall be at least 30% longer than the one provided for students without disabilities.

(9) For students with multiple disabilities, any of the preferential treatment types specified in paragraphs (2)-(7) may be granted, by taking into account the special needs of the student.

(10) In justified cases, at the request of the student, on the basis of the medical opinion, the University may provide students with additional preferential treatments different from the ones specified in paragraphs (2)-(7).

(11) A student with disabilities may be exempt from the requirement to take a language examination or part of such examination, if said student has taken the final examination and his or her student status has ceased to exist, but has failed to take a language examination necessary for obtaining the qualification.

Rules governing the establishment and certification of disability

46. §

(1) Students with disabilities shall certify the type and severity of their disability, as well as its temporary or permanent nature with the medical opinion specified in paragraph (2) or (3).

(2) If the disability of a student (applicant) has already existed during his or her secondary studies, and, accordingly, the student has received preferential treatment during his or her school-leaving examination, the disability or special educational need shall be certified by the medical opinion issued by the county (or Budapest) institutions providing pedagogical services, and their member institutions acting as regional or national expert committees (or from among their legal predecessors, expert and rehabilitation committees examining learning skills, and national expert and rehabilitation committees).

(3) If the disability of a student (applicant) has not existed during his or her secondary studies, and, accordingly, the student has not received preferential treatment during his or her school-leaving examination, the disability or special educational need shall be certified by the medical opinion issued by the rehabilitation expert organisation or its predecessors.

Principles related to the studies of students with disabilities

47. §
In accordance with the medical opinion under paragraphs (2)-(3) Article 47, students with disabilities may request partial or full exemption from their study requirements and examinations, or the modification of requirements.

In accordance with the organisational and operational manual of the University:

a) the University shall judge the request of students with disabilities for the provision of support, exemption or preferential treatment,

b) a coordinator shall be assigned by the University and shall organise the support for students with disabilities,

c) students with disabilities may use the personal and technical services provided by the University or available in other ways in accordance with the type and severity of their disability,

d) students with disabilities may use special notes, or instead of the notes other technical devices for the preparation.

The coordinator under paragraph (2) b) shall:

a) participate in the judgement and registration of requests under paragraph (2) a) submitted by students with disabilities, and in review decisions concerning students with the proviso that if the coordinator has participated in the judgement of the request, he or she may not participate in the review procedure.

b) keep contact with students with disabilities and their personal assistants,

c) ensure the availability of preferential treatment which may be applied in the course of the studies and examinations of students with disabilities, organise consultation requested by students with disabilities,

d) make proposals related to the use of normative support to be used for the facilitation of the studies of students with disabilities and to the purchase of material necessary for providing support.

The coordinator under paragraph (2) b) shall hold a tertiary degree, competences and professional experience in the field of disabilities.

The University shall provide the coordinator with the data necessary for the judgement related to the provision of preferential treatment for students with disabilities.

VI.

MISCELLANEOUS AND FINAL PROVISIONS

Individual requests submitted on grounds of equity

48. §

If a student has failed to complete any of his or her study obligations, and has exhausted all opportunities provided by these Rules, may be granted an approval for the remedy of his or her omission two times during his or her studies ‘on grounds of equity.

Such permits shall be granted by the vice-rector responsible for educational affairs for the first time, and by the rector for the second time. The decision shall be registered in the index or NEPTUN.
(3) Requests submitted on grounds of equity shall be refused in the following cases:

a) for obtaining a semester-ending signature,
b) for the extension of the state-funded study period,
c) for the exemption from programme requirements,
d) on the veterinarian programme, for the third registration for courses to be completed in the 11th semester,

(4) Requests submitted on grounds of equity may be granted for students in the single-cycle programme two times, but with respect to different matters.

(5) If the student has not exhausted the number of repeated examinations specified for one semester from one course, he or she may request another repeated examination which shall be taken in the first week of the study period of the second semester after the autumn semester, or in the two weeks directly after the examination period after the spring semester, with the proviso that such student shall attempt to take the examination beforehand.

(6) In the decision based on grounds of equity, the conditions for the repeated examination shall be specified,
   and a reference shall be made to the fact that in the future no more request may be granted in the same matter.

(7) During the studies, the vice-rector may allow the suspension of the semester after the fourth week of the study period one time, if the student has suffered an unforeseeable health damage which requires long and severe treatments.

**Postponing the award of a diploma**

49. §

If the diploma cannot be awarded due to the fact that the student has failed to present his or her language examination certificate, the University shall issue a certificate. The certificate shall not certify the degree and the qualification, but shall attest to the successful completion of the final examination. All certificates issued shall be recorded in a central register.

**Fees to be paid during the programme**

50. §

(1) The fees and tuition fees to be paid by students shall be specified in the University’s rules on the provision of allowances and the payment of fees in accordance with the Government Decree No. 51/2007 (III. 26).

(2) In order to enable the fulfilment of their payment obligations toward the University under the Rules for Student Allowances and Fees, students shall be entitled to payment in instalments, deferment and exemption in accordance with the conditions and procedure laid
down in the rules for organisation and operation, upon the decision of the rector, of which the maintainer shall be informed. The rector shall make a decision in accordance with the chancellor’s opinion.

Final provisions

51. §

(1) These Rules were adopted by the Senate with its Resolution No. 6/2017/2018 SZT on 19 September 2017.
(2) These Rules shall enter into effect after the decision of the Senate, on the day after the Chancellor’s approval, and the Rules adopted by the Senate with its Resolution No 3/5/2015/2016 SZT on 1 July 2016 shall become invalid.
(3) These Rules were amended by the Senate with its Resolution No. 14/4/2017/2018 SZT on 17 October 2017.
(4)

On behalf of the Senate of the University

dr. Márton Battay
secretary of the Senate

Dr. Péter Sótonyi
chairperson of the Senate

I approve


dr. Gergely Bohátka
Chancellor