

IX. FACULTY OF ECONOMICS AND BUSINESS

Article 1

/to Article 2 of the Regulations/

(1) The members of the Education Committee of the Faculty (hereinafter: EC): it is chaired by the vice dean responsible for academic affairs. Its secretary is the head of the Faculty Education Office, who has no voting rights. Its members are 3 instructors elected by the Faculty Council and 4 students delegated by the Student Union. The mandate of members delegated by the Student Union is always for one year, faculty members are elected with a simple majority by the Faculty Council in an anonymous vote for the same period as the mandate of the Faculty Council. The head of the Credit Transfer Subcommittee, on the basis of his/her position, is a permanently invited member of the Education Committee, without no voting rights.

(2) The EC performs its duties as a board in every case. Decisions by the EC are made by open votes of simple majority. The EC is quorate if more than half of its members are present. In case of equality of votes, the president's vote is decisive.

(3) The EC meets at least twice a year and adopts the regulations pertaining to its operation itself. The president of EC sends a written invitation to the members at least three days before the meeting designating the subject(s) to be discussed.

(4) The EC is required to decide within 30 days in cases where it has jurisdiction. In case of requests submitted by a deadline, the deadline for the decision is aligned to the submission deadline.

(5) The EC is required to ask the opinion of the department(s) in cases where an expert opinion is needed and in cases where majors are involved, it is required to ask the opinion of the faculty member responsible for the major.

(6) In order to undertake its duties continuously, the EC may transfer some of its authorities to its president. In case of transfer, the president is obliged to ask the opinion of the departments/faculty members responsible for majors when deciding cases where expert opinion is also required.

(7) Further powers of the Education Committee:

- deciding on students' study and examination-related petitions in the first instance;
- providing an opinion on the approval of individual study schedules;
- at the request of the Student Union, deciding on the scheduling of new examination dates;
- providing an opinion on applications for fellowships granted by the Republic of Hungary;
- providing an opinion on applications for the reduction of tuition or payment in instalments;
- providing an opinion on the (re)admission of students from tuition-based to state-funded or state scholarship status;
- decision on partial student transfer requests;

- transfer to the majors of the faculty from another education institution or other faculty within the university;
- changing majors within the faculty, changes between part-time and full-time studies, and changes between types of programs;
- decision on the termination of student status pursuant to Section 3 (10) - (13) of the Regulations;
- providing its opinion on academic and examination-related issues not governed by the Regulations or its annexes, as well as making propositions for amending the same;
- all academic issues delegated to the authority of EC by the Faculty Council.

(8) The head of the Credit Transfer Subcommittee is elected by the Faculty Council for the same term as the mandate of the Faculty Council.

Article 2

/to Article 3 of the Regulations/

- (1) If a state-funded, tuition-based or fee paying student has not registered for any course during the last two active semesters or has failed to complete any credits in the last three active semesters, the student status is terminated by the dean. The dean also terminates the student status of those students whose number of active semesters reaches twice the training time specified in the training and graduation requirements of the degree program if s/he fails to obtain a pre-degree certificate by the end of this period. The student status of those master program students will also be terminated by the dean who, during the first two active semesters of his/her studies, does not complete the subjects required for credit substitution at entry.
- (2) If the student chooses an active status in accordance with the Regulations – regardless of whether s/he registered for or completed any subjects – the rights and obligations associated with the active status apply. State-funded students lose a state-funded semester, while tuition-based students must pay the defined tuition fee.
- (3) If a student continues his/her studies in the tuition-based system pursuant to Section 3 (11) and (12) of the Rules and Regulation of the University of Debrecen, the student may request readmission to the state-funded system at the earliest after the completion of two active semesters, such requests may be considered if the student completed at least 40 credits in the previous 2 semesters, within this at least 15 credits of compulsory and elective subjects per semester according to the sample curriculum, and the weighted average of these semesters was at least 3.00. The student may request readmission to a vacant state-funded place on the basis of the application submitted to the Faculty Education Committee 3 weeks before the beginning of the given semester.
- (4) In the case of students transferred from state-funded trainings to tuition-based trainings, or in the case of fee paying students who changed the type of training, the number of subject registrations of the subjects with the same name in each training form are added up.
- (5) If at least 10 people in the case of bachelor programs and 5 people in the case of master programs do not register for the announced optional courses by the end of the course registration

period, the course may only be started with the permission of the vice dean for academic affairs only due to specific professional reasons. In case the vice dean for academic affairs does not authorize the launch of the subject, the competent institution administrator shall notify the student and the course registration will be deleted by the Education Office without a special procedure fee. In such a case, the student may request to register for additional course(s) in place of the cancelled course(s) without paying special procedure fee.

(6) The student must apply for the final examination by the deadline announced in the given semester in the Electronic Academic System.

(7) The student cannot start the final examination if s/he has a financial debt registered in the Electronic Academic System. No further delay may be granted to pay the outstanding fees.

Article 2/A

/to Article 4 of the Regulations/

If an internship, examination or other educational activity is organized outside the academic year, the student activity is related to the semester following such activities. Exceptions to this are the individual examination schedules received for the given semester or examinations taken on the basis of permission of exemption given by the dean, such activities will be related to the preceding period.

Article 3

/to Article 5 of the Regulations/

(1) There is no credit limit for registration for the next study period, beyond the provisions of Article 2 (1) of the Regulations.

(2) Bachelor students may not choose a specialization until they have completed all prerequisite subjects for the specialization. The headcount of specializations launched each academic year is determined by the dean on the recommendation of the major's supervisor. Students are classified to the specialization on the basis of the aggregated combined credit index of students applying for specialization.

(3) Tuition-paying students who have started their studies before September 2012, may register for a subject up to six times and can take up to 12 examinations of the same subject. Tuition-paying students who have started their studies after September 2012 may register for a subject six times and can take up to 6 examinations of the same subject. Additional course registrations or examination opportunities cannot be given for any reason. The student status of those students who exceed the limit will be terminated. If the student has been participating in several trainings during the course of his/her studies (major or training form changes), the number of registrations and examinations of subjects with the same name of individual trainings will be added up.

(4) The student may, in highly exceptional cases, receive a deferral of payment of the tuition fee of the given semester and may start the examinations with the approval, but may only register for the next semester if all outstanding payments have been settled. No further exemption may be granted from the latter.

(5) Outside the period specified in Article 5 of the Regulations, during the study period, the faculty's vice dean for academic affairs may give permission for subject registrations only in highly exceptional cases and with special exemption.

(6) Outside the period specified in Article 5 of the Regulations, during the study period, the status of the student may only be changed with the approval of the faculty's vice dean for academic affairs in highly exceptional cases and with special exemption.

Article 4

/to Article 5/A of the Regulations/

(1) Students may choose a second specialization in connection with their training program based on the approval of the supervisor of the major and the vice dean for academic affairs. However, if the student exceeds the allowed number of credits by completing subjects of the second specialization, s/he needs to pay tuition. The second specialization is also subject to the provisions of the Regulations.

(2) Anyone who exceeds the total number of credits required for the major by more than 10% will be required to pay a fee proportionate to the credits, for all credits above 'total credits plus 10%', determined by the Faculty Council. The credits determined in the credit recognition decision are not counted in the credit number for students of master programs.

Article 5

/to Article 5/B of the Regulations/

(1) Part entitled 'Course announcement, course registration' of Annex 2 of the Regulations is amended with the following: Course registration is possible until 24:00 midnight of the Sunday following the registration week.

(2) Part entitled 'Verification of Completion' of Annex 2 of the Regulations is amended with the following.

- a) The instructor and the examiner are obliged to make the entries concerning the completion of courses by students (signatures, grades) into the electronic academic system.
- b) Instructors keep the corrected and evaluated examinations papers, and departmental administrators keep the examination sheets. Evaluated examination papers must be kept for a year.

Article 6

/to Article 6/A of the Regulations/

(1) The head of the institute teaching the subject decides at the first degree on the announcement of examination course taking into consideration the workload of the department.

(2) At the request of the students, in justified cases, the vice dean for academic affairs, after requesting the opinion of the head of institute, may order the announcement of the examination course.

- (3) The relevant institute announces examination course on subjects that, according to the curriculum, are required as prerequisites for registration for other subjects, and which subjects are included in the last two semesters (if there is a practical semester, the one preceding it) of the curriculum at the time of establishing student status.
- (4) Only those students can register for the announced examination course who have obtained a signature or a failed grade for the given subject in one of the previous semesters, no exemptions can be granted.
- (5) In case of the announcement of an examination course, it is possible to take the examination during the study period, which is decided by the head of the competent institute on the proposal of the competent instructor.
- (6) In the case of an examination course, the instructor of the subject is obliged to announce up to three examination dates, which may not fall on the same calendar week.
- (7) Except for the cases described in paragraph (3), the student must request in writing the announcement of the examination course at the institute responsible for the subject, at the latest by the beginning of the academic year.
- (8) Subjects that are based on each other cannot be registered for in the same semester, not even in the case of examination courses.

Article 7

/to Article 8 of the Regulations/

- (1) By the beginning of the study period of each semester at the latest, the vice dean for academic affairs requests the curriculum requirements of the courses to be launched, which must contain the data described in Articles 8 (2) and (3) of the Regulations. The heads of the departments shall be responsible for the timely submission of the curricula.
- (2)
 - a) If there is a conflict in schedule, the EC is entitled to modify the dates of the term tests proposed by the departments and announce the final dates. The EC notifies the departments about this decision immediately in written form.
 - b) The conditions for obtaining a signature for a course must be announced in writing by the last working day of the week preceding the course registration week and the students must be informed about it at the first regularly scheduled contact hour.
- (3) Optional subjects – up to a maximum of 3 credits in bachelor and master trainings – can also be completed with voluntary (not paid) activity. 30 hours of verified volunteer activity per credit is required for completion. Proof of volunteering can be provided by charitable organizations and the appropriate departments of local governments. The certificate must state that it was issued for the student of the faculty, the activity performed and the number of hours completed must be described accurately. Acceptance of certificates is decided by the EC.
- (4)

- a) Seminar grades may be corrected in the study period of the semester according to the rules set by the instructor responsible for the course.
- b) Conforming to the requirements of the curriculum, the departments are obliged to provide opportunities for correcting grades, for the first time until the last week of the study period and for the second time (if the first opportunity was unsuccessful) no later than the third week of the examination period.
- c) In the case of part-time trainings, the date of completion of the seminar grades shall be designated by the institutes.
- d) Students granted a special study plan may obtain the seminar grade and signature according to the conditions in their permission.
- e) Departmental administrators are entitled to delete the examination registrations of those students who failed to obtain the signature after the last correction opportunity from the electronic academic system.

(5)

- a) Students may view their own written examination papers at a time designated by the instructor of the subject.
- b) Post-correction and revision of the evaluation of the examination paper can be done only by the instructor who corrected the paper or the instructor responsible for the subject.

Article 8

/to Article 9 of the Regulations/

- (1) In the BSc, BA, MSc and MA trainings, the number of hours of language training and the number of credits assigned to the courses are specified in the curricula of the respective majors.
- (2) The faculty provides foreign language training in undergraduate programs only to meet the requirements specified in the training and graduation requirements, up to 2 semesters per language. The language training for tourism-hospitality and international economics undergraduate programs are 4 semesters.
- (3) Undergraduate students are required to complete 2 semesters of professional language courses at the faculty.
- (4) Attendance at language classes may be waived for students who have the language examination defined in the training and graduation requirements of the degree program (exemption language course).

Article 9

/to Article 10 of the Regulations/

Full-time undergraduate students of the faculty - except for sports and recreation management majors - are required to attend physical education classes two hours a week for two semesters, while master students are required to attend physical education classes two hours a week for one semester.

Article 10

/to Article 11 of the Regulations/

(1) The total number of permitted absences from seminars/practical classes, as well as opportunities for making up such absences shall be defined in the course requirements. If the number of absences exceeds more than half of the seminars/practical classes, the semester's work shall be considered as not completed and the end-term signature shall be refused. In the course requirements, by way of providing appropriate times, the making up for lost practical classes can be required. Instructors of seminars and practical classes are required to record absences.

(2) Absence from classes with compulsory attendance (lectures, seminars, practical classes) shall be justified by the student – within 1 week from the termination of the absence – to the instructor or the supervisor of the practical class.

(3) The student may – in particularly justified cases (foreseeable medical examination, treatment, travels for professional or educational purposes) – request prior permission for absences from compulsory classes. Absence from the class may be authorized by the instructor and absence from several school days may be authorized by the vice dean for academic affairs. The student is obliged to present the authorization document to the instructor. The student must request the authorization in writing in case of absence for several days.

Article 11

/to Article 12 of the Regulations/

(1) (a) Students who have completed at least one active semester may be transferred to the Faculty. Only state-funded students may be transferred to state-funded degree programs.

(2) Applications for transfer from another higher education institution must be sent to the Faculty Education Committee at least 3 weeks before the start of the semester, with a certified record of the subjects completed so far. A student may be transferred from a tuition-based training to a state-funded training if there are vacant places available in the state-funded training and for a specified number of semesters. The EC shall provide its opinion on the transfer on the basis of the academic result and the decision shall be made by the dean.

(3) Students of foreign higher education institutions may be transferred to the Faculty if they prove with a document with a certified translation into Hungarian that they have at least two closed semesters or fully completed two semesters worth of study; and furthermore if they studied in a program employing the credit system, that they have at least 30 (ECTS) professional credits. In this case, the student commences his/her studies as a first semester student.

(4) Only students who still have the opportunity to complete at least 1/3 of the maximum required credits in the curriculum at the Faculty may be transferred from another university or faculty of the University of Debrecen. In case of transfer to master programs, the EC is obliged to examine the fulfilment of the conditions listed in the admission regulations of the University of Debrecen for admission to the particular major. If these are not fulfilled, the transfer request must be declined.

(5) Transfer of state-funded students between full-time and part-time form of study is subject to the state-funded student quota of the Faculty.

(6) Requests for transfer, requests for change between full-time and part-time studies, and requests for change between majors as well as the documents required for evaluation (certificate of completed courses, the certified course descriptions of courses requested to be approved, and other documents) need to be submitted to the Faculty Education Office addressed to the vice dean for academic affairs no later than three weeks before the registration week of the semester. In master programs, the conclusion of a credit approval procedure is a prerequisite of transfer.

(7) Transfer, change between full-time and part-time studies and changes of majors are subject to the education capacity of the Faculty and the given major.

(8) Transfer from part-time to full-time trainings in the same field of study of the faculty may only be requested if the student is able to complete at least one-third of the credits in accordance with the applicable sample curriculum as a full-time student.

(9) Transfer, change between full-time and part-time studies and changes of majors or specializations may only be requested once during the course of studies. In exceptional cases, the EC may authorize a second change between full-time and part-time studies and changes of majors or specializations, on the grounds of fairness.

(10) Only those students may request change between full-time and part-time studies and change of majors or specializations who do not have financial debt to the University of Debrecen recorded in the electronic academic system.

Article 12

/to Article 14 of the Regulations/

(1) In the course of participation in study abroad programmes, students shall pursue their studies in accordance with the Learning Agreement previously approved by the Faculty. Any modification to the learning agreement may, within 3 weeks of the commencement of the study abroad programme, be permitted by the Faculty upon the written request of the student. Study agreements shall become effective upon approval by the Faculty's vice dean for academic affairs.

(2) Due to the limited capacities of the Faculty, students in other training programmes may only participate in seminars in the framework of cross-registration arrangements with the approval of the head of the relevant institute. Completing a practice abroad required by the faculty curriculum is subject to the permission of the major's supervisor.

(3) At a higher level of training, only those credits obtained at a lower level of training may be recognized where it can be clearly demonstrated that they meet the education requirements of the particular major at the higher level of training. The recognition is decided by the Credit Transfer Subcommittee.

Article 13

/to Article 16 of the Regulations/

(1) In order to obtain the knowledge designated as required for admission in the study and graduation requirements of master programs, the Faculty provides study opportunities, conforming to the bachelor programs, in the form of partial training. Registration for courses in partial training is possible by the deadline announced on the faculty website and by

downloading and submitting the application form available on the faculty website. Those may be admitted to partial training who obtained a bachelor or master degree and professional qualification. Applicants must enclose the photocopies of the documents designated as preconditions for admission to the application. Launching of the partial training course is subject to the number of applicants. Applicants receive written notification about the admission decision and the additional steps that may need to be taken.

(2) The Faculty Council decides on the launch of partial trainings.

(3) The fees of partial training programs are determined by the Faculty Council.

Article 14

/to Article 17 of the Regulations/

(1) In case of courses taken by the entire year of students, taking into consideration the headcount, at least one examination opportunity per week shall be offered for bachelor students and preferably one examination opportunity per week for master students. The examination dates, depending on the number of participants in the course, shall be distributed evenly. The foregoing applies to both oral and written examinations.

(2) It is not possible to take examinations outside the examination period, except for individual examination schedules and the dean's approval for exemption. This provision may not be validly derogated from. Examinations taken in violation of this provision will be invalidated by the vice dean for academic affairs.

(3) Individual examination schedules may only be given to students who have been awarded to participate in foreign partial trainings and students with proven serious health problems.

(4) The student is entitled to take one examination with the dean's permission for exemption during the course of his/her studies, which may be the first or second repeated examination in the given semester taken outside the examination period.

(2) The instructor in charge of the course may set a minimum number of students below which the examination day may be cancelled. The minimum number of examinees may not exceed 10.

Article 15

/to Articles 18 (1) – (3) of the Regulations/

Finance and accounting students are required to complete a comprehensive examination in Accounting and Analysis in the 5th semester, and in Finance and Taxation in the 6th semester. The subject connections of the comprehensive examination are detailed in the curriculum of the degree program.

Article 16

/to Article 18 (4) of the Regulations/

I. Internship semester

(1) Students of the faculty participating in higher education vocational and undergraduate training programs must complete semester internships, where the training and graduation requirements so require. The internship takes place for the period of time determined by the training and graduation requirements of the degree program, at a workplace corresponding to the qualification, taking into account the applicable legislation (in particular Government Decree 230/2012 /VIII.28./).

(2) The MAG Praktikum Organizing Practice Center (MAG Praktikum Gyakorlatképző Központ) is responsible for organizing the internships on behalf of the faculty.

(3) A cooperation agreement must be concluded with the Place of Internship, prepared by the internship organizer.

(4) Each semester, the institute responsible for the major must designate internship contact person(s), which must also be given to the internship organizer.

(5) The student may search for a place of internship individually or may choose one of the places offered by the internship organizer of the faculty. If the student is seeking place of internship individually, s/he must have it approved by the internship organizer and the supervisor of the major.

(6) In the case of internship places offered by the internship organizer of the faculty, the selection is based on the following criteria:

- academic results of professional subjects,
- language knowledge,
- scientific and public activities (Student Scientific Society, scholarship, college for advanced studies),
- other, certified professional knowledge, work experience,
- other association and social activities.

(7) There is one academic and one administrative requirement to apply for the internship, both of which must be fulfilled to start the internship semester.

(8) The internship semester also consists of a study period and an examination period. The study period is 14 weeks, of which at least 12 weeks are to be spent directly at the place of internship doing effective practical work. The remaining 2 weeks is the thesis preparation period. The schedule of the thesis period within the semester is determined jointly by the thesis supervisor and the student, taking into account the needs of thesis preparation.

(9) In order to start the internship, due to the appropriate level of professionalism and the efficiency of the practical work, the student has to fulfil the study obligations specified in the curriculum of the undergraduate degree program to a certain extent, in advance, and the student has to have the specified competences.

(10) The internship requirements consist of a general professional component and a component specific to the major. The specific requirements are set out at the beginning of the internship in the internship training plan for the students.

(11) During the internship, in addition to the 7th semester subjects of the applicable sample curriculum, a maximum of 3 subjects can be completed upon written request, which can only be:

- physical education,
- exemption language course,
- thesis consultation,
- safety at work,

as well as subjects for which the student has already obtained the signature in the previous semesters, and these subjects can only be completed as an examination course within a period specified by the faculty upon prior application.

(12) In the case of Tourism and Hospitality bachelor training program, internships may only be started, where appropriate, after completing at least 120 credits.

(13) Internships may only be commenced by students who meet the requirements set out in paragraphs (11) and (12), have been verified and approved by the Faculty Education Office, registered for the internship course in Neptun, and have registered by the semester's specified deadline on the website of MAG Praktikum Organizing Practice Center (MAG Praktikum Gyakorlatképző Központ) by filling out a registration form. If a student does not meet any of the conditions, s/he may not begin the internship semester.

(14) The internship may be commenced at the earliest after the student has completed the requirements of paragraph (13).

(15) Tasks to be performed by the student in connection with the internship:

- One week before the start of the internship, but no later than the first week after the commencement of the internship, a training plan must be prepared and accepted by the internship supervisor on the website. Subsequently, the training plan will also be assessed by the university supervisor of the major.
- After six weeks, the student must prepare a short written professional report (Partial report), which the student shall send to the departmental contact person countersigned by the workplace contact person.
- At the end of the internship period, a final professional report (Internship evaluation form) must be prepared.
- At the end of the training, the student shall prepare a presentation on the completed internship.

(16) The training plan and the final professional report must be uploaded in accordance with the requirements set out on the MAG Praktikum Organizing Practice Center (MAG Praktikum Gyakorlatképző Központ) website, by the specified deadline. The partial report and the presentation of the oral report must also be uploaded by the deadline.

(17) The internship must be performed in a verifiable and evaluated manner. The method and criteria of credit assessment:

- the specified time spent and certified at the place of internship agreed with the internship organizer,
- submission of the written internship report by the deadline,

- completion of the practical oral report (presentation),
- the positive evaluation of the professional internship performance by the corporate consultant and the major's supervisor.

(18) The completion of the internship is certified and accepted by the supervisor of the major. The supervisor of the major will decide on the acceptance of the internship based on the following documents:

- a) training plan,
- b) partial report,
- c) final evaluation form,
- d) intern evaluation form,
- e) evaluation of the institutional presentation.

(19) Internship performance is assessed using a five-grade scale, which takes into account the internship report, the evaluation of the internship supervisor and the evaluation of the oral presentation.

(20) If the internship is not accepted by the place of internship and/or the supervisor of the major, or if the student receives a fail evaluation during the assessment, the internship must be repeated.

(21) The internship of students participating in part-time training shall be implemented taking into account their special situation:

- a) Employed part-time students, provided that they can certify that they have the appropriate workplace and at the same time, suitable place of internship, can perform tasks at their current workplace that can be accepted as internships. Acceptance of the place of internship is necessary in this case as well, and in this case too, it must be ascertained and evaluated that the tasks of the internship have been completed.
- b) If the student is not employed, or is employed by an organization that is not suitable to be the place of internship, or his/her workplace does not support his/her studies and cannot complete the internship there, it is acceptable that the internship is completed at another organization, even on a part-time basis.

(22) In the case of part-time students, the internship lasts 6 weeks, of which 4 weeks is spent at the place of internship and 2 weeks is spent on the thesis.

II. Mid-semester internship

(1) Students of the faculty participating in Rural Development Engineering and Agricultural Information Technology and Policy Administration Engineering bachelor trainings, and Agricultural Business Engineering, Rural Development Engineering and Agricultural Engineering in Agricultural Public Administration and Agroinformatics master trainings are required to complete a mid-semester internship.

(2) The mid-semester internship is a total of at least 3 weeks (120 hours) of practical training related to the professional theoretical training.

(3) Mid-semester internships are organized in the form of professional lectures by corporate professional and plant visits.

(4) Mid-semester internships are organized by MAG Praktikum Organizing Practice Center (MAG Praktikum Gyakorlatképző Központ).

(5) Internships should have a common date in the curriculum.

(6) Lectures held and plant visits should be properly documented. Attendance sheets and absenteeism documents are part of this documentation. The compilation of the documentation is the responsibility of the MAG Praktikum Organizing Practice Center (MAG Praktikum Gyakorlatképző Központ), which is approved by the supervisor of the major at the end of the semester, including the grades received for the internship.

(7) Attendance at lectures and plant visits is mandatory, the maximum number of allowed absences is three. If the number of absences exceeds 3 times or the student cannot justify the absence, the student must repeat the internship.

(8) Attendance records should be kept for attendance at lectures and plant visits.

(9) The practical training is evaluated using a five-grade scale. The basis of the evaluation is the papers to be prepared in groups. The papers should be evaluated by the lecturers of the department related to the field of the paper.

(10) In the case of part-time students, their own work is also acceptable as an internship if they are working in a job corresponding to the degree program or have previously been in such a job. In case they do not have relevant internship corresponding to their degree program and their current workplace is not related to their training, they have to attend 4 lectures organized for full-time students.

Article 17

/to Article 19 of the Regulations/

(1) The instructor is obliged to submit the exam sheet printed from the electronic academic system – per major and per subject – authenticated with his/her signature within 3 working days in the case of oral examinations and within 5 working days in the case of written examination to the institutional administration.

(2) The student may apply for the examination course based on the signature obtained in the previous semesters. Examinations taken in the context of an examination course are governed by the general rules for examinations.

(3) In justified cases, the Education Committee may permit students to follow a special study plan. Students granted a special study plan are not required to attend classes but are obliged to negotiate the conditions of obtaining the semester signature with the instructor responsible for the course. Students granted solely a special study plan cannot receive any reductions related to the completion of examinations.

(4) The student may receive permission to follow a special study plan if

- s/he pursues partial training in foreign higher education institution in the given semester,
- s/he proves a special case worthy of consideration (especially exceptional scientific or public activity, serious illness or childbirth),
- s/he participates in a master degree program in terms for subjects for credit substitution,

- is an athlete in a sport recognized by the International Olympic Committee certified by the sports association, competing in the adult or junior just under the adult age group at the highest level, or is a member of the national team based on the certificate of the association and/or a participant in the athlete mentoring program of the University of Debrecen,

- further cases of granting a special study plan is decided by the Education Committee.

Full-time students participating in simultaneous training may not be granted special study plan, except if the Faculty of Economics and Business is not the main faculty, in the semester where the student is expected to graduate from the other faculty, students participating in undergraduate and vocational training programs who are employed, except for employment in off-site departments of the faculty, or in duly justified cases, in the administrative departments or off-site departments of other faculties of the University of Debrecen.

(5)

a) Examinations must be held in the official rooms of the university. In special cases, the Dean may approve a change from this rule designating the place of the examination.

b) Students missing from the examination sheet printed from the electronic academic system may not take a valid examination.

(6) The instructor must provide an opportunity for viewing the examination papers within one week after the announcement of grades, and inform the students about the same.

(7)

a) The instructor presiding over the examination is obliged to verify the students' headcount and identity by asking for their ID cards or student cards.

b) In written examinations, the instructor makes sure that the originality of test sheets is easily identifiable (it is stamped, is on letterhead or by other means). Each page of the test (on the first page if the papers are stapled together) has to contain the name of the student and his/her Neptun code.

c) The maximum time of the written examination is three hours. All examination papers already started has to be submitted by the student.

d) If the paper is in an unacceptable format (illegible), the student receives a fail grade and loses one opportunity to take the examination.

e) Examination papers must be kept for at least one year following the examination period.

f) The regulations pertaining to written examinations are also valid for term tests.

g) The examiner may ask minimum questions based on previously designated conditions, which, if not answered successfully, may result in an examination grade of fail (1).

(8)

a) In the certificate handed in as proof of missing an examination, the issuer must mention clearly that it was issued for the Faculty of Economics and Business of the University of Debrecen, in the absence of which the document cannot be accepted.

b) The Faculty Education Office is entitled to verify if the student attempted another examination at the period mentioned in the certificate and (if deemed necessary) may approach the issuer and ask the student to provide additional documents. If it becomes proven that the certificate contains false data, a disciplinary procedure must be initiated against the student.

(9)

a) Students granted a special study plan may take examinations at dates negotiated with the instructor responsible for the course. Students granted a special study plan (if they did not register for an examination in the electronic academic system for that day) may indicate that they wish to take an examination by 12 noon of the day before the examination either in person or by telephone, which, if missed, means that the student cannot take a valid examination on that day. Students granted a special study plan may take examinations beyond the examination period until the last working day of the second week following the examination period according to the provisions in their permission. Students granted solely a special study plan cannot receive any reductions related to obtaining signatures.

b) The student may receive permission for a special examination plan if

- s/he pursues partial training in foreign higher education institution in the given semester,
- s/he participates in a master degree program in terms for subjects for credit substitution,
- is an athlete in a sport recognized by the International Olympic Committee certified by the sports association, competing in the adult or junior just under the adult age group at the highest level, or is a member of the national team based on the certificate of the association and/or a participant in the athlete mentoring program of the University of Debrecen.
- s/he proves a special case worthy of consideration.

c) Requests for special study and examination plans must be submitted to the EC no later than the end of the second week of the given study period, attaching all supporting documents at the same time. Requests without attachments as well as incomplete forms will be rejected by the EC without consideration.

d) If the reason supporting a request for special study or examination plan occurs during the year, the student is entitled to submit a request within 8 days after the occurrence of the reason. The request is evaluated by the EC.

e) Request for a special study or examination plan may be submitted separately. The EC is entitled to grant either a special study plan or a special examination plan to students who requested both.

f) The permission to follow a special study or examination plan can be revoked if

- the student requests it,
- it becomes proven that the student provided false data to the EC in order for the request to be granted. In this case, a disciplinary procedure must be initiated against the student.

Article 18

/to Article 20 of the Regulations/

(1) An unsuccessful examination may be repeated within the same examination period, and outside the examination period, within the period specified in the dean's permission, subject to the payment of the fee specified in separate regulations. If it can be established that the student has taken an examination without permission outside the examination period, the examination will be invalidated by the vice dean for academic affairs.

(2) At least 2 days must pass before taking an examination from the same subject and at least 3 days must pass between comprehensive examinations, and there can be no valid exceptions to this rule. The day on which the examination was unsuccessfully attempted and the day of the repeated examination are excluded from these minimum days.

Article 19

/to Article 21 of the Regulations/

(1) When attempting to correct the grade of a successful examination, a lower grade than the original one may also be given. The grade of a successful examination may be corrected in the same examination period in the same form (orally or in writing), but that of a comprehensive examination may not.

Article 20

/to Article 23 of the Regulations/

(1) The student may only start the final examination after the pre-degree certificate was issued. If the final examination consists of several parts, the former shall be applied to the first part of the final examination.

(2) At the end of the final examination period following the issuance of the pre-degree certificate, the student status of the student will be terminated, regardless of whether s/he has passed the final examination.

Article 21

/to Articles 24 (1) - (8) of the Regulations/

(1) Possible topics for degree theses shall be provided for the students of the Faculty by the departments. The topic of the thesis should only be a professionally justifiable topic related to the particular degree program.

(2) The formal and content requirements of the degree thesis shall be made continuously available on the website of the Faculty. The number of credits assigned to the degree thesis shall be specified in the curriculum of the given major.

(3) In addition to the general requirements of the faculty, the institute may also define specific requirements in connection with the degree thesis, which shall 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 submitting the thesis is determined by the semester schedule.

(6) The student must declare that the thesis, diploma work or final paper (hereafter thesis) was created adhering to international copyright rules, that it is the own and independent work of the student, and the signed declaration stating this must be attached to the printed and/or electronic version of the thesis.

(7) The degree theses completed shall be submitted by the students to the department concerned by the date specified in 1 hard copy and also upload it to the Electronic Archive of the University of Debrecen. Submitted theses are archived by the University and National Library within the electronic archives of the University of Debrecen (DEA). A business enterprise or institution may request the thesis to be classified if it provided or obtained data/information in the process, which validates their claim to classification on the ground of defending their business or official interests. Classification of theses may be requested for up to five years at the relevant head of department. Classified degree theses shall not be deposited in the public archive of the library but the uploading obligation to DEA remains in place.

(8) The final grade of the degree thesis shall be determined by the final examination committee.

(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 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. After the discussion of the thesis is completed, the committee will evaluate the dissertation and records the grade proposed for the final examination in the report. After the debate, the candidate will be notified of the grade proposed for the final examination.

Article 22

/to Article 25 (2) of the Regulations/

The final examination is conducted before a final examination committee of 3-8 people. The chairman of the final examination committee is approved by the Faculty Council, the number and members of the final examination committee is approved by the dean of the faculty on the proposal of the chairman of the committee. The dean invites the chairman and members of the committee. The committee has to be created so that it has at least one external, expert member.

Article 23

/to Article 26 of the Regulations/

(1) If the student fails any part of the final examination, the final examination may only be retaken in the next final examination period. The final examination period is determined by the faculty in the schedule of the given academic year. Successful parts of the final examination may not be repeated.

(2) The final examination shall consist of the defence of the degree thesis and a complex oral examination related to the student's degree program. At the complex oral examination, the student shall provide proof of application of the knowledge mastered. Both parts of the final examination (the thesis defence and the complex examination) shall be evaluated on a five-grade scale. The result of the final examination shall be the simple mathematical average of the two grades.

(3) In the international economy and business master degree program, the complex examination has an oral and a written part and the final examination committee evaluates these together and gives one grade.

(4) Students in the traditional (not credit-based) programme have to achieve a grade average of at least 3.00 in the following subjects:

1. Business economics (1 semester)
2. Accountancy (3 semesters)
3. Corporate finance (2 semesters)
4. Organization theory and organizational behaviour (2 semesters)
5. Marketing (1 semester)
6. World economics (1 semester)
7. Foreign economics (1 semester)
8. Production management (1 semester)
9. Human resource management (1 semester)
10. Marketing management (1 semester)
11. Strategic management (1 semester)

The method of calculation: in case of subjects taught over more than one semester, the average grade for the subject shall be determined, and then the simple mathematical average rounded to two decimal figures shall be calculated for the subjects listed above.

Students failing to reach an average of 3.00 in the above subjects may retake the subject(s) necessary to improve their average.

In case of students admitted before 1 September 2000, the foreign-language final examination with emphasis on economics shall be deemed as equivalent with the state language certificate for the purpose of obtaining the degree.

Article 24

/to Article 27 (2) of the Regulations/

- (1) If the grade assigned for the degree thesis by the opponent(s) is a fail, the student cannot take final examination and shall prepare a new thesis. The new degree thesis can be submitted at the earliest by the degree thesis submission deadline determined for the next final examination.
- (2) The previous thesis supervisor decides whether a degree thesis graded as fail can be revised.
- (3) The student has the right to choose a new topic and a new thesis supervisor.

Article 25

/to Article 28 (8) of the Regulations/

- (1) The qualification of the diploma in the training is given by the weighted academic average of the given degree program and the simple mathematical average of the final examination result.
- (2) The result of the complex final examination is to be determined rounded to two decimal places, as an average of the grades received for the oral examination and the thesis defence.
- (3) If the curriculum includes comprehensive examination(s), the qualification of the diploma is given by the weighted academic average of the given degree program, the average of the comprehensive examinations and the simple mathematical average of the results of the complex final examination.
- (4) In case of traditional training programmes, the assessment of the degree shall be calculated as the simple mathematical average of the comprehensive examinations and the final examination, while in case of the undergraduate programs, it shall be calculated as the simple mathematical average of the courses of the student's specialisation and the result of the final examination, rounded to two decimal figures. In case of traditional training programs without comprehensive examinations, the qualification of the diploma is given by the average of the grades of the major subjects, the result of the final examination and the simple mathematical average of the result of the degree thesis.
- (5) In the case of the Business Coach specialized training program, the parts of the assessment of the degree shall be 1) the mathematical average of course grades multiplied by two, 2) the average of the thesis and its defence, and 3) the result of the oral final examination. The mathematical averages of these three parts constitute the assessment of the degree.

Article 26

/to Article 32 (4) of the Regulations/

Students may, upon request, be transferred from the traditional training program to the undergraduate programme in the corresponding form of financing, subject to the decision of the Education Committee.