

**ACADEMIC AND EXAMINATION RULES AND
REGULATIONS OF THE UNIVERSITY OF DEBRECEN**

19 April 2024

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INTRODUCTION

The Senate of the University of Debrecen (hereinafter: Senate), in agreement with the Student Self-Governing Body of the University/Student Union (hereinafter: Student Union) in accordance with the provisions of Act CCIV of 2011 on national higher education and 87/2015. (IV.9.) Government Decree on its executive order, taking into account 248/2012. (VIII.31.) Government Decree on certain provisions necessary for the implementation of Act CCIV of 2011 on national higher education, and 283/2012. (X.4.) Government Decree on the system of teacher training, the order of specialization and the list of teacher specializations, hereby stipulate the following Academic and Examination Rules and Regulations for the University of Debrecen.

I.

GENERAL PROVISIONS

SCOPE OF THE REGULATIONS

1. §

- (1) The Academic and Examination Rules and Regulations of the University of Debrecen (hereinafter: Regulations) shall cover the academic and examination matters of students, including Hungarian citizens as well as foreign students with the same legal status as Hungarian citizens (hereinafter: students), studying at the University in one-tier programs, bachelor programs (BSc, BA), master programs (MSc, MA), in postgraduate specialized training courses, higher-level vocational training, partial knowledge training in all forms of financing and tracks.
- (2) Unless otherwise provided by law or international treaty, the provisions of these Regulations shall apply to the study and examination matters of students in English-language programs. The detailed rules for students of English-language programs are set out in the Rules and Regulations.

FACULTY BODIES AND PERSONS RESPONSIBLE FOR ACADEMIC AND EXAMINATION MATTERS

2. §

- (1) The faculty educational committee (hereinafter: educational committee) acts in the first instance in academic and examination matters of students.
- (2) The composition of the educational committee shall be defined in Appendix 4 of the Regulations containing the faculty features. The educational committee and its sub-committees shall have a 50% ratio of student representation with voting power.
- (3) The non-student members of the educational committee shall be delegated by the faculty council, and the student members by the faculty Student Union. The head of the credit transfer sub-committee is a member or permanent invitee of the committee due to his/her position.
- (4) The chair of the educational committee is the vice dean for academic affairs.

- (5) The educational committees of the faculties may also create sub-committees and delegate powers to them.
- (6) The educational committee must establish a credit transfer sub-committee, to which it delegates the power to determine credit equivalence.
- (7) The responsibilities of the educational committee include:
 - transfer of students within the university and from other educational institutions,
 - the examination of student appeals as defined in § 7 (7) of the Regulations, in case the appeal is rejected by the lecturer/educational unit responsible for the course,
 - the establishment and application of a uniform order of procedures concerning academic and examination matters specified in Appendix 4 of the Regulations containing the faculty features.
- (8) Further powers of the educational committee are set out in Appendix 4 of the Regulations containing the faculty features.
- (9) The educational committee shall determine its own rules of procedure and agenda. The educational committee may delegate some of its powers to the chairperson of the committee.
- (10) Students are entitled to submit an appeal against the decisions, actions, or oversight of the faculties with reference to the breach of provisions concerning the legal status of students. An appeal may be submitted in case of disagreement with the evaluation of the fulfilment of academic requirements if the decision is in opposition with the requirements accepted by the University or contradicts the University Organizational and Operational Regulations or the regulations concerning the organization of examinations were breached. The submission and assessment of student appeals is governed by specific university regulations.

STUDENT STATUS

3. §

- (1) Student status is established by enrollment based on the decision on admission or transfer.
- (2) A person who has been admitted or transferred to the university is entitled to become a student after the decision on admission or transfer has become final. An applicant who has been admitted to the university may only establish student status in the semester for which he/she was admitted during the admission procedure. In the case of students starting their first year studies in September 2013 – and then in ascending system – the state (partial) scholarship student declares their commitment to the conditions of the training, a study contract must be concluded with fee-paying students.
- (3) At the request of the student, after enrollment, the dean may authorize the suspension of the student status if, due to childbirth, accident, illness or other unexpected reasons, the student is unable to fulfil his/her academic obligations through no fault of his/her own.
- (4) The student card is the legal document certifying the existence of student status.

The detailed rules for student cards are laid down by law.

- (5) Due to their student status, students at the university exercise individual and collective rights. As specified in Appendix 4 of the present regulations containing the faculty features, the students have certain individual rights and obligations based on their student status even in the so-called passive semesters, however, they are not entitled to receive either financial or fringe benefits during this time period.
- (6) At the beginning of each semester - before the end of the second week of classes - the student shall declare in the Neptun unified academic system (hereinafter: academic system) whether he/she will continue his/her studies (active semester) or take a passive semester. Exception to this shall be made as defined in paragraph (3). Not registering for the given semester is considered a passive semester, and it does not result in the termination of the student status.
A student may take a passive semester instead of an active semester if he/she applies for the suspension of his/her studies within one month of the start of the study period, but no later than 14 October in the fall semester and 14 March in the spring semester. If the student does not request a break in his/her studies (passive semester) or termination of his/her studies by this date, the student status is considered active even if the student does not attend any classes and does not meet the study requirements of any curriculum, furthermore, the student will have the obligations deriving from taking on the Hungarian state scholarship's conditions or from the study contract, regardless of fulfilling the academic requirements.
- (7) The number of passive semesters may not exceed half of the program duration (rounded upwards for courses with uneven number of semesters). In duly justified cases, the dean may extend this period by one semester. Within this period, the duration of consecutive passive semesters may not exceed two semesters. The dean may, at the request of the student, authorise a suspension of the student status for a period of more than two consecutive semesters, or until the end of the study period that already begun, for the given study period, if the student is unable to fulfil his/her educational obligations through no fault of his/her own due to childbirth, accident, illness or any other unforeseen circumstances.
- (8) If a state-financed / (partial) state scholarship student does not get the credits for a subject or fails to fulfill the requirements specified in the curriculum of the subject, after taking the subject four times, the Dean, in their powers delegated by the Rector, shall terminate the student status of the student, or the student may ask for continuing his/her studies in the fee-paying program. The student who, at his/her own request, continues his/her studies in a fee-paying program may take the subject two more times.

If a student pursuing his/her studies in a fee-paying program does not get the credits for a subject or fails to fulfill the requirements specified in the curriculum of the subject, after taking the subject six times, the Dean, in their powers delegated by the Rector shall terminate the student status of the student.

The numbers of subject registrations of a student who has changed the form of financing of his/her studies are added together.

- (9) If, at the end of the academic year, the faculty finds that the state-financed student, who began their studies in the first year in September 2007 – and then in ascending system – did not obtain at least fifty percent of the credits in the model curriculum in the last two active semesters, the student can only continue their studies in the following academic year in the fee-paying program. The number of students affected by this reclassification is up to 15 percent of the students of the faculties participating in state-financed training in the academic year. The classification of a

student in state-financed or fee-paying training is for a period of one academic year.

- (10) State (partial) scholarship students starting their first year in September 2012 – and then in ascending system – must be reclassified to fee-paying training at the end of the academic year if they have not obtained fifty percent of the credits in the model curriculum and have not reached the academic grade average specified in Appendix 4 of the regulations containing the faculty features in the last two active semesters. The student status of a student participating in fee-paying training shall be terminated if the student does not obtain the minimum credit value specified in Appendix 4 of the regulations containing the faculty features in the last two active semesters.
- (11) *Ineffective from 28th April 2023*
- (11/A) From the 2022/2023. academic year onwards, a state (partial) scholarship student starting their studies in the first semester of 2016/2017. academic year – and then in ascending system – must be reclassified to fee-paying training at the end of the academic year if the student has not obtained the credits in the average of the last two semesters specified below or has not reached the academic grade average specified below. An exception to this is the active semester during which the student participates in a partial training abroad with the consent of the institution.

Field of training	Level of training	Number of credits	Weighted academic average
agricultural	higher-level	15	2,5
	vocational training		
	undergraduate		
humanities	graduate	15	3,0
	one-tier		
	undergraduate		
economic sciences	graduate	18	3,0
	higher-level		
	vocational training		
informatics	undergraduate	18	2,5
	graduate	15	2,5
	higher-level	18	3,0
vocational training			
undergraduate			
law	graduate	18	3,0
	one-tier		
	undergraduate		
engineering	undergraduate	18	2,5
	graduate	14	2,5
arts	undergraduate	15	3,0
	graduate	15	2,5
medical and health sciences	undergraduate		
graduate	15		
teacher training	one-tier	18	2,5
	undergraduate	15	3,0
	graduate	15	3,0
one-tier			
sports science	undergraduate		
social science	undergraduate	15	3,0
	graduate	15	3,0

natural sciences	undergraduate	18	2,5
	graduate	15	2,5

- (11/B) Should a student enroll in a course supported by a Hungarian state (part) scholarship terminates his/her student status before the end of his/her studies or continues his/her studies on a self-financed basis for any reason, he/she may be replaced by a student who is studying on a self-financed basis in the same field of study and who fulfils the conditions for remaining in the course supported by a state scholarship. The university decides on the reclassification on the basis of the academic performance of the students on a self-financed basis who apply for reclassification to a course supported by a Hungarian state (part) scholarship.
- (12) The student status shall be terminated,
- if a student has transferred and been admitted to another institution of higher education, upon the day of the transfer,
 - if a student announces that he/she intends to terminate his/her student status, on the day of the announcement,
 - if the student is not allowed to continue his/her studies in the state-financed, state scholarship, partial state scholarship program, and the student does not wish to continue his/her studies in the fee-paying program,
 - on the last day of the semester in which the student has obtained the final pre-degree certificate (absolutorium),
 - if the student status of a student is terminated by the dean, in his powers delegated by the rector, as a result of failure to pay the tuition fees following an ineffectual formal notice and an examination of the social/financial situation of the student, upon the day the decision on the termination of student status comes into effect,
 - upon the day when termination based on disciplinary action comes into effect,
 - the condition defined by the law on national higher education no longer applies for the creation of student status in case of those starting their studies in first year in September 2012 – and then in ascending system – on the day of the ceasing decision becoming final in respect of this subject,
 - if the student participating in a program supported by a Hungarian state (partial) scholarship withdraws his/her declaration pursuant to Section 48/D (2) of the Act on national higher education and does not agree to participate in self-financed training.
- (13) *Ineffective from 1 March 2024*
- (14) The dean, in his powers delegated by the rector, shall be obliged to terminate the student status of a student who started his/her studies before September 2012 and
- fails to fulfil the requirements concerning progression in his/her studies specified in the present regulations and in the curriculum,
 - has failed to register for the next academic semester on two consecutive occasions and has not requested a passive semester,
 - did not commence his/her studies after the passive semester.
- In all three cases, before a decision is made, the student must be called upon at least twice in writing to fulfil his/her obligations by the given deadline and must be informed of the legal consequences of potential non-performance.
- (15) In the case of students starting their studies in the first year in September 2012 – and then in ascending system – the dean, in his powers delegated by the rector, shall terminate the student status of students who

- a) fail to fulfil the requirements concerning progression in their studies specified in the present regulations and in the curriculum,
- b) failed to register for the next academic semester on three consecutive occasions,
- c) did not commence their studies after the passive semester.

In all three cases, before a decision is made, the student must be called upon in writing to fulfil his/her obligations by the given deadline and must be informed of the legal consequences of potential non-performance.

- (16) The institution will notify the student on its decision in a written, paper-based form:
 - if the existence of the student status is concerned,
 - if the student's request is – either partly or entirely – rejected, and therefore the option of legal remedy is available.
- (17) The number of available active semesters until obtaining the final pre-degree certificate for fee-paying students is detailed in Appendix 4 of the present regulations containing the faculty features.
- (18) The continuation of studies under paragraph (8) shall be authorised by the educational committee at the request of the student concerned.
- (19) In case the student status was terminated but the student has been re-admitted to the given program during the admission procedure, the minimum number of credits to be obtained in the last two active semesters is detailed in Appendix 4 of the present regulations containing the faculty features.
- (20) A personal message sent to a student via the academic system in connection with his/her studies is considered a formal written warning, which must draw the student's attention to the legal consequences of non-compliance.
Students having a student status at the institution are bound to follow the official written notices received through the electronic academic system in the course of their active status and to act in accordance with the content of the notice.

II.

PROVISIONS CONCERNING EDUCATIONAL MATTERS

SCHEDULE FOR THE ACADEMIC YEAR

4. §

- (1) The rector shall make a proposal to the Senate on the schedule for the upcoming academic year, after consulting the Student Union. The term time is 13-15 weeks per semester, the examination period is at least 6 weeks.
- (2) The rector and the heads of the faculties may authorise a maximum of 10 days of vacations per academic year. The dates of the study breaks may be determined with the agreement of the Student Union and the faculty-level student unions.
- (3) The Senate may authorise a different timetable from that laid down in paragraphs (1) and (2).

- (4) The duration of a class is 50 minutes, unless otherwise specified in the faculty regulations.
- (5) In case a professional practice, examination or other educational activity is organized outside the academic year, the faculty must define in Appendix 4 of the present regulations containing the faculty features, to which semester the student activity applies, the one before or the one followed by the student activity.
- (6) In the final semester, an examination period and a final examination period must be provided consecutively after the academic term. The examinations shall be arranged in such a way that all students concerned can register and take the examination, and it shall be ensured that the student can repeat the failed examination in the semester in question.

OBLIGATIONS OF STUDENTS IN CONNECTION WITH REGISTRATION, REPORTING AND ADDING COURSES

5. §

- (1) Prior to commencing their studies, students shall appear for registration in person. Registration shall take place at the start of the first academic year in writing and in person.

Other forms of enrollment are also allowed in times of emergency, health crisis and health emergency, provided that after this period, the student is required to present the original documents proving the data for verification purposes. Before the registration period, the University Academic Information Center (hereinafter: UAIC) and the Student Administration Center (hereinafter: SAC) records the personal data of the students admitted in the academic system. During the registration period and throughout the existence of the student status, students are obliged to submit all data defined as compulsory by the Act on national higher education, within a deadline defined by the Registrar's Office or the SAC. Students shall present the original documents in order to verify their data.

Students may ask for the refinement of their data on the enrollment sheet printed from the academic system, and shall verify the accuracy of the data with their signature. There is no need of a new enrollment during the existence of the student status.

- (2) Not later than the end of the second week of the term time, students must either register themselves through the academic system for the current active semester (for all their majors) or request a passive semester, and sign up for courses to be taken as prescribed in the academic system and the appendix of the regulations. Registration for the semester and adding/dropping courses may be freely altered until the end of the second week of the term time. Students are required to check the existence and correctness of their personal details in the academic system during the registration period of every semester, in particular the tax number, social security number, permanent address, previously provided bank account number and ID photo of a standard format.
- (3) Section 3(8) shall apply to subject registration. A student who has changed the form of financing of his/her studies for whatever reason, may register for the same subject

maximum six times.

- (4) Instructors are entitled to allocate students to teaching groups based on educational considerations and their professional competence.
- (5) Students shall report any changes occurring in their personal data within 8 working days from the time of the occurrence. This notification may be made through the electronic academic system in the case of data to which the system provides access. Any other change in personal data shall be reported in person to the SAC or by submitting a document electronically confirming the change. Students shall bear responsibility for the validity of the reported data.
- (6) A student may register for the next academic term even if he/she has not acquired the number of credits for the previous semester as specified in Appendix 4 of the present regulations containing the faculty features.
- (7) Exceptionally, students may change their course enrollment until the end of the fourth week of the academic term, subject to the payment of a procedural fee.
- (8) The student may withdraw his/her registration for an active semester within the first four weeks of the academic term, but no later than 14 October in the case of an fall semester or 14 March in the case of a spring semester, and request a passive semester.
- (9) Medical students starting their university studies before the first semester of the academic year 2011/2012 and beginning the 6th (specialisation) year in 2017 at the latest must enter the subjects taken in the electronic academic system, their lecturers, subject code numbers and credits in the traditional paper-based lecture book as prescribed in Appendix 4 of the present regulations containing the faculty features. The transcript of records is a public document certifying the completion of studies and the award of the diploma (degree), and contains information on the fulfilment of the academic obligations.
- (10) In the event of non-payment of any outstanding payment obligations to the University for the current semester and previous semesters, the student will not be allowed to register for the examination/state examination for the semester in question.

ENROLLMENT TO ADDITIONAL COURSES, SPECIALISATIONS

6. §

- (1) In the bachelor program and the master program there is a possibility for the parallel taking up of a further (second) specialization. Such requests submitted in writing by students are assessed by the Faculty Educational Committee after consulting with the person in charge of the specialization.
- (2) Further information on the enrollment to a new specialisation is given in Appendix 4 of the present regulations containing the faculty features.

LECTURE BOOK/REGISTRY SHEET

7. §

- (1) From September 2016 the academic administration information in the electronic academic system serves as the primary source of information at the university. The electronic academic system provides for the student to acquire a printed form of the information content of the Registry Sheet of his/her own course.

The Registry Sheet and the data provided on the Registry Sheet as defined in paragraph (8) shall be authenticated by the signature of the persons appointed by the SAC/relevant Faculty.

- (2) Students starting their university studies before the 1st semester of the 2011/2012 academic year – excluding students of the Medicine program starting their 6th year the latest in 2017 – will receive a fastened page in their Lecture Books printed from the electronic academic system containing the subject registration and subject completion data each semester (hereinafter: fastening procedure) from the Registrar's Office, who also authenticates the Lecture Book every semester. Students starting their university studies before the 1st semester of the 2011/2012 academic year and students of the Medicine program starting their 6th year the latest in 2017 shall be using their traditional paper form Lecture Book and are required to carry them to exams and have their grades recorded in them.
- (3) From 1 January 2013 onwards – with the exception of students of the Medicine program starting their 6th year the latest in 2017 – in case of an oral examination evaluation is possible on the course completion sheet printed by the student from the electronic administration system. In the case of students of the Medicine program starting their 6th year the latest in 2017 the exam notifications are recorded in the Study Results Booklet with a University logo on it. In case of oral examinations the student document/course completion sheet (the latter in the electronic academic system) is provided by the university. Students shall receive a notification about the entry of their evaluation results at the end of the semester through the electronic academic system followed by entering the grades in the academic system as defined in Appendix 2.
- (4) The instructor shall enter the grades in the electronic academic system, the exam sheet and the Study Result Booklet/course completion sheet as detailed in Appendix 2.
- (5) A follow-up checking of the grades of written tests is possible on the test paper itself, on which the evaluation and signature of the person in charge must be indicated. In the case of e-learning or other electronic systems used in the course of teaching, the document or data on the student's performance stored in the system is the basis for verification.
- (6) Students may make an objection concerning their grades recorded in the academic system within two weeks following the end of the examination period at the lecturer/educational unit responsible for the course. If the objection is justified the grade is to be corrected in the Lecture Book, the student document/course completion sheet as well as the exam sheet, on the basis of the grade written on the exam paper.
When e-learning or other electronic systems are used in education, the document or data on student performance stored in the system is the basis for verification.
- (7) If the objection is not justified by the lecturer/educational unit responsible for the course and is rejected, the student may appeal against this decision to the Faculty Educational Committee.

- (8) Students may ask for an authenticated copy of the Registry Sheet printed from the electronic academic system free of charge once in a semester, containing the following information:
- data of the signed subjects, curriculum units, of each study term (name, code, name of the instructor, credit value, method of assessment, number of study hours per week or per semester, type of course, assessment of the fulfilment of course requirements, date, name of the assessing instructor),
 - data of the completion of the study term, per course (date of completion, number of credits taken, credits completed, (cumulative) weighted grade average, credit index, adjusted credit index, total adjusted credit index).

Students having started their studies before 1st September 2011 may ask for their traditional Lecture Books containing the printed electronic records at the Registrar's Office in justified cases only.

- (9) Rules concerning the fastening procedure and the regulations of the usage of the Registry Sheet are detailed in Appendix 2.

THE CREDIT SYSTEM

8. §

- (1) The University operates an accumulation credit system that measures the workload necessary to fulfil the academic requirements in credits involving academic working hours prescribed as the preconditions for receiving a degree or the certificate of a degree at the University in one tier-programs, in college/university level undergraduate degree programs and complementary programs, in specialized postgraduate non-degree programs, in Bachelor and Master programs (BSc, BA, MSc, MA), in higher-level vocational trainings in all tracks and forms of education. One credit stands for 30 student academic working hours. On average, the completion of an academic year equals 60 credits, and the workload for one semester in the curriculum corresponds to 30 credits.
- (2) The value of the credit, provided that the student's performance has been accepted, does not depend on the assessment of the student's knowledge.
- (3) In the model curriculum recommended by the institution, the number of credits per semester may deviate up to three credits up or down from the thirty credits, taking into account the period of training determined by the institution.
- (4) Credits may be allocated only to courses whose evaluation is carried out on a five-, three- or two-grade scale by administering a grade. Only whole credits may be assigned to a course.
- (5) The allocation of contact hours and credit values to courses (credit allocation) is a part of the curriculum.
- (6) The average number of individual academic working hours determined for the full length of studies may not exceed three times the number of class hours (contact hours) in full-time education, five times the number of class hours in part-time and evening class education, twelve times the number of class hours in correspondence (external) education, and twenty-five times the number of class hours in distance education.

- (7) The curriculum shall specify the system of prerequisites, i.e., the previous completion of other courses required for signing up for certain (individual) courses. A maximum of three other courses or one module of 15 credits at the most (incorporating several subjects either thematically or depending on the training objectives of the major) may be identified as academic prerequisites for a given subject/course. For certain subjects/courses either the previous or the simultaneous completion of other subjects/courses may be accepted or required.
- (8) The university may require the student to take additional credit-recognized subjects in addition to those specified in the major's training and exit requirements. Subjects thus completed and recognized receive a two-level evaluation (completed/excellent, not completed/failed) in the academic system. For the period before the spring semester of the 2021/22 academic year, the credit and grade obtained in this way are not included in the number of credits and weighted academic average determined as a condition for reclassification, and are not included in the stipend index.

EXAMINATION COURSE

9. §

- (1) The examination course is an examination opportunity provided for students who have completed all requirements of a given course to sign up for the examination but did not take or pass the examination itself. In case of exam courses, classes will not be offered.
- (2) In accordance with the regulations concerning course announcements, it is possible to offer exam courses. Exam courses can be initiated by the head of the Educational Organizational Unit, the Faculty Educational Committee or by the Committee of Educational and Student Affairs.
- (3) Registration for an examination course is considered as enrollment in the course and therefore it is included in the number of courses a student had signed up for.

INFORMATION ON THE REQUIREMENTS

10. §

- (1) The dean must ensure that students starting their studies are informed in a documentable way of their obligations and rights, the conditions for obtaining a degree, the schedule and the study requirements for the first semester during their registration.
- (2) In the interest of providing information for the students, the Organizational and Operational Regulations of the University, the Academic and Examination Rules and Regulations, and other relevant rules and regulations concerning the students shall be made accessible on the webpage of the university/faculties.
- (3) The credit-system institutional information packages compiled by the faculties shall contain the following items: the programs, the curricula, the regulations on the acquisition and transfer of credits between different levels of training, and the order of prerequisites, which shall point out what courses are required to have been completed for signing up for other courses.

- (4) Prior to the beginning of each academic term a yearly updated educational guide shall be made available for the students in both Hungarian and English languages in electronic form (Internet/CD).

The general part referring to the University must contain the following information:

- a) the name, address and institution identification number of the institution;
- b) the general characteristics of the institution, the specific conditions of the training supported by the Hungarian state scholarship;
- c) the academic requirements or electronic access to it;
- d) the schedule for the academic year, the academic term time;
- e) administrative order managing educational problems of students, the office hours;
- f) the procedure for applying for the final examination, the parts of the final examination;
- g) the name and contact details of the institutional mobility coordinator or coordinator for students with disabilities; a brief description of their activities;
- h) the student appeal procedure;
- i) how to access academic and career guidance;
- j) a description of the enrollment and registration procedure;
- k) information of interest to foreign students (in particular, how to obtain a residence permit, conditions for access to higher education, living costs, health care, insurance);
- l) the fees and charges levied by the higher education institution, the general conditions of training contracts;
- m) accommodation in halls of residence and student halls;
- n) library and computer services;
- o) sports and leisure activities.

The section of the educational guide containing information about the courses of study, which can be obtained before the end of the semester in which the course is taken, contains:

- a) the curriculum applicable to students with active student status in the given semester; which includes
 - the implementation of the curricular units of the areas of knowledge defined in the training and outcome requirements, broken down by the training time defined in the training and exit requirements,
 - the pre-study obligations,
 - the credit values assigned to subjects and curricular units,
 - criteria requirements,
 - the ways in which student performance is assessed,
 - the conditions for passing the final examination,
- b) for each of the compulsory and optional subjects, curricular units (collectively referred to as "subject"):
 - ba) the name of the subject, the number of contact hours, the number of credits, the code, the number of semesters recommended by the model curriculum, the frequency of the course,
 - bb) the language of education,
 - bc) the education prerequisites,
 - bd) classification of the subject as compulsory, elective or freely chosen,
 - be) the timetable of the subject,
 - bf) the person responsible for the subject and the instructor of the subject,
 - bg) the purpose of the subject's professional content,
 - bh) a short course description of the subject, which will enable the decision of

- credit acceptance, and a description of the knowledge, (sub)skills and (sub)competences to be acquired,
- bi) the academic requirements during the academic year,
 - bj) the assessment of the acquired knowledge, (sub)skills and competences acquired (end-term grade or examination grade),
 - bk) the method of assessment,
 - bl) the study materials available for the acquisition of knowledge, skills and competences,
 - bm) the recommended literature,

The section on departments/institutions in the educational guide includes:

- a) at least 6 weeks before the start of the semester, the list of subjects published by the department/institute (identification, level, prerequisites, instructor, duration, teaching/learning method, assessment method, number of hours and credits),
- b) at least 6 weeks before the beginning of the semester, the list of electives published by the faculty (identification, instructor, duration, teaching/learning method, method of assessment, number of hours and credits),
- c) information on how courses offered by other majors or at other levels of education may be accepted,
- d) interinstitutional agreements on the equivalence of credits,
- e) the forms and scheduling of the knowledge assessment during the training period and the examination period, in particular the starting and finishing dates.

SUBJECT/COURSE REQUIREMENTS

11. §

- (1) The subject requirements are prepared by the academic teaching units.
- (2) The syllabus should include the following:
 - attendance and participation requirements,
 - requirements for mid-term tests, their number, approximate date, possibilities and means of retakes or the fact if they may not be retaken,
 - the conditions for obtaining a mid-semester grade, where the signature of the instructor certifies attendance in class,
 - in the case of a subject leading to an examination, whether the subject is linked to a regularly announced practical/seminar/lab course, the completion of which is a condition for passing the examination,
 - requirements for signing up for an examination preceded by a course the completion of which is evidenced by the instructor's signature,
 - the way in which the grade is determined,
 - a list of compulsory and recommended literature,
 - the credit value allocated to the subject/course.
- (3) The subject requirements determined by the course coordinators shall be made available for the students in a written form during the first week of the given course, comprising information on the dates of end-term tests, the deadlines for the fulfilment of end-term requirements and possibilities for making up or retaking them.
- (4) The subject requirements should be scheduled in such a way that the student has sufficient time to complete the requirements.

- (5) In the case of subjects for which attendance in class is a prerequisite for obtaining a mid-semester grade/practical grade, the instructor will record the fulfilment of this prerequisite in the electronic academic system.
- (6) If the course program requires mid-term exam and the student fails to fulfil this, the given department provides an occasion to repeat it in the academic term time. Should the student fail this occasion as well, a new occasion must be offered until the end of the third week of the exam period to repeat the mid-term exam.
- (7) Should the subject require a parallel practice/seminar/lab as an obligation for the final exam, students are only allowed to sign up for the exam if the seminar/practice/lab is completed. Failure to do so, the entry "not completed" will be entered in the electronic academic system.
- (8) The faculties may provide for the interrelation of subjects in the curricula of the degree courses.
- (9) Faculties must ensure that students can choose from a range of courses with a credit value at least 20% above the total number of credits required for the given major.
- (10) The faculties must provide the possibility for students to take courses with a credit value of 10% more than the total number of credits required for the given major.
- (11) For students starting their studies in September 2013 - and thereafter in ascending order - faculties must ensure that they can take courses taught in Hungarian or a foreign language in addition to the required credits without paying a fee.
- (12) Faculties must ensure that students can take optional courses or participate in a voluntary activity that may be completed instead of these courses for at least 5% of the total credits required for the degree.
Acceptable volunteering activities should be defined by the faculties Appendix 4 of the present regulations containing the faculty features.
- (13) The student shall be provided with a model curriculum, broken down into semesters, according to which he/she will progress and complete the degree within the exact timeframe set out in the training and exit requirements. The student may deviate from this according to his/her individual study plan.
- (14) Where these regulations define the content of the academic obligation, for students who started their studies before the entry into force of the regulations, the obligation defined in the regulations in force at the start of their studies must be applied unchanged, but the faculty can also apply the new academic requirement, provided that it is more favorable for the student.

Based on the decision of the rector, the dean, or the vice dean for academic affairs, in the framework of a review, or, if it is more favourable for the student, the provisions of the regulations may also be applied in ongoing cases.

LANGUAGE EXAM

12. §

- (1) The higher education institution shall ensure the teaching of the foreign language skills that are necessary for the exercise of the professional qualification in the given degree programme, and shall provide the conditions, as part of the

curriculum, for the student to acquire the foreign language skills necessary for the exercise of the professional qualification in the given degree programme. The higher education institution shall, as part of the curriculum, provide the student with the opportunity to be assessed on the acquisition of foreign language skills. The higher education institution may specify in the curriculum a state-recognised language examination or other language proficiency test that may be accepted as foreign language proficiency.

- (2) Appendix 4 of the regulations containing the faculty features specifies the teaching of foreign language skills, the language training, the language exam accepted as a prerequisite for the issuance of the degree certificate, and the possibilities of preparing for the language exam required for obtaining the diploma.
- (3) Credits are to be given from a foreign language for the professional language semester required by the faculty.

PHYSICAL EDUCATION

13. §

- (1) Students at full time programs at the University of Debrecen must take two compulsory contact hours of physical education per week for two semesters at the bachelor (BSc, BA) programs – excluding students at the Faculty of Music -, for one semester at the master (MSc, MA) programs – excluding students at the Faculty of Music -, for three semesters at the one-tier programs – excluding students at the Faculty of Music. Credits may be given in two further semesters for completing freely chosen subjects announced by the Sports Science Coordination Institute.
- (2) Completion of the physical education requirements is a prerequisite to issuing the pre-degree certificate (absolutorium).
- (3) Participation in university physical education classes can be redeemed as follows:
 - involvement in qualified competitive sports activities,
 - certifiable use of university sports services,
 - certifiable involvement in university sports activities,
 - in sporting events organised by the Sports Science Coordination Institute,
 - individual activities in fitness rooms (without the supervision of a trainer or physical education teacher).
- (4) In the case of activities carried out individually, without the supervision of a coach or a physical education teacher, with an external service provider, the signature is conditional on reaching the minimum level of the Hungarofit assessment as defined in the Physical Education Code of Conduct.
- (5) The Head of the Sports Science Coordination Institute will consider requests for exemption and acceptance.

ATTENDANCE

14. §

- (1) The lectures are an integral part of the training process, and therefore the university

expects students to attend them.

- (2) Attendance at seminars/practical sessions is compulsory, depending on individual course requirements. Information concerning the acceptable extent and the consequences of absences and the ways to make up for missed classes are set out in the Appendix 4 of the present regulations containing the faculty features.

STUDENT TRANSFER

15. §

- (1) A student may be admitted to the faculties of the University,
- whose student status is not interrupted, whose student status is not terminated or who is not subject to expulsion as a disciplinary action, and
 - meets the conditions laid down by the host faculty in Appendix 4 of the present regulations containing the faculty features,
 - the Dean of the Faculty decides in the first instance, on the basis of an individual assessment, on the transfer application of a student with a Master's degree.

A transfer is possible from the end of the previous semester until 15th September in the fall semester and 15th February in the spring semester.

Transfer can only be requested between courses of the same level in the same field of training, except for

- as defined in paragraph 17 (7) a),
- from postgraduate to bachelor level,
- the transfer from bachelor or master to higher vocational education.

- (2) The responsibility of making decisions on matters concerning transfer issues at the university shall rest with the Educational Committee while the acceptance of credits earned at another faculty or in an independent institute shall be decided by the Sub-Committee for Credit Transfer of the receiving faculty. The sub-committee may ask professional experts to assist in the preparation of their decision. In the case of a one-to-one equivalency, the Sub-Committee for Credit Transfer shall automatically accept the credits from the sending institution. In the case of a minimum 75% equivalency between the programs of study of courses offered by the sending and the receiving institutions, the number of recognized credits equals to the number of credits the course is worth in the curriculum of the receiving institution.

If the higher credit value of the course offered at the sending institution is the consequence of a significantly higher level of acquired knowledge, surplus credits may be “taken into account” in the credit amount available for freely chosen subjects.

- (3) An agreement between two institutions on mutual or unilateral recognition of subjects may be initiated. Agreements on recognition must be made public and accessible to students.
- (4) A maximum amount of 60 credits for studies accomplished in accredited school-based higher vocational training can be transferred to college level and university level education and to undergraduate programs (BSc, BA), regardless of the fact whether these were obtained earlier in secondary or tertiary student status.
- (5) Further conditions for transfer and the procedural order for transfers shall be

detailed in Appendix 4 of the regulations containing the faculty features.

- (6) Changing major, specialization, institution, language of education and course type is possible from the end of the previous semester until 15th September in the fall semester and 15th February in the spring semester.

CROSS REGISTRATION, COURSE ACCEPTANCE

16. §

- (1) Students of the University may attend lectures and seminars offered at other departments, faculties, or institutions of higher education if it is not restricted or prohibited by the regulations of the hosting institution and they can simultaneously meet their academic obligations in their home institution.
- (2) Students may take the (required or required elective) courses that are offered by the course (course group) of their majors at another institution/faculty and may request the Credit Transfer Sub-Committee upon completing the course and earning the credits (receiving a grade) to recognize the credits of the course. Prior to commencing the semester (signing up for the course at another institution/faculty), students may submit a request to the Credit Transfer Sub-Committee requesting the official opinion of the sub-committee on the matching of at least of 75% in the course material. A substitute course taken at another institution/faculty may be recognised for the number of credits allocated to the substituted course(s) in the curriculum of the degree program.
- (3) Students whose student status has been terminated due to non-compliance with the academic requirements, but who have been re-admitted in a re-admission procedure, may apply to the Faculty Credit Transfer Committee for recognition of the credits they have previously earned in the courses they have taken. The Credit Transfer Committee is also entitled to recognise 100% of the credits previously acquired. Otherwise, the credit transfer rules apply.
- (4) The faculty will also recognise credits earned by the student at other higher education institutions in Hungary or abroad on the basis of an inter-institutional credit equivalence agreement, an individual study agreement with the student or legislation providing for credit transfer. Two subjects shall be considered equivalent if the correspondence between the subjects is at least 75%. The degree of correspondence is assessed by the faculty's dedicated credit transfer subcommittee. This equivalence is subject to credit recognition for the institution within a given institution and between institutions.
- (5) Credits may be awarded for the fulfilment of a specific academic requirement only once within a degree program, but the fulfilled requirement may be recognized by (an) other degree program(s).
- (6) The student must obtain at least 1/3 of the total credits required at the institution that issues the degree.
- (7) Credits earned at a lower level of training that also meet the requirements of the higher level of training should be recognised.
- (8) Knowledge and work experience acquired through prior non-formal, informal

learning may be assessed by the Credit Transfer Sub-Committee as fulfilling an academic requirement. During validation, the knowledge and competencies gained through various ways of study or work experience are compared with the requirements of the given program, and the committee makes a decision of recognition or rejection. An appeal for legal remedy can be submitted to the Committee for Student Matters of Legal Remedy, against the decision of the Credit Transfer Sub-Committee.

- (9) Faculties make an independent decision about the introduction of validation, and the detailed regulation of the procedure are set out in Appendix 4 of the present regulations containing the faculty features. The validation service is subject to a fee.
- (10) Part-time training abroad is a special case of cross registration. Under this scheme, the student studies and takes examinations at a foreign higher education institution by bilateral agreement, subject to the permission of the faculty's educational committee. A student may participate in the study abroad program if he/she fulfils the conditions for the student status laid down in § 3. The student may participate in part-time studies abroad within the framework of an individual study program.
- (11) The Credits earned by students during partial training at higher education institutions abroad shall be recognized according to the provisions of paragraph 4. The conversion of the marks thus obtained is subject to the procedures laid down in the relevant mobility documents, the details of which are determined by the faculties. In a university-coordinated mobility program, a professional practice of at least 2 months, which correlates with the student's education, is recognized with 15 credits.
- (12) Students are entitled to a scholarship for the period of study abroad if they have started their studies abroad with the permission of the higher education institution, have reached the minimum required level for scholarship eligibility in previous semesters, and for undergraduate students if they have completed at least sixty percent of the credits. The scholarship can only be paid if the student has applied for it in accordance with the provisions of the University of Debrecen's Student Fee and Allowance Regulations, is studying in an EEA Member State and has a certificate from the foreign institution confirming the exact duration of the stay and the courses to be completed. The annual amount of the allowance shall be determined by the University's Student Fee and Allowance Regulations.
- (13) For completing the practices prescribed in the curriculum abroad, the preliminary permission of the person responsible for the practice shall be obtained.
- (14) Persons who are not students of the University may attend any lecture held at the University, provided that there are no objective circumstances preventing them from doing so. The faculties may lay down provisions for special situations and for extracurricular activities outside lectures in Appendix 4 of the present regulations containing the faculty features.
The schedule of lectures is available on the faculty websites.

SPECIAL PROVISIONS CONCERNING TEACHER TRAINING

17. §

- (1) The professional and methodological modules of teacher training are taught by the professionally competent faculty, and its academic administration also takes place

there. The subjects of the joint pedagogy-psychology module are taught by the Faculty of Humanities, and the academic administration of these subjects is also done by the Faculty of Humanities. The Faculty of Music provides the teaching of the subjects of the pedagogy-psychology module in the music teacher training, which are not covered by the Faculty of Humanities, and the academic administration of these subjects is also carried out by the Faculty of Music (for more details, see the Faculty of Music appendix of the regulations). The Teacher Training Center coordinates the teacher training activities in the different faculties (e.g. entrance examination, professional aptitude test, organization of the final examination of the divided and undivided teacher training) and the organization of the professional practices related to the teacher training.

The Faculty of Humanities and the Faculty of Health Sciences jointly provide the teaching of the subjects of the pedagogy-psychology module in health teacher master degree program. The academic administration of the subjects is performed by the Faculty of Health Sciences, in coordination with the Teacher Training Center. The professional supervision is performed by the specialized institutes / departments of the Faculty of Humanities.

- (2) At the University of Debrecen, single- and double-major teacher training is provided on a full-time and correspondence basis.

Divided (two-cycle) teacher training

- (3) Students who started their studies before September 2013 can continue their studies in bachelor training pursuant to Act CXXXIX. of 2005 on higher education; and pursuant to 289/2005. (XII. 22.) Government Decree on bachelor and master programs in higher education, and on the procedural order of launching degree courses and 15/2006. (IV.3.) OM (Ministry of Education) Decree on the training and exit requirements of bachelor and master programs, may continue their studies on master teacher training program.

In order to obtain a teacher qualification, two majors can be chosen in any combination from the courses defined in accordance with 15/2006. (IV.3.) OM (Ministry of Education) Decree during the divided double-major teacher training at the University of Debrecen. At the same time, the student can only apply for master teacher training with the pair of majors where obligatory prerequisites have been completed during the bachelor training. The main major is the major corresponding to the bachelor training, while the second major may be the major chosen during teacher specialization. The completion of the pedagogy-psychology module - which is obligatory for the teacher specialization of the bachelor training - is also a prerequisite of the application.

At the University of Debrecen it is also possible to obtain a single-major teacher qualification in the following cases pursuant to 289/2005. (XII. 22.) Government Decree on bachelor and master programs in higher education, and on the procedural order of launching degree courses:

- in the framework of a two-semester, 60 credit training per major in the case of a previously obtained college-level teacher qualification and in the case of university- or college-level teacher qualification in order to obtain another teacher qualification,
- after completing a disciplinary (non-teacher) master's degree in the case of obtaining a teacher qualification corresponding to the disciplinary training program (3 semesters, 90 credits),
- in the field of music education, in parallel with artist master training or obtaining music teacher qualification after obtaining the qualification (2

- semesters, 60 credits),
- after a disciplinary (non-teacher) bachelor training in the field of health sciences in the case of obtaining a teacher qualification corresponding to the disciplinary training program (4 semesters, 120 credits).

Pursuant to Section 12 (2) of 283/2012. (X. 4.) Government Decree on the system of teacher training, the order of specialization and the list of teacher training majors, and pursuant to Act CXXXIX. of 2005 on higher education and pursuant to 289/2005. (XII. 22.) Government Decree on higher education bachelor and master training and the procedure for initiating vocational training and 15/2006. (IV.3.) OM (Ministry of Education) Decree on the training and exit requirements of bachelor and master training, the last new grade of master teacher training can start in September 2016. Under these provisions, the training is phasing-out.

The teacher training system launched in 2013

- (4) In the case of students entering higher education from September 2013, teacher qualification can be obtained by fulfilling the requirements specified in Section 3 (1) of 283/2012. (X. 4.) Government Decree (hereinafter: 283/2012. (X. 4.) Government Decree) on the system of teacher training, the order of specialization and the list of teacher training majors
 - a) in double-major undivided training in general education teacher training courses and certain music teacher training courses,
 - b) in professional teacher training and, with the exception of music teachers and music teachers as defined in point a), in art teacher training in divided training, in teacher master training or in single-major divided training, and in general education teacher training in divided training, in teacher master training in part-time training,
 - c) by completing the requirements of teacher training according to § 3 (1) b) and c) of 283/2012 (X. 4.) Government Decree, in the teacher's degree program taken in parallel with the non-teaching master's degree program or the non-teaching master's degree program or after the master's degree.

- (5) The duration of training in semesters and the number of credits to be obtained according to the different forms of teacher training
 - (5.1.) Full-time
 - a) Unidivided training
 - aa) general education teacher trainings, in double-major trainings 10–12 semesters, 300–360 credits,
 - ab) music teacher trainings, in double-major trainings
 - aba) music teacher trainings 10 semesters, 300 credits,
 - abb) musician teacher trainings 12 semesters, 360 credits,
 - abc) single-major vocational teacher trainings and music teacher trainings 10 semesters, 300 credits.
 - b) Divided (short-cycle) training, starting from September 2017
 - ba) single-major vocational teacher trainings, 120 credits, if, based on the recognition of previously acquired public education work experience, the related individual professional school practice is reduced to 1 semester, 3 semesters, 90 credits.
 - bb) art teacher trainings 4 semesters, 120 credits, in the case of obtaining the

qualification of musician teacher simultaneously with or after obtaining the non-teaching master's degree in the field of art education 2 semesters, 60 credits.

- bc) 2 semesters, 60 credits in a non-teaching master's degree or in a master's degree course taken in parallel with a non-teaching master's degree or in a degree program taken after the master's degree is completed,
- bd) in teacher training leading to another diploma
 - bda) following a primary school teacher qualification, in the same field of study, training aimed at obtaining the secondary school teacher qualification in one major 2 semesters, 60 credits,
 - bdb) following a college-level teacher qualification, in the same field of study, training aimed at obtaining the secondary school teacher qualification in one major 2 semesters, 60 credits, in two majors 4 semesters, 120 credits,
 - bdc) following university- or college-level, or after a master's degree in teaching, in the training to obtain an additional teaching qualification 4 semesters, 120 credits,
 - bdd) following a lower primary school teacher qualification, if the professional knowledge of the teaching qualification is 100 credits, then 4 semesters, 120 credits, if the professional knowledge of the teaching qualification is 130 credits, then the training time is 5 semesters, 150 credits.

(5.2.) Correspondence

- b) divided (short-cycle) training, starting from September 2017
- ba) single-major vocational teacher trainings, 120 credits, if, based on the recognition of previously acquired public education work experience, the related individual professional school practice is reduced to 1 semester, 3 semesters, 90 credits.
- bb) art teacher trainings 4 semesters, 120 credits,
- bc) 2 semesters, 60 credits in a non-teaching master's degree or in a master's degree course taken in parallel with a non-teaching master's degree or in a degree program taken after the master's degree is completed,
- bd) in teacher training leading to another diploma
 - bda) following a primary school teacher qualification, in the same field of study, training aimed at obtaining the secondary school teacher qualification in one major 2 semesters, 60 credits,
 - bdb) following a college-level teacher qualification, in the same field of study, training aimed at obtaining the secondary school teacher qualification in one major 2 semesters, 60 credits, in two majors 4 semesters, 120 credits,
 - bdc) following university- or college-level, or after a master's degree in teaching, in the training to obtain an additional teaching qualification 4 semesters, 120 credits,
 - bdd) following a lower primary school teacher qualification, if the professional knowledge of the teaching qualification is 100 credits, then 4 semesters, 120 credits, if the professional knowledge of the teaching qualification is 130 credits, then the training time is 5 semesters, 150 credits.

Unidivided teacher training

The general requirements for teacher training, the requirements for the preparation of teachers, and the academic and exit requirements for teacher training courses are set out in 8/2013. (I. 30.) EMMI (Ministry of Human Capacities) Decree.

- (6) The general education teacher training of primary and secondary school teachers is based on a joint training phase in a given field. If both a secondary and a primary school teacher qualification can be obtained in the general education teacher training, the student may choose to obtain a primary school teacher qualification or a secondary school teacher qualification when fulfilling the requirements of the joint training phase, at the earliest in the 6th active semester of the training. This decision cannot be later modified by the student.

In the undivided double-major training, the credit value of the joint training phase is 180 credits, of which at least 150 credits must be obtained in proportion to the specialization elements, in order to progress in the double major. (The professional knowledge according to the teaching field in both majors is 75 credits, the pedagogical and psychological knowledge is 30 credits.) The deadline for submitting the request of the student's decision is 30 June in the spring semester and 31 January in the fall semester of the given academic year.

The chosen primary or secondary school teacher training can be started in the semester following the completion of 83% of the 180 credits, 150 credits, specified in the model curriculum. A minimum of 65-65 credits must be completed from the professional knowledge of the teaching major, and a minimum of 20 credits from the pedagogical and psychological knowledge. Until the student fulfills these requirements, they cannot proceed to the second cycle of the training. The credit check is performed by the Teacher Training Center of the university.

- (7) In the undivided teacher training, the student is provided with the following options for change:

a) Changing one of the teaching majors of the double major. – In the undivided double-major teacher training, at the end of the second completed semester, the student may request to change one of the teaching majors to the teaching majors announced in the current admission procedure, if the student has fulfilled the prescribed entrance examination requirements of the chosen major. The first teaching major can only be changed to a first major, while the second teaching major can be changed to a first or second major.

b) Transfer request to one of the bachelor training programs according to the teacher training. – The student may submit a transfer request to the bachelor program of the given field if they have completed at least 60 credits from the professional (major) credits of the teacher training corresponding to the chosen field of study.

- c) Transfer request to undivided double-major teacher training according to the bachelor training. – The student may request a transfer to the undivided teacher training corresponding to the specialization of the bachelor training if the student has completed at least 45 credits of the given course after two completed semesters. The credit control committee decides on the acceptance of previously completed credits in the new training. The precondition for the transfer is that the chosen teacher training has been announced in the current admission procedure and that the student has met the requirements set in the current admission procedure (e.g. advanced level secondary school leaving certificate, aptitude test, language exam). Appendix 4 of the regulations containing the faculty features may subject transfer to the undivided teacher training to additional conditions. Requests must be submitted to the Registrar's Office of the chosen major's faculty, a decision will be made by the dean, taking into account the opinion of the head of the institute / head of department of the chosen major, as well as the director general of teacher training. After the change of major is approved, the student will continue their studies in the faculty of the given major, based on the diploma requirements issued for the academic year following the major change.

The change of major can only be allowed once during the training. A second major

change is only possible through an external (national) admission procedure. The deadline for submitting a major change request is July 15 in the spring semester of the given academic year.

(8) Community pedagogical practice

In general education teacher training, community pedagogical practice parallel to the training provides experience in the areas of organization, management, program preparation and community building of extracurricular activities (camping, study groups, etc.) of the primary and secondary school age group. The practice can be completed during school breaks or during the semester. The duration of the practice is 30 hours; its credit value is 2 credits. The practice can be started after two completed semesters, and must be completed by the 8th semester in primary school (4+1) teacher training and by the end of the 10th semester in secondary school teacher training (even in several installments). The coordination, approval and evaluation of the practice is carried out by the Teacher Training Center.

Portfolio

Students participating in undivided teacher training must create a portfolio. The portfolio is a collection of all documents that contain the personal qualities, studies, knowledge acquired informally and non-formally, skills, abilities, work experience, results that reflect the network of relations needed to work and the attached reflections of the teacher, teacher candidate (other professional).

(9) Thesis

In the undivided teacher training, the credit value of the degree thesis is 8 credits. In the simultaneous teacher training of two majors, one – professional or methodological – degree thesis must be submitted and must be defended as part of the final examination, within the framework of professional comprehensive final examination. It is the competence of the relevant faculty / institute / department to announce the degree thesis topics, to appoint the thesis supervisors, to determine the length and formal requirements of the thesis.

The deadline for choosing the topic of the degree thesis, the method of application is determined by the competent faculty or institute, but the final deadline is 31 May. If the degree thesis of the student is the same as the dissertation that was awarded 1st – 3rd place or a special prize at the OTDK (National Scientific Students' Associations Conference), the grade of the degree thesis is considered excellent.

(10) *Ineffective from 15 February 2023*

(11) Pursuant to 283/2012. (X. 4.) Government Decree on the system of teacher training, the order of specialization and the list of teacher training majors, the last new grade of master teacher training can start in September 2016. Under these provisions, the training is phasing-out.

Simultaneous master teacher training

(12) Students may be admitted to a simultaneous master teacher training if they have to obtain 66 credits or less of the total number of credits to be accumulated in the final year of the non-teaching master training or undivided training in order to successfully complete the academic requirements, and for whom the recommended curriculum of the higher education institution ensures that the period of study in the two simultaneous training programs may be up to one semester longer than the period of study specified in the academic and exit requirements for the non-teaching

master's degree or the undivided degree.

Students admitted to a simultaneous master teacher training can progress their studies according to the short-cycle, 2-semester disciplinary master's degree model curricula for the relevant teaching degree.

- (13) The procedures for teacher training are set out in Appendix 3.

SPECIAL PROVISIONS CONCERNING PARTIAL QUALIFICATION

18. §

- (1) For the purpose of partial knowledge training, a student status may be established for any course or module of the institution - without a separate admission procedure - within the framework of self-financed training with an applicant who does not have a student status with the university.
- (1/A) The institution may also establish a new student status with a student for the purpose of self-financed partial knowledge training. The university issues a micro-certificate of successful completion of the part-time course.
- (2) After the completion of the course, the faculty issues a micro-certificate of the academic achievement from its academic system including the course curriculum, which can be credited towards higher education studies according to the rules of credit transfer.
- (3) The partial knowledge training is mainly used to meet the requirements of newer specialisations and to prepare for a master training program.
- (4) The faculty councils decide on the announcement and commencement of the partial knowledge training, the form of the application, the content and purpose of the training, and the conditions of the application.

III.

PROVISIONS RELATING TO THE VERIFICATION OF KNOWLEDGE

THE EXAMINATION PERIOD

19. §

- (1) At the beginning of the academic term, the faculty is obliged to publish the forms and schedule of the examinations and the order of the examination period, in particular the starting and closing dates, in the academic guide in the usual manner of the faculty. At least three weeks before the end of the examination period, the lecturer in charge of the subject must publish the dates of the examinations, the

names of the examiners, the time and method of registration, the date of publication of the examination results, the possibility of repeating the examination and the registration in the electronic academic system.

- (2) The minimum number of examination dates per subject is three, evenly distributed over the whole examination period. The number of examination places advertised shall be at least 150% of the number of students enrolled in the subject. The last examination place may be designated as an examination place for which only students who already have a grade in the subject may apply.
- (3) Students can apply for the examination through the electronic academic system. Registration for the examination is possible until 12 noon on the working day before the exam and withdrawal from the exam until 0.00 on the working day before the exam. If a student cancels his/her application for an exam, he/she can only re-register for exams where places are available. The instructor is not obliged to reschedule an examination due to cancellations.
- (4) If the examination dates do not allow students to take the examinations properly, the relevant educational committee will examine the matter and decide on the matter at the request of the Faculty Student Council.
- (5) A student who is unable to fulfill the examination obligation arising from his/her student status during the spring examination period of the academic year may take an organized examination outside the academic year with the permission of the dean (hereinafter: TKSZV). The result of the TKSZV must be considered as an examination taken during the exam period belonging to the spring semester of the school year.
If the higher education institution has a place for a Hungarian state scholarship that can be filled, the reclassification decision must be reviewed taking into account the results of the TKSZV and amended if necessary. The TKSZV examination date must be determined in such a way that the student can complete the examination opportunities during the 5 working days preceding the registration week.

THE MAIN FORMS OF TESTING AND ASSESSING KNOWLEDGE

20. §

- (1) The prerequisite-based forms of knowledge assessment (exams), adapted to the specific training objective, are defined by the requirements and the curriculum.
- (2) Assessment of knowledge of the course material
 - five grades: excellent (5), good (4), satisfactory (3), pass (2), fail (1);
 - or three grades: excellent (5), pass (3), fail (1);
 - or two grades: completed/excellent (5), not completed/fail (1).

Satisfying attendance at the sessions required as a prerequisite can be certified by a signature.

- (3) Forms of assessment in the subjects:
 - a) The curriculum may prescribe a practical course/mid-term grade if the practical application of the course and the assessment of the application skills are possible and necessary from the aspect of the training objective. In case of a subject that

is to be assessed by practical/mid-term grade students shall primarily try to obtain assessment of course work and the related credits during the term-time. Assessment shall be carried out according to a five-grade or a three-grade scale. The assessment of practical/mid-term grade (abbreviated as p/m) shall be based upon the results of the tests and assessments during the term.

- b) A report is the assessment of the material specified in the course syllabus which, if successfully delivered, means that the student will earn the relevant amount of credits. It shall be assessed according to a three-grade scale.
 - c) An end-of-semester examination is the comprehensive assessment of the material of a subject/course, generally covering a semester which, if passed, means that the student will earn the relevant amount of credits identified in the course requirements. It shall be assessed according to a five-grade scale.
 - d) A comprehensive examination is the comprehensive assessment of the material of subjects/courses considered fundamental from the aspect of the training objective, generally covering and closing several semesters. Appendix 4 of the regulations containing the faculty features shall carry information on how many compulsory comprehensive examinations the student shall take in the given major and how many credits are allocated to these if passed. It shall be assessed according to a five-grade scale.
- (4) The curriculum shall contain relevant information concerning the deadline for the completion of the professional practice, its requirements, and the means and methods of its assessment and evaluation. The faculty keeps a record of the duration of the external professional practice (teaching practice, field practice), of the credit value and grade received, of the date of completion with the indication of the practice places and with the signature of the supervisor.
 - (5) In the case of subjects/courses that are to be assessed through a report or an end-of-semester examination and that are appended with a follow-up seminar/practice, as well as in the case of subjects/courses that comprise only seminars/practice, the instructors may offer the students a grade on the basis of their term-time performance. The possibility of being offered a grade shall be announced to the students in advance, at the beginning of the semester. Students are not obliged to accept the grade offered and may opt for taking an examination.
 - (6) An unsuccessful mid-term written test cannot result in the student not being allowed to take the examination.
 - (7) A successful mid-term test result can be counted in the end-term exam in the forms of:
 - offered grade,
 - bonus points in the examination result,
 - may be counted towards the examination grade by exclusion of one part (e.g. minimum questions) of the examination.
 - (8) If the instructor (e.g. examiner, supervising person) recognizes the use of any not-allowed tools or methods during the test, the test has to be suspended and the student has to be given grade 1 (fail) or qualification not-compliant. In the case of examinations, it is to be registered in the lecture-book, in the electronic academic system and on the exam-sheet as well. In the case of other types of tests, it is to be registered in writing.
 - (9) If the instructor recognizes any not-allowed methods or tools on the student or the use of these during the examination that constitute the serious violation of academic

obligations (e.g. to carry deactivated electronic or telecommunication devices, use of electronic or telecommunications devices), the test has to be suspended.

In the course of the investigation, the student is obliged to co-operate with the supervising persons and act in accordance with his or her instructions, especially in case of the suspicion of owning or using not-allowed methods or tools. In order to keep the straightness of the examinations the student has to immediately present the tools (even on their bodies or on their clothes) on notification that may be used as subsidiary instruments, and temporarily give it to the supervising person, according to minutes, until the end of the possible investigation.

The student acknowledges that in case the suspicion of owning or using not-allowed methods or tools during the examination rises, disciplinary proceedings may be initiated.

The Dean of the Faculty decides on the initiation of disciplinary proceedings against the student on the basis of the written notification of the instructor, made no later than the next working day.

In the case of examinations, the entry 'not assessable' is to be made in the electronic academic system until disciplinary proceedings have ended. Also, the fact of suspension is to be recorded on the exam-sheet. In the case of other types of tests, the fact of suspension is to be put in writing. At the end of the disciplinary proceedings, the entries made in the Lecture Book and in the electronic academic system are to be identical.

In addition, the number of assessment options is reduced by one.

In the absence of disciplinary proceedings, the provisions of paragraph 8 shall apply.

REGULATIONS CONCERNING PAPERS WRITTEN BY THE STUDENT

21. §

- (1) While fulfilling their obligations students can only use another author's work pursuant to copyright regulations, and to the rules defined by the University's ethical code of conduct and in the current Rules and Regulations, in particular with regard to term papers, theses and dissertations.
- (2) All literary, scientific, artistic or other intellectual materials that are not written by the student are considered as another author's work regardless of its creator, published form, the extent of public content, whether it is copyrighted or not.
- (3) When using an entire or part of a work by another author:
 - the source and the name of the author must be given;
 - the work or part of it – faithful to the original – shall be indicated as quotation.
- (4) Otherwise, the use of the work of another author and the indication of such use shall be governed by the rules of the relevant field.
- (5) Should the students fully or partially violate the rules governing the usage of another author's work, their papers shall be graded as fail (1) and they shall retake the course or resubmit their papers/theses.

22. §

- (1) Students may only take examinations in subjects for which they have registered at the beginning of the semester in accordance with the regulations.
- (2) Students can take the examination on the basis of an individual or group examination plan.
- (3) In order to ensure the impartial conduct and assessment of oral examinations, including the final examination and the thesis defence, they are generally public, the specifics of which are set out in Appendix 4 of the present regulations containing the faculty features. The results of examinations are not made available to other students.
- (4) The student is required to be present at the examination venue at the time the examination starts.
- (5) In an oral examination, candidates should be allowed a short preparation before the examination. The rules for online oral examinations are set out in Appendix 4 of the present regulations containing the faculty features.
- (6) The examiner or the chairman of the examination board is responsible for the smooth running of the examinations and for a calm atmosphere.
- (7) Students may submit a written proof of an excuse for missing an examination within three working days at the Registrar's Office. In this case the Registrar's Office will enter the terms 'did not appear' and 'justified absence' at the same time in the academic system. Missing an exam shall not influence in any way whatsoever the assessment of the students' knowledge. If students fail to appear for the examination, their knowledge cannot be assessed.
- (8) Missing an examination without a legitimate excuse shall result in recording 'not appeared' and 'counts as an exam' at the same time in the academic system and students shall have missed one potential chance for taking the examination in the given semester. If the student fails to sign up for the examination during the educational period or signs up but does not appear on any of the examination occasions, the 'Completed' entry shall remain empty at the end of the examination period in the academic system.
- (9) The grade shall be determined according to the assessment principles announced in advance.

RETAKING A FAILED EXAMINATION**23. §**

- (1) Students may take each examination maximum three times in the same examination period (exam, retake exam, repeated retake exam). If the retake exam was not successful and the same person was the only examiner on the exam and the retake exam too, then upon the student's request it should be ensured that the repeated retake exam is conducted in front of another teacher or examination committee. The students may exercise this right even if the examination is taken in the new semester. The head of the educational unit responsible for the course shall appoint the members of the examination board.

- (2) If students fail to complete their professional practice/internship, or it cannot be accepted on the basis of the work done there, the conditions for making up for this shall be determined according to the provisions of Appendix 4 of the regulations containing the faculty features by the supervisor responsible for arranging the professional practice.
- (3) The head of the faculty may grant permission to take an examination outside the examination period if there is a just and justified reason.

RETAKEING A SUCCESSFUL EXAMINATION

24. §

- (1) If students wish to improve the grade or assessment that they have already received, they may do so in maximum three subjects per semester and once per subject within the examination period in which the grade/evaluation was received. The grade for a revision examination is final unless the result is 'fail', in which case it may be revised in accordance with the rules applicable to failed examinations.
- (2) The grade of a successfully retaken exam cannot be corrected.

CALCULATION OF THE GRADE AVERAGE

25. §

- (1) The adjusted credit index and the stipend index shall be calculated and recorded by the Registrar's Office of the relevant faculty by the help of the electronic academic system following the closing of the examination period.
- (2) For the academic grade average, the weighted grade average shall be taken into consideration. For the calculation, the product of the credit values of subjects graded a pass or higher multiplied by their grades shall be divided by the total amount of credits completed. The calculation shall also take into account the recognised subjects.

$$\text{Weighted grade average} = \frac{\sum \text{completed credits} * \text{grade} (>1)}{\sum \text{completed credits}}$$

- (3) The stipend index (SI) assesses both the quality and the quantity of the work of the students. For the calculation, the product of the credit values of subjects graded a pass or higher multiplied by their grades shall be divided by the total number of credits undertaken. In calculating the stipend index, the recognised subjects are not taken into account.

$$\text{Stipend index} = \frac{\sum \text{completed credits} * \text{grade} (>1)}{\sum \text{credits undertaken}}$$

- (4) The average and the stipend index shall be calculated in a way that the final value shall be rounded to two decimal places.

- (5) *Ineffective from 21 October 2022*
- (6) In the credit system-based education, the instrument for monitoring the performance of a student for a time period exceeding a semester or for the full training is the (cumulative) weighted academic average. For the calculation of the weighted academic average, the product of the credit values of subjects completed in the given time period multiplied by their grades shall be divided by the total number of completed credits. The calculation shall also take account of the subjects recognised.
- (7) For the assessment of the students' performance from the aspects of quality and quantity in one semester, the credit index and the adjusted credit index, for more than one semester the cumulative adjusted credit index is used. For calculating the credit index of a certain training, the product of the credit values of completed subjects multiplied by their grades shall be divided by thirty credits for the case of an average progression. The adjusted credit index may be calculated from the credit index with the multiplication factor corresponding to the ratio of credits completed related to the certain training during the semester and credits undertaken by the student at the registration. Subjects that are completed in the training will be taken into consideration in the calculation process, regardless of whether they were completed at the University of Debrecen or at another institution. The calculation must also take account of recognised subjects.

$$\text{Credit index} = \frac{\sum \text{completed credits} * \text{grade} (>1)}{30}$$

$$\text{Adjusted credit index} = \frac{\text{Credit index} * \sum \text{completed credits}}{\sum \text{credits taken}}$$

The cumulative adjusted credit index should be calculated similarly to the adjusted credit index with the difference that 30 credits for each semester and the number of credits taken and completed in the relevant training must be used. The calculation shall also take into account the recognised subjects.

- (8) Appendix 4 of the regulations containing the faculty features may specify the minimum (cumulative) weighted academic average required after a given academic period for the continuation of studies.

IV.

PROVISIONS RELATING TO THE FINAL PRE-DEGREE CERTIFICATE (ABSOLUTORIUM), THE DEGREE THESIS, THE STATE EXAMINATION, AND THE DIPLOMA

COMPLETION OF THE TRAINING

26. §

- (1) In case the student fulfilled the requirements of issuing the final pre-degree certificate related to his/her training, the institution shall issue the final pre-degree certificate within 20 days from the date of completion, with an issue date of the date of completion. The student shall be informed about the issuance of the pre-degree certificate at the same time.
- (2) A student who has obtained a final pre-degree certificate may take a final examination.
- (3) The final pre-degree certificate forms the appendix of the registry.

DEGREE THESIS

27. §

- (1) As a prerequisite for the final examination, students in one-tier programs, in bachelor programs (BSc, BA), in master programs (MSc, MA), and in specialized postgraduate training programs shall prepare a degree thesis, diploma thesis, diploma work (hereinafter: degree thesis).
- (2) The thesis topics are set out in Appendix 4 of the present regulations containing the faculty features.
- (3) The content requirements of the thesis, the possibility of accepting theses with multiple authors, the general criteria for evaluation and the number of credits allocated to the thesis shall be specified in Appendix 4 of the present regulations containing the faculty features, based on the requirements of the degree program.
- (4) The thesis is supervised by an internal consultant approved by the department, and may be assisted by an external consultant approved by the department.
- (5) The student may also propose a thesis topic, the approval of which will be decided by the relevant head of department.
- (6) The conditions for the acceptance of a TDK (Scientific Students' Associations) thesis as a degree thesis are set out in the Appendix 4 of the present regulations containing the faculty features.
- (7) The degree thesis shall be assessed by the referee(s) and graded by an appointed board of experts on a five-grade scale.
- (8) The thesis must be prepared and submitted on paper and/or electronically. The form, requirements and deadlines for the submission of the thesis are set out in Appendix No 4 on Faculty Specifications of the Regulations. In addition to Appendix No 4 on Faculty Specifications of the Regulations, students are required to upload the electronic pdf version of the thesis - without the declarations that are part of the thesis or must be attached to it, as set out in Appendix No 4 on Faculty Specifications - to the Electronic Archive (DEA) of the University of Debrecen by the deadline for submission set out therein. In the case of an encrypted thesis, the encryption declaration must also be uploaded as a separate file when uploading the thesis. The uploading of theses is monitored by the staff of the faculties' study departments or by the staff of the institute concerned. Failure to upload the document will result in the thesis not being considered as having been submitted. The thesis of a student

who has successfully passed the final examination is stored in its entirety by the university in the DEA, and a record of the uploaded thesis is kept, and is made accessible and searchable without restriction, except for those for those parts which are classified as provided by law, through the academic system operated by the University of Debrecen. The requirements for the storage and record-keeping of the paper version of the thesis are also set out in Appendix No 4. The procedures for handling confidential theses are set out in Appendix No 5.

The student must declare that the electronic and paper forms are identical in all respects.

- (9) The student must declare in the form and manner specified by the faculty that the thesis is his/her own work and that he/she has complied with the copyright regulations.

If the university becomes aware after the final examination, but before the diploma is issued, that the student/former student has presented his/her thesis as his/her own independent work in violation of the rules on the use of the work of another author, it will annul the grade previously awarded for the thesis and classify it as failed. The institution shall notify the student/former student of its decision in writing and shall set a deadline of up to two semesters for the student to complete the thesis again.

If the university learns after the award of the diploma that the former student has presented the thesis as his/her own work in violation of the rules on the use of the work of another author, it will take the necessary legal steps to revoke/invalidate the diploma.

Students must also certify, in the form and manner specified by the faculty, that the thesis is their own work and that they have complied with copyright regulations.

THE FINAL EXAMINATION COMMITTEE

28. §

- (1) The members of the Final Examination Committee are appointed and appointed by the Dean with the approval of the Faculty Council.
- (2) The Final Examination Committee shall have at least two members in addition to the chair. The number of members of the committee is specified in Appendix 4 of the present regulations containing the faculty features. The committee shall be composed in such a way that at least one member is a university or college professor or associate professor and at least one member is either not employed by the university in accordance with the Nftv. or is a lecturer of another faculty/department of the university.
- (3) The assignment of students to the delegated final examination committees is published by the Registrar's Office.

THE FINAL EXAMINATION

29. §

- (1) After obtaining the final certificate (diploma), the student completes his/her studies in the single, undivided, bachelor (BSc, BA) and master (MSc, MA) programs, as well as in higher education vocational training and specialised further education with a final examination.

- (2) The final examination is a test and assessment of the knowledge (skills) required to obtain a higher education qualification, during which the candidate must also demonstrate that he or she can apply the knowledge acquired.
- (3) The conditions for admission to the final examination and the final examination are set out in the requirements for the degree course. A student who starts his/her studies from September 2007 onwards may not be admitted to the final examination if he/she has not fulfilled his/her payment obligations towards the University, any of its faculties or other departments. This provision shall apply in ascending order from September 2007.
A student cannot be admitted to the final examination if he/she has not handed in the University's inventory items (borrowed books, sports equipment, other items specified in Appendix 4 of the present regulations containing the faculty features). The certification of the return (so-called 'circular for leaving the UD') has to be submitted at the faculty's Registrar's Office until the last workday before the state exam.
- (4) Final examinations can be taken during the final examination period following the award of the pre-degree certificate. The final examination must be taken before a board. The rules for the organisation and conduct of the final examination are set out in the Appendix 4 of the present regulations containing the faculty features.
- (5) If a student who started his/her studies after 1 September 2006 does not take his/her final examination before the end of his/her studies, he/she may take it at any time after the end of his/her studies, in accordance with the provisions of the regulations in force at the time of the final examination.
After the seventh year from the date of issue of the final pre-degree certificate, the completion of the final examination may be made conditional, subject to Appendix 4 of the present regulations containing the faculty features.
- (6) Students starting their studies in the first year in September 2012 - and thereafter in ascending order - after the termination of their student status, may take a final examination in any examination period within two years, in accordance with the training requirements in force. Beyond two years from the date of the award of the absolutorium, the final examination may be taken according to the conditions laid down by the faculties. No final examination may be taken after five years from the date of termination of student status.
- (7) The result of the final examination must be calculated in the manner prescribed in the training and outcome requirements for the degree program.
- (8) The final examination may consist of several parts (defence of the thesis, oral, written, practical), as specified in the curriculum.
- (9) If any part of the final examination is failed, the final examination must be repeated in accordance with the provisions of Appendix 4 of the present regulations containing the faculty features.
- (10) The oral examination is graded by the members of the final examination board on a five-grade scale, and the final grade is determined by a closed vote. In the event of a tie, the final grade that is more favourable shall be given to the student. The result of the final examination shall be announced by the chairman of the board.
- (11) A record of the final examination must be kept. The partial results of the final

examination and the qualification of the diploma must also be entered in the traditional lecture book and in the electronic academic system. Additional provisions on the final examination may be laid down in Appendix 4 of the present regulations containing the faculty features.

CORRECTION OF A FAILED FINAL EXAMINATION

30. §

- (1) A second final examination can be taken at the earliest in the next final examination period.
- (2) If the examiner(s) has (have) given the thesis a clearly unsatisfactory grade, as provided for in the Faculty Specifications Appendix 4 to the Regulations, the student may not be take the final examination and must prepare a new thesis. The conditions and the deadline for submission of this degree thesis shall be listed in Appendix 4 of the regulations containing the faculty features.

DIPLOMA

31. §

- (1) Students who have passed the final examination must be awarded the diploma within 30 days of the final examination. The diploma is a public document bearing the coat of arms of the Hungarian Republic, certifying that the studies have been successfully completed in the major identified in the diploma
- (2) The number of credits required to obtain the degree, and the number of credits allocated to the thesis, is determined by the requirements of the given major.
- (3) The minimum amount of credits required in specialized postgraduate non-degree programs shall be 60.
- (4) In the MSc, MA and one-tier trainings, as well as in the traditional university training the diploma shall be furnished with the signatures of the rector of the University of Debrecen (in case of incapacitation with the vice-rector's), other diplomas shall be furnished with the signature of the Dean of the given Faculty (in case of incapacitation with the vice-dean's). The diploma shall also have the stamp of the higher education institute.
The rules of procedure set in the present section are to be applied when signing the clauses of the diploma.
The diplomas issued shall be registered in a central registry.
- (5) *Ineffective from 15 February 2023*
- (6) Information concerning the subjects to be taken into consideration when assessing the diploma according to the qualification and exit requirements shall be included in Appendix 4 of the regulations containing the faculty features.
- (7) The diploma shall be assessed on the basis of the calculation of the grade average as follows:

outstanding	4,81 - 5,00
excellent	4,51 - 4,80
good	3,51 - 4,50

satisfactory	2,51 - 3,50
pass	2,00 - 2,50

- (8) The title of doctor in the case of dentists, medical doctors, lawyers, pharmacists shall be assessed on the basis of the calculation of the grade average as follows:

summa cum laude	4,51- 5,00
cum laude	3,51 - 4,50
rite	2,00 - 3,50

- (9) *Ineffective from 26th October 2023*

- (10) The diploma must be issued in Hungarian and English or in Hungarian and Latin, or in Hungarian and the language of the training in the case of training in a language other than Hungarian. The diploma may be issued in other languages at the request and expense of the student.

- (11) Diplomas in bachelor's, master's and higher vocational education and training must be accompanied by a diploma supplement in Hungarian and English, as defined by the European Commission and the Council of Europe. The Diploma Supplement is a public document.

- (12) Students can earn the credits required for the degree, as specified in the training and exit requirements, during a period of study shorter than the duration of the training and be awarded the degree. The period of study may be shortened in a second or further degree course by the transfer of previously acquired knowledge.

- (13) The diploma awarded after the completion of an undergraduate course, a graduate course, or a one-tier program, and a specialized postgraduate non-degree program entitles its holder to hold the jobs and to pursue the activities defined by the relevant acts and laws.

The English and Latin descriptions of the levels of education corresponding to the degrees certified by the diplomas awarded in Hungary are as follows:

- a) undergraduate degree, 'Bachelor' or 'baccalaureus' (abbreviated: BA, BSc),
- b) graduate degree, 'Master' or 'magister' (abbreviated: MA, MSc).

Holders of a Master degree are entitled to use the designation Master (MSc; MA) after the professional qualification (e.g.: engineer MSc, economist MA, teacher MA/MSc, etc.) as certified by their diploma.

The diplomas of medical doctors, dentists, and lawyers certify a doctorate title. The associated abbreviated forms are as follows: dr. med., dr. med. dent., dr. pharm., dr. jur.

HONOURS DEGREES/DIPLOMAS

32. §

A degree/diploma with honours shall be issued to the student who receives an excellent grade in all the subjects of the state examination, whose grades for the degree thesis and for all the comprehensive examinations, basic exams/ terminal exams are excellent, and the grade average of all his/her other examination grades and seminar grades is minimum 4.00 or better, and who does not have a grade lower than satisfactory among all of his/her grades.

V.

MISCELLANEOUS AND CLOSING PROVISIONS**FEES PAYABLE DURING THE TRAINING****33. §**

Students are obliged to pay the fees and charges set out in the *University of Debrecen's student fees and benefits regulations*.

DEFINITIONS**34.§**

ECTS (European Credit Transfer System): A European credit transfer system that facilitates a greater degree of student mobility among the higher education institutions in Europe for the students of the institutions that accept and approve the basic principles and guidelines of ECTS.

absolutorium (final pre-degree certificate): certifies the successful completion of the examinations prescribed in the curriculum and, with the exception of the thesis, the fulfilment of other study requirements and the acquisition of the credits prescribed in the training and exit requirements, and attests that the student has fulfilled all the study and examination requirements prescribed in the curriculum without any grading or assessment.

active semester: a semester in which the student signs up for courses and completes them (in the given major).

Bachelor's degree (BSc, BA): the first cycle of a multi-cycle, linear education system in which a bachelor's degree (baccalaureus, bachelor; hereafter: bachelor's degree) is awarded to provide a qualification and skills for employment and to prepare for entry into the second cycle of the system, the master's degree.

transfer: the process whereby a student who has a student status at a higher education institution continues his/her studies at another institution, and the student may apply to transfer from another higher education institution if the conditions for termination of the student status are not met.

dual training: a form of training in a practice-oriented bachelor's degree course in engineering, information technology, agriculture, natural sciences, health sciences or economics, a bachelor's degree course in diaconia and social work or a master's degree course in one of these fields of study, in which the practical training takes place at a certified organization within the framework defined by the Dual Training Council, according to the syllabus of the major - defined in accordance with the training and output requirements, containing unique provisions for the training period, training methods, lessons, and the evaluation of acquired knowledge.

individual study hours: the part of studies apart from contact hours, expressed in working hours, that the student spends studying and fulfilling the requirements on average (including the time spent studying in the examination period).

individual study plan: the institutional academic and examination regulations and the curricular requirements provide a possibility for the student to make his/her own choice out of the selection of courses offered for each academic time period according to the

conditions specified in the regulations and curricula.

term (semester): teaching period consisting of five month at the most

student study time: the time necessary for a student of average talent, with average educational background, and of average potential future performance, to successfully complete academic work (among average circumstances) expressed in working hours, i.e., the sum total of contact hours and the individual student working hours.

credits: a measure of student work to fulfil academic obligations, a relative measure of the total number of hours of student work, in accordance with the international convention of 30 hours per credit.

credit allocation: the allocation of subjects and credits in the curriculum.

credit accumulation: the activity of accumulating credits during one's studies. The credits earned in each academic time period shall accumulate to the credits earned previously until the student obtains all the credits required for the diploma (including the credits allocated to the required material as well).

foreign students with the same legal status as students of Hungarian citizenship: a person of non-Hungarian citizenship holding an immigration or residence permit valid for the territory of Hungary or a person qualifying for refugee status according to an additional statute, as of the day of issue of their ID or residence permit.

Master's degree (MSc, MA): the second tier of the multi-tier linear system of training, in which the acquired graduate or Master degree certifies the fact of graduation and the corresponding qualification.

micro-certificate: a certificate issued by a higher education institution for a course containing the course description and credit value as well, that is a document proving the learning outcomes obtained through the completion of a course, module, partial knowledge or micro-training of a higher education institution.

model curriculum: a distribution of subjects in the curriculum into semesters that can be followed by a student who wishes to progress at an average pace by meeting the prerequisite requirements for each subject, by completing (30±3) credits in each semester, and completes the academic requirements within the training period specified in the training and exit requirements.

module: a curricular unit corresponding to the curriculum of the degree program, which includes subjects that are thematically related, related to the educational aim of the degree program or for the purpose of a specialisation, or which summarise knowledge common to several degree programs, modules can be thematically consecutive and interchangeable.

passive semester: a semester in which the student requests a break in his/her studies or if the student does not enrol for the semester in question and this does not result in the termination of his/her student status.

part-time training: training provided in the framework of the training schedule associated with evening or correspondence training. The length of the part-time training – with the exception of the partial knowledge training and the specialised further education - shall equal at least thirty but not more than fifty percent of the contact hours of full-time training

(at least three hundred contact hours per semester). The length of specialised further education shall be between twenty and fifty percent of the contact hours of full-time studies.

specialisation: training that is part of the given major and does not result in an independent professional qualification, but provides special professional knowledge;

major: training which provides a coherent system of training content (knowledge, skills, competences) necessary for the acquisition of a professional qualification;

specialisation: training that results in an independent professional qualification that is part of the given major and provides special professional knowledge;

professional qualification: the recognition in a diploma or higher professional qualification of the professional knowledge acquired at the same time as a bachelor's or master's degree, as well as in further vocational training or higher vocational training, which is defined by the content of the major and the specialisation and prepares the holder for the practice of the profession;

aptitude test: a form of test set by the higher education institution to assess the skills required to perform the chosen qualification, whether the individual has the skills that can be optimally developed to successfully complete the preparation (training) phase;

professional practice/internship: a partially independent student activity in higher education vocational education and training, in undergraduate, graduate and postgraduate trainings, in an external training centre or in a training centre of the higher education institution;

off-site training: higher education training provided in whole or in part in a municipality outside the place of operation of the higher education institution (seat, location).

class (contact hour): a class requiring the personal cooperation of the lecturer for the fulfilment of the academic requirements specified in the curriculum.

subject/course: the professional unit of measurement in the curricular structure of a major, which may be associated with conditions relating to registration and completion.

distance learning: training based on the interactive relationship between instructor and student and independent student work using specific information technology and communication teaching tools and knowledge transfer learning methods, in which the number of lessons does not reach thirty percent of the lessons of the full-time course.

FINAL PROVISIONS

35. §

- (1) The rules were adopted by the Senate of the University of Debrecen by resolution 15/2022 (I. 27.). Its provisions are applicable from 28 January 2022. At the same time of the entry into force of these Regulations, the Academic and Examination Rules and Regulations adopted by the Senate of the University of Debrecen on 22 June 2006 by Resolution 23/2006 (VI. 22.), and amended several times, shall be repealed.

Dr. Zoltán Szilvássy
Rector

APPENDICES

APPENDIX 1.**APPENDIX TO THE ACADEMIC AND EXAMINATION
RULES AND REGULATIONS OF THE UNIVERSITY OF
DEBRECEN ON THE RULES OF ACADEMIC DATA
MANAGEMENT**

The purpose of the student academic records is to ensure the accurate and complete management of the data required by law, which serves as the basis for statistical and other data reporting. It is intended to keep record of the state-funded length of study, student IDs, diplomas, diploma supplements, degrees and certificates issued.

Student records are managed in the electronic academic system. The student's certificate of enrollment, final examination record, registry of issuing a diploma or certificate, enrollment form and training contract must be kept on paper. The electronic academic system contains academic information for each degree program and the URL where further information can be found.

All users who have access to the data managed in the electronic academic system are obliged to know and comply with the legislation on data protection and the related institutional policy.

Pre-enrollment and registration period tasks

1. The student will receive his/her Neptun code electronically together with the central notification of admission to the university, with which he/she must create a valid university network account no later than 15 days before enrollment, using the self-service web interface specified in the notification and according to the procedures set out therein.

The standard format ID picture required for the UniPass card must be uploaded on a separate university registration website, and the bank account number required for transferring benefits, tax ID, social security number, change of address must be uploaded to the electronic academic system. By submitting the above personal data, the student agrees to their processing in the university records.

2. The creation of a valid network ID is a prerequisite for enrollment and use of the electronic academic system, and the uploading of a photo is a prerequisite for the issue of a UniPass card, which enables the student to identify himself/herself within the university and to use the university services.

Enrollment

1. The enrollment form is a document certifying the student's status as a student, which contains:
 - a) the name of the higher education institution and its identification number,
 - b) the name of the current academic year or term,
 - c) the student's name, gender, name at birth, mother's maiden name, place and date of birth, nationality, place of residence, place of stay, notification address and telephone number, e-mail address, in the case of non-Hungarian citizens, the title of residence in Hungary and the document entitling them to stay – under a separate law, in the case of persons enjoying the right of free movement and residence, the document proving their right of residence,
 - d) educational identification number, Neptun code

- e) the name of the course started, the level, the work schedule, the language, the form of financing, the place of training,
 - f) the type of student status,
 - g) the student's tax identification number, social security number,
 - h) in the case of applicants who are classified for training supported by a Hungarian state (partial) scholarship, the applicant's declaration that he/she has read and accepts the conditions of training supported by a Hungarian state (partial) scholarship as stipulated in the Nftv. (Act CCIV of 2011 on National Higher Education),
 - i) the student's declaration of having read the institutional brochure,
 - j) additional information on students' rights and obligations as set out in the institutional regulations,
 - k) the date of completion and authentication of the enrollment form, the signature of the student or the representative of the student,
 - l) the institutional verification,
 - m) a declaration of acceptance of automatic payment by collective invoice and a non-refund clause in case of debt.
2. The enrollment form must be handled on paper.
 3. The personal enrollment in the electronic academic system must be registered with the SAC within 3 working days of the validation of the enrollment form. Each person may only be registered once in the electronic academic system.
 4. The enrollment form, together with its appendices and copies of the documents submitted as admission criteria, which, after being checked against the original document, must be certified by an authorised member of staff of the Registrar's Office of the faculty, must be forwarded to the SAC for safekeeping. The enrollment form will be certified by an authorised member of staff of the SAC within 5 working days of the date of enrollment, provided that the enrollment form does not contain any obstacles to the establishment of the legal status.
 5. A copy of the training contract between the fee-paying student and the institution, signed by both parties, is attached to the enrollment form.
 6. Upon enrollment at the faculty, the student will receive the institutional academic bulletin for their new course, and for students who are self-financed, a training contract will be signed. These documents are appendices to the enrollment form.

Registration

1. The student's request for a passive semester must be assessed within 5 days and the student must be informed of the decision. The fact that permission has been granted must be registered in the academic system within 3 working days of the decision being made in order to ensure that the change is reflected in the subsequent data reporting.
2. For each student, for each degree program, details of the student's suspension, semesters on state-funded/government scholarships and semesters on fee/self-financed courses must be kept.

Certification of student status

1. The student status certificate must be paper-based.
2. The student status certificate is issued by the SAC at the request of the student. The certificate of student status can only be generated from the electronic academic system.

Closing the semester

For each degree program, the Registrar's Office determines the number of credits taken, the number of credits obtained, the number of accumulated credits obtained, the weighted grade average, the stipend index, the credit index and the adjusted credit index, the cumulative adjusted credit index for the semester and the active semesters completed so far.

Entries

1. Entries concerning the registration of a student for semesters, the suspension of the student status, further student status, transfer, the termination of student status, decisions taken on the basis of rights and obligations are recorded in the electronic academic system.
2. In the student's lecture book and in the electronic academic system, the Registrar's Office enters the transcript number, the certification of the final pre-degree certificate, the thesis or degree thesis data and the certificate of completion, the language examination data, the final examination parts and results, the diploma or certificate qualification and the reference number of the resolutions affecting the studies.

Diploma

1. The SAC keeps a central record of the diplomas and certificates awarded in the electronic academic system. The data must be entered in the electronic academic system within 5 working days of issue.
2. The UAIC is responsible for providing information and archiving data on the diplomas issued.
3. The delivery of the diploma, diploma supplement, transcript of records must be registered on paper and signed by the student.
4. The higher education institution uses a diploma and diploma supplement in a form approved by the Educational Authority.
5. The final examination record must be attached to the student's registry sheet.

Diploma Supplement

1. The Diploma Supplement must be issued together with the diploma in Hungarian and English.

2. The UAIC is responsible for providing information and archiving the data on the Diploma Supplements issued.
3. Diploma and diploma supplement forms are handled by the SAC in accordance with the rules on document management.

Visiting student

Students who are admitted as visiting students must also be registered in the electronic academic system and a registration record shall be kept on them.

Termination of student status

1. If for any reason the student status is terminated, it must be registered in the electronic academic system without delay. After the termination of the student status, the student's data must not be deleted from the electronic academic system.
2. Upon the termination of student status, the registry sheet must be printed out. The printed paper extract of the registry sheet will be certified by an authorised member of staff of the SAC. The electronic copy of the certified registry sheet will be placed in the student's personal electronic file. The SAC will provide the student with the certified registry sheet. The document certifying receipt is kept by the SAC and the date of handover is recorded on the registry sheet.
The certified registry sheet is stored on paper by the SAC.
3. Dismissal or expulsion from the institution or the interruption of studies shall be registered in the lecture book as well as the electronic academic system.
4. After the closing of the transcript, the student must be issued with the traditional lecture book or the certified registry sheet extract.

Student card

Student ID cards and their accessories issued to students are managed by the SAC. Registration is managed in the electronic academic system.

Submission of data to the Higher Education Information System (Felsőoktatási Információs Rendszer; hereinafter: FIR)

1. The institution is obliged to notify the FIR within 15 days of the establishment and termination of the student status and of any changes to the student's data as defined by the law.
2. Data on certificates, diplomas and doctoral certificates awarded must be reported to the FIR within 15 days.
3. The UAIC prepares and submits the data to the FIR on the basis of the information in the electronic academic system, in accordance with the legal requirements.
4. The processing of the data communicated to the FIR is carried out by the UAIC. The student's or teacher's education ID can be found in the electronic academic system.

Data modification

1. Within 2 working days, the SAC is obliged to register any changes to the student's data in the electronic academic system.
2. If the student status of a student enrolled in a state-funded/state scholarship course is terminated before the completion of his/her studies or continues his/her studies in a fee-paying/self-financed course, a student studying in a fee-paying/self-financed course may take his/her place. The change in financial status will be registered in the electronic academic system within 2 working days.

Archiving

1. The security of the data in the academic records, the management of backups is the responsibility of the University Computer Center (Informatikai Számítóközpont, ISZK), the archiving of data and the management of archives and the annual archiving of graduates' data is the responsibility of the UAIC.
2. 5 years after the termination of the student's status, all documents the content of which is also recorded on the transcript may be discarded.

Recognized credits

1. The exemption must be entered in the electronic academic system with the appropriate status for subjects completed at another institution, in another course or in a partial training abroad and recognised in the current course. Courses so registered shall be taken into account in the calculation of cumulative credits completed. They shall not be taken into account in the calculation of the stipend index.
2. When determining the cumulative grade point average and credit index, accredited subjects are taken into account with the original grade obtained.
3. The Faculty Credit Transfer Committee decides on the recognition of work experience and other requirements fulfilled in courses not covered by the Higher Education Act.
4. *Ineffective from 26th October 2023*

Transfer of students

If the student continues his/her studies at another higher education institution by transfer, the termination of the student status must be recorded in the traditional lecture book and the electronic academic system with the corresponding reason for termination. A record of the student's transcript for state-funded/state scholarship semesters, disciplinary and compensation information, disability information, and decisions will be printed and placed in the personal file. Then the student's traditional lecture book or certified extract of the registry sheet printed from the electronic academic system and his/her personal file is officially transferred to the receiving institution.

Dormitory register

1. The registration of dormitory statuses and fees is carried out in the electronic academic system.

2. The rules of the dormitory register are laid down in the dormitory regulations.

Replacement of lost documents

1. A duplicate may be issued for a lost traditional lecture book or a certified registry sheet, certificate or diploma printed from the electronic academic system. The replacement will be charged.
2. A new lecture book must be issued in addition to the full traditional lecture book and must be inseparably attached to the original lecture book.
3. A replacement for the destroyed or lost registry sheet shall be issued on the basis of the available records or documents.

APPENDIX 2.

THE PROCEDURE TO BE FOLLOWED DURING THE SIMULTANEOUS USE OF LECTURE BOOK KEPT FROM SEPTEMBER 2016, THE ADHESIVE PROCEDURE AND THE REGISTRY SHEET EXTRACT

Course advertisement, course registration

1. The department is obliged to announce or arrange for the announcement of all courses that can be taken up by students in the electronic academic system no later than the day before the registration week/course enrollment period.
2. The student must register for the courses he/she wishes to take in the given semester in the electronic academic system. Registration for courses is open until the end of the first week of the academic term.
3. In exceptional cases, on the recommendation of the instructor, a change of course enrollment may be requested for a further week, on application and after payment of the special procedural fee specified in the regulations. Modifications authorised by the vice dean for academic affairs will be recorded in the electronic academic system by the authorised member of staff in the Registrar's Office.
4. Within 5 days after the end of the course enrollment period specified in points 2 and 3, the student may raise an objection to the course enrollment data in the electronic academic system with the head of the Registrar's Office. If the record is changed on the basis of the objection, the department concerned must be notified of the change.
5. From the fifth week of the semester onwards, the course enrollment list in the electronic academic system cannot be changed, except in exceptional cases, which may be authorised by the vice dean for academic affairs of the relevant faculty and notified to the UAIC.
6. A backup of the student's course enrollment is made on the final day of the course enrollment period, which is carried out by the UAIC and kept for one year. The student will receive an electronic notification for each successful subject and course enrollment. After the end of the course enrollment period, the student is obliged to check his/her courses and subjects taken during the semester in the electronic academic system.

Review of performance

1. If the grade is based on the performance during the semester, the instructor is obliged to record the grade in writing on the result sheet printed from the electronic academic system, to register it in the electronic academic system, and to record and sign it in the student's document at a predetermined and published date, at the latest by the end of the third week of the examination period.
2. For courses ending with an examination, the instructor is obliged to announce the number of examinations for the entire examination period in the electronic academic system at least three weeks before the end of the academic term, and the dates of each examination in accordance with the requirements of the AER, the

names of the examiners, the date and method of application, the date of publication of the examination results, the possibility of repeating the examination.

3. The student must register for the examination in the electronic academic system.
4. Students are required to present a student ID card or identity card or passport or driving licence to prove their identity at the examination.
5. Instructors may only allow students who have registered for the examination in the electronic academic system and provided proof of their identity to take the examination.
6. The Registrar's Office may enter, delete or modify a grade in the academic system only on the written instructions of the vice dean for academic affairs.
7. In case of oral examinations
The examiner is obliged to enter and sign the grade on the examination paper, the student's document/examination sheet and to ensure that the grade is registered in the electronic academic system by the end of the third working day after the examination - in case of examinations taken on the last days of the examination period, by the last day of the examination period at the latest.
8. In case of written examinations
 - The correction of papers and the registration of the grades in the academic system must be completed within five working days of the date of examination. If there are less than five days between the writing of the examination paper and the last day of the examination period, the correction and the registration of the grade in the electronic academic system must be completed by 12 o'clock on the first working day following the examination period at the latest.
 - The examination paper, which must bear the evaluation and the name and signature of the evaluator, is used as a means of subsequent verification of the grade and must be kept by the instructor until the beginning of the next examination period.
 - At a predetermined and published time, the instructor enters the grade in the student's document and signs it.

Closing the performance assessments

1. On the day following the last day of the examination period, the student will receive an automatic notification of all grade entries in the electronic academic system. On the day following the last day of the examination period, the student is required to check his/her course completion data for the semester in question via the electronic academic system.
2. Within two weeks after the end of the examination period, the student may appeal against the assessment data in the electronic academic system to the lecturer/organizational unit responsible for the course, who will make a decision within three working days. If the objection is justified, the grade must be corrected on the basis of the examination paper or the grade given for the paper and the student's document/course completion record. The correction must be made by the lecturer or, in his/her absence, by the Registrar's Office, based on the letter of the head of the organizational unit concerned. If the student's objection is rejected, the Faculty Educational Committee will make a decision.

3. On the working day following the 14th day after the examination period, the faculties will perform the semester closure in the electronic academic system. After the end of the semester, the UAIC will perform the data backup. The UAIC shall keep 2 copies of the data saved in two separate rooms for a period of 10 years. A record of the data back-up shall be kept.
4. The vice dean for academic affairs will inform the head of UAIC in writing of any subsequent changes to archived data. The backed up data cannot be modified, if necessary, the backup must be repeated and placed next to the original backup.
5. Once the system has been closed for the semester, the list of courses taken (if not previously done) and the list of courses completed are fastened in the lecture book and authenticated.

Certification of performance

1. The electronic academic system provides the student with access to the data content of his/her own training record in printable form.
2. Upon request, the student is entitled to receive once every semester, free of charge, a certified extract of the following data from the student record printed from the electronic academic system:
 - details of the subjects and curricular units taken per period of training (name, code, name of the instructor, credit value, method of assessment, number of hours per week or per semester, type of session, assessment of the fulfilment of requirements, date, name of the assessing instructor),
 - details of the end of the training period per course (date of completion, credits taken, credits completed, (cumulative) weighted academic average, credit index, adjusted credit index, total adjusted credit index)
3. *Ineffective from 1st March 2024*
4. *Ineffective from 1st March 2024*
5. *Ineffective from 1st March 2024*

APPENDIX 3.

**SPECIAL PROVISIONS CONCERNING GENERAL
EDUCATION, ART AND VOCATIONAL TEACHER TRAINING**

Undivided teacher training**(1) The training course**

After successful admission, the student starts his/her teacher training on the basis of a model curriculum. The model curriculum consists of a subject area (subject-specific) part and a part on teacher preparation requirements. The subject area part of the model curriculum is managed by the relevant faculty, with the involvement of the departments/institutes. The relevant dean is responsible for the publication of the curricula for the teaching qualification in question. The courses for teacher training are published by the Institute of Educational Studies and Cultural Management, the Institute of Psychology, the departments and the Teacher Training Center. The faculty responsible for the training is in charge of all matters relating to course announcements, course enrollments, course exemptions and credit transfer.

(2) Professional practice/internship

The aim of the professional practices in schools is to acquire and practice practical knowledge related to the general and specific teacher qualification, the teaching roles, to develop skills and attitudes, to get acquainted with the world of the workplace (school life, school management, communication with parents, individual work with students, cooperation), to acquire basic skills in the evaluation of teaching, learning and educational processes, professional development.

Forms of professional school practices:

- a) group pedagogical and independent teaching practice in schools under the supervision of a head teacher, in parallel with the training, observation and analysis of teaching work related to the education and teaching of students and the subjects of the given subject area in subject-specific lessons, classroom lessons, non-subject-specific lessons, and at least 15 lessons or sessions taught independently. The duration of the practice is 60 hours.
- b) community pedagogical practice, which can be carried out in parallel with the training, during holidays or during term time, and which provides experience in the areas of organisation, management, program preparation, community building, etc. of extracurricular and leisure activities (camps, study groups, special interest groups, etc.) for a given age group of students. Coordination, approval and evaluation of the professional practice is carried out by the Teacher Training Center.
- c) the continuous individual professional school practice is a placement in a public education institution under the constant supervision of a mentor, if necessary a consultant teacher and a higher education teacher trainer, building on the theoretical knowledge and practical experience acquired during the training. Areas covered: activities related to the teaching of subjects, basic teaching and educational activities outside the teaching of subjects, learning about the school as an organisation and its support systems. The duration of the professional practice is one year and is aligned to the current semester of public education. In both semesters, the student is practising both majors/subjects. If one of the subjects is primary school and the other secondary school, the student must be placed in a public education institution where he/she can teach both age groups.

The schedule and deadline for applications of the professional practices are determined by the Teacher Training Center. The Teacher Training Center will inform students of the respective deadlines at least two weeks before the start of the semester in the usual way (e.g. on the teacher education website). Enrollment is only possible if the prerequisites indicated in the model curriculum are fulfilled.

The Teacher Training College decides on any questions or problems that arise during the internships.

The internships can be completed mainly in the training schools of the University of Debrecen under the guidance of a mentor and a supervisor.

The terms of reference of the mentor and supervisor teacher, his/her powers, responsibilities and competences for the management and evaluation of the placement are laid down in a separate set of rules and in an appendix to these rules.

(3) Degree thesis

The rules for the thesis are set out in Article 18 of the AER.

The thesis must be uploaded to the Electronic Archive of the University of Debrecen by the deadline specified in the faculty information.

(4) Portfolio

A portfolio is essentially a collection of documents that shed light on someone's knowledge and development in a field. As portfolios are used in the qualification process of teachers practicing their profession, the University of Debrecen's regulations are designed to prepare prospective teachers for their future role in this area.

The purpose of the portfolio in teacher education is to provide the teacher candidate with a way to present his/her professional development and the development of his/her teaching competences. The portfolio is a tool for this purpose, in the sense that the candidate collects the documents showing the course of his/her learning and development in it. To this end, documents are collected continuously from the first semester of the training. At the end of each semester, the student uploads to the e-learning system the products of the teacher training courses and exercises carried out during that semester. Original copies of the documents must be uploaded to the portfolio! Signed documents submitted on paper must be uploaded digitally (scanned or photographed), but materials originally submitted in digital format do not need to be printed and signed. Only files uploaded in time may be used when compiling the portfolio!

The student is required to make a plagiarism declaration on the portfolio. The signed and scanned version of the declaration is part of the portfolio, otherwise the portfolio will not be evaluated.

What documents should be collected in the portfolio?

The electronic portfolio (using the e-learning system) should be filled in with documents that demonstrate the development or existence of the teacher candidate's teaching competences.

The teacher competences, based on the teacher certification system, are:

1. Professional tasks, scientific, subject-specific and curricular knowledge
2. Planning of pedagogical processes, activities and self-reflections for their implementation
3. Supporting learning
4. The development of the personality of the pupil, the implementation of individual treatment, the appropriate methodological awareness required for the successful education of children and pupils with disadvantages, special educational needs

- or difficulties of integration, learning and behaviour, and for the successful education of children and pupils with special educational needs, together with other children and pupils
5. Supporting the development of groups and communities of learners, creating opportunities, openness to different socio-cultural diversity, integration activities, class teacher activities
 6. Continuous assessment and analysis of pedagogical processes and the personal development of pupils
 7. Demonstrated proficiency in environmental education, a good representation of the values of sustainability and a way of transmitting attitudes related to environmental awareness
 8. Communication and professional cooperation, problem solving
 9. Commitment and professional responsibility for professional development
 10. additional competence

The portfolio must contain 18 files selected from the files uploaded in advance, with at least two files for each competence demonstrating the existence and development of that particular competence. This assignment should be summarised in a table at the beginning of the portfolio.

The following files must be included in the portfolio:

- A review of the micro-teaching aspects of the "Pedagogical process 1." subject;
- Reflective observation diary on "Pedagogical process 1". The diary should include the place, time and aspects of the observation;
- The final exam sheet from Pedagogical Process 2 subject and the corresponding answer key;
- the lesson plans of at least one lesson of type B practicals from each of the two majors/subjects, and the reflections of the post-lesson discussion from the supervisor and fellow students. The portfolio should include the tools used in the lesson or a photograph of them (e.g. flashcards, worksheets, models, presentations, etc.);
- a minimum of one student product in methodology from each of the two subjects/majors;
- a reflective observation diary from the training year;
- a reflective summary of the extracurricular activities of the training year in 5000-12000 characters.

When assessing the portfolio, the assessors will look at the date the files were uploaded and rate them on a scale of 1 to 5 (1 = not representative5 = fully representative): The portfolio is well-organised and clear; the spelling and terminology is accurate and consistent; the files chosen are well related to the area of competence; the communication with students, peers and parents is professional and correct; the student's work is characterized by methodological variation and consciousness; has a good knowledge of the curricular requirements of the subject and is able to plan his/her own work taking these into account; uses digital tools and opportunities appropriately; applies methods that support and motivate cooperation both in the context of subject teaching and in and out of the classroom; is aware of his/her professional preparedness and his/her own personality and is able to adapt to role expectations; analyses and evaluates his/her own practice and professional development realistically and professionally.

(5) Teacher final examination

Prerequisites for the final examination:

- Passing a final professional comprehensive examination (for both subjects). The material covers the whole of the subject area in a complex manner. The final examination must be taken after the completion of the required professional credits and before the end of the continuous individual professional school practice year.

The final examination is organised by the relevant faculty in cooperation with the departments/institutes.

- Completion of the 50-credit continuous individual professional school practice.
- Obtaining the final pre-degree certificate that certifies, together with the completion of the required credits, the successful completion of the examinations required in the curriculum and, with the exception of the language examination, the fulfilment of other study requirements.
- Submission of the assessed portfolio prepared during the professional practice and its acceptance with at least a passed (2) grade. The portfolio defense will take place at the university before the final examination.
- Submission of the thesis and its acceptance with at least a passed (2) grade.

Application for the final examination in the given semester is possible until the deadline set by the regulations of the relevant faculty. The Registrar's Office notifies the Teacher Training Center of students who have successfully passed their final examinations.

Composition of the teacher final examination committee

Chair: a qualified instructor in education or psychology or a qualified instructor of the department. Members: instructor in the relevant methodology, external member

Parts of the final examination:

- Portfolio defence.
- Thesis defence.
- Oral examination in the field of pedagogy-psychology.
- Oral examination on the topic of professional methodology in connection with the first teaching major. In the case of foreign language majors, the methodological examination is in the language of instruction.
- Oral examination on the topic of professional methodology for the second teaching major. In the case of foreign language majors, the methodological examination is in the language of instruction.

The thesis is presented and defended in front of an independent professional committee during the final examination. The thesis will be defended according to the procedure of the relevant faculty, the date of the defence will be agreed with the Teacher Training Center and the faculty/institutes.

The portfolio is presented and defended in front of an independent professional committee organised by the Teacher Training Center. The composition of the defence committee:
Chairperson: qualified teacher of pedagogy, psychology or relevant methodology.

Members: an instructor of pedagogy, psychology or the relevant methodology and the head of the accompanying pedagogy-psychology seminar. The mentor and the consultant teacher of the individual professional school practice will prepare a written evaluation of the portfolio and submit it to the Teacher Training Center.

The final examination is successful if all the grades are at least passed (2), otherwise the grade for the oral examination is failed. In this case, only the part(s) with failed grade(s) must be repeated in the next examination period.

The grade for the teacher final examination is the average of the following equally weighted grades, rounded to two decimal places:

- portfolio defence (the presentation and defence is graded by a professional committee with an individual grade),

- thesis defence (the presentation and defence is graded by a professional committee with an individual grade),
- pedagogy-psychology oral examination,
- methodological oral examination from the first teaching major,
- methodological oral examination from the second teaching major.

(6) Qualification of the diploma of undivided teacher training

The grading of the teaching diploma is determined on the basis of the average of the subject-disciplinary final grades and the aggregate grades of the teacher final examination, and according to the classification set out in Article 28 (9) of the Academic and Examination Rules and Regulations of the University of Debrecen.

(7) The e-learning platform of the Teacher Training Center

The student is required to register through e-learning system of the University of Debrecen, which is communicated by the Teacher Training Center each semester.

Students are required to upload the following documents to the course created in the e-learning system:

Undivided teacher training:

- For type B professional practice: Excel sheet of the professional practice, final teaching lesson plan, final teaching lesson report, exercise evaluation form
- For a continuous individual practice: Excel sheet of the professional practice, practice evaluation sheet,
- Community pedagogical practice: certificate of completion of the community pedagogical practice
- Declaration following the 6th semester: request for specialization
- For applications for type B professional practice: certificate of completion, subject verification sheet, e-mail address
- For applications for continuous individual professional school practice: certificate of completion, subject verification sheet, ranking of the chosen 3 schools, admission declaration, e-mail address

Short-cycle teacher master training:

- For an e-learning course of the portfolio: Excel sheet of the professional practice, practice verification sheet, portfolio document pack, plagiarism declaration
- For applications for professional practice: admission declaration, e-mail address, ranking of the chosen 3 schools

Professional teacher training:

- For an e-learning course of the portfolio: Excel sheet of the professional practice, practice verification sheet, portfolio document pack, plagiarism declaration, certificate of completion of the community pedagogical practice
- For applications for professional practice: admission declaration, e-mail address, ranking of the chosen 3 schools

Short-cycle teacher master training

(1) The training course

Requirements other than those for undivided teacher training are set out below.

(2) Professional practice/internships

Forms of professional school practices:

- a) group pedagogical and independent teaching practice in schools under the supervision

- of a head teacher, in parallel with the training, observation and analysis of teaching work related to the education and teaching of students and the subjects of the given subject area in subject-specific lessons, classroom lessons, non-subject-specific lessons. The duration of the professional practice is 15 individual lessons, to be completed in one of the training schools of the university.
- b) community pedagogical practice, which can be carried out in parallel with the training in vocational teacher training only, during holidays or during term time, and which provides experience in the areas of organisation, management, program preparation, community building, etc. of extracurricular and leisure activities (camps, study groups, special interest groups, etc.) for a given age group of students. Coordination is carried out by the Teacher Training Center.
- c) the continuous individual professional school practice is a placement in a public education institution under the constant supervision of a mentor and a higher education teacher trainer, building on the theoretical knowledge and practical experience acquired during the training. Areas covered: activities related to the teaching of subjects, basic teaching and educational activities outside the teaching of subjects, learning about the school as an organisation and its support systems.

The duration of the professional practice is one semester following the non-teaching master training in the same profession to become a secondary school teacher and with a primary school teacher qualification to acquire primary school and secondary school teacher qualification; two semesters in vocational teacher training.

(3) Degree thesis

A degree thesis is not created in general teacher education, it is only a compulsory in vocational teacher education.

(4) Teacher final examination

Prerequisites for the final examination:

- Taking a professional comprehensive final examination. (Except following the non-teaching master training in the same profession to acquire secondary school teacher qualification and in the case of vocational teacher training.) It covers the entire subject area in a complex manner. The final examination must be taken after completion of the required professional credits. The final comprehensive examination is organised by the relevant faculty, in cooperation with the departments/institutes.
- Completion of a continuous individual professional school practice (Except in the case of a teacher qualification at college level, in the same subject area, in a course leading to a secondary school teacher qualification and in the case of a teacher qualification at university level, at master or college level, in a course leading to an additional secondary school teacher qualification).
- Acquiring the final pre-degree certificate (absolutorium) certifying, together with the completion of the required credits, the successful completion of the examinations provided for in the curriculum and the fulfilment of other academic requirements, with the exception of the language examination.
- Submission of the assessed portfolio prepared during the professional practice and its acceptance with at least a passed (2) grade.
- Submission of the thesis and its acceptance with at least a passed (2) grade (only in the vocational teacher training program).

Composition of the teacher final examination committee

Chairperson: qualified teacher of the profession, members: qualified teacher of the subject methodology and external member. (Except following the non-teaching master training in the same profession to acquire secondary school teacher qualification and in the case of vocational teacher training, where the chairperson of the teacher final examination committee is a qualified teacher of pedagogy or psychology, members: qualified teacher of the subject methodology and external member.)

Parts of the final examination:

- portfolio defence,
- thesis defence (only in vocational teacher education),
- oral examination in pedagogy-psychology (only following the non-teaching master training in the same profession to acquire secondary school teacher qualification and in the case of vocational teacher training),
- oral examination in the topic of professional methodology. In the case of foreign languages, the methodological examination is in the language of instruction.

The final examination is successful if all the grades are at least passed (2), otherwise the grade for the oral examination is failed. In this case, only the part(s) with failed grade(s) must be repeated in the next examination period.

The grade for the teacher final examination is the average of the following equally weighted grades, rounded to two decimal places:

- portfolio defence,
- thesis defence (only in vocational teacher education),
- pedagogy-psychology oral examination (only following the non-teaching master training in the same profession to acquire secondary school teacher qualification and in the case of vocational teacher training),
- methodological oral examination.

(6) Qualification of the short-cycle master teacher training diploma

General education teacher training

The grading of the teaching diploma is determined on the basis of the average of the subject-disciplinary final grades and the cumulative grades of the teacher final examination, and according to the classification set out in Article 28 (9) of the Academic and Examination Rules and Regulations of the University of Debrecen.

Vocational teacher training,

2-semester course:

The grade for the teacher final examination is the average of the following equally weighted grades, rounded to two decimal places:

- portfolio defence,
- pedagogy-psychology oral examination,
- methodological oral examination.

The grade for the teaching diploma is the same as the grade for the final examination.

3- and 4-semester course:

The grade for the teacher final examination is the average of the following equally weighted grades, rounded to two decimal places:

- portfolio defence,
- thesis defence (the presentation and defence is graded by a professional committee with an individual grade),
- pedagogy-psychology oral examination,

- methodological oral examination.

The grade for the teaching diploma is the same as the grade for the final examination.

Teacher master training (two-cycle training)

(1) The training course

After successful admission, the student starts his/her studies in a teacher training program on the basis of a model curriculum. The model curriculum consists of two parts: a professional part and a pedagogical-psychological part.

The professional part of the model curriculum is maintained by the faculty responsible for the subject, and the dean is responsible for the announcement of the courses of the given teaching qualification.

The teacher training module courses are published by the Institute of Educational Studies and Cultural Management, the Institute of Psychology, the departments and the Teacher Training Center.

All matters concerning course announcements, course admissions, course exemptions and credit transfers are handled by the faculty responsible for the subject.

(2) Professional practice/internships

The aim of the professional practices is to acquire practical skills related to the qualification (e.g. classroom preparation, lesson planning, classroom management, teaching roles, pedagogical assessment and experimentation), to familiarise students with the world of the workplace (e.g. school life, school management, communication with parents) and to enable them to acquire skills in the evaluation, development and research of teaching, learning and educational processes in order to improve their future effectiveness.

Type A professional practice (30 hours), an exercise to learn about the teaching profession and develop general pedagogical skills. It includes observation methodology related to professional knowledge, child- and self-awareness, conflict management, as well as school visits, lesson observations and analysis, and micro-teaching.

During the Type B practice (60 hours), candidates observe and analyse the teaching work related to the subject, and in the framework of the lessons and sessions taught independently, the teacher candidates demonstrate their teaching skills and competence.

The Teacher Training Center determines the schedule and the deadline for applications for the professional teaching practice, students will be informed of the deadlines at least 2 weeks before the start of the semester in the usual way (notice board, teacher training website). Enrollment is possible only if the prerequisites indicated in the model curriculum are met.

The professional practice takes the form of a group practice in a school under the supervision of a supervising teacher in the field of the qualification, including observation, classroom discussions and at least 15 independent lessons/activities. The student must complete the teaching practice for one of the qualifications in grades 5-8 and the other in grades 9-12. The internships may be completed mainly in the training schools of the University of Debrecen.

Continuous school attendance is a condition of the acceptance of the internship.

Absence due to sickness must be justified by a medical certificate to the head teacher. A lesson may be held if the head teacher is satisfied that the student is prepared. If the absence rate is higher than 20% or if the number of lessons held is less than fifteen, the professional practice will be invalid. The assignment of the mentor and supervisor teacher, his/her powers, responsibilities and competences for the conduct and evaluation of the professional practice is laid down in a separate regulation and its appendix.

Continuous individual professional school practices can also be completed in the training schools of the University of Debrecen, under the guidance of mentor teachers, on a different schedule for full-time and correspondence students.

For full-time students, the individual professional practice/internship takes place in a public education institution under the continuous supervision of a supervising mentor teacher and a higher education teacher training specialist, is a continuous professional individual internship, which takes place in the last semester of the training, and is based on the fulfillment of all requirements of the teacher master training (except for the degree thesis) and obtaining all the required credits. The professional practice includes observation, teaching/activities for 2-5 hours per week (maximum 10 hours per week) per qualification, school work outside the classroom, the completion of a seminar to accompany the teaching and the professional documentation of data collection and experience. The start of the individual professional training period is aligned to the respective semester of the public education system. The duration is 12 weeks.

Only students who have passed the final professional examination in both subjects can be assigned to an individual internship.

At the correspondence level, in the 3-semester, 90-credit training program, the duration of the professional internship is 60 hours, which includes 25 independently held lessons, 25 hours of observation, 10 hours of extra-curricular school activities (e.g. study groups, classroom discussions, student union, parent-teacher conferences, teaching board meetings, professional working group meetings, etc.). The duration of the internship is 4 weeks.

In the 2-semester, 60-credit training program, the student observes classes on the first day of the professional practice, and then teaches independently on the following days. Depending on the possibilities of the mentor teacher and the school 5 hours of observation and 8-15 hours of independently held lessons are compulsory. The duration of the internship is one week (2 weeks in the case of majors with lower number of contact hours, 1-2 hours per week).

In the full-time and correspondence training programs, students complete their individual professional practices in accordance with the current teacher training bulletin for the semester in question.

In full-time and correspondence 3-semester training programs, the mentor teacher will set up an individual development plan for the candidate, which will include the following elements:

- planning of the core activity, lesson planning, discussion of the process and follow-up evaluation and documentation;
- discussion of compulsory units: familiarisation with documents; school administration; familiarisation with special and differentiated education, study groups, reports, discussions, documentation;

- discussion and documentation of the schedule of activities chosen;
- coordinating the program of extracurricular activities with school approvals and documenting them;
- the methodology for preparing the portfolio (dossier).

Acceptance of the internship is conditional on continuous school attendance. Absence due to sickness must be justified by a medical certificate to the mentor teacher. If the absence rate is higher than 20%, or if the number of lessons held is less than forty-eight for full-time students, twenty-five or eight respectively for correspondence students, the professional practice will be invalid.

At the end of the professional practice, the mentor teacher and the supervising teacher prepare a report on the teaching practice and evaluate it with a grade (2 grades for full-time, double-major courses, 6-6 credits). The mentor teacher will also include extracurricular activities in the evaluation.

The final event of the internship is the presentation, defence and evaluation of the portfolio, except for the 2-semester, 60-credit correspondence courses, where the defence of the portfolio takes place at the final examination.

(3) Portfolio

Pursuant to Section 5.1.3 of Appendix 4 of 15/2006. (IV.3.) OM (Ministry of Education) Decree, students of the master teacher training must prepare a portfolio.

The candidate compiles the portfolio from the documentation of analytical comments (=reflection) on the teaching practice in school and out-of-school practice/activities. The specific content of the portfolio is prescribed in the instructions published by the Teacher Training Center. In the absence of compulsory elements, the portfolio is not evaluated.

The portfolio must be uploaded electronically to the website defined by the Teacher Training Center by the deadline specified in the information booklet for the semester, before the final examination.

The portfolio is evaluated by the mentor teacher and the head teacher in full-time training, and by the mentor teacher in correspondence training, based on the criteria set out in the information published by the Teacher Training Center. The grade obtained is entered in the student's lecture book as a practical grade.

The portfolio will be presented and defended as a separate event. The defence will take place outside the duration of the professional practice (until 20 December in the fall semester and 15 May in the spring semester) and at the location of the professional practice, in the presence of the mentor teacher, the head teacher of the other major (or, in case of a schedule clash, an invited teacher from the school, the head of the accompanying seminar (instructor in charge of the professional practice), the instructor of the subject methodology and the teacher candidate as permanent guests. The grade for the portfolio defense is determined by the invited committee.

An exception to this is the 2-semester correspondence training, where the student defends the portfolio during the final examination.

(4) Teacher degree thesis

The possible topics of the teacher degree thesis:

- a) a school case study based on research or observations;
- b) analysis of a teaching, educational situation;
- c) analytical work on a curricular unit, a field of education, detail on a given age group, on a textbook, teaching materials, an institutional pedagogical program, methodological attempts;
- d) a detailed analysis of the final lesson plan in connection with one of the majors of the student.

The thesis supervisor may be a mentor or head teacher from the training- or partner school, a lecturer of methodology, or the Institute of Educational Studies or the Department of Pedagogy-Psychology. The student must choose a supervisor at the latest at the beginning of the individual professional school practice (by 28 February or 30 September respectively) and notify the Teacher Training Center of his/her choice. In addition to supervising the student's thesis, the thesis supervisor is also responsible for the evaluation.

If the degree thesis of the student is the same as the dissertation that was awarded 1st – 3rd place or a special prize in the Pedagogy, Psychology, Community Education and Library Sciences (XIII) or Subject Pedagogy and Educational Technology (XIV) Sections of the OTDK (National Scientific Students' Associations Conference), the grade of the degree thesis is considered excellent (5).

The teacher degree thesis must be submitted in 1 hard copy to the Teacher Training Center and uploaded in PDF format to the Electronic Archive of the University of Debrecen for archiving.

(5) Teacher final examination

Conditions for passing the final examination:

- Taking a final professional examination (in full-time training for each qualification). The material covers the entire subject area in a complex manner. The final examination must be taken after the completion of the required professional credits and before the semester of the individual internship in full-time training. It is organised by the relevant faculty.
- Completion of a continuous individual professional school practice.
- Acquiring the final pre-degree certificate (absolutorium) certifying, together with the completion of the required credits, the successful completion of the examinations provided for in the curriculum and the fulfilment of other academic requirements, with the exception of the language examination.
- Submission of an assessed portfolio prepared during the professional practice. For full-time students and correspondence students on the 3-semester, 90-credit training program, the portfolio defense takes place at the school as the closure of the individual professional school practice.
- Submission of the teacher degree thesis for full-time students and correspondence students on the 3-semester, 90-credit training program.

Application for the final examination is possible until the deadline set by the regulations of the relevant faculty.

Composition of the teacher final examination committee

It is chaired by a qualified instructor of pedagogy or psychology. (Except in 2-semester correspondence trainings, where the chairperson of the final examination committee is a qualified teacher of the subject, and the members are the instructor of the subject methodology and an external member.)

Parts of the final examination

- Presentation and defence of the teacher degree thesis (full-time and 3-semester correspondence training programs). The presentation and defence is graded by the Teacher Final Examination Board with an independent grade. If the degree thesis of the student is the same as the dissertation that was awarded 1st – 3rd place or a special prize in the Pedagogy, Psychology, Community Education and Library Sciences (XIII) or Subject Pedagogy and Educational Technology (XIV) Sections of the OTDK (National Scientific Students' Associations Conference), the grade of the degree thesis is considered excellent (5).
- The grade of the portfolio defence (in the 2-semester correspondence trainings, the student obtains this grade during the defence in the final examination).
- Oral examination in the field of pedagogy-psychology. (Except in the 2-semester correspondence training, where there is no oral examination).
- Oral examination in the topic of professional methodology for the first teaching major. In the case of live foreign language majors, the methodological examination is in the language of instruction.
- Oral examination in the topic of professional methodology for the second teaching major (full-time double-major training program). In the case of live foreign language majors, the methodological examination is in the language of instruction.
- A case study, evaluated by the committee in written form, recorded in the final examination minutes and presented by the chairperson at the announcement of the final examination results (except in the 2-semester correspondence training, where there is no case study).

The final examination is successful if all the grades are at least passed (2), otherwise the grade for the oral examination is failed. In this case, only the part(s) with failed grade(s) must be repeated in the next examination period.

The grade for the final teacher examination is the average of the following equally weighted grades, rounded to two decimal places:

- methodological oral examination from the first teaching major,
- methodological oral examination from the second teaching major (full-time training programs),
- pedagogy-psychology oral examination, (except in the 2-semester correspondence training, where there is no oral examination),
- degree thesis (except for 2-semester correspondence courses, where there is no thesis),
- portfolio defence.

(6) Qualification of the master teacher training diploma:

The grading of the teaching diploma is determined on the basis of the average of the subject-disciplinary final grades (two final grades in full-time training) and the cumulative grades of the teacher final examination, and according to the classification set out in Article 28 (9) of the Academic and Examination Rules and Regulations of the University of Debrecen.

Parallel master teacher training

(1) The list of teacher training courses that can be pursued simultaneously at the University of Debrecen based on the list of the Educational Authority: (https://www.oktatas.hu/pub_bin/dload/felsooktatas/tajekoztatas/Korlevel_parh_tanarke_pz.pdf)

Subject area	Master training major and specialisation	Parallel general education teaching major
humanities	American studies	English language and culture teacher
humanities	English studies	English language and culture teacher
humanities	ethics	ethics teacher
humanities	philosophy	philosophy teacher
humanities	Finno-Ugric studies	Finnish language and culture teacher
humanities	French language, literature and culture	French language and culture teacher
humanities	classical philology (Latin specialisation)	Latin language and culture teacher
humanities	cultural mediation	community education teacher
humanities	Hungarian language and literature	Hungarian teacher
humanities	German language, literature and culture	German language and culture teacher
humanities	Russian language and literature	Russian language and culture teacher
humanities	Roma studies	teacher of Roma studies (Romani language and culture or Boyash language and culture teacher)
humanities	history	history and civics teacher
humanities	ethnography	teacher of ethnography and ethnology
informatics	computer scientist	IT teacher
social sciences	library science	librarian teacher
social sciences	communication and media science	media, cinema and communication teacher
natural sciences	biologist	biology teacher (health sciences) (natural science exercises)
natural sciences	physicist	physics teacher
natural sciences	geographer	geography teacher
natural sciences	environmental science	teacher of science and environment (natural science exercises)
natural sciences	mathematician	mathematics teacher
natural sciences	chemist	chemistry teacher

(2) Professional practice/internships

The Teacher Training Center allocates the students to the professional practice places, in consultation with the students.

The administrative procedures for the organisation of the subject-specific teaching practice are the same as for students of the 2-semester master teacher training admitted in the general admission procedure.

The continuous individual professional school practice can only be started if the student has completed all the subjects of the disciplinary master training program (apart from elective credits) – with the exception of the pedagogy, psychology and methodology subjects related to the individual school practice - and have completed the pedagogy, psychology and methodology courses specified in the teacher education curriculum in the semester preceding the professional practice.

(3) Final examination

The final examination for the teacher training course can be taken only if the student has already passed the final examination in the parallel disciplinary master training program.

Exit requirements for master teacher training:

- obtain the final pre-degree certificate (absolutorium),
- prepare a portfolio on the process of becoming a teacher based on the two semesters of the master teacher training and the professional practice,
- and the successful completion of the final examination, which consists of a portfolio defense and a professional methodology examination.

The elements and rules for the teacher final examination are the same as those for students of the master teacher training.

In order to obtain a teaching diploma in the master teacher training, students must have passed the final examination in the disciplinary master training program in the same or a previous semester before the teacher final examination and must also meet the language examination requirements for the disciplinary master training.

SPECIAL PROVISIONS CONCERNING MUSIC TEACHER

TRAINING

Undivided 10-semester music teacher and 12-semester music performance teacher training

(1) The training course:

After successful admission, the student starts his/her studies in a teacher training program on the basis of a model curriculum. The model curriculum consists of a subject area section and a section on teacher preparation requirements. The subject area part of the model curriculum is provided by the Faculty of Music. The subjects of teacher training which are taught by the Faculty of Humanities are published by the Institute of Educational Studies, the Institute of Psychology and the Teacher Training Center. The subjects of the pedagogical-psychological module which are not taught in the Faculty of Humanities are taught by the Faculty of Music and are also administered by the Faculty of Music.

All matters concerning course announcements, course enrollments, course exemptions and credit transfer are handled by the faculty responsible for the subject.

(2) Professional practices:

During the practical training related to the teaching of the subject(s) of the given specialisation, the candidates observe and analyse the teaching work related to the subject(s), and the teacher candidate students demonstrate their teaching skills and aptitude in the context of the lessons and sessions they teach on their own.

The allocation of teaching practice is carried out by the relevant department heads.

Teaching practice takes place in an educational establishment, under the supervision of a head teacher in the field of the qualification. Practical teaching involves

- 2 semesters of observations,
- semesters of practical teaching,
- class discussions.

A student in a 10-semester undivided teacher training program completes the professional practice in a primary educational institution. A student in a 12-semester, double-major undivided training program completes the observation and practical teaching in the primary and secondary educational institutions separately for each of his/her two majors. The professional practices take place in schools designated by the Faculty of Music.

a) Observation and teaching practice in parallel with the training:

The practice includes observation, independently held lessons and class discussions.

Teaching practice must be completed in the number of lessons corresponding to the type of school, course and subject, in accordance with the requirements of the training at the basic level in the case of music teacher training and at the basic and intermediate levels in the case of music performance teacher training. Completion of observation must be documented by keeping an Observation record, and completion of teaching practice must be documented by keeping a Teaching record. Completion of the observation and teaching practice is certified by the supervising teacher and the school principal. The evaluation will take place after the last observation lesson of the practice.

The teaching practice must be completed by the start of the examination period. Semesters of teaching practice may not be combined. It is not possible to complete a teaching practice during a period of study abroad (e.g. Erasmus).

Detailed information on each specialisation is available on the Faculty's website.

b) Community pedagogical practice in parallel with the training:

The internship may be completed during holidays or during term time and involves the organisation, management, leading and program preparation of extracurricular activities. It is organised by the Faculty of Music. Students who started their studies from September 2022 – and thereafter in ascending order – are not obliged to complete it.

c) Continuous individual school practice:

Continuous individual school practice is professional practice based on theoretical knowledge and practical experience gained in training, under the continuous supervision of a practice-leading mentor, and, where necessary, a head teacher and a higher education teacher trainer, in a public education institution or in an institution providing adult education. Areas covered: activities related to the teaching of subjects, the teaching and learning of basic educational activities outside the teaching of subjects, the school as an organisation and its support systems. The duration of the professional practice is one year, for students who started their studies from September 2022 – and thereafter in ascending order – the duration is one semester, and is aligned to the semester of the current academic year. In the case of a two-semester course, the student will practice one of his/her subjects. The prerequisite of the individual school practice is the completion of all the requirements of the teacher training program and the accumulation of the necessary credits. In all cases, the student will complete the individual school practice as specified in the current teacher

training bulletin for the academic year in question.

The internships can be carried out at the training schools of the University of Debrecen, or if the conditions are not given there, at the partner schools, under the guidance of a mentor and supervisor teacher. The assignment of students to the continuous internship is prepared by the competent head of the department. The continuous individual school practice should be organised primarily in Debrecen. If this is not possible, it should be at a suitable institution as close as possible to the seat of the Faculty of Music. At the student's request, the internship may be carried out in another institution subject to approval by the head of the department and the teacher of the main subject.

The areas, content, subjects, tasks of the participants and criteria for the qualification of the individual internship are described in the information on the Faculty's website.

3) Degree thesis:

The student writes the degree thesis in the framework of the specialised studies according to the 8/2013. (I. 30.) EMMI (Ministry of Human Capacities) Decree. The topic may be of a specialised, pedagogical-psychological or methodological nature.

One thesis must be submitted for the two teacher training program running simultaneously.

The thesis is an independent intellectual work in which the author reports on his/her knowledge of the literature on the subject, his/her research, observations and analyses, and his/her results, clearly distinguished from the literature. When choosing a topic, the student may choose a topic other than those recommended, subject to the agreement of the thesis supervisor.

Information on the content and form of the thesis, the conditions of submission and the defence of the thesis is detailed in Appendix 4 of the present regulations containing the faculty features or on the Faculty's website.

4) The portfolio

Content of the portfolio:

The purpose of the portfolio in teacher training is to provide the teacher candidate with a way to present his/her professional development and the evolution of his/her teaching competences. The portfolio is a means of doing this, in which the candidate collects documents showing the course of his/her learning and development. To this end, documents are collected continuously from the first semester of the training.

The portfolio documents should reflect the development or existence of teacher competences:

- professional tasks, academic, subject-specific and curricular knowledge;
- planning of pedagogical processes and activities and self-reflections on their implementation;
- support for learning;
- the development of the pupil's personality and the methodological skills needed for teaching;
- continuous evaluation and analysis of pedagogical processes and the personal development of pupils;
- communication and professional cooperation, problem solving;
- commitment and taking professional responsibility for professional development.

Criteria for the qualification of the portfolio:

- the orderliness, coherence and structure of the portfolio;
- the credibility/reliability of the portfolio (where, on what occasion the given document was created, etc.);
- whether the candidate's reflections on the documents show any improvement.

Documents selected for the portfolio:

- one essay per major, written by the student, related to the subject methodology or music pedagogy;
- the lesson plan of the four lessons held per major in the teaching practice in parallel with the training, and reflections from the supervisor and fellow students in the post-teaching discussion (the lesson plan of the final teaching is not part of the portfolio);
- a presentation of the place of internship on max. 1 page;
- a reflective observation diary per subject from the internship year;
- characterisation of the pupil/group/class from a pedagogical and professional point of view;
- a reflective summary of the extracurricular activities of the internship year in 5000-12000 characters,
- self-evaluation (the teacher candidate's own progress, achievements, goals).

The portfolio must be uploaded electronically to the website defined by the Teacher Training Center two weeks before the final examination, but no later than 15 May in the spring semester and 15 December in the fall semester, and sent to the Registrar's Office of the Faculty of Music.

The teacher final examination

Provisions on the teacher final examination are set out in paragraph 14 of Appendix 4 (Faculty of Music).

The final teaching

The final teaching is the final event closing the practical, professional pedagogical studies. Students who have fully met their academic obligations by the time of the final teaching may be allowed to conduct the final teaching.

The head of relevant department is responsible for the smooth conduct. In the case of a double-major training, the student must complete the final teaching in both subjects. Following the final examination, the committee will award a grade out of five, which will be recorded in the minutes.

Final teaching can be organised after the pre-degree certificate (absolutorium) is obtained, until the end of the examination period in question.

The date of the final teaching is agreed by the head of department.

The student must submit the finalised lesson plan to the head of department one week before the final teaching. Any lesson plan submitted after the deadline will not be accepted by the head of department.

(7) Qualification of the undivided teacher training diploma

Provisions on the qualification of the undivided teacher training diploma are set out in paragraph 15 Article (3) of Appendix 4 (Faculty of Music).

The two-semester, 60-credit music performance teacher training

Pursuant to paragraph 1, point c) of 8/2013. (I. 30.) EMMI (Ministry of Human Capacities) Decree, a music performance teacher qualification may be obtained simultaneously with a non-teaching master degree in the field of arts or, pursuant to point d), in a master training in teaching in the given field after having obtained a master's degree in a non-teaching master training program. According to point 4.1.3 of the Appendix to the same Regulation, the duration of the course is 2 semesters, 60 credits. The music performance teacher training is subject to paragraph 15 of the Academic and Examination Rules and Regulations of the University of Debrecen and the provisions of Appendix 3 on music performance teacher training, with the following exceptions.

(1) The training course

After successful admission, the student starts his/her studies in the master program in teaching on the basis of a model curriculum. The model curriculum covers the requirements for teacher preparation. The requirements other than those for the initial teacher training are set out below.

(2) Professional practices/internships:

a) Observation and teaching practice in parallel with the training:

In the music performance teacher training course, the duration of the practice is 1 semester and students are required to participate in teaching and tutoring in both a music school and a music secondary school.

b) Continuous individual school practice:

Pursuant to the 8/2013 (I. 30.) EMMI Decree, the duration of the individual school practice is 1 semester and is aligned to the current semester of public education. The credit value of the internship is 20 credits.

The start of the continuous individual school practice is conditional upon the completion of all the requirements of the arts master training (including the completion of the diploma concert), including the obtainment of credits required for the award of the diploma, and the completion of the requirements set out in the music performance teacher curriculum, excluding the completion of the accompanying seminars and the credits for the preparation of the portfolio.

Detailed information on the professional practices can be found in Appendix 4 of the present regulations containing the faculty features or on the Faculty's website.

(3) The teacher final examination

Provisions on the teacher final examination are set out in paragraph 14 of Appendix 4 (Faculty of Music) of the present regulation.

(7) Qualification of the music performance teacher master training diploma

Provisions on the qualification of the music performance teacher master training diploma at the two-semester, 60-credit music performance teacher training are set out in paragraph 15 of Appendix 4 (Faculty of Music) of the present regulation.

Short-cycle master program leading to a further teacher qualification

(1) The training course

2 semesters, 60 credits in a single-major training program for a further teacher qualification in the same subject area.

With a university-level, master degree or college-level teacher qualification in a course leading to a further teacher qualification in a single major, 4 semesters, 120 credits.

Requirements other than those for the undivided teacher training are set out below.

(2) Professional practices

a) Observation and practical teaching in parallel with training

In teacher training leading to another diploma, the practice includes observation, a minimum of 15 hours of teaching/sessions, classroom discussions and professional documentation of data collection and gained experience. The duration of the teaching practice in the 4-semester teacher training course is one semester, while the duration of the teaching practice in the 2-semester teacher training course is at least two weeks. The teaching practice must be completed in the last semester of the training.

Detailed information on the practice can be found in Appendix 4 of the present regulations containing the faculty features, or on the Faculty's website.

c) Continuous individual school practice

In the training leading to another teacher qualification, from the professional qualification elements specified in Paragraph 3 (1) of 283/2012 (X. 4.) Government Decree, the theoretical and practical pedagogy and psychology elements, as well as continuous individual school practices completed in public education institutions or in an institution providing adult education are considered completed, pursuant to Appendix 1 of 8/2013. (I. 30.) EMMI Decree on the general provisions of teacher training, the requirements of preparing teachers and the academic and exit requirements of teaching majors, a pedagogy candidate with at least three years of professional practice does not have to complete the community pedagogy practice. Students who started their studies from September 2022 – and then in ascending system – do not have to complete the community pedagogy practice.

(3) Thesis

There is no thesis in short-cycle training.

(4) Portfolio

Detailed information on the portfolio can be found in Appendix 4 of the present regulations containing the faculty features, or on the Faculty's website.

(5) The teacher final examination

Provisions on the teacher final examination are set out in paragraph 14 of Appendix 4 (Faculty of Music) of the present regulation.

(6) Qualification of the short-cycle master teacher training diploma

Provisions on the qualification of the short-cycle master teacher training diploma are set out in paragraph 15 of Appendix 4 (Faculty of Music) of the present regulation.

APPENDIX 4.

Faculty of Law

1. §

/to §2. (2) of the Rules/

The Faculty's Educational Committee (hereinafter: Educational Committee, EC) shall have 10 members, and its chairperson shall be the vice dean for academic affairs. The members delegated from among the faculty (4 persons) shall be elected by the Faculty Council by way of simple majority of votes in a secret ballot, for a term of 3 academic years.

The term of student members delegated by the Student Union (5 persons) shall be one academic year. The representation of the individual degree programs and divisions shall be ensured.

2. §

/to §2. (6) of the Rules/

The Credit Transfer Subcommittee of the EC (hereinafter: CTS) shall consist of four members. Its chairperson shall be the vice dean for academic affairs, while its members shall include one additional faculty member and two students. The members of the CTS shall be elected by the EC from its own ranks, with simple majority vote, in a secret ballot. The provisions governing the term of appointment to the EC shall also be applicable to the mandate of the members of the CTS.

The CTS shall be assisted in its work by the Credit Transfer Advisory Body (hereinafter: CTAB), in cooperation with the departments. The chairperson of the CTAB shall be the vice dean for academic affairs, who shall appoint the members at the beginning of each semester.

3. §

/to §2. (7) and (9) of the Rules/

- (1) The powers of the EC shall also include the following:
 - a) reconciling the dates of planned in-class written examinations and the deadlines for other tasks;
 - b) except in the case of examination deferrals, considering requests for deferrals;
 - c) processing applications for transfers, reclassifications, inter-faculty registrations for courses and the granting of the visiting student status;
 - d) permitting individual curricula and examination schedules;
 - e) consultations concerning the scheduling of examinations;
 - f) permitting part-time training;
 - g) permitting the re-taking of a part of the final examination in the same examination period;
 - h) making decisions on applications for the continuation of interrupted university studies;
 - i) permitting of the taking of examinations required for the nostrification of degree certificates/diplomas;
 - j) dismissal, authorisation to suspend student status;
 - k) tuition-related issues related to registration.

- (2)
 - a) The EC shall pass decisions with open votes, by simple majority. The EC shall

- have a quorum if more than 50% of its members are present. In the event of a tie, a decision shall be taken in favour of the student.
- b) The EC shall have at least two meetings per semester. The chairperson of the EC shall notify the members at least three days before a proposed meeting, by identifying the topic(s) to be discussed.
 - c) The EC shall make decisions falling into its scope of competence within 30 days. In case of applications with a submission deadline, the time limit for making decisions shall be aligned with the submission deadline.
 - d) The EC shall obtain the opinions of the departments when deciding on issues for which the professional opinion of the departments is required, or when the decision gives rise to tasks for the departments.
- (3) In the registration period of each semester, the dean shall issue an announcement – available in the electronic academic system as well as on the Faculty’s website – determining the submission deadlines.
 - (4) The EC shall adopt regulations in the following topics:
 - individual study and examination schedules
 - major papers, student theses
 - credit recognition/transfer procedure
 - professional practice/internship

The regulations are approved by the Faculty Council by simple majority.

4. §

/To §5. of the Rules/

- (1)
 - a) The student status of tuition-paying students whose status started before September 2012 shall be terminated by the Faculty if the student fails to obtain the credits for the course after registering for the course six times or attempting the examination twelve times.
 - b) In case of students transferred from the state-financed into the tuition-paying financing status, as well as in case of students changing their tuition-paying status, the number of times the students registered for the same subject in the different programs, as well as the number of attempted examinations shall be cumulated.
- (2) If a minimum of 10 persons (or 5 in case of a foreign-language course) does not register for an optional course offered, the course shall not be started in the given semester. Students already registered for the course shall be notified of this fact by the end of the third week of the course period, and their registration will be cancelled by the competent department without the payment of the otherwise relevant special fee.

5. §

/To §7. of the Rules/

- (1) The data in the electronic academic system shall constitute the primary documentation for certifying the performance of academic requirements. The obligation to use a physical lecture book shall be eliminated.
- (2) The points in the section ‘Review of performance’ in Appendix 2 to the Academic and Examination Regulations titled ‘The procedure to be followed during the

simultaneous use of the lecture book kept from September 2016, the adhesive procedure and registry sheet extract' shall be supplemented with the following provisions:

1. Teachers and examiners themselves shall record all entries pertaining to the evaluation of the students' performance (signatures certifying the completion of the course, grades) in the electronic academic system. This task, however, may also be delegated to the departmental administrative staff.
2. All corrected and evaluated written papers, as well as examination sheets shall be preserved by the teachers with the assistance of the departmental administrative staff. Teachers shall hand over to the departmental administrative staff the corrected and evaluated papers and examination sheets by the last date of the examination period.

6. §

/To §11. of the Rules/

- (1)
 - a) The EC shall decide on the final dates when in-class written examinations are administered on the basis of the data provided by the departments. In case of conflicting schedules, the EC may change the dates submitted by the departments and designate the final dates. The EC shall notify the departments of such decisions in writing, without delay.
 - b) In-class written examinations may not be administered in the last week of the course period, with the exception of make-up and/or re-taken in-class written examinations.
 - c) The course requirements shall be made available to the students by the starting date of the course registration period, and students shall also be informed of the requirements verbally at the first class of the subject/course.
 - d) Elective subjects not submitted by the deadline shall not be started in the given semester. Any elective subject not offered at the faculty previously may only be started in case it is submitted and supported by the competent departmental chair, and after the starting of the course is supported by the Faculty Council on the basis of the recommendation of the EC.
- (2) The recording of any official entries related to the subjects shall be the responsibilities of the teacher responsible for the course and the departmental chair.
- (3)
 - a) Grades assigned in practical courses may still be obtained or attempted to be improved during the first week of the examination period, as required by the teacher responsible for the course. The rules governing the taking examinations and improving examination grades shall be applicable to obtaining or attempting to improve grades assigned in practical courses during the examination period.
 - b) The signature certifying the completion of a course shall be denied to students who failed to perform the obligations prescribed for the given subject during the semester.
In accordance with the requirements of the subject, an opportunity for the first make-up attempt shall be provided by the departments during the last week of the course period, with a second attempt (in case of failure at the first attempt) provided not later than in the third week of the examination period.
 - c) In case of correspondence courses, the exact date and time of make-up attempts shall be designated by the Registrar's Office, in consultation with the departments.

- d) Students with an individual curriculum may obtain signatures certifying the completion of a course in the manner and subject to the conditions in their permit granting the individual curriculum.
 - e) Students may re-take the subject in a later semester. In this case, it is not necessary to satisfy the conditions of the signature certifying the completion of the course again.
- (4)
- a) Students may review their own written papers at the date and time designated by the department.
 - b) Any subsequent correction or review of papers may only be carried out by the teacher originally correcting the paper or by the department head.

6/A. §

/To §12. of the Rules/

At the Faculty of Law, the successful completion of the last educational unit of the legal language subject in the model curriculum is considered to be the language requirement of the study plan according to Section 12 (2) of the AER.

7. §

/To §14. of the Rules/

- (1) The obligation to attend lectures is defined in the subject requirements. The specific conditions for obtaining a signature and passing the examination are set out in the subject requirements.
- (2) The maximum number of absences allowed for full-time students in practical courses (seminars) is 2. In the case of absences exceeding this limit, the department may impose a make-up obligation in the course requirements. In other respects, the rules for signature substitution shall apply. In the absence of successful completion, no practical grade/course signature will be given.

8. §

/to §15. (5) of the Rules/

Transfer from another higher education institution

The application for a transfer, as well as the certificates necessary for making a decision on the application shall be submitted to the Registrar's Office, addressed to the vice dean responsible for academic affairs.

9. §

The changing of divisions or degree programs within the Faculty of Law

Upon the application of the student, the changing between full-time and correspondence divisions may be permitted. In case of a change of division or degree programme, the student may be placed into the tuition-paying/self-financing category only.

Changing from the correspondence into the full-time division may only be requested if the student is still able to complete at least 1/3 of his or her credit points prescribed according to the model curriculum of the Faculty of Law.

A change of division or degree program may only be requested by the student once during his/her studies. In exceptional cases meriting special, equitable treatment, the EC may also permit a second change of division or degree program.

Only such students may request the changing of their division or degree program that have no outstanding financial obligations toward the Faculty of Law.

10. §

The changing of the financing status within the Faculty of Law

- (1) Students taken over/being reclassified within the institution from tuition-paying into state-financed status:
 - a) Only such students may be transferred to vacant state-financed positions who in their last two active semesters, on the basis of the combined results of those semesters, earned at least 50% of the credits prescribed in the model curriculum, and are on the top of the student ranking established on the basis of the cumulated, corrected credit index. Further, the cumulated, corrected credit index of such students shall be higher than the cumulated, corrected credit index of the student at the lower fifth of the student ranking of all state-financed students.
 - b) Transfer to the state-financed form may only take place up to the total permitted number of state-financed students at the Faculty.
 - c) The Registrar's Office shall, at the end of each academic year, after establishing the ranking, notify the students on the possibility of submitting the application, subject to the availability of vacant state-financed places.
At the Faculty of Law, the ranking shall be established by degree programs, divisions and years of study. Only such students may be taken over into the scholarship/state-financed programme who have satisfied all academic obligations pertaining to scholarship/state-financed students.

11. §

/to §16. (1)-(14) of the Rules/

The detailed rules applicable to the recognition of subjects (credit transfers) shall be included in the Credit Recognition Regulation issued by the Faculty of Law.

12. §

/To §19. of the Rules/

- (1) The Departments may, in excess of the prescribed headcount of students, also designate days for preliminary examinations during the last week of the academic term.
- (2) In case of written examinations, at least four examinations days shall be designated, proportionally distributed across the examination period. In addition, in the last third of the examination period, the department shall be required to designate as many places for 'C' examinations (if necessary, by way of increasing the number of students examined per day or designating additional examination days) as the number of students required to take the 'C' examination in the given course.
- (3) No examinations may be taken outside of the examination period (with the exception of those with an individual examination schedule or with the dean's special permission in equitable cases). No deviation from this rule shall be considered valid. Examinations taken in violation of this provision shall be invalidated by the vice dean responsible for academic affairs.

- (4) Each student may only use the Dean's special permit of equitable treatment once during his or her studies. The fact of using the permit shall be entered in the electronic academic records.

13. §

/to §20. (4) of the Rules/

Professional practice/Internships

Completing the professional practice shall be a criterion requirement of earning the degree. The detailed rules applicable to the professional practice at the Faculty of Law shall be included in the regulations on professional practice.

14. §

/To §21. of the Rules/

Major paper

The detailed rules applicable to the major paper are laid down in a separate regulation issued by the Faculty of Law.

15. §

/To §22. of the Rules/

- (1)
- a) All examinations shall be conducted at the official premises of the university. In justified cases, the dean may permit a deviation from the above rule, by designating a different examination venue.
 - b) Students not included on the examination sheet generated from the electronic academic system may not take an examination validly. There shall be no deviation from this rule, with the exception of those with an individual examination schedule, successful examination re-sits, or with the dean's special permission in equitable cases (in these cases, the student shall register for the examination outside of the electronic academic system, and the name of the student is entered onto the examination sheet by the departmental administrative staff).
- (2)
- a) The department concerned shall publish in the electronic academic system the starting times of the examinations, and shall notify the students of any changes.
 - b) The departments may prescribe that all students attempting the examination on the given day or oral examinations are required to appear at the starting time of the examination. In case of a failure to comply with this obligation, no examination may be validly taken by the student on the given day.
 - c) Based on the conditions defined in advance, the examiner may ask '(a) minimum question(s)', and failure to answer such question(s) may result in a failed (1) grade.

16. §

- (1) An end-term examination ('colloquium') may be conducted verbally or in writing, while a comprehensive examination (basic-level/qualifying examination) may be conducted in writing and verbally, depending on the course requirements.

- (2) Comprehensive examinations (*basic-level/qualifying examinations*) shall be taken before an examination board consisting of at least two members. One of the members shall be at least an assistant professor; a deviation from this rule may only be permitted by the dean.

17. §

In case of subjects to which a practical (seminar) course is also linked, and these are featured in the same semester in the model curriculum, obtaining the grade in the practical course shall be a prerequisite for taking the examination in the given subject.

18. §

- (1)
- a) Before the commencement of the written examination, the teacher supervising the examination shall check the personal identities of the candidates.
 - b) Sufficient time shall be provided for the writing of the examinations.
- (2)
- a) The examination results shall be recorded in the electronic academic system within 5 working days after the writing of the examinations.
 - b) The written examinations shall be kept for a period of at least one year after the end of the given examination period.
 - c) The provisions pertaining to written examinations shall apply also to in-class written examinations.

19. §

- (1) On certificates submitted in proof of the excuse for being absent from an examination, it shall be clearly indicated (by the issuer of the certificate) that it was issued for use by the Faculty of Law. In the absence of such indication, the certificate shall not be acceptable. The certificates shall be submitted to the relevant department within 3 working days.
- (2) The competent department shall have the right to check if the student attempted an examination in the period to which the certificate applies or (in justified cases) to contact the issuer of the certificate and/or call upon the student to submit further documentation. If it is proven that the certificate contained untrue information, disciplinary proceedings shall be initiated against the student.

20. §

/to § 11.,14.,19., 20. and 22. of the Rules/

Individual curriculum and individual examination schedule

- (1) Upon justified requests by the student, the EC may permit an individual curriculum or an individual examination schedule. The detailed rules applicable to individual curricula and individual examination schedules shall be defined in a separate regulation of the Faculty of Law pertaining to individual curricula and individual examination schedules.
- (2) Students with an individual curriculum shall be exempted from the obligation to attend the classes; however, they shall consult with the teacher in charge of the

given subject concerning the conditions of obtaining the signature certifying the completion of a course, without delay after receiving the permit. Students with an individual curriculum may obtain signatures certifying the completion of a course in the manner and subject to the conditions in their permit granting the individual curriculum. Students who only have an individual curriculum shall not be entitled to any preferential treatment in difference from the general rules with respect to the taking of examinations.

- (3) A student with an individual examination schedule may also take his or her examination at times agreed upon with the teacher in charge of the subject in advance. Students with an individual examination schedule may also take examinations outside of the examination period, as shown in their permits. Students who only have an individual examination schedule shall not be entitled to any favourable treatment in difference from the general rules with respect to obtaining the signatures certifying the completion of a course or attending classes.

21. §

/To §23. of the Rules/

- (1) Failed examinations may be re-taken either in the same examination period or, on the basis of a special permit issued by the dean on equitable grounds, outside of the examination period, as shown in their permit, after the payment of the relevant fee for a re-taken examination.
In case it is found that a student took an examination outside of the examination period without a permit, the examination results shall be invalidated by the vice dean responsible for academic affairs.
- (2) A period of at least 24 hours shall elapse between two examinations attempted by a student in the same subject.
- (3) 'C' examinations may only be taken orally, before a board consisting of at least two members. The chairperson and members of the board shall be appointed by the head of department or, in case of the former's incapacity, by the dean.

22. §

/To §24. of the Rules/

- (1)
- a) Students shall contact the departmental administrative staff to notify their intention to re-take an otherwise successful examination at least two working days before the date of the re-taken examination. The department may reschedule such re-taken examinations to a date and time consulted upon with the student.
 - b) There shall be no fee payable for the re-taking of a previously already successful examination.
- (2)
- a) It shall be a condition of re-taking a successful examination that the student present his/her grade received for the earlier, successful examination. In the absence of an earlier, passing grade, examinations re-taken in accordance with the above shall not be valid.
 - b) The grade received in the course of such a re-taken examination may also be lower than the original examination grade.
 - c) In case of an unexcused absence from the re-taking of an earlier successful

examination, the student shall forfeit the right to re-take the given examination.

23. §

/to §27. (1), (2), (3), (6), (8) of the Rules/

Students shall write a thesis as part of the completion of their studies. The detailed rules applicable to major papers expected to be written in a given academic year and to theses shall be included in a separate regulation issued by the Faculty of Law.

24. §

/to §28. (2), §30. (9) of the Rules/

- (1) In addition to the chairperson, the final examination board may have 2-6 members. The chairperson and members of the committee shall include at least one professor or associate professor, and at least one person who is not employed by the University of Debrecen in accordance with the Nftv.
- (2)
 - a) In the law degree program and in the master's program, the final examination shall be taken by the student separately from the defence of his/her thesis, after the successful defence, in the subjects prescribed by the curriculum, while in the bachelor's program, the defence is held in combination with the final examination.
 - b) In the law degree program, the final examination may be taken either in the spring or in the fall final examination period. A preparation time of at least 10 days shall be provided between the individual parts of the final examination. In the law degree program, before starting the final examination, all final examination preparatory courses indicated in the model curriculum shall be taken and the relevant signatures certifying the completion of the courses shall be obtained. Students who, in the spring semester, in addition to the final examination preparatory courses – in possession of a permit for an individual curriculum, and with the exception of one final examination preparatory course – also register for other subjects, may only commence their final examination in the next (fall) semester, in possession of the pre-degree certificate (absolutorium).
 - c) In the master's program, the final examination shall consist of a written and an oral part. Based on the combined evaluation of the two parts, the final examination board shall assign a single grade for the student's performance.
 - d) The result of the final examination shall be calculated as the mathematical average of the grades assigned for the individual final examination subjects and for the thesis in the law degree program, and as the mathematical average of the grades assigned for the final examination and for the thesis in the bachelor's and master's programs.
- (3) Students commencing their studies in or after September 2007 may not receive a degree unless they fulfilled all payment obligations until the last day of the final examination in the programme. This provision shall be applied in a phase-in system from September 2007. Students may not receive a diploma until they returned all items in the inventory of the university. A certificate proving the return of such items shall be submitted to

the Registrar's Office until the last day of the final examination period.

25. §

/To §30. of the Rules/

- (1) Students may re-take the final examination or any part of the final examination in the same subject only once in the same final examination period.
- (2) In the law degree program, students may re-sit for any part of the final examination in a maximum of two subjects, in the week designated in the final examination period for re-sits.

26. §

/to §31. (8) of the Rules/

The qualification of the diploma is calculated taking into account the following sub-grades:

- a) For students starting law studies in the academic year 2019/2020 and afterwards, the simple arithmetic average of the following
 - the (cumulative) weighted academic average calculated for the whole duration studies
 - the average of the grade assigned to the thesis and the grade of the partial final examination

‘For students starting law studies before the academic year 2019/2020, the simple arithmetic average of the following

- average examination result of Roman law², Universal state and legal history², Hungarian constitutional and legal history², Jurisprudence², Public international law², Financial law², Labor and social law³, Criminal procedure law³ and Civil procedure law²
- the average of the grade assigned to the thesis and the grade of the partial final examination.

The Registrar's Office of the faculty notifies students starting their studies before the 2019/2020 academic year in a message sent via the electronic study system when calculating the qualification of the diploma that, based on the results achieved up to that point, the application of diploma qualification rule for students starting their studies before the 2019/2020 academic year or starting their studies in the 2019/2020 academic year would be more favorable for the given student, and this rule will be applied from now on. If the student wishes to derogate from the rule which is more favourable to him/her, he/she may request, by means of an irrevocable signed declaration sent to the Registrar's Office within 8 days of the date of sending the message via the electronic academic system, that the rules applicable to students who started their studies before the academic year 2019/2020 shall be applied.’

- b) At bachelor and master level, the simple arithmetic average of
 - the (cumulated) weighted grade average for the entirety of the studies,
 - the average of the grade assigned to the thesis and the grade of the complex final examination.
- c) In the higher-level vocational training program, the simple arithmetic average of
 - the (cumulated) weighted grade average for the entirety of the studies,
 - the final examination grade.

27. §

/To §35. of the Rules/

Criterion requirement: Such performance by the student prescribed in the requirements of

the degree program as being necessary for earning the degree certificate to which no credit point is assigned.

Partial final examination: In the law degree program, the individual subjects of the final examination that are included in the model curriculum. Partial final examination may also be re-taken individually within the same final examination period.

Examinations ‘A’, ‘B’ and ‘C’: At the Faculty of Law, a student shall be considered to re-sit his or her examination (i.e. taking a ‘B’ or ‘C’ examination) who already has a failing examination grade in the given subject, i.e. already attempted to take the examination in the given semester. (A student taking a ‘B’ examination shall be one with one failing grade, while a student taking a ‘C’ examination shall be one with two.)

Failure to show up at the examination shall not result in a failing grade (1) and re-sit; however, it shall reduce the number of times the examination may be attempted.

A student taking a ‘C’ examination shall be one who failed an examination (received a grade of 1) in a given subject twice.

At the Faculty of Law, the phrases ‘make-up examination’ and ‘re-sit’ shall correspond to corrective examination according to the Nftv.

Students may re-take a failed examination in the given academic period (called a ‘corrective examination’ in the Nftv.) at a ‘B’ (re-sit) examination. A failed re-sit examination may be re-taken again at a ‘C’ (repeated re-sit) examination.

If the re-sit examination was not successful, and the same person examined the student at the re-sit and the repeated re-sit examinations, at the request of the student it shall be ensured that the repeated re-sit examination be taken by the student before a different examiner or examination board.

Faculty of Medicine

1. §.

/to §2. of the Rules/

(1) In order to discuss questions relating to teaching and to establish points of principle, the Faculty shall set up a Faculty Educational Committee with powers and duties as laid down in the Operational Orders of the Faculty. The Chairman of the Committee shall be the official deputy of the Dean.

(2) Matters relating to education and examinations concerning all the students of the one-tier program at the Faculty of Medicine shall in the first instance be dealt with by the Sub-Committee for Educational Matters and Credit Transfer (SCEMCT). The SCEMCT shall carry out its duties according to the principles laid down by the Educational Committee of the Faculty of Medicine. The Faculty Educational Committee shall, however, in the formulation of their opinion, take fully into consideration the suggestions of the SCEMCT. The Faculty Council of the Faculty of Medicine shall vote for the Chairman of the SCEMCT on the basis of the recommendation of the Dean of the Faculty of Medicine.

The composition of the SCEMCT: Chairman, Associate Chairman, 10 teachers appointed by the deans (teachers of the faculty, representative of CCIE) and the Head of the Registrar’s Office; 10 chosen students with voting rights (5 students from the Hungarian program, 5 students from the English program).

The SCEMCT shall have a quorum if minimum 50 percent of those entitled to vote are present. The committee, which consists of 26 voting members, takes its decisions by a unanimous vote. In the event of a tie, the decision shall be made in

favour of the student. The SCEMCT operates in accordance with the Operational Regulations. Minutes shall be taken of the SCEMCT meetings.

The preparation of matters to be discussed at the meeting of the SCEMCT (collecting requests and providing data) and the posting of decisions in a timely and objective manner is the responsibility of the person appointed by the Head of the Registrar's Office.

The scope of the activities of the SCEMCT shall include among other things:

- transfers from other educational institutions or within the student's own institution,
- the authorisation of part-training abroad,
- consideration of requests concerning individual study plans and examinations,
- consideration of requests for professional practice,
- making recommendations to the Faculty Educational Committee regarding the development of procedures connected to education and examinations.

- (3) The development of uniform procedures in connection with educational matters and examinations is the task of the Faculty Educational Committees.
- (4) Matters relating to education and examinations as well as credit-transfer concerning all the students of the divided programs at the Faculty of Medicine shall in the first instance be dealt with by the Sub-Committee for Educational Matters and Credit Transfer of the Divided Programs (SCECDP). The SCECDP shall carry out its duties according to the principles laid down by the Educational Committee of the Faculty of Medicine. The Faculty Educational Committee shall, in the formulation of their opinion, take fully into consideration the suggestions of the SCECDP.

The Faculty Council of the Faculty of Medicine shall vote for the Chairman of the SCECDP on the basis of the recommendation of the Dean of the Faculty of Medicine.

The composition of the SCECDP: Chairman, teachers with voting rights, appointed by the Dean (1 teacher on behalf of each specializations of the bachelor programs, 1 teacher on behalf of each master programs); chosen students with voting rights (1 student on behalf of each specializations of the bachelor programs, 1 student on behalf of each master programs); in the event of a tie, a decision more favorable to the student must be made. A member of staff from the Registrar's Office will act as secretary. The heads of the divided courses and the Head of the Registrar's Office are permanent guests.

The SCECDP shall have a quorum if minimum 50 percent of those entitled to vote are present. Decisions of the committee shall be taken by simple majority. Minutes shall be taken of the SCECDP meetings. The preparation of matters to be discussed at the meeting of the SCECDP (collecting requests and providing data) and the posting of decisions in a timely and objective manner is the responsibility of the Registrar's Office.

The scope of the activities of the SCECDP shall include among other things:

- a) transfers from other educational institutions or within the student's own institution,
- b) consideration of requests concerning individual study plans and examinations,
- c) consideration of requests concerning credit-transfer,
- d) managing the pre-entrance credit-transfer procedure of master programs,
- e) the authorisation of part-training abroad,
- f) decision making of scholarship applications for summer research and for master studies

- g) making recommendations to the Faculty Educational Committee regarding the development of procedures connected to education and examinations.

2. §.

/to §3. of the Rules/

- (1) Students who passed successfully their entrance exams shall be obliged to show up at the medical aptitude test of the Occupational Health Service. The carried out tests are recorded in the student's Health Booklet. The student shall be obliged to present their Health Booklet to the representative of the host institution before the start of the student's practices. The Occupational Health Service shall send a list of names to the Registrar's Office of those students, who turned out to be ineligible due to health reasons or have not shown up at the aptitude test, and thus they are not allowed to start their clinical practices. The procedural order and the list of examinations are contained in a separate regulation.
- (2) Based on the basic principles of state-supported education with a credit system accepted at the university, the state-supported student must fulfill the training and exit requirements for the major at the appropriate times during the active semesters after the first enrollment.
- (3) *Ineffective from 9th March 2023*
- (4) A student who starts his/her studies in September 2012, and then in ascending system, with a state scholarship and a state partial scholarship, shall be reclassified to a self-financed course at the end of the academic year if he/she has not acquired fifty percent of the credits required in the recommended curriculum in the last two active semesters.
- (5) The maximum period of support for a given degree (diploma) may not exceed two semesters longer than the duration of the studies. The period of support for a given degree must include the period of support previously taken up. If the student is unable to obtain the degree (diploma) during the period of support granted, he/she may continue his/her studies in the degree program on a fee-paying/self-financed basis.
- (6) At the beginning of their studies, Hungarian students taking part in the dentistry training shall take an oath, and foreign students shall make a vow. The text of the oath and the vow shall be approved by the Faculty Council of the Faculty of Medicine. The oath or vow shall be confirmed by the signature of the student at the first registration.
- (7) In the case of payment arrears the legal status of the student shall be terminated by the Dean after futile requests for payment and examining the social status of the student. By exercising his power transferred to him by the Rector, the Dean terminates the legal status of the student on the day the decision made in the subject is finalized.

3. §.

/to §4. of the Rules/

- (1) The academic term-time of the Faculty of Medicine is 14 weeks. The examination period is at least 6 weeks. The academic term-time of the sixth year at the medical training is 35 weeks. Midyear block practices must be completed during both

semesters in year 4 and 5 as described in the course curriculum. Considering the fact that in case of students in part-time status, taking part in exchange programs at the one-tier program of the Faculty of Medicine the subject registration may differ from the model curriculum, such students may be granted permission to complete a two-week block practice after the last exam period completed at the UD, apart from the compulsory block practices.

In case of the divided programs in the last semester, after the term-time, it must be ensured that both an examination- and a state examination period is announced successively. If the student fulfils the conditions of the final pre-degree certificate until the last day of the state examination period in the last semester, the final date of the training of the student shall be the last day of the state examination period.

- (2) The duration of a class (lecture, seminar, exercise) is 45 minutes.
- (3) Summer practice(s) to be completed out of the course period and exam period of the academic year at the medical training are to be considered a compulsorily completed student activity related to the subsequent semester.

Taking part in the professional practice is obligatory. Making up the absences from the professional practice lessons is compulsory, for this procedure the requirements settled by the lecturer for acquiring the signature, which are also described in the course programs is to be followed.

4. §.

/to §3. (7) and §5. of the Rules/

- (1) Prior to commencing their studies, students shall appear for registration in person. Registration shall take place at the start of the first academic year in person and in writing. Before the registration period, the University Academic Information Center (UAIC) and the Student Administration Center (SAC) records the personal data of the students admitted in the electronic academic system. During the registration period and throughout the existence of the student status students are obliged to submit all data defined as compulsory by the National Higher Educational Act (Nftv.), within a deadline defined by the Registrar's Office or the SAC. Students shall present the original documents in order to verify their data. Students may ask for the refinement of their data on the enrollment sheet printed from the academic system, and shall verify the trueness of the data by signing the sheet. There is no need of a new enrollment during the existence of the student status.
- (2) At the beginning of each semester - by the end of the second week of classes - the student must declare in the academic register whether he/she will continue his/her studies (active semester) or take a passive semester. A student who does not enrol for the semester in question and does not terminate his/her status as a student is also considered to be passive. Instead of an active semester, students may still opt for a leave of absence or a passive semester if they request a leave of absence within four weeks after the commencement of the academic instruction, but the latest until 14th October in the fall semester, and 14th March in the spring semester. If a student fails to request a leave of absence prior to this point in time (i.e., he/she does not opt for a passive semester) or termination of student status, the given semester shall be considered an active semester even if the student does not attend classes or fails to fulfil the academic requirements of any curriculum/syllabus, furthermore, the student will have the duties deriving from taking on the Hungarian state scholarship's conditions or from the study contract, regardless of fulfilling the academic requirements

- (3) Students are required to enrol in compulsory, compulsory elective and optional subjects by the end of the 1st week of the academic term.
- (4) A student who starts and continues his/her studies on a fee-paying/self-funded course may take up a subject up to six times. Students who do not meet the requirements of a course after six times will have their student status terminated by the Dean, in his powers delegated by the rector. The student cannot be readmitted.
- (5) Failure to pay the fees/expenses due for the semester by the due date will result in the student not being allowed to start the examinations for that semester.

5. §

/to §7. of the Rules/

- (1) In the case of oral examinations, the assessment may be made on the student's performance sheet printed from the electronic academic system, except for medical students starting the VI (specialisation) year in 2017 at the latest. The student may take the performance sheet with him/her to the oral examination. It is not a prerequisite for taking the examination. The student may not ask the performance sheet to be signed at a later date.

Medical students who start their VI year in 2017 at the latest will continue to use their paper-based lecture book/academic booklet in the traditional way, and will be required to bring it to the exams and have their results written in it.

Students who start their studies before 1 September 2011 may request their traditional lecture book with etiquette on both sides from the Registrar's Office only in justified cases, except for students starting their VI (specialisation) year in 2017 at the latest.

6. §

/to §11. of the Rules/

- (1) The subject requirements for students include the curricula presented in all classes or contained in the compulsory textbooks described in the timetable and any other requirements published by the Educational Organizational Units.
- (2) The Head of the Educational Organizational Unit is obliged to give reasons in writing for the refusal of a signature for the semester and to send it to the Registrar's Office the latest by the last day of the academic term-time. The Registrar's Office will inform the student about the decision. The Head of the Educational Organizational Unit will also give information on what conditions are to be fulfilled in order to get the missing signature in the Lecture Book.

The student may submit an appeal against the refusal of a signature addressed to the Dean of the Faculty of Medicine within 8 days. Provided the Dean has granted the student's appeal, the Dean must certify by signature the acceptance of the semester.

- (3) The compulsory summer practices may be completed neither during the academic term-time nor during the examination period. The summer practice and the block practice can be completed at the institutes of the Faculty of Medicine, at its accredited training centres, at other accredited training centres in Hungary or abroad or at a university teaching hospital.

The completion of valid professional practice (summer practice, block practice, and sixth year practice) in other Hungarian or foreign accredited training sites or

university teaching hospitals is subject to the prior approval of the relevant educational sub-committee (excluding nursing practice to be carried out in the first and second years, which can be done at any Hungarian hospitals without special permission, or in the training hospital of another Hungarian university from where only a statement of receiving the student is necessary).

In order to request a permission, the student must obtain a statement from the receiving institution (a form issued by the Registrar's Office must be signed), that it will provide the professional program prescribed by the University free of charge, and a declaration that no charges will be made to the University. The application for block practices and summer practices is carried out through the electronic academic system.

In case of block practices spent outside Debrecen, the costs of accommodation can be refunded only if the student's permanent place of residence is not there.

- (4) Rules relating to the accreditation of foreign places of training can be found in the Appendix of the present Rules and Regulations.
- (5) The faculty ensures that a student with state support can take courses worth 10% more than the total number of credits required for the degree program. This shall be ensured for students starting their studies in the first year in September 2012, regardless of the form of financing. For students starting their studies in September 2013, and thereafter in ascending order, the faculty shall ensure that they may take courses with a credit value exceeding the total number of credits required by 10%, and courses taught in a language other than Hungarian up to 10% of the total number of credits, without any extra cost or fee.

7. §

/to §12. (1) of the Rules/

Ineffective from 16th June 2023

8. §

/to §14. of the Rules/

- (1) Taking part in seminars and practices is compulsory - depending on the requirements of the course. The number of allowable absences, its consequences and how they can be compensated for can be found in the requirements of the subject issued by the institute/clinics.
- (2) Granting exemption from taking part in seminars and practices is in the power of the Educational Organizational Unit regarding students completing the subject as repeaters and who have acquired at least the signature of the given subject during their previous registration to the subject. The certificate about the exemption shall be acquired by the student in the beginning of the semester.
- (3) In the case of a student's incapacity, the Dean may, on the basis of an individual request, allow the student to take an individual examination schedule. On the recommendation of the Head of the Educational Organizational Unit, the Dean may authorise an examination outside the examination period.
- (4) For medical students, work in patient care in Hungary or abroad can be recognised as part of the block practice or the comprehensive examination year. Acceptance is

decided by the dean on the basis of an official certificate submitted by the student, on the recommendation of the Head of the Educational Organizational Unit.

9. §

/to §15. (1) of the Rules/

The following conditions apply for the transfer request to the Faculty of Medicine:

- general medical training from a general medical school at another university only,
- for general medical studies only for years II, III and IV,
- for divided courses in the same field of study at the same or higher level,
- from full-time to full-time and part-time, from part-time to part-time only,
- have at least two validly completed semesters and have earned at least 40 credits in the last two semesters,
- there are no grounds for termination of student status or expulsion as a disciplinary sanction,
- has a stipend index of at least 3,00 in the last two semesters or equivalent in the case of study abroad, has taken the science courses essential for the acquisition of basic medical knowledge in a 'college' and meets the above requirements (in which case the student will be admitted only for the first year of the fee-paying program).

Transfer is only allowed at the start of the academic year and the corresponding course acceptance request may be submitted until 21 August. The transfer may take place from the end of the previous academic term until 15 September for the fall semester, within the limits of the available faculty capacity.

The application for transfer to the Faculty of Medicine must be accompanied by a supporting document certified by the transferring institution on the student's previous achievements. For purposes of evaluation of requests for transfer from places of professional training (universities, colleges) abroad, the curriculum of the transferring institution and the Course Record book containing the results of examinations taken, together with an official Hungarian translation shall be attached.

Applications for transfer must be submitted to the Registrar's Office. An incompletely documented transfer request will be rejected by the relevant Academic Subcommittee.

Consideration of accepting previous studies is the responsibility of the SCEMCT/SCECDP based on the proposal of the relevant course coordinator.

In the case of admission to the medical diagnostic analytical bachelor course, classification into specialization takes place according to the specialization selection regulations for the course. The procedure is published on the department's website.

10. §

/to §16. of the Rules/

- (1) The students of other universities, faculties, programs, can only participate in lectures, practices, seminars at the Faculty of Medicine where patients are not displayed and privacy and data protections rights or the patients are not violated. For taking compulsory subjects the prior approval of the SCEMCT/SCECDP is necessary.
- (2) In medicine, students must complete 50% of the total credits required in the faculty, and a maximum of 66 credits in clinical courses may be completed abroad in order

to be awarded the degree.

- (3) Students must complete 50% of the total credits required for a bachelor's degree and 1/3 of the total credits required for a master's degree at the University of Debrecen in order to be eligible for a diploma. In the case of master's degree courses, the duration of the student's stay after the acceptance of credits for a new degree cannot be less than two semesters.
- (4) In case the admission procedure is conducted in Hungarian language the credits of previously completed subjects shall be recognized only in the case of a minimum 75% equivalency in the syllabus, and the period between the previously obtained credits and the submission of the request is less than six years. (After the elapse of 6 years the acceptance of the credits shall be considered.)
- (5) Requests for subject acceptance - in the case of transfer or a successful general admission procedure - can be submitted to the Registrar's Office by August 21 of the year preceding the given academic year, or by August 31 in the case of a successful supplementary admission procedure at the latest.

11. §

/to §20. of the Rules/

- (1) The Heads of the Educational Organizational Units ensure that students have a choice of at least 3 examination days per week for oral examinations and one examination day per week for written examinations, and written and oral examinations in the same subject.
- (2) In the case of examination courses, a minimum of 3 examination days should be given evenly spread over the whole examination period. It is the right of the Educational Organizational Units to determine (maximise) the number of students who may be admitted to the examination each day, but not to minimise the number of candidates. The number of examination places to be allocated by the Educational Organizational Units during the examination period must be at least 150 % of the number of students enrolled in the subject. In year VI, all working days in the examination period must be examination days, and in the practical cycles at least 1 examination day per week.
- (3) In the case of optional and compulsory subjects, it is permitted to take the examinations online or to submit the papers required to obtain the practical grade electronically.

12. §

/to §22. of the Rules/

- (1) In the case of mid-term written tests and examinations the students have the right to inspect their corrected and evaluated test papers. The instructor may impose a time limit for the inspection of the essay. In times of emergency, health crisis and health emergency, written mid-year examinations and tests are marked by at least two teachers. In this case, only in the case of an unsatisfactory mark shall the student be entitled to see his/her corrected and marked examination. In order to optimise resources, the Dean may lay down the dates of the compulsory examinations.
- (1/A) If a student with a disability is entitled to a concession for examinations in a particular subject, the student must notify the OSZE's academic officer of his/her request 5 working days before the examination. On this basis, a special examination

calendar will be organised by the OSZE.

- (2) The examination may consist of maximum three parts: practical, written and oral examination. In case a practical or oral examination is taken after the closing of a semester, in the case of one student, the examination is to be carried out in the presence of maximum two examiners or an examination board. The previously successfully passed written and practical examination shall not be repeated in the case of retake or repeated retake examinations.
- (3) During written and oral examinations (mid-term or exams), the student is not allowed to bring any device (e.g. electronic device) suitable for communication or data storage to the examination venue. During the examination, the student is obliged to cooperate with the supervisors, to act in accordance with their instructions and, in particular, in the event of suspected possession or use of an unauthorised method or aid, to remove from his/her possession (body or clothing) any unauthorised aid or device used or intended for use as an unauthorised aid, in order to maintain the purity of the examination or temporarily hand them over to the supervisor, as recorded, pending the outcome of any inspection.
The student acknowledges that if during the examination he/she is suspected of possessing or using a method or aid that has not been approved, disciplinary proceedings will be initiated.
If the supervisor detects the presence of such a device, he or she must suspend the examination. The supervisor shall initiate disciplinary proceedings in writing to the Dean within one working day by sending a report of the incident.
- (4) The procedure for a retake (B) or repeated retake (C) examination may not differ from that for the A examination, unless a specific regulation provides that a partial examination may be passed. In the case of a written A or B examination only, the board of examiners may hear the student orally in the case of a repeated retake examination (C), only in the case of a written examination in which the student is failed.
- (5) The institute can only announce an examination course other than the model curriculum with the permission of the dean.
- (6) Oral exams are usually open to the public. For clinical subjects and autopsy examinations, the public may be excluded or restricted to sworn students and doctors.
The head of the Educational Organizational Unit will announce the start time of the examination in advance, from which the (oral) examination must start within 2 hours at the latest. The one-off examination process for colloquia and examinations may not last longer than 6 hours. The dean may grant an exemption from this requirement in justified cases. The examination period for a colloquium or examination for a specialisation course may not extend over 2 working days.
- (7) A university/college teacher, a university/college associate professor and a clinical chief physician may hold a comprehensive examination, a colloquium and a practical special examination may be held by a university/college teacher, a university/college associate professor, an assistant professor and a clinical chief physician. In the case of colloquia, the Dean may, on the recommendation of the Head of the Educational Organizational Unit, authorise the examination conduct for scientific assistants, senior scientific staff, research assistants, adjunct professors and assistant professors. The Dean may, on a proposal from the Head of the Educational Organizational Unit, authorise the conduct of comprehensive

examinations for academic advisers, senior academic staff and adjunct professors. The second repeated examination must be taken before a committee whose members are appointed by the head of the Educational Organizational Unit. The chairman of the committee may not be a lecturer in the relevant Educational Organizational Unit. The chairperson of the committee may be a university/college teacher, university/college associate professor or an academic adviser, senior academic staff member or a holder of a licence to conduct examinations. Students should take the repeated examination in front of a different examiner from the previous examiner, if possible.

An instructor or student must be present at the examination in addition to the examiner and the candidate.

Students must present a document proving their identity (student ID or identity card) at the examination.

The examiner may only examine those students who are on the exam sheet for that day, printed from the electronic academic system.

In the case of the bachelor course in medical diagnostic analysis, the comprehensive examinations must be announced every semester.

(8) *Ineffective from 16th June 2023*

13. §

/to §25. of the Rules/

Each semester, students are ranked in ascending order by grade and degree program according to their cumulative adjusted credit index, thus determining their position in the semester student ranking.

14. §

ACADEMIC AND EXAMINATION REGULATIONS FOR THE VI (COMPREHENSIVE EXAMINATION) YEAR

- (1) Practice period of year 6 (the year of comprehensive examination) is 35 weeks. In the credit system, the practices of year 6 are subject to the rules of course registration, too.
- (2) After the enrolment, students can apply for the practice of the first year / related to the preparation for the comprehensive examination / in the electronic academic system.
- (3) Subjects of year 6 (the year of comprehensive examination) are the following:
 - Internal Medicine; 10 weeks, comprehensive examination
 - Pediatrics; 7 weeks, comprehensive examination
 - Surgery; 5 weeks, comprehensive examination
 - Neurology; 4 weeks, comprehensive examination
 - Psychiatry; 4 weeks, comprehensive examination
 - Obstetrics and Gynaecology; 5 weeks, comprehensive examination

For medical students, work in patient care in Hungary or abroad can be taken as part of the year-long internship. Acceptance is decided by the dean on the basis of an official certificate submitted by the student, on the recommendation of the head

of the Educational Organizational Unit.

It is possible to apply for a new practice at the Registrar's Office exclusively after a successful exam closing the previous practice. The Educational Organizational Unit shall be obliged to provide at least two examination days per week for candidates for the comprehensive examination. New practice cycles can be started only on the first day of the week.

- (4) For students starting their VI year of specialisation in 2017 at the latest, the completion of the practicals must be certified in the lecture book (stamp, signature, date). The Educational Organizational Unit shall be obliged to have the missing practice supplemented by the student. Terms and conditions for the replacement of the missing practices shall be determined by the Head of the Educational Organizational Unit. Sixth-year's practices can be performed in the institutes, accredited training sites of the Faculty of Medicine, other domestic or foreign accredited training sites or university teaching hospitals. For practices spent in other domestic or foreign accredited training sites or university teaching hospitals the prior permission of SCEMCT is required. The SCEMCT makes its decisions taking the professional requirements into consideration.

During the practices, requirements set forth in the Lecture Book of the block practice shall be met, certified by the appointed tutor by their signature both in the course record book of the block practice and the Lecture Book and in the index for students starting their VI (comprehensive examination) year in 2017 the latest.

- (5) Special rules for sixth-year's examination:

Following the fulfilled practice, the student shall be obliged to pass the related exam in the subjected semester or the subsequent semester. If the practice or exam of the given subject reaches over to the next semester, the student should sign up for the course again. Passing of a repeated exam may take place only at the same Educational Organizational Unit where the previous exam took place, regardless of the time elapsed between the two exams. Prior to the repeated exam, a supplementary practice should be fulfilled. The student shall be obliged to spend the supplementary practice at the clinics of the Faculty of Medicine. If the first retake of a course is not due to a failed repeated retake exam (C exam), it does not increase the number of courses taken and does not result in an additional tuition fee.

- (6) Duration of the supplementary practice:

- 5 weeks of Internal Medicine;
- 3 weeks of Pediatrics;
- 3 weeks of Obstetrics and Gynaecology;
- 3 weeks of Surgery;
- 2 weeks of Neurology;
- 2 weeks of Psychiatry.

- (7) Students, the repeated retake (C) exam of whom turns out to be unsuccessful, too, shall be obliged to repeat the prescribed practice from the given subject. In the event that the student fails to close the subject by a successful exam during two consecutive course periods, the practice from the given subject should be repeated.

15. §

/to § 27 of the Rules/

- (1) Students who have obtained the final pre-degree certificate may apply for the final examination only if they successfully defended their degree thesis.

The rules for writing a thesis in medicine:

- (2) The degree thesis topics and names of supervisors are published per institution and clinic in the faculty bulletin and at the web page of the faculty.
- (3) The deadline for submitting the thesis is 3 months before the final examination. The deadline can be extended by up to 2 weeks, during which the fee set out in the University of Debrecen Student Fees and Benefits Regulations must be paid.
- (4) The thesis must be submitted to the Registrar's Office in electronic form only. The thesis accepted by the examiners must be uploaded to the Electronic Archive of the National Library of the University of Debrecen (DEA) in pdf format by the start of the examination at the latest. Unless this is fulfilled, the student will not be allowed to commence his/her thesis defense.

To the thesis the following must be attached in electronic form:

- a suitably completed form for submitting the degree thesis,
- approval from the supervisor / head of institution,
- a statement of classification, if necessary.

The thesis must include a statement by the student that the thesis is his/her own independent work.

The length (without bibliography, figures and tables) of the thesis shall be 6000 – 10000 words. The thesis must be submitted in an aesthetic format. Upper and lower margins of 2.5 cm and left and right margins of 3 cm must be left.

The structure of the degree thesis and the assessment procedure shall comply with the following requirements:

- a) The thesis may report on the author's own experimental investigations; it may be an analysis related to casuistry, clinicopathology and statistics, or a literature summary, an audiovisual educational material may be used only for a TDK (Scientific Students' Associations Conference) work accepted as a thesis. It is not important to include new scientific results; however, it must be the result of the author's own work. The source of non-autonomous results must be clearly indicated. Title page: include the title of the thesis, the name of the author and the supervisor, the name of the institution where the thesis was written, the name of the head of the institution and the date of writing. The thesis may be submitted only with the permission of the supervisor and the head of the Educational Organizational Unit. A separate chapter should be devoted to the introduction, objectives of the work, results and discussion. Literature references should be numbered consecutively in the text. It should include - up to 2 page - summary. The bibliography includes the names of the authors of the cited publications (with the first initial of the first name), the full title of the citation, the name of the journal, the volume and page numbers, and the year of publication. If the reference is to a book, the author, title and publisher of the book must also be given. The number of literary references should preferably not be less than 20 or more than 50.
- b) The assessors shall examine the logical structure of the degree thesis, its literary foundations, the applied methods and the accuracy of presentation of the results.
- c) The supervisor of the degree thesis shall be obliged to prepare a written qualification on the professional activity of the author of the thesis, which should be submitted together with the degree thesis to the Registrar's Office, respectively, to the academic advisors.

- d) The Registrar's Office shall hand out the received degree thesis to 2 official assessors called upon by the expert's board appointed by the Educational Committee. Only one of the assessors may be from the institution where the students wrote their degree theses. In case of a degree thesis written at external place, at least one of the assessors should be the professor of the University of Debrecen. If the assessor is not able to fulfil the request, he/she shall be obliged to immediately send back the degree thesis to the Registrar's Office. The assessor shall be obliged to prepare his written assessment in 4 weeks, and to forward it to the Registrar's Office both in electronic form. If neither of the assessors accepts the degree thesis, the student should rewrite it, by taking into account the comments of the assessors. If the thesis is not accepted by one of the reviewers, the student must revise the thesis. The revised thesis must be returned to the rejecting reviewer(s). If the thesis is accepted by 2 assessors, the oral examination may take place.

The student shall receive the written opinion of the assessor, to which – also in case of acceptance – the student shall be obliged to reply in writing.

The thesis must be defended at the Educational Organizational Unit which published, respectively, coordinated the topic. The defence shall take place before a committee of 3 persons, the members of which shall be the head of the educational unit, or the senior professor (chairman) appointed by him and the assessors. The supervisor must also be invited to the examination. The committee shall evaluate the thesis in a closed session. They shall prepare a protocol in 3 copies, containing the name of the student, the title of the thesis, the place and date of defence, the questions raised by the members of the committee, the related replies and the final grade approved by the committee. The assessments and the replies to assessments shall constitute the supplement to the protocol.

In the case of divided courses, the rules on the preparation of the thesis:

- (5) Thesis topics are assigned by the educational departments involved in the training. The thesis supervisor must be a person with a university degree or equivalent qualification. The thesis topics, the names of the thesis supervisors, the evaluation criteria and the formal requirements for the thesis are published in the faculty bulletin and on the faculty website.
- (6) The student must submit the thesis paper certifying the choice of the subject to the Registrar's Office by the end of the semester 6 in the case of bachelor's degree programs and by the end of the semester 1 in the case of master's degree programs. Deadline for the final examination is 1 April and 1 November. The final deadline for the submission of the diploma thesis is 15 April and 15 November. The deadline can be extended by up to 2 weeks, during which the fee set in the University of Debrecen Student Fee and Benefit Regulations must be paid. If the student misses this deadline, he/she may be admitted to the final examination only in the next final examination period.
- (7) The thesis must be submitted to the Registrar's Office in electronic format only. The thesis accepted by the examiners must be uploaded to the Electronic Archive of the National Library of the University of Debrecen (DEA) in pdf format by the start of the examination at the latest. Unless this is fulfilled, the student will not be allowed to commence his/her thesis defense.

To the thesis the followings must be attached in electronic form:

- a summary of the degree thesis bearing the name of the author and the title
- the student's declaration that the degree thesis is his/her independent work
- a statement of classification, if necessary

The thesis will be awarded by the Registrar's Office to one official examiner appointed by the Educational Committee through a panel of experts, or two for Master's degrees in Health Psychology.

The thesis is reviewed and graded by one assessor and the Master of Health Psychology thesis by two assessors. The student receives the opinion and replies in writing. The reviewer may modify the proposed grade, taking into account the response.

The assessor has two weeks to prepare the written opinion, which must be sent to the Registrar's Office by the deadline.

The final examination committee or the committee evaluating the thesis, taking into account the opinion of the assessor and the candidate's performance during the examination, determines the grade for the thesis.

- (8) A diploma thesis can also be written as part of a TDK (Scientific Students' Associations Conference). TDK papers will be accepted in their original form as a diploma thesis with distinction if the jury of the local TDK Conference has accepted the presentation as a thesis and the paper submitted to the Registrar's Office has been accepted by both reviewers. In the case of co-authored papers, the first author may have the work approved as a degree thesis, upon the waiver of the other authors.

The documents relating to the acceptance of the application (reviews, replies) must also be submitted. It is also necessary to fill in and submit a questionnaire containing the details of the TDK thesis and the presentation (title, authors, institutions, supervisor).

16. §

/to §28. of the Rules/

- (1) Obtaining the diploma is a prerequisite for taking the final examination. The academic administration needs at least 3 working days before the final examination to issue the diploma. If the deadline is missed, the student has the possibility to take the final examination in the next final examination period.

Rules for the final examination in medicine:

- (2) The final examination is held in front of a board of 3-6 examiners, one of whom is an external member. The chairman and members of the committee are appointed by the Dean. The members of the final examination committee are subject to the rules applicable to the comprehensive examination. Only a full professor may chair the state examination board.
- (3) On the day of the oral examination, the Educational Organizational Unit (state examination committee) at which the student shall pass the exam, shall be determined based on a pull.

Rules on the final examination for divided programs:

- (4) The final examination is held in front of an examination board of 3-5 members in the case of the Molecular Biology Master's degree, and of 3 members in the case of other divided programs. The chairperson and members of the committee are appointed by the Dean. The committee shall be composed in such a way that at least one member is an external expert. At least one member of the examination board

must be a university or college professor or associate professor.

17. §

/to §29. of the Rules/

(1) **Rules for the final examination in medicine:**

The final examination consists of a written, practical and oral part. The date of the written final examination is set by the National Final Examination Committee. The dates of the practical and oral final examinations are set by the vice dean of the Faculty. The complex final examination is successful if all the elements of the examination are graded at least passed (2). The results of the partial examinations may not be combined. If any part of the final examination is failed, the complex final examination may be continued, except for the D (thesis, dissertation), the passing of which is a prerequisite for the taking of further partial examinations. Only the failed part of the examination must be repeated.

The grade of the complex state examination is the simple mathematical average of the successful partial tests, i.e,

$$XZV = \frac{D+I+Sz+Gy}{4}$$

where:

XZV = the number standing for the grade of the complex state examination

D = grade for the thesis/dissertation

I = written examination grade

S = grade of the oral examination

Gy = grade of the practical examination

The grade for the complex final (state) examination is calculated according to the average grade with a 5-grade scale according to the following intervals:

4,51 - 5,00 - excellent

3,51 - 4,50 - good

2,51 - 3,50 - satisfactory

2,00 - 2,50 - pass

(2) **Rules on the final examination for divided courses:**

Parts of the final examination:

- Master's degree in Clinical Laboratory Scientist: thesis and dissertation examination, final oral examination
- Master's degree in molecular biology: thesis defence, oral examination
- BSc in Medical Laboratory and Diagnostic Imaging Analytics:
 - Medical Diagnostic Laboratory Analytics specialization: Defence, written, practical and oral exams
 - Medical Research Laboratory Analytics specialization: Defence, written and oral exams
 - Diagnostic Imaging Analytics specialization: Defence, written, practical and oral exams
 - Pathological Analytics specialization: Defence, written, practical and oral exams
- Master's degree in health psychology: thesis defence, written, oral

examination

In the divided programs, the degree of the state examination consists of the simple mathematical average of grades of the thesis defence and the successful partial state examinations.

The grade of the complex state examination shall be calculated based on the average value calculated in this way, on a 5-grade scale as per the following:

- 4,51-5,00 excellent
- 3,51-4,50 good
- 2,51-3,50 satisfactory
- 2,00-2,50 pass

In case any partial grade of the final examination is fail, the result of the state examination shall be regarded as fail.

The Faculty of Medicine of the University of Debrecen conducts final examinations in the fall and spring semesters of the bachelor and master programs.

A failed final examination can always be corrected at the earliest during the next final examination period. Only those parts of the final examination which have been unsuccessful must be repeated.

If a student who commences his/her studies after 1 September 2006, under the Higher Education Act of the 2005 does not complete his/her final examination by the end of his/her student status, he/she may take the final examination at any time after the end of his/her student status, in accordance with the provisions of the requirements in force at the time of taking the final examination.

The completion of the final examination may be conditional after the seventh year of issuing the final pre-degree certificate.

In the case of the medical diagnostic analytical training and its legal predecessors, in view of the rapid development of the profession, as a prerequisite for the final exam, after the seventh year from the issuance of the final pre-degree certificate, the person in charge of the major may, in consensus with the persons in charge of the specialization, prescribe differential exams in the following areas:

- clinical chemistry
- hematology/hemostaseology
- immunology
- genetics/molecular genetics
- microbiology
- immunology
- histochemistry/immunohistochemistry
- macropathology
- cytology
- nuclear medicine
- radiation therapy
- radiology.

Students starting their studies in the first year in September 2012 - and thereafter in ascending order - can take a final examination within two years after the end of their student status, in any examination period, in accordance with the applicable training requirements. Beyond two years from the date of the award of the pre-degree

certificate, the final examination may be taken according to the conditions laid down by the faculties. No final examination may be taken after five years from the date of termination of student status.

18. §

/to §31. of the Rules/

- (1) In determining the qualification for the diploma in medicine, equal weight is given to each of the required specialisation examinations and the three additional examinations of the advanced colloquia listed below, the thesis and the complex final examination:

The diploma is obtained by means of specialised studies and advanced colloquia:

- General and medical genetics (lecture)
- Anatomy, Histology and Development II. (lecture)
- Internal Medicine VII.
- Biophysics (lecture)
- Biochemistry II. (lecture)
- Dermatology
- Pharmacology II.
- Dentistry
- Otolaryngology
- Pediatrics III.
- Forensic Medicine II.
- Clinical biochemistry II.
- Behavioral science rigor
- Preventive medicine and public health II.
- Neurobiology (lecture)
- Neurology III.
- Orthopedics
- Medical physiology II. (lecture)
- Medicinal chemistry (lecture)
- Medical microbiology II.
- Pathology II.
- Psychiatry III.
- Pulmonology
- Radiology and nuclear medicine II.
- Surgery III.
- Cell biology (lecture)
- Ophthalmology
- Obstetrics and Gynecology III.
- Traumatology I.
- Urology
- Hungarian language for students participating in English-language training

In terms of the classification of degrees, for students commencing their studies in the first year in September 2023 - and thereafter in ascending order - the following three partial examinations of the below listed comprehensive examinations, colloquia, the diploma thesis and the complex final examination are equally weighted:

- General and medical genetics lecture
- Anatomy, Tissue and Developmental Biology Lecture III
- Internal Medicine VII.
- Biophysics Lecture
- Dermatology
- Pharmacology II.
- Dentistry
- Ear, nose and throat medicine
- Pediatrics III.
- Forensic Medicine II.
- Comprehensive exam on Behavioural Science
- Preventive Medicine and Public Health II.
- Neurology III.
- Orthopedics
- Medical Microbiology II.
- Pathology II.
- Pulmonology
- Radiology and nuclear medicine II.
- Cell Biology Lecture

- Obstetrics and Gynecology III.
- Traumatology I.
- Urology
- Hungarian language for students in foreign languages

$$XD = \frac{S X_n + D + I + Sz + Gy}{n + 4}$$

where:

XD = the number standing for the evaluation of the degree

S X_n = the total of the grades in the compulsory comprehensive examinations and the special end-of-semester examinations listed above

n = the number of compulsory comprehensive examinations and special end-of-semester examinations

D = grade for the thesis (5-grade scale)

I = written exam grade (part of the complex final examination)

Sz = oral exam grade (part of the complex final examination)

Gy = practical exam grade (part of the complex final examination)

The diploma is awarded with a grade of

Summa cum laude	4,51 - 5,00
Cum laude	3,51 - 4,50
Rite	2,00 - 3,50

- (2) Students who have passed the final examination must be awarded the diploma within 30 days of the final examination.

Determining the qualification of the diploma for divided courses:

- (3) The qualification of a bachelor's degree is calculated on the basis of the grades obtained in the specialisation tests and the final examination.

$$\frac{S_{xn} + ZV}{OM} = \frac{1}{n+1}$$

where:

OM = numeric value used as the basis for the qualification of the diploma

S_{xn} = sum of the grades for the comprehensive examinations required during the period of study

ZV = numerical value for the complex final examination

n = the number of comprehensive examinations.

- (4) The qualification of the Master's degree in Molecular Biology is determined by the following examinations (1st grade, 2nd grade) and the result of the complex final examination as follows:

Three grades are awarded on the basis of academic performance:

1. (R1) - basic knowledge of molecular biology:

- Biochemistry of Metabolic Processes (AB)
- Human Physiology II (EII)
- Genomics and Systems Biology (GR)
- Cell and Organ Biochemistry (BK)
- Human Physiology I (EI)
- Cell Biology (SB)
- Methodological Foundations of Molecular Biology (MB)
- Molecular Genetics (MG)
- Molecular Immunology (MI)

The fraction is determined by the following formula (simple arithmetic average) to two decimal places:

$$R1 = (AB + GR + EI + MB + MG + MI + EII + BK + SB) / 9$$

2. (R2) - module-specific knowledge:

The arithmetic average of the grades obtained in the differentiated professional material in the range of compulsory optional subjects for the subjects chosen by the student and worth at least 19 credits, calculated to two decimal places.

The qualification of the diploma is based on a number determined to two decimal places according to the following formula:

$$XD = (ZV + R1 + R2) / 3$$

where:

XD = the number used as the basis for the qualification, to two decimal places

ZV = grade for the complex final examination

R1 = average of the grades obtained in the subjects leading to the advanced colloquium

R2 = average of the grades obtained in the specialisation module chosen by the student

- (5) The qualification of the Master's degree in Health Psychology is determined by the results of the advanced colloquia and the complex final examination as follows:

$$OM = ((PP + SK + KEP + GYMV) / 4 + V + ZV) / 3, \text{ where:}$$

OM = Numerical value used as the basis for the qualification

PP = Pathopsychological Foundations II.

SK = Applied methods of helping relationships and psychotherapy

II KEP = Clinical health psychology

GYMV = Childhood Mental and Behavioural Disorders

V = defence grade

ZV = final examination grade (average of the written and oral final examination grades)

- (6) The qualification of the Master's degree in Clinical Laboratory Scientist is determined by the results of the examinations, the advanced colloquia and the complex final examination as follows:

$OM = (K1+K2+S1+S2+ZV)/5$, where:

OM= numerical value used as a basis for the qualification of the diploma

K1= Modern methods of protein research, proteomics

K2= Modern methods in molecular genetics and genomics

S1= Theory and practice of clinical research II.

S2= Pathobiochemistry II.

ZV= final examination grade

- (7) Students who have passed the final examination must be awarded the diploma within 30 days of the final examination.

Faculty of Humanities

1. §

/to §2. of the Rules/

- (1) The educational committee (hereinafter: Educational Committee) is composed of ten members, five teachers and five students. In the event of a tie, a decision shall be made in favour of the student. The Committee shall be chaired by the incumbent Vice Dean for Academic Affairs. The Secretary of the Committee is the Head of the Registrar's Office, who attends the meetings without the right to vote.
- (2) A subcommittee of the Educational Committee is the Credit Transfer Committee, whose members are elected by the Educational Committee from its own members.
- (3) The Educational Committee is responsible for the following matters: transfer from another institution, change of course, change of degree program, individual study arrangements, termination or suspension of student status, transfer from fee/self-financed courses to state-funded/state scholarship courses, evaluation of student requests related to tuition fees/self-financed courses, and matters relating to the training, study and examination requirements of students with disabilities.
- (4) The Educational Committee may delegate from its powers to the chairman of the Committee in order to ensure the continuity of its tasks. In the event of delegation of powers, the Chairperson of the Educational Committee shall seek the opinion of the departments in matters requiring a professional opinion.

2. §

/to §3. of the Rules/

- (1) The prerequisite for the establishment of a student status is admission or transfer to one of the faculty's degree programs or enrollment in a parallel course.
- (2) The duration of any break in student status (passive semesters) requested after admission may not exceed two semesters. The request for deferral must be submitted to the Registrar's Office at the beginning of each semester to be deferred, by 14 October at the latest for fall semesters and by 14 March at the latest for spring semesters. If the student does not request a passive semester by this date, the semester is considered an active semester even if the student does not attend classes and does not meet any of the curricular requirements.
- (3) In the case of self-financed students, the condition for returning to the state scholarship program is the submission of an application (application form) to the Registrar's Office of the Faculty by the deadline set by the Faculty and published on the Faculty's website.
Further conditions for return:
 - completion of two semesters on a self-financing basis,
 - completion of a minimum total of 30 credits in the two semesters,
 - achieve the weighted average of the two semesters as defined for the study area of the program, set out in paragraph 3. § (11/A) of the General Provisions of the present regulations.
 - the successful completion of the subject for which the student was admitted to the self-financed program.
- (4) The student status of a fee paying/self-financed student is terminated if he/she

completes zero credits on average in the last two active semesters (unless the student completes a subject with the credit value of zero, without a grade and requiring a signature only during the semester).

- (5) For a student whose student status has been terminated but who has been re-admitted to the degree program in question, the faculty does not determine a different number of credits for the two consecutive active semesters than the main rule.
- (6) The number of active semesters of fee paying students or students who have been reclassified for any reason, who have started their studies in the academic year 2020/2021 at the latest, is not limited by the faculty until they receive their final degree.

The number of active semesters of students enrolled in or reclassified to a self-financed mode of financing who start their studies in the academic year 2021/2022 or afterwards until they obtain their final certificate is equal to twice the duration of the training: 12 semesters in bachelor training, 8 semesters in disciplinary master training, 20, 22 or 24 semesters in undivided teacher training, 4 or 8 semesters in specialised further education. The number of active semesters shall include all active semesters in the degree program, regardless of the form of financing. If a student does not complete his/her studies with at least a pre-degree certificate (absolutorium) within the time limit for the level of the course, he/she will be dismissed by the faculty for unsatisfactory academic performance.

3. §

(to § 4 of the Rules)

If an internship takes place outside the academic year - in the summer - the student activity applies for the semester immediately following the internship, and the corresponding course/subject enrollment and completion data are entered into the electronic academic system in the first fall semester following the internship.

4. §

/to §5. of the Rules/

- (1) a) *Ineffective from 9th March 2023*

b) Students who started their studies in September 2012 or afterwards and who are pursuing their studies

- on a self-financed basis may complete the credit of a subject or the curricular requirement by taking up to six courses, otherwise their student status shall be terminated by the Dean, acting under the authority delegated to him/her by the Rector;

- with state scholarship funding may complete the credit of one course or the curriculum requirement by taking up to four courses, otherwise their student status shall be terminated by the Dean, acting under the authority delegated to him/her by the Rector. The student's status shall not be terminated if he/she continues his/her studies on a self-financed basis at his/her own request. A student who changes the form of financing shall have the right to take two additional courses to make up for the course he/she has missed.

- The number of courses taken by a student who changes from public scholarship to private funding is added together. The dean shall terminate the status of such a student if the student fails to complete the course credit or the curricular requirement in a total of six courses, regardless of the form of financing.

- (2) The enrollment, registration and notification requirements for students studying in correspondence training are the same as for full-time students.
- (3) For students enrolled in bachelor programs (BSc, BA), master programs (MSc, MA), in postgraduate specialized training courses, and in higher-level vocational trainings, part-time trainings, the data in the electronic academic system is the primary document.
- (4) Registration and deregistration for subjects and courses is open until the end of the third week of the semester (including registration week), i.e. until midnight on Sunday of the third week.
- (5) In exceptional cases, upon request with a supporting proposal from the instructor and payment of a special procedural fee as set out in the regulations, a change of course enrollment may be requested for an additional week. The deadline for submission of requests to the Registrar's Office is 12.00 on Friday of the fourth week of the semester.

5. §

/to §6. of the Rules/

- (1) In the bachelor degree program, in addition to completing the first 50-credit module (minor, specialisation) required for the award of the degree, the student has the possibility to take a second 50-credit module. The detailed rules for the module selection procedure are published by the faculty on the faculty website each spring semester.

6. §

/to §11. of the Rules/

- (1) Practical grades must be obtained during the semester. The instructor must ensure that the grade is entered into the electronic academic system by the end of the third week of the examination period following the end of the term.
- (2) Seminars and practicals assessed with an insufficient grade or a failing grade cannot be corrected in the same semester, but only by a new course and subject registration in the following semester.

7. §

/to §12. of the Rules/

- (1) The faculty ensures the fulfilment of the prescribed foreign language requirements of the qualification and the training and exit requirements, as well as the acquisition of the necessary foreign language skills, by means of the humanities language courses and foreign language courses integrated into the degree programs, and by means of the language examination preparation courses offered by the Foreign Language Centre.
- (2) State-recognized at least intermediate level (B2) complex type (C) language examination(s) (or equivalent language examination certificate, advanced level language certificate) obtained before starting or during higher education studies exempt(s) the student from the obligation to attend Foreign language linguistic skills

of the courses' curricula. Students who have already obtained a language examination certificate or equivalent document before enrolment in the national admission procedure do not need to do anything to claim the exemption. The staff of the Registrar's Office will grant the exemption on the basis of the data converted from the admission system to the electronic study system. A student who obtains a language certificate during his/her studies must present the original of the language certificate to the Registrar's Office after enrolment.

The course(s) in the training program and in foreign language(s) will be accepted with an 'A' grade on the basis of the language certificate or equivalent language proficiency document(s).

In the case of non-university teacher training in a teaching profession belonging to another faculty, the faculty responsible for the teaching profession shall determine the way in which the language proficiency requirement is to be met for the profession.

8. §

/to §14. of the Rules/

- (1) Courses with a practical grade cannot be obtained without participation in practices, seminars, not even with a separate examination or a report. Exceptions are students receiving part-time education abroad, distance learning courses and project works, and students who have received permission for an individual study plan.
- (2) The maximum number of absences from seminars/practical sessions is three. If the student exceeds the maximum number of absences, a grade will not be given and the student will be graded as "refused" in the electronic academic system. Exemption from this requirement may only be granted by the Vice Dean for Academic Affairs, after consultation with the course instructor, upon submission of a duly justified request, authorizing to obtain the practical grade. Exceptions may be made for students who have been approved for individual study plan, in accordance with the faculty regulations on individual study plans.
- (3)
 - a) The Educational Committee may, upon a student's justified request, set an individual study and/or examination schedule for the semester in question. Individual study arrangements may be granted to a student who
 - attends a part-time course at a foreign higher education institution during the semester in question, on the basis of an intergovernmental or interuniversity scholarship program, for the duration of the stay abroad,
 - is a successful athlete in an Olympic sport at NB1 (National Championship) or OB1 (Nationwide Championship) level and has achieved 1st-6th places in the 3 years preceding the request,
 - proves a case deserving special consideration (childbirth, family reasons) and has completed at least 80% of the credits required for the semesters completed up to that point.

Individual study arrangements may not be granted to students who

- spend the semester abroad on a private trip, as an employee or on a work assignment,
- as a full-time student is doing a teaching professional practice or has taken up a job,
- is in parallel training,

- is a correspondence student.

In the case of teaching practice or serious illness, the student may request exemption from part of the attendance from the head of the institute or department concerned if the absence exceeds the level specified in the regulations. In the case of serious illness, if the number of absences exceeds 50% of the number of hours, the student may request a subsequent passivation of the semester as described in the regulations.

- b) Students with an individual study plan are exempted from the obligation to attend classes during their official stay abroad, but students who are entitled to an individual study plan for other reasons are not exempted from attending classes. In both cases, the student entitled to an individual study plan and/or examination schedule must send a list of the subjects/courses taken for the current semester - together with a photocopy of his/her granted request - to the institute or department, on the basis of which the head of the institute or department - in consultation with the relevant instructors - will decide on the way of completing the subjects/courses, informing the student, the instructors concerned and the authorising body in writing.
- c) A justified request for an individual study or examination schedule must be submitted by the end of the second week of the academic term at the latest, using the form provided for this purpose, which can be downloaded from the faculty website. A photocopy of the supporting documents must be attached to the completed form. Requests which are not accompanied by any supporting documents or which are incomplete will be rejected by the Educational Committee without further examination.
- d) If the circumstances giving rise to the individual study and/or examination schedule arise during the year, the student has the right to submit a request for an individual study and/or examination plan within 8 days of the date on which the circumstances arise, in accordance with the formal requirements set out in point b).
- e) Applications for individual study and individual examination plans may also be submitted separately. The Educational Committee is entitled to grant only an individual study plan or only an individual examination schedule to a student who requests an individual study plan or an individual examination schedule. A student who is entitled to an individual study plan only may not benefit from any preferential treatment for taking examinations.
- f) An authorisation for an individual study plan or an individual examination schedule may be withdrawn if
 - the reason justifying the request ceases to exist,
 - the student requests it,
 - it is proven that the student has provided false information to the Educational Committee in order to make the request. In this case, disciplinary proceedings will be initiated against the student.
- g) Students who are entitled to an individual study plan and/or an individual examination schedule are not exempted from the payment of fees for courses and examinations not completed during the semester.

9. §

/to §15. of the Rules/

- (1) The faculty conditions for student transfers are as follows:
 - a student transferring from another higher education institution may apply for admission to a degree program in which he/she is an active student at the time of application.
 - a student of the university or faculty can only be admitted to another degree course as a result of a national admission procedure.
 - in the case of transfer, the applicant must have completed at least two semesters,

have an average of minimum 3.50 adjusted credit index over the last two semesters and have completed at least 50 credits in total. If the student fulfils these conditions, the host department may not change the type of work schedule specified in the application unless the specified work schedule does not include a course in the department concerned.

- students who have been admitted may continue their studies in the year indicated in the admission decision. The Credit Transfer Committee decides on the recognition of credits, taking into account the opinion of the institutes and departments concerned.
- The time spent at the previous institution is included in the period of training of the student transferred.
- The deadline for transfer applications is 15 July each year. Applications received after the deadline and applications with insufficient documentation of academic performance will be rejected by the faculty without further consideration.
- The Credit Transfer Committee may ask the institutions/departments concerned for their opinion on possible differential examinations, other obligations and exemptions.
- From another higher education institution, the student can be admitted to a self-financed / fee-based training. A student may be transferred to a state scholarship or state-funded training if the faculty's available state scholarship/state-funded headcount allows this.
- The transferred student must earn at least 1/3 of the required total credits in the training program of the faculty for which the faculty is awarding the degree.

10. §

/to §16. of the Rules/

- (1) The faculty supports the acceptance of subjects within the same level of education or completed at a higher level of education for a lower level of education, both for degree courses and optional subjects, provided that the correspondence between the knowledge materials is at least 75% in accordance with the legislation.

The faculty will support the acceptance of courses and credits completed at a lower level for a higher level of education as a strict exception in the following cases:

- a) from the higher-level vocational education to the bachelor training, those completed subjects are accepted whose acceptance for each bachelor training is prescribed by the higher-level vocational education starting material;
 - b) in the case of a correspondence training aimed at obtaining a new teaching qualification for single-subject teacher training, the subjects to be completed additionally from the bachelor training are recognized in the event that the name and content of the subject of the master and the bachelor subjects are the same, or the student has completed his/her studies with at least an absolutorium in the bachelor training which in the admission procedure represents an entry requirement of 50 credits;
 - c) recognises credits earned at a lower level of training that also satisfy the requirements of the higher level of training. In this case, the instructor who recommends the course for acceptance must provide a substantive justification for the acceptance of a subject as a master training subject. The Credit Transfer Committee rejects the supportive proposal, which is not documented or does not contain a substantive reason, for reasons of form or content.
- (2) The student must have obtained at least 1/3 of the required total credits in the training program of the faculty for which the faculty issues the degree.
- (3) A student participating in a part-time course abroad is also obliged to register for

the semester in question in accordance with these regulations and to submit an application for an individual study plan and/or examination schedule as described in §8.

- (4) Students from other higher education institutions may only attend lectures and practical sessions in the framework of a transfer with the permission of the Educational Committee, and the opinion of the relevant department/institute must be sought for the decision. Exceptions to this rule are students on official exchange programs.

11. §

/to §17. of the Rules/

In order to transfer from the specialisation of the bachelor degree training to an undivided teacher training, the student must meet the following study requirements: in the last two completed semesters of the bachelor training

- a. complete a minimum total of 45 credits in the subject area,
- b. have an average scholarship index of at least 4.00.

12. §

/to §18. of the Rules/

- (1) The Faculty of Humanities offers two types of partial knowledge modules in order to acquire partial knowledge:
- a) Partial knowledge modul based on diploma, offering 50 credit moduls corresponding to the bachelor courses of the faculty, with the exception of the library and information science, community coordination, international relations, political science, psychology, sociology and social work bachelor trainings. The purpose of obtaining partial knowledge is preparation to the master programs. Conditions for admission:
 - a Bachelor's or Master's or Master's degree in the humanities or social sciences (or in the arts if you choose the ethnography module),
 - an additional condition for partial language training:
 - in the case of the English module, an A-level (advanced level secondary school leaving certificate) in English or a B2 intermediary complex (type C) state-recognized language examination, or an equivalent document.
 - for German, Italian and French modules, an intermediate secondary school leaving certificate or B1 basic level complex (type C) state-recognised language examination or an equivalent document in the relevant language;
 - in the case of a Dutch module either an intermediate secondary school leaving certificate in German, or B1 basic level complex (type C) state-recognised language examination or an equivalent document in English, German or Dutch.
 - b) a partial knowledge course based on the school-leaving certificate, in which the faculty offers the first and second semester subjects/courses of the basic disciplines , with the exception of the basic discipline of psychology. Admission requirements: school-leaving certificate and, in the case of a partial knowledge of languages, a partial knowledge of languages:
 - in the case of an English module, an advanced level examination in English or a state-recognized language examination of intermediate level B2 complex (C) or equivalent;
 - for German, Italian, French modules, an intermediate level certificate of the relevant language or a B1 basic level complex C level state-recognized

language examination or equivalent document;

- in the case of a Dutch language module, either an intermediate school-leaving certificate in German or a state-recognized language examination at level B1 complex C or equivalent in English, German or Dutch.

- (2) The fees for trainings to acquire partial knowledge as defined in paragraph 1) a) and b) are the same as the fee accounted in the bachelor degree programs.
- (3) In the case of training for partial knowledge as defined in paragraph 1) a), students in a bachelor degree program where all three years of the bachelor degree program are taught on a correspondence basis are enrolled in correspondence courses, and in bachelor degree program where there is no correspondence course or not all years are taught on a correspondence basis, students may take and complete courses as correspondence students, but on a full-time basis according to their individual schedule.

In the case of training for the acquisition of partial knowledge within the meaning of paragraph 1(b) , the student may enroll and complete the courses on a full-time basis.

- (4) Applications for partial knowledge courses may be submitted by handing over an application form, which can be downloaded from the faculty's website (btk.unideb.hu) by the deadline. The application form must be accompanied by photocopies of the documents required for admission. You will be informed in writing of the decision and of any further action to be taken.

13. §

/to §19. of the Rules/

- (1)
- a) The Educational Committee may, upon a student's justified request, issue an individual examination schedule for the semester in question. An individual examination timetable may be granted to a student who
- attends a part-time course at a foreign higher education institution during the semester in question, on the basis of an intergovernmental or interuniversity scholarship program,
 - is a successful athlete in an Olympic sport at NB1 (National Championship) or OB1 (Nationwide Championship) level and has achieved 1st-6th places in the 3 years preceding the request,
 - proves a case deserving special consideration (childbirth, family reasons) and has completed at least 80% of the credits required for the semesters completed up to that point.
- b) The application for an individual examination schedule shall be governed by the provisions of § 8.
- c) Students with an individual examination schedule may take their examinations during the examination period or at a special time agreed with the instructor in advance, up to the time specified in the permit. Students with an individual examination schedule may take examinations beyond the examination period, as specified in their permit, until 31 July in the spring semester and up to 28 February in the fall semester.
- d) Students who are only entitled to an individual examination schedule are not entitled to any exceptions from the obligation to obtain a signature or practical grade.

14. §

/to §20. of the Rules/

The internship takes place in the duration specified in the academic requirements of the training programs, in the training location corresponding to the qualification, taking into account the provisions of 230/2012 (VIII. 28.) Government Decree. If the duration of the internship is 6 weeks or more, a cooperation agreement with the internship centre is obligatory. The further regulations concerning the internship and the obligatory forms are available on the website of the training programs - in the case of teacher training programs, on the website of the Teacher Training Center.

15. §

/to §22. of the Rules/

- (1) The examination requirements are set out in the curriculum and are independent of the lecturer and the examiner. If accepted by the students concerned, the examination requirements may be completed electronically. In the event of an emergency, health crisis or health emergency, the colloquium requirements may be completed in electronic form, regardless of the consent of the students.
- (2) The online written examination/examination part can be implemented primarily through the use of the university's electronic system (e-learning).
The online oral examination/examination part can be done by means of devices capable of transmitting images and sound simultaneously.
In the case of an online oral examination/part of the examination, the student must be provided with documented information about the processing of his/her personal data in advance (before the examination or at the time of registration for the examination). At the start of the oral examination, the examiner must inform the student that, in accordance with the data protection rules in force, the examination may be audio and video recorded, bearing in mind that, in the case of e-learning or other electronic systems, the documents and data relating to the student's performance stored in the system during the examination are the basis for monitoring.
The method of allocation of the examination topics must be communicated to the candidates by the instructor no later than the day before the start of the examination period and must be documented.
The amount of preparation time and the amount of time allowed for students in oral examinations/examination sections with electronic image and sound transmission is decided by the examiner. The amount of preparation time and, where applicable, the fact that there is no preparation time must be communicated to the candidate no later than the day before the start of the examination period. If no preparation time is available, the candidate should be given the opportunity to retake the examination once, in a new examination topic.
If the examination is interrupted for technical reasons but the audio-visual link is re-established within the time allowed for the examination, the examination may be resumed with a new examination topic or a new question.
If the examination is not held for technical reasons or is interrupted in such a way that the audio-visual link is not restored within the time allowed for the examination, the candidate has the possibility to request a new examination opportunity within the examination period in question, one time per subject/course. The re-examination does not count towards the number of examinations the student is allowed to take. The re-examination opportunity counts towards the number of examination opportunities for the student if the re-examination opportunity fails for technical reasons.

The above rules also apply to final examinations conducted online in electronic form.

Issues not covered in this paragraph shall be regulated by a dean's directive in the event of an emergency, health crisis or health emergency.

- (3) After the end of the examination period - the average calculation and the end of the semester - the faculty will, on the basis of the degree program certificate(s), determine that the student has fulfilled the conditions for the issue of the pre-degree certificate for his/her training program, and will issue the pre-degree certificate within 20 days of the date of completion. The faculty responsible for the completion certificate is:
 - a. the acquisition and full completion of the credits according to the model curriculum is certified by the representative of the degree program to the Registrar's Office;
 - b. in the case of a bachelor's degree, the completion of a 50 credit module not belonging to the student's degree but completed by the student is certified by the representative of the degree program that advertised the module to the Registrar's Office;
 - c. the completion of the minimum number of credits required for the diploma, the completion of physical education course(s) in full-time training and the completion of fire and occupational safety course(s) is checked by the staff of the Registrar's Office.

16. §

/to §23. of the Rules/

- (1) In the same subject, at least two (calendar) days must elapse between each colloquium and at least four (calendar) days between each comprehensive examination (basic examination). The time limit does not include the date of the failed examination or the date of the repeated examination.

17. §

/to §24. of the Rules/

- (1) A grade lower than the original grade may be given during the correction of a successful examination. In the same subject, at least two (calendar) days must elapse between each colloquium and at least four (calendar) days between each comprehensive examination (basic examination). The deadline does not include the day of the examination or the day of the repeated examination.

A successful practical grade cannot be improved.

18. §

/to §27. of the Rules/

- (1) The student must declare that the thesis, diploma thesis, dissertation, final thesis (hereinafter referred to as the thesis) is his/her own independent work, prepared in accordance with the international copyright rules, and the declaration stating this must be acknowledged and accepted as part of the placement agreement when uploaded to DEA. In the absence of uploading, the thesis submission will not be considered complete.
- (2) Each academic year, the institutes/departments must publish the thesis topics by the end of the first month of the fall semester. Students must choose from the topics announced by the end of the fourth semester in bachelor training, by the end of the second semester for the disciplinary master training and by the end of the sixth

semester in undivided teacher training. The title of the thesis must be submitted to the institute/department concerned.

- (3) The content requirements of the thesis, the general criteria for evaluation and the number of credits allocated to the thesis are set out in the degree program credit lists and in information leaflets and regulations of the degree program.
- (4) A paper that has been awarded the main prize, a prize (1st, 2nd or 3rd place) or a special prize at the OTDK (National Scientific Students' Associations Conference), if it meets the requirements of the institute/department, may be accepted by the head of the institute/department without any special evaluation and with an excellent grade. Outstanding performance in other national or international competitions may be similarly graded on the basis of an institute/departmental opinion.
- (5) The thesis must be at least 40 pages without appendices (60 000 characters, without spaces) for traditional university- and college-level master trainings and at least 20 pages without appendices (30 000 characters, without spaces) for bachelor trainings.
- (6) The thesis must be submitted to the relevant institute/department by 30 November for the fall semester and by 31 March for the spring semester. Departments may make other arrangements depending on the date of the final examination, but they must inform the students and the Registrar's Office. The student must submit the thesis in the printed and/or electronic format specified by the teaching unit at the time of the topic selection. The evaluation(s) of the thesis must be sent to the author of the thesis at least one week before the final examination.
- (7) The data of the thesis are administered by the employee of the relevant institute/department in the electronic academic system.
The uploading of the thesis to the DEA (Electronic Archive of the University of Debrecen) is checked and, if necessary, rejected by a member of the institute/department staff appointed by the head of the institute/department. The verification of the data of the student's thesis uploaded to the DEA before the final examination, the actual admission (approval) of the thesis to the DEA must be done by the responsible staff member after the student has passed the final examination.
- (8) The deadline for uploading the thesis to the DEA is the same as the deadline for submitting a paper and/or electronic copy of the thesis.
- (9) A thesis with at least a satisfactory grade cannot be corrected.

19. §

/to §28. (2) of the Rules/

- (1) The final examination board shall consist of 2 to 6 members in addition to the chairman. The thesis supervisor shall be invited to attend the candidate's examination.

20. §

/to §29. of the Rules/

- (1) After the termination of the student status, a final examination can only be taken during the final examination period. Final examinations are organised in every examination period at the faculty.

- (2) For students who started their studies in the first semester of the 2006/2007. academic year at the earliest, but in the second semester of the 2011/2012. academic year at the latest, the faculty does not impose any special conditions for the final examination after the seventh year following the issue of the pre-degree certificate, but the requirements for the final examination can be fulfilled according to the requirements in force at the time of the final examination.
Students who started their studies at the earliest in the 2012/2013. academic year or later may take a final examination in any final examination period within two years from the date of the issue of the absolutorium. After the second year, the faculty may make the passing of the final examination conditional. The student may not take a final examination after five years from the date of termination of the student status.
- (3) If the final examination consists of both a written and an oral part, and if any part of the written and oral part is failed, the final examination will also be graded as failed and the student will have to repeat the final examination, which may be taken at the earliest in the next final examination period.
- If the written part of the examination preceding the oral examination ends with a failed grade, the student may not take the oral examination.
 - If the student fails to appear for the oral part of the final examination in the same examination period after passing the written part, the final examination will be graded as failed.
 - If the oral part is composed of several parts and any of them is a failed grade, the student must repeat the final examination, which he/she may do at the earliest in the next final examination period. In the repeated final examination, the part previously graded as failed shall be corrected.
 - The grades of the successful parts of the final examination are inherited until the end of the second year after the issue of the absolutorium - up to the 4th final examination period - i.e. the student only has to repeat the failed parts of the final examination.
 - If the student does not pass the final examination by the end of the second year - up to the end of the 4th examination period - the partial results are not inherited, the student must pass all parts of the final examination in the repeated final examination, including the parts passed earlier, according to the regulations in force in the given final examination period.
- (4) A record of the final examination must be kept, which includes the partial results of the final examination. The final results of the final examination and the grade of the diploma must be entered in the traditional lecture book and in the electronic academic system.

21. §

/to §30. of the Rules/

- (1) A student who is required to submit a new thesis or who is required to repeat the final examination may take the final examination at the earliest in the next final examination period.

As the final examination is not linked to attendance at classes, enrollment is not required to take the final examination, the thesis must be submitted and the registration must be completed for the final examination.

22. §

/to §31. of the Rules/

- (1) *Ineffective from 31 August 2022*
- (2) For the two-cycle bachelor (BA) and disciplinary master (MA) degree programs, as well as for higher-level vocational training, the qualification of the diploma is determined by the arithmetic average of the following partial grades:
 - (cumulative) weighted academic average calculated for the entire duration of studies
 - grade of the degree thesis
 - grade of the final examinations
- (3) For postgraduate specialized training courses, the qualification of the diploma is calculated on the basis of what is specified in the training program.
- (4) For undivided teacher training, the qualification of the teacher's diploma is awarded on the basis of the average of the aggregate grades of the subject-disciplinary final examinations and the final teacher examination.
- (5) Before the diploma is issued - to check that the language requirement is met - the student must present the original language examination certificate(s) to the course supervisor in the Registrar's Office.

Faculty of Health Sciences

1. §

/to §2. (2) of the Rules/

- (1) Composition of the Faculty of Health Sciences Educational and Credit Transfer Committee: chairman: the vice dean for academic affairs, Secretary: the head of the Registrar's Office (hereafter: TO)
Members:
one lecturer from each of the bachelor's and master's courses.
Student representation: one student from each of the Bachelor's and Master's programs, until the mandate is revoked, the student's status as a student is terminated or the student ceases to hold office in the HÖK (Student Council).
Two representatives of the Student Council - until the mandate is withdrawn, until the termination of student status or until the termination of their position in the Student Council.
- (2) The subcommittee of the Educational and Credit Transfer Committee is the Validation Committee, the election of which is provided for in § 12 (4).

2. §

/to §§3. (5), (8), (10), (11) and (16) of the Rules/

- (1) In the first academic year, admitted students are required to appear for the aptitude

test of the Occupational Health Service. The examinations performed are recorded in the student's Health Booklet, which the student must present to the representative of the host institution before starting the internship.

- (2) During the period of suspension of the student's status as a student:
- may attend lectures with the prior permission of the Director of the Institute,
 - have access to the computer infrastructure,
 - use the library services to prepare for the event,
 - attend professional events organised by the institution
- (3) A student who starts his/her studies in September 2012 of the first year of study - and then, in an ascending system, on a (partial) state scholarship - must be transferred to a self-financed course if he/she has not acquired at least fifty percent of the credits required in the recommended curriculum in the last two semesters in which his/her student status was not interrupted.

A student starting his/her studies in the academic year 2016/2017 - and thereafter in ascending order - with a state (partial) scholarship shall be reclassified by the faculty to a self-financed course at the end of the academic year if the average of the last two semesters in which your student status was not interrupted, he/she did not acquire the credits specified in § 3, paragraph (11/A) of the main part of the regulations or did not reach the academic average specified there.

An exception to this is the active semester during which the student participates in a part-time study program abroad with the consent of the institution

A student status of a student on a fee-paying/self-financed basis will be terminated if he/she has averaged zero credits in the last two active semesters (unless he/she has completed a course with zero credits, no grade, and no signature required).

- (4) Students with state support/government scholarships who have been awarded a scholarship in accordance with §3. (8) and continue their studies at their own request in a fee-based/self-financed course, shall pay a fee corresponding to a minimum of 10 credits per semester, calculated on the basis of the amount of the fee for the given course of study established by the Faculty Council in the year of the student's admission. Calculation of the credit-proportionate fee: 1 credit fee = the amount of the semester tuition fees established for the given program in the year of the student's admission/30.

After two semesters, the student may continue his/her studies on a state scholarship, on the basis of a proposal submitted to the Registrar's Office and approved by the Educational and Credit Transfer Committee after consultation with the major's supervisor.

- (5) *Ineffective from 9th March 2023*
- (6) *Ineffective from 9th March 2023*
- (7) The number of active semesters of self-financed students until the final certificate is obtained may not exceed twice the duration of the course.
- (8) *Ineffective from 9th March 2023*
- (9) Those students can be admitted to vacant state-supported/state scholarship places, who
- a) in the last two active semesters, calculating the performance of the two

semesters together, has obtained at least 50% of the amount of credits required in the recommended curriculum and is at the top of the student ranking created on the basis of the aggregated corrected credit index, and

- b) the aggregated adjusted credit index is higher than the aggregated adjusted credit index of the student ranked in the bottom fifth of the aggregated adjusted credit index list of state-supported/state scholarship students.

3. §

/to §4. (4) of the Rules/

- (1) Lectures, seminars and exercises last 45 minutes, followed by a 15-minute break. On the same day, consecutive classes may be combined with the agreement of the instructor and the students, i.e. breaks may be combined. The duration of summer and consecutive internships (daily, weekly) according to the curriculum shall be equal to the legal working hours of the training centre.
- (2) In the Faculty of Health Sciences, the teaching of master's programs and further specialized training can also be organized in a modular system (on working days).

4. §

/to §5. (2), (3) and (7) of the Rules/

- (1) The student must register in person before starting his studies. Enrollment is done in writing and in person at the start of studies. During a state of emergency, health crisis or health emergency, other forms of enrollment are also permitted, provided that after this period, the student must present the original documents to verify the data in order to verify the data. Before the start of the enrollment period, the University Academic Information Center (hereinafter: UAIC) and the Student Administration Center (hereinafter: SAC) registers the data of admitted students in the electronic academic system. At the time of enrollment and during the student's legal relationship, the student is obliged to disclose the data that the Nftv. (Act on national higher education) prescribes as mandatory data for the higher education institution. In order to verify the data, the student must present the original documents to verify the data. On the registration form printed from the study system, the student can request clarification of the data and confirm the correctness of the data by signing. For new enrollment during the existence of the student relationship there is no need.
- (2) Students who are on a fee-paying basis must pay a fee equal to at least 10 credits for the fourth subsequent registration on the same subject, and students who are on a self-funded basis must pay a fee equal to at least 10 credits for the 4th registration of the same subject during the current academic term.
- (3) The student registers the courses in the electronic academic system by the end of the second week of the academic term.
- (4) Exceptionally, students may change their course enrollment until the end of the fourth week of the academic term, subject to the payment of a procedural fee.
- (5) The credit-based fee for the thesis will be charged to the fee-paying/self-financed student in the last semester of his/her training period.

5. §

/to §§7. (4), (6) and (7) of the Rules/

- (1) Exemptions from the conditions for admission to the courses and examinations set out in the model curriculum may be granted by the Vice dean for academic affairs on the recommendation of the Head of the Department.
- (2) The instructor is obliged to record and sign the grades in the electronic academic system, the examination form and the student document in accordance with the procedure set out in the Appendix 2. In the electronic academic system, grades may also be recorded by an administrator appointed by the Director of the Institute on behalf of the examiner, on the basis of the examination form submitted by the examiner, with the exception of full-time and part-time faculty members, subject to the deadlines laid down in Appendix 2.
- (3) Within two weeks of the end of the examination period, the student may submit an objection to the examiner regarding the assessment data in the electronic academic system.
If the objection is justified, the grade must be corrected on the basis of the grade written in the student's document or on the examination sheet or the examination paper.
- (4) If the examining instructor does not find the student's objection well-founded and therefore rejects it, the student may appeal against this decision to the Faculty's Educational and Credit Transfer Committee in the first instance, and to the Student Affairs Appeals Committee in the second instance.

6. §

/to § 8 of the Rules/

- (1) The number of credits in the compulsory subjects must be fulfilled by the student as specified in the training program.

- (2) The additional credits earned after the completion of the compulsory elective subjects can be counted towards the prescribed elective credits.

7. §

/to §9. (1) and (3) of the Rules/

An examination course can be announced for the subjects ending with a colloquium or for a comprehensive examination. By submitting the request through the electronic academic system, the student can request the announcement of the examination course by August 20 in the case of the fall semester and January 20 in the case of the spring semester. The subject supervisor/instructor decides on the announcement of the course. The student may take an examination in the first week of the semester in the subject taken as an examination course, and if the examination course is passed, the student may take the (superimposed) subject from the subjects announced in the current semester for which the examination course was taken as a prerequisite. The application for the examination course is considered as enrollment in the subject and is therefore counted towards the number of subjects enrolled in the course, and the semester (even if the examination course is not successfully completed) is considered an active semester. The instructor is obliged to announce one examination date for the subjects enrolled in the examination course in the first week of the semester, and the instructor of the subject decides on the further examination dates.

8. §

/to §§11. (1), (2) and (12) of the Rules/

- (1) The subject requirements are prepared by the lecturers in charge of the subject and agreed with the head of the department responsible for teaching the subject.
- (2) In the case of the subjects indicated as criteria for which a signature is required, the signature certifies that the subject requirements have been met. In this case, the subject requirements must be defined in such a way that the signature can be obtained during the period of study.
- (3) Against the refusal of signature, the student can submit a complaint to the Educational and Credit Transfer Committee within 8 days.
- (4) In the framework of the courses, students can only complete the mandatory internship in institutions that have entered into a cooperation agreement with the Faculty. If the student wishes to complete the internship at an institution with which the Faculty does not have a cooperation agreement, the institution must declare on the "Acceptance Declaration" that it can provide the conditions for the internship. In this case, after asking the specialist's opinion, the TO (Registrar's Office) authorizes the professional practice. Students can only participate in professional internships after completing the health fitness tests determined by the host institution. Participation in the professional internship is mandatory, it must be made up in case of absence for any reason. Professional practices according to the curriculum (daily, weekly) duration is the same as the legal working hours valid at the place of practice.
- (5) The Faculty of Health Sciences recognises the voluntary activities carried out by students in health and/or social institutions, foundations, religious institutions, municipalities in the form of optional credits, up to a maximum of 50% of the total number of credits for the optional subjects. Voluntary activity must be supported

by an official document, which must be attached to the application for admission to a course submitted via the electronic academic system. The application for course acceptance for the current semester can be submitted until the beginning of the semester. 20 working hours equals 1 credit.

9. §

/to §12. (2) of the Rules/

(1) The rules of language teaching:

- For the BSc/BA course:

After enrolment, students take a level assessment and study English or German for the number of hours specified in the model curriculum in force at the time of enrolment.

The foreign language course is compulsory. The foreign language (exempt) course is open to students who have passed a complex written and oral examination in English or German at intermediate level (B2) or equivalent, or who have achieved a minimum of 70% in the faculty assessment.

The registration to the specialized language subjects is compulsory. Exemption from these subjects is granted to students who have passed a complex written and oral professional language examination in English or German at intermediate level (B2) or equivalent. In this case, the student must submit a request for course acceptance via the Neptun system.

In addition, a student who has taken and passed at least one subject taught in English during the first three semesters may be exempted from the requirement to complete Foreign Language and Professional Language I and II.

In this case, the student must submit an application for course acceptance via the Neptun system.

- For the MSc/MA course:

A student who holds a complex written and oral professional language examination of at least intermediate level (B2) in English or German, or equivalent, or who has taken and successfully completed at least one subject taught in English during the first semester may be exempted from the requirement of one semester of a professional subject taught in English as part of the model curriculum for Master's degree courses.

In both cases, the student must submit an application for course acceptance via the Neptun system.

(2) *Ineffective from 9th March.*

10. §

/to §14. (1) and (2) of the Rules/

- (1) The instructor responsible for the course can make attendance at 50% of the lectures mandatory. The permissible degree of absence from these, its consequences, and the way to make up for them can be found in the technical information sheets issued by the faculty. During a state of emergency, a health crisis or a health emergency, the faculty may implement special requirements regarding the obligation to attend classes.

- (2) Students may request an individual study and examination timetable for a specific semester, indicating the reason.

An individual schedule/examination schedule may be requested in the case of illness preventing attendance of classes, or in the case of community, scientific, cultural or sporting activities in the interests of the faculty or in recognition of the faculty.

The request for an individual schedule/examination schedule, agreed with the relevant Head of Department and approved by the relevant Head of Department and Director of the Institute, must be submitted to the Dean by the end of the examination period of the previous semester. The request must be accompanied by a photocopy of the documents supporting the application and an individual study plan approved by the relevant head of department and director of the institute. The Dean's authorisation to grant an individual schedule/examination schedule is binding on all the trainers concerned.

If the circumstances giving rise to the individual study arrangement arise during the year, the student is entitled to apply for a reduced study arrangement and/or examination schedule within 8 days of their occurrence, in accordance with the requirements set out in the form.

A student who requests an individual schedule/examination schedule may also complete the missed lessons during the examination period at a time agreed with the instructor.

In the case of students with an individual schedule, the instructor must ensure that the student is able to sit examinations in addition to the scheduled examination dates.

Students with an individual schedule also have the opportunity to complete the internship during the examination period.

Students entitled to an individual study plan are not exempted from paying fees for courses and examinations not completed at the end of the semester.

In duly justified cases, the authorisation for an individual study schedule may be withdrawn.

- (3) In times of emergency, health crisis and health emergency, a request for an individual schedule/examination schedule may be submitted to the Dean at any time during the semester, provided that the student is doing at least one week of voluntary work.

It is also possible to submit a group application.

The application must be accompanied by a photocopy of the supporting documents and an individual study plan approved by the Director of the Institute, which sets out how each subject/course will be completed.

A student who requests an individual schedule/examination schedule may also complete the missed lessons during the examination period at a time agreed with the instructor.

In the case of students with an individual schedule, the instructor must ensure that the student is able to sit examinations in addition to the scheduled examination dates.

Students with an individual schedule also have the opportunity to complete the internship during the examination period.

- (4) Participation in field and classroom exercises is compulsory. The instructor may stipulate the extent of the make-up of practical absences in the subject program, but the total amount of make-up absences may not exceed 20% of the total number of hours. The make-up of absences from practical courses is subject to the requirement laid down by the instructor in the subject program for the obtaining of the signature.

11. §

/to §15. (1), (2) and (5) of the Rules/

- (1) To be accepted from another higher education institution, the applicant must have completed at least two semesters, have completed at least 36 credits in the last two semesters and have at least a 3,0 weighted grade point average. Within the faculty, the minimum requirement for transfer between degree programs is the successful completion of *two* semesters and a weighted grade point average of at least 3.0 for the two semesters.

In the event of a change of major/specialization:

- Those students who have an (arithmetical) average of at least 4,00 in the following subjects are eligible to transfer to the nursing and patient care bachelor's degree program physiotherapist specialization:
Functional anatomy I-II-III, Basic knowledge of biology, Biochemistry, Physiology, Pathophysiology I and Basics of physiotherapy, or from subjects deemed equivalent to these by Educational and Credit Transfer Committee,
- Those students are eligible to transfer to the dietetic specialization of the nursing and patient care bachelor's degree program, who have an (arithmetical) average of at least 4,00 in the following subjects:
Functional anatomy I-II-III, Basic knowledge of biology, Biochemistry, Physiology, Pathophysiology I and Basic knowledge of dietetics, or from subjects deemed equivalent to these by Educational and Credit Transfer Committee,
- Those students are eligible to transfer to the specialization of public health inspector in the bachelor's program in health care and prevention, who have an (arithmetical) average of at least a 3.5 in the following subjects: Basic knowledge of biology, biochemistry, physiology, pathology I., health informatics I-II, or from subjects deemed equivalent to these by Educational and Credit Transfer Committee.

Transfer requests for the current semester can be submitted to the Registrar's office by 1 September and 1 February. Applications submitted after that date may only be for the following semester.

- (2) The Educational and Credit Transfer Committee decides on the creditability and recognition of previous higher education studies based on the proposal of the head of the departments concerned, and the certification exams are organized by the department based on the decision. The Study and Credit Transfer Committee accepts credit for previously completed subjects only if the knowledge materials match at least 75 percent and the time elapsed between the previously acquired credit and the submission of the application is less than five years. (After five years, credit acceptance can be considered.).
- (3) Choice of specialisation in the basic course in health organisation:

- a) The student may submit his/her declaration of choice of specialisation until the end of the examination period of the semester in which he/she will complete the "Foundations of Health Sciences" specialisation. The earliest this can be the 3rd semester.
 - b) Students initiate their choice of specialisation by filling in the specialisation form and submitting it to the Department of Health Informatics.
 - c) Specialisation selection requests are assessed and ranked by a committee. The members of the committee are: the head of the department and the head of the specialisation concerned, and the person responsible for the specialisation concerned.
 - d) The Committee's evaluation and decision-making criteria:
 - The result of the "Foundations of Health Science" course,
 - The student's academic record (by adjusted credit index).
 - e) In the case of part-time students, it is an advantage in the assessment if the employer declares in writing that
 - supports the student in continuing his/her studies,
 - there is a valid study contract between the student and his or her employer, specifying the course of study.
 - f) The decision on the choice of specialisation must be taken and made public by the end of the first week of the next academic term.
 - g) If a student does not choose a specialisation for whatever reason, he or she can continue his or her studies, but only for the common courses (to be taken in all specialisations), not for the courses in the individual specialisations.
 - h) Students who wish to complete more than one specialisation can find the credits to be completed in the program of study that suits them.
 - i) The student has 8 working days to appeal against the decision on the choice of specialisation to the Director of the Institute of Health Sciences.
 - j) In case of further dispute, the decision is made by the Dean of the Faculty.
- (4) Choice of specialisation in the extended scope master's degree in nursing:
- a) Students initiate their choice of specialisation by filling in the specialisation form and submitting it to the Department of Nursing and Midwifery.
 - b) Students may submit their declaration of choice of specialisation at the time of enrollment, but no later than the end of the second week of the semester in which they start their studies.
 - c) The choice of specialisation is decided by a committee on the basis of the number of applicants and their job/job (in the absence of a job, a declaration from the prospective employer, if any). The committee is chaired by the head of the Master's program, and its members are the head of the department responsible for the program and the person responsible for the specialisation.
 - d) If a specialisation is not offered due to a low number of applicants, the committee will offer the student another specialisation.
 - e) The decision on the choice of specialisation must be taken and made public by the end of the third week of the semester.
 - f) If a student does not choose a specialisation for whatever reason, he or she can continue his or her studies, but only for the common subjects (to be taken in all specialisations), not for the subjects belonging to each specialisation.
 - g) Students who wish to complete several specialisations at the same time can find the credits to be completed for each specialisation in the current program of study. At the end of the course, the student will produce one thesis. The rules for the state scholarship contract are the same for several specialisations.
 - h) The student has 8 working days to appeal against the decision on the choice of specialisation to the Director of the Institute of Health Sciences.

- i) In case of further dispute, the decision is made by the Dean of the Faculty.
- (5) Choice of specialisation in the bachelor's degree in social work:
- a) In the bachelor's degree course in social work, you must choose one of the specialisations specified in the model curriculum. Students may submit their declaration of choice of specialisation by the end of the academic term of the fourth semester.
 - b) Students can initiate their choice of specialisation by filling in the specialisation form and submitting it to the Department of Social Sciences and Social Work.
 - c) Specialisation selection needs are decided by a committee based on the number of applicants. The committee is chaired by the head of the department and composed of the head of the department responsible for the specialisation and the person responsible for the specialisation.
 - d) If a specialisation is not offered due to a low number of applicants, the committee will offer the student another specialisation.
 - e) The decision on the choice of specialisation must be taken and made public by the end of the first week of the next academic term.
 - f) Students who wish to complete several specialisations at the same time can find the credits to be completed for each specialisation in the current program of study. At the end of the course, the student will produce a thesis. The rules for the public scholarship contract are the same for several specialisations.
 - g) The student has 8 working days to appeal against the decision on the choice of specialisation to the Director of the Institute of Social Sciences.
 - h) In case of further dispute, the decision is made by the Dean of the Faculty.
- (6) Choice of specialization for specialist health visitor nurse master training:
- a) Students can initiate their choice of specialization by filling out the relevant data sheet and submitting it to the Department of Health Visitor Methodology and Prevention.
 - b) In the semester in which they start their studies, the student can submit the declaration of choice of specialization until the 12th week of the semester.
 - c) Specialisation selection needs are decided by a committee based on the number of applicants. The committee is chaired by the head of the department and composed of the head of the department responsible for the specialisation and the person responsible for the specialisation.
 - d) If a specialisation is not offered due to a low number of applicants, the committee will offer the student another specialisation.
 - e) The decision on the choice of specialisation must be taken and made public by the end of the first week of the next academic term.
 - f) Students who wish to complete several specialisations at the same time can find the credits to be completed for each specialisation in the current program of study. At the end of the course, the student will produce a thesis. The rules for the public scholarship contract are the same for several specialisations.
 - g) The student has 8 working days to appeal against the decision on the choice of specialisation to the Director of the Institute of Health Sciences.
 - h) In case of further dispute, the decision is made by the Dean of the Faculty.

12. §

/to §16. (1) of the Rules/

- (1) Students can apply for course acceptance for the current semester until the

beginning of the academic term.

Students transferring from another institution must submit their application for course acceptance to the Registrar's Office (hereinafter: TO). To be accepted, a photocopy of the student's transcript/certificate of completion of the course and the subject of the course to be accepted are required.

Students of the faculty can submit their subject acceptance request only through the electronic academic system, attaching a photocopy of the course book/electronic lecture book and the subject to be accepted.

The instructor/departmental supervisor is obliged to comment on the student's application for admission within two working days.

- (2) Students enrolled in the Master's degree in Social Work and Social Economics, which is a joint degree program with a foreign higher education institution, spend at least part of their training period, at least for the credit value of 30, in a foreign partner institution or under its supervision, on the basis of an agreement between the institutions. The credits and grades obtained in the partner institution abroad or under its supervision are automatically accepted by the home institution.

International credits can be obtained as follows:

- completion of the Intercultural European Project Management - International Professional Course abroad (10 credits compulsory)
 - theoretical course(s) at a foreign higher education institution (optional)
 - international credit recognition for courses and parts of courses taught in your home country by foreign teachers (optional)
- completion of a thesis with an international tutor (20 credits - optional)

- (3) For students, volunteer work in patient care in Hungary or abroad can be recognised as part of their field placement. Acceptance is decided by the Vice dean for academic affairs on the basis of an official certificate submitted by the student.

13. §

/to Article 16(8) and (9) of the Rules/
Validation Procedures

- (1) The Faculty of Health Sciences Sciences of the University of Debrecen offers the possibility for those who start/study in higher education, in the basic training, in the master's training, in the further education to recognize work experience and other requirements fulfilled in training courses not covered by the Higher Education Act.
- (2) The recognition of knowledge and work experience acquired prior to the commencement of studies is made possible by paragraphs 49 (6) and (7) of Act 2011.CCIV of 2003 and paragraphs 16 (8) and (9) of the Academic and Examination Rules and Regulations of the University of Debrecen.
- (3) The validation procedure is carried out by the Registrar's Office, and the decision on the recognition is taken by the Faculty's Educational and Credit Transfer Committee (hereinafter: EC) on the basis of a recommendation from its Validation Subcommittee (hereinafter: VC).
- (4) The members of the Committee are proposed by the Director of the Institute, taking into account the educational structure of the Institute. The members of the VC are decided by the Faculty Council.

- (5) The applicant will be informed in writing by the Registrar's Office of the decision of the Committee.
- (6) The student must submit an application for recognition of knowledge and work experience acquired prior to the start of studies by the end of the first week of the academic term.
- (7) The student may receive validation advice before the validation process. The validation counselling for students on a given course is provided by the lecturer representing the course in the VC or by the student lecturer responsible for the administration of the course. The validation counselling includes assistance in the preparation of the portfolio and, following a successful validation, advice on the student's individual progress.
- (8) As a result of the procedure, the applicant may be exempted from completing the maximum number of credits specified in Act CCIV of 2011 on National Higher Education (Nftv.), which are defined in the training.
- (9) The validation procedure also allows the applicant to request recognition (exemption) from the practical requirements on the basis of work experience only. This procedure can be requested not only by students starting their studies but also by students who are not already in training.
- (10) The cost of the validation procedure is determined with the agreement of the Faculty Student Council. The fee for the validation procedure is HUF 1000,- per credit, but at least HUF 10.000,-.
- (11) The student submits an assessment portfolio containing the following, which can be downloaded from the faculty's website:
 - a) professional curriculum vitae,
 - b) a list of previous studies, photocopies for those that can be documented (diploma, transcript of records, professional qualification, final certificate, diploma, any higher education, and any vocational courses, training, etc.),
 - c) a description of work experience (detailing in which work environment, in which work activity the student has acquired the required professional knowledge, attaching a certificate issued by the workplace confirming the positions held, work experience (specifying the activities performed in the job in question), a letter of recommendation).
- (12) If, on the basis of the information listed in paragraph 11, it is established that the applicant's knowledge meets the requirements, the applicant shall be exempted from the requirement to complete the specified course or practice.
- (13) If the evidence consisting of the elements listed in paragraph 11, taken together, does not provide the necessary support for the existence of the knowledge produced and does not allow a clear assessment of it, a direct knowledge test may be carried out. The applicant may provide a report to the ad hoc validation committee to demonstrate the knowledge produced. The presentation shall take the form of an oral examination.
- (14) The recognition of the knowledge acquired will be judged by the ad hoc validation committee on the basis of the oral examination and the assessment portfolio

submitted.

- (15) The ad hoc validation committee is appointed by the chairman of the VC and consists of a minimum of 3 and a maximum of 5 members. The compulsory member of the ad hoc committee is the instructor representing the training in question in the VC, chaired by the VC Chairman. The ad hoc committee may also invite external experts in the field of work concerned as members.
- (16) The Institute of Social and Social Sciences' training courses in the nursing and patient care bachelor's degree in nursing and ambulance nursing, after comparing the prior knowledge, give automatic credit/exemption for the previous knowledge specified therein. The relevant information is available on the faculty's website.
- (17) An appeal against the decision of the Faculty Educational Committee can be submitted to the Student Affairs Appeals Committee.
- (18) The obligation to pay the fee for students who are self-financed is reduced in proportion to the number of credits credited in the semester, but the fee corresponding to the minimum number of 10 credits must be paid per semester.
- (19) The applicant will take the subjects accepted in the validation procedure in the semester of the announcement, but will be graded "Exempt" in his/her electronic lecture book, which will be registered in the electronic academic system by the TO.

14. §

/to § 18 of the Rules/

- (1) The Faculty of Health Sciences provides the opportunity for some of its master's programs to acquire the knowledge specified as admission conditions in the training and exit requirements, as well as to meet the requirements of new specializations and specializations within the framework of the acquisition of partial knowledge.

Students can apply for the training in order to acquire partial knowledge by the deadline published on the faculty website by submitting the application form that can be downloaded from the website.

Those who have obtained at least a bachelor's degree and a certificate certifying professional qualifications can be admitted to the training in order to acquire partial knowledge.

The applicant must attach photocopies of the documents specified as admission conditions to the application form. The start of partial knowledge training depends on the number of applicants. The applicant will be notified in writing of the admission decision and any further actions.

- (2) The cost of the training to acquire partial knowledge is determined by the faculty EC.

- (3) The detailed rules of partial knowledge training are contained in the "Regulations for Partial Knowledge Training".

15. §

/to Article § (1), (2) and (3) of the Rules/

- (1) It is the responsibility of the examiner to ensure that there are sufficient examination rooms and examination facilities for the number of students. If necessary, he/she is responsible for increasing the number of examination rooms and examination places.
- (2) If the examination is conducted electronically (in the Moodle system), the student is required to check his/her ID and password to access the system during the semester. A student who does not have a valid login and password at the start of the examination will not be allowed to sit the examination on that session. A 'no-show' will be recorded in the electronic academic system.

16. §

/to §22. (3) and (5) of the Rules/

- (1) At the Faculty of Health Sciences, examinations can be taken orally or in writing, electronically (via Moodle) or online. In the case of electronic and online examinations, the faculty ensures the IT preparation of the students during the semester, which is documented in writing.
- (2) In the case of written mid-term and end-of-year assessments and exams, the student has the right to view his/her corrected and graded examination.
- (3) The right to sign confirming the completion of the semester or admission to the exam is exercised by the subject supervisor or the instructor of the subject, other instructors are given the right to sign by the vice dean for academic affairs upon the proposal of the institute director/department head.
- (4) Public access may be restricted or excluded where justified. Publicity must be accompanied by a relaxed examination environment and professional confidentiality for students. This requires the separate consent of the candidate and the examiners to allow anyone other than the candidate or the group of students to take the examination. At the explicit request of the student, other members of the study group may be excluded from the examination. The practical examination with the patient/client is not open to the public. The announcement of results should be personal.
The comprehensive examinations must be announced each semester in accordance with the rules for repeating examinations.
- (5) The examiner may only examine students who are on the examination list for that day. The examiner must ensure that the date of signature and the date of recording the result of the examination in the student's study book and in the student record system are the same.
With the exception of full-time and part-time faculty members, the examining instructor shall submit a copy of the examination form to the administrator designated by the Director of the Institute.
- (6) The colloquium may be taken orally or in writing or electronically, and the comprehensive examination may be taken orally or in writing and orally or electronically, in accordance with the requirements of the subject. The papers required for the practical examination may also be submitted electronically.
- (7) The online exam is not open to the public. Only the examiner or members of the examination board and the student taking the exam may take part in the online examination. For online examinations, the use of the Webex system is recommended.

When starting the online exam, students must prove their identity by presenting a document proving their identity. At the start of the remote identification process, the person identified must explicitly declare that he/she accepts the remote identification. The candidate must show all sides of the document used for remote identification (identity card or driving licence or student card) to the camera - properly illuminated and with the security features (ID, photo, hologram) visible. If the process of remote identification is interrupted or fails, the whole process of remote identification must be repeated.

During the online test, no one other than the candidate may be present in the room used by the candidate for the test. This must be made clear by the student using his/her camera, even during the exam, at the request of the examiner or any member of the examination board. The student must share the contents of his/her entire screen with the members of the examination board on request. The candidate must keep his/her camera switched on at all times during the examination and must not mute his/her microphone.

Breaking or failing to comply with the above rules is considered as unauthorised use of assistance, the consequences of which are set out in the university regulations.

Students are not allowed to make audio or video recordings of the exam. The members of the board will inform the student of this at the beginning of the examination. The student must take note of this condition. At the beginning of the examination, the student must declare that he/she is familiar with the conditions of the examination, the rules on data management for the online examination and that he/she will act in accordance with the rules.

The examiner or the examining board may make a video recording of the exam, the storage and use of which is subject to the university GDPR rules.

In the online oral exam, there is no possibility for the student to draw the items himself/herself. During the procedure, the examiner or the chairperson of the examination board or a member of the examination board chooses randomly (in a way that is visible to the student) from a set of items previously defined.

The candidate has 5 minutes to prepare.

If the online connection is lost for more than ten seconds during the answer, the examiner or the board will decide whether to ask the candidate a new question or to continue the exam by listening to the previous question/subject. If the online connection is lost during the exam and cannot be restored within 5 minutes, the student's exam registration for that exam day will be cancelled, which will be arranged by the Registrar's Office on the basis of a notification from the instructor.

When the answer is finished, the examiner or the examination board will temporarily stop contact with the student and decide on the grade. The examiner or the board will then contact the candidate again and give the grade for the online exam.

17. §

/to §23. of the Rules/

- (1) *Ineffective from 9th March 2023*
- (2) The eleventh re-examination in any subject must be taken in front of a committee of at least 2 members. The chairman and members of the committee are appointed by the head of the department.
- (3) In the case of an unsuccessful examination, a request for an examination beyond the examination period may be made until the last day of the examination period, on the basis of a duly justified reason. The examination must be taken in the week following the examination period.

18. §

/to §27. (2) and (6) of the Rules/

- (1) Each year, the departments define and publish the thesis topics in the electronic academic system by 15 March and 15 October.

The student is obliged to choose a thesis topic in the electronic academic system (in case of an internal thesis supervisor) until the end of the semester IV in the case of a seven-semester course, until the end of the semester V in the case of an eight-semester course, until the beginning of the semester II in the case of a master's course, and until the end of the 7th week of the semester in the case of a professional course. In the case of an external thesis supervisor, the thesis proposal form, printed out from the electronic academic system and signed by the supervisor and the head of the department, must be submitted to the relevant department/institute staff member.

The final deadline for submission of the thesis is 15 November and 15 April respectively. The thesis must be prepared and submitted in 1 copy in spiral-bound and electronic format. The electronic pdf version of the thesis must be uploaded to the Electronic Archive of the University of Debrecen (DEA). The spiral thesis must be submitted to the TO - in case of theses led by an external thesis supervisor, together with the thesis topic form - where the thesis supervisor will sign the thesis to certify that the thesis can be submitted. When the thesis is handed in by the internal thesis supervisor, the Registrar's Office (TO) staff member will check the consultant's agreement to the submission of the thesis in the electronic academic system.

The unrestricted accessibility and source of stored theses (except for the secured parts) is provided for in paragraph 27 (8) of the Study and Examination Regulations of the University of Debrecen.

The upload of the thesis to DEA is verified by the staff of the Faculty's Department of Studies. Failure to upload the document will result in the thesis being considered incomplete.

The spiral-bound (or bound) thesis will be returned to the student after the thesis examination or final examination.

The thesis and diploma thesis must include:

- the student's declaration that the thesis/diploma thesis is his own work (plagiarism declaration),
- the result verified by the Turnitin plagiarism filter service (the supervisor checks the match),
- and the student's declaration that the paper-based, electronic and plagiarism-filtered forms are the same in all respects

In the event of an emergency, health crisis or health emergency, the thesis in electronic pdf format must be sent to the responsible academic administrator of the relevant subject at TO, together with an e-mail from the external supervisor confirming that the thesis can be submitted.

In particularly justified cases, an extension may be granted on submission of a request and without payment of a separate procedural fee. If the student fails to comply with this deadline, he/she will not be admitted to the final examination.

The assessment and evaluation of the theses is organised by the institution concerned on the basis of the current training and output requirements. The thesis will be evaluated by an assessor appointed by the head of the department, who will recommend a grade. The evaluation shall be carried out on the 'Thesis Evaluation Form', which shall be sent to the evaluator by the institute at the time of the evaluation. The evaluation form must be completed in 1 original and electronically by the assessor, signed and returned to the Institute. The evaluator must send the written opinion to the student concerned and to the office by 15 December and 15 May respectively.

The thesis may be examined if the assessor has given the thesis a grade of at least satisfactory. If the assigned examiner has given an unsatisfactory grade, the head of the department that assigned the thesis will appoint two more examiners within 3 working days. The new assessors will prepare the new assessment within 3 days. If at least one of the new referees has given a satisfactory grade, the thesis may be released for examination; if both referees have given an unsatisfactory grade, the student must either revise the thesis or choose a new thesis topic.

The final examination committee or the thesis defence committee is at least 3 members, will determine the grade of the thesis, taking into account the opinion of the assessor and the candidate's performance during the defence.

Thesis defence exams can also be held by video conference.

The chair of the committee will take electronic minutes of the video-conference debate and send them to TO. The chairperson shall be responsible for the authenticity of the minutes.

The detailed rules for the preparation of the thesis are set out in the "General Rules for the Preparation of the Thesis at the Faculty of Health Sciences of the University of Debrecen".

- (2) The procedure for the acceptance of the TDK (National Scientific Students' Associations Conference) thesis as a thesis is described in the TDK regulations of the Faculty of Health Sciences.

19. §

/to §28. (2) of the Rules/

- (1) The final examination board of the Faculty of Health Sciences consists of 3-6 members and its composition is constant for all parts of the complex final examination.

20. §

/to §§29. (4), (5), (6), (7) and (9) of the Rules/

- (1) The Faculty of Health Sciences of the University of Debrecen organises final examinations in the fall and spring examination periods. The final exam is applied for by submitting an application form via the electronic academic system, with deadlines of 15 November and 15 April.

- (2) The final examination may be attempted once per examination period.
- (3) In the BSc program, the final examination result is the simple arithmetic average of the grades obtained in the final examination and the grades obtained in the thesis defence.
- (4) The final exam (hereinafter: ZV) can consist of written, practical and oral parts. Regarding the courses, the conditions for admission to the final exam, the parts of the final exam, and the order of the final exam are included in the training program.
- (5) The majors define the individual elements of the final exams and how they build on each other as follows:
 - a) During the final exam, a complex written, practical and oral assessment of the professional core material is performed in the nursing specialization of the nursing and patient care basic course. In the event of a failed grade for any part of the final exam, the student will continue the final exam with the next part.
 - b) In the case of unsuccessful completion of the practical exam, the student cannot be admitted to the final oral exam in the nursing and patient care ambulance officer specialization.
 - c) during the final exam, a complex written, practical and oral assessment of the professional core material is performed for the midwife specialization in the nursing and patient care bachelor training. In the event of a failed grade for any part of the final exam, the student will continue the final exam with the next part.
 - d) in the absence of a successful written final exam in the health care and prevention bachelor training, health visitor socialization, the student cannot be admitted to the oral final exam.
The condition for admission to the practical final exam is a successful written final exam; the condition for admission to the oral final exam is a successful practical final exam
 - e) In the case of the specializations of physiotherapist and dietetics in the basic course of nursing and patient care, and in the case of the specialization of public health inspector in the basic course of health care and prevention, the student cannot be admitted to the oral final exam in the absence of a successful written final exam. In the field of physiotherapy, the condition for admission to the practical final exam is a successful written final exam; the condition for admission to the oral final exam is a successful practical final exam.
- (6) If any part of the final examination is unsatisfactory, the final examination result is failed.
- (7) If a student who started his/her studies after 1 September 2006 (but before September 2012) does not complete his/her final examination before the end of his/her student status, he/she may take the final examination at any time after the end of his/her student status, in accordance with the requirements in force at the time of taking the final examination. After the seventh year from the date of issue of the final pre-degree certificate, only former students who have passed Oximology III and ECG may sit the final examination for the paramedic specialisation. Examinations may be taken only once per examination period. Students must pass both required subjects in order to sit the final examination. If the student fails any of the required subjects, he/she may not start the final examination. In the next examination period, the student must again pass both required subjects in order to take the final examination.

No revisions are possible in the same final examination period.

If the student fails the final examination, he/she must retake the Oximology III and ECG knowledge course in the next final examination period before the final examination.

- (8) Students who start their studies in September 2012 or later can only take the final examination for the degree of paramedic after two years from the date of the final certificate if they pass the Oximology comprehensive examination again.

The Oximology comprehensive examination can only be taken once per examination period.

The student must pass the required subject in order to take the final examination. If a student fails the Oximology comprehensive examination, he/she will not be allowed to start the final examination. In the next examination period, he/she must pass the required comprehensive examination again in order to take the final examination.

No revisions are possible in the same final examination period.

If the student fails the final examination, he/she must retake the Oximology specialisation subject in the next final examination period before the final examination.

No final examinations may be taken after five years from the end of the student's studies.

- (9) In the case of an unsuccessful written final exam, an additional written final exam can be taken within a week after the written final exam
- (10) In the oral final exam, an additional item may be drawn once, which is decided by the chairman of the final exam committee. If the student drew an additional item, the grade cannot be given better than average.

21. §

/to §30. of the Rules/

- (1) A failed final examination can always be corrected at the earliest during the next final examination period. Only those parts of the final examination which have been unsuccessful must be repeated.
- (2) After the thesis/diploma thesis has been classified as insufficient, the deadline for the submission of the new thesis/diploma thesis is determined by the Faculty Council in the schedule of the academic year.

22. §

/to §31. of the Rules/

- (1) The qualification of the diploma is calculated on the basis of the grades obtained in the comprehensive examinations and the final examination.

$$OM = \frac{S_{xn} + ZV}{n + 1}$$

where:

OM = numerical value used as the basis for the diploma grade

S_{xn} = sum of the grades for the comprehensive examinations required during the period of study

ZV = numerical value used for the complex final examination grade

n = number of comprehensive examinations

(2) *Calculation of the qualification for the diploma in social work:*

For students who started their studies before September 2017: the grading of the diploma includes the evaluation of the examination of the thesis, the evaluation of the defence of the thesis, the result of the final examination, the grade of the subject Social Work Practice VII or Social Work Practice VI (related professional practice outside the institution according to the model curriculum) and the grades of the comprehensive examinations required for the diploma. The arithmetic average of the grades is used to calculate the diploma grade (diploma grade = thesis assessment + thesis defence + final examination assessment + social work practice VII or social work practice VI (related work placement outside the model curriculum) assessment + grades for specialisation: 6)

For students who start their studies after September 2017: the diploma is awarded on the basis of the result of the complex final examination and the grade of the subject Social Work Practice VI (extra-institutional related professional training). The arithmetic average of the grades is used to calculate the diploma qualification (diploma qualification = grade in the complex final examination + grade in Social Work Practice VI: 2)

Calculation of the diploma qualification for the Master of Social Work in Health:

The qualification of the diploma includes the evaluation of the opponent's evaluation of the thesis, the evaluation of the thesis defence, the result of the final examination and the grade of the subject Social Work Practice IV. The arithmetic average of the grades is used to calculate the diploma grade (diploma grade = thesis examination + thesis defence + final examination + social work practice IV assessment : 4.)

(3) *Calculation of the diploma qualification in the basic course in health organisation:*

$$OM = \frac{S_n + s_{zdv} + s_{zzv}}{n + 2}$$

where:

OM = numerical value used as the basis for the degree

S_n = sum of the grades for the comprehensive examinations required during the period of study

s_{dv} = grade for the thesis defence

s_v = final oral examination grade

n = number of comprehensive examinations

(4) In the case of students starting their studies from the 2011/2012 academic year, in the *nursing and patient care bachelor's degree program dietetic major, the health care and prevention bachelor's degree program public health inspector major, the public health master's degree program, the complex rehabilitation master's degree program, the nutrition science master's program program, and the health policy*

planning and financing master's program,

In determining the qualification of the diploma, the average grades of the required subjects, the grade of the diploma thesis and the result of the ZV are given equal weight in the bachelor's and master's programs

$$OM = \frac{Sx + Dm + ZV}{3}$$

where

OM= the number that serves as the basis for the certification of the diploma

Sx= the average of the grades of the prescribed subjects

Dm = degree thesis grade

ZV= numerical value used to qualify the final exam:

$$\frac{\text{written ZV} + \text{oral ZV}}{2}$$

Bachelor of Nursing and Patient Care, specialization in nursing; specialization in paramedic, specialization in midwifery.

The final examination results are: thesis + written examination + practical examination + average of the marks obtained in the oral examination. Qualification of the diploma: final examination + average of the marks obtained in the subject(s) prescribed for the cumulative exam.

$$\frac{\text{written ZV} + \text{oral ZV} + \text{practical ZV}}{3}$$

The list of subjects to be included in the qualification of the diploma can be found in the course program.

Bachelor's degree in Health Care and Prevention, specialization in nursing

Final examination: written examination + practical examination + average of the marks obtained in the oral examination. Qualification of the diploma: final examination + average of the results of the thesis examination.

Qualification for the Master's degree in Social Work and Social Economy

The diploma is awarded on the basis of the evaluation of the thesis, the evaluation of the thesis defence, the result of the final examination and the mark for the International Practical Training course. The arithmetic average of the marks is used to calculate the diploma grade (diploma grade = thesis assessment + thesis defence + final examination assessment + international placement assessment: 4)

Extended care nurse

Final examination: thesis examination + practical examination + average of the marks of the oral examination. The final examination grade is also the diploma grade.

Professional nurse

The result of the final examination is: thesis defence + practical examination + average marks in the oral examination. The final examination grade is also the diploma grade.

(5) Determination of the diploma qualification in teacher training courses:

Health teacher:

The grade of the teacher's final examination is equivalent to the grade of the diploma.

Teacher of Social Studies:

The qualification of the final teacher examination is equivalent to the qualification of the diploma.

(6) Determination of the qualification of the diploma in specialized training courses:

International behavior consultant specialist training

The qualification of the diploma is determined by the arithmetic average of the results of the diploma thesis, the written and the oral final exam.

Specialist postgraduate training in addiction counselling; Specialist postgraduate training in acute care

Qualification of the diploma: the qualification of the diploma is calculated on the basis of the average of the marks of the colloquia, the average of the practical marks and the result of the complex final examination according to the following formula:

$$QoD = FE+PM+C/3$$

Diploma in Applied Social Gerontology

Qualification of the diploma: The grade of the final examination and the average of the grades of the field course I-II.

Specialization in life guidance - coordinator

The result of the final examination (qualification of the diploma) is the average of the following three marks: the mark for the thesis, the mark for the defence of the thesis and the mark for the complex oral examination.

Interdisciplinary Community Work specialization

Qualification for the diploma: grade in the final examination and the average of the grades for the field placement courses I to II.

Specialized further training in school social work

Final examination result (qualification of the diploma): mark for the thesis, mark for the defence of the thesis, average mark for the complex oral examination.

Degree in the specialization in counselling for minorities and equal opportunities

The final examination (qualification of the diploma) is marked by the following grades: mark for the thesis, mark for the defence of the thesis, average mark in the complex oral test.

Specialization in community animation

The final examination grade is also the diploma grade.

Labor market counsellor Advanced vocational training course The final examination is the qualification for the diploma.

23. §

/to Appendix 2. (1) of the Rules and Regulations: course announcement, course enrollment /

The department is obliged to announce or arrange for the announcement of all

courses that can be taken by the student in the electronic academic system no later than the day before the registration week.

24. §

/Appendix 2. (1) of Rules: verification of knowledge/

If the grade is based on the performance during the semester, the grade offered in the case of a practical examination, a semester requirement ending with a report or a subject ending with an examination at the Faculty of Health Sciences, the instructor is obliged to record the grade in writing on the result sheet printed from the electronic academic system, to register it in the electronic academic system, and to record and sign it in the student document at a predetermined and published date.

25. §

/Appendix 2. (2) of the Rules: completion, closure of evaluations/

Within two weeks of the end of the examination period, the student can lodge an objection to the assessment data in the electronic academic system with the examiner, who will decide within 3 working days. The grade contested must be corrected on the basis of the examination paper or the grade written on the paper and the student's document, if the validity of the contestation is verified. The correction will be made by the Registrar's Office on the basis of a letter from the examining lecturer or, in his/her absence, from the head of the department concerned. If the student's objection is rejected, the Faculty's Educational and Credit Transfer Committee will decide in the first instance and the Student Appeals Committee in the second instance.

Faculty of Dentistry

1. §

/to §2. of the Rules/

- (1) In order to discuss questions relating to teaching and to establish points of principle, the Faculty shall set up a Faculty Educational Committee with powers and duties as laid down in the Operational Orders of the Faculty. The Chairman of the Committee shall be the official deputy of the Dean.
The Faculty Educational Committee establishes sub-committees stipulated in the Operational Orders. Students shall seek assistance for their requests submitted electronically in the electronic academic system in relation to their studies at these committees.
- (2) Decisions on student applications shall be appealed in the manner provided for in the Act on National Higher Education and in accordance with the rules of the University.
- (3) The development of uniform procedures in connection with educational matters and examinations is the task of the Faculty Educational Committee.

2. §

/to §3. of the Rules/

- (1) Students who passed successfully their entrance exams shall be obliged to show up at the medical aptitude test of the Occupational Health Service. The carried out tests are recorded in the student's Health Booklet. The student shall be obliged to present their Health Booklet to the representative of the host institution before the start of the student's practices. The Occupational Health Service shall send a list of names to the Dean's Office of the Faculty of Dentistry of those students, who turned out to be ineligible due to health reasons or have not shown up at the aptitude test, and thus they are not allowed to start their clinical practices. The procedural order and the list of examinations are contained in a separate regulation.
- (2) Based on the basic principles of state-supported education with a credit system accepted at the university, the state-supported student must fulfill the training and exit requirements for the major at the appropriate times during the active semesters after the first enrollment.
- (3) *Ineffective from 24th June 2022*
- (4) *Ineffective from 9th March 2023*
- (5) The maximum period of support for a given degree (diploma) may not exceed two semesters longer than the duration of the studies. The period of support for a given degree must include the period of support previously used. If the student is unable to obtain the degree (diploma) during the period of support specified for him/her, he/she may continue his/her studies in that degree program on a fee-paying/self-financed basis.
- (6) At the beginning of their studies, Hungarian students taking part in the dentistry training shall take an oath, and foreign students shall make a vow. The text of the

oath and the vow shall be approved by the Faculty Council of the Faculty of Dentistry. The oath or vow shall be confirmed by the signature of the student at the first registration.

3. §

/to §4. (1) of the Rules/

- (1) Duration of the study period in Hungarian and English programs:
 1st Semester Years I-V 14 weeks
 2nd Semester Years I-IV 14 weeks, Year V 12 weeks
 the examination period of each semester lasts for a minimum of 6 weeks.

4. §

/to §5. of the Rules/

- (1) The student is obliged to take the compulsory and optional subjects in the electronic academic system until the beginning of the semester, and the optional subjects by the end of the first week of the academic term. The student is obliged to check the success of the course enrollment by the end of the week following the course enrollment. Exceptionally, the student may change the course enrollment until the second week of the academic term, subject to payment of a procedural fee.
- (2) A student who starts and continues his/her studies on a fee-paying/self-funded course may take up one subject up to six times. Students who do not meet the requirements of a course after six times will have their student status terminated by the Dean, in his powers delegated by the Rector.
- (3) Failure to pay the fees/expenses due for the semester by the due date will result in the student not being allowed to start the examinations for that semester.

5. §

/to §7. of the Rules/

- (1) Students who started their studies before 1 September 2011 may request their traditional lecture book with etiquette on both sides from the Registrar's Office of Faculty of Medicine (hereinafter: TO) only in justified cases.
- (2) In the case of an oral assessment, the assessment can be done on a printed sheet from the electronic academic system.
 The student can take the completion sheet with him/her to the oral examination. It is not a prerequisite for taking the exam. The student may not request to have the completion sheet signed at a later date.

6. §

/to §11. of the Rules/

- (1) The course requirements for the student are defined as the number of classes and the compulsory textbook and the requirements published by the institutions. In the case of repeated enrollment, the teaching institute may, on the basis of an individual assessment, grant exemptions from the subject requirements for certain subjects. The student may apply for exemption in writing during the week following the end of the course enrollments.

- (2) The head of the Educational Service Unit (hereinafter: OSZE) shall give written reasons for refusing to sign the semester and send them to the Dean's Office no later than the last day of the semester. In cases of emergency, health crisis, health emergency and other special situations affecting teaching, and in related cases, the deadline may be extended by the Dean of the Faculty, individually or collectively, for a maximum period of the examination period concerned, provided that the student may not take the examinations in the subject concerned until after it has been signed and take them only during the examination period for the semester in question. The student will be informed of the decision by the FOK Educational Secretariat (hereinafter referred to as the 'OT'). The Head of the OSZE will also state the conditions under which the semester signature may be replaced. The student may appeal against the refusal to sign to the vice dean for academic affairs within 8 days. If the student's appeal is upheld by the vice dean for academic affairs, the recognition of the semester must be verified by his signature.
- (3) The compulsory summer internships may not be completed during the school term or during the examination period. The compulsory summer internship may be completed at a health care provider providing dental care which is suitable for training and licensed on the basis of patient traffic data. The student must provide the OT with the above information in writing before the start of the placement. To complete an individually organised internship abroad, students need prior authorisation from the Educational Committee. The summer internship(s), which must be completed outside the academic year, the semester of study and examinations, are considered as compulsory student activities for the semester immediately preceding the semester. (Dental Propedeutical subjects of the model curriculum of the third year cannot be taken without having completed the summer chairside practice, as well as professional subjects of the model curriculum of the fourth year cannot be taken without having completed the Dento-alveolar summer practice, and professional subjects of the model curriculum of the fifth year cannot be taken without having completed the complex summer practice.) Prerequisite of being put up on the Dento-alveolar summer practice is the successful completion of Oral Surgery Propedeutics, prerequisite of being put up on the Complex summer practice is the successful completion of Complex Dentistry II.
- (4) The faculty ensures that a student with state support can take courses worth 10% more than the total number of credits required for the degree program. This shall be ensured for students who start their studies in September 2012 of the first year, regardless of the form of financing. For students who start their studies in September 2013, and thereafter in an ascending order, the faculty will ensure that they can take courses with a credit value of up to ten percent of the total number of credits required, and courses in a language other than Hungarian up to ten percent of the total number of credits, without paying any extra costs or fees.

7. §

/to §12. of the Rules/

- (1) *Ineffective from 22nd September 2023*

8. §

/to §14. of the Rules/

- (1) The OSZE leader can make attendance at 30% of the lectures compulsory.
- (2) Attendance at seminars/practical sessions is compulsory, depending on the requirements of the subject requirements. The extent of absence, its consequences and how to make up for it are specified in the subject requirements (thematic syllabus) issued by the institutes/clinics. Only students whose names appear on the list of subjects generated from the electronic academic system may attend the sessions.

9. §

/to §15. of the Rules/

- (1) The faculty as a receiving institution, does not allow a transfer:
 - from faculties or from institutions of higher education aimed at different professional training,
 - from the Faculty of Pharmacy, Faculty of Medicine,
 - from courses at public health colleges of further education.
- (2) Students from dental training of other universities may request a transfer into second or third year
 - who have completed at least two full valid semesters and obtained a minimum of 30 credit points in the compulsory subjects in the last two semesters,
 - there are no grounds for termination of student status or expulsion as a disciplinary sanction,
 - whose stipend index of the last two semesters is at least 3.00 (minimum 15 compulsory credits per semester) or (in the event of foreign studies) equals to that, if the student studied science subjects that are essential for acquiring basic dental knowledge at the 'college' and meets the above requirements (in this case the student can only be accepted for the first year of the fee-paying program).
- (3) Transfer can only be permitted at the beginning of the academic year, and the request for acceptance of the course and the related subject recognition can be submitted until the 21 August preceding the given academic year. A transfer may take place from the end of the previous academic term for the fall semester until the start of the academic year in September, within the limits of the available staffing of the faculty.

A document certifying the student's academic achievements must be attached to the request for transfer to the Faculty of Dentistry. For purposes of evaluation of requests for transfer from places of professional training (universities, colleges) abroad, the curriculum of the transferring institution and the document certifying academic achievements, together with an official Hungarian translation shall be attached.

The requests for transfer must be submitted to the Dean's Office. Incompletely documented requests for transfer will be rejected by the EC.

10. §

16./to paragraph § of the Rules/

- (1) Students from other universities, faculties and departments may only participate in lectures, exercises and seminars at the faculty where there is no patient presentation

and no violation of personal and data protection rights. The prior permission of the EC is required for the enrollment in compulsory courses or courses requiring a special laboratory.

- (2) In order to be awarded the diploma, the student must have completed at least 150 credits of the total required credits and, in the case of degree-specific subjects, at least 2/3 of the required credits as a student of the faculty at the faculty's training institutions.
- (3) The Credit Transfer Committee will accept credit for previously completed courses only if there is at least 75 per cent agreement between the subjects and the time elapsed between the credit previously earned and the submission of the application is less than six years, or the Credit Transfer Committee may consider acceptance if the credit is earned before that time.
- (4) Applications for admission to a course must be submitted to the Dean's Office by 21 August of the preceding academic year in the case of transfer or successful general admission, or by 31 August at the latest in the case of a successful supplementary admission procedure.

11. §

/to §20. of the Rules/

- (1) Examinations may only be taken during the examination period allocated to the subject in the model curriculum.
- (2) In the case of mid-term written tests and examinations the students may inspect their corrected and evaluated test papers in a previously announced appointment, unless stipulated otherwise by the teacher of the subject. In case the student does not show up at the appointed time no more opportunities are given to inspect the test.
- (3) The exam may consist of up to three parts, a practical part, a written test and an oral examination preceded by a minimum questions test the result of which is not included in the final grade. The repeated retaken practical exam taken after the end of the semester and the oral examination taken as a repeated retaken exam by the student, shall be taken before an examination board consisting of at least two members. The minimum questions part, if successfully completed at a previous exam, shall not be repeated at the retake exam or repeated retake exam.
- (4) In the case of a subject-specific subject assessed with a practical grade, the practical grade is determined by the faculty on the basis of the performance throughout the semester, as specified in the subject requirements, and cannot be improved during the examination period, in case of a failed grade the student is obliged to repeat the subject.
- (5) In the case of subject-specific courses leading to a colloquium or a final examination as defined by the faculty, where the subject includes a practical course, the practical grade is based on the performance throughout the semester, as specified in the subject requirements. The minimum grade required for admission to the examination is a pass grade. The practical grade obtained during the semester cannot be improved, but may be counted towards the examination grade as specified in the subject requirements.

- (6) In the case of subjects covered by paragraphs (4) and (5) of this §, special attention must be paid to ensure that students receive prompt and accurate information, especially as regards the levels necessary for the subjects to be accepted. Accurate, retrievable, credible documentation must be provided regarding the subjects. At the end of every practice the student must be informed about the evaluation. During the semester the students must be informed of their performance they have achieved so far at least twice (preferably during the 6th and 12th weeks) and students with unsatisfactory results must be specifically reminded of their poor performance.
- (7) During written and oral examinations (mid-term or examinations), students are not allowed to bring any communication or data storage devices (e.g. electronic and IT devices) to the examination venue. During the examination, the student is obliged to cooperate with the supervisors and to comply with their instructions, in particular in the event of suspected possession or use of unauthorised methods or aids, in order to ensure the purity of the examination, immediately present, on request, any objects in their possession (on their body or clothing) which have been used or may be used as an unauthorised aid or temporarily hand them over to the supervisor, as recorded in a report, pending any investigation.
The student acknowledges that if during the examination he/she is suspected of possessing or using a method or aid that has not been approved, disciplinary proceedings will be initiated.
If the supervisor detects the presence of such a device, he or she must suspend the examination. The supervisor shall initiate disciplinary proceedings in writing to the Dean within one working day by sending a report of the incident.
- (8) The retake exam and repeated retake exam shall proceed in the same way as the exam, except for the case if either exam part specified in paragraph (3) is deemed completed and accepted according to the relevant, up-to-date course description. In the case of an exam that consists of a written test only, at the repeated retake exam the student shall be heard orally as well only if failing the written test provided that he/she achieved a minimum score, which may not be higher than 75% of the score sufficient for a pass result, determined in the relevant course description. In case of an exam consisting of a written test and an oral examination, the student who, due to failing to complete the written test, did not take the oral examination part at the exam and at the retake exam shall be heard orally at the repeated retake exam even if failing the written test provided that he/she has achieved a minimum score, which may not be higher than 75% of the score (sufficient for proceeding to the oral examination), determined in the relevant course description.

12. §

/to §22. of the Rules/

- (1) The institute can only announce an examination course other than the model curriculum with the permission of the dean.
- (2) Oral examinations are usually open to the public. For clinical subjects and autopsy examinations, the public may be excluded or restricted to sworn students and doctors.
The head of the OSZE will announce the start time of the examination in advance, from which the (oral) examination must start within 2 hours at the latest. The one-off examination process for colloquia and comprehensive examinations may not last longer than 6 hours. The examination process for a colloquium or examination for

a specialisation course may not last more than 2 working days.

- (3) A professor and an associate professor may supervise a comprehensive examination. Colloquia and practical examinations may be held by professors, associate professors and assistant professors, or by those who have been authorised by the dean on the recommendation of the head of the OSZE. The Dean may, on the recommendation of the Head of the OSZE, authorise academic advisers, senior academic staff and adjunct professors to conduct examinations in the case of comprehensive examinations.

Repeated retake examinations must be taken before a board appointed by the head of the institute/department. The chairperson of the committee may not be a member of the academic teaching staff of the institute/department teaching the subject in question. The chairperson of the committee may be a professor or associate professor. Students must retake the examination in front of a different examiner from the previous one, if possible.

An instructor or student must be present at the examination in addition to the examiner and the candidate.

In an oral examination, candidates should be given the opportunity to be briefly prepare before answering. Online oral examinations may be held only with the permission of the Dean. The rules for online oral examinations shall be laid down by the Dean at the time of granting permission, taking into account the recommendation of the course supervisor.

13. §

/to §25. of the Rules/

Each semester, students are ranked in ascending order by grade and degree program according to their cumulative adjusted credits, thus determining their position in the semester student ranking. A student will be placed in the grade of the semester in which he/she has taken more credits of compulsory courses from the curriculum.

14. §

/to §26. of the Rules/

A student who has obtained a final pre-degree certificate can only sit the final examination if he/she has successfully defended the degree thesis.

15. §

/to §27. of the Rules/

- (1) At the faculty, the names of the thesis supervisors and the titles of the theses they announce are published in the Faculty bulletin, in the syllabus and on the faculty website after approval by the Dean. A thesis supervisor may take on a maximum of 6 students per year (3 Hungarian, 3 foreign language students) and the same title may not be awarded in any foreign language within 5 years. The choice of a subject not listed in the list requires the prior agreement of a thesis supervisor and the Dean. For the preparation of the thesis, the faculty offers 4 preparatory courses. In order to be admitted to these courses, the student must submit the thesis title of his/her choice on the form provided by the OT at least 4 semesters before the planned graduation date, with the consent of the thesis supervisor, certified by his/her signature. At the same time, it is recommended to take the Thesis I preparation course. The thesis cannot be submitted without the completion of the preparatory courses I and II. The preparatory courses may be completed in the same semester. The completion of preparatory courses I-III is certified by the subject supervisor

and the work is assessed with a grade.

Thesis preparation course III is only accepted if the student has submitted his/her thesis by the deadline, fulfilling the requirements and it has been judged suitable for further processing. In this case, the grade for the course is the average of the grades offered by the supervisor and the 2 assessors. Thesis preparation course IV is only considered to be completed if the student has successfully defended his/her thesis. The grade will be established at the examination, with the approval of the chair, taking into account the evaluators' grades, the supervisor's characterisation and the presentation given at the examination.

- (2) a) Detailed guidelines on the form and content are available on the faculty's website (<http://dental.unideb.hu>).

The thesis may report on the author's own experimental or epidemiological (statistical analysis) studies; it may be a case study, a clinicopathological analysis: an evaluative description of observations made from a study of one or more cases of a disease, or a literature review.

Formal requirements:

The length should be a minimum of 20, and a maximum of 40, A4-sized typed pages. The upper, lower and right margins should be 2.5 cm, and left 3 cm, line spacing should be 1.5, justified, and characters 12 point Times New Roman. Page numbering from the introduction of the text to the last page of the paper, with Arabic numerals from 1 at the bottom centre of the page. Print on one side of the page only. Figures/tables are all arranged in the order of the reference in the body of the text, with titles and captions. All figures and tables should be listed in the List of Figures/Tables (in which case it is not necessary to include a reference number under the figures/tables). Text necessary for the understanding of the figure may be included both under the figure and in the body of the text. All literature should be referenced in the body of the text. The citation should be inserted in the text (in square brackets, before the full stop at the end of the sentence), immediately after the reference. The number of references should not be less than 20. Sources should be listed in the order in which they are cited in the bibliography, using the Vancouver system.

Its structure must comply with the following:

The title page must include (from top to bottom): the name of the university, faculty and department where the thesis was written, the faculty's colour coat of arms, the title of the thesis, the names of the author, the thesis supervisor, the head of the department and the dean of the faculty, and the year of submission. The signature of the thesis supervisor is required for submission of the thesis. Theses cannot be submitted without the signature of the thesis supervisor.

Declaration: a form must be attached to the thesis, after the title page, in which the student declares that he/she is aware of the criminal liability of the thesis. If necessary, a declaration of confidentiality must also be attached.

Table of contents: it should include all main and sub-headings of the text, with their page numbers, in the order of their mention. A notation system should be used throughout the thesis (e.g. decimal system).

List of abbreviations (if necessary): list of acronyms and abbreviations that need to be explained in alphabetical order. Definitions may include English/Latin,

Hungarian, or both, but do not mix the two. Abbreviations should not be used in titles and subtitles, in these cases always write out the full text. All abbreviations should be explained, the first time in the text where they appear (even if there is a list of abbreviations) and only thereafter should the abbreviation be used routinely.

Body: The text should be written with comprehensive and clear use of language, but with appropriate professionalism. Different rules apply to the structuring of different types of theses.

For own experimental work and epidemiological studies, as well as for casuistry, the requirements for the scientific student research project are guiding (https://oetdk.unideb.hu/public/upload/palyamunka_szempont.pdf).

A literary summary thesis should be the result of the author's independent work, should include his/her own thoughts and points of view, should not be a mere listing of different literary works, but should follow a logical line and form a coherent whole.

There are no rigid rules for the structure of the text, but it is obligatory: INTRODUCTION (at the end, in a separate paragraph, you must include the OBJECTIVES of the work), MATERIAL AND METHODS or METHODOLOGY. This is followed by the description of the topic. A basic requirement is a logical organisation and evaluative analysis of the literature. This section should be divided into chapters or subchapters. After the substantive part, the thesis should include an SUMMARY of no more than 2 pages in which the author summarises the aim of the work, the main results and the main conclusions.

In the text, all statements and authors cited must be accompanied by a numbered bibliographic source as indicated in the formatting section. Cite only peer-reviewed sources published in an authoritative journal (including web journals, databases), avoid journals of uncertain scientific or scholarly interest, and avoid internet sources. Citing secondary sources (citing citation) is only allowed in cases where the primary source is permanently unavailable, but must be properly cited in the bibliography. Verbatim citations are only acceptable in quotation grades and are small (max. 5 lines), for example in the case of a definition. Longer quotations may result in a lower grade for the thesis, and verbatim quotations of more than one page may result in the rejection of the thesis. If the total number of passages copied without change exceeds 20% of the total text, the thesis will not be accepted. The 'turnitin.com' software will be used by the supervisor to check the match. It is the student's responsibility to upload the essay and print the certificate. A certificate of the degree of agreement must be attached when the thesis is handed in. Reference to textbooks is only allowed for basic terms (e.g. definitions, classifications, etc.). Tables and figures should be inserted in the body text to help understand the text. These should be of good quality, either self-produced or from graded sources (List of Figures and Tables).

The medical spelling should be based on the Medical Spelling Dictionary (1992) published by the 'Akadémiai Kiadó'.

Acknowledgements/Bibliography/List of Figures and Tables follows the main text.

b) The assessors will consider the structure, logical structure and literature of the thesis. The assessment criteria and the format of the assessments can be found on the Faculty's website.

c) At the end of each semester, the thesis supervisor is required to evaluate the student's professional activity using the thesis preparation course evaluation forms I-IV. The thesis preparation course III. Thesis Supervisor Characterisation form

must be completed and submitted to the OT together with the thesis.

d) Within two weeks of its submission, the OT issues the thesis to 2 official reviewers requested by the thesis supervisor appointed by the dean. Reviewers must prepare their written opinion within 4 weeks in accordance with the reviewer data sheet.

If one of the assessors does not consider the thesis to be of a satisfactory standard because it would require a complete revision (failed), a third assessor will be appointed and will have 1 week to formulate an opinion. His/her opinion will determine the further fate of the thesis.

If two assessors do not accept the thesis, it requires a complete revision, the thesis cannot be accepted and cannot be submitted for further proceedings. It may not be resubmitted until at the earliest the next review period corresponding to the next deadline.

In the case of two positive evaluations, the student will receive his/her thesis back together with the opponent's evaluation by the first day of the second semester of the academic year. He/she must then make any corrections in consultation with his/her supervisor. The deadline for the submission of the thesis and the reply(s) to the comments/questions raised by the opponent(s) is the first day of the 5th week of the second semester.

The original assessors review the thesis again, write a new review, and state whether the thesis can be defended and, if so, with what grade. The examiners also have the opportunity to ask questions in the second examination. The answers are read out by the student at the examination.

The faculty provides a room in its building for thesis examinations. The date of the examination is announced by the Dean. The examination is held in front of a 3-member committee consisting of the lecturer (chairperson) and the examiners, appointed by the Dean. The thesis supervisor must also be invited to the examination. The coordinator is also present. The duration of the examination is 30 minutes, the student is allowed a maximum of 5 minutes to present his/her thesis. The opponents then present the essential elements of the evaluation and the reasons for the proposed grade. The student will then read out his/her response to the criticisms and questions, which will be discussed orally by the assessors, who may also ask further questions.

The committee will evaluate the thesis in a closed session. The grade is based on the recommendation of the assessors, the thesis supervisor's description and the presentation at the oral examination, subject to the approval of the chair. The student does not take part in the session. Two copies of the minutes are made, including the name of the student, the title of the thesis, the place and date of the examination, the questions asked by the members of the committee and the grade agreed by the committee. The minutes shall be accompanied by a copy of the comments and the replies to the comments (2 copies signed). One copy of the thesis remains at the OT, the other copy is returned to the student.

- (3) A thesis can be written as part of a TDK (Scientific Students' Associations Conference). In this case, the deadlines for the submission of the TDK thesis apply. TDK theses will be accepted as a thesis in their original form with the same result if the jury of the local TDK Conference has accepted the presentation as a thesis and the thesis submitted to the TO has been accepted by both assessors. In the case of co-authored papers, the first author may have the paper accepted as a thesis against a letter of refusal from the other authors.

The documents relating to the acceptance of the thesis submission (reviews, replies)

must also be submitted. It is also necessary to fill in and submit a questionnaire containing the details of the TDK thesis and the presentation (title, authors, institutions, supervisor). If the paper is not submitted as a TDK thesis, the deadlines for submission of the thesis apply. Documents certifying the submission of the thesis to the TDK Conference and the evaluation must be enclosed.

- (4) The thesis must be submitted exclusively in electronic form by December 15. The thesis must be uploaded in pdf format to elearning.med.unideb.hu, for the Diploma work course. Attach a certificate of agreement (less than 20%) found by the 'turnitin.com' software and a written description of the thesis author by the supervisor (Diploma thesis preparation course III). In exceptional and duly justified cases, the deadline may be extended by the dean on the basis of an individual application. A thesis submitted late may be examined only during the examination period corresponding to the next deadline.

The deadline for submission of the final version of the thesis is the first day of the fifth week of the second semester. If the main text of the thesis has been changed on the basis of the assessors' recommendations, a new certificate of agreement (less than 20%) must be attached. A short summary of the thesis, not exceeding 1 page, in the form of an unstructured abstract, must be submitted separately along with the thesis. The deadline for submission may be extended by up to 2 weeks, during which time the fee specified in the University of Debrecen Student Fees and Benefits Regulations will be payable. If the student misses the final thesis submission deadline or is unable to successfully defend his/her thesis, he/she may continue with the comprehensive examinations but may not take the final examination. The next thesis submission deadline is 20 June. The thesis defence must be completed by the August final examination date. No more theses can be submitted during the year.

The student is required to upload the electronic pdf version of the final version of the thesis to the Electronic Archive of the University of Debrecen (DEA) at <https://dea.lib.unideb.hu/dea/handle/2437/85081> until the first day of the fifth week of the second semester. In the absence of uploading, the student shall not be allowed to start defending the thesis.

16. §

/to §28. of the Rules/

The final examination is held in front of a board of 3-6 examiners, one of whom is the chair. The chairman and members of the board are appointed by the dean.

17. §

/to §29. of the Rules/

- (1) The final exam consists of a written part (test), a practical exam (patient presentation) and a theoretical exam. The date of the final examination is set by the Dean. The date should preferably be coordinated with the four training centres. The complex final examination is successful if all the elements (thesis and the three sub-examinations) are individually graded with a grade of at least passed (2). If the written (test) result of the final examination is failed (1), the final examination may not be continued. If any part of the final examination is unsatisfactory, the complex final examination must be repeated. (It is not possible to combine elements of the state examination taken during different exam sessions.)
- (2) For students who failed the written final examination or who did not sit the examination in the previous period, the next final examination will be held in

August or December, at a time determined by the Dean 30 days before the examination.

- (3) The grade of the complex final examination is the calculated average, expressed on the following intervals applying a five-grade scale:
- 4,51 - 5,00 - excellent
 - 3,51 - 4,50 - good
 - 2,51 - 3,50 - satisfactory
 - 2,00 - 2,50 - pass

18. §

/to §31. (6) of the Rules/

In determining the number used to grade the diploma, equal weight is given to each of the required specialisation examinations and the 3 additional examinations of the complex final examination, listed below:

Comprehensive examinations	Featured colloquia
Anatomy, Histology and Embriology II or III*****	Biophysics
Biochemistry II	
Medical ChemistryII*****	
Dental physiology II	Anatomy, Histology and Embriology I
Paediatric dentistry II	General and medical genetics**
Orthodontics II	Otolaryngology
Conservation dentistry IV	Molecular biology
Periodontology III	Cell biology
Prosthodontics IV	Neurobiology
Oral surgery IV	Dental microbiology
Behavioural science***	Clinical Biochemistry II
Organ and Oral Pathology	Clinical physiology*
Pharmacology II	Preventive medicine
Internal medicine II	Oximology
Introduction to prosthodontics IV****	

$$XD = \frac{S X_n + D + I + Sz + Gy}{n + 4}$$

where:

XD = number on which the diploma is based

S X_n = the sum of the grades for the required comprehensive examinations and the above-mentioned featured colloquia

n = number of required comprehensive examinations and featured colloquia

D = thesis (5-grade) (one of the prerequisites for the final examination)

I = written test grade (part of the complex final examination)

Sz = grade for the oral examination (part of the complex final examination)

Gy = grade for the practical examination (part of the complex final examination)

From the academic year 2010/2011, the subject Clinical Physiology* is included as a compulsory elective subject, and only students who have taken it as a compulsory subject should be taken into account when calculating their degree qualification.

General and Medical Genetics** is a compulsory subject from the academic year 2014/2015, and is only taken into account in the calculation of the degree classification for students who have taken it as a compulsory subject.

The Behavioural Science *** comprehensive examination has been cancelled from the 2016/2017 academic year, only those who have taken the examination in the subject until that date will be considered.

****2021/2022 will announced for the first time from the academic year.

***** Molecular Biology and Neurobiology are not included in the curriculum from the academic year 2023/2024, and will only be taken into account in the calculation of the diploma qualification for students who have taken them as compulsory subjects. ***** For the subject of Medicinal Chemistry, they will be taken into account in the calculation of the diploma qualification according to the year of enrolment, only as a special course (Medicinal Chemistry II) for students enrolled from the academic year 2023/2024 onwards, and only as a special colloquium (Medicinal Chemistry) for students enrolled before that date.

***** In the case of Anatomy, Tissue and Developmental Sciences as per the year of enrolment, Anatomy, Tissue and Developmental Sciences III for students enrolled from the academic year 2023/2024 and Anatomy, Tissue and Developmental Sciences II for students enrolled before that date they shall be taken into account for the calculation of the diploma classification.

Faculty of Economics and Business

1. §.

/to §2. of the Rules/

- (1) The composition of the Educational committee: the chairperson of the Educational committee is the Vice dean for academic affairs of the Faculty. The Secretary is a delegate of the Faculty's Registrar's Office, who has no voting rights. The members are 3 lecturers elected by the Faculty Council and 4 students delegated by the Student Council. The membership of the representatives delegated by the Student Council is always for one year, the members of the teaching staff are elected by the Faculty Council by simple majority vote by secret ballot for a term of office equal to the term of the Faculty Council. The head of the Credit Transfer Subcommittee is a member of the Educational Committee by virtue of his/her office and has no voting rights.
- (2) The Educational Committee shall take its decisions on all matters by an open vote and by a simple majority. The Educational committee can take decisions if more than half of its members are present. In the event of a tie, the chairman shall have a casting vote.
- (3) The Educational Committee shall hold at least two meetings per semester and shall determine its own rules of procedure. The Chairperson of the Educational Committee shall send written or electronic invitations to the members at least three days before the scheduled meetings, indicating the subject(s) to be discussed.
- (4) The Educational Committee must decide on matters within its competence within 30 days. In the case of applications subject to a deadline for submission, the time limit for decision shall run from the deadline for submission.
- (5) The Educational Committee is obliged to seek the opinion of the institute(s) in the case of matters requiring a professional opinion concerning the institute(s) concerned, and of the supervisor of the course in the case of matters relating to the course.
- (6) The Educational Committee may delegate its powers to the chairman of the Committee in order to ensure the continuity of its tasks. In the event of delegation of powers, the Chairperson shall seek the opinion of the Institutes/Specialists in matters requiring their professional opinion.
- (7) The Educational Committee is also responsible for:
 - first instance adjudication of students' applications for study and examination matters,
 - giving an opinion on the authorisation of individual study arrangements,
 - deciding on new exam dates at the request of the Student Council,
 - assessing applications for national higher education scholarships,
 - expressing an opinion on requests for a reduction or payment in instalments of the reimbursement of costs/overheads,

- expressing an opinion on the transfer from fee-based/self-financed training to state-funded or state scholarship-based training, or on the readmission,
 - decision on transfer requests,
 - deciding on transfer to a faculty from another educational institution and from within your own institution,
 - decisions on changing faculty, changing courses and changing the form of training,
 - decision on the termination of the student status on the basis of paragraphs 3.(10)-(13) of the University's Regulations,
 - taking a position on academic and examination matters not regulated by the AER and its Appendix, proposing amendments to the AER and its Appendix,
 - all academic matters which the Faculty Council refers to the competence of the Educational Committee.
- (8) The head of the Credit Transfer Subcommittee is elected by the Faculty Council for the same term as the Faculty Council meeting date. Each institution shall appoint one member to the subcommittee.

2. §

/to §3. of the Rules/

- (2) If a student with state support, a state (partial) scholarship, a student with cost reimbursement or a student with self-financing has not taken a course in the last two active semesters or has not completed credits in the last three active semesters, his/her student status will be terminated by the dean. The dean shall terminate the status of a student whose active semesters are twice the number of semesters specified in the degree program's training and exit requirements if he or she has not obtained a diploma by the end of this period.
- (3) If a student chooses active status in accordance with the regulations, he or she is subject to the rights and obligations that come with it, regardless of whether he or she has taken or completed a course. A student who is a state-funded, state (part) scholarship student loses a funded semester, the fee-paying/self-paid student must pay the specified cost-reimbursement fee.
- (4) *Ineffective from 9th March 2023*
- (5) For a student who has been transferred from a state-funded/grant-aided course to a fee/self-financed course, or a fee/self-financed student who is changing courses, the number of courses taken in each form of study in the same subject is added together.
- (6) If at least 10 students in the bachelor's degree and at least 5 students in the master's degree have not taken the announced elective subject by the end of the admission period, the subject may be taken only on special professional grounds, with the permission of the Vice dean for academic affairs. If the Vice dean for academic affairs does not authorise the start of the course, the relevant institute administrator will inform the student and the course registration will be cancelled by the Registrar's Office without any extra charge. In such a case, the student may apply within a further week to take up the course(s) in place of the withdrawn course(s) without paying a fee. The teaching of elective subjects shall start in the week following the end of the normal period of enrollment.

- (7) The student must register for the final examination in the Electronic academic system by the date announced in the semester.
- (8) A student may not start the final examination if he/she has a financial debt recorded in the electronic academic system, or has a tool – entered into the inventory of the Faculty of Business and Economics – unreturned.

3. §

/to §4. of the Rules/

- (1) If an internship, examination or other educational activity takes place outside the academic year, the student's activity is for the semester immediately following the semester in question. Exceptions to this rule are individual examinations or examinations taken on the basis of a dean's discretionary authorisation for the semester in question, which relate to the period immediately preceding the activity.
- (2) In correspondence courses, lectures, seminars and practicals shall last 45 minutes. On the same day, consecutive classes may be combined, i.e. the breaks may be combined, should the instructor and the students agree on this.
- (3) Teaching on the Master of Health Care Management program is conducted in a modular system (on weekdays).
- (4) In the case of a legally mandated emergency, as well as depending on the financial capacity of the university and the faculty, the dean of the faculty may also decide on a so-called staggered bell schedule for full-time courses, in which the duration of the lessons is the minimum of 45 minutes specified in the Nftv. When deciding on a staggered bell-ringing schedule, the faculty's obligations for cross-teaching or classroom use must be taken into account; in justified cases, the dean's management must consult the management of the faculties involved in cross-teaching or shared classroom use.

4. §

/to §5. of the Rules/

- (1) Registration for the next study period has no credit limit, except as provided for in paragraph 2. (1).
- (2) The rules for the choice of specialisation at the faculty are set out in the Specialisation Choice Policy.
- (3) *Ineffective from 9th March 2023*
- (4) In very reasonable circumstances, students may be granted a deferment of the payment of the fees/self-charges due for the semester and may start their exams with permission, but may only register for the next semester if they have settled all debts. No further waiver may be granted.
- (5) Outside the period specified in § 5 of the AER, during the semester period, the Vice dean for academic affairs of the Faculty may grant permission for a subject only in extremely justified cases and for special reasons.
- (6) Beyond the period specified in § 5 of the AER, during the semester, the student's status may be changed only in extremely justified cases and for special reasons with

the permission of the vice dean for academic affairs of the Faculty.

5. §

/to §6. of the Rules/

- (1) Students may take up a second specialisation related to their degree program, based on the decision of the Faculty Educational Committee. The requirements of the AER also apply to the completion of the second specialisation.

6. §

/to Appendix 2. of the Rules/

- (1) The following is added to Appendix 2 'Course advertisement, course enrollment' of the Regulations: the deadline for enrollment and course enrollment is 24.00 on the Sunday of the week following the registration week.
- (2) The following points are added to Appendix 2 'Verification of compliance' of the AER:
 - a) It is the responsibility of the instructor or examiner to record the student's assessment entries (signatures, grades) in the electronic academic system.
 - b) The written papers are corrected and graded by the teachers, and the examination papers are kept by the Institute's administrators. Corrected papers must be kept for one year.

7. §

/to §9. of the Rules/

- (1) The competent institute will organise an examination course in all subjects which, according to the curriculum, culminate in a colloquium.
- (2) Only those who have obtained a signature or an unsatisfactory grade in the given subject in one of the previous semesters, from which no exemption can be granted, may apply for the announced examination course.
- (3) If an examination course is announced, it is also possible to take examinations during the semester period, which is decided by the head of the institute on the recommendation of the competent instructor.
- (4) In the case of examination courses, the instructor in charge must announce a maximum of three examination dates, which may not fall in the same calendar week.
- (5) The student must apply in writing to the institute responsible for the subject no later than the beginning of the academic year.
- (6) Provided a prerequisite for the completion of a subject is specified in the model curriculum and the student has a signature in the subject named as a prerequisite, then, if the student takes the subject specified as a prerequisite in the model curriculum as an examination course and the subject/s to be taken are taught in the semester in question, the Dean of the Faculty may, on the basis of a request for equity submitted in the electronic study system, authorise the taking of the subject to be taken as a prerequisite together with the subject specified as a prerequisite as

an examination course. The Dean's request for equity may be submitted only if the student has taken the prerequisite(s) of the requested subject(s) in the semester specified in the curriculum but has failed to complete them. If permission is granted, no examination may be taken in the course being taken until the prerequisite course has been completed.

- (7) A failed practical grade can only be corrected by retaking the subject – taking into consideration paragraph 9. § (4).
- (8) In the fall semester, students may attempt to pass the examination one time during the first week of the semester (during the registration week, if there is one) for the subjects that can be taken as examination courses. In the case of an unsuccessful attempt in the first week, the first attempted examination in the examination period counts as the second examination in that examination period. The student must request in writing that the examination course be announced and that he/she intends to take the examination in the first week by submitting a general request in the academic system by 31st August. Late applications for the announcement of the examination course or for the examination may be rejected by the Registrar's Office without any further explanations.
- (9) At the end of the final exam period of the spring semester, before the end of the spring semester an August examination week may be announced for the working week preceding the working week of 31 August of each calendar year. Only a repeated examination may be held in that week. The instructor or the Vice Dean for Educational Matters shall decide on the announcement of the examination by 30 June, taking into account the results of the subject. During the examination week in August, only one examination per subject may be announced, and the instructor will record the results of the examination in the academic system no later than the last working day of the week. An examination that is a prerequisite for the internship cannot be taken during this week.

8. §

/to §10. of the Rules/

Students enrolled in the bachelor's degree courses in agricultural and economic sciences take a compulsory written mathematics entrance test at the beginning of the first semester of their studies. The test will cover subjects corresponding to the level of the intermediate school-leaving certificate, mainly functions, equations, systems of equations, inequalities, percentages and series. Students who do not achieve the minimum required level in the assessment are required to take a compulsory remedial course as a criterion for the completion of their studies.

9. §

/to §11. of the Rules/

- (1) The Vice dean for academic affairs shall request the curricular requirements for the courses to be started in the semester no later than the beginning of the semester term, which shall be documented and must contain the information specified in 11. § (2) and (3) of AER. The directors of the institutions are responsible for the submission of the topics within the deadline.
- (2)
 - a) In the event of a conflict of dates, the Educational Committee has the right to change the dates of the scheduled final examinations submitted by the institutes and to set

the final dates. The Educational Committee shall notify the institutes of its decision in writing.

- b) The conditions for the completion of the course must be published in writing by the last day of the week preceding the registration week and must be communicated orally to the students during the first contact hour of the course.
- (3) Elective courses can also be completed - up to a maximum of 3 credits in bachelor and master programs - by voluntary (free of charge) activities. To be fulfilled, 30 hours of voluntary activity per credit must be certified. Voluntary activity is certified by charitable organisations and the relevant departments of local authorities. The certificate must state that it is issued to a student of the faculty and must indicate precisely the activity carried out and the number of hours worked. The Educational Committee decides on the acceptance of certificates.
- (4)
- a) Practical grades can be postponed or corrected during the semester according to the instructions of the subject supervisor.
 - b) In accordance with the subject requirements, deriving from the training specificities of the faculty, the first make-up of the practical grade should be made by the end of the third week of the examination period, if possible, and the second make-up (if the first make-up is unsuccessful) should be made by the end of the examination period at the latest.
 - c) In the case of correspondence courses, the date for the practical part of the course is set by the institutions.
 - d) If the student has already obtained the signature in the subject and is taking an examination course in the subject, the signature requirement does not need to be fulfilled again.
 - e) Students who have not obtained a signature in a given subject are entitled to have their registration deleted from the e-learning system by the institute's administrators after the last opportunity to make up the examination.
- (5)
- a) The student has the right to view his/her own written work at a time determined by the lecturer of the subject. Provided, at the student's request, the viewing is carried out using an online communication tool (Webex, etc.), the student's test must be made visible to the student in order to ensure effective viewing. In the case of attendance, the viewing may only take place in person and may only be waived at the student's request. The student may not make any copies or recordings, even in part, of the test in any form, whether online or in person, without the express consent of the lecturer. The student commits a disciplinary offence by acting in violation of this rule.
 - b) *Ineffective from 9th March 2023*

10. §

/to §12. of the Rules/

- (1) The number of hours of professional language training and the number of credits allocated to courses in higher education, bachelor's and master's programs are specified in the curricula of the respective programs.
- (2) The faculty provides professional language training in the bachelor's degree, at least 2 semesters in one language. The language training in the Bachelor of Tourism and Hospitality and the Bachelor of International Management is 5 semesters. Before

starting a language course, students must take a language competency assessment, which is the basis for their placement in language courses.

- (3) *Ineffective from 9th March 2023*
- (4) Students who hold a state-accredited professional language examination of at least intermediate level (B2), complex type, in the field of the study concerned, or an equivalent matriculation certificate or diploma are entitled to have their credits in the professional language classes recognized. The request for exemption is made using the general application form in the e-learning system by submitting a copy of the language exam certificate. The submission of the language exam certificate is not required if it is already included in the e-learning system. A bachelor student may submit such a request at the latest in the 6th semester whereas a student enrolled in higher education may submit such a request at the latest in the 3rd semester, a master student may submit such a request at the latest in the 4th semester, until the end of the enrollment period.
- (5) *Ineffective from 16th June 2023*

11. §

/to §13. of the Rules/

In the full-time faculty, in the undergraduate courses - except for the Bachelor of Sports Organisation, the Bachelor of Sports and Recreation Organisation, the Bachelor of Sports Organisation and the Bachelor of Recreation and Lifestyle - students are required to attend two hours of physical education classes per week for 2 semesters, and two hours of physical education classes per week for 1 semester for master's students.

12. §

/to §14. of the Rules/

- (1) The permissible absence rate for seminars/practical sessions is determined on the basis of the number of hours per week of practical sessions. For courses where the number of hours per week is 1 hour (including 2 hours per week), the tolerable absence rate is 2 hours per semester. For courses with 2 contact hours per week, the semester absence rate may not exceed 6 hours per semester. For practical courses of 4 hours per week, the maximum number of absences per semester may not exceed 12 hours per semester. The possibility of making up for absences from seminars/practical sessions must be specified in the subject requirements. If the number of absences (including excused absences) exceeds half of the number of seminar/practical sessions, the semester will be considered incomplete and the end-of-semester signature will not be granted. Substitution of practicals may be provided for in the subject requirements, with appropriate dates. Absences must be recorded by the seminar or practice supervisors.
- (2) Absences from compulsory classes (lectures, seminars, practical training classes) must be justified by the student to the lecturer or the supervisor of the practical training within 1 week of the end of the absence.
- (3) In particularly justified cases (foreseeable medical examination, training, professional or study trip), the student may request prior permission to be absent from the compulsory course. Absences from class may be authorised by the instructor, or from more than one teaching day by the Vice dean for academic affairs. The student is required to present the authorization document to the

instructor. Absences of several days must be requested in writing by the student.

13. §

/to §15. of the Rules/

- (1) A student who has completed at least one active semester may be admitted to the faculty. Students may only be admitted to a state-supported or state scholarship program from a state-supported or state scholarship program.
- (2) The application for transfer from another institution or from another faculty of the University of Debrecen must be sent to the Faculty Educational Committee by the first day of the registration week of the given semester, together with the certified transcript of the courses completed until then. Students may only be transferred from a fee/self-financed course to a state-funded/state scholarship course for the semester in question. The Educational Committee decides on the transfer, taking into account the academic results.
- (3) A student may be admitted from a foreign higher education institution if he/she can prove, by means of a certified document submitted in Hungarian language, that he/she has completed at least two semesters or has fully fulfilled the study obligations for two semesters; and if he/she has attended a credit course at his/her previous higher education institution, at least 30 (ECTS) professional credits. In this case, the student can start his/her studies as a first semester student.
- (4) A student from another university or from another faculty of the University of Debrecen may be accepted only if the student can complete at least 1/3 of the maximum number of credits required by the Faculty of Economics and Business model curriculum at the Faculty of Economics and Business. In the case of transfer to the Master's program, the Educational Committee is obliged to examine the existence of the conditions for admission to the program as described in the Admission Regulations of the University of Debrecen. In the absence of these, the acceptance must be rejected.
- (5) The change of working arrangements between state-financed/state scholarship courses (from full-time to part-time or from part-time to full-time) is subject to the number of state-financed/state scholarship students in the faculty.
- (6) The request for a change of faculty and change of specialisation within the faculty - together with the necessary supporting documents (certificate of completed courses, certified subjects of the courses to be accepted, other documents) - must be submitted in the e-learning system in the form of a special request for the type of case, no later than the first day of the registration week of the semester. In Master's programs, the transfer is also subject to the completion of the credit recognition procedure.
- (7) In both the bachelor and master programs, transfer, change of subject and change of degree program can be made taking into account the teaching capacity of the faculty or the degree program.
- (8) In the faculty's degree programs in the same field of study, transfer from correspondence to full-time study can only be requested if the student can complete at least 1/3 of the credits according to the model curriculum still in full-time study.
- (9) You can change your course, degree course or specialisation once during your

studies. In duly justified cases, the Educational Committee may, in exceptional circumstances, authorise a second change of subject, course or specialisation.

- (10) Only those students who do not have any financial debts to the University of Debrecen that can be established from the student electronic academic system may apply for a change of subject, specialisation or degree.

14. §

/to §16. of the Rules/

- (1) The student is obliged to continue his/her studies during the period of study abroad according to the Learning Agreement approved in advance by the faculty. The faculty may grant permission to amend the Learning Agreement within 3 weeks of the start of the course, in justified cases, upon written request of the student. The Learning Agreement will be approved by the Vice dean for academic affairs of the Faculty.
- (2) Due to the limited capacity of the faculty, students from other courses may only attend seminar sessions with the permission of the director of the relevant institute.
- (3) The rules for credit transfer at the faculty are set out in the procedure for credit transfer at the Faculty of Business and Economics.
- (4) The recognition of knowledge and work experience acquired during non-formal, informal learning prior to the commencement of studies is governed by paragraphs (6)-(7) of Article 49 of Act CCIV of 2011 and the Academic and Examination Regulations of the University of Debrecen, §16 (8) and (9).
- a) The Faculty of Business and Economics of the University of Debrecen offers the possibility for those who are beginning their studies in higher education, bachelor's, master's and further education to have their work experience and other requirements fulfilled in courses not covered by the Higher Education Act recognised. In higher vocational education, at least 2 years of professional experience after obtaining the baccalaureate can be validated up to a maximum of 30 credits, while in bachelor's degree, the number of credits validated under the same conditions cannot exceed 60 credits. In the case of Master's and specialised further training, at least 2 years of professional experience gained in the bachelor's degree may be validated up to a maximum of 30 credits.
 - b) *Ineffective from 9th March 2023*
 - c) The validation procedure is organised by the Credit Transfer Committee, which takes the validation decision in the form of a decision and informs the applicant of the possibility of appeal.
 - d) The validation of work experience requires an appropriate assessment procedure, in particular oral, written or practical assessment, to verify the acquisition of knowledge, for which the Credit Transfer Committee will set up an ad hoc validation committee, taking into account the content of the application.
 - e) The validation request must be accompanied by a document issued by the employer, which must include at least the content of the work experience relevant for the transfer of credit, the place and duration of the work experience, broken down by hours. The necessary form is available on the faculty's website. A form must be submitted for each subject.
 - f) The compulsory and optional subjects for which the student has a validation procedure pending must be taken by the student in the e-learning system during the enrollment period.

15. §

/to §18. of the Rules/

- (1) The faculty may admit persons who are not students of the University of Debrecen - for the purpose of partial training course - to any course or module of the faculty within the framework of a student status - without a separate admission procedure - for self-financed training. The faculty is obliged to issue a certificate of academic performance from its academic system, including the course description (curriculum). Completion of the course or module may be counted towards higher education studies in accordance with the credit transfer rules. The deadline for applications for this course is published on the faculty's website and can be obtained by submitting an application form which can be downloaded from the website. To apply, one must enclose with the application form, photocopies of the documents specified as conditions for admission. The start of the partial training course depends on the number of students. You will be informed in writing of the decision and of any further action to be taken.
- (2) *Ineffective from 9th March 2023*

16. §

/to §19. of the Rules/

- (1) For subjects at grade level, taking into account the number of students, at least one examination per week should be offered in undergraduate courses, and preferably one examination per week in masters courses. Examination dates should be evenly distributed according to the number of students in the course. The above applies to both oral and written examinations.
- (2) Examinations may not be taken outside the examination period, except for individual examinations and with the permission of the Dean. No valid derogation from this provision may be made. Examinations taken in violation of this provision shall be invalidated by the Vice dean for academic affairs.
- (4) A student is entitled to take a dean's equitable examination once during his/her studies, which may be for a first or second re-examination in a given semester beyond the examination period. A dean's equitable examination may be taken no later than the last working day of the second week following the examination period.
- (5) The instructor in charge of the subject may set a minimum number of candidates for the given examination days, below which he/she is not obliged to hold the examination. The minimum number of candidates may not exceed 5.

17. §

/to §20. of the Rules/

I. The six-month placement

- (1) Students in higher education vocational training and bachelor's degree programs who meet the training and outcome requirements must complete a six-month internship at the faculty. The internship is carried out in the workplace corresponding to the professional qualification, for the duration specified in the training and outcome requirements of the degree program, taking into account the legislation in force (in particular Government Decree 230/2012 (VIII. 28.)).
- (2) On behalf of the faculty, the MAG Praktikum Internship Training Centre is

responsible for the organisation of internships.

- (3) A cooperation agreement must be concluded with the Training Centre and prepared by the internship organiser.
- (4) For each semester of the internship, the institute responsible for the internship must designate an internship contact(s), which must be given to the internship organiser.
- (5) You can look for a placement yourself or choose one of the placements offered by the faculty's placement officer. If the student seeks a placement himself/herself, he/she must agree this with the placement supervisor and have it approved by the supervisor.
- (6) For places offered by the faculty internship organiser, the selection will be based on the following criteria:
 - the academic results of the professional subjects,
 - language skills,
 - academic and public activities (TDK, scholarships, professional colleges),
 - other proven professional knowledge and work experience,
 - other association, social activities.
- (7) There is one academic and one administrative requirement to apply for an internship, both of which must be fulfilled before the internship can start.
- (8) The internship semester also consists of a period of study and an exam. The duration of the study period is 14 weeks, of which at least 12 weeks are spent directly at the work placement site, in actual practical work. The remaining 2 weeks are the period of preparation of the thesis. The placement of the thesis period within the semester is determined jointly by the supervisor and the student, taking into account the needs of the thesis preparation.
- (9) In order to start the internship, for the sake of professional excellence and the effectiveness of the internship, it is necessary that the student has already fulfilled the study obligations and competences set out in the curriculum of the bachelor's degree program to the extent specified in the curriculum.
- (10) The practical requirements are made up of a general professional component and a specific component for the course. Specific expectations are set out for students in the practical training plan at the beginning of the placement.
- (11) During the exercise
 - 7th semester according to the model curriculum for 7-semester bachelor courses,
 - 7th and 8th semesters according to the model curriculum of the 8-semester Bachelor of International Management and Tourism-Hospitality,
 - 4th semester the semester according to the model curriculum for higher education vocational education and training

In addition to the subjects covered by the course, a maximum number of 3 subjects may be completed on written request, which may only include:

 - physical education,
 - thesis consultation,
 - occupational safety,
 - as well as courses in which the student has already obtained the signature in previous semesters, and these courses can be taken only as examination courses

during the period determined by the faculty, subject to prior notification.

- The dean of the faculty may, on the basis of a request submitted in the e-learning system, allow students enrolled in higher education to start their professional practice after at least three active semesters, excluding the elective subjects, and after having completed at least 75 credits of their model curriculum. Students in the bachelor program may start their professional practice after at least six active semesters completed and – excluding the elective subjects – at least 165 credits gathered from the subjects of their model curriculum. In assessing the request for equity, the dean will consider the overlap between the missing courses. If the dean decides to accept the request for equity, the student may complete the missing subjects in parallel with the internship, through an individual course, an examination course or, if no course is offered in the normal teaching schedule of the faculty in the given semester, a course offered for individual consultation. The dean shall inform the head of the Educational Service Unit involved in the teaching of the subject or, if he/she deems it necessary, the supervisor of the subject.

A request for equity from the Dean may be granted only if the student has taken the missing course(s) in the semester prescribed in the curriculum or, in the case of courses with a prerequisite, at the latest the first time after the prerequisite has been fulfilled, but has failed to complete it. No preferential study arrangements may be granted for subjects accepted in a Dean's request for equity.

- (12) In the case of the Bachelor's degree in Tourism and Catering as well as in International Economy, the student may complete the professional practice of the 7th and 8th semester of the model curriculum abroad after completing at least 120 credits in different academic semesters. No other subject can be completed besides the professional practice in that particular semester apart from the ones defined in paragraph (11).
- (13) The conditions laid down in paragraph 11 shall also apply to semester studies in the case of an internship completed in accordance with paragraph 12.
- (14) Only those students who meet the requirements described in (11) and (12), have been checked and approved by the Registrar's Office, have registered for the internship course in the electronic academic system and register on the MAG Internship Training Centre website by the deadline given each semester by filling in a registration form may start their professional practice. If the student does not meet any of these conditions, he/she will not be allowed to start the internship semester.
- (15) The student may start the internship at the earliest after the requirements described in paragraph (14) have been met.
- (16) The tasks to be carried out by the student in relation to the internship:
 - The training plan must be drawn up one week before the start of the placement, but no later than the first week after the start of the placement, and must be approved by the trainer of the placement on the website. The Training Plan must then be certified by the University course supervisor.
 - After six weeks, the student must prepare a short written professional report (Progress Report), which the student sends to the departmental contact, countersigned by the workplace contact person.

- At the end of the internship, a final professional report must be prepared (Internship Evaluation Form).
 - At the end of the course, the student must give a presentation on the course completed.
- (17) The training plan and the final professional report must be uploaded by the deadline and in accordance with the requirements specified on the MAG Practical Training Centre website. You must also upload the progress report and the oral presentation by the deadline.
- (18) The practice must be verifiable and assessed. Method and criteria for awarding credit:
- spending the specified period of time in a certified work placement agreed with the placement organiser,
 - submitting the written practical report by the deadline,
 - completion of the practical oral report (presentation),
 - a positive evaluation of your professional practical performance by your company adviser, including your supervisor.
- (19) The completion of the internship is certified and accepted by the supervisor. The supervisor decides on the acceptance of the placement on the basis of the following documents:
- a) training plan,
 - b) partial report,
 - c) final evaluation sheet,
 - d) trainee assessment form,
 - e) evaluation of an institutional presentation.
- (20) Practical performance is assessed by a grade on a 5-grade scale, taking into account the practical report, the supervisor's assessment and the oral presentation.
- (21) If the internship is not carried out by the training site and/or the supervisor, or if the student receives an unsatisfactory grade in the assessment, the internship must be repeated.
- (22) The work placements of students on correspondence courses should take into account their specific situation:
- a) If the student is employed and can prove that he/she has a suitable job and a suitable placement, he/she may also carry out tasks at his/her current workplace which can be counted as work placement. The acceptance of the placement is still required and the completion of the tasks of the placement must be verified and assessed.
 - b) If the student is not employed, or is employed by an organisation that is not suitable for the placement, or if the place of employment does not support the student's studies and the student cannot complete the placement there, it is acceptable to complete the placement with another organisation, even part-time.
- (23) For correspondence students, the duration of the placement is 6 weeks, of which 4 weeks are spent in the placement and 2 weeks on the thesis.
- (24) The dean of the faculty may, on the basis of a request submitted in the electronic study system, allow a student of the Bachelor's degree in Tourism and Hospitality

or International Management to complete the two semesters of internship without interruption in the autumn semester of the academic year, in accordance with the training and exit requirements. With this permission, the student may take and complete the two internship courses in one semester of study, provided that he/she meets the conditions for admission to the internship and undertakes to complete the missing courses required in parallel with the internship and in accordance with the model curriculum by the end of the semester in question, thereby satisfies the conditions for the award of the diploma (the study and examination requirements laid down in the curriculum and the professional practice required, with the exception of the preparation of the thesis or dissertation, and the acquisition of the required credits). The deadline for submitting an application for equitable treatment by the Dean is 31 May of the academic year preceding the start of the internship. The application must be examined by the Dean of the Faculty by 10 June at the latest. In the case of a positive decision, the student must commence the internship on the first working day of the 3rd week of June, at the same time informing the supervisor of his/her thesis. If, for reasons beyond the student's control, the student does not complete the requirements for the final certificate (diploma) by the end of the autumn semester for which the permit is granted, the second part of the internship may be registered as completed only in the spring semester and the internship examination may take place only then.

18. §

/to §20. of the Rules/

II. Mid-semester internship

- (1) Students of the bachelor's degree courses in economic and rural development agricultural engineering, rural development agricultural engineering, IT and management agricultural engineering, as well as economic agricultural engineering and rural development agricultural engineering, management-organization and IT agricultural engineering, and health management master's degree programs must complete a mid-semester internship at the faculty.
- (2) The mid-semester internship is a total of at least 3 weeks (120 hours) of practical training related to the theoretical part of the professional training.
- (3) The mid-semester placements are organised in the form of professional lectures and plant visits by company experts.
- (4) The mid-semester internship is organised by the MAG Internship Training Centre.
- (5) A common time in the timetable should be allocated for the internship.
- (6) The lectures given and the visits to the plant must be documented in an appropriate form. This documentation shall include attendance sheets and documents justifying absence. The MAG Internship Training Centre is responsible for the compilation of the documentation, which is approved by the supervisor at the end of the semester, including the grades for the practical training.
- (7) Attendance at the lectures and factory visits is compulsory, with a maximum of 3 justified absences. If the number of absences exceeds 3, or if the student cannot justify the absence, he/she will have to repeat the exercise.

- (8) Attendance at lectures and plant visits must be recorded.
- (9) The practical training is completed with a grade on a 5-grade scale. The assessment is based on group work. The papers must be assessed by the lecturers of the department in which the paper is written.
- (10) For correspondence students, their own work is also acceptable as an internship if they work in a workplace that is relevant to the degree program or have a proven track record of such work. In the case of students who have no relevant work experience and whose current workplace is not related to the course, they must attend the lectures organised for full-time students 4 times.

19. §

/to §20. (3)(d) of the Rules/

- (1) In the Bachelor of Finance and Accounting, students are required to complete two compulsory comprehensive examinations, which are included in the model curriculum of the course. The credit value assigned to these 6 and 5 credits.

20. §

/to §22. of the Rules/

- (1) The instructor is required to submit the examination form printed from the electronic academic system - for each major and subject - and certified with his signature within 3 working days in the case of an oral exam, and within 5 working days in the case of a written exam, to the institute administrator.
- (2) The student can apply for an examination course on the basis of his/her signature during the previous semesters. Examinations taken as part of an examination course are subject to the standard examination rules.
- (3) The Educational Committee may, upon a student's reasoned request, grant an individual study schedule. A student with an individual study schedule is not obliged to attend the classes, but in order to fulfill the terms of signing the semester, he must consult with the relevant subject supervisor in advance. A student with an individual study plan does not receive any exceptions from taking the exams.
- (4) Individual study plans may be granted to students who
 - are participating in a part-time course at a higher education institution abroad during the semester,
 - justifies a case of special merit (in particular, outstanding scientific or public activity, sport, serious illness or childbirth),
 - is enrolled in a Master's program, for the subjects for which he/she is required to take credit,
 - an athlete who, on the basis of a sports association's certificate, is an adult or the first junior athlete in the highest division of the age group below adult in the sport selected by the International Olympic Committee, or, on the basis of a professional association's certificate, a member of the national team and/or a participant in the University of Debrecen's athletic program,
 - works or plays sports at an organization, sport organization being in strategical partnership with the faculty
 - the Educational Committee decides on further cases of individual study arrangements.
 A full-time student who is enrolled in a parallel course of study is not eligible

for an individual study arrangement, unless the Faculty of Economics and Business is the parent institution in the expected semester of the student's studies at another faculty.

(5)

- a) The examinations must be held on the official premises of the university. The Dean may grant a written derogation from this rule, specifying the location of the examination.
- b) Students who are not on an examination form printed from the e-learning system cannot take a valid examination.

(6) The instructor must give students the opportunity to view the written papers within one week of the publication of the results, the date of which must be made known to the students.

(7)

- a) Before the exam starts, the supervisor will check the identity and number of students by asking for a student ID card or ID card.
- b) In the case of written examinations, the instructor must ensure that the originality of the examination paper can be clearly established (stamp, headed paper or other suitable means). The name of the student and the code used in the electronic academic system must be indicated on each page of the paper (the first page in the case of a bound paper).
- c) The maximum duration of the written exam is three hours. The student is obliged to hand in the work he/she has started.
- d) If the essay is formally unacceptable (unreadable), the candidate will receive a failed grade and the number of examination opportunities will be reduced by one.
- e) The examination papers must be kept for at least one year from the end of the examination period.
- f) The paragraphs on written examinations apply *mutatis mutandis* to the final papers.
- g) The examiner may ask a minimum number of questions according to predetermined criteria, and if the student fails to answer them, the exam may be graded with a failed (1) grade.

(8)

- a) The document submitted as proof of absence from the examination must clearly indicate that it was issued to the Faculty of Economics and Business of UD (by the issuer of the certificate), failing which the certificate will not be accepted.
- b) The Registrar's Office has the right to check whether the student has attempted an examination in another subject during the period covered by the certificate, or (if it considers it appropriate) to contact the issuer of the certificate and ask the student to submit additional documents. If the certificate contains information which is demonstrably false, disciplinary proceedings shall be initiated against the student.

(9)

- a) Students with an individual examination schedule may take their examinations during the examination period at a special time agreed in advance with the person responsible for the subject. Students who have an individual examination schedule (if they have not registered for the examination via the e-learning system on the day in question) must notify the Institute's administration of their intention to take the examination by e-mail or by telephone no later than 12:00 working day before the examination, failing which they will not be able to take the examination on the examination day in question. A student with an individual examination schedule

may take examinations beyond the examination period, as provided for in his/her permit, up to the last working day of the second week following the examination period. Students with an individual examination timetable do not benefit from any exemption from obtaining a signature.

- b) A student who is allowed to sit an individual examination if
 - participate in a part-time course at a higher education institution abroad during the semester;
 - is enrolled in a Master's program for the subjects for which he/she is eligible for credit;
 - a sports association certifies that the athlete is an adult or a junior athlete in the highest division of the first age group below adult in a sport recognised by the International Olympic Committee, or a member of the national team and/or a participant in the University of Debrecen's athlete mentoring program;
 - possibly proves a case of special merit.
- c) Applications for individual study or examination schedules must be submitted to the Educational Committee by the end of the first week of the academic term at the latest, together with the supporting documents. Applications which are not accompanied by supporting documents or which are incomplete will be rejected by the committee without examination.
- d) If the circumstances giving rise to the individual study arrangement or individual examination order arose during the year, the student must submit his/her request for an individual study arrangement or individual examination order within 8 days of the reason arising. The Educational Committee shall decide on the application.
- e) Applications for individual study arrangements and individual examination arrangements can be submitted separately. The EC has the right to grant a student who requests an individual study and examination schedule only an individual study schedule or an individual examination schedule.
- f) An authorisation to study in an individual study program or to take individual examinations may be withdrawn if
 - the student requests it, or
 - it is proven that the student provided false information in order to make the request. In this case, disciplinary proceedings will be initiated against the student.

21. §

/to § 23 of the Rules/

- (1) Unsuccessful examinations may be repeated in the same examination period and beyond the period indicated in the dean's authorisation, after payment of the post-examination fee provided for in the specific regulations. If it is found that the student has taken an examination outside the examination period without permission, the examination will be cancelled by the Vice dean for academic affairs.
- (2) In the same subject, at least 2 days must elapse between each colloquium and at least 3 days between each comprehensive examination, which cannot be validly waived. The day of the failed examination and the day of the re-examination shall not be included in the calculation of the time limit.

22. §

/to § 24 of the Rules/

- (1) A grade lower than the original grade may be awarded for a successful revision.

The grade of a successful colloquium may be corrected in the same examination period and in the same form (oral or written), whereas the grade of a successful comprehensive examination may not be corrected.

23. §

/to §26. of the Rules/

- (1) The student may start the final examination only after the issue of the final pre-degree certificate (absolutorium). If a final examination consists of several parts, the previous part shall be applied to the first part of the final examination.

24. §

/to §27. of the Rules/

- (1) The thesis/dissertation topics are published by the institutes. The thesis/dissertation topic must be directly related to the field of study, be a professionally relevant topic (it is the responsibility of the course supervisor to check this) and fit in with the teaching/research profile of the institute. Checking the latter fitting is the responsibility of the head of the institute.
- (2) The rules for choosing the final thesis at the faculty are set out in the procedure for choosing the final thesis.
- (3) In addition to the general faculty criteria, the Institute may also set specific criteria for the essays, which must be published in an appropriate form.
- (4) Papers presented (1st, 2nd or 3rd place) or awarded a special prize at the Faculty (TDK) or the National Scientific Students' Associations Conference (OTDK) are accepted as degree theses. In this case, the grade of the degree thesis is excellent (5) and the student is exempted from the thesis defence. The competent department confirms the excellent result accepted on the basis of the TDK result on the evaluation sheet and the departmental thesis defence report.
- (5) The deadline for the submission of the final thesis, thesis, dissertation is determined by the semester schedule.
- (6) The student must declare that the thesis is his/her own independent work, prepared in accordance with international copyright rules, and attach a signed declaration to the electronic form.
- (7) The final thesis that is not presented to the supervisor until two weeks preceding the submission deadline cannot be accepted. The student is obliged to upload the final thesis, diploma work or dissertation in pdf format to the Electronic Archive of the University of Debrecen by the date announced by the Registrar's Office. The uploaded final theses/diploma works/dissertations are archived by the University and National Library in the electronic archive (DEA) of the University of Debrecen after the successful state examination. The faculty specific rules for the encryption of final theses/diploma works/dissertations are contained in the document "The final thesis/degree thesis /dissertation content and form requirements, as well as the procedure for its preparation, assessment and defence".
- (8) If the thesis is deemed suitable by the supervisor, it must be submitted for a final examination, where the author presents his/her work, answers the questions asked during the evaluation and defence, and argues for his/her positions, demonstrating

both his/her up-to-date knowledge of the subject and critical thinking skills. The final grade for the thesis/diploma work is determined by the final examination board.

- (9) External consultants in bachelor programs may be individuals possessing at least a bachelor or college degree in the same field, whereas in specialized training programs and master programs, external consultants must be experts holding a university or master degree in the same field. When recommending an external consultant – which can be approved by the relevant department –, the student declares that the consultant is not his/her close relative.
- (10) The thesis written in the higher education vocational education will be defended by the candidate participating in the degree program before the final examination at the department concerned, before the committee appointed by the department. The candidate presents the main results of the thesis in 10 minutes, which may be supported by illustrative tools, as well as answers to the evaluation and the questions asked, demonstrating both up-to-date knowledge of the subject and critical thinking skills. After the defense, the committee grades the paper with a mark and records it in the final examination as the final paper mark. Students enrolled in a higher education program do not have to defend their final essay again. The mark obtained in the Institutional/Departmental defence will be taken into account in the final examination mark. If the invited referee gives an unsatisfactory mark, the higher education student's final essay will not be allowed for defence.

- (11) The following regulations apply to healthcare management students enrolled before the 2022/2023 academic year:

The thesis in a bound copy and electronically (in PDF format) must be submitted to the competent institute according to the consultant, as well as electronically to the Electronic Archive of the University and National Library of the University of Debrecen (DEA) must be uploaded. The diploma thesis must include:

- the student's statement that the thesis is his own work (plagiarism statement),
- the result verified by the Turnitin plagiarism filter service (the supervisor checks the match),
- the "Declaration of Placement" and (if justified) the "Encryption Annex" between the electronic archive of the DE and the author of the thesis,
- and the student's declaration that the paper-based, electronic, and plagiarism filter forms are the same in all respects.

Its length (without bibliography, figures and tables) should be 6-8,000 words. The thesis, written on a computer, must be submitted in an aesthetic format and bound. A margin of 2.5 cm must be left at the bottom and top, and 3 cm on the left and right sides.

The structure of the thesis must comply with the following:

Depending on the type of thesis, there may be an own experimental investigation; it can be an analysis (public health or epidemiological or other analysis related to your training), literary summary, audio-visual educational material/tool, multi-author project work, model or computer program. It is not important that it contains a new scientific result, but it should be the result of the author's independent work. The source of non-independent results must be clearly indicated. The student declares the originality of the thesis in the knowledge of his/her criminal liability. If the part of the text transferred to the thesis without changes (excluding the bibliography) together exceeds 30% of the entire text, the thesis cannot be accepted. The title page contains the title of the thesis, the type of genre of the thesis, the name of the author(s), the name and signature of the supervisor, the affiliation of the supervisor, the name of the Faculty of Economics and Business, and the year of

preparation. The thesis can only be accepted if the title page made according to the a template uploaded to the faculty's website.

The separate chapters of the thesis are the abstract, the introduction, the objectives of the work, the description of the methods, the results, the discussion and the summary chapter. The summary chapter contains a brief presentation of the thesis, the broader one for the purpose of popularizing science for the reading public (with spaces min. 2000 max. 4500 characters long). This is followed by the bibliography. The multi-author in the case of project work, the author's self-evaluation also forms a separate chapter. The different requirements for diploma theses can be found in the 'Documents' menu item on the faculty website.

One of the internationally accepted citation rule systems (Harvard or Vancouver) for displaying literary references in the text and compiling the bibliography must be applied. The number of literary references should preferably not be less than 20 or more than 50. In the case of Internet links, the link must contain the exact address of the website, as well as the date of download.

25. §

/to §28. of the Rules/

The final exam is held in front of a panel of 3-8 examiners. The chairman of the final examination committee is appointed by the Faculty Council, the number and composition of the committee is approved by the Dean of the Faculty on the recommendation of the chairman of the committee. The chairman and members of the committee are appointed by the Dean. The composition of the Committee shall be such that at least one member is an external expert.

26. §

/to §30. of the Rules/

- (1) If any part of the final examination is unsatisfactory, the final examination may be repeated in the next examination period. The final examination period is determined by the faculty in the timetable for the academic year. A successful part of the final examination may not be repeated.
- (2) The final examination consists of the thesis, the defence of the final project, thesis, dissertation and a complex oral examination related to the chosen specialisation. In the complex oral examination, the student must demonstrate the application of the knowledge acquired. Both parts of the final examination (the defence of the thesis and the complex examination related to the specialisation) must be graded with five grades. The result of the final examination is the simple arithmetic average of the two grades.

In the case of higher education vocational education and training, the final examination board shall accept the mark awarded for the final thesis in accordance with paragraph (10) of Article 24 without further action.

27. §

/to §27. of the Rules/

- (1) If the examiner(s) grade the final thesis/thesis/dissertation as failed, the student will not be allowed to take the final examination and will have to prepare a new final thesis, thesis or dissertation. The new final thesis/thesis/dissertation may be submitted at the earliest by the deadline for submission of the final

thesis/thesis/dissertation for the next final examination.

- (2) The previous supervisor decides whether a paper graded failed can be revised.
- (3) The student has the right to choose a new topic and a new supervisor.

28. §

/to §31. of the Rules/

- (1) The qualification of the diploma in the training is given by the weighted average academic result of the given major, and the simple arithmetic average of the result of the final examination.
- (2) The result of the complex final examination is determined to two decimal places, as the average of the grades obtained in the oral examination and the diploma examination.
- (3) If the curriculum includes specialisation(s), the qualification of the diploma is determined by the weighted average of the average academic results of the course, the average of the specialisation(s) and the simple arithmetic average of the results of the final examination.
- (4) For students admitted before September 2014 to the bachelor's degree in Economics and Management, International Management and Public Administration, the Master's degree in International Economics and Management and the Master's degree in Management and Organisation, the qualification is the simple arithmetic average of the specialisation/specialisation subjects and the final examination results, rounded to two decimal places.
- (5) The qualification of the Business Coach degree program is based on (1) twice the arithmetic average of the results of the subjects, (2) the average of the thesis and its defence and (3) the result of the final oral examination. The arithmetic average of these three results gives the grade of the diploma.
- (6) The following regulations apply to healthcare management master's students:
In determining the qualification of the diploma, the average of the grades of the required subjects, the grade of the diploma thesis and the result of the final examination are given equal weight

$$OM = \frac{Sx + Dm + ZV}{3}$$

where

OM= the number that serves as the basis for the qualification of the diploma

Sx= the grade point average of the prescribed subjects

Dm = grade of the thesis

ZV= numerical value used to qualify the final exam:

$$\frac{\text{written ZV} + \text{oral ZV}}{2}$$

Faculty of Education for Children and Special Educational Needs

1. §

/to the Rules §2. /

- (1) The Educational Committee consists of 6 members, 1 lecturer and 3 students, in addition to the chair and vice-chair. Non-student members of the Committee are elected by the Faculty Council by simple majority, by secret ballot, for an indefinite term. The student members of the Committee are elected by the Faculty Student Council for an indefinite term.
- (2) The Educational Committee is chaired by the Vice Dean for Academic Affairs of the Faculty, and its Vice-Chair is the Head of the Registrar's Office.
- (3) The responsibilities of the Educational Committee include:
 - a) transfer from another educational institution and within your own institution,
 - b) readmission to the faculty,
 - c) hearing appeals against refusal to sign an electronic transcript,
 - d) deciding on disputes about exam dates,
 - e) the granting of a deferral,
 - f) permission to change the thesis topic,
 - g) the granting of an enrollment deferral,
 - h) exemption from compulsory education.
- (4) In order to ensure the continuity of its tasks, the Educational Committee authorises the President of the Committee to take the administrative and signature duties in the decisions of the Committee in the matters referred to in paragraph 3 (c), (d), (e), (f), (g), (h).
- (5) In the case of a tie vote of the Educational Committee, the decision shall be in favour of the student.
- (6) The heads of department and institute directors are responsible for approving the curricula, subject programs and requirements, with the agreement of the subject and discipline supervisors.
- (7) The approval of the departmental thesis catalogue is the responsibility of the departmental supervisors.
- (8) The teacher is responsible for offering tickets.
- (9) A sub-committee of the Educational Committee is the Credit Transfer Committee, whose members are: the vice dean for academic affairs, the Head of the Registrar's Office, and the heads of the departments.

2. §

/to §3. of the Rules/

- (1) During the suspension of the student status or during the passive semester, the student shall be entitled to the following:
 - is entitled to use the faculty library on the same conditions as other students,
 - is entitled to use the photocopying service for the same fee as students,

- is entitled to free use of a computer in the computer room designated for students at the times specified,
- is entitled to participate in all faculty events.

3. §

/to §3. (8) and §5. of the Rules/

- (1) *Ineffective from 9th March 2023*
- (2) *Ineffective from 9th March 2023*

4. §

/to §9. of the Rules/

- (1) The examination course: an option for students who have already completed a specific course - culminating in a practical certificate, a report or a colloquium - met the conditions for admission to the examination but did not obtain a grade or failed in their attempt to obtain a grade. No lessons are organised for the subjects covered by the examination course.
In an examination course, an unsatisfactory practical grade, a failing report and an unsuccessful colloquium may be corrected once per examination period.
The requirements for the examination course are set by the teacher of the subject, who is obliged to inform the student.
- (2) Individual or group practice (if there are at least 5 students in the group) in the examination course of the kindergarten teacher course can only be completed once during the studies.
- (3) Registration for an examination course is considered as enrollment in the course and therefore counts towards the course fee.
- (4) An examination course may be announced in the semester in which the subject is not announced in the timetable.
- (5) You can take an exam as part of an examination course as follows:
 - full-time: once during the first week of the academic term,
 - correspondence: once between 1-7 September and 1-7 February,
 - and on one of the dates announced during the examination period.
- (6) The student must request the announcement of the examination course in writing (also in electronic form) to the lecturer concerned by the last day of the examination period. If several students are concerned, the request may be submitted in groups.
- (7) After the applications have been assessed, the lecturer concerned forwards them to the departmental administrator, who arranges for the examination course to be advertised.

5. §

/to §12. of the Rules/

- (1) In the case of the specialised further training courses in speech therapy, pedagogy of the mentally handicapped and pedagogy of the learning disabled, students are obliged to study a foreign language as defined in the Training Program.

- (2) *Ineffective from 9th March 2023*
- (3) Completion of a foreign language or foreign language specialisation - literary processing as defined in the model curriculum of the bachelor and master programs is compulsory for all students.
Only students who have passed a professional language examination may be exempted from the course.

6. §

/to §14. of the Rules/

- (1) Absences from compulsory classes (seminars, practical training classes) must be justified by the student to the lecturer or the supervisor of the practical training within 1 week of the end of the absence.
- (2) The student may, if justified, request prior permission to be absent from the compulsory course. Absences from class may be authorised by the instructor, or from more than one teaching day by the Vice dean for academic affairs. The student is required to present the authorization document to the instructor. Absences of several days must be requested in writing by the student.
- (3) Group absences for study trips may be authorised by the Vice dean for academic affairs for a maximum of 3 school days per session during the training period.
- (4) The student is obliged to make up the missed study obligations in the manner and by the deadline set by the lecturer concerned.
- (5) In the case of a justified absence (e.g. prolonged illness), the instructor of the course is obliged to provide the possibility of making up the absence.
- (6) If the student fails to complete the supplementary coursework in the manner and by the deadline set for him/her, the signature may be refused by the lecturer of the relevant subject.
- (7) If the total number of absences exceeds 50% of the semester hours of the subject, the instructor may refuse to sign the form or may set the conditions for making up the absence. The same applies if the total number of unexcused absences exceeds 20% of the number of hours of the subject per semester.
- (8) You may be absent from practical training sessions up to a maximum of two times if justified. Make-ups are only possible in the semester in question. In exceptional cases (prolonged serious illness, etc.), the supervisor will decide whether or not a substitution is possible if more than two absences are made.
- (9) If the student is not allowed to make up for the deficiencies in the practical training in the semester in question, the practical training can only be completed by retaking the practical course.

7. §

/to §15. of the Rules/

- (1) Transfer is subject to the provisions of §15. of the main body of the Rules.

- (2) The entrance requirements for the pre-school teacher and the infant and young child teacher courses are the existence or passing of an aptitude test for the course.
- (3) In each degree program, students may apply for a change of course type, a change of degree program at the Registrar's Office by 15 September in the fall semester and by 15 February in the spring semester. The request may only be considered if the student has the possibility to do so in the course type for which he/she has applied.

The Educational Committee decides on the change of the course type and the change of degree program on the basis of the proposal of the Dean.

Conditions for submitting applications:

- a) have obtained at least 50 credits in the original course and
- b) at least two completed semesters.

- (4) In each degree program, students may apply for a change from fee-paying form of training to state-funded/state scholarship form of training at the Registrar's Office by 15 September.

The Educational Committee decides on the change to state-funded/state scholarship form of training on the basis of the proposal of the Dean.

Conditions for submitting application:

- a) obtain at least 50 credits in two semesters in the original form of training, and
- b) a weighted grade point average of at least 3 in the last two semesters and
- c) have an eligible semester of state-funded, which must be certified.

8. §

/to §16. of the Rules/

A subject exemption can be granted for a subject already completed, regardless of the level of the course, as follows:

1. The lecturer of the course must certify by signature on the application form issued by the Registrar's Office that the substituted course is at least 75% identical to the program of the substitute course. The Registrar's Office will then record the acceptance of the subject in the electronic academic system.
2. In the case of a change of specialisation or institution, the Credit Transfer Committee decides on the acceptance of credits on the recommendation of the supervisor.

9. §

/To point (20.3)(d) of the Rules /

- (1) The number and order of the comprehensive examinations at the faculty shall be specified in the model curriculums of the majors.

10. §

/to §22. (3) of the Rules/

- (1) Publicity of oral examinations may be restricted by the examiner or the chairperson of the examination board only if the candidate requests it or if publicity would interfere with calm preparation.
- (2) The number of students present at the oral examination at the same time may be

limited by the examiner or the chairperson of the examination board according to the circumstances of the examination (room size, number of seats, etc.).

11. §

/to §22. (5) of the Rules/

- (1) In justified cases, with the agreement of the Head of Department/Institute Director, and in exceptional circumstances, an online oral examination may be organised.
- (2) In the case of online oral examinations, the instructor is obliged to schedule students registered for the given examination day in the e-learning system for specific times, ensuring the same time slots.
- (3) The student is required to register for the exam at the time and on the form provided by the instructor.
If the student does not have the necessary technical facilities, he/she must notify the the examining teacher by e-mail at least 5 days before the examination date. In this case, the student can take the exam in the room designated by the faculty.
- (4) If the student is unable to register for the exam, the exam is considered failed unless the student notifies the examiner or the Registrar's Office of the problem by e-mail or telephone, no later than the day of the exam, and the examiner or the Registrar's Office will cancel the student's exam.
- (5) After registration, the student takes an exam from a list of items agreed in advance with the instructor.
- (6) The examiner is obliged to provide the student with a short period of preparation time, which is fixed in advance.
- (7) After the preparation, the student takes an online oral test with images and audio, which is graded by the examiner.

12. §

/to §23. of the Rules/

- (1) A student may take no more than three examinations in any one examination period. (1: exam, 2: revision exam, 3: repeated revision exam). If the remedial examination has not been passed and the same person has taken both the examination and the remedial examination, the student must be given the opportunity, at his/her request, to take the remedial examination again in front of another teacher or examination board. This right shall also apply if the examination is taken in a new period of study. The head of the teaching unit responsible for the subject shall appoint the board.
- (2) A failed practical session can be made up by extending the practical time (within the examination period) with the permission of the Vice dean for academic affairs at a time specified by the head of the practical session. Correction is possible once per semester.
- (3) An unsatisfactory practical grade and a failing report will be made up by a colloquium. An unsatisfactory grade in an internship can only be corrected by repeating the internship.

- (4) The head of the faculty may grant permission to take an examination outside the examination period if there is a justified and justified reason.

13. §

/to §27. of the Rules /

- (1) Thesis (provisions for undergraduate studies):
- a) Full-time and part-time students, as well as students enrolled in recent graduate and post-graduate courses, are required to write a thesis as a condition for passing the final examination.
 - b) In BA courses, the choice of the thesis topic is made in the 4th semester, except for the 8-semester Bachelor of Science in Special Education, where the student chooses the topic in the 6th semester.
 - c) Students can find information on the content and format of the thesis, as well as on the general criteria for assessment, in the Thesis Guide available on the e-learning interface on the website.
 - d) The student may request a change of the thesis topic and/or supervisor at least two semesters before the thesis deadline. The Vice dean for academic affairs will consider the request on the basis of a declaration of consent from the supervisors concerned. The student must attach to his/her request the written consent of the original and the new supervisor.
 - e) 1 copy of the thesis must be submitted by the deadline specified in the calendar plan. From the first final examination period of the academic year 2006/2007 onwards, students are required to submit their thesis in an electronic format and upload it to the DEA database in a manner and format determined by the faculty.
 - f) The student must comply with the GDPR rules applicable to the institution in question in the course of his/her research activities
 - g) After the deadline, the student pays a late fee as set out in specific regulations, but after two weeks the thesis can only be submitted in the next final examination period.
 - h) When submitting the thesis, the student is required to sign a copyright declaration stating that he/she has respected the copyright law in force. If the supervisor or the opponent establishes beyond doubt that the thesis is plagiarised, he/she is obliged to award an unsatisfactory grade or 0 points. The student may appeal against the opinion of the supervisor or opponent to the Dean.
In the case of suspected plagiarism, the supervisor must use the plagiarism filter available at the University.
 - i) The thesis supervisor prepares an advisory opinion on the thesis, which the student receives two weeks before the final examination. The supervisor gives the thesis a grade out of five. If the supervisor gives the thesis an unsatisfactory grade, the student will not be allowed to sit the final examination unless a new thesis is submitted and accepted. In the case of a failed thesis, the thesis supervisor, in consultation with the subject supervisor, decides whether the student may prepare a new thesis on the previously approved subject or on another subject. The subject supervisor shall decide, in consultation with the supervisor, on the earliest date for submission of the new thesis.
 - j) In Social Pedagogy, the thesis is assessed by a subject supervisor and an opponent according to the qualification requirements.
 - a) The opponent's evaluation includes the name of the author of the essay, the title of the essay and the name of the tutor who supervised the essay.
 - b) The thesis will be assessed by the examiner according to the following evaluation criteria (total grades available: 100 points):
 - I. Formal requirements:

Essay structure	10 points
Accuracy of citations and bibliography	5 points
Genre appropriateness of the essay	5 points
II. Content requirements	
a., Presentation of the topic	30 (+5 points)
b., Quality of theoretical explanation of the topic	30(+5points)
c., The collection of facts and the investigations quality of the results	10 points
d., Quality of the text production from linguistic, stylistic view	10points
If the topic of the thesis is of a theoretical nature, the grades for II/a and b must be increased by 5 points instead of the grades for II/C.	
III. Comments from the opponent	
IV. Total number of points for the essay	
V. The thesis meets the requirements: met	
	did not meet
VI. Date	
VII. Signature of the opponent	

k) If the thesis does not achieve at least 60 points, the student may not be admitted to the final examination.

l) The result of the peer review must be attached to the thesis.

(2) The credit value of the thesis is set out in the model curriculum for each bachelor's degree. This number of credits will be awarded to the student before the final examination, irrespective of the result of the final examination, if the examiners consider the thesis to be passable. The deadlines for the submission and assessment of the thesis are governed by the regulations for the academic year.

(3) Diploma thesis (provisions for Master's degree)

a) The student will write a thesis as part of the course. The diploma thesis is an independent professional work based on a specific subject selected in accordance with the provisions of these regulations, which is of a high academic standard and which demonstrates the student's thorough knowledge of the subject and his/her ability to apply it. The student must declare that the thesis is his/her own independent work.

b) The thesis topics are announced in the second semester, students are obliged to choose a topic and a consultant, and the deadlines are regulated by the academic year. For the MA in Social Pedagogy, the topic must be related to a coherent professional research placement in the 3rd semester. The advisors are required to publish the thesis topics in the student electronic learning system.

c) In their thesis, students work on a topic recommended by the lecturers or chosen by the student.

d) The student must register the title of the thesis and the thesis adviser with the Registrar's Office or record the thesis through the electronic academic system.

e) The student must upload the thesis in one computer-edited, bound copy by the end of the penultimate active semester of the academic year, by a specified date and time, as determined by the calendar of the academic year, and at the same time upload the thesis in electronic form to the DEA database. The deadline for submission may be extended by two weeks by the Registrar's Office, upon request, subject to payment of a fee. Only theses which have been submitted in both

electronic and paper format may be defended.

- f) During the preparation of the thesis, the student consults the thesis supervisor at least three times: first when choosing the topic, then after reviewing the literature, and finally after the first draft of the thesis has been completed. Departments may require more than one consultation.
 - g) The minimum length of a Master's thesis (MA) is 100,000 characters including spaces.
 - h) The supervisor will ask a reviewer to assess the thesis. The assessor will prepare a written assessment of the thesis on a separate sheet, which must be attached to the thesis. The grade for the thesis is based on the joint assessment of the examiner and the supervisor. The grade for the thesis is the average of the grades recommended by the examiner and the supervisor. In the event of a disagreement between the evaluator and the supervisor, the grade of the thesis shall be graded in accordance with the provisions of Article 31(7) of the Study and Examination Regulations. If the examiner gives an unsatisfactory grade for the thesis, a new examiner shall be appointed.
- (4) A thesis submitted to the national TDK (Scientific Students' Associations Conference) competition can be accepted as a thesis/thesis. The decision of acceptance is signed by the Vice dean for academic affairs.
 - (5) Students who have been awarded 1st, 2nd and 3rd place or special prize in the national TDK (Scientific Students' Associations Conference) competition are exempted from defending the thesis/dissertation that is part of the final examination.

14. §

/to §28. (2) of the Rules/

- (1) Members of the final examination committee:
 - a) Chairman
 - b) the instructor who questions the theoretical, oral items (1 person)
 - c) the thesis/dissertation supervisor
- (2) The committee shall be composed in such a way that at least one member is a professor or associate professor and one member is not employed by the university or is a lecturer of another faculty/department of the university.

15. §

/to §29. (4) of the Rules/

- (1) The final examination is organised and administered by the Registrar's Office.
- (2) After the submission of the theses/degree theses, the Registrar's Office prepares the final examination schedule for each degree program, which is uploaded to the e-learning system, as well as the final examination timetable for the final examination period as defined in the academic year timetable.
- (3) The student is required to attend on the date and time indicated in the schedule.
- (4) Students must inform the Registrar's Office immediately, but no later than the start of the final examination, if they are unable to attend the final examination due to

illness or other exceptional reasons.

- (5) The order of the final examinations is determined by the Registrar's Office. The student is obliged to follow this order.
- (6) The final grading of the final examination is announced after the final examinations of the students who have passed the final examination before the relevant board.
- (7) In exceptional circumstances, the final exam can be taken online with video and audio.
- (8) In the case of online final examinations, the final examination board is obliged to schedule students for specific dates in the order determined by the Registrar's Office, ensuring equal time periods.
- (9) The student must register for the final examination at the time and in the form specified by the final examination committee. If the student is unable to register for the final examination - by e-mail or telephone - he/she must report the problem to the Final Examination Committee and the Registrar's Office without delay, but no later than the day of the final examination.
- (11) In the case of online final examinations, the student will receive the final examination assignment after logging in - in the form agreed in advance. The final examination board is obliged to provide the student with a short preparation time, which is fixed in advance.
After preparation, the student takes an online final examination with video and sound, which is graded by the Commission.

16. §

/to paragraphs 30.8 and 10 of the Rules/

- (1) The defence of the thesis/dissertation, the complex oral examination and/or the presentation of the portfolio as part of the final examination will be assessed by the members of the final examination committee with a grade out of five.
- (2) Afterwards, the final examination board will vote in closed session to decide on the final grade for the final examination. In the event of a tie, the final grade shall be in the student's favour.

17. §

/to §§29. (3), (7) and (9) of the Rules/

- (1) Conditions for admission to the final examination
 - a) Kindergarten teacher, nationality kindergarten teacher in basic specialisations:
 - obtaining a final pre-degree certificate
 - submission of thesis
 - successful completion of a complex individual internship

- submission of a portfolio
- b) Bachelor's degree in special needs education, social pedagogy, infant and early childhood education:
 - obtaining a final pre-degree certificate
 - passing a final practical examination
 - submission of thesis
- c) Romology undergraduate course:
 - obtaining a final pre-degree certificate
 - submission of thesis
- d) Master in Social Pedagogy:
 - obtaining a final pre-degree certificate
 - submission of thesis
- e) specialised further training courses:
 - obtaining a final pre-degree certificate
 - submission of thesis
- f) Master in Child Culture
 - obtaining a final pre-degree certificate
 - submission of thesis
 - successful completion of a complex individual internship
- (2) Parts of the final examination (in front of a board):
 - a) Bachelor's degree in pre-school education:
 - I. For students who started their studies before 1 September 2020.
 - defending a thesis
 - complex oral examination
 - II. For students who started their studies after 1 September 2020.
 - defending a thesis
 - portfolio defence
 - b) Bachelor's Degree in Ethnic Kindergarten Teacher:
 - defending a thesis
 - portfolio defence
 - complex oral examination in the Lovari Romani language
 - c) Bachelor's degree in infant and early childhood education:
 - I. For students who started their studies before 1 September:2017.
 - defending a thesis
 - complex oral examination
 - II. For students who started their studies after 1 September:2017.
 - defending a thesis
 - protfolio defence
 - complex oral examination
 - d) Bachelor's degree in social pedagogy:
 - defending a thesis

- complex oral examination

- e) Bachelor's degree in special education:
 - defending a thesis
 - complex oral examination
 - f) Romology undergraduate course:
 - defending a thesis
 - complex oral examination
 - g) Master in Social Pedagogy:
 - defending a thesis
 - complex oral examination
 - h) a specialised further training course:
 - defending a thesis
 - complex oral examination
 - i) Master in Child Culture:
 - defending a thesis
 - portfolio defense
- (3) Assessment of the final exam:
- a) Bachelor's degree in pre-school education:
 - I. For students who started their studies before 1 September 2011.
 - thesis and defence (the average of the two grades is calculated and then rounded up or down to a whole number on the basis of the recommendation of the final examination board)
 - complex oral examination
 - average grades in the final practical examination.
 - II. For students who started their studies after 1 September 2011 but before 1 September 2020:
 - the thesis
 - defending the thesis
 - average grades in the complex oral examination.
 - III. For students who started their studies after 1 September 2020.
 - the thesis
 - defending the thesis
 - average of the grades for defending the portfolio
 - b) Bachelor's Degree in Ethnic Kindergarten Teacher:
 - the thesis
 - defending the thesis
 - protfolio defence
 - average grades in the complex oral examination.
 - c) Bachelor's degree in social pedagogy:
 - the thesis

- defending the thesis
 - the average of the grades for the complex oral examination.
- d) Bachelor's degree in infant and early childhood education:
- I. For students who started their studies before 1 September 2017.
 - thesis
 - defending a thesis
 - average grades in the complex oral examination.
 - II. For students who started their studies after 1 September 2017.
 - defending the thesis
 - portfolio defence
 - the average of the grades for the complex oral examination.
- e) Bachelor's degree in special education:
- I. For students who started their studies before 1 September 2020.
 - defending the thesis and dissertation
 - the average of the grades for the complex oral examination.
 - II. For students who started their studies after 1 September 2020.
 - the thesis
 - defending a thesis
 - the average of the grades for the complex oral examination.
- f) Romology undergraduate course:
- thesis
 - defending a thesis
 - average grades in the complex oral examination.
- g) Specialised further training:
- the comprehensive examination(s) (if any)
 - the thesis
 - defending the thesis
 - the average of the grades for the complex oral examination.
- h) Master in Social Pedagogy:
- thesis
 - defending a thesis
 - average grades in the complex oral examination.
- i) Master in Child Culture: the average of the grades of the
- thesis
 - defending the thesis
 - portfolio defense
- (4) If the final examination board gives an unsatisfactory grade in any part of the final examination, the student shall be required to repeat only the part for which he/she received an unsatisfactory grade. If the thesis defence is unsatisfactory, the thesis supervisor - in consultation with the subject supervisor - will decide whether the student should prepare a new thesis on another subject or revise the existing one.

18. §

/to §31. (7) of the Rules/

The grade of the diploma is the average of the following parts:

- a) Bachelor's degree in pre-school education:
- I. For students who started their studies after 1 September 2006 but before 1 September 2011:
 1. the cumulative average of one of the core subjects per module, the most favourable for the student
 2. average grades in the core subjects Game Theory I, II and Methodology
 3. the grade point average of the final examination.
 - II. For students who started their studies after 1 September 2011 but before 1 September 2017:
 - the average of the grade points of the comprehensive examinations
 - the final examination grade
 - the average grades in the final practical examination.
 - III. For students who started their studies after 1 September 2017 but before 1 September 2020:
 - grade point average in Kindergarten Education
 - average of pedagogy of games and other methodological subjects
 - the final exam
 - the average of the grades for the complex individual exercise.
 - IV. For students who started their studies after 1 September 2020.
 - grade point average in the subject of Kindergarten Education
 - grade point average in the Game Pedagogy subjects
 - average of the grades for all methodological subjects
 - the final exam
 - the average of the grades for the complex individual exercise.
- b) Bachelor's Degree in Ethnic Kindergarten Teacher:
- grade point average in the subject of Kindergarten Education
 - grade point average in the Game Pedagogy subjects
 - Contemporary Hungarian Roma Society; Methodology of Bilingualism I; Introduction to Kindergarten IPR; Language Socialisation, Language and Communication Disadvantages; Cultural History of Gypsiness (Ethnographic Traditions); Integrated Inclusive Education; Grade Point Average of 1 optional subject
 - average of the grades for all methodological subjects
 - the final exam
 - the average of the grades for the complex individual exercise.
- c) Bachelor's degree in social pedagogy:
- I. For students who started their studies after 1 September 2006 but before 1 September 2017:
 1. the cumulative average of one subject per module from the multi-subject modules of the core foundation subjects, the most favourable for the student, culminating in a colloquium
 2. the grade point average of the core subjects Social Pedagogy I, II, III and Social Work Theory and Methodology I, II, III, IV, V

3. final examination grades
 4. average of the grades for the final practical examination
- II. For students who started their studies after 1 September 2017.
1. the cumulative average of one subject from the Social Sciences and Social Policy, Psychology and Pedagogy courses, which is the most favourable for the student and which culminates in a colloquium
 2. the grade point average of the core subjects Social Pedagogy I, II, III and Social Work Theory and Methodology I, II, III, IV, V
 3. final exam
 4. average grades in the final practical examination
- d) Bachelor's degree in infant and early childhood education:
- I. For students who started their studies before 1 September 2017.
1. grade point average from the professional core subjects:
 Psychological foundations and pedagogy of play I. II.
 Pedagogy of infancy and early childhood
 Methods of language and literature education II.
 Methods of vocal and musical education II.
 Methods of movement development
 Visual experience
 Health education I.II.
 2. the final examination grade
 3. grade point average of the final intensive practical examination.
- II. For students who started their studies after 1 September 2017.
- the final exam
 - the thesis
 - the average of the grades in the final practical examination.
- e) Bachelor's degree in special education:
1. the average of the subjects in the common general education subject area of the specialised teacher training qualifications culminating in a colloquium
 2. the average of the final examination grades
 3. average grade point of the internships
- f) Romology undergraduate course:
- the final exam
 - the grade point average of the thesis.
- g) Specialised further training courses (except for the trainings of the bachelor course in special needs education):
- The final examination grade (calculated on the basis of the program of study of the specialised further training course)
- h) On trainings of the Bachelor course in special needs education:
- the average of the subjects leading to a colloquium
 - the final examination marks
 - grade point average for the final examination
- i) Master in Social Pedagogy:
1. the arithmetic average of the grades in the subjects Social Pedagogy, Theory and Methodology of Social Work, Society and Social Policy, Pedagogy
 2. the final exam

3. grade point average for the internship.

j) Master in Child Culture

The average of

1. the arithmetical grade average of the subjects leading to a colloquium
2. the average of the grades in the final practical examination
3. the state examination

Faculty of Pharmacy

I.

Rules for students in the undivided training

1. §

/to §1. (1) of the Rules/

- (1) In the event of an emergency, health crisis or health emergency, the Dean of the Faculty may, taking into account the provisions of the Government and the Rector's instructions, order distance and e-learning education. Students must be duly informed of the arrangements for distance learning.

2. §

/to §2. of the Rules/

- (1) The faculty shall establish a Faculty Educational Committee with the tasks and powers set out in the Faculty's Rules of Procedure to discuss issues related to education and to formulate positions of principle. The Committee is chaired by the competent deputy head of the faculty.
- (2) The Academic and Credit Transfer Committee (TAB) established by the GYTK (Faculty of Pharmacy) acts in the first instance on the basis of uniform principles in individual academic and examination matters for all students of the GYTK. The tasks of the TAB include the formulation of positions on academic and credit transfer matters and on issues arising from the evaluation of student feedback. The TAB is chaired by the Dean and co-chaired by the Vice Dean General and the Vice Dean for academic affairs. Its members are: the head of the Dean's Office, the GYTK affairs officer of the Registrar's Office, an elected representative of the mentor teachers, the head of the MICS, and seven prospective students (GYTK Hungarian Program major 4, English Program major 3). The TAB is quorate if at least 50% of those entitled to vote are present. The TAB, which consists of 14 voting members, takes its decisions by simple majority. The TAB shall carry out its activities on the basis of its rules of procedure. Minutes shall be kept of the meetings of the TAB. It shall meet at least once every six months and may be convened at any time depending on the number of matters on the agenda. The preparation of the matters to be discussed at the TAB meetings (collection of requests, provision of data) and the accurate and objective dispatch of decisions are the responsibility of the head of the education department. TAB's responsibilities include:
- transfer from another educational institution and within your own institution,
 - readmission to public education of a student who has been reclassified to a self-financed course,
 - the authorisation of part-training abroad,
 - dealing with requests for individual study arrangements and examinations,
 - hearing the appeal(s) concerning the refusal to sign for the semester
 - dealing with requests for professional practice.
 - proposing the establishment of procedures for study and examination matters.

3. §

/to §3. of the Rules/

- (1) Students who are admitted to the first year of study are required to undergo an assessment by the Employment and Occupational Health Service. The examinations are recorded in the student's Health Booklet, which the student must present to the representative of the host institution before starting his/her training. The Occupational Health Service will send a list of students who are medically unfit or who have not attended the medical examination to the Registrar's Office and will not be allowed to start their pharmacy and clinical practice. The procedures for medical examinations and the list of examinations are set out in a separate set of rules.
- (2) In accordance with the principles of credit-based state-supported education at the university, state-supported students must meet the requirements of their degree program and the following conditions during the active semesters after their first enrollment, at the appropriate times.
The fixed number of credits required for the first 6 active semesters of the university course is earned in a maximum of 10 active semesters.
For the first 6 active semesters, the other criteria for progression: the internships required by the faculty bulletin are completed during the first 10 active semesters at the latest.
- (3) *Ineffective from 9th March*
- (4) A student who has been transferred to a fee-paying/self-funded course may, after 2 semesters, be readmitted to a state-funded course on the basis of an application to the Faculty Educational Committee in accordance with the current regulations.
- (5) A student who starts his/her studies in September 2012 - and thereafter in ascending order - with a state scholarship and a state partial scholarship shall be reclassified to a self-financed course at the end of the academic year if he/she has not acquired fifty percent of the credits required in the recommended curriculum in the last two active semesters.
- (6) *Ineffective from 10th August 2022*
- (7) Failure to pay the fee/expenses for the semester by the due date will result in the student not being allowed to start the examinations for that semester.
- (8) To be considered for a vacant state-funded/state scholarship student place, the student must
 - a) meet the conditions for remaining in receipt of a state scholarship provided for by current legislation, and
 - b) have a scholarship index higher than the scholarship index of a student ranked in the bottom fifth of the student scholarship index.
- (9) Before starting their studies, Hungarian students taking the pharmacy course take an oath and foreign students take a vow. The text of the oath and the vow is approved by the Faculty Council of the GYTK.

4. §

/to §4. of the Rules/

- (1) The training period for pharmacists is 10 semesters, with a 14-week study period in years I-IV and a minimum of 6 weeks for examinations.
- (2) In the final semester, an examination period and a final examination period must be provided consecutively after the academic term. If the student completes the requirements for the final pre-degree certificate in the last semester by the last day of the final examination period, the end date of the student's training shall be the last day of the final examination period.
- (3) The summer internship(s), which must be completed outside the academic year during the semester of study and examinations, are considered as compulsory student activities for the semester immediately preceding the semester of study.

5. §

/to §5. of the Rules/

- (1) Students must enrol in person before starting their studies. Enrollment is made in writing and in person at the beginning of the studies. Prior to the start of the enrollment period, the University's Academic Information Centre (hereinafter referred to as the 'UAIC') and the Student Administration Centre (hereinafter referred to as the 'SAC') register the details of the students admitted in the electronic academic system. At the time of enrollment and throughout the duration of their student status, students are obliged to provide the staff of the Registrar's Office or the SAC with the data that the Nftv. requires the higher education institution to process as mandatory data within the time limit specified by the SAC. At the request of a member of the TO (Registrar's Office), the student must produce the original documents proving the data for verification purposes.

The student can request clarification of the data on the enrollment form printed from the electronic academic system (hereinafter: electronic academic system) and confirm the correctness of the data by signing it. No new enrollment is required during the student's period of enrollment.

Uploading the photo required for the University of Debrecen card (UNIPASS card) to the self-service web interface and entering the bank account number required for the transfer of the scholarship to the same interface also implies the student's consent to the processing of these data in the student system.

- (2) The student is obliged to take compulsory, compulsory elective and optional subjects.
- (3) A student who starts and continues his/her studies on a fee-paying/self-funded course may take a subject up to six times. Students who do not meet the requirements of a course after six times will have their student status terminated by the Dean, in his powers delegated by the Rector.
- (4) Failure to pay the fee/expenses for the semester by the due date will result in the student not being allowed to start the examinations for that semester.

6. §

/to §11. of the Rules/

- (1) The course requirements are the curricula of all the courses and textbooks specified in the syllabus and the requirements published by the institutions/departments.
- (2) The head of the Educational Service Unit (hereinafter referred to as the OSZE) must give written reasons for refusing to sign the semester and send them to the TO no later than the last day of the semester. The TO will inform the student of the decision. The Head of the TO shall also state the conditions under which the signature of the semester may be replaced.
The student may appeal against the refusal to sign to the TAB within 8 days. If the student's appeal is upheld by the TAB, the TAB Chairperson's signature must confirm that the semester has been accepted.
- (3) The summer internships cannot be completed during the school term or during the examination period. At the GYTK, the compulsory elective summer internships last one month after semester II/IV and one month after semester VI and must be completed in a public pharmacy or in a pharmaceutical company. Students may spend a total of 1 month in a pharmaceutical manufacturing plant during the two internship periods. The head of the unit concerned must certify this and provide the student with a certificate. Completion of the compulsory six-month work placement prior to the state examination is a prerequisite for the award of the diploma. The internship after semester IV and semester VI can be performed in a pharmacy accredited for the summer public internship, while the internship before the final examination can only be performed in a pharmacy accredited for the final examination. If the student successfully completes the pre-final examination (2-month) public internship but does not fulfil his/her academic obligations in the ninth semester, he/she must submit an application for the 4-month pre-final examination public internship in the tenth semester, which may be approved by the TAB on a case-by-case basis.
- (4) Part of the internship before the final exam:

IX. Semester Pre-exam internship I:

- Pharmacy dispensing I. - value of 4 credits
- Pharmacy Pharmaceutical Preparation I - value of 4 credits

X. Semester Pre-exam internship II.:

- Pharmacy Dispensing II - value of 4 credits
- Pharmacy Pharmaceutical Preparation II - value of 4 credits
- Pharmacy management, quality assurance - value of 2 credits
- Pharmaceutical management - value of 2 credits
- Institutional pharmacy and galenical laboratory block- value of 4 credits

7. §

/to §12. (1) of the Rules/

- (1) *Ineffective from 9th March 2023*
- (2) Students who have already passed a language examination may study English Pharmacist's Terminology and Medical German for credit. Students can take up courses in other languages as freely elective courses.

8. §

/to §14. of the Rules/

- (1) The OSZE leader can make attendance at 30% of the lectures compulsory.
- (2) Attendance at seminars/practical sessions is compulsory, depending on the requirements of the subject requirements. The extent of absence, its consequences and how to make up for it are specified in the subject requirements (thematic syllabus) issued by the institutes/clinics.

9. §

/to §15. (1) of the Rules/

Transfer is only allowed at the start of the school year. The transfer may take place from the end of the previous academic term until 15 September for the fall semester, taking into consideration the faculty's available headcount.

The student's validly closed transcript must be enclosed with the application for admission to the GYTK. Applications for admission from a foreign OSZE (university, college) must be accompanied by the curriculum of the transferring institution and the transcript of the examinations passed, its certified Hungarian translation, or, in justified cases, the notarized "Declaration of Admission" of the Hungarian host.

You can apply for a transfer to the GYTK under the following conditions:

- pharmacist degree course from another university,
- have completed at least two valid semesters at the institution to which you have been admitted
- there are no grounds for termination of student status or expulsion as a disciplinary sanction.
- has a scholarship index of at least 3.00 in the last two semesters or equivalent (for study abroad), has taken the science courses essential for the acquisition of basic knowledge in pharmacy in college, and meets the above requirements (in which case the student will be admitted only to the first year of the fee-based program).

In addition, the following credits must be completed:

- a) after 2 semesters of studies: the student can be admitted after the completion of 40 credits,
- b) after 4 semesters of studies: the student can be admitted after the completion of 90 credits,
- c) after 6 semesters of studies: the student can be admitted after the completion of 145 credits,
- d) after 8 semesters of studies: the student can be admitted after the completion of 200 credits.

Applications for transfer must be submitted to the Registrar's Office. Incompletely documented transfer requests will be rejected by the TAB.

10. §

/to §16. of the Rules/

- (1) Students at the GYTK must obtain at least 33.3% of the required total credits at the GYTK Educational Organization Units.

- (2) If there is no credit transfer agreement with the institution or if the institution is not an accredited teaching unit of the University, prior approval of the Dean/Vice Dean is required to complete the curricular placements.
- (3) Students of other universities, faculties and departments may only participate in lectures, exercises and seminars at the GYTK, where there is no patient presentation and no violation of patient privacy and data protection rights.
- (4) The TAB will only accept credit for previously completed courses if there is at least a 75 percent match and the time elapsed between the previously earned credit and the submission of the application is less than six years.
- (5) Applications for course recognition - in the case of re-enrollment or successful general admission - may be submitted to the Registrar's Office by 21 August of the year preceding the academic year in question, or by 31 August at the latest in the case of successful admission.

11. §

/to §19. (2) of the Rules/

The heads of the Educational Organizational Units ensure that students have a choice of at least 3 examination days per week for oral examinations and at least one examination day per week for written examinations and written and oral examinations, based on an individual or group examination schedule. It is the right of the Educational Organizational Units to determine (to a realistic extent) the number of students who may be admitted to the examination each day. In the case of oral examinations, the number of candidates may not be minimised. The institute is obliged to set at least 150% of the number of students enrolled in the subject as examination days within the examination period.

In the case of a GYTK, the due dates of the written and oral final examinations for the year in question are set by the training centres in Hungary after consultation with each other.

12. §

/to §20. of the Rules/

- (1) In the case of written mid-term examinations and exams, the student has the right to have his/her essay corrected and graded. If the student is absent from the examination for reasons beyond his/her control, the possibility of making up the examination may be considered.
- (2) A student may take up to three examinations (examination, revision, re-examination) in each subject in one examination period. If the remedial examination has not been passed and the same person has taken both the examination and the remedial examination, the student must be given the opportunity, at his/her request, to take the remedial examination again in front of another teacher or the examination board. This right shall also apply if the examination is taken in a new period of study. The board shall be appointed by the head of the educational establishment administering the subject. The taking of a retake examination and of examinations following a failed retake examination shall be subject to the payment of a retake examination fee, which the student shall transfer via the electronic registration system to the collection account. Students in years I to V may take examinations in

other subjects after failed examination without having to correct it.

The exam can consist of up to three parts, a practical test, a written test and an oral test. In the case of the practical and oral examinations taken after the end of the semester, a maximum of two examiners or examination boards may be present for each student. Written and practical examinations which have been passed in advance do not have to be repeated in the case of a revision or retake.

- (3) During written and oral examinations (mid-term or exams), the student is not allowed to bring any device (e.g. electronic device) suitable for communication or data storage to the examination venue.

During the inquiry, the student is obliged to cooperate with the supervisors, to act in accordance with their instructions, in particular, in case of suspected possession or use of unauthorised methods or equipment, to present immediately on request any objects in his/her possession (body or clothing) which have been used or may be used as unauthorised aids, or to hand them over to the supervisor temporarily, as recorded in a report, until the end of the inquiry.

The student acknowledges that if during the examination he/she is suspected of possessing or using a method or aid that has not been approved, disciplinary proceedings will be initiated. If the supervisor detects the presence of such a device, he or she must suspend the inquiry. The supervisor shall initiate disciplinary proceedings in writing to the Dean within one working day by sending the record of the case to the Dean.

- (4) The procedure for a retake examination (examination B) or a repeated retake (examination C) must not differ from that for examination A, unless a part of the examination has been accepted under special rules. In the case of a written A or B examination, the board of examiners may hear the student orally, except in the case of a written examination in which the student has failed, in the case of a repeated retake (C).

13. §

/to §22. of the Rules/

- (1) The institute may only announce an examination course other than the model curriculum after consultation with the dean and the head of the institute.
- (2) The head of the OSZE will announce the start time of the examination in advance, from which the (oral) examination must start within 2 hours at the latest. The one-off examination process for colloquia and examinations may not last longer than 6 hours. The examination process for a colloquium or examination for a specialisation course may not last more than 2 working days.
- (3) The special examination may be held by a university professor and associate professor, and the colloquium and practical examination may be held by a university professor, associate professor and assistant professor, or by those who have been approved by the dean on the recommendation of the head of the OSZE. The second repeated examination must be taken before a committee appointed by the Head of the Institute. The chairperson of the committee may not be a member of the institute or the faculty or the lecturer of the relevant department. The chairperson of the

committee may be a professor or associate professor. Students should take the repeated examination in front of a different examiner from the previous one, if possible.

An instructor or student must be present at the examination in addition to the examiner and the candidate.

14. §

/to Article 26(2) of the Rules/

A student who has obtained a final pre-degree certificate can only take the final examination after successfully defending his/her degree thesis.

15. §

/to §27. of the Rules/

- (1) The thesis topics and the names of the thesis supervisors are published in the departmental prospectus, in the bulletin and on the faculty website.
- (2) Each academic year, the OSZEs prepare a list of the theses to be published (including the names of the advisers), which is included in the bulletin. These are the main ones to choose from, and only the heads of the OSZEs may authorise deviations. The student must make the choice of thesis title no later than the last week of the second semester of the fourth year. If the student wishes to choose an experimental topic, he/she must declare it by the last week of the first semester of the fourth year. The thesis titles must be submitted to the Dean's Office by the last week of the first or second semester of the fourth year.
- (3) A diploma thesis can also be written as part of a TDK (Scientific Students' Associations Conference). Only a TDK thesis accepted by the local TDK referees can be accepted as a diploma thesis if it has been awarded a distinction. In the case of a co-authored thesis, the thesis of the first author may be accepted in its original form, together with a waiver from the other authors. The documents relating to the acceptance of the thesis (reviews, replies) must also be submitted. It is also necessary to fill in and submit a questionnaire containing the details of the TDK thesis and the presentation (title, authors, institutions, supervisor).
- (4) The deadline for submitting the thesis at the GYTK is three months before the final written examination. If the student misses this deadline, he/she may continue his/her studies, but cannot take the state examination. On the recommendation of the subject supervisor and with the permission of the Chairperson of the Educational Committee, the student may, in justified cases, change the deadline for the submission of the thesis by two weeks.
- (5) The thesis must be submitted to the TO electronically. The thesis accepted by the examiners must be uploaded to the Electronic Archive of the National Library of the University of Debrecen (DEA) in pdf format by the start of the defense at the latest. Unless this is fulfilled, the student will not be allowed to commence his/her thesis defense. The length of the paper should not exceed 40 typed pages. The thesis must be submitted in an aesthetic format. A margin of 2,5 cm must be left at the bottom and top and 3 cm on the left and right sides. Its structure and the grading procedure must comply with the following:
 - a) The thesis may report on the author's own experimental studies; it may be a

statistical, clinicopathological or clinicopathological analysis, a summary of the literature, or a review of the results of the author's own work.

The source of non-independent results must be clearly indicated. Title page: include the title of the thesis, the name of the author and the supervisor, the name of the institution where the thesis was written, the name of the head of the institution and the date of writing. The thesis must be signed by the thesis supervisor and the head of the institute (sample documents can be downloaded from the faculty's website). The introduction, objectives of the thesis, results and discussion should be included in a separate chapter. It should include an abstract of no more than 2 pages. The bibliography should include the names of the authors of the cited publications (with the first initial of the first name), the full title of the citation, the name of the journal, the volume and page numbers, and the year of publication. If a book is cited, the author, title and publisher of the book should also be given. The number of literary references should preferably not be less than 20 or more than 50.

- b) The assessors will consider the logical structure of the paper, the soundness of the literature, the methods used and the accuracy of the presentation of the results.
- c) The thesis supervisor is required to prepare a written evaluation of the thesis author's professional activity, which must be submitted together with the thesis to the TO and the institute responsible (the sample documents can be downloaded from the faculty's website).
- d) The thesis submitted will be awarded by the TO to 2 official reviewers appointed by the Educational Committee through a panel of experts. If the assessor is unable to comply with the request, he/she must inform the TO accordingly without delay. The referee must prepare his/her opinion within 2 weeks and send it to the TO electronically. The TO forwards the review to the student. If the thesis is not accepted by one of the reviewers, the student must rewrite it, taking into account the reviewers' critical comments. If one or both reviewers ask for minor changes or corrections before the thesis is accepted, the student must revise the thesis within 1 week and return it to the reviewer(s), taking into account the critical comments. The evaluator will confirm acceptance of the essay within 5 working days.

If the essay is accepted by the two assessors, the oral examination may take place. The student will receive the opinion of the reviewers, to which, even if accepted, he/she must reply electronically within one week and return it to the e-mail address provided by the faculty and the faculty administrator will forward the document to the reviewers. The reviewer is required to acknowledge acceptance of the response electronically within 5 working days. The thesis must be defended before the defense committees appointed by the dean's administration. The defence will be before a committee of 3 members, chaired by a senior faculty member and composed of a qualified faculty member and the Registrar. The supervisor and the referees shall be invited to the examination. The committee evaluates the thesis in a closed session. 3 copies of the minutes is made, including the name of the student, the title of the thesis, the place and date of the examination, the grade agreed by the committee. One copy remains with the faculty, the other two are sent to the TO by the institute.

The following must be attached to the thesis:

- the supervisor's characterisation, which is the student's written assessment,
- duly filled form for the submission of the thesis
- a summary of the thesis with name and title
- approval of the supervisor and the head of institute /head of department

- a declaration by the student that the thesis is his/her own work,
- an encryption declaration, if necessary

16. §

/to §28. (2) of the Rules/

- (1) The final exam consists of a written (test), practical and oral part.
- (2) The chair and the members of the committee are appointed by the Dean/General or Vice dean for academic affairs.
- (3) The date of the written state examination is set by the National Final Examination Board.
- (4) The dates of the practical and oral state examinations are set by the Dean of the Faculty. The examination is held before a state examination board of 3-5 members. The GYTK final examination board is composed of 2 university lecturers appointed by the dean's administration. The theoretical examination committee is chaired by a senior lecturer from the faculty, and may also include a recognised specialist in pharmacy, 2 senior lecturers from the GYTK and 1 registrar as a trustee.

17. §

/to §29. of the Rules/

- (1) The final examination consists of a written, practical and oral part. The time of the written examination is set by the National Final Examination Board. The dates of the practical and oral final examinations are set by the Dean of the Faculty. The complex final examination is successful if all the elements of the examination are graded at least passed. The results of the partial examinations cannot be combined. If any part of the final examination is unsatisfactory, the complex final examination may be continued, except for the D (thesis, dissertation), the passing of which is a prerequisite for taking the other parts of the examination. Only the failed part of the examination must be repeated.

The merit grade for the complex final examination is the simple mathematical average of the successful sub-exams, i.e.

$$XZV = \frac{D+I+Sz+Gy}{4}$$

where:

XZV = the number standing for the grade of the complex state examination

D = grade of the thesis/dissertation

I = grade of the written test examination

S = grade of the oral examination

Gy = grade in the practical examination

The grade for the complex final examination is calculated according to the average of the five grades, with the following intervals:

4,51 - 5,00 - excellent

3,51 - 4,50 - good

2,51 - 3,50 - satisfactory

2,00 – 2,50 - pass

- (2) If a student who commences his/her studies after 1 September 2006 does not take his/her final examination before the end of his/her studies, he/she may take it at any time after the end of his/her studies, in accordance with the provisions of the regulations in force at the time of the final examination.

The passing of the final examination after the seventh year from the date of issue of the final certificate may be made conditional on the completion of the final examination in accordance with Appendix 4 of the present regulations containing the faculty features.

Students who start their studies in the first year in September 2012 - and thereafter in ascending order - can take a final examination within two years after the end of their student status, in any examination period, in accordance with the applicable training requirements. Beyond two years from the date of the award of the diploma, the final examination may be taken in accordance with the conditions laid down by the faculties. No final examination may be taken after five years from the date of termination of student status.

18. §

/to §31. (9) of the Rules/

- (1) In determining the degree qualification, equal weight is given to each of the required modules and the examinations for the priority colloquia listed below, the thesis and the three additional parts of the complex final examination:

Comprehensive exams at the GYTK:

- Pharmaceutical Biology II
- Organic Chemistry Theory II
- Quantitative Analytical Chemistry III
- Human Physiology II
- Pharmaceutical Biochemistry II
- Clinical Biochemistry II.
- Pharmaceutical Chemistry Theory. II.
- Herbal and drug knowledge theory. II.
- Pharmaceutical Technology IV. theory
- Pharmacology II.
- Medical Microbiology II.
- Pharmaceutical Instrumentation and Bioanalytics II.
- Pharmaceutical biotechnology and bioanalytics II.

Key Colloquia at the GYTK:

- Pharmaceutical Neurobiology
- Immunology
- Clinical Pharmacy
- Clinical Pharmacology
- Biopharmacy

In terms of the classification of degrees, for students commencing their studies in the first year in September 2023 - and thereafter in ascending order - the following three partial examinations of the below listed comprehensive examinations, colloquia, the diploma thesis and the complex final examination are equally weighted:

Comprehensive exams at the GYTK:

- Pharmaceutical anatomy II.
- Pharmaceutical biology II.
- Organic Chemistry Theory II.
- Analytical Chemistry comprehensive exam
- Herbal and Drug Theory II.
- Pharmaceutical Biochemistry II.
- Human Physiology II
- Pharmaceutical Chemistry Theory II.

Key colloquia at the GYTK:

- Immunology
- Biopharmacy
- Clinical Pharmacology

- Pharmaceutical Technology Theory IV.
- Clinical Biochemistry and Pathomechanisms of Disease II.
- Pharmaceutical Pathology II.
- Pharmaceutical and R&D analytical studies of pharmaceutical ingredients and pharmaceutical forms II.
- Pharmaceutical bioanalytics and biotechnology II.
- Pharmacology theory II.
- Clinical principles II.
- Medical microbiology II.

$$XD = \frac{S \cdot Xn + D + I + Sz + Gy}{n + 4}$$

where:

XD = the number standing for the evaluation of the degree

n = number of required comprehensive examinations
and advanced colloquia

D = grade of the thesis (5 grades)

I = written test-exam grade (part of the complex final examination)

S = oral test grade (part of the complex final examination)

Gy = practical exam grade (part of the complex final examination)

The qualification of the diploma due to the occupational doctorate title at the GYTK is as follows:

summa cum laude	4,51-5,00
cum laude	3, 51 -4,50
rite	2,00-3,50

- (2) Students who have successfully passed the final examination shall be awarded the diploma, doctor of pharmacy degree (hereinafter referred to as the diploma) within the 30 following the final examination. The Faculty organises an annual graduation ceremony after the first final examination period. Students who are unable to attend this ceremony will be awarded the diploma by the Dean's Office.

19. §

/to Article 33(8) of the Rules/

Ineffective from 26th October 2023

Faculty of Informatics

1. §

/to § 2 of the Rules/

- (1) The chairman of the Educational Committee is the Vice dean for academic affairs, the 5 teaching members are elected by the Faculty Council, the student members are elected by the Student Council of the Faculty. The student participation rate is 50%. The subcommittees of the Educational Committee are the Credit Transfer Subcommittee and the Professional Practice Subcommittee. The subcommittee on credit transfer has the power to determine the equivalence of credits. The Professional Practice Sub-Committee is responsible for matters relating to professional practice. The two sub-committees are supervised by the Vice dean for academic affairs. Student advisers and heads of subcommittees may be invited to participate in the work of the Educational Committee as permanent members.

- (2) The Educational committee
 - a) decides on the following questions:
 - transfer from another educational institution and within your own institution to a faculty course,
 - change of faculty,
 - change of course and change of training program,
 - transfer back from fee-paying/self-financed training to state-funded/state scholarships,
 - individual schedule,
 - tuition fee reduction,
 - tuition fee instalments.

 - b) is also responsible for:
 - accepting student applications for thesis/dissertation topics,
 - coordinating the allocation and preparation of timetables,
 - coordinating the advertising of subjects,
 - giving opinions on the syllabus of new subjects and approving their inclusion in the list of subjects,
 - recognition of studies undertaken previously or elsewhere,
 - the appointment of examination boards,
 - checking the announcement of examination dates,
 - initiating a review of the model curricula for the existing majors,
 - giving an opinion on the model curricula of the existing majors,
 - opinion on the concept of new majors,
 - managing the accreditation of new majors,
 - all academic matters that the Faculty Council refers to the Educational Committee.

2. §

/to §3. (8) and (9) of the Rules/

A student who has withdrawn from a state-funded and state scholarship course may begin his/her readmission by submitting a request to vice dean for academic affairs by the beginning of the semester. A student may be readmitted to a vacant state-funded/state-scholarship place if he/she has two successful *active* semesters of fee-paying/self-financed training, meets the requirements for remaining in the state-funded/state-

scholarship program, and has applied for reclassification by taking four courses and has successfully completed the course during the fee-paying/self-financed semesters. The decision on readmission is made by the vice dean for academic affairs.

The number of courses taken includes enrollments from the beginning of the academic year 2015/2016.

3. §

/to §3. (10) of the Rules/

A student who started his/her studies in September 2012 - and thereafter in ascending order - with a state scholarship and a state partial scholarship shall be reclassified to a self-financed course at the end of the academic year if he/she has not acquired at least 50% of the credits required by the recommended model curriculum (30 credits) in the last two active semesters and has not achieved a weighted average of 2.00 in each of the two active semesters subject to reclassification.

The student's status as a student on a self-financed course will be terminated if he/she fails to complete at least 5 credits on average in the last two active semesters.

5. §

/to §3. (17) of the Rules/

If the fee-paying/self-financed student does not obtain the diploma within twice the period of study, his/her student status will be terminated by the Dean. Only active semesters count towards the period of training. In justified cases, the dean may grant an extension of one semester.

6. §

/to §5. (3) of the Rules/

Ineffective from 9th March 2023

7. §

/to §5. (6) of the Rules/

Students can register for the next academic semester even if they have not completed any credits in the previous semester.

8. §

/to §5. (9) of the Rules/

For students who started before September 2011, the code number, name, instructor, and credit of the courses taken must be entered in the lecture book according to the order in which they appear in the student record system.

9. §

/To §7. of the Rules/

- (1) For all students attending courses at the Faculty of Informatics, the electronic academic system is the primary document for the verification of achievements. For students admitted after September 2011 the obligation to use a paper-based lecture

book will be abolished.

- (2) The 'Course announcement, course registration' of Appendix 2 of the Regulations 'Procedures for the use of the Electronic Lecture Book' is amended with the following:
 1. You can register for courses until 24.00 on Sunday of the week following the registration week.
 2. In exceptional cases, a change of course enrollment may be requested for an additional week.
- (3) The following points are added to Appendix 2 'Procedures for the use of the Electronic Lecture Book' of the AER 'Verification of knowledge':
 1. The instructor and the examiner are responsible for recording the student's assessment entries (signatures, grades) in the electronic academic system.
 2. The written papers and examination papers, which are corrected and graded, are kept by the instructors.

10. §

/to §11. (2) and (6) of the Rules/

- (1) For each subject with a practical grade, the instructor of the subject must inform the students who have received a failed result after the semester examinations, but no later than the last week of the semester.
- (2) A failed practical grade can only be corrected by retaking the subject.
- (3) For exceptional reasons, a student may request the Dean of the Faculty to correct his/her practical grade in a given semester once during his/her studies. In this request, the student may ask for the correction to be made before a committee.

11. §

/to 12. § of the Regulation/

For students commencing their studies from the first semester of 2022/23 two semesters of specialized language courses (3 credits) are compulsory in the basic and undivided programs and one semester in the master's program. The credits obtained must be taken in addition to the number of credits required for the course.

At the student's request, the courses may be replaced by a state-accredited language examination of at least intermediate level (B2) in a foreign language or an equivalent diploma or certificate, and by a minimum of 4 months of study abroad with the agreement of the institution.

One semester of a specialized language course may be replaced by the completion of an elective course in a foreign language offered by the Faculty of Informatics. Applications will be decided by the vice dean for academic affairs.

Courses in a specialized language may also be substituted by the completion of the courses 'Specialized Language 1' and 'Specialized Language 2'.

12. §

/to §14. of the Rules/

- (1) Attendance at practical sessions is compulsory, with a maximum of three absences.
- (2) If the subject syllabus requires a mid-semester examination and the student does not fulfil this obligation, the department concerned will provide the student with one

opportunity to make up the omission during the semester. If the student fails the mid-term examination during the semester, he/she shall be given another opportunity to make up the mid-term examination before the end of the third week of the examination period. Unsuccessful substitutions cannot be corrected. In particularly justified cases, with the permission of the subject supervisor and the Vice dean for academic affairs, the subject teacher may stipulate that the mid-term examination may not be replaced or corrected. Students must be informed of this in writing at the beginning of the semester.

- (3) If the student has exceeded the permitted number of absences from the practical session, the entry 'refused' will be entered in the academic record.
- (4) In the case of practical sessions that do not end with a practical grade, a 'refused' grade will be entered in the electronic academic system even if the student has not completed the mid-term examination (including make-ups).
- (5) The individual schedule is for one semester.
A student who has been awarded an individual schedule will receive a certificate from the Registrar's Office. On presentation of the certificate, he/she must consult with all his/her instructors about the exact conditions to be fulfilled in order to meet the requirements of the course.

The student is required to present the certificate to the instructors of the subjects for which the individual schedule is used by the end of the second week of the semester.

Conditions for applying for an individual schedule:

- Individual schedule can be requested for study abroad.
- No individual schedule can be requested after a passive semester.
- Those who have dues to the university cannot request an individual schedule.

In the case of state-funded programs, the recommended criteria for admission are that the student has completed 65% of the compulsory credits in the BSc/BA program and 60% of the professional credits in the MSc/MA program, and is worthy of an individual curriculum on the basis of his/her adjusted credit index. Failure to meet the recommended criteria can only be justified in cases of special merit (e.g. serious illness, childbirth).

13. §

/to §15. of the Rules/

- (1) To be admitted to a faculty course, students must have obtained at least 30 credits at the previous institution, of which at least 20 credits are in a professional subjects.
- (2) If the student has completed the subjects to be accepted at another institution, a certified copy of the documents proving the previous completion (course book, e-index) and the subject(s) completed or their availability must be attached to the application. The request for acceptance of a subject must be made at the same time as the request for acceptance of the subject(s) at the beginning of the first active semester of the faculty, by the deadline specified. It is not possible to accept mandatory courses missed at this time.

14. §

/to § 16 of the Rules/

- (1) Students of other higher education institutions/faculties may attend lectures and study sessions of the Faculty of Informatics by audition with the permission of the vice dean for academic affairs. The student applying for a transfer must have completed at least 40 professional credits in the previous two semesters. A maximum of 15 credits per semester and a maximum of 30 credits for the whole duration of studies may be requested. Transfer may only be requested for full-time courses in Hungarian. This procedure does not apply to visiting students on official exchange.
- (2) In the case of subjects completed in parallel courses, it is not possible to accept a subject that the student has already taken but not completed in the course.

15. §

/to §20. (4) of the Rules/

- (1) The following students need to complete an internship: Computer Science, Business Informatics, Computer Science Engineering (BSc) admitted after fall 2011, Computer Science, Business Informatics, Computer Science Engineering and Data Science MSc students admitted after fall 2011. Participation in internship is initiated by the student and aided by the Faculty. The length of the internship is 320 working hours for BSc students, in case of students admitted after September 2014, it is 240 working hours, 240 working hours for non-teacher's master programs and 160 working hours for students admitted after September 2014.
- (2) The precondition for applying to internship for Computer Science BSc students is the completion of High level programming languages 2 and Database Systems courses, for Business Informatics BSc students the completion of the High level programming languages 2 and Accountancy 1 courses, for Computer Science Engineering BSc students the completion of the High level programming languages 2 and Network architecture courses. Data Science, Computer Science, Business Informatics, Computer Science Engineering MSc students may apply for internship from the second semester.
- (3) In case of students admitted after the 2017/18 academic year, the precondition for applying to internship for Computer Science BSc students is the completion of High level programming languages 2, Database Systems and Database Systems Lab courses; for Business Informatics BSc students the completion of Programming 2 and Accountancy courses; for Computer Science Engineering BSc students the completion of Programming Languages 2 and Computer Networks courses. Data Science, Computer Science, Business Informatics, Computer Science Engineering MSc students may apply for internship from the second semester.
- (3/A) The MAG PRAKTIKUM Practical Training, Service and Innovation Non-profit Ltd. shall carry out the tasks related to the organization of the internship on behalf of the Faculty.
- (4) Students may apply for an internship by filling in the Acceptance Form, the sub-committee will decide on the acceptance and inform the student of its decision. The application for an internship is recorded in the electronic academic system. Any changes to the internship may only be made with the approval of the internship sub-committee.

- (5) The student must upload the Host Declaration to the electronic system operated by MAG PRAKTIKUM Practical Training, Service and Innovation Non-Profit Ltd. at least one month before the start of the internship.
- (6) The student must receive the internship contract and certificate from the internship coordinator before the start of the actual internship and hand it in at the internship site no later than the first day of the internship. If the student fails to hand in these documents at the internship site, he/she will not be issued with a certificate of completion.
- (7) The student certifies the completion of the internship by completing the Certificate of Completion of Internship form and submitting a minimum of 1-page internship report approved by the internship site, which is accepted by the Internship Subcommittee. The final year student shall submit the certificate of completion no later than two weeks before the scheduled examination.
- (8) Work experience cannot be counted as an internship post factum.
- (9) A failed internship can only be remedied by repeating the internship.

16. §

/to §22. of the Rules/

- (1) During the written examination, the supervisor must check the identity of the candidates.
- (2) The examination papers must be kept for at least one year from the end of the examination period.
- (3) In the case of examination papers and written examinations, the instructor is obliged to give the students the opportunity to view the papers. He/she shall inform the students concerned of the time and place at the latest at the time of the examination. The instructor may not organise any other examinations or tests at the time and place of the examination checks.
- (4) The results of final papers and examination papers must be recorded in the electronic academic system no later than the fifth working day after their submission.
- (5) The paragraphs on written examinations apply mutatis mutandis to the final papers.
- (6) In order to maintain a calm atmosphere during the examinations, the examiner or the chairman of the examination board may limit the publicity of the examinations. If the candidate does not agree to the examination being open to the public, the examiner is obliged to exclude the public from the examination.

17. §

/to §27. of the Rules/

- (1) For students admitted before the 2017/18 academic year, the procedure is as follows:
 - a) Thesis/dissertation topics are announced by the faculty each semester by 15

October/March.

The thesis/dissertation course(s) can be taken if the student has fulfilled the prerequisites for the thesis/dissertation courses and has a thesis/dissertation application form approved by the Educational Committee.

Students can apply in writing for the topics advertised. The Educational Committee decides on the acceptance of applications by 30 November/April each semester. Thesis/dissertation credits can be obtained after this date.

When the application is accepted, the topic of the thesis/dissertation and the name of the thesis supervisor must be stated. Several students may jointly prepare a thesis/dissertation. Changing the subject is possible by means of a thesis/dissertation data modification form approved by the Educational Committee.

The thesis/dissertation contains the name of the student, the title of the topic, the place of presentation, the name of the supervisor, the objective, the current topic, the practical and theoretical methods used. The text of the thesis/dissertation should clearly indicate the student's individual achievements (in the case of a joint thesis/dissertation, the work and achievements of each author, including the individual work and achievements of each author). In the case of parts of the thesis/dissertation that have been taken over or revised, the thesis/dissertation should include a precise reference to the literature.

With the agreement of the supervisor, the thesis may be written in the official language of the courses accredited by the Faculty of Informatics.

How the thesis/dissertation is assessed, defended and evaluated is described in the diploma requirements. The evaluation of the thesis/dissertation leading to the grade the thesis must be submitted to the Registrar's Office until the deadline defined in the academic calendar.

- b) At the student's request, the Faculty of Informatics considers the TDK thesis that has reached the national competition, if it is supported by the jury at the local (Computer Science, Methods of Learning) TDK, as a thesis with excellent grade and as a subject of the thesis as a completed, and the Faculty of Informatics considers the defence of the thesis at the final examination as completed with excellent grade. This is administered by the Vice dean for academic affairs.
 - c) Graduate students must upload their thesis/dissertation in electronic format to the Electronic Archive (DEA) of the University and National Library of the University of Debrecen, as well as to the electronic system defined by the Faculty, in the semester of the scheduled state examination until the deadline defined in the academic calendar.
 - d) In justified cases (e.g. in the case of a thesis containing company secrets), the thesis/dissertation can be encrypted using the appropriate form defined in the Academic Rules and Regulations Annex 5 paragraph 1.5, the decision shall be made by the Dean.
 - e) At the student's request, the Faculty of Informatics Research and Development Coordination Centre (FIRCC) will consider the student's professional report, which has been declared acceptable as a thesis by the professional committee of the Faculty of Informatics, as a thesis with the grade recommended by the committee, and the thesis as a subject, and the thesis defence at the final examination as completed with the grade recommended by the committee. This is administered by the Associate Dean of Education.
- (2) For students admitted from the 2017/18 academic year, the procedure is as follows:

- a) The topics for the theses/dissertations are set by the faculty by 15 October/March each semester.
- b) A student may take the Thesis/Dissertation subject if:
- chose a topic by the deadline,
 - the chosen topic has been accepted by the Educational Committee when you applied for the topic,
 - at least 90 credits in the case of bachelor's degrees in business informatics and computer engineering at least 100 credits in the case of bachelor's degrees in computer programming, and at least 30 credits in the case of master's degrees.
- c) The procedure for a summer (winter) graduations is as follows:
- By 30th April (30th November), the student chooses one of the topics announced (or on the basis of a personal consultation with the instructor concerned, agrees on a specific topic related to the topics specified by the instructor). Then, with the topic's announcer, the student develops a work plan in at least one, up to two pages, describing the purpose of the work to be done, the range of knowledge needed to develop the topic, and the schedule of work. The work plan should be sent over to the Faculty Education Office by the deadline.
 - The Educational Committee decides on the thesis proposals received by 30 May (30 December) after having consulted the professional committee appointed by the Faculty Council.
 - Those whose applications have not been accepted may submit a new application within two weeks of being informed of the decision, but only once.
 - In case of a change of subject, the procedure is the same as for the new subject application.
- d) When a successful thesis/dissertation plan is accepted, the thesis/dissertation topic and the name of the thesis supervisor must be recorded. Several students may jointly prepare a thesis/thesis.
- e) The thesis/dissertation includes the name of the student, the title of the subject, the place of presentation, the name of the supervisor, the objective, the current state of the subject, the practical and theoretical methods used.
The text of the thesis/dissertation must clearly indicate the student's individual achievements (in the case of a joint thesis/dissertation, the work and achievements of each author, including the individual work and achievements of each author). In the case of parts of the thesis/dissertation which have been taken over or revised, the thesis/dissertation should include the exact bibliographical reference.
With the agreement of the supervisor, the thesis may be written in the official language of the courses accredited by the Faculty of Informatics.
- f) The way in which the thesis/dissertation is assessed, defended and evaluated is described in the diploma requirements.
- g) The thesis/dissertation evaluation, which includes a proposal for the thesis/dissertation grade, must be sent over to the Registrar's Office until the deadline defined in the academic calendar.
- h) At the student's request, the Faculty of Informatics Research and Development Coordination Centre (FIRCC) will consider the student's professional report, which

has been declared acceptable as a thesis by the professional committee of the Faculty of Informatics, as a thesis with the grade recommended by the committee, and the thesis as a subject, and the thesis defence at the final examination as completed with the grade recommended by the committee. This is administered by the Vice dean for academic affairs.

- i) Final year students must upload their theses in electronic format into the Electronic Archive of the National and University Library of the University of Debrecen (DEA) as well as to the electronic system defined by the Faculty, in the semester of the scheduled state examination until the deadline defined in the academic calendar.
- j) In justified cases (e.g. in the case of a thesis containing company secrets), the thesis/dissertation can be encrypted using the appropriate form defined in the present Rules and Regulations Annex 5 Paragraph 1.5, and the decision shall be made by the Dean.
- k) At the student's request, the Faculty of Informatics Research and Development Coordination Centre (FIRCC) will consider the student's professional report, which has been declared acceptable as a thesis by the professional committee of the Faculty of Informatics, as a thesis with the grade recommended by the committee, and the thesis as a subject, and the thesis defence at the final examination as completed with the grade recommended by the committee. This is administered by the Associate Dean of Education.

(3) *Ineffective from 26th October 2023*

18. §

/to §28. of the Rules/

- (1) The final examination shall be taken before a committee of at least 3 members. The committee shall be chaired by a professor or associate professor and at least one member shall be an external expert.

19. §

/to §29. of the Rules/

- (1) Students who started their studies after 1 September 2006 (but before 1 September 2012) may be allowed by the Educational Committee to apply for the final examination after a period of seven years has elapsed since the issue of the pre-degree certificate.
- (2) Students starting their studies in the first year in September 2012 - and thereafter in ascending order - may not take a final examination after 5 years from the date of termination of their student status.

20. §

/to §30. of the Rules/

- (1) If the evaluation of the thesis/dissertation is unsatisfactory, the student must prepare a new thesis/dissertation. The procedure for choosing the topic for the new thesis shall be the same as that described in § 17 of the Faculty Appendix.

21. §

/to §31. of the Rules/

- (1) The qualification is the average of the grades in the final examination and, if there is no special examination, the grades in the subjects set out in the model curriculum.
- (2) For students enrolled in a bachelor's degree program from the 2017/18 academic year, the final examination result and the diploma qualification are calculated as follows:

F. Average of oral examination grades rounded to two decimal places. If the grade for any item is failed, the grade is failed and the final examination is failed.

D1. Thesis defence.

D2. The grade for the thesis, which is determined by the Final Examination Committee taking into account the grade proposed by the thesis assessor.

Calculation of the final examination grade (ZV): $ZV = (F+D1+D2)/3$ If the grade D2 is failed, the candidate will not be allowed to sit the final examination.

If any of the grades F and D1 are failed, the final exam is also unsatisfactory. Only the component graded as unsatisfactory must be retaken in the retake of the final examination.

Diploma classification: in the case of a successful final examination, it is determined on the basis of the average of the following results:

- a) SZ: average of the grades for the thesis subject, the grade for the examination of the thesis and the grades obtained for the defence of the thesis in the final examination, rounded to two decimal places
- b) F: Average of the grades obtained in the final examination, rounded to two decimal places.
- c) T: credit-weighted average to two decimal places of all compulsory and optional subjects completed during the course of training, excluding the Thesis

Diploma grade: $(SZ+F+T)/3$

Based on the above average result, the qualification of the diploma is determined by the University of Debrecen's Academic and Examination Regulations, Section 28 (9).

- (3) For students enrolled in a bachelor's degree program from the academic year 2021/22 onwards, the final examination result and the degree classification will be calculated as follows:

F. Average of oral examination grades rounded to two decimal places. If the grade for any item is failed, the grade is failed and the final examination is failed.

D1. Thesis defence.

D2. The grade for the thesis, which is determined by the Final Examination Committee taking into account the grade proposed by the thesis assessor.

Calculation of the final examination grade (ZV): $ZV = (F+D1+D2)/3$ If the grade D2 is failed, the candidate will not be allowed to sit the final examination.

If any of the grades F and D1 are unsatisfactory, the final exam is also unsatisfactory. Only the component graded as unsatisfactory must be retaken in the

retake of the final examination.

Diploma classification: in the case of a successful final examination, it is determined on the basis of the average of the following results:

- a) S: average of the grades for the thesis subject², the grade for the examination of the thesis and the grades obtained for the final examination of the thesis, to two decimal places
- b) F: Average of the grades obtained in the final examination, rounded to two decimal places.
- c) T: the average of all compulsory and optional subjects completed during the course, except for the Thesis 2, weighted by credits, rounded to two decimal places.

Diploma grade: $(SZ+F+T)/3$

Based on the above average result, the qualification of the diploma is determined by the University of Debrecen's Academic and Examination Regulations, Section 31. § (7).

- (4) For students enrolled in a Master's program from the 2017/18 academic year, the final examination result and the diploma qualification are calculated as follows:

F. Average of answer grades rounded to two decimal places. If the grade for any item is unsatisfactory, the grade is unsatisfactory and the final examination is failed.

D1. Defence of the thesis.

D2. The grade for the thesis, which is determined by the Final Examination Committee, taking into account the grade proposed by the thesis assessor.

Calculation of the final examination grade (ZV): $ZV = (F+D1+D2)/3$

If the grade D2 is failed, the candidate will not be allowed to sit the final examination.

If any of the grades F and D1 are unsatisfactory, the final exam is also failed. Only the component graded as failed must be retaken in the retake of the final examination.

Diploma classification: in the case of a successful final examination, it is determined on the basis of the average of the following results:

- a) SZ: average of the grades for the thesis subject, the grade for the thesis assessment and the grades for the thesis defence in the final examination, rounded to two decimal places
- b) F: Average of the grades obtained in the final examination, rounded to two decimal places.
- c) T: the credit-weighted average of all compulsory and optional subjects completed during the course, except for Diploma Thesis 1 and Diploma Thesis 2, rounded to two decimal places

Diploma grade: $(0,3 \times SZ + 0,2 \times F + 0,5 \times T)$

Based on the above average result, the qualification of the diploma is determined by the University of Debrecen's Academic and Examination Regulations, Section 31. § (7).

Faculty of Agricultural and Food Sciences and Environmental Management

1. §

/to §2. of the Rules/

- (1) Composition of the Educational committee: the chairperson of the Educational committee is the vice dean for academic affairs of the Faculty. The secretary is the Head of the Registrar's Office. The members are the 2 lecturers elected by the Faculty Council and 3 students elected by the Student Council. The quorum of the Educational committee is 50%. In the event of an equal number of votes, a decision shall be taken in favour of the student. The term of office of the Educational committee is the same as that of the Faculty Council.
- (2) It is the responsibility of the educational committee:
 - giving an opinion on the authorisation of individual study arrangements,
 - assessing applications for state scholarships,
 - and all academic matters that the Faculty Council refers to the Educational Committee.

2. §

/to §3. (10) of the Rules/

- (1) A student who has been excluded from state-funded training for the reasons set out in paragraphs (9) and (10) of Article 3 of the AER may apply for re-entry into state-funded training after successfully completing two semesters at the earliest, provided that he/she has completed 40 credits, of which, has completed at least 15-15 credits in the compulsory and compulsory elective subjects of the model curriculum per semester, and his/her weighted grade point average was at least 2.51 in these semesters. The student may apply for readmission to a vacant state-funded place by submitting an application to the Faculty's Educational Committee 3 weeks before the beginning of the semester in question.
- (2) Students who start their studies in September 2012, and then in ascending order, and who are awarded state scholarships and state partial scholarships, must be reclassified to a self-financed course at the end of the academic year if they have not obtained fifty percent of the credits required in the recommended curriculum and have not achieved a 2.00 average grade point average in the last two semesters of study.
The student's status as a student on a self-financed course will be terminated if he/she does not obtain a minimum of 2 credits in the last two active semesters.
- (3) If the student's student status was terminated earlier, but he/she was re-admitted to the given course, the minimum number of credits to be acquired in the last two active semesters is 4 credits.
- (4) Number of active semesters of self-financed students until the final pre-degree certificate is obtained
 - undergraduate: 12 semesters
 - graduate: 8 semesters

- in higher education vocational training: 8 semesters

3. §

/to §5. of the Rules/

- (1) The provisions of Article 3. § (8) of the Rules shall not apply to the following students who started their studies before September 2017.
- (2) The student may register for the next academic period, regardless of the number of credits acquired, provided that the conditions for dismissal set out in paragraphs 3.(10) and (11) of the Regulations are not met.
- (3) Students completing a 7-semester internship in the BSc program or a 4-semester internship in the higher-level vocational training program may, while completing their internships, register for and complete the examination courses of a maximum of 3 such subjects in which they earned an end-of-semester signature (certifying completion of the course) in one of their previous semesters.
- (4) The dean of the faculty may, upon request, allow students enrolled in higher education vocational education and training to start their internship after at least three active semesters and after having completed at least 80 credits according to their model curriculum. Undergraduate students may start their traineeship after at least six active semesters and after having completed at least 170 credits of the subjects included in their model curriculum, excluding electives, provided that the total number of credits of the missing compulsory subjects does not exceed 10. In assessing the request for equitable treatment, the dean, the supervisor and the subject coordinator will jointly consider the complementarity of the missing courses and the previous academic record of the student making the request. If the dean decides to accept the request for equitable treatment, the student may take the missing subject(s) in the semester of the curriculum in parallel with the practical training. The dean shall notify the head of the education-organizational department involved in the teaching of the subject of the decision.

4. §

/to §12. (2) of the Rules/

The number of hours, the number of credits and the assessment method of language training at the higher-level vocational training, BSc and MSc courses are specified in the curricula of the respective courses.

5. §

/to §14. (2) of the Rules/

- (1) The permissible extent of absences from practical sessions and the possibility of making up for them should be specified in the subject requirements.
The permissible number of absences is three per semester for subjects with a weekly practical lesson and two per semester for subjects with a fortnightly practical lesson. The consequences of absence and the way in which they are to be made up shall be laid down in the subject requirements.
The subject requirements may also provide for the substitution of practicals, with appropriate dates. Absences must be recorded by the internship supervisors.
- (2) Absences from compulsory classes (lectures, practical training classes) must be

justified by the student to the lecturer or the supervisor of the practical training within 1 week of the end of the absence.

- (3) In particularly justified cases (foreseeable medical examination, training, professional or study trip), the student may request prior permission to be absent from the compulsory course. Absences from class may be authorised by the instructor, or from more than one teaching day by the Vice dean for academic affairs. The student must present the permission slip to the instructor. Absence of more than one day must be requested in writing by the student.

6. §

/to §15. of the Rules/

- (1) Students who have completed at least one semester may be admitted to the faculty. Students transferring from other faculties may only be self-financed.
- (2) Applications for transfer from another institution must be sent to the Faculty's Educational Committee at least 3 weeks before the beginning of the semester, together with a certified statement of the subjects completed.
- (3) Students can only be transferred from a self-financed course to a course with a state scholarship for a specific semester in the vacant state scholarship place. The Vice dean for academic affairs decides on the transfer of students on the basis of the recommendation of the Educational Committee, taking into account the academic results.

7. §

/to §22. (3) of the Rules/

- (1) For online oral exams, the webinar facilities of the university e-learning system must be used. The oral examination must be recorded. The persons concerned (all participants who may be included in the admission test) must be informed in advance of the recording in a verifiable manner. The University of Debrecen, as the examiner, makes a video recording of the exam in order to fulfil its public task as defined in Article 6(1)(e) of the GDPR (in this case, the examination).
- (2) The examiner keeps a record of the examinations recorded. The records must be kept by the examiner until the end of the 2nd week of the next semester and may only be used to investigate any complaints about the examination. Such use may be requested in writing to the Vice dean for academic affairs of the Faculty. The examiner shall ensure that unauthorised persons do not have access to the retained recordings.
The records of the recordings made, together with the date of their deletion, must be submitted to the Registrar's Office of the Faculty by the end of the 3rd week of the term following the semester at the latest.

8. §

/to §27. of the Rules/

- (1) The thesis / dissertation / (hereinafter: thesis) topics are published by the institutes/departments on a semesterly basis.
- (2) The content requirements and general criteria for the assessment of the thesis are set out in the thesis guide published on the faculty's website. The number of credits allocated to the thesis is determined by the curriculum of the degree program.
- (3) A thesis that has been ranked (1-3) or highly ranked at the Faculty or National Scientific Student Conference (TDK) may be submitted as a thesis, provided that it meets the requirements of the thesis in terms of content and form.

On the recommendation of the chair of the TDK, the thesis is awarded a grade of "excellent" and the student is exempted from the departmental examination. The department responsible certifies the excellent result on the basis of the TDK result on the evaluation form and the departmental examination report.

- (4) The thesis must be submitted on paper, unless otherwise stated by the dean's regulations for the semester in question require online submission. The deadline for submission of the thesis is determined by the academic year's timetable.
- (5) A student who has passed the final examination will receive his/her paper back after the final examination.
- (6) If the examiner has given the thesis a failed grade, another examiner must be asked to give an opinion on the thesis. If the second examiner also considers the evaluation unsatisfactory, the student will not be allowed to take the final examination and will have to prepare a new thesis. The date of submission of the new thesis is determined by the schedule for the academic year.

9. §

/to §28. of the Rules/

The number and the composition of the final examination committee are approved by the Dean of the Faculty on the basis of the proposal of the chairperson of the committee.

10. §

/to §29. of the Rules/

- (1) If any part of the final examination is failed, the final examination must be repeated in the next final examination period.
- (2) The final examination must be conducted in accordance with the rules for oral examinations. The drawing of the items will take place in the presence of the chairman or his/her delegate. After the preparation period, the examination will continue with the presentation of the results of the thesis, followed by the answering of the questions in the items.

11. §

/to §31. (8) of the Rules/

The qualification of the diploma is determined by the weighted average of the results of all the semesters of study in the course, the result of the final oral complex examination and the simple arithmetic average of the results of the dissertation.

Faculty of Engineering

1. §

/to §1. (1) of the Rules/

- (1) Full-time faculty members, faculty members of other faculties transferring to the faculty, employees with other employment contracts (e.g.: lecturers) and employees performing activities related to teaching are obliged to comply with the provisions of the Academic and Examination Regulations (hereinafter: the "Regulations").
- (2) Due to the legal environment and the specific rules and regulations, the training of the Bachelor of Aeronautical Engineering (Professional Pilot BSc in international training) is subject to special provisions, which are set out in the "Training Guidance for Professional Pilot BSc" (<https://aircraft.unideb.hu/en/training-guidance>). Students are subject to both the AER and the present Regulations.

2. §

/to §2. of the Rules/

- (1) The members of the Faculty Educational Committee (hereinafter referred to as the 'FEC') have voting rights:
 - chaired by the vice dean for academic affairs,
 - The secretary is the head of the Registrar's Office,
 - the head of the Credit Transfer Subcommittee,
 - a member elected by secret ballot by the Faculty Council (hereinafter referred to as "the Council") from among the full-time members of the faculty, on the recommendation of the Dean.

The voting student members of the FEC are elected by the Faculty Student Council, so that the number of student members must be at least half of the total number of members of the Committee. The number of voting members of the FEC is 8.
- (2) In the event of a tied vote, the resolution of the chairman shall decide.
- (3) The chair of the Credit Transfer Subcommittee is elected by the EC on the proposal of the Vice dean for academic affairs. The supervisors participate in the work of the Subcommittee as ad hoc invitees.
- (4) Other powers of the FEC:
 - decides on transfers from other higher education institutions and within the faculty's own institution,
 - decides on changes of faculty, work arrangements and funding,
 - decides on applications for preferential study arrangements (hereinafter: individual study arrangements),
 - decides on transfer requests on the basis of a preliminary opinion of the Head of Department,
 - takes a position on academic and examination matters not covered by the AER and its Appendix,

- propose amendments to the AER and its Appendices,
 - decides on the first instance decision on students' applications concerning study and examination matters,
 - decides on all academic matters referred to the EC by the Faculty Council,
 - decides on the transfer between state-funded/scholarship and fee-paying/self-financed training.
- (5) The EC may delegate some of its powers to the chairperson of the Committee in order to ensure the continuity of its tasks. In the event of delegation of powers, the chairperson shall seek the opinion of the heads of department/specialists in the assessment of matters requiring their professional opinion.
- (6) Applications for study matters must be submitted to the TO (Registrar's Office). The TO prepares the cases to be heard.

3. §

/to §3. of the Rules/

- (1) If the student does not declare the continuation of his/her studies in the electronic academic system (by selecting active or passive status), the Registrar's Office (hereinafter: TO) will notify him/her twice of the consequences. If the student fails to make a declaration by the deadline, the TO will set a passive semester and, if the number of passive semesters allowed is reached, will initiate the termination of the student's student status.
- (2) The student is obliged to keep track of any changes to university and faculty regulations during the passive semester. Failure to be aware of these rules does not exempt the student from the consequences of non-compliance.
- (3) The EC may admit students back to a state-funded/scholarship course up to the maximum number of vacancies in the course. Students can apply for reclassification from a self-financed course to a course with a state scholarship on the form submitted to the Faculty Committee by the deadline specified on the faculty website.
- (4) The maximum total number of passive semesters allowed in the BSc programs is four, with the provision that a maximum of two semesters may be passive consecutively. The maximum total number of passive semesters allowed in the Master's programs (MSc) is two.
- (5) Students who start their studies in the first semester of the academic year 2016/2017 - and thereafter in ascending order - and who are enrolled in a self-financed course, will lose their student status within the duration of their studies if they do not obtain at least 5 credits (total of 10 credits over two semesters) on average in the last two active semesters.
- (6) The number of active semesters that can be taken up to the final pre-degree certificate by self-financed students starting their studies in the first semester of the 2016/2017 academic year, and thereafter in ascending order, is twice the duration of the training.
- (7) The following is added to Appendix 2 "Course advertisement, course enrollment" of the Regulations: applications and enrollment for courses are possible until the

end of the second week of the academic term. In exceptional cases, it is possible to request a change to the course enrollment for a further week, subject to payment of a procedural fee.

- (8) The faculty is obliged to terminate the student status of a student starting his/her studies in the first semester of the academic year 2021/2022 - and thereafter in ascending order - in the Bachelor of Aeronautical Engineering (Professional Pilot BSc in International Studies) degree program if the medical qualification of the MED subsection 1 of 1178/2011 (03.11.2011) EU Regulation has expired or been withdrawn and is not obtained within 1 year after the expiry or withdrawal. If the medical certificate expires during a passive semester, the medical certificate must be obtained before the start of the next active semester.
Before the decision is taken, the student must be informed in writing, at least twice, via the electronic academic system and by e-mail, to comply with the obligation by the deadline and to be informed of the legal consequences of failure to comply.
- (9) Only students with a medical qualification are allowed to take part in the practical training (Flight Training and Internship courses) of the Bachelor of Aeronautical Engineering.
- (10) For the enrolment and completion of courses of state-funded/state scholarship students and students with financial aid/self-financing who start their legal relationship or have a student status in the first semester of the academic year 2022/2023, the provisions of Article 3 (8) of these Regulations shall apply.
- (11) The Faculty shall grant an additional opportunity to take up one course in the second semester of the academic year 2022/2023 or in one of the preceding semesters to students with self-financing or free-of-charge attendance (6 courses). The Dean of the Faculty, in his/her authority delegated by the Rector, shall terminate the student's status as a student at the end of the semester unless the student meets the requirements of the course taken as an additional course.
- (12) The Dean, in the authority delegated to him by the Rector, will terminate the student status of a student who fails to obtain an average of at least 5 credits (10 credits in total over two semesters) in the courses prescribed in his/her curriculum in the last two active semesters. Exceptions to this rule are students who have less than the total number of credits in the courses to be completed for graduation, e.g. a comprehensive examination with a credit value of zero.

4. §

/to §5. of the Rules/

- (1) Students who have not paid their fees by the beginning of the examination period will not be allowed to take examinations for the courses they have taken for the semester in question and their results obtained during the semester will be cancelled.
- (2) *Ineffective from 9th March 2023*

5. §

/to §11. of the Rules/

- (1) The student should be informed of the possibility to view the practical assignments and the graded final papers for the semester.
- (2) The lecturers in charge of the subject determine how students in individual training, parallel training or transfer can meet the requirements.
- (3) For those students who have attempted to meet the prerequisites of the examination at least once during the semester, the departments must provide the opportunity to make up the examination by the third week of the examination period.
- (4) The interrelation of subjects is laid down in the curricula of the degree courses. It is possible to take the prerequisite and the superimposed subject(s) in the same semester (hereafter referred to as concurrent enrollment) if the student has obtained the signature of the prerequisite in the previous semesters. The student is obliged to complete the courses in the order in which they build on each other, failing which the EC will annul the results obtained. The student may not request the cross-semester announcement of a subject on the grounds of a parallel subject.
- (5) Students must take and pass the compulsory course 'Occupational Safety' in the first semester.
If a student fails to comply with this obligation, he/she may not take the subjects for which he/she has practical training from the second semester onwards, even if the subjects in question may have additional accident prevention training.

6. §

/to §12. of the Rules/

- (1) As part of the curriculum, the Faculty shall provide the conditions for students to acquire the foreign language skills necessary for the exercise of the professional qualification specified in the curriculum, by completing optional subjects.
- (2) Students pursuing bachelor's and master's degrees at the Faculty shall be required to complete at least one elective course in a foreign language.
- (3) The requirements for the elective subject in a foreign language shall be laid down in the Faculty's Program of Studies in force at the time of the establishment of the student status.

7. §

/to §14. (2) of the Rules/

- (1) The Head of the Department may authorise the replacement of an absence for a maximum of four weeks, in accordance with the subject requirements. If the student's absence exceeds the permitted number, the semester will be considered incomplete, the signature will not be given and the course will be retaken.
The absence must be recorded by the tutor in charge of the practical training.
- (2) Upon the student's request, and upon submission of supporting documents, the EC may grant an individual study schedule for the given semester. Individual study arrangements can be requested in the case of illness that makes it difficult to attend classes, in the case of community, scientific, cultural or sporting activities in the interests of the faculty or that bring recognition to the faculty, and in the case of a scholarship program (higher education institution abroad).
The application for an individual study plan and photocopies of the supporting documents must be submitted to the TO by the end of the 2nd week of the academic

term at the latest. The applicant student must indicate the list of subjects or courses he/she wishes to take in the current semester in the table attached to the application. The student must consult the instructor of the courses listed in the table on how to complete the course. The completed table must be signed by the instructor. Applications without Appendices or incomplete applications will be rejected by the EC without further examination.

An individual study arrangement may not be granted to a student who

- spend the semester abroad on a private trip, as an employee or on a work assignment,
- work as a full-time student,
- is in parallel training,
- student working part-time.

If a circumstance arises during the academic year which gives rise to an individual study order, the student is entitled to submit an application after the deadline, in accordance with the formal requirements.

The individual study plan may be withdrawn if

- the reason justifying the request ceases to exist,
- the student requests it,
- it is confirmed that the student has provided false information in his/her application. In this case, disciplinary proceedings will be initiated against the student.

Students entitled to an individual study plan are not exempted from paying fees for courses and examinations not completed at the end of the semester.

8. §

/to §15. of the Rules/

- (1) Students may be admitted to the Faculty of Engineering if they are not subject to the conditions for termination of student status or exclusion as a disciplinary sanction at the transferring higher education institution. Transfer may only be requested between courses of the same level in the same field of study. During the transfer procedure, the student must have a continuous legal status until enrolment after the transfer, otherwise the decision on the transfer will be revoked by the institution in accordance with Article 57(6) of the National Act on Higher Education.

A student may be transferred to a state scholarship course if the Faculty's available state scholarship places allow this. Students may only be transferred to a state scholarship course from a state scholarship course. Students may only be transferred from a self-financed course to a self-financed course.

The deadline for applications for transfer from another higher education institution or from another faculty of the University is 15 July for the autumn semester and 15 January for the spring semester.

- (1/A) For transfer to a Bachelor's (BSc) degree course:

A student applying for transfer must have completed at least 2 semesters at the transferring institution, have an average of 15 credits completed, and have a 3.00 weighted grade point average over the last two active semesters.

- (1/B) For transfer to a Master's (BSc) degree course:

The student must have the specific admission requirements (e.g. aptitude test, practical examination) for the degree course indicated in his/her application.

- (2) The application for transfer from another higher education institution or from another faculty or department of the university must be accompanied by:
- proof of student status from the other institution,
 - an extract from the course book or electronic course book used to certify the subjects completed,
 - proof of specific admission requirements for the course (e.g. aptitude test, practical test),
 - the head of the relevant department may request the subject matter of the subjects completed.

An incomplete application will be rejected by the EC. In the case of transfer from another higher education institution or faculty, the student must declare in writing by the end of the 2nd week of the semester that he/she wishes to continue his/her studies at the receiving institution or faculty. The TO will then request a transfer certificate from the transferring institution (faculty), confirming the total period of time the student has been enrolled in the state-supported program and that the student will be transferred and deleted from the student register.

- (2/A) Change of major within the faculty, change of work schedule, change of specialization, language of training:

- Change of major within the faculty, change of work schedule, specialization, training language is possible once during the course of studies. The Faculty Committee may authorize a second change of major, work schedule, specialization and language of training in cases of special merit.
- The deadline for applications is 15 July for the autumn semester and 15 January for the spring semester.
- For Bachelor's (BSc) degree courses, in case of changing major, students must have completed at least 2 semesters, have an average of 15 credits completed and have a 3.00 weighted grade point average over the last two active semesters.

A change of major is possible if the student has the specific admission requirements (e.g. aptitude test, practical examination) for the major indicated in the application.

- (3) The request for recognition of a course must be made on a form addressed to the President of the Credit Transfer Sub-Committee (KAB) and submitted to the TO, which can be found on the faculty's website.

The form can be replaced by a request submitted via an electronic interface (e.g. e-learning) provided by the university and specified by the department.

If the student is transferred from another higher education institution, from another faculty of the University, or changes the faculty, changes the course of study, changes the work schedule, or is a parallel, second, or in further basic training, the KAB may grant recognition for the subjects covered by the numbering form in the curriculum, taking into account previous results.

Exemption on the basis of other documents may be granted by the head of the relevant department in consultation with the teacher teaching the subject.

The application for the current semester must be submitted to the TO by the end of the first week of the academic term for full-time students and by the first weekend of the first consultation for correspondence students.

Requests for recognition of subjects submitted to the TO after the deadline can be validated in the following semester.

Students who change their work schedule within the faculty do not need to submit a course recognition request, as the course recognition is done automatically.

- (1) The student must obtain 40% of the total number of credits required for the degree in the Faculty of Engineering. In the case of a second or further bachelor's degree (diploma course), a maximum of 60% of the credits of the first degree may be recognised.
- 2) Students of other faculties may participate in courses included in the syllabus of the Faculty of Engineering and advertised by or on behalf of the faculty with the permission of the FEC, subject to the opinion of the Head of the Department. Students of the Faculty of Engineering may take any compulsory subject of the Faculty of Engineering as an optional subject, without special FEC approval. The subject will be credited to the electives of the respective department with the credit given in the curriculum.

10. §

/to §20. (2) of the Rules/

The FEC does not have the power to authorise examinations outside the examination period.

11. §

/to §20. (3) and (4) and §22. (5) of the Rules/

- (1) The signature certifies the fulfilment of the requirements for the given subject in the electronic lecture book for the period of study.
The conditions for obtaining a signature are set out in the subject requirements, and appeals against the granting of a signature must be submitted to the head of the TO and addressed to the head of the TO by the end of the first week of the examination period. Once a signature has been obtained, the student may sit four consecutive examination periods. If the student does not pass the examination within the given period, the instructor may request a repeated completion of the signature.
 - (a) It will not be possible to make up a mid-term assignment during the examination period for a mid-term plan to be completed with the work of the full semester.
 - (b) The grade for the colloquium (examination) may be determined on the basis of performance in the examination only, or on the basis of the combined results of the examinations during the study period and performance in the examination. In the latter case, at least 30% of the grades may be awarded on the basis of the checks carried out during the semester. The requirements of a subject culminating in a colloquium (examination) during the period of study are attested by an electronic transcript of records. A signature is a prerequisite for passing the examination.
 - (c) The number of subjects leading to comprehensive examination is determined by the training program (curriculum). The syllabus may also provide for the examination of several subjects together. No comprehensive examination may be required for a final examination subject. A specialisation may be completed only if the student has completed all the semesters of the specialisation subject. The examination may not be a prerequisite for any other subject.
The examination must be taken in front of a committee of at least two members, the chair and the members of which are appointed by the head of the relevant department. The chairperson of the committee may be a senior lecturer. A record of the examination must be made and the record must be returned to the TO within 3 working days of the examination.

- (2) The student must also record the internships in the e-learning system. The tasks to be carried out in the internships and the method of control are determined by the head of the department or the internship site. The head of the department or the person responsible for the placement shall acknowledge the completion of the placement by signing the electronic academic system. The Head of the Department shall decide whether to waive the internship on the basis of a written request submitted to him/her.
- (3) The forms of assessment used at the faculty and the possibilities of their application in subjects with different requirements:

the nature of the subject:	the course consists of lectures only	the course consists of lectures and exercises		the subject consists only of exercises
		exam	mid-term grade	
requirements:	exam	exam	mid-term grade	mid-term grade
theoretical term test	×	×		
home assignment	×	×	×	×
practical term test		×	×	×
mid-term assignment		×	×	×
measurement		×	×	×

Theoretical term test:

A written and graded form of testing based on the theoretical material covered in lectures and written during a lecture with its result counted into the examination grade according to the course requirements, with the possibility of being offered an examination grade on the basis of the result of the theoretical term test. If a theoretical term test is failed, or the grade is unsatisfactory for the student, or the test was missed, at least one make-up opportunity shall be provided. In the case of a failed term test, the student may register for the examination if s/he fulfilled the requirements of class attendance (has the signature). The student shall not register for the examination if s/he missed one of the term tests and the make-up opportunity.

Home assignment:

A form of testing that requires the submittal of an assignment, which was provably completed by individual work, and its material and formal requirements are included in the study plan. The term grade is counted based on its result according to the course requirements, and an examination grade may be offered if the student fulfilled the requirements of class attendance as well (has the signature). The home assignment prepared in accordance with the course requirements may not be made up for but may be corrected once. The student may not register for the examination if s/he received a grade of fail for the home assignment or missed its submittal.

Practical term test:

A form of testing evaluating the knowledge acquired during practical courses written and graded during a practical class. The term grade is counted based on its result according to the course requirements, and an examination grade may be offered if the student fulfilled the requirements of class attendance as well (has the signature). If a practical term test is failed, or the grade is unsatisfactory for the student, or the test

was missed, at least one make-up opportunity shall be provided, which may be repeated once during the examination period in accordance with the examination regulations. The student may not register for the examination if s/he received a grade of fail or missed the practical term test during the study period.

Term assignment:

A form of testing, which is completed by the provably own work of the student as a planning, calculation or project task consulted with the instructor of the course. The term grade is counted based on its result according to the course requirements, and an examination grade may be offered if the student fulfilled the requirements of class attendance as well (has the signature). The term assignment prepared in accordance with the course requirements may not be made up for but may be corrected once. The student may not register for the examination if s/he received a grade of fail or missed the term assignment during the study period. If the task requires the use of professional literature and/or the intellectual product of others, adhering to the rules of referring to professional literature is mandatory, and in case the student uses the intellectual products of others without references, the term grade shall be fail and the examination cannot be taken.

Measurement:

A form of testing related to the measurements compulsory during practical courses. Parts of the test is a preliminary assessment of knowledge, carrying out the measurement, processing the results of the measurement, its evaluation and documentation. The term grade is counted based on its result according to the course requirements, and an examination grade may be offered if the student fulfilled the requirements of class attendance as well (has the signature). If a measurement test is failed, or the grade is unsatisfactory for the student, or the test was missed, at least one make-up opportunity shall be provided, which may be repeated once during the examination period in accordance with the examination regulations. The student may not register for the examination if s/he received a grade of fail or missed the measurement test during the study period.

- (4) Online oral examinations may take place with the permission of the Dean. In the case of online oral examinations, the student is required to identify him/herself before the examination and the use of a camera and microphone is compulsory throughout the examination.

12. §

/to §23. and §24. of the Rules/

- (1) On the student's request, the first retake examination ('B' examination) in the same examination period is conducted before a board whose members are appointed by the head of the department. The second retake examination ('C' examination) must be taken before a board of three members, whose members are appointed by the head of the department. The president of the board must be a senior instructor. If a 'C' examination is not taken before a board of three, the EC shall invalidate the examination.

Records shall be kept of 'C' examinations. The records must contain the members of the board, the place and date of the examination, the written or oral questions asked from the student and the short evaluation of the examination. The written examination questions as well as notes taken during preparation for the oral examination must be annexed to the records. The records shall be kept for five year.

- (2) *Ineffective from 29th April 2022*

- (3) *Ineffective from 29th April 2022*
- (4) If a student wishes to improve a mark obtained in a successful examination, he/she may do so once during the examination period in which the mark was obtained. The mark for the revision examination shall be final unless the result is "unsatisfactory", which may be revised in accordance with the rules for failed examinations. The mark of a successfully retaken special examination may not be corrected.

13. §

/to §27. of the Rules/

- (1) The thesis, diploma project, diploma thesis (hereinafter referred to as the thesis) topics must be issued by the departments no later than the end of the fourth teaching week of the penultimate semester. The student may also propose a topic, which shall be decided on by the head of the department concerned. The topic of the thesis may also be an academic student research project from which an academic student research project (TDK) has been written. The formal requirements for the thesis are laid down in the Faculty Thesis/Dissertation Regulations and must be communicated in writing at the same time as the thesis is published.
- (2) At least one bound copy of the thesis must be submitted electronically to the department no later than the deadline specified in the call for application. The electronic version of the thesis must also be uploaded to the Electronic Archive of the University of Debrecen (DEA). The deadline for uploading the thesis to DEA is the same as the deadline for submitting the electronic copy of the thesis.
- (2a) A member of staff appointed by the head of the department will check and, if necessary, reject the thesis for proper uploading to the DEA. Only those theses that have been submitted and accepted in both paper and electronic formats will be accepted for defence.
- (3) The grading of the thesis is proposed by the assessor(s) and a designated committee. If the examiner(s) has (have) given a clearly unsatisfactory grade to the thesis, the student will not be allowed to take the final examination and will have to prepare a new thesis. This must be communicated to the candidate. The conditions for the replacement of an unsuccessful thesis shall be determined by the head of the teaching unit of the major concerned.
- (4) The department will ensure the safekeeping of the paper thesis of the student who has passed the final examination.

14. §

/to §28. (2) of the Rules/

The participation of at least one external member (who is not employed by the University of Debrecen in accordance with the Nftv.) is mandatory in the work of the committee, therefore only external members are entitled to be appointed. If the external member is not able to participate in the work of the committee on the given day, then only one of the external members invited for the given final examination period may be appointed as a substitute.

15. §

/to §29. of the Rules/

(1) The requirements for the final examination are regulated by the Faculty's Training Program in force at the time of the student's admission.

(2) Special faculty rules for final examinations in times of emergency, health crisis and health emergency:

The final exams are conducted in the traditional way. Both the internal members of the final examination board and the students are present in the faculty building, the external member should be given the opportunity to take the examination online from home.

Examination times and venues are set in such a way that students are fully segregated, with final examinations taking place on the same day in different buildings on different floors in different large rooms, taking into account the need to ensure a distance of at least 1.5 metres for all students and members of the examination board.

Students must provide their own personal protective equipment (mask, rubber gloves if necessary). The Faculty will ensure that the building is disinfected at all times during the final examinations.

Examiners will call students to the building for an appointment, but if they arrive early, the faculty will ensure that they can wait separately, with a minimum distance of one metre^{1,5}. There is no opening and closing meeting before and after the final examination, the results are communicated to the students individually by the board via the electronic academic system. Students are required to leave the faculty building via the main entrance after the final examination. Access to the building will be granted only through the Main Entrance, where the student will be able to enter the designated area after having disinfected his/her hands at the reception and will be required to wear his/her personal protective equipment.

The written part of the final exam will be held in a large lecture theatre in the relevant departments, where students will be seated one by one in such a way that a distance of at least 1,5 meters between them is strictly ensured.

The faculty ensures the continuous and repeated disinfection of the examination rooms and corridors by using the cleaning staff, and disinfects the used equipment, as well as the chair, table, handle, which the student touches, after each student has passed the exam, using an alcohol wipe.

Hand sanitisers will be provided in all corridors used for final examinations.

16. §

/to §30. of the Rules/

- (1) Repeated final examinations may be taken twice per examination subject, at the earliest in the following final examination period.
- (2) For the preparation and gradeing of the new thesis, the provisions of §13. shall apply.

18. §

/to §31. of the Rules/

The faculty rules for the diploma are regulated by the faculty's Program of Studies for each degree program in force at the time of the student's admission.

Faculty of Public Health

Decision on the termination of the Faculty of Public Health by 12/2022. (VI. 23.)
Senate resolution; void as of August 1, 2022.

Faculty of Science and Technology

1. §

/to §2. of the Rules/

The Faculty Education and Quality Assurance Committee (hereinafter: EC):

The EC is the decision-making and advisory body responsible for coordinating teaching and learning, developing education and giving opinions. It is chaired by the Vice dean for academic affairs and its secretary is the Head of the Registrar's Office.

Responsibilities: establishment of a uniform procedure, transfer, admission/transfer, parallel training, regulation of credit transfer, readmission of students on financial aid, readmission, recognition of part-time study abroad, authorisation of individual student examination arrangements. In the case of delegated powers, the opinion of the institution's representative must be sought before a decision is taken.

A subcommittee of the EC is the Credit Transfer Subcommittee, which is responsible for determining credit equivalence.

Members of the Faculty Education and Quality Assurance Committee:

a.) The vice dean for academic affairs, the Head of the Registrar's Office of the Dean's Office, the persons responsible for education in the institutes, one delegate from each institute, the faculty member responsible for quality assurance.

b.) One representative per institute and one representative per engineering faculty elected by the HÖK (Student Council).

The EC and its subcommittees set their own rules of procedure.

2. §

/to §§3. (5), (10) of the Rules/

- (1) The prerequisite for the establishment of a student status is admission to a faculty's degree program, transfer from another higher education institution or enrollment in a parallel program.
- (2) *Ineffective from 9th March 2023*
- (3) *Ineffective from 9th March 2023*
- (4) *Ineffective from 10th August 2022*
- (5) The number of active semesters that students admitted or reclassified as self-financed may take up to the time they obtain their final degree is twice the duration of their studies. The number of active semesters shall include all active semesters in the course, regardless of the form of financing. If a student does not complete his/her studies with at least an absolutorium within the time limit for the level of study, he/she will be dismissed by the faculty for unsatisfactory academic performance.
- (7) *Ineffective from 2nd September 2023*

3. §
/to §6. of the Rules/

The following conditions apply to bachelor and master students of the Faculty wishing to pursue a second specialization:

- The two specialisations cannot be started in the same semester.
- Even if the requirements of the two specialisations are fulfilled in parallel, it is necessary to accumulate sufficient credits from the foundation and professional core curricula.
- If a student studying two specialisations in parallel fails to complete the credits required for the degree within the period of study plus two semesters, he/she may continue his/her studies on a self-financed basis.
- One thesis, written and defended as required by the Training Requirement, is sufficient for two specialisations.
- If the student has completed two specialisations, the student will take one final examination, in which the student will demonstrate his/her knowledge of both specialisations.
- The compulsory requirement of enrolment in a master program is the existence of the bachelor degree so if the student is ready to conclude studies with a final examination but still has an incomplete second specialization or minor:
 - a) pass this specialisation and receive a diploma with one specialisation, or
 - b) after completing the second specialisation, the two specialisations are completed simultaneously.
- If the student has fulfilled the requirements of both specialisations by the time of graduation, both must be indicated on the degree certificate (the specialisation may be indicated by a clause in the diploma).

4. §
/To § 9 of the Rules/

Examination courses may only be advertised for lectures.

If the subject to be completed with the examination course is a prerequisite for other courses, registration for the course that has a prerequisite in the same semester is only allowed with an electronic request and the consent of the institute (instructor, person responsible for teaching).

Only those students can apply for the examination course, who were previously enrolled in the subject, have a signature and have at least one unsuccessful examination.

Enrollment for an examination course is considered as enrollment in the course and counts towards the number of enrollments.

The following administrative steps are required to enrol in an examination course:

Students can request an examination course directly from the teacher, and the teacher can decide whether or not to offer an examination course in the subject.

Students can take the advertised examination course themselves without submitting an application, as the e-learning system will only accept admission for eligible students.

Because of the structure of the curriculum of a degree course, the way courses are built on each other, there are some core subjects that are not advertised as examination courses. These courses are determined in each course by the lecturers concerned, the course supervisor and the institute's teaching staff.

In exceptional cases (e.g. study time exceeding the training period, prolonged illness, hospitalisation, etc.), the student may submit an electronic request for the publication of an examination course in such subjects via Neptun - General request. In case of a positive decision, the student will be registered for the examination course by the Registrar's Office.

5. §

/to §11. of the Rules/

- (1) The Occupational Health and Safety course, which must be completed by students, is worth 1 credit and has a two-level qualification.

In the case of engineering majors, the professional practice/production practice subject is included in the academic system in the 6th semester, and the certificate of completion must be uploaded to the electronic academic system by August 24 at the latest. In the case of engineering majors, the professional practice/production practice subject is worth 8 credits and has a two-level qualification.

6. §

/to §12. of the Rules/

I. For students who start their studies in the first year in February or September 2023, and in ascending order thereafter:

1. In the bachelor program of science or engineering

a) if the student does not hold a general language examination at intermediate level (B2), complex type, or an equivalent certificate or diploma in the language accepted by the course ("Course requirements") at the start of the course, he/she must complete two semesters of general English language courses, the second of which must be completed by a final examination in the given language.

b) Completion of a one-semester language course (2 credits) is compulsory for all students in the bachelor program in science. Enrollment in the language course may take place after the 3rd semester. The credits for the specialized language semester may be accounted among the credits of the elective professional courses.

Examinations shall take place in front of a board in which the relevant profession is represented to the student.

c) if the student holds at the time of entry an intermediate level (B2), complex general language examination or an equivalent final exam certificate or a diploma in the language accepted by the course ("Requirements for the course"), only one semester of a course in a specialized language is compulsory, as described in paragraph 1 (b).

d) if the student, during his/her studies, obtains an intermediate level (B2), complex general language examination or equivalent diploma in a language accepted by the course ("Requirements for the course"), he/she is exempted from general language courses, but is required to complete a specialized language course as described in paragraph 1 (b).

2. In science or engineering master courses

Completion of one semester of a specialized language course is compulsory (culminating in a practical credit), which may be replaced by a minimum of 2 credits of English language subject in the

student's field of specialization.

3. In undivided teacher training programs

a) if the student does not possess an intermediate level (B2), complex general language examination or an equivalent certificate or diploma in the language accepted by the course ("Requirements for the course") at the beginning of the course, he/she must complete two semesters of general English language courses by the end of the 6th semester, culminating in a final language examination at the end of the second semester.

b) if, at the time of entry, the student possesses an intermediate level (B2), complex general language examination or an equivalent certificate or diploma in the language accepted for the course ("Requirements for the course"), the language requirements are deemed to have been fulfilled.

II. For students who started their studies in the first year of the bachelor program in Science or Engineering in September 2022 or before:

The completion of one semester of a specialized language course (2 credits) is compulsory for all students of the bachelor program in Science, culminating in a practical grade. The enrollment in the language course cannot take place before the 3rd semester.

The credits for the semester may be accounted among the credits for the elective professional subjects.

III. Students participating in correspondence courses are exempted from the language requirements of full-time courses.

7. §

/to §13. of the Rules/

The physical education course is worth 1 credit/semester and has a two-level qualification.

8. §

/to §14. (2) of the Rules/

Courses with a practical grade cannot be obtained without participation in practicals, seminars, a special examination or a report.

Attendance at practical sessions is compulsory. The instructor (in agreement with the responsible head teacher of the subject) will present the further formal and substantive requirements for the completion of the subjects (absenteeism, certification, examination procedures: written and oral, conditions for offering tickets, etc.) at the first session of the semester. No more than 3 absences are allowed in practical/laboratory classes. In the case of laboratory classes, fewer absences than this may disqualify the student from the course at the instructor's discretion.

The EC may, upon a student's justified request, and upon submission of documents, grant an individual study and examination schedule for the given semester.

An individual study schedule/examination schedule may be requested in the case of illness that makes it difficult to attend classes, or in the case of community, scientific, cultural or sporting activities in the interests of the faculty or which bring recognition to the faculty.

In the case of serious illness, the student may request a partial exemption from attending classes from the Head of the Institute or Department concerned, if the absence exceeds the limit set in the regulations. In the case of serious illness, if the number of absences exceeds 50% of the number of lessons, the student may make use of the possibility of a postponement of the semester as provided for in the regulations.

Students entitled to individual study arrangements must send a list of the subjects/courses taken for the current semester - together with a photocopy of their positive application - to the Institute's Education Officer, on the basis of which the Head of the Institute, in consultation with the relevant lecturers, will decide on the way in which the individual subjects/courses are to be completed, informing the student, the lecturers concerned and the authorising officer in writing.

Individual study arrangements are not available to students who

- spend the semester abroad on a private trip, as an employee or on a work assignment,
- took a job as a full-time student,
- is in parallel training,
- correspondence student.

A reasoned request for an individual study plan must be submitted to the Registrar's Office no later than the end of the second week of the academic term in question. The request must be accompanied by photocopies of the supporting documents. Applications which are not accompanied by supporting documents or which are incomplete will be rejected by the EC without examination on the merits.

If the circumstances giving rise to the individual study arrangement arise during the year, the student is entitled to apply for a reduced study arrangement and/or examination schedule within 8 days of the reason arising, in accordance with the formal requirements.

The individual study plan may be withdrawn if

- the reason justifying the request ceases to exist,
- the student requests it,
- it is proven that the student has provided false information to the EC in order to make the application. In this case, disciplinary proceedings will be initiated against the student.

Students entitled to an individual study plan are not exempted from paying fees for courses and examinations not completed at the end of the semester.

9. §

/to §15. (5) of the Rules/

Continuation of studies may be authorised by transfer, on request, for studies started at another institution, if there is no legal basis for continuing studies at that institution. The transfer to a particular course/subject must take into account the training capacity of the subject area and the applicants' previous academic achievements, in order of priority. Student mobility will be supported: in case of good academic performance or outstanding attendance, after a minimum of two completed semesters. Students are not recommended for transfer if the course of study is not the same or related to the original course, or if their performance does not demonstrate a continuous and balanced workload and their results do not reach the faculty average of the course/subject area indicated at the time of transfer.

The faculty conditions for acceptance are as follows:

- A student transferring from another higher education institution may apply for admission to a degree program in which he/she is an active student at the time of application.
- A student of the university or faculty may only be admitted to another degree course as a result of a national admission procedure.
- In the case of transfer, the applicant must have completed two semesters, have an average of at least two semesters of adjusted credit index 3.00 and have completed a total of at least 30 credits.
- The Credit Transfer Sub-Committee decides on the recognition of credits, taking into account the opinion of the institutes and departments concerned.
- The period of training of the student transferred includes the period spent at the previous institution.
- Deadline for the submission of transfer requests each year: July 30. Applications received after the deadline and applications that are not sufficiently documented will be rejected by the faculty without consideration of the merits.
- The Credit Transfer Sub-Committee may seek the opinion of the relevant departments/departments regarding possible differential examinations, other obligations and exemptions.

Students may be admitted to a state (partial) scholarship course if the faculty's available state scholarship places allow this.

The student submits the transfer application in paper form, with attachments, and after the transfer, his/her data and credits must be entered in the academic system.

10. §

/to §16. of the Rules/

The detailed rules for the acceptance of credits (credit recognition) at the UD Faculty of Science and Technology are set out in the Credit Recognition Regulations.

The Credit Transfer Subcommittee will accept credit for previously completed courses only if there is at least 75 per cent agreement between the subjects and the time between the previously earned credit and the submission of the application is less than six years.

Students from other higher education institutions may only attend lectures and practical sessions in the context of a listening session with the permission of the EC, upon request, and the opinion of the responsible Institute's Education Officer must be sought for the decision. Applications for practical sessions must be made in writing in the week preceding the term. In the case of seminars and practicals, the permission of the relevant instructor is also required. The application must be submitted to the Registrar's Office and the student must be registered in the academic system. Exceptions to this rule are students coming on official exchange. A "visiting student" is subject to the rules of the institution.

11. §

/To §18. of the Rules/

The Faculty of Science and Technology offers modules corresponding to the faculty's bachelor's degree courses in the form of correspondence courses.

You can apply for the partial knowledge training by submitting the application form,

which can be downloaded from the faculty website (ttk.unideb.hu), by the deadline. Applications for part-time training at a fee and on a pro-rata basis can be made electronically in the electronic academic system.

Admission requirements: completion of the credit recognition procedure and a decision in favour of admission by the Institute responsible for the course.

Candidates must enclose with their application a photocopy of the documents required for admission. You will receive a written decision on the admission decision and any further action to be taken.

Student status can be established for one semester in the framework of partial training and studies can be pursued according to an individual study plan. In the case of partial trainings, the student will be enrolled in part-time training, where training is conducted in all three grades of the undergraduate course as part-time, in the case of undergraduate courses, where part-time training is not available or not available for all grades, the student can register for the subjects as a part-time student but on the basis of individual scheduling in the full-time training.

12. §

/to §19. of the Rules/

- (1) In order to ensure continuous and predictable teaching at the Faculty of Science and Technology in times of emergency, health emergency and health emergency, the conditions for distance learning using e-learning or other electronic systems, for mid-semester examinations, for examinations and final examinations, and for the preparation and submission of theses and dissertations are regulated by a Dean's Instruction for a limited period of time.
- (2) No exams can be taken outside the examination period. This provision may not be validly waived. Examinations taken in violation of this provision will be invalidated by the Vice dean for academic affairs.

Students can register for examinations in the electronic academic system. Registration for examinations is possible by 12 noon on the working day before the examination and deletion of registration is possible by 0.00 on the working day before the examination. If the student deleted his/her registration, s/he can only register for examination dates where there is still capacity. The instructor is not obliged to designate new examination dates due to examination deferrals by students.

- (3) The final examination is registered in the electronic electronic academic system by the deadline. After the deadline, only the Vice dean for academic affairs may authorise late registration. At this stage, the student is only indicating his/her intention to take the final examination.
Withdrawal can be made without request, but the Registrar's Office must be informed of the withdrawal.
- (4) Students can register for the specific day of the final examination in the electronic academic system by the specified deadline. The registration from the final examination date can be deleted until noon on the third working day before the examination, informing the Faculty Registrar's Office about the same.
Modifications to the final examination date (deleting the registration and registration to a different date) are available until 12.00 Friday on the last working day of the week preceding the final examination period. Changing the time of the

final examination that is on the first two working days of the week is available for the student until 12.00 the Wednesday preceding the final examination period, the Registrar's Office must be informed in writing on the same.

No further modification is possible after the specified deadline set in the electronic academic system. In case an unexpected event occurs (serious illness) that can be verified by the student with documents, after the request submitted to the vice dean for academic affairs has been approved, the date can be modified by the Registrar's Office by attaching the required documents. The Registrar's Office is obliged to inform the committee appointed for both dates and register the change in the electronic academic system.

In case the student does not notify the Registrar's Office in writing that he/she will not be able to attend the final examination day, the final examination result will be recorded as unsatisfactory in the final examination record and in the academic system.

13. §

/to § 10 of the Rules/

The curricula of the practice-oriented BSc programs of the Faculty of Science and Technology include compulsory internships. The duration of the internship is specified in the curriculum of the respective degree program. The internships are organised by the internship coordinators appointed by the institutes for this purpose, are announced in the e-learning system for the semester indicated in the training program, and are monitored and evaluated. Prior to the placement, the faculty concludes an agreement with the host institution(s) for the fulfilment of the placement training tasks.

Students can apply for an internship through the e-learning system, where they must upload the "Host Declaration" already filled in and signed by the host institution. The acceptance of the application will be decided by the relevant coordinator of the institute and the student will be informed of this decision. Any change to the placement can only be made with the approval of the relevant coordinator.

The student must certify the completion of the internship by filling in the "Certificate of Completion of Internship" form, which must be uploaded to the electronic academic system. The decision on its acceptance will be taken by the relevant institute's internship coordinator, who will inform the student accordingly. The student may apply for recognition of his/her previous work experience as a professional internship. The decision on the application will be taken by the relevant institute's professional coordinator. The completion of the internship is recorded in the electronic academic system.

The internship must also be recorded in the electronic academic system. The work carried out during the placement is monitored by the relevant institute's placement coordinator. The relevant institute's internship coordinator will ensure that the work placement is recorded in the electronic learning system.

14. §

/to §22. (3) of the Rules/

- (1) The examiner or the chair of the examination board may limit the publicity of examinations in order to ensure a smooth and relaxed atmosphere.
An instructor or student must be present at the examination in addition to the examiner and the candidate. The last examination may be graded by the instructor

as an examination for which students may only sit a re-examination.

- (2) Students who are not on an examination form printed from the e-learning system cannot take a valid examination. This provision cannot be waived.
- (3) The department concerned must indicate the start date of the examinations in the electronic learning system and notify students of any changes.
- (4) Departments may require that all candidates must attend the oral examination on the day of the examination, at the time announced for the start of the examination. Failure to do so will result in the examination not being valid on that day.
- (5) Before the written examination, the supervisor must check the identity of the candidates before the examination starts.
- (6) Examination papers must be kept for at least one year from the end of the examination period and students must be given the opportunity to consult them on request. The paragraphs relating to written examinations shall apply mutatis mutandis to written examination papers.
- (7) The results of the essays must be registered in the electronic academic system no later than the fifth working day after the essay is written.

15. §

/to §23. of the Rules/

With the exception of computer laboratory exercises, laboratory exercises can only be improved by repeated performance.

A minimum of two (calendar) days must elapse between the colloquia taken by the student in the same subject. The time limit does not include the day of the failed examination or the day of the repeated examination.

If the repeated examination was not successful and the same person supervised the exam as well as the repeated exam, it must be ensured at the student's request that the repeated retake exam can be taken in front of another instructor or examination board. The student is entitled to this right even if the exam is taken in a new training period. The committee is the appointed by the head of the educational unit concerned.

Failed examinations may be revised in the same examination period, after payment of the supplementary examination fee provided for in the specific regulations. If it is established that the student has taken an examination outside the examination period without permission, the examination will be cancelled by the Vice dean for academic affairs.

A student may take up to three examinations per subject in one examination period.

16. §

/to §24. of the Rules/

The student registers for a new exam day in the electronic examination system in order to improve the examination grade.

If the student wishes to improve the grade or evaluation, he/she may take a new examination in up to three subjects per semester, once per subject, within the

examination period in which the grade/evaluation was obtained. The grade for a remedial examination is final unless the result is 'failed', in which case it may be corrected in accordance with the rules for failed examinations.

There is no repeated examination fee for revising a successful exam.

During the repeated successful examination, a lower grade may be given than the grade for the previous examination.

After an unexcused absence from the examination, the student is not entitled to a correction in the subject.

Successful colloquium grade can be improved, successful practical grade cannot be improved.

17. §

/to §26. of the Rules/

Obtaining the final pre-degree certificate (absolutorium) is a prerequisite for taking the final examination. The absolutorium must be issued at least 3 working days before the final examination. If the deadline is not met, the student will only be able to sit the final examination in the next examination period.

If the student has fulfilled the conditions for the issue of the final pre-degree certificate for his/her training, the faculty will issue the final certificate within 20 days following the day of completion.

18. §

/to §27. of the Rules/

The topics of the theses/dissertations (hereinafter: final thesis) are published by the institutes by 15 October/March each semester.

Students can apply for the topics advertised on the basis of the information sent by the institutes. If the application is cancelled, the student can only apply for the next semester's subject announcement. The student must notify the relevant institute/department in writing of any change of subject or supervisor.

Each semester, the competent institutions decide on the acceptance of applications by 30 November/April. Acceptance takes effect at the end of the semester in which the student has earned the number of professional and quality credits required by the diploma requirement.

Final thesis credits can be earned from the following semester onwards.

After the student has uploaded the title of the final thesis to the DEA and the e-Learning system, it will be recorded in the electronic academic system by the Registrar's Office at the end of the state exam period, provided that the student completed the state exam successfully.

The final thesis contains the name of the institution (University of Debrecen, Faculty of Science and Technology), the name of the department, the title of the thesis, the designation "thesis", the name of the author, the degree program, the degree level of the degree program, the name of the supervisor/consultant, the place of writing (Debrecen) and the year.

The final thesis describes the objective, a literature review of the topic, an experimental and theoretical methodology used, and the results obtained by the student.

The text of the final dissertation should make it clear what, if any, independent work the

student has done. In the case of adapted or revised passages, the final thesis should include a precise bibliographical reference.

The final project is an independent work, which the student prepares individually under the supervision of the thesis supervisor. Several students may not write a joint final paper. The final thesis must be uploaded electronically. In order to ensure that final theses are uploaded to the relevant faculty institutes, the institute education heads create a moodle course per institute and/or degree program called 'Thesis/Dissertation', where students upload the pdf file of the final thesis. This moodle course is available in the e-Learning system under the courses of the respective institute.

The student must upload the final thesis to DEA and the e-Learning system 4 weeks before the start of the final examination period. If the deadline is not met, the student will have the opportunity to take the final examination in the next examination period.

The uploading of the final thesis to DEA and the e-Learning system is checked and rejected by the institute/departmental staff member assigned by the head of the institute/department. He/she is responsible for the grading of final papers, for the transmission of the grades to the students and the final examination board, and for checking that the student has uploaded the final paper to DEA and e-Learning in the correct manner.

The student must declare that the electronic and paper forms are identical in all respects. The student must hand in the "Declaration Decision" in paper form to the Institute/Departmental staff member designated by the Head of the Institute/Department. The existence of the uploading of the final thesis in both places must be checked and the submission of the "Decision Statement" on paper must be verified, otherwise the uploading in both places will be rejected.

The upload deadline can be extended by up to 1 week (at the discretion of the institution) without a request.

After the extended deadline, uploading of the final thesis will not be allowed.

The Faculty signed an agreement with the University and National Library of the University of Debrecen on 25th November 2009 concerning the electronic archiving service of diploma and degree theses prepared at the Faculty. According to the resolution of the Faculty: if the thesis needs to be classified due to its subject, e.g. it contains data from an external company or the results of research cannot be published – for this the permission of the Faculty is required –, the thesis will not be uploaded. The form used for the classification of theses is downloadable from the Faculty's website (Appendix 2).

The contact person of the organisation involved in the final thesis (external consultant, university supervisor), as the owner of the confidentiality, declares that the student's final thesis may be uploaded to DEA and the e-Learning system only in electronic form, or may not be uploaded, with the setting of viewing rights and deadlines in accordance with the confidentiality.

In case the upload of the final thesis is not allowed:

The contact person (external consultant) of the organisation involved in the final thesis, as the holder of the confidentiality, declares that the following data may be disclosed and uploaded to the DEA and the e-Learning system in connection with the student's confidential final thesis:

- a) title of the thesis, name of the author and supervisor
- b) the fact of encryption and the expected expiry date of the encryption period.

The diploma requirements specify the minimum number of semester credits for the final

thesis.

The method of evaluation, thesis defence and grading of the thesis is described in the diploma requirements. The recommendation for the grade of the degree thesis/diploma project must be available 1 week before the commencement of the examination period, and the degree thesis/diploma project shall be forwarded to the chairperson of the final examination board. In the case of a degree thesis prepared at an external training site, the university supervisor makes a proposal for the grade of the thesis in consultation with the external consultant.

The author of the final thesis must be informed of the grading of the thesis at least one week before the final examination.

The written evaluation of the final thesis must be attached to the minutes of the final thesis defence.

The institute concerned shall be competent in decisions concerning the subsequent recognition and acceptance of Scientific Students' Associations Conference (OTDK) papers prepared during active student status at the Faculty of Science and Technology as a degree thesis/diploma project.

In the case of co-authored papers, only the first author may have the OTDK paper accepted as a final paper against a waiver from the other authors.

A thesis that has been presented at the National Scientific Student' Associations Conference (OTDK) (1st, 2nd or 3rd place) or has won a special prize, if it meets the requirements of the institute/department for the final thesis, may be accepted as a final thesis with an excellent grade by the director of the competent institute on the recommendation of the supervising lecturer without any special evaluation.

Outstanding performance in other national or international competitions may be similarly qualified on the basis of an institutional or departmental opinion.

In this case, the faculty will also consider the credits of the missing final thesis to have been completed with distinction.

In this case, the official reviewer(s) of the conference will replace the assessor(s) and the record of the examination will be replaced by a note prepared by the head of the department. The final grade of the thesis is decided by the supervisor and the relevant Head of Department/Institute Director.

19. §

/to §28. of the Rules/

The final examination must be taken in front of a committee of at least 3 members. The committee must be composed in such a way that at least one member is a professor or associate professor and at least one member must be an external expert.

The members of the Final Examination Committee are appointed by the Dean with the approval of the Faculty Council. The term of office of the final examination board is six months.

During the candidate's examination, the thesis assessor (if the degree requirements so stipulate) and, in the case of teacher training, representatives of the Departments of Education and Pedagogy-Psychology must be invited to sit on the committee.

20. §

/to § 29 of the Rules/

The Faculty of Science and Technology of the University of Debrecen organises final examinations in every examination period for bachelor and master degree programs. The time of the final examination must be scheduled in such a way that the academic administration has at least 10 working days to issue the diplomas and degrees before the graduation ceremony.

After the termination of the student's student status, a final examination can only be taken during the final examination period.

Students starting their studies in the first year in September 2012 - and thereafter in ascending order - can take a final examination within two years after the end of their student status, in any examination period, in accordance with the applicable training requirements. The EC may authorise students to sit the final examination after two years from the date of issue of the diploma. No final examination may be taken after five years from the date of termination of the student's studies.

If a student who starts his/her studies after 1 September 2006 has not passed his/her final examination by the end of his/her student status, the EC may permit him/her to apply for the final examination after 7 years elapsed from the date of issue of the final pre-degree certificate.

The requirements for the final examination, which must be taken after the seventh year following the issue of the diploma, can be met in accordance with the current regulations.

The final examination may consist of several parts, a final thesis defence, theoretical, practical and written parts.

The written part of the final examination may be separated in time from the oral part, but the method of grading and the result of the written part will be decided jointly by the members of the final examination committee.

The oral part of the final exam will take place in front of the committee and will be graded by the committee members, who will jointly assess the oral part of the exam with a grade out of five.

A brief justification of the grade awarded for the final examination must be given in the final examination report and must be made known to the candidate when the result of the final examination is announced.

If any part of the final examination is fail (1), it will not affect the partial grades of the remaining parts of the final exam.

21. §

/to §30. of the Rules/

If any part of the final examination is failed, the result of the final examination is failed.

Failing final examinations can always be corrected at the earliest during the next final examination period, for which the student must re-register electronically in the electronic academic system by the deadline.

Only failed parts of the final examination must be repeated.

A candidate who fails the final examination may retake it twice per subject.

If the final thesis is not graded as failed, the student will have to write a new final thesis. The new final thesis must be submitted at least six months later. The conditions and procedure for the replacement of the final thesis shall be laid down by the council of the competent institute. The procedures established by the Council of the Institute shall be laid down in the diploma requirements for the degree course.

A student who is required to submit a new final thesis or who has to repeat the final examination may take the final examination at the earliest during the next final examination period. Since the final examination is not linked to a class attendance, the student does not need to register to take the final examination again, but only upload the final examination paper and register electronically for the final examination in the electronic academic system.

22. §

/to §31. of the Rules/

Qualification of the diploma:

The qualification for the Bachelor's degree (BSc) is the arithmetic average of the following grades:

- the (cumulative) weighted average calculated over the whole period of study,
- average of the results obtained for the final examination and the defence,
- the average of the grades given for each part of the final examination questions.

The regulations for the assessment of the final examination and the degree certificate in teacher's master programs (MSc) are included in Appendix 3 of the Academic and Examination Rules and Regulations of the University of Debrecen.

For the non-teaching Master's degree (MSc):

the qualification is the arithmetic average of the following grades:

- the (cumulative) weighted average calculated over the whole period of study,
- the average of the results obtained for the final examination and the defence, and
- the average of the grades given for each part of the final examination questions.

According to the Academic and Examination Rules and Regulations of the University of Debrecen, the qualification of the diploma:

outstanding	4,81 - 5,00
excellent	4,51 - 4,80
good	3,51 - 4,50
satisfactory	2,51 - 3,50
pass	2,00 - 2,50

DECLARATION

(for diploma/degree theses by students of the Faculty of Science and Technology))

I, the undersigned (Neptun code..... by signing the present document hereby declare that the diploma/degree thesis (*irrelevant part needs to be deleted*) entitled

.....
– hereafter referred to as thesis – is my own work, during its compilation I adhered to *the provisions of Act LXXVI of 1999 on copyright* and the rules of the University pertaining to the creation of theses, especially the ones on references and quotations.¹

I declare furthermore that I did not mislead the thesis supervisor during the creation of the thesis when stating that it is my own work. I did not use any prohibited forms of help and did not submit the thesis earlier at another education institution as degree or diploma thesis.

By signing the present thesis, I agree that if it is proven that I did not create it on my own or if a breach of copyright becomes a fact, or if the thesis was submitted earlier to another education institution, the University of Debrecen may reject the thesis and commence disciplinary procedure against me. Rejection of the thesis and the commencement of a disciplinary procedure does not exclude other judicial consequences arising from a breach of copyright (civil law, law on breach of regulations, criminal law).

Debrecen, 20.....yearmonthday

.....
student signature

I, the undersigned thesis supervisor declare that the degree/diploma thesis submitted was created with my expert supervision and regular professional consultations with its author and it reflects his/her own work. I reviewed the thesis and I deem it suitable for defence in the final examination and for upload to the webpage of the university library.

Debrecen, 20.....year.....monthday

.....
(signed by the thesis supervisor)

Faculty of Science and Technology, Institute of

¹**1999.34.** (1) Anyone may quote an excerpt of the work - to the extent justified by the nature and purpose of the work received and in accordance with the original - by naming the source and the author indicated therein.

36. § (1) Excerpts of lectures and other similar works held in public, as well as political speeches for the purpose of informing the public may be freely used, to the extent justified by the purpose. In the case of such use, the source, together with the name of the author, must be indicated unless this proves impossible.

Request for thesis encryption

(for the protection of business or other significant interests)

Name of the student:

Neptun code:

Faculty:

Major/specialization:

Title of the thesis:

Name of the thesis supervisor from the University:

The name and head office of the institution involved in the thesis:

The contact person of the institution involved in the thesis (external consultant):

1. I, the undersigned student hereby request the classification of my thesis named above considering that publication of the data it contains would hurt the business or other significant interests of the institution named above.

2. I request the thesis to be classified for the following time: years (*Maximum 5 years.*)

3. I request the classification of the thesis defence (excluding the public): **yes / no** (*Delete the unnecessary part.*)

4. The detailed justification of the necessity of classification, with special regard to why the inclusion of secret information in the thesis was unavoidable.

5. I, the undersigned contact person of the organisation involved in the final thesis (external consultant, individual supervisor), as the holder of the confidentiality, declare that the student may use confidential information in his/her final thesis.

6. The following range of information is expected to be classified as confidential in the final thesis:

E.g:

- data related to the sales revenue of the XY organization
- data related to the market activity planned by the XY organization
- developed by the XY organization information related to product research and development

7. I, the undersigned contact person of the organisation involved in the final thesis (external consultant, individual supervisor), as the owner of the confidentiality, declare that the student's final thesis may be uploaded to DEA¹ only in electronic form, with the viewing rights and deadlines set for encryption:

It can be uploaded in electronic form. / May not be uploaded electronically.²

8. I, the undersigned contact person (external consultant) of the organisation involved in the final thesis, as the holder of the confidentiality, declare that the following data may be disclosed and uploaded to the DEA in connection with the student's confidential final thesis:

- a) title of the final thesis, name of the author and supervisor
- b) the fact of encryption and the expected expiry date of the encryption period.

9. I have read and acknowledged Annex no. 5 (the process of handling classified theses) of the Rules and Regulations of the University of Debrecen.

10. My encrypted final thesis will not be uploaded to DEA or e-learning surface, but can be found at the location/address below:

Debrecen, 20..... month day

.....
Signature of the student

.....
Signature of contact person or
external consultant

stamp

.....
Signature of the university thesis supervisor

Decision on encryption of final thesis

Student name:
Neptun code:
Faculty:
Final thesis title:

Name of university thesis supervisor:

I, the undersigned academic supervisor, hereby grant the request for the confidentiality of the final thesis of the above-named student and the confidentiality of the defence of the final thesis (in private)

recommend / not recommend.¹

Justification (optional):

.....
Signature of the thesis supervisor

Debrecen, 20.... month day

I, the undersigned, as the Dean of the Faculty, request the confidentiality of the final thesis of the above-named student and the confidentiality (in private) of the defence of the final thesis.

approve/ decline.¹

.....
Signature of the Dean

Debrecen, 20.... month day

¹ The unwanted part should be deleted.

Faculty of Music

1. §

/to §2. of the Rules /

Bodies and persons responsible for academic and examination matters:

- (1) The Educational Committee consists of 6 members, chaired by the Vice dean for academic affairs, the Head of the Registrar's Office, one lecturer chosen by the Faculty Council and three students. The term of office of the elected lecturer is for the duration of the term of office of the Faculty Council. No replacement is possible. Student members are elected by the Student Council (HÖK) for two academic years.

The voting members are as follows:

Vice dean for academic affairs	1 person
Head of Registrar's Office	1 person
Elected faculty member:	1 person
Student members:	3 students
Total members:	6 people

- (2) The functions and duties of the Credit Transfer Subcommittee shall be delegated to the Chairperson of the Committee, as appropriate.
- (3) The role of the Educational Committee is to give opinions, make proposals and take decisions on academic and examination matters.
The Dean is responsible for the operation of the Educational Committee.
The Educational Committee has decision-making powers:
- authorisation of interception
 - reception of the student who is changing institution
 - matters relating to parallel training
 - the granting of specific reductions and exemptions
 - students' admission to courses
 - determination of credit equivalence
 - to decide on a first-level student appeal against the assessment data recorded in the electronic academic system.

The Educational Committee is obliged to seek the opinion of each department if the decision requires it.

The Educational Committee is obliged to seek the opinion of the relevant heads of department on the following:

- main subject exam postponement
- a professional proposal for the admission of students changing institutions,
- postponing or changing the deadline for the submission of the thesis.

The Dean decides on the basis of a preliminary proposal from the Educational Committee:

- on the postponement of the studies,
- the dismissal of the student,
- the authorisation of an individual timetable, including the merger of the main subject,
- on tuition fees and the granting of tuition fee waivers.

Student applications concerning academic matters (addressed to the person

responsible for the decision) must be signed by the main subject teacher and the Head of Department and submitted to the Registrar's Office, who will forward them to the competent assessor and issue the decisions.

- (4) Rules of Procedure of the Educational Committee:
- The meeting of the Educational Committee is convened by the President. The quorum of the Educational committee shall be at least four members.
 - The Educational Committee meets as necessary.
 - The decisions of the Educational Committee are taken by simple majority. In the case of a tie, the decision is in favour of the student.
 - Minutes of the meetings must be kept.
 - The President and the Head of the Registrar's Office are responsible for implementing the decisions of the Educational committee.
- (5) The Disabled Students' Affairs Committee is composed of 4 members: the chairperson is the Faculty Coordinator, the members are the delegate of the Faculty Studies Committee, the Head of the Registrar's Office and the student delegate of the Faculty Student Council.
- The Committee is responsible for
- a) decision on applications from students with disabilities regarding additional training, learning and examination requirements that partially differ from the qualification requirements, based on § 62 of Government Decree 87/2015 (IV. 9.);
 - b) deciding on the distribution of the student note subsidy allocated to the University on the basis of the right of students with disabilities, with a different distribution from the one determined by the faculty, and on the purchase of special notes and technical equipment to replace notes;
 - c) monitoring the implementation of points (a) and (b),
 - d) once every academic semester, and report to the faculty and the university committee as required.

2. §

/to §3. of the Rules/

- (1) Conditions for return to state-funded training:

Students on fee/self-financed courses may apply to the Head of the Faculty by the beginning of the semester to be transferred to the number of students on state-funded/government scholarships who will either cease to be students before the end of their studies or continue their studies on fee-paying/self-financed courses. Only students who have earned an average of at least 20 credits per semester in the previous semesters and who have an adjusted credit index of at least 4.00 in each semester may apply for admission. A student who has been withdrawn from a state-funded/granted course due to unsatisfactory academic progress may apply for readmission to a state-funded/granted course at the earliest after 2 semesters of study in a fee-paying/self-financed course. The Head of the Faculty decides on the applications at the beginning of each semester.

3. §

/to §4. of the Rules/

- (1) The duration of the main (practical) instrumental course at the faculty is 60 minutes, while compulsory courses may be less than 50 minutes.

- (2) There is no timetable training on public holidays, but in special cases (e.g. rehearsals for a concert or competition) the Dean may grant an exception. During the semester examination period and the end-of-year examination period, timetabled lessons in the main subject(s) are given to ensure continuous development of skills.

4. §

/to §5. of the Rules/

- (1) *Ineffective from 9th March 2023*
- (2) Exercises and lectures in the compulsory subjects indicated in the model curricula are strictly sequenced from semester to semester, so that the completion of the previous semesters is a prerequisite for taking the subjects in the following semesters. Exceptions to this rule may be made only on the basis of a written request to the Registrar's Office and with the permission of the Educational Committee.
- (3) Subject semesters may be combined only exceptionally, in cases deserving special consideration, with a written request - based on the recommendation of the lecturer and the head of the department - and with the permission of the dean.
- (4) The student may request an individual study and examination schedule for a specified period, stating the reason.
All students with at least 2 completed semesters of study can receive an individual curriculum at the faculty.
The request for an individual schedule can be submitted to the Dean with a written statement of support from the main subject teacher and the Head of Department. The Dean will send a written reply to the letter addressed to the Dean.
The request for an individual timetable must be submitted by the end of the examination period of the previous semester. At the same time, the Head of Department must approve the student's individual study plan. The Dean's approval of the individual study plan is binding on all the teachers involved in the course.
In duly justified cases, the authorisation for an individual study schedule may be withdrawn.

5. §

/to §12. of the Rules/

- (1) The education of the foreign language skills required for the exercise of the qualification, the possibility of language proficiency testing and the necessary conditions are provided for students by the faculty as part of the training program.
- (2) In addition to the language courses mentioned in paragraph (1), the faculty offers the possibility to take additional foreign language course(s) - announced by the faculty in the given semester - free of charge by assigning credit(s). These courses can be taken for elective credits.

6. §

/to paragraph 13 (1) of the Rules/

In the bachelor, non-teaching master and non-teaching teacher training programs of the faculty, the physical education subject must be taken and completed in two semesters.

7. §

/to paragraph 14 (2) of the Rules/

- (1) Participation in lessons, lectures and practical sessions is compulsory or recommended according to the requirements of the subject.

If absences from compulsory classes exceed 2 hours per week (certified or not), the teacher is entitled to refuse to sign the student's lecture book. In this case, the student's semester of the subject in question will be cancelled.

Attendance records are kept by the instructor leading the session.

In the interests of the student's professional development, the Dean, on the recommendation of the Head of Department, may authorise two weeks of absence per academic year. The Educational Committee will be informed of such permission. (These exceptional reasons may include: study-related participation abroad, professional competition, extracurricular activities, short-term scholarships, etc.)

The student is obliged to participate in the internships required for him/her (e.g. faculty, departmental concerts), and in case of absence from these, the missed internship can be made up according to the conditions set by the department.

- (2) The faculty has artistic groups (orchestras, choirs, chamber music ensembles) made up of students. Students and teachers also form a joint artistic ensemble. The ensemble leader is responsible for the composition of the ensemble.

Artistic ensembles provide the framework in which the professional tasks associated with the various interpretation tasks are carried out in practice.

The artistic ensemble is led by the teacher in charge. The leader of the ensemble determines the professional content and program of the ensemble's activities.

A student may not resign from a performing ensemble or student chamber group for at least one semester, while the lead instructor of the ensemble may only suspend a student's membership for significant professional or disciplinary reasons.

You cannot miss the rehearsal(s) and the recording session directly preparing the ensembles for their concerts. In the case of an unexcused absence, the end-of-semester signature may be refused.

The additional demands that arise over and above the professional program planned for the semester are part of the professional work of the ensemble for that semester.

8. §

/to paragraph 15 (1) of the Rules/

- (1) a) A student of another music higher education institution may apply for admission to the faculty.

b) Conditions of receipt:

- the student's status at the previous institution was not terminated by dismissal or disciplinary exclusion,
- the academic performance is adequate according to the requirements of the department concerned.

c) Each department may require students who wish to apply for admission to the university to sit entrance, aptitude or distinction tests.

d) The Educational Committee (together with the head of the host department) decides whether the student has fulfilled the credits required for the continuation of studies.

e) Applications for transfer may be submitted per semester with a deadline that allows for an assessment in accordance with § 15 (1) of the Regulations before

the beginning of the next academic term.

9. §

/to §18. of the Rules/

- (1) The curricular requirements (number of hours, type of subject, lecture/exercise, type of examination) of the courses, specializations and the talent development modules as well as the credit classification of individual subjects are laid down in the training program/recommended syllabus approved by the Senate.

10. §

/to paragraph 23.§ (3) of the Rules/

- (1) On the day of the main subject examination or final examination, students may not register for examinations in any other subject than those directly related to the main subject examination.
- (2) In addition to the oral examinations, the final examinations/final examination recitals are also open to the public. Publicity may be restricted in justified cases, at the discretion of the Head of Department in agreement with the examiner or the examination chairperson.

11. §

/to paragraph 24 (1) of the Rules/

- (1) At least three days must elapse between the date of the failed examination and the date of the repeated examination and the date of the repeated retake examinations for the colloquium, and at least five days for the examination for the comprehensive examination.
The revised grade is taken into account in the calculation of the grade point average.
- (3) In the case of an failed practical grade, if the unsatisfactory practical can be made up before the end of the examination period, the replacement may be made up by examination during the examination period. The conditions for making up the practice shall be determined by the lecturer of the subject in agreement with the Head of the Department.

12. §

/to § 27 of the Rules/

- (1) Thesis is required in the
- Bachelor of Arts in Music and Musicology, specialising in musicology and music theory,
 - 10 semester undivided Music teacher training,
 - 12 semester undivided Musicology teacher trainings.
- (2) Content and topic of the thesis:
The thesis is an independent intellectual work in which the author reports on his/her knowledge of the literature on the subject and on his/her independent findings, based on research, observations and analysis, which are clearly distinct from the literature.
When choosing a topic, you may choose a topic other than the recommended ones, subject to the agreement of the tutor who is the thesis supervisor. The topic of the thesis may be of a subject area, pedagogical-psychological or methodological

nature.

When explaining the topic, the use of precise terminology, correct language and clear, unambiguous wording are essential.

(3) The conditions for submitting a thesis:

Two hard copies of the thesis must be submitted to the Registrar's Office, and the student must upload the thesis to the Electronic Archive of the University of Debrecen (DEA).

The thesis supervisor certifies on a separate form that the thesis is suitable for examination and the final document approved by the supervisor can be uploaded to the DEA system. The certificate must be submitted to the Registrars Department at the same time as the thesis is submitted.

Both to the printed and to the electronic thesis a completed and signed plagiarism statement must be attached. The plagiarism statement must be submitted as a separate document and is not part of either the printed or electronic thesis. The signed plagiarism statement must be submitted at the same time as the thesis.

The system will send a message if the upload is incorrect. Only accepted theses confirmed by e-mail will be valid. Papers submitted on paper will be returned.

The thesis must be accompanied by a statement from the thesis supervisor at the Registrar's Office certifying that the submitted electronic document is the same as the thesis accepted by the thesis supervisor.

Once uploaded to DEA, the theses are accessible to all as defined in paragraph 27.§ (8) the present Rules and Regulations.

(4) At the Faculty of Music, the thesis must be submitted in the following semesters of the courses:

- Bachelor of Arts and Musicology: 6th semester
- 10-semester undivided teacher training: 8th semester
- 12-semester undivided teacher training: 10th semester
- 10-semester undivided teacher training (for students starting their training from September 2022 onwards in ascending order): 9th semester
- 12-semester undivided teacher training (for students starting their training from September 2022 onwards, in ascending order): 11th semester

The tasks and deadlines related to the submission of the thesis are described in the document "Guide to the submission of a thesis" on the faculty's website, and the deadline for submission is set by the faculty's academic year schedule.

(5) Evaluation and defence of the thesis:

The written evaluation of the theses is the responsibility of the opponent appointed by the head of the department.

In addition to the evaluation, the opponent must also indicate the grade he/she has awarded in terms of quality. In addition, he/she must formulate two questions, which must be sent to the student with the evaluation two weeks before the examination. During the defence, the student must answer these questions and other questions closely related to the topic of the thesis, and defend the thesis before the appointed committee.

In addition to the assessment, the grade must also be indicated. The opponent appointed/requested by the head of the department will, in the light of the thesis, formulate two questions in writing, which the student must receive two weeks

before the examination. During the examination, the student has to answer these questions and defend his/her thesis before the appointed committee.

At the time of the examination, the assessment prepared in the above way should be presented to the student together with the questions asked by the opponent.

The student must defend the thesis in front of a three-member professional committee, consisting of the thesis supervisor, the opponent and the head of the department. In the case of a personal coincidence, the head of the department shall appoint the third member.

At the end of the examination process, the professional committee will evaluate the thesis with a grade on a five-grade scale, taking into account the evaluation of the supervisor, the recommendation of the opponent and the performance during the examination.

An unexcused absence from a defence will result in a "no show". In this case, a new examination will be possible at the earliest in the next final examination period. The same legal consequence will apply to failure to meet the deadline for the submission of the thesis.

The regulations of the Academic and Examination Rules and Regulations concerning final examinations (e.g. choice of dates, etc.) also apply to the thesis process.

- (6) A thesis that has been awarded the main prize, a prize (1st, 2nd or 3rd place) or a special prize at the OTDK (National Scientific Students' Associations Conference), if it meets the departmental requirements set by the faculty/department, may be accepted by the faculty/department as a thesis with distinction without any special evaluation.
- (7) Content requirements for the thesis:
Scope:

Training	Typewritten pages	Min-max. character
BA in Applied Arts - Music Studies and Music Theory	15-20	30,000 – 40,000
10-semester undivided teacher training course	15-20	30,000 – 40,000
12-semester undivided teacher training	30-40	60,000 – 80,000

The number of pages specified is without annexes. The Table of Contents is not included in the specified length of the essay. Page numbering should start from the Contents chapter.

For further detailed requirements for the preparation of the thesis, please study the 'Instructions on preparing the thesis' on the website of the Faculty of Music (music.unideb.hu)

13. §

/to § 28 of the Rules/

The final examination committee consists of at least three members. The Dean decides on the appointment of its members. As required by law, one member of the committee is an external expert and the chairperson is the head of the relevant department.

14. §
/to § 29 of the Rules/

(1) a) Criteria for the final examination:

in undergraduate and postgraduate teacher training:

- obtain a pre-degree certificate (absolutorium),
- submission of the program of the final examination/concert for students of performing arts and 10 and 12 semester teacher training courses, and its approval by the professional committee;
- for students of the Bachelor of Arts and Musicology and the 10 and 12 semester teacher training courses, the submission and acceptance of the thesis by the supervisor.

Artist master training:

- obtain a final pre-degree certificate (absolutorium),
- submission of the program for the final examination concert, and its approval by the professional committee.

The program must be submitted by 1 February each academic year to the Registrar's Office.

Music teacher in the master of music course:

Master's degree and professional qualification in non-teaching Master's degree

- Completion of a related individual teaching practice.
- Successful graduation exam, which, together with the completion of the required credits, certifies the successful completion of the examinations prescribed in the curriculum and other study requirements.
- A submission of a portfolio of work completed during the practice, assessed by the supervisor and accepted with a minimum of satisfactory marks. The defence of the portfolio will take place at the end of the individual school practice.

In the case of a postgraduate master's degree in teaching (2 and 4 semester courses in music teaching and music artist teacher training):

- Completion of the professional final examination/completion of the final examination concert,
- Completion of the teaching practice,
- A submission of a portfolio of work, assessed by the supervisor during the practical training and accepted with at least a satisfactory mark,
- Successful graduation exam certifying successful completion of the examinations prescribed in the curriculum and other academic requirements, together with the completion of the required credits.

At the Faculty of Music, a final examination can be organised in any examination period.

b) The final examination at the faculty consists of the following parts:

Unidivided teacher training (10 and 12 semesters):

- defending the thesis,

- an oral examination in pedagogy and psychology,
- an oral examination on the subject of methodology (in the case of a two-subject course, a final examination on methodology is linked to both subjects)
- final teaching and portfolio defence

In bachelor training:

- a two-round final examination in the performing arts bachelor's degree courses, consisting of a concert (private and public),
- in the bachelor's degree in creative arts and musicology consists of a thesis and a final examination

Post-graduate specialized training

- in the case of a specialisation in a performing arts bachelor's degree, the final examination.

Artist master training:

- public final examination-concert

Music Teacher master training (2 semesters, 60 credits):

- oral examination in the field of pedagogy and psychology
- oral examination on the subject of methodology
- final examinations in teaching at primary and secondary level
- portfolio defence

In the postgraduate master of music teacher education (2 and 4 semester courses in music teacher education and music artist teacher education):

- Final teaching
- Portfolio Examination (to be held at the same time as the final examination)
- Examination on the subject of methodology.

(2)

- a) In the case of absence from parts of the final examination, the provisions of the Regulations concerning absence from the examination shall apply mutatis mutandis, in addition to the rules set out in this Section.
- b) If the result of a component of the final examination is unsatisfactory, the examination in question must be repeated. The retake may be one. A failed final examination may be repeated at the earliest during the next final examination period.
- c) No corrections can be made to a successful final examination part.

(3) No enrollment is needed to retake the final examination.

(4)

- a) The final teacher examination –
The members of the professional committees are appointed by the Head of Department.

Composition of the final teacher examination board:

Chair: the head of the relevant department

Members:

- the thesis defence,
- the final teaching and portfolio defence,

- oral examination in psychology, pedagogy,
- members of the examination board for methodology.

The composition of the thesis defence committee:

The committee has a minimum of 3 members

Chairperson: the head of the relevant department

Members:

- the thesis supervisor,
- the opponent.

In the event of a coincidence, the necessary third member is appointed by the Head of the Department

Composition of the Final teaching and Portfolio Defence Committee:

The committee has a minimum number of 3 members.

Chairperson: the head of the relevant department or a qualified departmental tutor appointed by the head

Members:

- the lead teacher of the partner school
- teacher of methodology, didactics
- main subject teacher(s)

Composition of the examination committee for the methodology:

The committee has at least 3 members.

Chairperson: the head of the relevant department

Members:

- a teacher of the relevant subject(s),
- the teacher(s) of the department.

Composition of the Psychology and Pedagogy Examination

Board: the board consists of at least 4 members.

Chair: invited external member

Members:

- the head of the relevant department or a qualified departmental instructor designated by the head,
- psychology and
- pedagogical subjects instructors.

b) Bachelor's and Master's degree final examination

The composition of the final examination concert committee:

The committee consists of at least 3 members

Chair: the head of the relevant department

Members:

- an external expert invited by the institution
- the faculty of the department

- (5) General rules for the organisation of the final examination/final classification concert (hereafter referred to as the final concert)

The final concert can only be held in the last semester of the student's professional training. The final examination for the Bachelor of Performing Arts is a two-round examination, one part of which is held in private in front of a board of examiners and the other part of which is a public concert. A minimum of 3 weeks must elapse

between the two rounds. In the case of post-graduate specialised training courses, the final examination is a public oral examination.

For the Artist Master's degree, the final concert is a one-round event and open to the public.

The material for the final concert is set out in the training and output requirements and the curriculum requirements for the degree course.

The final concert is conducted in front of a professional committee. The composition of this committee shall be governed by the provisions of the Academic and Examination Regulations applicable to the final examination. The teacher of instrumental music, private singing and choir conducting is responsible for the main part of the student's final concert program, and the chamber music teacher (or other supervisor) is responsible for the quality of the chamber music part of the program. The Head of the Department and the Registrar's Office are responsible for the smooth organisation and running of the event.

Only students who have fulfilled their academic obligations in full by the final examination may hold a final audition. The results of the final examination may be recorded before the award of the pre-degree certificate, but only after the full set of requirements has been met. The student can only receive the diploma after it has taken effect.

The final concert must be held on the Faculty's campus, but the Dean of the Faculty may, on the recommendation of the Head of the Department, authorise the concert to be held at another location (including another city) in justified cases. In the case of an off-site venue, the additional costs incurred will be borne by the student(s) concerned. The possibility of holding the final concert at an off-site venue must be requested in an application addressed to the Dean and submitted to the Registrar's Office, together with a proposal from the Head of Department.

The use of an orchestral accompaniment at the concert is possible with the dean's permission, subject to the rules of 2/2010. 01. 26 Faculty Council Resolution, and upon submission of an application to the Registrar's Office.

The performance in the final concert is assessed by the examination board with a grade out of five and then presented to the student. The result must be recorded in a report signed by each member of the examination board. Final examinations may be organised from 1 April of the academic year until the end of the examination period (or, in particularly justified cases, at other times during the academic year).

Each year, the departments collect the final concert program by 1 February. The department will not accept any music submitted after the deadline, in which case the student will not be allowed to perform his/her final concert until the next final examination period at the earliest.

Once the examination program has been submitted, neither the program nor the composition of the chamber group may change. Exceptions to this rule may be made only if, for health reasons or other unexpected and significant obstacles, the final concert cannot be held as originally planned. The Dean of the Faculty may approve such requests, signed by both the professor of the main subject and the head of the faculty.

When setting the date of the final concert, organisational aspects must be taken into account. The date may be formalised only with the approval of the Head of Department. The date may be changed only for exceptional reasons. The Head of Department will also decide on this.

An invitation to the final concert can be issued, including the date, venue, program, names of current (and former) teachers. The invitation should be a fitting tribute to the institution, the department and should bear the institution's logo on the cover.

Following the final concert, the faculty will provide an opportunity for a festive meeting between the student(s) and invited guests. Permission for this must be

requested in writing from the Vice Dean General and care must be taken to ensure that the venue is clean and tidy after the event.

15. §

/to § 31 of the Rules/

- (1) Diplomas in the Bachelor of Performing Arts are awarded on the basis of the arithmetical average of the grades obtained in the examinations and the final examination.

In the 2020/2021 academic year - and thereafter in the ascending system - the qualification of the diploma of students who started their studies in the bachelor's program is based on the (cumulative) weighted academic average calculated for the whole of the studies in the instrumental, individual specialization, as well as the arithmetic average of the grade of the final examination.

In the evaluation of the final examination grades, different weightings are given to the results obtained in the public and the private final examination, i.e. 60% for the public examination and 40% for the private examination. The qualification for the diploma in sacred music is determined on the basis of the arithmetical average of the grades obtained in the examinations and the final examination (liturgy).

The qualification of students who have started their studies in the academic year 2020/2021 - and thereafter in ascending order - in the bachelor's degree program is determined by the (cumulative) weighted average of the total number of credits and the arithmetic average of the final examination grades.

The final examination grade is the simple arithmetic average of the final examination grade in the final examination in music and the final examination grade in solfège music theory.

In the case of bachelor's degree courses in performing arts, the grade of the diploma is the same as the final examination grade.

In the Music Studies and Music Theory specialisation, the arithmetic average of the following grades is used to award the diploma for the bachelor's degree:

- comprehensive examinations taken during the studies,
- the defence of the thesis, and
- the arithmetic average of the grades for the final examination in music theory and solfege.

The qualification of students who have started their studies in the 2020/2021 academic year - and thereafter in ascending order - in the Bachelor's degree in Music Studies and Music Theory is determined by the arithmetic average of the following grades:

- the (cumulative) weighted average GPA for the whole period of study
- the defence of the thesis, and
- the arithmetic average of the grades for the final examination in music theory and solfege.

- (2) The qualification of the diplomas in the master's programs of classical instrumentalist, vocalist and choral conductor is the same as the grade obtained in the final exam-concert, in the field of conductor major, brass band major, the partial results of the final exam (orchestral final exam and final exam concert) are

calculated with an average.

- (3) The qualification of the diploma of the undivided teacher trainings is determined on the basis of the arithmetical average of the aggregate grades of the comprehensive examinations, the final comprehensive examination, the final concert and the final examination for teachers.

The qualification of students who have started their studies in the academic year 2020/2021 - and thereafter in ascending order - in the specializations of voice, sacred music, private singing is determined by the (cumulative) weighted average of the studies, the final graduation concert and the teacher is the arithmetic average of the aggregate grades in the final examination. In the case of the specializations under the supervision of the Department of Music and Choir Conducting, the (cumulative) weighted average of the total number of credits for the whole course of study, the final examination(s), the final examination and the final teacher examination.

- (4) The qualification for the 2-semester long, 60-credit music performer teacher master degree is the average of the following sub-scores, with equal weighting, rounded to two decimal places:

- pedagogy and psychology oral examination,
- a methodological examination, and
- the weighted average of the final examination teaching and the portfolio defence, and finally the arithmetic average of the above two sums.

- (5) In post-graduate teacher training courses granted with a diploma (2 and 4 semester music teacher and music artist teacher training courses), the qualification of the teacher's diploma shall be determined on the basis of the average of the aggregate marks of the final professional examination(s), the concerts for the final examination(s) and for the final examination for the teacher's diploma.

16. §

/to § 32 of the Rules/

A special condition for the award of the diploma is the outstanding artistic quality of the final examination/concluding concert, as determined by the committee

APPENDIX 5: THE PROCEDURE OF MANAGING CLASSIFIED THESES

- 1. Requesting the classification of a thesis**
 - 1.1. Should a student include confidential information or details in his/her thesis, the private management (hereinafter: classification) of which is justified, the publication of a thesis can be delayed, for legitimate reasons, according to the provisions of the present regulations.
 - 1.2. The thesis can be classified:
 - a) to protect the business or other significant interests of third parties,
 - b) to protect research results and intellectual properties belonging to the interest of the University
 - c) to protect qualified data or data to be protected through qualification.
 - 1.3. In case of special appreciation, the defense of a thesis can also be considered as private. In other cases, the defense of a thesis is open to the public.
 - 1.4. The classification of a thesis can be requested 30 days prior to the defense of the thesis, at the latest. The request of classifying a thesis is proposed in a written form by the supervisor of the student (consultant) or by the Head of Technology Transfer Center (in case of b/1.2.) to the Dean of the Faculty, by using the form attached to the regulations.
 - 1.5. Forms to fill and sample request forms related to the classification of a thesis can be found at <http://www.techtransfer.unideb.hu/diplomamunka-titkositas>.
 - 1.6. The classification request must include:
 - a) a detailed justification for the necessity of classification, especially why the inclusion of confidential information in the thesis is inevitable,
 - b) the declaration by the secret-keeper about which pieces of information are considered as confidential and that the student is allowed to use the confidential information in the thesis,
 - c) the declaration of the student and the secret-keeper that they are aware of the content of the present regulations and the fact of classification,
 - d) a declaration whether they request also the classification of the defense of the thesis.
 - 1.7. A decision concerning the classification of a thesis and its defense is made by the Dean of the Faculty.
 - 1.8. Classification can be authorized for five years from the day of defense, which, in justified cases, can be extended – by submitting a new request before the expiration of five years. The new request shall be submitted in accordance with the rules in point 1.4, 30 days before the expiration of the period of classification, at the latest. in case of the protection of especially significant interests or in other cases requiring special consideration. The protection of classified data is governed by the provisions of Act CLV of 2009 on the protection of qualified data.
- 2. Defense of a classified thesis**
 - 2.1. In case of a classified thesis, the thesis is public for the supervisor, the assessors

and members of the committee only, who undertake in writing that they retain all confidential information included in the thesis, they do not either disclose it or release it to any third parties.

- 2.2. Only members of the evaluation committee, the supervisor and the student are allowed to participate in the defense of the classified thesis.
- 2.3. During the defense of a classified thesis, the Head of Education Office of the Faculty shall be responsible for acquiring and preserving nondisclosure agreements, and for conducting the defense privately.
- 2.4. Following the defense of the thesis, the student receives printed copies of the classified thesis submitted back.

3. Preserving a classified thesis

- 3.1. Classified theses shall be stored only in an electronic form in DEA, where authorization for viewing and deadlines corresponding with the classification must be possible to set. Regarding a classified thesis, the following data is public:
 - a) the title of the thesis, the names of the author and supervisor and the date of defense
 - b) the fact of of classification and expected expiry date of classification.
- 3.2. Uploading the classified thesis is the responsibility of the student.
- 3.3. Storing the thesis according to classification is the responsibility of the operator of DEA.
- 3.4. Should a third party, providing data or commercial secret for the preparation of a thesis, insist on signing a nondisclosure agreement with one of the Faculties, according to which, secrets provided cannot be released to people other than the reviewers of the thesis, the student can be exempted from the obligation of uploading the thesis in the DEA, if authorized by the Dean of the Faculty. At the same time, however, the Dean shall be responsible for the appropriate keeping of the electronic version of the thesis. The student is obliged to attach the agreement concerning the classification.

Following the expiry of the period of classification, the thesis shall be stored and accessible according to general rules.