



**JOHN VON NEUMANN UNIVERSITY
ORGANISATIONAL AND OPERATIONAL REGULATIONS**

**PART THREE
STUDENT REQUIREMENTS**

**CHAPTER III.
ACADEMIC AND EXAMINATION REGULATIONS**

¹²3rd VERSION

(consolidated with the amendments)

Approved by: Resolution 23/2022. (VII.14.) of the Senate of John Von Neumann University

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The Senate of John Von Neumann University (hereinafter referred to as the University), acting in accordance with its powers under Section 12 (3) eb) of Act CCIV of 2011 on National Higher Education (Hungarian abbreviation: Nftv; hereinafter referred to as the Nftv.), and in compliance with the obligation set out in Section 11 (1) a) of the Nftv., and in accordance with the provisions of the Nftv. and the provisions of Government Decrees 87/2015 (IV. 9.) and 248/2012 (VIII. 31.), as the third chapter of the Student Requirements System, which forms the third part of the Organisational and Operational Regulations of the University, the Academic and Examination Regulations on the Students' Study Arrangements and on Learning, Acquisition and Monitoring of Knowledge, Skills and Capabilities (hereinafter referred to as the Regulations) are hereby established as follows.

ORGANISATIONAL AND OPERATIONAL REGULATIONS

PART THREE STUDENT REQUIREMENTS SYSTEM

CHAPTER III. ACADEMIC AND EXAMINATION REGULATIONS

Interpretative provisions

1. §

- (1) Concepts related to the credit system:
 - a) Credit: one credit is the index of the academic work accomplished successfully which a student of average capabilities completes in 30 hours of academic work.
- (2) Concepts related to the curriculum and the timetable:
 - a) Subject: a curricular study unit including the predetermined academic and examination requirements in conjunction with the assigned credit.
 - b) Course: the representation of a given subject and/or subject element in the timetable of the current semester.
 - c) Neptun: an electronic academic registration system.
 - d) Subjects requirements: the description in the Subjects menu-point of Neptun, which includes the details of the subject (study course, specialization, code, type, number of contact hours, credit, content, study-aids, compulsory and recommended literature, requirements for the completion of the subject and the methods of their evaluation, methods of assessment, its topics, methods and time of the registration for assessment, and possibilities for compensation).
 - e) Registration week: a period specified for the actual subject registration in the first week of the instruction period.
 - f) Competence measurement: an assessment in which certain knowledge, skills and capabilities are assessed in a computer-based environment. Registration: the semester is activated by the student by the reconciliation of data via Neptun before the registration week.
 - g) Registration course book: a certified and inseparably stapled document printed from Neptun (the extract of registry sheet) as defined by Government Decree 87/2015. (IV.9.) 36. § (12).
- (3) Concepts related to the assessment of academic performance:
 - a) Retake examination: the first attempt at correction following a failed examination.
 - b) Repeated retake examinations: examinations following the first two failed examinations (examination and retake examination).

- c) The transcript of records is a paper-based document issued and certified by the higher education institution, containing the description of the syllabus of the subject completed by the student (curriculum requirements), which in the interest of decision-making under Nftv. 49. § (5) allows reviewing and evaluating to what extent the knowledge and other competences acquired and proved by the student correspond to the specified competences of the subject substituted (curriculum requirements).
- d) ECTS (European Credit Transfer System): the credit recognition system, which is internationally valid and obligatory for institutions having the Erasmus Charter, for the conversion of credits and grades (academic results) obtained at a foreign higher education institution.

2. §

- (1)) Dual training programme: education as defined by Nftv. 108. § (1) point b).
- (2) In the case of a dual training programme, the regulations for academic and examination requirements must be applied and complied with the differences defined in these regulations.
- (3) The clause under Government Decree 87/2015 (IV.09) Appendix 9 point 6 subpoint 6.6 must be stated in the certificate of the students participating in the dual training programme.

Academic training periods and their internal scheduling

3. §

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

4. §

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

5. §

- (1) The duration of a lesson is 45 minutes.
- (2) After each lesson, a break of at least 10 minutes must be taken.
- (3) It is possible to hold consecutive lessons in a single class (merging) to ensure continuity of teaching.
- (4) The duration of professional (production, factory) practices may be 8 hours a day at the longest.

Subject registration

6. §

- (1) Students shall fulfil their academic responsibilities following their individual academic timetable which they have compiled, taking into account the provisions of the law and these regulations.
- (2) The University shall assist the compilation of the individual timetable by publicizing a recommended curriculum (Model Curriculum) in order to enable the student to complete the given study course within the period specified in the programme and exit requirements, however, the student is not restricted by the Model Curriculum.
- (3) Students participating in dual education are obliged to compile their individual timetables following and taking into account the Model Curriculum specified by the University and the corporate partner jointly.

7. §

- (1) The University shall assist the student in choosing subjects and preparing for the requirements by publicizing the subject requirements in Neptun.
- (2) The subject requirements must be publicized in Neptun at the beginning of the semester. The course unit leader is responsible for the current content of the subject requirements and the Vice-Dean of the Faculty where the given subject is taught is in charge of publicizing them.
- (3) Depending on the nature of the subject, the syllabus, the notes and other study-aids containing the study material, the list of compulsory and recommended literature, the place and the duration of the professional (production, factory) practices, and the method and the expected scheduling of assessment must be stated among the requirements.

8. §

- (1) The individual timetable drawn up by the student consists of compulsory, compulsory elective and elective subjects.
- (2) The maximum number of credits taken in one semester in each programme is 50.
- (3) Within the full period of the same programme in the same study course, the same subject may be taken eight times at most.
- (4) Elective subjects may be taken from the set of subjects announced by the University under this name.

8/A. §

- (1) Instead of elective courses, students may also choose to participate in voluntary activities advertised in Neptun, which can be fulfilled by participating in learning and career planning activities and training courses offered by the University's departments, with one hour of certified voluntary activity being equivalent to one student working hour. Students may count two credits (60 hours) per semester as volunteering.
- (2) The leader of the activities defined in subsection (1) or the person at the place of performance who has been appointed beforehand and of whom the student has been informed in advance is entitled to verify the accomplishment of the voluntary activity.
- (3) The Vice Dean is entitled to recognize the voluntary activity, and reward it with credits until the end of the semester.

9. §

- (1) Students shall compile their individual timetable in such a way that they first prepare a preliminary timetable taking into account the Student Guide and the Model Curriculum, and then the timetable is finalized during the registration week.
- (2) The Student Guide contains the subjects available in the given semester, sets the minimum number of students to start the course and the maximum number of students that may be accepted. The Student Guide must be publicized in Neptun at least two weeks before the beginning of the instruction period.
- (3) The academic departments concerned and the Directorate of Academic Affairs shall cooperate closely in the announcement of the subjects and the subject registration.
- (4) The individual timetable which has been entered into Neptun and closed by the Directorate of Academic Affairs is considered to be the finalized timetable.
- (5) In the full-time system of GAMF Faculty of Engineering and Computer Science, students take courses on a first-come, first-served basis. The rules for this are laid down in a separate dean's instruction.

9/A. §

- (1) Requests for transfer from another institution and for change of study course, the specialisation, the place of education, the language of studies and work schedule may be submitted from the end of the previous academic term. The deadline for submission is 15 September for the autumn semester and 15 February for the spring semester. The relevant Faculty Credit Transfer and Academic Affairs Committee decide on the acceptance of requests received twice: by the first day of the registration week and after 15 September / 15 February. The Directorate of Academic Affairs must notify the student of the decision within eight days.
- (2) The deadline for the submission of applications for a posterior subject registration in a course is the first working day of the third week of the academic term. The application must be submitted via Neptun, where it will be reviewed by the instructor of the subject concerned. The Vice-Dean will decide whether to authorise the posterior subject registration.
- (3) Beyond the deadline set in subsection (2), applications for a posterior subject registration may only be submitted in circumstances deserving special consideration, with the consent of the Faculty Credit Transfer and the Academic Affairs Committee. Among others, in-patient treatment confirmed with a hospital discharge summary in the full period of the registration week and the acceptance of transfer from another institution are regarded as circumstances deserving special consideration.
- (4) The student may deregister from any of the taken subjects with an application submitted via Neptun until the first working day of the third week of the instruction period.

10. §

- (1)
- (2) Some successfully completed subjects cannot be taken repeatedly.
- (3) Students who already took the subject in the previous semester and obtained the entry 'Signed', but did not sit for the examination or failed it may take the given subject as an exam course.
- (3a)
- (4) Students who obtained the entry 'Refused' or 'Not completed' in any subject must take the subject repeatedly.

Credit regulations

11. §

- (1) In undergraduate programmes, the number of credits required to obtain the course degree:
 - a) in 6-semester programmes 180 credits,
 - b) in 7-semester programmes 210 credits,
 - c) in 8-semester programmes 240 credits.
- (2) During the programme period, up to 110% of the required number of credits is obtainable free of charge.
- (3) During the programme period, set out by the programme and exit requirements, the maximum number of credits obtainable free of charge:
 - a) in 6-semester programmes 198 credits,
 - b) in 7-semester programmes 231 credits,
 - c) in 8-semester programmes 264 credits.
- (4) In Master's programmes, the required number of credits to obtain a course degree is 120. During the programme period, the maximum number of credits obtainable free of charge is 132.
- (5) In higher educational vocational training, the required number of credits to obtain a certification is 120. During the period of the training, the maximum number of credits obtainable free of charge is 132.
- (6) In postgraduate specialist training courses, the training programme contains the number of credits required to obtain a degree, which is at least 60 and 120 at most depending on the length of the training course.

The process of credit recognition

12. §

- (1) At least one third of the maximum number of credits required to obtain a degree must be earned by students in a given programme of the University. A programme means studying in a given study course, in a given training schedule, in a given language and at a given place of education.
- (2) Credits may be awarded for acquiring certain knowledge and skills on one occasion only. The academic performance awarded with credits must be recognized at any higher education institution, regardless of the type of the higher education institution and the level of the training programme at which the credits were obtained. The recognition, on the basis of the subject programmes, takes place solely by comparing the acquired knowledge and skills awarded with the credits. Credits must be recognized if the knowledge and skills compared are at least 75 per cent identical.
- (3) The following documents must be enclosed to the application:
 - a) a certificate of the transcript of records showing the academic results achieved, issued and certified (stamped and signed) by the higher education institution, or
 - b) the certified subject programme descriptions of the prior studies that need to be recognized, except in the case of subjects previously completed at the University,
 - c) a copy of the concerned sections of the registration course book, certified in the above mentioned way, or in its absence the certified registration course book printed from Neptun.
- (4) Students may submit an application for credit transfer related to the subject which needs to be recognized via Neptun until the first working day of the third week of the instruction period. It is

assessed by the course unit leader and /or the instructor of the subject on the basis of the documents that must accompany the application (documentary evidence of completing the subject, the certified syllabus of the subject, the certified description of work experience). The recognition of credits cannot be refused if the knowledge and skills compared are at least 75 per cent identical.

- (5) The Faculty Credit Transfer and Academic Affairs Committee shall make decisions on the applications.
- (6) The application is not admissible:
 - a) in the case of delayed submission;
 - b) if the application form is incomplete or does not meet the formal requirements;
 - c) in the absence of some required documents.
- (7) On the basis of the decision made by the Faculty Credit Transfer and Academic Affairs Committee, the Directorate of Academic Affairs shall enter the subjects accepted into Neptun with the grades assigned to them.
- (8)) Students receive the decision of the Faculty Credit Transfer and Academic Affairs Committee via Neptun.
- (9) The rejection of the application does not entitle the students to submit posterior applications for subject registration.
- (10) If the subject recognized is not taken into account in the academic record of the given semester, the assessment of the subject recognized is not included in the given semester's weighted academic averages as defined in 33. § of these regulations, and it is not included in the credit number of the semester in the financial reclassification process.
- (11) The provisions of this § must also be applied in the case of applications for the recognition of the acquired knowledge and skills in the context of part-field specializations and higher educational vocational training as credit value.
- (12) In the case of transfer from another institution, change of degree, specialisation, the place of training, the language of training and work schedule, the transfer of credits may be applied for by the first working day of the third week of the instruction period following the decision on the transfer.

Cases of credit recognition

13. §

- (1) The student may submit applications for the recognition of prior studies in his/her own or another higher education institution as credits until the first working day of the third week of the instruction period. Subjects recognized by the decision of the Faculty Credit Transfer and the Academic Affairs Committee shall be accepted by the University as subjects completed with a proper credit value, but the subjects accepted in this way are not included in the academic record of the given training period.
- (2) Students may declare the recognition of simultaneous studies or guest student studies at another Hungarian higher education institution as credits at the end of the semester until the first working day of the third week of the instruction period via Neptun. Following the completion of the course, the student shall submit an application for credit recognition until the last day of the examination period to the Faculty Credit Transfer and Academic Affairs Committee. Subjects recognized by the decision of the Faculty Credit Transfer and the Academic Affairs Committee shall be accepted by the University as subjects completed with a proper credit value, but the subjects accepted in this way are not included in the academic record of the given training period.
- (3) The student may submit applications for the recognition of simultaneous studies at the University as credits:

- a. In the case of a subject completed earlier in the simultaneous study course, the student may submit the application until the first working day of the third week of the instruction period of its recognition. The subjects recognized by the decision of the Faculty Credit Transfer and the Academic Affairs Committee shall be accepted by the University as subjects completed with a proper credit value. Subjects accepted in this way are not included in the academic record of the given training period.
 - b. In the case of subjects to be completed in the current semester in the simultaneous course degree, their credit recognition in another simultaneous study course in the current semester may be requested by the student following the completion of the course until the last day of the examination period in the current semester. Subjects recognized by the decision of the Faculty Credit Transfer and Academic Affairs Committee shall be accepted by the University as subjects completed with a proper credit value. Subjects accepted in this way are not included in the academic record of the given training period.
- (4) Students may declare the recognition of studies at foreign higher education institutions as credits until the first working day of the third week of the instruction period to the instructor of the subject or the Vice-Dean of the relevant faculty. Following the completion of the course, students shall submit an application for credit recognition until the last day of the examination period. Subjects recognized with the decision of the Faculty Credit Transfer and the Academic Affairs Committee shall be accepted by the University as subjects completed with a proper credit value. Subjects accepted in this way are included in the academic record of the given training period.
- An application for the recognition of credits earned at a foreign higher education institution in a given semester may be submitted by the last day of the examination period. If the credits are obtained at the foreign institution after the examination period, they may be recognised in the following semester.
- (5) Students may submit an application for the recognition of work and other experience as a given subject until the last day of the registration week. The following documents must be enclosed to the application:
- the employer's certificate as proof of work experience, job description
 - a report of at least five A/4-sized pages, in which students prove that they acquired the knowledge and skills necessary for the completion of the subject through the work experience.
- (6) Subjects recognized in this way with the decision of the Faculty Credit Transfer and Academic Affairs Committee shall be accepted by the University as subjects completed with proper credit value, but they are not included in the academic record of the given training period.

Attending lessons

14. §

- (1) The lecture and the consultation for correspondence students are the places of official information concerning subjects, and an integral part of the training process, in regard to this fact the University shall expect the student to attend them. The University is entitled to keep a record of attendance at lectures and consultations.
- (2) Attendance is compulsory at seminars, practical and laboratory sessions for full-time students, and expected for part-time students.
- (3) In compulsory lessons, in reference to each subject separately, the number of lessons missed cannot exceed one third of the number of lessons specified in the given semester. If the number of lessons missed exceeds the specified proportion, the completion of the subject cannot be recognized.

The instructor may specify in the course description which course dates are compulsory for the successful completion.

Exemption from the obligation to attend lessons

15. §

- (1) Exemption from the obligation to attend lessons may be granted to students who
 - a) have outstanding and proven theoretical / practical performance in some professional field, or
 - b) are involved in nationally or internationally recognised scientific work of a students' scholarly circle, or
 - c) are a University or Faculty Board Member of the Students' Council, or
 - d) wish to study simultaneously at another higher education institution or at another faculty, or in another degree programme of the faculty concerned, and it has been permitted by the host institution or faculty.
- (2) In one semester, students may be exempted from attending the lessons of a subject worth up to 15 credits.
- (3) In the absence of the terms set out in subsection (1), and above the credit value defined in subsection (2) exemption from the obligation to attend lessons may be granted in the case of circumstances deserving special consideration. Among others, the following are qualified as circumstances deserving special consideration:
 - a) competitive sport, and regular participation in national and international competitions of the sport,
 - b) if a student lacks only up to 15 credits to complete the undergraduate course, not counting, however, the credit value of the degree thesis and the professional (field) practice,
 - c) if the corrected credit indices of the previous two active semesters are above 3.0,
 - d) if a student is staying at home for the purpose of childcare, and therefore, receives child care benefit,
 - e) if it is justified by the nature of the disability,
 - f) if a student is an in-patient, or needs regular medical treatment,
 - i) contract-certified internship,
 - j) the establishment or existence of an employment relationship, provided there is no correspondence training schedule in the given study course.
- (4) Applying subsection (3), the following are not qualified as circumstances deserving special consideration:
 - a) the establishment or existence of employment relationship along with a full-time training schedule,
 - b) the simultaneity of contact lessons, excluding, however, the case of simultaneous registration for more than one study course or specialization.
- (5) Exemption from the obligation to attend lessons cannot be granted either under subsection (1) or under subsection (3) in the following cases:
 - a) in the case of taking subjects worth of more than 50 credits per semester,
 - b) in the case of related professional field practice,
 - c) in the case of applications submitted after the deadline,
 - d) in the case of a laboratory exercise involving the use of equipment.
- (6) Irrespectively of subsections (1) - (5), exemption from the obligation to attend lessons shall be granted to Members of Parliament or local government representatives.
- (7) Exemption from the obligation to attend lessons can only be requested for a course taken, and the allowance provided by the exemption means that students must satisfy only the content requirements of the subject permitted, following an individual schedule (reports, field practices,

measurements, mid-term tasks, progress checks), and in the case of deviation from the general subject requirements, the conditions shall be specified individually by the instructor of the subject.

16. §

- (1) The decision on exemption from the obligation to attend lessons shall be made by the Faculty Credit Transfer and Academic Affairs Committee taking into account the opinion of the course unit leader or instructor of the subject recorded in Neptun.
- (2) The application for exemption shall be submitted via Neptun, together with the reasons for the application and supporting documents, by the first working day of the third week of the instruction period.
- (3) The decision shall be passed to the student via Neptun by the Committee. The Directorate of Academic Affairs shall enter the deed of exemption into Neptun.
- (4) The student is obliged to contact the instructor within eight days after having received the decision in order to specify the schedule and the conditions as defined in 15. § (7) of these regulations.

Assessment of student performance

17. §²

- (1) By implementing a five-grade scale³, unless otherwise specified by the faculty, the student's performance is:
 - a) excellent (5) if the performance is 90-100%,
 - b) good (4) if the performance is 80-89%,
 - c) satisfactory (3) if the performance is 66-79%,
 - d) pass (2) if the performance is 50-65%,
 - e) fail (1) if the performance is below 50%.

- (2) By implementing a three-grade scale⁴, unless otherwise specified by the faculty, the student's performance is:
 - a) excellent (5) if the performance is 80 - 100 %,
 - b) satisfactory (3) if the performance is 50 - 79 %,
 - c) fail (1) if the performance is below 50%.

The method of monitoring and assessing academic knowledge

18. §

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

³ Ammended by Senate Resolution 38/2021 (VIII.26.). Effective from:27. 08. 2021.

⁴ Ammended by Senate Resolution 38/2021 (VIII.26.). Effective from:27. 08. 2021.

- (2) The forms of assessment of the subjects are the following:
 - a) continuous assessment, practical course grade,
 - b) examination (end term examination),
 - c) report,
 - d) comprehensive examination.
- (3) The continuous assessment (practical course assessment, practical course grade) can be specified by the curriculum if the practical application of the subject and the assessment of the application skills are possible and necessary from the aspect of the training objective. The student studying in the full-time training schedule must meet the requirements of the subject with continuous assessment during the instruction period. The failed grade cannot be corrected during the examination period. The continuous assessment shall be evaluated according to a five-grade scale.
- (4) The examination (endterm examination) in general comprises the comprehensive assessment of the study material in a subject during one semester. In its context the instructor must decide to what extent the student has acquired the study material and must see if he/she is capable of acquiring further knowledge based on the subject. The end term examination shall be assessed according to a five-grade scale. The activity of the student during the semester may be credited in the exam grade.
- (5) The report is the form of assessment of the knowledge specified in the curriculum and it shall be assessed according to a three-grade scale.
- (6) The comprehensive examination covers the material of several semesters. This form of assessment can be implemented in the case of students solely whose curriculum has specified this from the beginning of their studies.

19. §

- (1) The implementation of the practice-orientated course and the coherent field practice in the undergraduate course are specified by the order of the Dean.
- (2) The acceptance of the professional field practice, the degree thesis/final diploma work subject and the completion of the subject included as a criterion is certified by the instructor by an entry in Neptun.
- (3) On a date fixed by the instructor students are allowed to inspect the evaluation of the written assessment (classroom test, online test, home assignment, planning assignment, examination paper etc.) specified in the subject requirements and they shall be informed of the correct answers.

19/A. §

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

20. §

- (1) The instructor of the subject and the leader of the practical course are entitled to enter the grade of the continuous assessment into Neptun.

- (2) In the full-time training schedule the grade (practical course grade) of the continuous assessment must be entered into Neptun before the last day of the instruction period at the latest.
- (2a) In the correspondence training schedule the grade (practical course grade) of the continuous assessment must be entered into Neptun before the last day of the instruction period at the latest.
- (3) The degree thesis consultant or the leader of the given study course is entitled to enter the acceptance of the degree thesis/final diploma work subject into Neptun.

21. §

- (1) At GAMF Faculty of Mechanical Engineering and Automation, further forms of assessment comprise the final classroom test and the homework assignment.
- (2) The final classroom test may be written not more than twice during the instruction period and during the time of the lesson fixed in the timetable, and it comprises major units of the study material of the given subject during the semester. The final classroom test is assessed according to a 5-grade scale or by using a scoring system. If the final classroom test is marked with a failed grade or is below 50%, the student must be given one occasion to retake it.
- (3) The homework assignment is assigned during the instruction period based on a partially or entirely extra-curricular activity and shall be handed in a specified form and comprises a duty requiring at least 10 hours of individual work. During one instruction period the completion of maximum two pieces of homework assignment per subjects can be specified. The homework assignment must be handed in before the deadline specified in the mid-semester schedule or until the week but last at the latest during the instruction period. The homework assignment is assessed according to a 5-grade scale or by using a scoring system. If the final assignment is marked with a failed grade or is below 50%, the student must be given one occasion to substitute it. The homework assignment handed in beyond the deadline cannot be substituted.
- (4) Other written tests of shorter duration may be planned in the subject requirements of the Faculty.

Organizing examinations and the registration for the examinations

22. §

- (1) The University shall publicize the forms and the schedule of the assessment of the given subject in Neptun at the beginning of the instruction period, while the schedule of the examination period with its opening and closing date shall be announced in the mid-semester schedule.
- (2) The instructors are obliged to announce the examination dates spread evenly within the given period in a way as to enable the students to retake the failed examinations during the examination period.
- (3) The dates of the examinations must be announced evenly in the examination period for at least 3 sessions so that the number of examination places must cover at least one-and-a-half times the number of candidates.

23. §

- (1) The University shall publicize the examination dates and the names of the examiners in Neptun at least 3 weeks prior to the end of the instruction period.
- (2) Students shall register for the examination via Neptun. Only those can take the exams who have got registered for the examination concerned.

- (3) The exam registration can be modified in Neptun until 12 am on the last day preceding the examination.
- (4) Only students who have completed the preliminary requirements for the exam of the subject concerned can be admitted to the examination.
- (5) ⁵Students may attempt to pass the examination 1 time during the 1st week of the instruction period (during the registration week) for subjects that can be taken as examination courses. In the case of an unsuccessful attempt in the first week, the first attempt in the normal examination period will be considered as the second attempt in that examination period. Students must request the announcement of the examination course and their intention to take the examination in the first week by submitting a form called registration weekly examination request of the given subject via Neptun. Late applications for the announcement of an examination course or in connection with the examination may be rejected by the Directorate of Academic Affairs without giving reasons. Examinations are held on the 2-3-4 days of the registration week, for which students may apply from the first day of the registration week.

The order of the examinations

24. §

- (1) Students are obliged to turn up and take the examination on the date chosen by them. In case of non-attendance the academic knowledge of students cannot be assessed.
- (2) On arrival at the examination students are obliged to prove their identity with any official document with a photo (eg. identity card, student card, passport, or driving licence).
- (3) On the basis of the grading sheet printed from Neptun the examiner acknowledges if the student is entitled to take the examination (or not).
- (4) Examinations may also be conducted online on platforms approved by the University.

25. §

- (1) The oral examinations – including the final examinations and the defence of the degree thesis/final diploma work – are open to the public. The public – in view of the personal rights of the student and the discretion and confidentiality obligations of the topic of the exam – may be limited or excluded from the examination.
- (2) The candidate must be given a short period of preparation before the oral examination with personal attendance.
- (3) The examiner or the chairman of the examination board shall be responsible for the proper circumstances of the examination.
- (4) In the case of written examinations, the examiner is, at the request of the student, obliged to show the assessed written test at a pre-determined time.

Offering grades

26. §

- (1) The instructor may offer an examination grade to the student in an exam-based subject with practical or laboratory lessons on the basis of excellent academic achievement during the instruction period.

⁵ Inserted by Senate Resolution 23/2022 (VII.14.) Effective from: 15. 07. 2022.

- (2) The opportunity to offer a grade must be specified in the curriculum requirements at the beginning of the semester.
- (3) Students may solely be offered a grade of excellent or good, or a good pass mark.
- (4) Students are not obliged to accept the grade offered. If students do not accept the grade offered in Neptun it will be deleted at the end of the examination period.
- (5) Students are not obliged to accept the grade offered unless it is a grade of excellent. Instead of accepting it they must complete the requirements of the examination specified in the curriculum requirements.

The pre-examination

27. §

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

Repeating failed examinations (retake exam, repeated retake exam)

28.§

- (1) The retake exam of the same subject may be taken on one occasion only.
- (2) If the retake exam was not successful either and the same person was the examiner during the examination as well as the retake exam, then, at the request of the student, the head of the department responsible for the subject shall ensure that the repeated retake exam is conducted in front of another instructor or examination board.
- (3) A maximum of three examinations in the same subject may be taken during one examination period.
- (4) A maximum of 6 examinations in the same subject may be taken during the full length of the training period, after which the student status is terminated in accordance with the provisions of Nftv.

Retaking a successful examination

29. §

- (1) Students may make an attempt to improve a successful grade of an examination for a better grade on one occasion per semester and per subject.
- (2) The grade received at the improving examination shall be the final subject performance.

The entry of the exam grades into Neptun

30. §

- (1) The examining instructor is entitled to enter the exam grade into Neptun and to modify the exam grade before the end of the examination period.

- (2) The result of the oral examination must be entered into Neptun before the end of the exam date at the latest, the result of the written examination must be entered within three working days after the examination.
- (3) Students can take an objection to the grade entered in Neptun during the full length of the examination period and shall submit it to the instructor entering the grade or the head of the department concerned.⁶ Students shall provide a well-grounded objection justified by an entry signed by the instructor on the performance sheet. In the case of a well-grounded objection the instructor corrects the grade otherwise forwards the objection to the Faculty Credit Transfer and Academic Affairs Committee without any delay.
- (4) Students can take objections to the grade entered in Neptun within 14 days after the examination period. The objection must be submitted to the Directorate of Academic Affairs in writing with the attachment of the performance sheet and the judgement of the instructor entering the grade.⁷ In the case of a well-grounded objection the Director of Academic Affairs corrects the grade otherwise forwards the objection to the Faculty Credit Transfer and Academic Affairs Committee without any delay.
- (5) On one occasion per semester students can request a certified extract from Neptun (terminal registry sheet) verifying the courses fulfilled in the given semester.

Calculation of the academic record

31. §

- (1) The Directorate of Academic Affairs terminates the semester of students in Neptun during the week following the examination period and calculates the academic record.
- (2) The credit index of students must be calculated per teaching period, per semester.
- (3) The final record of the grades obtained must be credited in the credit index.

32. §

- (1) The quantitative and qualitative assessment of the student's performance in a given semester is based on the credit index or the corrected credit index.
- (2) For the calculation of the index subjects which are not terminated successfully shall not be taken into consideration.
- (3) For the calculation of the credit index the product of the credit values of the completed subjects in the semester multiplied by their grades shall be divided by the amount of credits that must be completed during one semester in the case of an average progression (30 credits).
- (4) ⁸The corrected credit index may be calculated from the credit index multiplied by the ratio of credits completed during the semester and credits taken by the student at the registration.

$$CI = \frac{\sum C * G}{30} \quad CCI = CI * \frac{\sum CC}{\sum CT}$$

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

⁶ Modified by Senate Resolution 44/2019.(X.31.). Effective from: 01. 11. 2019.

⁷ Modified by Senate Resolution 44/2019.(X.31.). Effective from: 01. 11. 2019.

⁸ Modified by Senate Resolution 44/2019.(X.31.). Effective from: 01. 11. 2019.

33. §

The weighted academic average shall be used to monitor the academic record of the student. For the calculation of the weighted academic average, the credit values of the completed subjects of the given period shall be multiplied by their grades and then divided by the total amount of the credits of the subjects completed:

$$WAA = \frac{\sum C * G}{\sum C}$$

where: WAA for weighted academic average.

The final (pre-degree) certificate

34. §

- (1) By issuing the final (pre-degree) certificate the University shall declare that the student has fulfilled the academic and examination requirements of the curriculum and the prescribed field practice – except for passing the language examination and preparing the degree thesis (dissertation) – and has earned the prescribed number of credits (including the courses related to the degree thesis).
- (2) The number of credits necessary for the issue of the final certificate must be obtained within a maximum of 10 semesters in the higher educational vocational training, a maximum of 20 semesters in the undergraduate courses, a maximum of 10 semesters in the master's programme and maximum within three times the duration of the course in the postgraduate specialist training.
- (3) In a programme financed through a state grant or in a programme (partially) financed through a state grant the number of credits necessary for the issue of the final certification must be obtained during the training period prolonged by two semesters. The Faculty Credit Transfer and the Academic Affairs Committee shall make a decision on the extension of the subsidized period – by a maximum of four semesters – for disabled students in accordance with Nftv. 47. § subsection (4). If the extension is denied students can continue their studies in the form of self-financed study.

The degree thesis/final diploma work

35. §

- (1) Students studying in university level higher educational vocational training, in undergraduate courses, in master's programmes or in postgraduate specialist training courses must prepare a degree thesis/final diploma work if it is specified in the curriculum.
- (2) The dean's instructions specify the following:
 - a) the date and method of announcing and selecting topics,
 - b) the deadline for handing in the degree thesis /final diploma work,
 - c) the formal requirements of the degree thesis/final diploma work,
 - d) the method of handing in, reviewing, defending, assessing, correcting, and substituting the degree thesis/final diploma work.

36. §

- (1) In the degree thesis/final diploma work students can elaborate a topic recommended by the department concerned or a topic chosen by them and approved by the head of the department organising the final examination.
- (2) Modifying the topic of the degree thesis/final diploma work may be permitted by the head of the department with the approval of the consultants concerned.
- (3) The essay written for the Students' Scholarly Circle can be accepted either in its entirety or after its adaptation as an equivalent to the degree thesis/final diploma work if the jury of the Faculty's Students' Scholarly Circle recommends it to the head of the department. If the grade offered for the thesis is not accepted, the student must defend the thesis during the final examination period.

37. §

- (1) The degree thesis/final diploma work handed in must be reviewed by two consultants and the review can be either internal or external. The department or the faculty organising the final examination shall arrange for the review and all the tasks relevant.
- (2) A professional who is a non-employee by the University with a higher education qualification must be invited to give an external review of the degree thesis/final diploma work. Students may inspect the copy of the written review handed in (except for the evaluation) one week before the final examination.
- (3) The instructor of the department or faculty concerned is responsible for the internal review.
- (4) Should both the internal and the external review be assessed as failed, the degree thesis/final diploma work cannot be accepted.

The final examination

38. §

- (1) The preliminary requirements of admission to a final examination are:
 - a) to obtain the final (pre-degree) certificate,
 - b) to hand in and get the degree thesis/final diploma work accepted,
 - c) to register for the final examination taking into account that
 - ca) for students who took up their studies before 1 September 2012, the final examination must take place within seven years of the date of the final (pre-degree) certificate.
 - cb) for students who took up their studies after 1 September 2012, the final examination must take place within five years of the date of the final (pre-degree) certificate in accordance with the law. Beyond five years the University is not allowed to accept the registration for the final examination out of fairness.
 - d) to complete their obligation of payment towards the University,
- (2) The final examination comprises:
 - a) the defence of the degree thesis/final diploma,
 - b) the oral examination specified in the training and exit requirements,
 - c) the completion of pre-set practices specified in certain study courses.
- (3) The defence of the degree thesis/final diploma work and the oral examination can be completely separated in time, the relevant provisions are specified in the legislation on the training and exit requirements of each study course or in the curriculum.
- (4) After the entry into force of the legislation students must defend their accepted degree thesis within three years of its acceptance. Beyond three years a new degree thesis must be prepared.

39. §

- (1) The student shall register for the final examination in Neptun.
- (2) The final examination shall be taken on one occasion only within one period of final examination.
- (3) Students may retake an unsuccessful final examination not more than three times.

40. §

- (1) The chairman of the final examination board shall be commissioned with the consent of the Faculty Council by the Dean.
- (2) The Dean makes a decision on the structure of the final examination board – except for the person of the chairman – considering the terms of staff conditions specified by the law.
- (3) The Dean is responsible to ensure the place, material, technical and staff conditions of the final examination.
- (4) Minutes must be kept of the final examination signed by the chairman of the final examination board.
- (5) The Dean shall be authorised to regulate the implementation of these regulations at the final examination by Dean's Instruction.

The result of the final examination

41. §

- (1) The result of the final examination must be calculated as defined in subsections (2) - (4), treated in a different way at each faculty, considering the characteristics of the study course.
- (2) At GAMF Faculty of Engineering and Computer Science both the degree thesis/final diploma work and the oral tests shall be assessed according to a five-grade scale. The result of the final examination comprises the simple arithmetic average of the grades obtained.
- (3) At the Faculty of Horticulture and Rural Development both the degree thesis/final diploma work and the oral tests shall be assessed according to a five-grade scale. The result of the final examination comprises the simple arithmetic average of the grades obtained.
- (3A) At the Faculty of Economics and Business both the degree thesis/final diploma work and the oral tests shall be assessed according to a five-grade scale. The result of the final examination comprises the simple arithmetic average of the grades obtained.
- (4) The assessment of the final examination is determined by the final examination board by a vote in a closed meeting. In the case of an equal division of the votes, the chairman shall be given the casting vote.
- (5) The result of the final examination shall be announced by the chairman of the board.
- (6) Should any part of the final examination be assessed with a failed grade, the unsuccessful part of the finals must be retaken.

The degree certification

42. §

- (1) The preliminary requirements of issuing the certification verifying the completion of the higher level studies are the successful final examination and the language exam specified in the training

requirements or the completion of the internal language exam organised by the University under Nftv. 107. § subsection (2).

- (2) The certification is signed by the Dean of the Faculty in charge of the given study course.
- (3) The result of the degree certification is calculated on the basis of the weighted academic average of the total period of study and the arithmetic average of the final examination results as follows:

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

RC = RC' rounded to two decimals

where:

RC: for result of the certification expressed in numbers,

WAA: for weighted academic average calculated for the total period of study without the grade given for the degree thesis/final diploma work,

RF: for result of the final examination;

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

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

Provisions pertaining to students with disabilities

43. §

- (1) Students with a disability are entitled to get adequate circumstances for preparation and examination adapting to their disability and shall be assisted to be able to fulfil the responsibilities arising from their student status. In this context, in compliance with the provisions specified in the present code of studies
 - a) where appropriate they should be exempted from the obligation to take certain courses or certain course elements or to undergo assessment,
 - b) if necessary students shall be exempted from the foreign language exam or a certain part thereof, or the level related requirements of such language exams,
 - c) disabled students shall be given more time to prepare at the exam and shall be afforded the opportunity to use aids at the written test – especially a typewriter, a computer, etc. –, or if necessary, to have a written test instead of an oral one, or an oral test instead of a written one.
- (2) The exemption listed under subsection (1) shall exclusively be granted in the context of the condition justifying such exemption and may not result in exemption from the fulfilment of basic academic requirements.
- (3) The Faculty Committee of Equal Opportunities shall make a decision on the exemption under subsection (1) of this paragraph and on the manner of its implementation, on the recognition of the certified disability and on the granting of the associated allowances on the basis of the students' individual application.

44. §

- (1) Students with a disability shall certify the type and extent of the disability and its temporal or permanent nature by an expert opinion specified in Government Decree 87/2015. (IV.9.) 63. § (1).
- (2) The expert opinion must be enclosed as an attachment with the application submitted in Neptun and its original form must be presented at the Directorate of Academic Affairs.
- (3) A copy of the expert and rehabilitation committee's opinion, as defined in the Act on Public Education, certified by the secondary education institution, is also acceptable.
- (4) The Directorate of Academic Affairs shall make a copy of the expert opinion and retain it in accordance with the law pertaining to the protection of personal data.
- (5) The expert opinion shall be inspected by
 - a) the persons and the decision-making bodies concerned with the exemption on the grounds of disability,
 - b) the persons and the decision-making bodies concerned with the student's social condition and his/her allowances granted, and
 - c) the institutional coordinator.
- (6) Students, in accordance with the provisions of this paragraph, are obliged to present the expert opinion on any changes in their health condition at the Office of Academic Affairs within 15 days of receipt of its notification.

45. §

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

Miscellaneous provisions

46. §

- (1) In accordance with the provisions in Nftv. an entry competence measurement shall take place on the first registration week following the enrolment and an exit competence measurement shall take place during the semester of obtaining the final (pre-degree) certificate.
- (2) Students may be reclassified from self-financed/fee-paying training to a (partially) funded programme/financed through a state grant on condition that they obtained at least 50 credits and reached the weighted academic average specified in Annex 10 of Government Decree 87/2015. (IV.9.) – calculated in the previous full-length instruction period.

46/A. §

- (1) In the case of an entry into Neptun (data registration, cancellation, modification) the person making the entry, the date of the entry and the data entered can be identified (traced) later.
- (2) The following persons are entitled to make an entry into Neptun:
 - a) regarding the personal data of students and the finalization of the registration for the subject: designated staff members of the Directorate of Academic Affairs holding an individual identification code,
 - b) regarding the fulfilment of academic requirements (assessment): the instructor entitled to make the assessment regarding the instruction period concerned,
 - c) regarding the number of credits taken and obtained during the instruction period, the credit index, and the verification of the academic average: the Director of Academic Affairs,
 - d) regarding cases in accordance with the decision of the Faculty Credit Transfer and Academic Affairs Committee, the University Committee of Academic Affairs, the Faculty Committee of Equal Opportunities and the University Committee of Appeals and in cases not listed in the points a) - c) of this subsection: the Director of Academic Affairs.
- (4) The basis for the entry into Neptun is
 - a) regarding personal data: an official decision, an identity card and a certification,
 - b) regarding an official entry related to the fulfilment of academic responsibilities: a decision made by the assigned head or University body,
 - c) regarding an entry of assessment: a progress check and documented fulfilment of the requirements.
- (5) The Directorate of Academic Affairs shall send an electronic notification to the student of any modification or cancellation of the data entered into Neptun, either ex officio or at the student's request, and of any entry on the grading sheet.
- (6) On the basis of the power delegated by the Rector, the Director of Academic Affairs is entitled to justify and verify the entry into Neptun – including the verification of the electronic or paper based extract from Neptun.
- (7) The objection of students related to any entry into Neptun must be dealt with in compliance with the code of studies on the exercise of student's rights and the fulfilment of responsibilities, except that, in the cases and in the ways allowed by these regulations, the modification of data may also be carried out ex officio in accordance with the request.
- (8) Students are obliged to respect the personality rights of others and observe the legal provisions related to data protection. In this context, they are only allowed to take a visual or sound recording of any lesson or examination if all participants present make a prior consent in writing.

Closing and transitional provisions

47. §

- (1) ⁹¹⁰These Regulations were adopted by Senate Resolution 23/2022. (VII.14.).
- (2) ¹¹¹²These Regulations, consolidated with the amendments, shall enter into force on 15 July 2022, following their adoption by the Senate.
- (3) ¹³¹⁴Simultaneously with the entry into force of these Regulations, the Organisational and Operational Regulations, Part Three, Student Requirements, Chapter III, Academic and

⁹ Modified by Senate Resolution 38/2021 (VIII.26.) Effective from: 27. 08. 2021.

¹⁰ Modified by Senate Resolution 23/2022. (VII.14.) Effective from: 15. 07. 2022.

¹¹ Modified by Senate Resolution 38/2021 (VIII.26.) Effective from: 27. 08. 2021.

¹² Modified by Senate Resolution 23/2022. (VII. 14.) Effective from: 15. 07. 2022.

¹³ Modified by Senate Resolution 38/2021 (VIII.26.) Effective from: 27. 08. 2021.

¹⁴ Modified by Senate Resolution 23/2022. (VII.14.) Effective from: 15. 07. 2022.

Examination Regulations, version 2, adopted by the Senate by Resolution 38/2021 (VIII.26.), shall be repealed.

Kecskemét, 15 July 2022.

Dr. habil. Fülöp Tamás

s.k.

Rector

Maráz Vince

s.k.

chief financial officer acting in his capacity as Chancellor