

Annex to Resolution 3/2021. (I.28.) of the Senate of John Von Neumann University



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

***PART THREE***

***ACADEMIC REQUIREMENTS FOR STUDENTS***

***Chapter I.***

***ADMISSION RULES***

2nd VERSION<sup>1</sup>

(consolidated with the amendments)

APPROVED BY: Resolution 3/2021 (I.28.) of the Senate of John Von Neumann University

DATE OF ENTRY INTO FORCE: 29 January 2021.

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<sup>1</sup> Amended by Senate Resolution 3/2021 (I.28.). Effective from 29 January 2021

The Senate of John Von Neumann University, acting in accordance with its authority under Section 12 (3) eb) of Act CCIV of 2011 on National Higher Education (Hungarian abbreviation: Nftv; hereinafter referred to as: 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 Section 423/2012. (XII. 29.) of the Government Decree (hereinafter referred to as "D."), the admission procedure of John Von Neumann University (hereinafter referred to as "the University"), as the first chapter of the Student Requirements System, which is the third part of the Organisational and Operational Regulations of the University, is as follows.

## **ORGANISATIONAL AND OPERATIONAL REGULATIONS OF THE UNIVERSITY**

### ***THIRD PART STUDENT REQUIREMENTS SYSTEM***

#### ***I. CHAPTER ADMISSION RULES***

##### **Conditions for admission to the University** *[to Nftv 40. §, and to D. 18. § (1), 33. § (2) (e), 37. § (2)]*

###### **1. §**

- (1) The general requirement for admission to the University's undergraduate and higher education vocational training is the successful completion of the matriculation examination.
- (2) The admission to a dual training system is granted after the successful admission and enrolment, upon the application by the student. The admission is subject to the selection by the dual partner.

###### **2. §**

- (1) The conditions for the admission to the Master's programme of the University is:
  - a) Bachelor's degree and professional qualifications,
  - b) the language examination specified in the Nftv,
  - c) attendance at an oral hearing.
- (2) The scope of the oral hearing is published on the website of the University and the Faculty, and is sent directly to the candidates, together with the place and date of the hearing.

###### **3. §**

- (1) The University's admission condition for the postgraduate specialist training courses is the preliminary qualification specified in the authorization for starting the course.
- (2) The University may, depending on the nature of the training, require as a prerequisite for application the holding of a specific job, or a specific period of professional experience or additional professional qualifications.
- (3) The University shall publish the prerequisites for application on the website of the Faculty announcing the postgraduate specialist training course in the admission notice of the course.

## **Participation in the compilation of the admission prospectus**

*[to D. 3. §]*

### **4. §**

- (1) The rector is responsible for providing the institutional data required for the compilation of the admission prospectus (hereinafter referred to as the Prospectus).
- (2) The Vice Rector for Education and the Director of Academic Affairs at the institutional level, and the Dean and the Deputy Dean at the faculty level participate in the compilation of the Prospectus.
- (3) The Directorate of Academic Affairs is responsible for the provision of data to the Office of Academic Affairs.
- (4) The Vice Rector for Education and the Director of Academic Affairs may set tasks and deadlines for the Dean and the Deputy Dean in order to fulfil the obligation to provide data.

## **Institutional publication of the Prospectus**

*[to D. 5. § (4)]*

### **5. §**

- (1) The University also publishes the Prospectus on its website.
- (2) The faculties concerned may also publish additional information on the courses advertised and the specificities of the application on the University's website or on their own website, separately from the general rules of the admission procedure and the information concerning the application.
- (3) The preliminary application advertised by the dual partner is published by the faculties concerned on the University's website, and also by the dual partners on their own websites.

## **Calculation of admission points<sup>2</sup>**

*[to D. 15. § (15/A, B), 20. 21. and 24. §]*

### **6. §**

- (1) When applying for the University's undergraduate and higher education vocational training, applicants holding a diploma in higher education or a higher education degree shall be awarded the following points on the basis of the qualification of the diploma certifying the higher education degree:
  - a) if the qualification is a five-level diploma:
    - i) distinction: 400 points
    - ii) excellent: 400 points
    - iii) good: 360 points
    - iv) satisfactory: 320 points
    - v) pass: 280 points for undergraduate studies, 240 points for higher education vocational training
  - b) if the qualification is a four-level diploma:
    - i) excellent (distinction): 400 points
    - ii) good: 360 points
    - iii) satisfactory: 320 points
    - iv) pass: 280 points for undergraduate studies, 240 points for higher education vocational training

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<sup>2</sup> Amended by Senate Resolution 3/2021 (I.28.). Effective from 29 January 2021

- c) if the qualification is a three-level diploma:
  - i) excellent / excellent pass / summa cum laude: 400 points
  - ii) good / well passed / cum laude: 360 points
  - iii) satisfactory (sufficient) / rite: 280 points for undergraduate studies, 240 points for higher education vocational training
- (2) The additional points provided indicated in paragraph 20-21 and 24 (1) of the D. are added to the score under subsection (1) of this paragraph in order to determine the total score obtained by the candidate.
- (3) Candidates to the University's undergraduate and higher education vocational training are entitled, in the cases indicated in paragraph 20 of the D., to obtain the maximum number of additional points specified therein.
- (4) If the conditions set out in paragraph 24 (1) of the D. are fulfilled, the candidates, in order to be ensured equal opportunities, are entitled to the number of additional points specified therein.

### **Provisions for people with disabilities**

*[to D. 24. § (3) and (5)]*

#### 7. §

- (1) The University, in accordance with the nature of the disability, provides applicants with disabilities the conditions for participation in the admission procedure and all the benefits to which persons with disabilities are entitled under the legislation on public education.

### **Admission procedure to Master's programmes of the Faculty of Horticulture and Rural Development**

*[to D. 34 § (2) - (4)]*

#### 8. §

- (1) Candidates for the Master's programme of the Faculty of Horticulture and Rural Development are required to attend an oral hearing conducted by the Admissions Committee of the Faculty of Horticulture and Rural Development (hereinafter referred to as the Committee). The oral hearing may take place in person or online.
- (2) The purpose of the hearing is to assess the knowledge and professional motivation of the candidates for the Master's programme.
- (3) The Committee is responsible for interviewing the candidates and determining their eligibility criteria.

#### 9. §

- (1) The committee of the Faculty of Horticulture and Rural Development consists of three members.
- (2) The chairperson of the committee is elected by the Faculty Council.
- (3) The chairperson and the members are mandated by the Dean.
- (4) A quorum is reached when all three members of the Committee are present.

#### 10. §

- (1) If the number of candidates exceeds 20, another committee may be set up.
- (2) Where there is more than one committee, candidates are allocated to each committee by drawing lots in the presence of the members of the committees.
- (3) The assignment of candidates to committees will be published on the day and at the venue of the oral hearing.

#### 11. §

- (1) The oral hearing may be held in person or online. At the oral hearing, each candidate will draw a test comprising three questions, divided into three different subjects according to the pre-defined requirements.
- (2) The topics for the hearing are drawn up by the members of the committee(s).
- (3) The members of the committee will score the candidate's performance from 0 to 10 points per question, the simple mathematical sum of which will give the points for the hearing.
- (4) The points of the hearing are recorded in minutes signed by the chairperson.
- (5) At the latest at the end of the hearing on the day of the hearing, the chairperson of the committee shall inform the candidate of the score obtained in the hearing.

#### 12. §

- (1) The candidate's admission score will be composed of the points of the oral hearing and the additional points according to subsections (2) - (3) of this paragraph.
- (2) In the cases listed in paragraph 24 (1) of the D., the candidate is entitled to 5 - 5 additional points.
- (3) For the additional performances specified below, the candidate shall receive the following additional points:
  - a) 5 for a second language examination at the advanced level (C1),
  - b) 3 for a second language examination at intermediate level (B2),
  - c) 10 for 1st-3rd place in the OTDK (National Conference of Students' Scholarly Circles),
  - d) 5 for 1st to 3rd place in an institutional TDK (Conference of Students' Scholarly Circles),
  - e) 4 for published/accepted publications.
- (4) When determining the number of points for admission, a maximum of 10 points may be taken into account from the additional points pursuant to subsections (2) - (3) of this paragraph.

### **Admission procedure to Master's programmes of the Faculty of Economics and Business**

[to D. 34. § (2) - (4)]

#### 12/A. §

- (1)
  - (a) Candidates for the Master's programme of the Faculty of Economics and Business are required to attend an oral hearing conducted by the Admissions Committee of the Faculty of Economics and Business (hereinafter referred to as the Committee). The oral hearing may take place in person or online.
  - (b) The purpose of the hearing is to assess the knowledge and professional motivation of the candidates for the Master's programme.
  - (c) The Committee is responsible for interviewing the candidates and determining their eligibility criteria.
- (2)
  - (a) The committee is established by the Faculty Council of the Faculty of Economics and Business and consists of two members. The Faculty Council, if necessary, may elect 1 alternate member (alternate member) to ensure the smooth operation of the committee and to replace a member who is prevented from attending.
  - (b) The chairperson and the alternate member of the committee are also elected by the Faculty Council.

- (c) The alternate member and the chairperson are appointed by the dean, based on the decision of the Faculty Council.
- (d) The quorum is reached when both members are present.
- (3) (a) During the oral hearing, the committee will ask three questions on professional and motivational topics.
- (b) The members of the committee will score the candidate's performance from 0 to 15 points per question, the simple mathematical sum of which will give the points for the hearing.
- (c) The points of the hearing are recorded in minutes signed by the chairperson.
- (d) No later than three days after the end of the hearing that day, the chairperson of the committee shall inform the candidate of the score obtained in the hearing.
- (4) (a) The candidate's admission score will be composed of the points of the oral hearing and the additional points according to subsections (b) - (c) of this paragraph.
- (b) In the cases listed in paragraph 24 (1) of the D., the candidate is entitled to 5 - 5 additional points.
- (c) For the additional performances specified below, the candidate shall receive the following additional points:
- 4 for a second complex language examination at the advanced level (C1)
  - 3 for a second language examination at intermediate level (B2)
  - 2 for the written part of a second language examination at the advanced level (C1)
  - 2 for the oral part of a second language examination at the advanced level (C1)
  - 2 for presentation at a scientific conference
  - 4 for higher education qualifications
  - 2 for 1st-3rd place in an institutional TDK (Conference of Students' Scientific Associations)
  - 1 for special prize in an institutional TDK (Conference of Students' Scientific Associations)
  - 1 for OKJ (National Qualification Register) certificate
  - 3 for 1st-3rd place or a special prize in the OTDK (National Conference of Students' Scholarly Circles)
- (d) When determining the number of points for admission, a maximum of 10 points may be taken into account from the additional points pursuant to subsections (4) b) and c) of this paragraph.

### **Admission procedure to Master's programmes of GAMF Faculty of Engineering and Computer Science**

[to D. 34. § (2) - (4)]

#### 12/B. §

- (1)
- (a) Candidates for the Master's programme of the GAMF Faculty of Engineering and Computer Science are required to attend an oral hearing conducted by the Admissions Committee of the GAMF Faculty of Engineering and Computer Science (hereinafter referred to as the Committee). The oral hearing may take place in person or online.
- (b) The purpose of the hearing is to assess the knowledge and professional motivation of the candidates for the Master's programme.
- (c) The Committee is responsible for interviewing the candidates and determining their eligibility criteria.
- (2) (a) The Committee is established by the supervisor of the Master programme of Engineering and Computer Science and consists of two members.
- (b) The members and the chairperson of the Committee are proposed by the supervisor of the Master's programme.
- (c) The chairperson and the members are mandated by the Dean.
- (d) A quorum is reached when all three members of the Committee are present.

- (3)
  - (a) The date or dates of the oral hearing - if there are more than 20 candidates - are set by the Commission in accordance with the law.
  - (b) After the hearing, the members of the Commission will score the candidate's performance from 0 to 30.
  - (c) A maximum of 90 points out of 100 may be awarded for a motivational interview.
  - (d) The points of the hearing are recorded in minutes signed by the chairperson.
  - (e) At the latest at the end of the hearing on the day of the hearing, the chairperson of the committee shall inform the candidate of the score obtained in the hearing.
- (4)
  - (a) The candidate's admission score will be composed of the points of the oral hearing and the additional points according to subsections (b) and (c) of this paragraph.
  - (b) The candidate is awarded 5 extra points for disability, childcare or handicap.
  - (c) For the additional performances specified below, the candidate shall receive the following additional points:
    - i) 5 for a second complex language examination at the advanced level (C1),
    - ii) 3 for a second language examination at intermediate level (B2),
    - iii) 10 for published/accepted publications,
    - iv) 5 for 1st-3rd place in the OTDK (National Conference of Students' Scientific Associations)
  - (d) When determining the number of points for admission, a maximum of 10 points may be taken into account from the additional points.

#### **Admission procedure for postgraduate specialist training**

*[to Nftv. 39. § (6), and to D. 37. § (2) - (3)]*

#### 13. §

- (1) The application deadline for the autumn semester is 25 August, for the spring semester 25 January.
- (2) The application for admission shall be submitted via the online application form on the University's website, together with the attachments provided for therein.
- (3) Applications for admission are registered by the Directorate of Academic Affairs.
- (4) Admission decisions are made by the dean of the faculty concerned.

#### **Organisation of the Higher Education Entrance Examination** (Hungarian abbreviation: FFSZV; hereinafter referred to as: **FFSZV**)

#### 13/A. §

*[to D. 17. § (8)]*

- (1) The date and the task list of the entrance examination are determined by the Office of Academic Affairs.
- (2) The Director of Academic Affairs shall liaise with the Office of Academic Affairs in the organisation of the higher education entrance examination (institutional contact person of the FFSZV).
- (3) The Director of Academic Affairs is the organiser of the entrance examination.
- (4) The Director of Academic Affairs
  - a) receives the task sheets from the Office of Academic Affairs,

- b) ensures that the task sheets are reproduced,
  - c) ensures that the task sheets are stored in a locked place in such a way that they cannot be seen until the start of the examination,
  - d) ensures the sending out of the scheduled invitations drawn up by the Office of Academic Affairs,
  - e) arranges the conduct of the entrance examination as described in Annex 3,
  - f) ensures that the results of the written examination are recorded in the Gólya programme on the basis of the assessment of the written examination, as follows: pass, fail, no show.
- (5) Candidates may appeal against the decisions taken in the framework of the higher education entrance examination.
- (6) The rules set out in the Student Requirements System shall apply to the appeal procedure, except that the candidate shall submit the appeal to the Office of Academic Affairs, which shall forward it to the University for a professional opinion. After the University has received the opinion of the Board of Studies, the University will return the candidate's appeal to the Office of Academic Affairs, which will take a decision.

### **Procedure fees**

*[to D. 42. §, 44. § (2)]*

#### 14. §

- (1) The basic and additional fees payable during the admission procedure and the amount thereof is determined in accordance with paragraph 42 of the D.
- (2) The fee for the application for further education pursuant to paragraph 42 (5) of the D. is HUF 4500 per faculty. The fee paid is refunded in the cases indicated in paragraph 44 (4) of the D. The procedure fee is charged after successful admission.
- (3) For the purposes of paragraph 42 (6) of the D.
  - a) the special procedural fee for the oral hearing organised in the Master's programme is HUF 4.000.
- (4) The institutional procedural fee for applications for foreign language courses advertised for foreign pursuants to paragraph 44 (2) of the D. is 100 euro.

### ***Specific rules for admission to courses in a foreign language for foreign nationals***

*[to D. 7. § (4), 8. § (4), 9. § (5), 41. § (1)]*

#### 15. §

- (1) Information on courses offered to foreign nationals in a foreign language is published on the websites of the University and the faculty concerned.
- (2) The deadline for application for courses under paragraph (1) above is set by the university for the relevant training cycle.
- (3) The dean of the faculty offering the course is responsible for the conduct of the admission procedure.
- (4) The notice of admission shall contain information on the education and prior qualifications required for admission, the means of proving them, the possibility of an oral hearing prior to admission and the subjects covered by the hearing.



- (5) If the number of candidates exceeds the number of places available, the dean shall organise a three-member admissions committee, composed of the lecturers involved in the training, to interview the candidates.
- (6) The committee's task is to establish a ranking among the candidates on the basis of their knowledge of the subjects related to the training.
- (7) Admission decisions shall be made by the dean on the basis of the recommendation of the committee.

#### 15/A. §

##### Procedure for Stipendium Hungaricum scholarship students

- (1) Students of foreign nationality applying for the Stipendium Hungaricum scholarship may apply for those English and Hungarian language courses of John Von Neumann University which are advertised and with authorised capacity of the SH programme.
- (2) The registration of the applications and the candidates per institution is carried out through the Tempus Public Foundation's electronic platform *Studyinhungary.hu*, through which the institutional contact person(s) can contact the candidates for the scholarship-based training. Documents uploaded by the candidate can be viewed on this platform (Annex 1).
- (3) Applications are assessed on the basis of the documents uploaded, with an attendance or online hearing as necessary (in particular to assess the Hungarian language competence of the candidates for the Hungarian language courses). The SH Admission Committee(s) designated for each programme is responsible for the evaluation and the preparation of the decision proposal (Annex 2).
- (4) The members of the committee: the deputy dean of the faculty initiating the course (the chairperson of the committee), the head of the department concerned, the lecturer delegated by the dean, the student delegated by the University Students' Union.
- (5) The admission decision is made by the Dean of the Faculty of the department of the degree programme.

#### 15/B §

##### Procedure for students applying for an Erasmus part-time course

- (1) Erasmus part-time courses are open to students of foreign nationality who are students of a partner university of John von Neumann University, who are entitled to attend Erasmus courses and to receive credits at the University through the Erasmus bilateral agreement.
- (2) Applications can be submitted via John von Neumann University electronic platform by filling in the following application form: [https://www.uni-neumann.hu/en\\_GB/application](https://www.uni-neumann.hu/en_GB/application)
- (3) Application deadlines: 30 April for the autumn semester; 30 November for the spring semester.
- (4) The Erasmus coordinator of the sending university must also nominate the student applying for the part-time course by email.
- (5) The dean of the faculty or a person authorised by the dean is entitled to assess the applications. Deadline: 7 May for the autumn semester; 7 December for the spring semester.
- (6) The Erasmus coordinator in the institution or faculty notifies the student and the coordinator of the partner university of the admission decision by email.

- (7) Following the admission decision, students of foreign nationality may also contact the Erasmus coordinator in the faculty.
- (8) Courses may be chosen from the list of courses advertised on the University's website and sent to the partner universities in an information letter.
- (9) Faculties are required to compile and submit their course offerings to the Erasmus Office by 25 September for the spring semester and by 25 February for the autumn semester.
- (10) It is the responsibility of the student and the faculty coordinators of both universities to draw up the Learning Agreement between the partner universities and the student.

### **Final provisions**

#### 16. §

- (1)<sup>3</sup> These Regulations were adopted by the Senate by Resolution 3/2021 (I.28.).
- (2)<sup>4</sup> These Regulations, consolidated with the amendments, shall enter into force on 29 January 2021, following their adoption by the Senate.
- (3)<sup>5</sup> Upon the entry into force of these Regulations, the Organisational and Operational Regulations, Part Three Student Requirements System, Chapter I, Admission Regulations, Version 1, adopted by the Senate by Resolution 34/2020 (26.XI.) shall be repealed.

**Kecskemét, 28 January 2021.**

**Dr. Fülöp Tamás**  
Rector

**Nagy Ildikó**  
chief financial officer acting in her capacity as Chancellor

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<sup>3</sup> Amended by Senate Resolution 3/2021 (I.28.). Effective: 29.01.2021

<sup>4</sup> Amended by Senate Resolution 3/2021 (I.28.). Effective: 29.01.2021

<sup>5</sup> Amended by Senate Resolution 3/2021 (I.28.). Effective: 29.01.2021

## **Annex 1.**

### **DOCUMENTS RELATING TO THE ADMISSION PROCEDURE (FOR STUDENTS WITH STIPENDIUM HUNGARICUM SCHOLARSHIP)**

The full application file consists of the following documents (available on the Tempus Public Foundation's *Studyinhungary.hu* website):

- Application form
- Motivation letter
- English language examination certificate (FCE or CAE, IELTS 6+ or TOEFL 79+) and its translation if it is not in English or Hungarian  
Exemption from the English language test obligation is for: native speakers of English or who have studied at an English language secondary school/ higher education institution
- certified photocopy(s) of secondary school diploma(s) or higher education degree(s) and certified English or Hungarian translations of them (if not in English or Hungarian)
- a semester-by-semester description of the content of previous studies and a certified translation into English or Hungarian
- medical certificate
- a certified photocopy of a valid passport
- application form (downloadable from the platform)

Information on the *studyinhungary.hu* website about the admission procedure and deadline:

<http://studyinhungary.hu/study-in-hungary/menu/stipendium-hungaricum-scholarship-programme/apply-for-a-stipendium-hungaricum-scholarship>

### **ADMISSION PROCEDURE FOR FOREIGN STUDENTS WHO PAY THEIR OWN FEES**

The complete application file consists of the following documents:

- completed application form
- motivation letter
- certified photocopy(s) (in English) of secondary school diploma(s) or higher education degree(s)
- a semester-by-semester description of the content of previous studies and a certified translation into English or Hungarian
- English language examination certificate (FCE or CAE, IELTS 6+ or TOEFL 79+)  
Exemption from the English language test obligation is for:  
native speakers of English or who have studied at an English language secondary school/  
higher education institution
- a certified photocopy of a valid passport (with expiry date and place)
- Curriculum vitae in English
- proof of payment of the registration fee by bank transfer

Candidates must complete the application form accurately and send it electronically, together with the required documents, before the closing date for applications.

Once the above documents have been received, the candidate will sit a professional admission test conducted by the admissions committee. After the examination, the committee will make a recommendation on the candidate's admission. The oral part of the admission exam can be held either at John Von Neumann University or via Skype.

Applications are assessed on the basis of the documents uploaded, with a hearing on skype as necessary. The Admission Committee(s) designated for each programme is responsible for the evaluation and the preparation of the decision proposal.

The members of the committee: the deputy dean of the faculty initiating the course (the chairperson of the committee), the head of the department concerned, the lecturer delegated by the dean, the student delegated by the University Students' Union.

The admission decision is made by the Dean of the Faculty of the department of the degree programme.

After the admission test, the university will send the candidate a Letter of Notification of the result of his/her admission.

If the application is accepted, the official Letter of Admission will be sent to the candidate. This certificate must be presented by the candidate at the Embassy or Consulate of the Republic of Hungary in the country concerned when applying for a visa.

**Annex 2.**

**CERTIFICATE OF THE RESULT OF THE PROFESSIONAL ADMISSION  
PROCEDURE**

The ..... **Faculty's Admission Committee** hereby certifies that, on the basis of the accurate and complete application documents submitted by the candidate and the results of the admission procedure, .....**XY**..... **conditionally meets / does not meet** the conditions for admission of the professional admission procedure. The Admission Committee **recommends / does not recommend** that the applicant be admitted to the ..... **undergraduate course** with a start date of 20.... February/September

**In case of rejection, a short justification in English:**

**The members of the Admission Committee:**

XY, the dean or vice dean.....

XY, the head of the department.....

XY, the lecturer delegated by the dean.....

XY, student .....

**Personal data of the applicant:**

Name:

Mother's maiden name:

Place and date of birth:

Citizenship:

Country of residence:

Permanent address:

Passport number, place of issue and expiry date:

Phone number:

E-mail:

Diploma / Degree (institution, type and level of training, serial number and date of issue):

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Chairperson of the committee

Date: .....

I accept the Committee's proposal

.....

The Dean of the ..... Faculty

Date:

### **Annex 3.**

#### Process of the FFSZV:

- seating in the examination room should be arranged so that the candidates do not disturb or assist each other,
- 240 minutes (four hours) are provided for the written test for the candidates,
- the attached guidelines must be followed when allocating and collecting each written part of the examination,
- if the written examination is interrupted by any event, the time missed must be added to the time available,
- the candidate must arrive at the examination venue at least 30 minutes before the time of the written examination,
- at the start of the examination, the identity of the candidates present must be checked,
- candidates are informed of the rules of the written examination and the possible consequences of breaking them, and then the test papers are distributed. Only members of the group designated for the examination may be present when the tests are handed out. After the distribution of the tests, the room supervisor will indicate that the candidates may begin their work and record the time in the examination record. The time allowed for the preparation of the tests shall be calculated from that time.
- Candidates shall not be given any guidance or assistance in completing the task.
- Permanent supervision must be provided in the examination room and in the corridor. It is the responsibility of the supervising teacher/room supervisor to prevent candidates from using unauthorised aids, or getting help from peers or other persons.
- In the written examination, candidates can only work on the centrally issued test paper and on the supplementary papers stamped with the stamp of the higher education institution.
- Drawings must be done in pencil, all other written work in blue or black ink (ballpoint pen). The task paper may require the use of a typewriter or computer.
- Undistributed task papers must be invalidated.
- One worksheet for each examination subject must be attached to the record of the FFSZV examination.
- Candidates are responsible for providing their own writing utensils and aids. The detailed examination requirements and exam specifications specify the equipment to be provided by the organising institution. Candidates may not exchange aids between themselves.
- Candidates must indicate their name on each test paper and additional sheet received, together with the date of the test and the name of the subject on the additional sheets. Drafts and notes may be made only on these sheets.
- During the written examination, only one candidate at a time, and only one at a time if possible, may leave the room. Care must be taken to ensure that candidates do not come into contact with anyone.
- When the candidate leaves the room, he/she hands his/her examination paper to the supervising teacher/room supervisor, who will indicate the exact time of departure and return.
- After completing the written task, the candidate writes the number of the additional sheets used on the title page of the paper. The examination paper containing the solutions and the draft papers must be handed to the supervising teacher/room supervisor either in an envelope or stapled together. The supervising teacher/room supervisor checks, in the presence of the candidate, the number of additional sheets and whether the blank spaces and the draft sheets have been crossed out by the candidate. The envelope is then sealed in the presence of the candidate. The supervising teacher/room supervisor will record the date of completion in the minutes and sign them. After sealing the envelope, the candidate leaves the part of the building reserved for the examination.
- The supervising teachers/room supervisors keep a record of the written examination. The record should include the participants, the seating plan and the events of the examination. The record

shall be signed by the supervising teacher/room supervisor.

- The coordinator of FFSZV will take the record of the written examination and the envelopes containing the papers, together with the blank papers, from the supervising teachers at the end of the time allowed for the written examination. He signs the minutes and attaches them to the examination documents. The coordinator of FFSZV will hand the sealed envelopes containing the solutions, counted, to the teacher who will mark them
- If the supervising teacher/room supervisor detects an irregularity in the written examination, he/she takes the candidate's examination paper, writes down the irregularity and the exact time of the taking, signs it and returns it to the candidate, who can continue the written examination.
- After the written examination has been completed, the coordinator of FFSZV will immediately investigate the irregularity. He shall record his findings in a detailed report. The report shall include statements by the candidate and the supervising teacher/room supervisor and any events which help the investigation of the irregularity. The report shall be signed by the supervising teacher/room supervisor, the coordinator of FFSZV and the candidate. The candidate may add a separate opinion to the report.
- The examination papers for the written examination are corrected by the person(s) designated by the institution, and errors and mistakes are marked in ink of a colour clearly distinguishable from the ink used by the candidate.
- The solutions to the examination questions must be corrected and marked on the basis of the answer key available on the website provided by the Office of Academic Affairs.
- If, in the course of correcting examination papers, the marking teacher comes to the conclusion that the candidate has used an unauthorised aid or assistance, he/she will mark the examination paper with his/her finding.
- The corrected and marked examination papers will be handed over to the coordinator of the FFSZV.
- After the correction, the candidate must be given one working day to view the corrected examination paper.
- Comments can only be made in the case of a correction or a numerical error in the assessment other than those described in the guidelines.
- Candidates must be informed before the written examination where and when they can view their papers and can comment on their marking.
- In the case of school-leaving examination subjects requiring a practical examination, it is the responsibility of the higher education institution to provide appropriate equipment and other conditions (equipment, tools, etc.).