

**RULES AND REGULATIONS FOR ENGLISH  
PROGRAM STUDENTS**

**UNIVERSITY OF DEBRECEN  
HUNGARY**

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## **CODE OF CONDUCT OF THE UNIVERSITY OF DEBRECEN**

The University of Debrecen, in order to fulfil obligations of its role in society, deems it indispensable to determine the rules of behaviour in society, moral norms and ethics of its faculty and students, to ensure a high quality of personal relations, harmony and happiness, that are necessary for a high quality of work to foster the traditions, good reputation and professional and institutional integrity of the University.

Rules of the Code of Conduct are to be obeyed by all employees, students of the University and anyone conducting studies in specialized non-degree programs without acquiring a student status (later referred to as *students and employees*). Rules apply to those pursuing duties at the University on the basis of a contractual relationship in case the contract explicitly states this.

The University as an employer or contracted partner undertakes to provide protection to all students and employees in the course of their exercising their rights and fulfilling their obligations listed in the Code of Conduct.

# **I. CODE OF CONDUCT IN EDUCATION AND EXAMINATIONS**

## **General Code of Conduct Concerning Students and Employees**

It is a moral obligation of all students and employees to abide by all rules and regulations of the University. The Code of Conduct contains expectations not dealt with in any other Rules and Regulations of the University or if these rules are in connection with moral requirements.

The Code of Conduct contains norms determining constitutional values based on general human and voluntary agreements. Conduct and behaviour discussed on the Code is deemed ethical when it is in consistency with the expectations listed. A breach of ethics occurs when expectations of the Code of Conduct are disregarded voluntarily or involuntarily.

All students and employees have a right to the protection of their human dignity and personal rights and it is at the same time their moral obligation to respect the human dignity and personal rights of others.

It is the obligation of all students and employees to contribute to the completion of tasks determined in the mission statement, institutional development plan and Statutes of the University, bearing in mind that the University's basic tasks are education and scientific research and development.

The University expects its students and employees to represent moral values in face of other Higher Education Institutions.

Students and employees are obliged to support each other in every permissible way in the performance of University assignments. They should endeavour to cooperate and honour the work of others. A basic requirement in the work relationship is to support and honour each other.

All students and employees are obliged to protect the good reputation and dignity of the University and should refrain from manifestations against its interests. They are to enforce an ethically desirable community identity by

showing loyalty and solidarity towards individuals, institutions and organizations within the University.

It is the moral duty of all students and employees to do their duties to the best of their ability. Tasks commissioned by the leaders and organizations are to be completed the best possible way and can only be declined in advance with an overriding cause. The University is to provide proportional remuneration or moral recognition for the extra work done.

Conducting party political activities or campaigns and the distribution of political pamphlets are prohibited within the University. Both lecturers and students are obliged to refrain from expressions of political views outside the scope of the school curriculum. In case of involvement in politics they are to

- distinguish their political activities from their tasks within the University,
- refrain from making the impression of the University's dedication towards a political trend,
- refrain from joining groups or movements the aims of which are in contradiction with University's mission statement, aims and interests.

The University is not committed to religious views, ideology of any kind and neutral and tolerant towards all nationalities, race, sex or sexual preferences.

Students and employees may only express their opinion concerning the affairs of the University in a responsible way and within their own competence. It is their moral duty to take actions against any views that discredit the University in an unjustified way. Information to the press may only be released by a representative of the University authorized to do so.

Students and employees are to bear in mind that whenever they express their views inside or outside the University, they act as University representatives, thus their views are to be authentic, accurate and in the interest of the University.

Statements, publications and advertisements released by the University should contain authentic and accurate information at all times. The release of inaccurate and false information that might put competitors in an unfavourable situation is against the norms of the University; the person releasing such information commits an ethical offence.

Support of any kind aiming at acquiring advantages should be morally condemned and rejected. Situations where suspicion of committing such offences might arise should also be avoided.

The breach of rules concerning the protection of personal data is considered to be an ethical offence if no other serious infringement occurred. The protection of confidential information concerning the students and employees of the University is considered to be of utmost importance. Databases, records should be stored according to relevant rules and regulations. The acquisition and release of such information is an ethical offence. Information on wages, study results, personal life, political or religious views are to be treated confidential at all times.

The voluntary breach of the protection of intellectual property is an ethical offence if no other serious infringement occurred. Students and employees are obliged to be familiar with, respect and protect intellectual properties of the University. Students and employees, as members of the community are required to disclose any information aiming at the promotion of careers (scholarships, grants, possibilities of further studies etc.).

Students and employees are expected to counter any discrepancies occurring at the University even if their action raises personal conflicts.

The conscious release of false information in connection with the University its institutions, students and employees especially if it raises suspicions of their ethically questionable actions is a grave ethical offense.

Students and employees have the right to express criticism towards University leaders, institutions, actions, practices at University forums. Threatening with punishment or any action of retribution against anyone exercising this right is a grave ethical offense.

It is expected of all students and employees to lead a moderate life acceptable by society. It is their ethical responsibility to avoid situations where their personal honour and dignity or that of the University is damaged. Ethical sanctions may only be exercised against anyone in case of voluntary action.

It is expected of all foreign students and employees of the University to adhere to Hungarian and University norms of behaviour (while retaining their own cultural

norms at the same time) and enhance integration to the community to an extent necessary for their activities by getting familiar with our culture and traditions.

### **General Code of Conduct Concerning Leaders of the University**

It is expected of leaders of the University to conduct their institutions with consideration to ethical requirements listed in the Code of Conduct. Thus they are obliged to:

- pay attention to personal and professional problems of their employees and be patient and considerate in dealing with them,
- prepare their decisions carefully by asking for and possibly taking into consideration the opinion of their employees,
- provide employees with the necessary freedom and competences (within the relevant rules and regulations) to do their work,
- make sure that all concerned will receive all the necessary information required for their work,
- provide moral support and encouragement for their employees' continuous education,
- demand accurate and polite service from employees dealing with administration,
- refrain from making their employees appear in an unfavourable light and resent any such attempts of others.

It is the leader's moral obligation not to misuse his authority when awarding favours, grants, or distinctions or in decisions of any kind. Thus he will commit an ethical offense if he

- fails to provide his employees with complete equality of opportunities, the necessary publicity especially in connection with grants, publications, and scientific evaluations,
- uses his authority in private life in situations outside work
- uses his authority to enforce his political or ideological views on his employees.

It is the leader's ethical obligation to help settle all professional problems arising within his institution.

He is to take into consideration the interests of the University and his institution whenever making decisions.

It is his duty to provide correct and authentic information in connection with his institution (e.g. when it is required for grants, scientific activities, scientific categories, publications). Thus he commits an ethical offense by

- publishing the names of experts in papers in the hope of increasing its success when these experts contributed in no way to the writing of the paper,
- having his name appear in scientific releases, research reports even if he made no relevant contribution to their creation or taking advantage of the scientific research results of his employees or PhD students,
- publishing the names of leading scientific professionals as lecturers in accreditation documents, curricula, or list of courses who take no part in the preparation or the execution of the course.

It is expected of leaders to use all means in their possession to develop their leading capabilities.

Leaders have a special obligation of avoiding all situations resulting in undeserved favours. They commit an ethical offense

- a) if they fail to make clear which institution he is representing in case of having “other interests” (e.g. as a private entrepreneur, in commercial companies) outside the University, during meetings in connection with these “outside interests”.
- b) when applying for a grant while taking part in its evaluation process or evaluating the application of an employee and concealing the fact of and failing to cease this conflict of interests.
- c) when using their scientific rank or authority to influence or attempt to influence the scientific evaluation, habilitation results of their employees regardless to professional criteria.

### **General Code of Conduct Concerning Decision-Making Bodies of the University**

- (1) It is the moral duty of members of University decision making-bodies
  - a) to take part in meetings, except for cases of representing the interests of the Board at other meetings, or other employment, or a pre-organized leave authorized by the leader or health problems,
  - b) the fact of the above hindrance and its reasons are to be reported

- (if they are known) to the organizer of the meeting well in advance,
  - c) they are to make sure that the decisions made are well grounded,
  - d) they are to aim at objectivity and be responsible in considering the consequences of decisions.
  - e) they are to consider the opinion of all concerned in the questions on the agenda .
  - f) they should express their opinion in short and in a civilized way.
- (2) It is the moral duty of members of decision-making bodies to prepare for meetings and do their best to make well-grounded decisions that influence the lives and circumstances of the students and employees of the University. In case conditions for a well-grounded decision are not provided (not all information is available) they are obliged to make amendments.
- (3) It is the duty of all taking part in the work of the decision making-bodies to represent views that are objective and in coherence with the interest and opinions of all concerned. They are to provide constant information to those they represent.
- (4) Members of the decision making-bodies are to act in view of the interests of the people they represent. If these interests are differentiated according to economic activity (faculties), institutional units, sections, educational units, members cannot be asked to provide a uniform vote.
- (5) Members of the decision making-bodies should aim at a correct process where all views are evaluated. Votes disregarding possible opinions carried out with use of a special agreement, bribe or other means of influence should be avoided. It is considered an ethical offence to initiate, call upon, force or accept such a vote.

## **II. CODE OF CONDUCT IN EDUCATION AND EXAMINATIONS**

### **General Code of Conduct Concerning Instructors**

- (1) Instructors of the University must complete their task in the best way they can and do everything in their power to ensure that the students acquire the necessary competences in the best possible way.
- (2) Instructors of the University must follow and contribute to the development of their discipline and utilise methods supporting these competences.
- (3) Since their main task is to contribute to the students' academic and human development, it is their duty to ensure conditions for effective and high quality studies. Thus, it is their duty to take action against events or personal behaviour violating these conditions.
- (4) Instructors of the University are required to make objective decisions. They must avoid positive or negative judgement resulting from previous acquaintances or discrimination on the basis of sex, ethnicity, religion, political preferences or other.
- (5) They must be open to questions, professional, or other. They are required to set the time of office hours and make them known to the students at the beginning of the school semester.
- (6) Instructors of the University can give orders to students only in educational or University matters.
- (7) Instructors of the University may never take advantage of the teacher-student relationship.
- (8) Instructors of the University are required to teach their classes indicated in the programme under their name. They may send in a substitute only at exceptional cases. A change of classes is only possible with the permission of the Head of Department.
- (9) Classes are to be held at the given time and place. The instructor must go to class well prepared. Students are to be informed of any changes well in advance.

- (10) Information during classes must be adapted to the level of the students.
- (11) Written material at the disposal of the students must always include new elements of development in connection with the topic.
- (12) Scientific research results reached with the cooperation of students may only be published with the name of the student appearing as co-writer.
- (13) Disabled students are to be given the necessary allowances during examination.

### **Requirements in Connection with Oral and Written Exams and their Evaluation**

- (1) It is the duty of Instructors of the University to inform students of all the requirements and prepare them for examinations. They must be clear in the type of achievement required, conditions, time and circumstances of the examination, and must adhere to these at all times. They must make up a list of topics and present it to the students at the beginning of the semester if possible. The list must serve as the basis for examinations and should be adhered to at all times. They must make sure that the students have no access to the questions before examination.
- (2) The material of oral or written examinations is to be compiled in a way to be executed by all students completing the course or courses on which the exam is based. Contents of each test must be on the same difficulty level.
- (3) Instructors of the University are required to offer alternate examination dates spread evenly within the given period. The time for examinations for full time students may only be set for weekdays from 7am to 6pm and must be announced well in advance. In the case of oral exams the time is to be set in a way to avoid long periods of waiting.
- (4) Responsible and professional examining processes require instructors to organize oral examinations in a way that a third person (e.g. the next student preparing for his turn) is present. Examination in private is not permitted.
- (5) Examiners must ask students to present proof of identity before examinations.
- (6) Examiners must warn the student that in case prohibited means of help are used or one is caught and proved to be preparing to use these aids, the examination is annulled.

- (7) Special attention must be paid to students using permissible aids only, and not place honest students at a disadvantage because of the dishonesty of one of their fellow students.
- (8) In the case of essays written at home one evaluation aspect is how much of an original work it is.
- (9) Evaluation of written tests and the notification of students of the results should not take more than two weeks.
- (10) Evaluation of tests should be on the basis of unified, impartial criteria published in advance. Faculty should refrain from evaluation of the student's work in an offensive manner.
- (11) In case of partial or complete failure of an exam, examiners are required to give reasons for their judgement and supply the correct answers upon request from the student.
- (12) Examiners must honour the oral examination event by dressing properly.
- (13) Examiners are required to observe rules of the treatment of student personal information and must not publish results without the students' consent.

### **Ethical Norms Concerning Students**

- (1) Students may only use permissible aids during their work. Students acting otherwise gain unfair advantage and violate norms of correct professional activities.
- (2) The use of not permissible aids (books, notes or any electronic device) refers to:
  - a) The use or attempt of using aids not permitted at written tests or home work,
  - b) Receiving the correct answers at written or oral exams from others either in person or through other means of contact (e.g. mobile phones),
  - c) Asking another student to act as a substitute at exams, or attempting at doing the exam as a substitute to another student.
- (3) The student may not have unauthorized access or may not attempt to gain unauthorized access to questions of the examination.

- (4) Students may not take writings, ideas or research work of another and represent them as their own (essays, diploma work, professional papers).
- (5) Students may not represent work done in cooperation with another as one's own and should not give false impression on the rate of one's own contribution.
- (6) Written work or part of a written work submitted to an instructor with the aim of obtaining grades, credit scores or other may not be submitted to another instructor without the first instructor's permission, neither at the same time, nor later.
- (7) Knowledge obtained at the University must not be used against the University for wrong purposes such as the creation of computer viruses, unauthorized entry into a computer, the use of unsafe methods in planning.
- (8) Students must present a proof of identity at examinations.
- (9) Students must honour the oral examination event by dressing properly.
- (10) Students must not use, give to others or receive non permissible aids at examinations.
- (11) Students may represent their own research results during their work only with consideration of legal and university restrictions.
- (12) Students may only aid the work and professional advancement of others by honest means.
- (13) Personal data submitted (e.g. at applications) must always be accurate.
- (14) Students are required to supply a correct, deliberate and objective opinion when asked, especially during a student evaluation process.

### **III. ETHICAL RULES OF SCIENTIFIC RESEARCH**

#### **Freedom of Research and Performing Scientific Activities**

- (1) The University's objective is to create circumstances under which research and scientific activities may be performed without any obstacles. The freedom of research and performing scientific activities, together with the freedom of thought, expression, publication and peaceful assembly, are essential elements to the core academic activity to be carried out at a proper level. University citizens will also be ensured the opportunity to present their scientific opinion (positions and criticisms) within the scope of freedom of expression, provided that these do not interfere with others' similar options and that they are fair regarding potentially different positions.
- (2) For the freedom of research and performing scientific activities it is essential for decisions pertaining to
  - appointments, promotions, employment,
  - assignments regarding academic research tasks,
  - supports for research and science to be performed, and
  - the distribution of all other advantages and burdens, to be independent from the ethnic background, sex, political, social and other views of the person concerned.
- (3) The general aim of scientific research, the performance of scientific activities and creative work shall be to acquire new, scientifically founded knowledge and to create works of art.

#### **General Ethical Expectations from those Performing Research Tasks**

- (1) The general ethical expectations from public servants performing research tasks at the University and from the researchers assigned to academic research activities (hereinafter: researchers) are identical with the expectations outlined in Part One of Chapter I with regard to university instructors.
- (2) The researchers undertaking a role in the management of students' scientific work shall also be responsible for the ethical aspects of the work performed

by the student under their guidance. The controlling researchers shall clearly state their expectations from the students involved in the research process, inform the students in detail about the aim of the project, the work expected from the students and their responsibilities. The researchers shall be available for consultation on a regular basis, within the scope of which they shall provide advice, promote the research process and appraise the students' work by including supporting arguments.

- (3) In the course of their contractual research activity under the scope of the activity supplementing the core activity, the researchers shall perform a work that is in compliance with the University's professional prestige and standards. They shall provide correct and comprehensive information to the principal. With regard to the research assignment fee, they shall apply the rates adopted by professional public opinion, and they may not seek to cause damage to the University or the principal.
- (4) The researcher shall preserve the University's business secrets. Further legal relationship aimed at the performance of work in the scope of which information constituting a business secret of the University is used shall be deemed incompatible. The researcher shall observe and shall have observed the legal provisions pertaining to research and copyright, as well as the University's Code for the Management of Intellectual Property.
- (5) In the course of their work, the researchers shall act in an environment conscious manner regarding their workplace environment, and shall require their colleagues to thus proceed.

### **General Ethical Expectations from Students Participating in Research Tasks**

- (1) The general ethical expectations from students participating in research tasks at the University are identical with the expectations outlined in Part Two of Chapter I, together with the additions specified in this section.
- (2) In the course of their research activities, the students shall seek to perform conscious work and to obtain necessary advice and appraisal, evaluation.
- (3) In the course of external professional training sessions, and their research activities performed outside the University, the students shall also observe the individual provisions required by the receiving entity, institution (e.g. plant secrets).

- (4) The student shall keep the business secrets of the University. Further legal relationship aimed at the performance of work in the scope of which information constituting a business secret of the University is used shall be deemed incompatible. Also, the student shall observe the legal provisions pertaining to research and copyright, as well as the University's Code for the Management of Intellectual Property.

### **Ethical Expectations Regarding Scientific Publication**

- (1) A publication is the description of original scientific results achieved by the authors and for which the authors undertake professional responsibility. The aim of a publication is to provide information on the results achieved by the research team and to promote the use thereof by others. A scientific publication is an announcement, study, book extract, book confidentially examined by experts.
- (2) Every researcher shall prepare in an authentic form and preserve the documentation of experimental, observational materials or theoretical conclusions and creative works registered in a controllable manner (repeatable by experts). The documentation shall contain all details of the research process required for the adequate experts to clearly understand and definitely reproduce it. The documentation shall be prepared parallel with the research and include any changes to the original hypotheses and the detailed plan of the experiment. The documents shall not expire and they may not be discarded.
- (3) It is both a question of copyright and of ethics that instead of repeating certain data, authors should call attention to their former, already published results and others' results, and to how those can be used as an initial basis, by identifiable references.
- (4) The authors shall bear responsibility for the contents of the information published.
- (5) It is the task and right of the persons participating in the research process to determine the sequence of authors. Authorship without significant intellectual contribution is debatable in ethical terms. The leader of the organizational unit that participated in the research is only entitled to authorship with regard to the article concerned if it participated in the elaboration thereof. Authorship also represents a responsibility that shall not lapse.

- (6) The author(s) may not submit manuscripts of basically identical contents simultaneously to several places for the purpose of primary publication. Exceptions are cases where the manuscript is turned down, or withdrawn by the author(s). At the same time, a preliminary publication published in short form may be re-submitted in an extended, full format, by correct reference to the preliminary publication.
- (7) The basic requirements of ethical provisions relating to information-type publications are identical with the ethical standards of scientific publications. Although the requirements of scientific rigour may not be fully enforceable in works written for lay persons, the author(s) shall strive to achieve such an aim to the extent it does not risk common understanding. It is not ethical to inform the daily press or promotional organs about new scientific discoveries prior to the publication(s) written on the results being accepted by professional forums (expert journals, conferences etc.).
- (8) Should the suspicion of plagiarism, deliberate manipulation of data, deliberate deception or any fraud arise in relation to a scientific publication, the leader of the competent organizational unit shall initiate an ethical investigation against the authors, or in a more severe case, conduct a disciplinary procedure.
- (9) Unpermitted intellectual conduct with regard to scientific research and the performance of scientific activities:
  - a) arbitrary amendment, falsification of data, plagiarism,
  - b) non-recognition of authorship and/or essential contribution of others (including students), or the use of information, ideas, data obtained by way of a confidential manuscript, tender material or exchange of information between associates, or the irregular use of archive materials,
  - c) violation of legislation and academic regulations, provisions serving the interest of the health and safety of the researchers, the persons involved in the research activity or others, or the violation of legal provisions pertaining to the research activity.

The scope of non-authorised intellectual conduct shall not include the factors inherent to the research process, such as errors committed in good faith, different interpretation or data judgement, or experiment planning.

- (10) In the publication about the result of the scientific research and the performance of sciences, and in the result of the creative work performed, it

must be properly indicated when others' results, wordings, visual or verbal communications, either directly quoted or copies prepared or re-worded, are consciously used. This requirement shall be observed regarding original results whether or not published.

### **Ethical Issues Pertaining to the Practical Use of Research Results**

- (1) Should the research results have potential practical applications, the researcher shall endeavour to realise them directly or by involving others.
- (2) If the researchers of the University are requested to perform practice-related research activities that, in their judgement have no proper scientific basis, they shall reject the request.
- (3) Generally, it is not advisable for the researchers to participate in commercial advertising activities, but they shall by no means participate in the advertising of a product or procedure, regarding whose reality they have doubts based on their knowledge and/or experiences.
- (4) In relation to each research conducted regarding a product of a company, the sponsor of the research activities shall be clearly indicated in the publications.

### **Using of Research Supports**

- (1) Scientific researchers, persons performing scientific activities and creative work shall strictly observe the requirements of the institution providing research support and the relevant academic rules.
- (2) Direct support used in scientific research, performing scientific activities and creative work shall be indicated in the publications, and other media used for publishing the results.
- (3) Deliberate misuse of support is prohibited. Support obtained may only be used for the purposes of the supported own research (project).
- (4) It is prohibited to expect the persons supported to contribute to common costs from which their project has no direct gain.

## **Medical Research Performed on Humans**

- (1) In the course of medical research performed on humans, the persons performing the tests shall strictly follow and shall, under all circumstances, observe all relevant legislation and other provisions, the positions of the board of professionals, irrespective of whether the experimental work is performed by a university researcher, a student or a guest researcher.
- (2) In the course of the research activities, a primary aspect shall be the maximum protection of the person participating in the research.
- (3) The person involved in the research shall be informed by the head research physician or the physician appointed by him/her – and participating in the research – in oral and written form and in a detailed manner comprehensible for the patient about the schedule of the research, the nature of planned therapeutic measures, the possible and expected consequences and any potential risks.
- (4) Only those persons may be involved in the research activity who has provided their written consent to participation in the examination, following full-scope information given to them. The persons participating in the research shall be entitled to freely withdraw from the research process at any phase thereof.
- (5) Prior to the commencement of the research, the leader of the research shall submit an application to the relevant research ethics committee (see <http://king.pharmacol.dote.hu/keb>). In case of medical research performed in humans, the Regional and Institutional Research Ethics Committee (RKEB/IKEB) and/or the ETT TUKEB are entitled to provide professional-ethical authorisation and opinion, pursuant to Decree no. 23/2002. (V. 9.) EüM of the Ministry of Health.
- (6) In the course of the clinical trial of medicinal products for human use, the provisions of Decree no. 35/2005. (VIII. 26.) of the Minister of Health shall be applied.
- (7) Research may only be performed in test facilities where personal, professional and material conditions are deemed adequate by the RKEB/IKEB.
- (8) The leader of the research shall have an ongoing reporting obligation following the commencement of the research about the research experiences, undesirable and severe undesirable events towards the RKEB/IKEB and the other ethics committees providing professional-ethical opinions.

## **Experiments on Animals**

- (1) In the course of animal experiments, the respect for life and the aim of the Act on the Protection of Animals and Animal Welfare shall be highly observed. The relevant legislation and University regulations shall be observed and the persons in charge shall have such regulations observed.
- (2) Animal experiments shall be well-founded in both scientific and professional terms.
- (3) Live animals may be involved in experiments only following tests conducted through the use of possible chemical, biological and other methods.
- (4) Authorization procedures for animal experiments shall be applied for at the Workplace Animal Experiments Committee of Debrecen University, via the form stipulated in the decree pertaining thereto.
- (5) In the course of an experiment, the smallest number possible of animals may be used, however, of a number optimal from the aspect of evaluation.
- (6) An animal may only be involved in an experiment once, especially if it was part of a procedure incurring lasting or severe damage.
- (7) In the course of animal experiments, sensation of fear and pain (discomfort) caused to the animals shall be avoided or minimized. If this is not possible, pain shall be relieved by medication suitable for the animal species.

## **Hazardous Substances**

- (1) Persons using hazardous substances shall strictly follow and, under any circumstances, observe the relevant legal and other provisions irrespective of whether the experimental work is performed by a university researcher, a student or a guest researcher. Persons working with such materials shall attend appropriate training, use personal protective equipment and require that also from others, where appropriate.
- (2) Persons using hazardous substances shall also share the joint responsibility of all students and employees regarding a safe and healthy environment and a safe and healthy workplace.

## **IV. ETHICS COMMITTEE**

- (1) Violations of the above rules as well as cases of dispute are the responsibility of the Ethics Committee.
- (2) The Committee consists of 9 members proposed by the three University Centres and the Student Union, two each. The president of the Committee is appointed by the Rector. In special ethical cases ad hoc members may be asked by the president to aid the work of the Committee.
- (3) The Committee Rules of Procedure are to be adopted within 30 days by the members.
- (4) The Committee must report on their operation and decisions to the University Senate at the end of each Academic Year.

## **V. REPORTING THE VIOLATION OF RULES STATED IN THE CODE OF ETHICS**

- (1) Violation of the Norms of Ethics may be reported within 30 days of their becoming known, by the offended party or anyone familiar with the happenings and is willing to give proof of the validity of such reporting with disclosure of his/her identity.
- (2) No anonymous reporting is considered by the Committee.
- (3) No procedures are to take place in cases when the event took place more than three months before. In cases of continuous ethical offense the date of the last event is to be considered with view of identical or similar cases happening in the past.
- (4) Reporting must be as specific as possible, including the name of the person involved, the place and date of the event and proofs available. It should aim at disclosing all details of the circumstances and all proofs available.
- (5) Reporting may be made orally or in writing to the Rector, Deans and other institutional heads of the University or to the Student Union Representatives.
- (6) Oral reporting must be recorded and signed by the person reporting, the person receiving the report and the person drawing up the report.
- (7) Reporting and the submitted proof must be presented to the President of the Ethics Committee without delay, but within 3 working days at latest.
- (8) The person reporting the offence must be informed about the arrival of the reporting by the President of the Committee within 3 working days.

### **General Rules of Proceedings**

- (1) No proceedings or legal actions can be taken that would put the suspect of the case at a disadvantageous position in case of a suspicion without proof.
- (2) Suspects of each case must be heard, unless circumstances of the case clearly prove that the reporting is groundless.

- (3) The person reporting the offence must not face disadvantages. However, groundless reporting by the same person at a number of times is considered an ethical offence.
- (4) The Ethics Committee may take the following decisions:
  - a) State that the offence in question is a violation of the rules of the Code,
  - b) Order the offence to be made public at the University of Debrecen
  - c) Order disciplinary proceedings in case the violation of norms impose the suspicion of disciplinary offence,
  - d) The Committee may request the Rector to file a criminal complaint in case of suspected criminal offence.
- (5) The Persons reporting the offence, the suspect and the victim must be informed of the Decisions of the Ethics Committee, first during the committee meeting, if they are present, and second, in writing within 8 days. The letter must be delivered to the above persons' hands or mailed by registered mail. As soon as the letters are delivered, sanctions may be carried out.
- (6) Sanctions are delayed in case either of the parties decides to appeal against the decision of the Committee.

### **Appeals**

Appeals against the decisions of the Ethics Committee must be addressed to the Rector of the University within 8 days, who is required to assess them within 15 days.

Chapters I. III. and IV. of the Ethics Code of the University of Debrecen were accepted by the Senate of the University of Debrecen in Decision No. 16/2007 (XI.15) dated 15<sup>th</sup> November 2007. Chapter II. was accepted in Decision No. .../2008 (XII:18) dated 18<sup>th</sup> December 2008. Provisions of Chapters I. III. and IV. entered in force on November 16. 2007, while provisions of Chapter II. entered in force on 19<sup>th</sup> December 2008. and must be applied to cases in progress as well.

## **ABBREVIATIONS**

**EC** – Educational Committee

**SCEMCT** – Sub-Committee for Educational Matters and Credit Transfer

**EER** – Educational and Examination Regulations

**RO** – Registrar’s Office

**CCIE** – Coordinating Center for International Education

**FM** – Faculty of Medicine

**FD** – Faculty of Dentistry

**FPh** – Faculty of Pharmacy

**FPH** - Faculty of Public Health

**BMC** – Basic Medicine Course

**NEPTUN** – The electronic academic system

# **EDUCATIONAL AND EXAMINATION REGULATIONS OF THE UNIVERSITY OF DEBRECEN**

## **INTRODUCTION**

The Senate of the University of Debrecen (hereinafter referred to as: Senate), in agreement with the Student Self-Governing Body of the University/Student Union (hereinafter referred to as: Student Union) on the basis of the provisions of law CCIV. of 2011 on national higher education and its executive order and Government Decrees 87/2015. (IV.9.) and 248/2012. (VIII. 31) hereby stipulate the following Educational and Examination Rules for the University of Debrecen.

## **I. GENERAL PROVISIONS**

### **Scope of the Regulations**

#### 1§

- (1) The scope of Educational and Examination Regulations at the University of Debrecen shall cover the study and exam-related matters of students, including Hungarian citizens as well as citizens of other countries (foreign students) if they enjoy the same legal status as the Hungarian students (hereinafter referred to as: students) enrolled at the University in one tier programs, college/university level undergraduate degree and complementary programs, in Bachelor programs of the Bologna Process (BSc, BA), in Master programs (MSc, MA), in specialized postgraduate non-degree programs, and in professional trainings of higher education, in all (full-time, evening, correspondence or distance education) tracks.
- (2) Unless otherwise stated or specified in individual statutes or international agreements, the study and exam-related matters of international students, with permanent residence outside of Hungary, shall be subject to the provisions of these present EER. The detailed rules and regulations concerning international students, together with faculty-level special study-related matters, if they deviate from the provisions of these present Regulations, shall be appended to these EER as faculty/conservatory level supplements/appendices.

- (3) The scope of these EER shall not cover the issues of doctoral programs. The rules and regulations concerning these latter types of programs shall be discussed and approved by the University Senate in accordance with the currently effective university regulations.

### **Bodies and Individuals Authorized to Act on Study and Exam-Related Matters**

#### 2. §

- (1) The body of first instance authorized to act on academic and exam-related matters of the students is the Faculty Educational Committee (hereinafter referred to as: Educational Committee - EC).
- (2) The composition of the EC shall be specified in the Appendix. The EC and its sub-committees shall have a 50% ratio of student representation with voting power.
- (3) The non-student members of the EC shall be delegated by the Faculty Council, while its student members shall be delegated by the faculty-level Student (Self-) Government. Due to his/her position, the head of the Sub-Committee for Credit Transfer is also either a member of or a regularly invited participant in the Committee.
- (4) The chairperson of the EC shall be the educational vice dean of the faculty.
- (5) The ECs of the individual faculties may also establish sub-committees and may confer certain powers upon them.
- (6) The EC shall establish a Sub-Committee for Credit Transfer whose authority shall be to decide on credit equivalency matters and issues.
- (7) The extent of authority and control of the Educational Committee includes the following areas among others:
  - transfer of students within the university and from other educational institutions,
  - the examination of student appeals as detailed in 5/B. §, paragraph (7) in case the appeal is rejected by the lecturer/educational unit responsible for the course.
  - the establishment and enforcement of a uniform order of procedures concerning the issues and matters of study and examinations specified in the supplement

- (8) Additional extent of authority and control exercised by the EC shall be detailed in the Appendices III, IV. and V. of the regulations containing the faculty features.
- (9) The EC shall determine its own rules of procedure and agenda. The EC may confer some of its powers upon the chairperson of the EC.
- (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 excepted by the University or contradicts the University Rules and Regulations or the regulations concerning the organization of examinations were breached. There shall be a separate set of university rules regulating the procedure of submitting and adjudicating appeals by students.

### **Student Status**

#### 3. §

- (1) Student status is granted to those who have been admitted or transferred to the University on the basis of the University Rules and Regulations of Admission of the University, to enroll in one-tier programs, college/university level undergraduate degree programs and complementary programs, in Bachelor programs (BSc, BA), in Master programs (MSc, MA) specialized postgraduate non-degree programs, in higher-level vocational training in all (full-time, evening, correspondence or distance education) tracks, irrespective of the form of education.
- (2) Those admitted and transferred to the University have the right to enroll as students after the decision of the admission becomes legally binding. Students have a student status at the University. Student status is established by enrollment.
- (3) At the beginning of the semester that follows the admission to the University, the students shall register at the proper faculty, as the rights and commitments related to the student status are granted only to registered students. Those who fail to register shall lose their right to participate in the given programs. Having taken care of the registration, as official students of

the University, students may petition for leave of absence status (or a so-called passive semester).

- (4) The legal document to attest the existence of a student status is the student ID. The detailed rules and regulations concerning the student ID are listed in a separate set of university regulations and a statute.
- (5) If a student is registered simultaneously at several faculties/departments it shall be indicated from the aspect of registration, and the faculty where he/she registered first among the faculties giving the instructions of his/her majors actively financed by the state/state (partial) grant (if there are any such faculties) shall be called home faculty.
- (6) Due to their student status, students at the university exercise individual and collective rights. As specified in Appendix III, 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.
- (7) At the beginning of each semester (before the end of the second week of instruction), students shall indicate in the electronic registration system whether they wish to continue to pursue their studies (and take an active semester) or they opt for a passive semester. Not signing in for the given semester counts as passive semester. Instead of an active semester, students may still opt for a leave of absence or a passive semester if they petition for a leave of absence within four weeks after the commencement of the academic instruction, but the latest until 14<sup>th</sup> October in the fall semester, and 14<sup>th</sup> March in the spring semester. If a student fails to petition for a leave of absence prior to this point in time (i.e., he/she does not opt for a passive semester), 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.

The duration of the passive semesters cannot exceed fifty percent of the program duration. In case of appreciation, the Dean may extend this period by one semester. In particular, the duration of contiguous passive semesters cannot exceed two semesters. Upon the student's request the Dean may permit a period longer than two semesters if the student cannot fulfil his/her

educational obligations through no fault of their own, due to childbirth, an accident, illness or any other unexpected event.

- (8) In his powers delegated by the Rector, the Dean shall terminate the legal relationship of the student who starts his/her first year studies in September 2012, and later in an ascending system if the student does not get the credits for a subject after taking the subject three times or after taking a total of six exams.
- (9) Student status shall be terminated
- a) if a student has transferred and been admitted to another institution of higher education, upon the day of the transfer,
  - b) if a student announces that he/she intends to terminate his/her student status, on the day of the announcement,
  - c) on the last day of the state examination period following the last educational cycle or period (in the case of specialized postgraduate education) of the program,
  - d) if the student status of a student is terminated by the Dean, authorized by the Rector of the University, 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,
  - e) upon the day when termination based on disciplinary action comes into effect,
  - f) the condition defined by the law on national higher education does no longer apply 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.
- (10) The faculty shall terminate the student status of any student who
- a) fails to fulfil the requirements of the present regulation and the obligations concerning his/her studies
  - b) has failed to register for the forthcoming semester upon two consecutive occasions and failed to opt for a passive semester,
  - c) failed to continue his/her studies following a passive semester.

In all three of these cases mentioned above, students must be notified at least twice in writing, before the final decision is made, by calling upon

them to fulfil their commitments before the given deadline, and they must also be warned about the consequences of potential non-performance.

In case of students starting their studies in first year in September 2012 – and then in ascending system – the faculty shall cease the student status of those who

- a) fail to fulfil the requirements concerning progression in their studies specified in the present regulation and in the curriculum,
- b) did not sign in for three consecutive occasions for the next academic semester,
- c) did not commence his/her studies after passive semester.

In all three of these cases mentioned above, students must be notified in writing before the final decision is made by calling upon them to fulfill their commitments before the given deadline, and they must also be warned about the consequences of potential non-performance.

10/A. The student is informed by the institution about its decision in a written, paper-based form

- a) if the existence of the student's status is concerned
- b) If the student's request is– either partly or entirely – rejected and, for this reason, the option of legal remedy is available.

Private messages in connection with the student's educational matters sent via the electronic educational system are considered as an official written demand as defined in paragraph (11) of the current section in which the students' attention shall be drawn to the legal consequences of their failure.

Students having a student status at the institution are bound to follow the official written notices received through the electronic education system in the course of their active status and to act in accordance with the content of the notice.

- (11) Students whose student status has been terminated shall be deleted from the official student list.
- (12) Student status shall not terminate for students who participate in the bachelor program and after getting the bachelor degree have been admitted to the next semester of the master program.

- (13) In case the student status was terminated but the student gains re-admission to the given program, the minimum number of credits to obtain in the last two active semesters is detailed in Appendix III.
- (14) The maximum number of available active semesters until obtaining the final degree for fee-paying students is detailed in Appendix III.

## **II. PROVISIONS CONCERNING EDUCATIONAL MATTERS**

### **The Schedule for the Academic Year**

#### **4. §**

- (1) Each year, for establishing the schedule for the upcoming academic year, the rector shall make a proposal to the Senate after consulting with the Student Union. The duration of the term-time per semester shall be 13-15 weeks, with the examination period covering at least 6 weeks.
- (2) The Rector and the heads of the faculties may authorize a maximum of 6 days of vacation per academic year. The choice concerning the allocation of vacation time periods may be made with the consent of the Student Union and the faculty-level Student (Self-) Government
- (3) Any time schedule differences from the provisions in paragraphs (1) and (2) may be authorized by the Senate.
- (4) The duration/unit of class time (contact hour) is 50 minutes.
- (5) In case a professional practice, examination or other educational activity is organized outside the academic year, the Faculty must define in Appendix III, which semester the student activity is referred to, the one immediately preceded or followed by the semester.
- (6) 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.

## **Obligations of Students as to Registration, Reporting Changes in Personal Data, and Adding/Dropping 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 person and in writing. Before the registration period, the Registrar's Office records the personal data of the students admitted in the electronic academic system (hereinafter referred to as: 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, within a deadline defined by the employee of the Registrar's Office. Upon request of the Registrar's Office students shall present the documents in order to verify their data.
- (2) The Lecture Book of different kinds is a public document certifying the completion of studies and taking the final pre-degree certificate (absolutorium), which also contains the data related to the fulfilment of the academic requirements.
- (3) Not later than the end of the second week of the term-time, students shall either register themselves through the academic system for the current active semester (with regard to all their majors) and sign up for courses to be taken as prescribed in the academic system and the Appendix of the regulations or shall opt for a passive semester. 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 educational system during the registration period of every semester.
- (4) The instructors are entitled to allocate students to courses based on educational considerations and their professional competence.
- (5) Students shall report any changes occurring in their personal particulars within 8 working days from the time of the occurrence. This notification may be implemented through the registration 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 registrar's office at the host faculty. Students shall bear responsibility for the validity of the reported data.

- (6) Students may register for the upcoming academic time period even if they failed to obtain the amount of credits in the previous semester as specified in Appendix III.
- (7) In exceptional cases, students may alter their choice of adding/dropping courses until the end of the fourth week of the term-time upon paying a fee for the procedure in return.
- (8) Students may withdraw their registration for the active semester and opt for a passive semester in the first four weeks of the term-time, but the latest until 14<sup>th</sup> October in the fall semester and 14<sup>th</sup> March in the spring semester.
- (9) Students shall enter into the Lecture Books the subjects/courses they have signed up for in the academic system, together with the names of the instructors, the code numbers of the subjects/courses, and the credits for the subjects/courses in the way prescribed in Appendix III. If the students pursue studies in several majors at the same time, the subjects/courses taken in the individual majors shall be entered into the Lecture Book on separate pages.
- (10) In case the students fail to pay the tuition fee due for the semester by the specified deadline, they may not commence to take exams in the given semester.
- (11) Students may not enrol for the University and may not take up subjects if they have not fulfilled their terminated payment requirements. This rule applies to students who started their studies from September 2007 and then in an ascending system.

### **Second specialization**

#### *5/A. §*

- (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.

## **The Electronic Lecture Book**

5/B. §

- (1) The University of Debrecen introduces the use of the Electronic Lecture Book from September 2011 to be applied to all students registering after this date. Information in the Electronic Lecture Book is based on the electronic academic system and serves as the primary source of information. The Lecture Book (C type Lecture Book) is a printed form of the electronic academic system authenticated by the Dean or Vice Dean for Education of the relevant faculty.
- (2) Students of the Faculties of Medicine, Dentistry, Pharmacy and Public Health, having started their studies before 1<sup>st</sup> September, 2011, will be using their traditional paper form Lecture Book and are required to carry them to exams and have their grades recorded in them.
- (3) In case of the C type Lecture Book and the ordinary Lecture Book with the fastened pages in them grades are recorded in the Study Results Booklet with a University logo. Students starting their studies in September 2011, in February 2012, and in September 2012 will receive the Study Results Booklet at registration while those having started before September 2011 will get them at the start of the exam period for the first semester of the Academic Year of 2011-2012. Students starting their studies after 1<sup>st</sup> January 2013 – with the exception of the students of the Faculties of Medicine, Dentistry, Pharmacy, and Public Health – paper based notification happens on the course completion sheet printed by the student from the electronic administration system. Students of the Faculties of Medicine, Dentistry, Pharmacy, and Public Health continue to use the Study Results Booklet from January 2013 onwards too. Students are obliged to carry the Study Results Booklet/course completion sheet to exams and have their grades recorded and signed by lecturers at the occasion arranged and announced in advance. Should the students fail to fulfil these obligations they voluntarily passes up the written notification about the exams and also the chance of subsequent check of the grades entered into the electronic administration system.
- (4) The lecturer enters the grades in the electronic academic system the exam sheet and the Study Result Booklet/course completion sheet as detailed in Appendix II.

- (5) Grades of written tests can be checked in the test paper itself, on which the evaluation and signature of the person in charge must be indicated.
- (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 on the basis of the grade written on the exam paper, in the electronic academic system the exam sheet and the Study Result Booklet/course completion sheet as well.
- (7) If the objection is not justified by the lecturer/educational unit responsible for the course and is rejected, the student may turn to the Faculty Educational Committee in at first instance and to the Committee for Student Matters of Legal Remedy at second instance.
- (8) Students may ask for a printed copy of the records in the electronic academic system free of charge once in a semester. Students having started their studies before 1<sup>st</sup> September 2011. may ask for their traditional Lecture Books containing the printed electronic records at the Registrar's Office in substantiated cases only.
- (9) Rules concerning the application of the Electronic Academic System are detailed in Appendix II.

## **The Credit System**

### 6. §

- (1) The University of Debrecen (hereinafter referred to as: the University) operates an accumulation credit system that measures in credits the workload necessary to fulfil the academic requirements 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 Bachelor and Master programs (BSc, BA, MSc, MA), in higher-level vocational trainings in all tracks and forms of education (full-time, evening, correspondence or distance 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 credits, as long as the performance of the students has been accepted, is not dependent on what evaluation the students have actually received concerning their knowledge or competence.
- (3) The credit value of the individual semesters in the model curriculum recommended by the institution, with a consideration to the program period specified by the institution, may deviate from the recommended 30 credit figure by maximum 3 credits less or more.
- (4) Credits may be allocated only to courses whose evaluation is carried out on a five or a three-grade scale by administering a grade. No fractions of credits may be allocated to subjects/courses.
- (5) The allocation of contact hours and credit-values to individual subjects/courses is an organic part of the curriculum/syllabus.
- (6) The average number of individual academic working hours determined for the allowed 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 what other courses are 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.

### **Exam course**

6/A. §

- (1) The exam course is an exam occasion provided for students who have completed all requirements of a given course to sign up for the exam but did not take or pass it. In case of exam courses, classes will not be offered.
- (2) According to the course rules, 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) Signing up for an exam course counts as signing up for a regular course and thus it is included in the number of courses a student had signed up for.

### **Student Obligations**

#### 7. §

- (1) The Dean of each Faculty is responsible for providing information in a verifiable fashion to students registering for classes concerning their rights and obligations, requirements necessary for earning a degree, and the time schedule and academic requirements for the first semester.
- (2) In the interest of providing information for the students, the Rules and Regulations of the university, the Educational and Examination Regulations, and other relevant rules and regulations concerning the students shall be made accessible in the offices of the Deans, in the Student Union offices, in the institutional libraries, and on the homepage 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 an educational guide shall be made available for the students in both Hungarian and English in soft (electronic form on the Internet or on CD) and hard copy. The general part referring to the University must contain the following information:
  - a) the name and address of the institution, the institutional identification number;

- b) the general characteristics of the institution, the conditions of attending a course supported by the Hungarian state scholarship;
- c) the academic requirements or its electronic availability;
- d) the time schedule for the academic year, the academic term-time;
- e) administrative order managing educational problems of students, the office hours;
- f) the order of applying for the state examination, parts of the state examination;
- g) the name and contact details of the coordinator involved in institutional mobility and assisting students with disabilities, short description of their activity;
- h) the order of students' legal remedy
- i) a description of how to access educational and career counselling services ;
- j) a description of the registration and enrolment procedure;
- k) important information for international students (in particular, application for a residence permit, conditions for admission to the higher education institution, living expenses, medical assistance, insurance information);
- l) fees and other contributions charged by the higher education institution, and general conditions specified in the contracts concerning the academic training;
- m) dormitory and other accommodation facilities;
- n) library and computer services;
- o) sports facilities, opportunities to undertake leisure activities;

The section on the different majors in the educational bulletin – which is accessible before the end of the term time prior to the subject registration in the given semester - includes:

- a) curricula applied for students with a student status in the given academic period, including
  - aa) implementation of the learnings in subject and curriculum units broken down to the academic term described in the qualification and exit requirements
  - ab) requirements of previous studies
  - ac) the credit value assigned to subjects and curricular units
  - ad) the criteria requirements
  - ae) methods of assessing the student's performance

- af) prerequisites of the state examination
- b) in the case of all of the required and required elective courses, course units (hereinafter referred to as: courses, including both required and required optional courses and course units):
  - ba) the name of the course, the number of contact hours, the credit value of the course, its code, number of semester suggested by the model curriculum, the frequency with which the course can be taken up in the course list,
  - bb) the language of education,
  - bc) the educational prerequisites,
  - bd) a description of courses as required ,required elective or freely chosen
  - be) the allocation of courses in the curriculum,
  - bf) the coordinator of the course, the instructor of the course,
  - bg) the aim of the acquisition of the technical content of the course,
  - bh) a short course description enabling to make the decisions of credit acceptance, and a description of course requirements, attainable (sub)skills of application and (sub)competencies,
  - bi) academic requirements during the academic year,
  - bj) the assessment of the acquired knowledge, (sub)skills and competencies (end-term grade, or examination grade),
  - bk) the method of assessment,
  - bl) the study materials that are at the students' disposal to acquire the course material, skills and competencies,
  - bm) a list of recommended reading,
- c) administrative order managing educational problems of students, the office hours of the Registrar's Office;

The section on the description of departments/institutes in the educational bulletin includes:

- a) at least 6 weeks prior to the beginning of the semester, the departments/institutes shall advertise the course list (complete with the following: code, academic level, prerequisites, instructors, duration, instructional method, means of evaluation, number of contact hours, credits),
- b) at least 6 weeks prior to the beginning of the semester, the faculties shall advertise the list of optional courses (complete with the

- following: code, academic level, prerequisites, instructors, duration, instructional method, means of evaluation, number of contact hours, credits),
- c) information on how courses offered by other majors or at other levels of education may be accepted,
  - d) agreements among the institutions concerning the equivalency of credits,
  - e) the forms and scheduling of testing and assessing knowledge within the given training period and the time schedule for the examination period, in particular the first and the last day thereof.

### **Subject/Course Requirements**

#### 8. §

- (1) The course requirements shall be prepared by the academic teaching units.
- (2) The course requirement system shall comprise the following elements:
  - a) attendance and participation requirements,
  - b) requirements for mid-term tests, their number, approximate date, possibilities and means of retakes or the fact if they may not be retaken,
  - c) conditions for obtaining a mid-term grade, where the instructor's signature indicates class attendance,
  - d) cases where the subject requires a parallel practice/seminar/labour to sign up for the exam
  - e) requirements for signing up for an exam preceded by a course the completion of which is evidenced by the lecturer's signature.
  - f) the components that the final grade shall be based upon,
  - g) lists of required and recommended reading,
  - h) the credit allocated to the subject/course.
- (3) The course 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) Course requirements shall be scheduled in such a way that the students should have sufficient time to fulfil them.

- (5) In the case of subjects, where the prerequisite of the mid-term/practical grade is regular attendance at the classes, the instructor verifies this with his/her signature in the Lecture Book and takes care of the electronic academic system administration as well.
- (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 educational period. 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/labour to as an obligation for the final exam, students are only allowed to sign up for the exam if the seminar/practice/labour is completed. If failing to do so, the “not completed” note will be written in the Lecture Book and in the electronic system as well.
- (8) The faculties may regulate the principle if courses are required to be prerequisites for other courses in the framework of the curricula of the individual majors.
- (9) The faculties shall make sure that the students during the course of their studies should be able to choose from a total of subjects/courses of at least 20% more credit value than the total amount of credits prescribed for the given major.
- (10) In case of students who started their studies in the first year in September 2013 – and then in ascending system – the faculties shall ensure that the students can take up subjects exceeding 10% of the prescribed number of credits without paying any extra fee or cost.
- (11) The faculties shall ensure that the students can take up freely chosen subjects up to at least 5% of the total number of credits required for getting the degree, or that the students can participate in voluntary activities that may be completed instead of these subjects. The faculties shall define the acceptable voluntary activities in Appendix 3.
- (12) The students shall be furnished with a model curriculum, broken down to semesters which, if properly followed and completed, guarantees that the students receive their degree exactly at the end of the time period specified in the program and exit requirements. Students may deviate from this if they follow individual study plans.

## **Physical Education**

### 9. §

- (1) Students at full time college/university level programs at the University of Debrecen must take two compulsory contact hours of physical education per week for the first four semesters of their studies.
- (2) The fulfilment of physical education requirements is a prerequisite to issuing the certificate of state examination (absolutorium).
- (3) The fulfilment of physical education requirements may be substituted and redeemed with
  - involvement in quality professional sports,
  - certifiable use of university sports services,
  - certifiable involvement in university sports activities.
  - in sports programs organized by the Centers for Physical Education and Sports.
  - Individual activities in fitness centers (without the presence of a coach or a PE teacher)
- (4) In the case of individual activities (without the presence of a coach or a PE teacher) a precondition for acquiring a signature is the minimum level reached at the Hungarofit assessment detailed in the Physical Education Rules.
- (5) Petitions for exemption and acceptance shall be adjudicated by the sports director and the heads of the physical education teams.

## **Attendance**

### 10. §

- (1) Lectures constitute an organic part of the education process, therefore, the University expects the students to attend them regularly.
- (2) Attendance in the case of seminars/practical courses is compulsory, with some variation depending on the actual specifications of the individual course requirements. Information concerning the acceptable extent and the consequences of absences and the ways to make up for missed classes shall be published in the Appendix.

## **Student Transfer**

### 11. §

(1) Admission by transfer to the faculties of the University shall be granted to students if

- their legal status as students has not been interrupted, the conditions leading to dismissal or expulsion due to disciplinary action are not presently relevant, and
- they satisfy the requirements specified by the receiving/hosting faculty in Appendix III.
- transfer requests of those having a legal status as students in the master program are judged at first instance based on individual consideration by the dean of the host faculty.

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

A transfer is possible only from identical level of training of identical area of profession, except

- from one-tier program to Bachelor program
- from Bachelor program and from one-tier program to higher vocational training

(2) The responsibility of making decisions on matters concerning transfer issues between individual faculties (departments) of the University or from another university shall rest with the EC 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 credits recognized 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 larger body of acquired knowledge, surplus credits may be “taken into account” in the credit amount available for optional courses.

- (3) Agreements between two institutions may be initiated concerning the mutual or unilateral recognition of courses. The agreements concerning course recognition issues shall be made public and available for the 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) In the areas of adult education (correspondence undergraduate programs, specialized postgraduate non-degree programs), it is examined whether there is a body of professional aptitude acquired previously that could be recognized through credits in the case of a 75% overlap. Authentication may take the form of an exam. During their career paths, students entering adult education may have been involved in practical activities that cover 75% of some practical course in a non-degree training program. In undergraduate majors (BSc, BA), only such professional aptitude may be authenticated that has been acquired after the high school leaving exams (school-based), at least at the level of higher vocational training. In the case of non-accredited programs, this knowledge shall be tested through an exam.
- (6) Further conditions and requirements for transfer and the procedural order for transfers shall be detailed in Appendix III.
- (7) Changing major, specialization, institution, language of education and course type is possible from the end of the previous semester until 15<sup>th</sup> September in the fall semester and 15<sup>th</sup> February in the spring semester.

### **Simultaneous Studies**

#### 12. §

- (1) Students in simultaneous studies may pursue their studies in two different educational institutions at the same time and, upon graduation, they are awarded two separate diplomas.
- (2) Students may participate in simultaneous studies if their student status is not suspended or terminated in their home institution and they can fulfil the academic requirements in both institutions at the same time.

- (3) The home institution in the case of students admitted to simultaneous studies is the one where the students are entitled to receive student benefits.
- (4) In the case of simultaneous studies, the students hold a separate Lecture Book in both institutions of higher education.
- (5) Students participating in simultaneous studies need to fulfil all the requirements prescribed for them and they are also subject to the provisions of the EER as well as other university regulations on students.
- (6) In the case of simultaneous studies in two majors, the accomplishment of one given academic requirement may be taken into account for credit accumulation in both majors.

### **Cross Registration (Partial Transfer), Subject/Course Recognition**

#### 13. §

- (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 responsibilities in their home institution.
- (2) Students may take the (required or required optional) courses that are offered by the department (sub-department) of their majors at another institution/faculty and may request the Sub-Committee for Credit Transfer 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 petition to the Sub-Committee for Credit Transfer requesting for the official opinion of the sub-committee on the issue of 75% overlap in the course material. The amount of credits that an institution gives for a course outside the host institution equals to the amount that is allocated to the substituted course in the curriculum of the given program of study.
- (3) Those students, whose student statuses were terminated due to academic requirement failure but were accepted again after a repeated entrance exam, can ask the Sub-Committee for Educational Matters and Credit Transfer is entitled to acknowledge even 100% of the earlier completed credits. The rules of credit transfer are authoritative, in these cases as well.

- (4) The faculty shall recognize the credits acquired by their students in a different domestic or foreign higher education institution on the basis of inter-institutional credit equivalence agreements, individual student contracts or legislation on credit equivalency. Two curricula shall be regarded as equivalent if they cover at least 75% of one another. The extent to which two curricula are similar is determined by a faculty level Sub-Committee for Credit Transfer. This equivalency results in the obligatory recognition of credits within and among institutions.
- (5) Credits may be allocated to a given accomplished study requirement only once within a program, but this accomplished requirement may be recognized by (an) other program(s).
- (6) Students shall earn a minimum of 1/3 of the total credits required in the institution that issues a medical doctor's, dentist's or legal diploma.
- (7) Credits obtained at lower study levels which also fulfil the requirements of higher level study are to be recognized.
- (8) Knowledge and work experience gained through a previous informal study may be evaluated as the completion of academic requirements by the SCEMCT. 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 SCEMCT.
- (9) Faculties make an independent decision about the introduction of validation, and the detailed regulation of the procedure is stipulated in Appendix III. The service of validation is subject to payment of a fee.
- (10) Study abroad is considered to be a special case of cross registration. In the framework of this possibility, the students of the University pursue their studies and take exams in a higher education institution abroad on the basis of the mutual agreement permission of the Faculty Educational Committee. Students are only allowed to participate in foreign training if they fulfil the conditions of the student status determined in 3 §. Students may study abroad according to an individual study plan.
- (11) Credits earned by students during partial training at higher education institutions abroad shall be recognized according to the provisions of paragraph (4).

- (12) A student is eligible for scholarship during partial training abroad if he/she started his/her studies with the permission of the University, reached the minimum level of receiving a scholarship during the previous semesters, students in basic training completed minimum 60% of the credits. The scholarship is solely granted if the student requested according to the provisions of the University of Debrecen Code of Charges and Service Fees, studied in an EEA member state and holds a certification from the foreign institution concerning the exact time of the studies and the courses to be completed. The yearly sum of the scholarship is regulated by the University student refunds and benefits regulations.
- (13) For completing the practical courses prescribed in the curriculum abroad, the preliminary permission of the person responsible for the practical course shall be obtained.
- (14) Persons not in student status relation with the University may attend any lecture at the University unless obstructed by objective circumstances. In Appendix III, the faculties may introduce provisions concerning classes other than lectures or special cases. The schedule of lectures is available on the faculties' websites.

### **Special Provisions Concerning Partial Qualification**

#### 14.§

- (1) Student status can be established – without an application process – at any course or modul announced by the institution within the frame of a fee-paying training with an applicant not having a student status at the university but already holding a higher-level degree.
- (2) After the completion of the training, the faculty issues a certificate of the student's academic performance, which shall be counted to the student's higher education training according to the regulations of credit transfer.
- (3) The partial qualification first and foremost serves for fulfilling the requirements of newer specializations or for preparing for the Master program.
- (4) The announcement and commencement of the partial qualification, the form and conditions of the application, furthermore, the purpose and content of the training is defined by the Faculty Councils.

### III. THE TESTING AND ASSESSING OF KNOWLEDGE

#### The Examination Period

##### 15. §

- (1) Upon commencement of the term-time, the faculty shall be required to publish in the academic guide, in the manner customary at the faculty, the methods of student performance assessment and the related dates of such assessments during the given term, as well as the time schedule for the examination period, in particular, the first and the last day thereof. The instructors responsible for the coordination of individual courses shall publish no later than three weeks before the end of the term-time the dates set for the individual examinations, the names of the examiners, the dates and manner of registration for the examinations, the date of publishing the results of the examinations, and the possibilities for retake examinations. Furthermore, they shall implement the registration in the academic system.
- (2) The minimum number of examination dates per subject/course shall be three, evenly distributed in the entire examination period. The minimum number of examination places shall be 150% of the number of the students who have taken the course. The last examination date may be reserved for students who have already received a grade in the given subject/course.
- (3) Students may register (sign up) for the examinations through the academic system. Registration for the examination is possible until 12 o'clock noon on the day before the examination. Cancelling registration for the exam is possible until 12 o'clock midnight on the day of the exam. If a student has cancelled his/her registration for the examination, he/she can only sign up for another examination date that is not yet fully booked. The instructors giving the examination are not obliged to appoint a new examination date because of cancellations.
- (4) If the examination dates available are in conflict with the students' interests to appropriately prepare for and take the examination, the competent EC, when requested by the Faculty Student Union, shall investigate the issue and make a decision.

## **The Chief Forms of Testing and Assessing Knowledge**

### 16. §

- (1) The prerequisite-based forms of testing and assessing knowledge, conforming to the given educational objective (examinations), shall be determined by the requirements and the curriculum.
- (2) Assessment of the student's knowledge of the teaching material may be carried out according to
  - a five-grade scale: excellent (5), good (4), satisfactory (3), pass (2), fail (1);
  - or a three-grade scale: excellent (5), satisfactory (3), fail (1)

Regular attendance in classes that qualify as criteria-conditions (e.g.: physical education) may be indicated through the instructor's signature in the Lecture Book.

- (3) Assessing forms of subjects/courses:
  - a) The curriculum may prescribe a practical course/seminar 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. 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 course work 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. The Appendix III 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-course written test cannot result in the student not being allowed to take the exam.
- (7) A successful mid-course test result can be counted in the end-term exam in the forms of:
  - a) offered grade,
  - b) extra points in the exam result,
  - c) exclusion of one part (e.g. minimum questions) of the exam
- (8) If the teacher (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 one 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 teacher 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 have deactivated electronic or telecommunication devices on, use of electronic or telecommunications devices), the test has to be suspended.

In the course of the examination, 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, entails the commencement of disciplinary proceedings.

The dean of the faculty decides on the initiation of disciplinary proceedings based on the written notification submitted by the teacher (until the following working-day latest).

In the case of examinations no entry is to be made in the lecture-book while 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.

The proceedings result in the number of test opportunities being reduced by one.

In the absence of disciplinary proceedings the provisions set in paragraph (8) are governing.

### **Regulations Concerning Papers prepared by the Student**

#### 16/A. §

- (1) While fulfilling their obligations the 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, with special regard to the take-home papers, course papers and the thesis.

- (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 another author's entire – or part of his -work
  - c) the source and the author's name shall be indicated
  - d) the work or part of it – faithful to the original – shall be indicated as quotation
- (4) In other cases the usage of another author's work and the way of indicating its origin the rules of the given field shall apply.
- (5) Should the students fully or partially violate the rules governing the usage of another author's work, their papers shall be deemed unsatisfactory and they shall retake the course or resubmit their papers/theses.

### **The Order of Examinations**

#### 17. §

- (1) Students may take an examination only in subjects they have duly signed up for according to relevant regulations at the beginning of the semester.
- (2) Students may plan their examinations individually or in a group.
- (3) Oral examinations, including the final examination and the defence of the degree thesis, shall be, in general, open to the public. Further information concerning oral examinations shall be detailed in Appendix III.
- (4) The student is obliged to arrive by the start time of the exam.
- (5) The examinee shall be provided a short time period before the examination to get prepared.
- (6) The examiner (or the chair of the examination board) shall be responsible for the proper circumstances and quiet atmosphere of the examination.
- (7) Students may submit a written proof of an excuse for missing an examination within three working days at the Registrar's Office. The Registrar's Office

will delete their registration for the examination. 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' in the academic system and students shall have missed one potential chance for taking the examination in the given semester. If the student does not attempt to take the examination during the semester at all, the record 'not appeared' shall be entered in the Lecture Book, too, by the Registrar's Office. If the student fails to sign up for the exam during the educational period or signs up but does not appear on any of the exam occasions, the "not completed" note will appear in the electronic academic system.

The examination grade shall be determined according to the assessment principles announced in advance.

### **Repeating Failed Exams**

#### 18. §

- (1) Students may take each examination (exam, retake exam, repeated retake exam) maximum three times in the same examination period. 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 exam committee. The students may exercise this right even if the examination is taken in a different semester. The head of the Department responsible for the course shall appoint the members of the examination board.
- (2) If students fail to complete their professional practice, or it cannot be assessed properly on the basis of the work done there, the conditions for making up for this shall be determined with regard to the provisions of Appendix III by the supervisor responsible for arranging the professional practice.
- (3) To be fair and reasonable in cases when it is really necessary and supported with a valid proof, the head of the faculty may give his/her consent to an examination to be taken beyond the expiration of the examination period.

## **Retaking a Successful Exam for a Better Grade**

### 19. §

- (1) If students wish to improve the grade or assessment that they have already received, they may do so in maximum two subjects per semester and once per subject within the examination period. The assessment and the grade received at the improving examinations shall be final and irrevocable, except if it is failed, which may be then improved in another retake according to the relevant regulations on failed examinations.
- (2) The grade received after the retake of a passed examination may not be improved any further.

## **Calculation of the Grade Average**

### 20. §

- (1) The adjusted credit index and the stipend index shall be calculated and recorded by the Registrar's Office following the closing of the examination period without any delay.
- (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.

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

- (3) The stipend index 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.

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

- (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) The grades received for completion of previous courses by the students who leave for studying abroad shall be converted to European Credit Transfer

System (ECTS) grades for the foreign hosting institution, whereas the grades of received in the home institutions by foreign exchange students coming to study here shall be converted by the foreign institution.

- (6) In the credit system-based education, the instrument for monitoring the performance of a student for a time period exceeding a semester is the 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.
- (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 are used. For calculating the credit index, the product of the credit values of completed subjects multiplied by their grades shall be divided by thirty credits in 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 during the semester and credits undertaken by the student at the registration.

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

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

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 during the whole period must be used.

- (8) After each semester, a hierarchical list of students belonging to each academic year (in the given branch, according to the number of their active semesters) should be prepared in increasing order of their adjusted credit index, to establish the rank of order of students within a semester. At the end of each semester, the cumulative adjusted credit index (based on the achievements of the student in all of her/his active semesters) shall also be calculated for each student. The cumulative adjusted credit index calculated *after the last active semester of a student* shall determine her/his rank of order among those completed the same branch of studies. Depending on the faculty, a rank of

order can be established for students of all years, e.g., within a branch of studies, or within a faculty on the basis of the cumulative adjusted credit index. These lists, containing the personal identification number of students (EHA code) are made public in the usual way by the faculties.

Appendix III of the EER may specify the minimum weighted academic average required after a given academic period for the continuation of studies or for the attainment of the diploma or certificate at the closing of studies.

## **IV. THE FINAL PRE-DEGREE CERTIFICATE THE DEGREE THESIS, THE STATE EXAMINATION, AND THE DIPLOMA**

### **The Completion of the Program**

#### 21. §

- (1) On the day of completing the course the institution shall declare that the student fulfilled the requirements of issuing the final pre-degree certificate, and issue the final pre-degree certificate within 20 days by the date of completion. The student shall be informed about the issuance of the pre-degree certificate at the same time.
- (2) As the closing act of studies at the university in one-tier programs, in college/university level undergraduate degree programs and complementary programs, in Bachelor programs (BSc, BA), in Master programs (MSc, MA), in professional trainings of higher education, and in specialized postgraduate non-degree programs, the students shall be issued a final pre-degree certificate (absolutorium) within 30 days.

Students who have received their pre-degree certificates may take their state examination.

### **Degree Thesis**

#### 22. §

- (1) As a prerequisite for the state examination, students in one-tier programs, in college/university level undergraduate degree programs and complementary programs, in Bachelor programs (BSc, BA), in Master programs (MSc, MA), and in specialized postgraduate non-degree programs shall prepare a degree thesis.
- (2) The announcement of topics for the degree thesis shall be detailed in Appendix III.
- (3) The requirements concerning the contents of the degree thesis, the option of accepting multi-author degree theses, the general criteria for assessment, and

the number of credits allocated to the degree thesis shall be specified in Appendix III.

- (4) The preparation of the degree thesis shall be supervised by an internal consultant approved by the department and may be assisted by an external consultant accepted by the department if necessary.
- (5) Students may also offer a topic for the degree thesis, which the competent head of department may accept or reject.
- (6) The conditions of the acceptance of a SSS [Student Scientific Society] paper as a degree thesis shall be listed in Appendix III.
- (7) The degree thesis shall be adjudicated by the referee(s) and graded by an appointed board of experts in a five-grade scale.
- (8) The degree thesis shall be prepared and submitted in electronic and paper format. The electronic version of the degree thesis shall be uploaded in pdf format to the Electronic Archives of the University and National Library of the University of Debrecen (DEA), to the address <http://dea.lib.unideb.hu/dea/handle/2437/85081>. Information concerning the deadline for the submission and upload of the degree thesis shall be included in the supplement. The requirements of storing the paper format thesis and the rules of its registration are also defined by the supplement. The operator of DEA takes care of the storage and registration of the electronic format. The procedural provisions of handling classified degree theses are specified in Appendix IV of the regulation. The student is obliged to declare that the degree thesis' electronic and paper formats are completely the same.
- (9) The student is obliged to declare in the format and way defined by the faculties that the degree thesis is the work of his/her own and he/she complied with all the provisions concerning copyright.

Should the University - subsequent to the graduation exam but before the issuance of the degree - become aware of that the student/former student presented his/her thesis as his/her own work, this violating the rules concerning the usage of another author's work, the previous grade of the thesis shall be invalidated and graded as unsatisfactory. The student/former student is informed by the institution regarding the decision in a written decision and is warned to rewrite the thesis with a maximum deadline of two semesters.

Should the University become aware, after the issuance of the degree, of that the student/former student presented his/her thesis as his/her own work, thus violating the rules concerning the usage of an author's work, it shall make the necessary legal steps concerning the withdrawal/invalidation of the degree.

Students are obliged also to declare, in a way and form established by the Faculties, that the thesis is the result of their own work and they observed copyright laws.

### **State Examination Board**

#### 23. §

- (1) The members of the state examination board shall be delegated and commissioned with the consent of the Faculty Council by the dean of the faculty. The length of the appointment of membership in the state examination board shall be one year.
- (2) The state examination board shall have a minimum of two members apart from the chairperson. The actual number of members shall be specified in Appendix III. At least one of the members of the state examination board shall be a university or college teacher, or university or college associate professor, in addition, at least one member either shall not have employment relationship with the University according to the law on national higher education or shall be the teacher of a different faculty/major of the University.
- (3) The distribution of students to individual commissioned state examination boards shall be published by the Registrar's Office.

### **State Examination**

#### 24. §

- (1) After receiving their pre-degree certificate, students in one-tier programs, in college/university level undergraduate degree programs and complementary programs, in Bachelor programs (BSc, BA), in Master programs (MSc, MA), in professional trainings of higher education, and in specialized postgraduate non-degree programs, conclude their studies by taking a state examination.

- (2) The state examination shall test and assess the knowledge, skills and abilities requisite to the award of the diploma, whereby the students shall also prove their ability to apply the acquired knowledge in practice.
- (3) The conditions for taking the state examination and the examination itself shall be defined in the requirements for the given major. Any students who began their studies in September 2007 or later shall not be permitted to sit for the state examination if they are in debt to the University of Debrecen - or to any of its departments or other organizational units. This provision shall be applied from September 2007 – and then in an ascending system. Students are not allowed to take the state examination if they did not return the inventory items of the University (borrowed books, sport equipment, etc.). The certification of the return has to be submitted at the faculty's Registrar's Office until the last workday before the state exam.
- (4) The state examination shall be taken in an examination period following the award of the pre-degree certificate. The state examination shall be taken before an examination board.
- (5) In case of students who started their first year studies according to the law of 1993 on national higher education in college/university level training it is possible to complete their education with the same academic requirements, examination order and issue of the degree by 1<sup>st</sup> September, 2016.

If the student does not obtain a pre-degree certificate until the above given deadline his/her student status shall be suspended with 1<sup>st</sup> September, 2016.

Students can sit for the state examination within five years after obtaining the pre-degree certificate with the same academic requirements and examination order. No state examination can be taken after this deadline.

In case more than five years elapsed from the date of obtaining the pre-degree certificate to 1<sup>st</sup> September, 2015 (the pre-degree certificate was obtained before 1<sup>st</sup> September, 2010), the state examination can be taken until 1<sup>st</sup> September, 2016.

- (5a) In case of students who started their studies before 1<sup>st</sup> September, 2006, according to the law of 2005 on national higher education in Bachelor program, one-tier or two-tier Master program it is possible to complete their education with the same academic requirements and examination order within five years from obtaining the pre-degree certificate. No state examination can be taken after this deadline.

In case more than five years elapsed from the date of obtaining the pre-degree certificate to 1<sup>st</sup> September, 2015 (the pre-degree certificate was obtained before 1<sup>st</sup> September, 2010), the state examination can be taken until 1<sup>st</sup> September, 2016.

- (5b) If a student who started his/her studies after 1<sup>st</sup> September, 2006 does not pass the state examination until the termination of the student status, the student can sit for the state examination any time after the termination of his/her student status according to the provisions regarding the state exam, effective at the time of taking the state examination.
- (6) In case of students who started their first year studies in September 2012 – and then in ascending system – it is possible to sit for the state examination in any examination period within two years after the termination of the student status, according to the effective academic requirements. If the state examination is taken more than two years after obtaining the pre-degree certificate the conditions of taking the exam is are stipulated by the faculties. No state examination can be taken later than five years after the termination of the student status.
- (7) The result of the state examination shall be calculated according to the method prescribed in the qualification requirements of the given major.
- (8) The state examination may consist of several parts, depending on the stipulations of the curriculum (the defence of the degree thesis, and additional oral, written, and practical examinations)
- (9) If the students fail in any part of the state examination, the state examination shall be retaken as specified in Appendix III.
- (10) The oral examination shall be assessed by the members of the state examination board according to a five-grade scale. The state examination board shall then consult behind closed doors and vote about the final grade for the state examination. In the case of an equal division of the votes, the chairperson shall be given the casting vote. The result of the state examinations shall be announced by the chairperson of the board.
- (11) There shall be minutes taken during the state examination. The results of the constituent parts as well as the grade for the state examination shall also be entered into the traditional paper-based Lecture Book. Further provisions concerning the state examination may be included in Appendix III.

## **Retaking a Failed State Examination**

### 25. §

- (1) The retake of a failed state examination may be attempted in the following examination period at the earliest.
- (2) If, according to the provisions listed in Appendix III, the referee(s) unanimously assess(es) the degree thesis as failed, the student may not take the state examination and shall prepare another degree thesis. The conditions and the deadline for submission of this degree thesis shall be listed in the Appendix III. to the regulation containing the faculty features.

## **Diploma**

### 26. §

- (1) The diploma (or medical doctor's, dentist's, lawyer's certificate) shall be issued and delivered to the students having passed the state examination within thirty days from the presentation of the document in evidence of a valid language 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 amount of credits required for the diploma and the number of credits allocated to the degree thesis shall be specified in the requirements of the given majors.
- (3) In the complementary degree program, a number of credits complementing the amount of credits recognized from the college level program to the amount of credits required in a university level program shall be obtained.
- (4) The minimum amount of credits required in specialized postgraduate non-degree programs shall be 60.
- (5) In the tracks other than full-time, the amount of credits required to be obtained in a given major shall be the same as required for the corresponding major in the full-time track.
- (6) In the traditional training the diploma is a public document bearing the coat of arms of Hungary and displaying the name of the University of Debrecen, its OM [from the initial letters of the Hungarian words for Ministry of Education] identifier, the serial number of the diploma, the name, place and date of birth

of its holder, the level of qualification or the degree awarded, the program, professional qualification, specialization, and the training schedule of the program, as well as the place, year, month, and day of issue. The diploma shall also be furnished with the signatures of the rector of the University of Debrecen (in case of incapacitation with the vice-rector's) or the Dean of the given Faculty (in case of incapacitation with the vice-dean's) and the chair of the state examination board, and shall bear the stamp of the University of Debrecen. In case of incapacitation of the chairperson of the state examination board, the diploma may be signed by the Faculty's vice-dean for academic affairs instead of the chairperson of the state examination board.

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.

In case of students of the new Bologna system the diploma is a public document bearing the coat of arms of Hungary and displaying the name of the issuing institution of higher education; its institutional identification number; the serial number of the diploma; the name, birth name, place and date of birth of its holder; the level and name of the qualification and the degree awarded; the place, year, month, and day of issue; the classification of the given qualification according to the Hungarian Certification Framework, the European Certification Framework and the time frame of the course according to the qualification and exit requirements. The diploma shall also be furnished with the signatures of the rector of the University of Debrecen (in case of incapacitation, with the signature of the vice-rector) or the Dean of the given Faculty (in case of incapacitation with the signature of the vice-dean). The diploma shall also have the stamp of the higher education institute.

- (7) Information concerning the subjects to be taken into consideration when assessing the diploma according to the qualification requirements shall be included in Appendix III.
- (8) 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

- (9) The title of doctor in the case of dentists, medical doctors, and lawyers 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

- (10) The diploma shall be issued in Hungarian and English or in Hungarian and Latin or, if the instruction is not delivered in Hungarian, in Hungarian and in the language of instruction. Upon request by the student, the diploma may be issued in another language, the related costs of which shall be borne by the student.

- (11) The diploma supplement defined by the European Commission and the European Council shall be issued together with the degree gained in bachelor, master, or professional higher education training, both in Hungarian and in English language. The diploma supplement is a public document.

- (12) Students may accrue the number of credits required for the issue of the diploma or the certificate in a shorter period of time than the allowed length of studies as specified in the qualification and exit requirements and, therefore, the diploma may be issued to them earlier. The allowed length of studies may also be shortened in the case of a second or further degree program through the recognition of aptitudes acquired previously (credit transfer).

- (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 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 as: BA, BSc),
- b) graduate degree, “Master” or “magister” (abbreviated as: 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. (In the English language medical diplomas: *Doctor of Medicine* (M.D.), *Doctor of Dental Medicine* (D.M.D.) and *Doctor of Pharmacy* (Pharm.D.))

### **Honours Degrees/Diplomas**

#### 27. §

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 exams 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.

Summa cum laude diplomas are awarded to students who get excellent results in all the subjects of the final state examination in bachelor courses and master courses of the Bologna system, the thesis grade is *excellent* and all the other valid exam and practical results are not worse than *good*.

## V. MISCELLANEOUS AND CLOSING PROVISIONS

### Fees

#### 28. §

Students shall pay the fees and contributions specified for them by the set of regulations titled *Fees and Contributions to Be Paid by the Students of the University of Debrecen* and the *Forms of Financial Support* available for them.

### Definitions

#### 29.§

**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.

**ECTS grade:** means the conversion of the grades received as follows:

Hungarian grade	ECTS grade
5	A
4	B
3	C
2	D
1	F

In the case of a three-grade scale, the grade shall be converted to the corresponding Hungarian grade first.

Excellent: 5, satisfactory: 3, fail: 1. The conversion method shall be used in reverse, too, when ECTS grades are converted into Hungarian grades.

**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 EER 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:** a period of about 21-22 weeks consisting of a term-time and an examination period, the length of which is expressed in units of time. On average, 30 credits are expected to be earned per semester in a program.

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

**Passive semester:** a semester in which the student opts for a temporary suspension of his/her studies (in the given major).

**Home faculty:** if a student is registered simultaneously at several faculties/departments, the faculty where he/she registered first among the faculties giving the instructions of his/her majors actively financed by the state (if there are any such faculties) shall be favoured from the aspect of registration and shall be called home faculty.

**Undergraduate (Bachelor) program (BSc, BA):** the first tier of the multi-tier linear system of training in which the acquired undergraduate degree (baccalaureus, bachelor; hereinafter called: undergraduate degree) certifies the facts of graduation and qualification for the purpose of finding a job in the labour market. It also prepares for entry into the second tier of the system, called graduate or Master program.

**Graduate (Master) program:** 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.

**Student workload:** 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.

**Credit:** a relative unit of students' work representing in relation to the course-unit or curricular unit the estimated time necessary for the acquisition of a specific body of knowledge and the fulfilment of requirements; one credit equals 30 study hours.

**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).

**Credit allocation:** the allocation of subjects/course and credits to one another in the curriculum.

**Module:** a curricular unit of a department including subjects/courses that comprise a related body of knowledge concerning the training objectives of the department or an individual specialization. Modules can be thematically consecutive and interchangeable.

**Model curriculum:** the distribution of the subjects/courses to semesters in such a way that a student who wishes to progress in an average fashion may follow it by observing the prerequisite requirements when signing up for each course, and by completing work in each semester that is sufficient for earning 30 ( $\pm 3$ ), will be able to complete his/her study requirements within the time period specified in the qualification requirements.

**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.

**Foreign student enjoying the same status as Hungarian students:** 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.

**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 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 specialized postgraduate non-degree programs shall be between 20% and 50% of the contact hours of full-time studies. All regulations for specialized postgraduate non-degree programs shall be applied for students beginning the first year of their studies in specialized postgraduate non-degree programs on 1<sup>st</sup> September, 2007 or later.

**Distance education:** a particular form of training, involving the use of ICT teaching aids and teaching-learning methods based on the interactive relationship between the teacher and the student and the student's individual work, where the number of contact hours is less than 30% of the contact hours in full-time training.

### **Closing Provisions**

#### 30. §

- (1) These regulations were accepted and approved by the Senate of the University of Debrecen on May 25, 2006 (resolution No. 23/2006. (VI.22)). Its provisions shall enter into force as of September 1, 2006. With these regulations entering into force, the regulations titled Credit System-Based Educational and Examination Regulations of the University of Debrecen, accepted on June 28, 2001, and amended several times, shall be automatically repealed.
- (2) Students who pursue their studies outside the credit system-based programs shall be reasonably subjects to the provisions of these present regulations with the exception of the provisions on assessing student performance (credits). Appendix III to these present regulations may specify the relevant features at the faculty level.
- (3) Students who started their undergraduate higher education studies before September 1, 2006, with the exception of those participating in a pilot BSc program, shall be awarded a diploma with college degree or a diploma with university degree.
- (4) For those students who started their studies before 1<sup>st</sup> September 2006, the University offers the following options to finish their trainings. If the program of the earlier system is not launched anymore, the student:

- a) may complete subjects necessary for the completion of the program but not offered in the model curriculum, in a preferential academic order;
- b) can join the courses of the Bologna system, where he/she can complete the course requirements with the earlier completed credits being acknowledged according to the regulations of the credit transfer procedure.
- c) can request a transfer to a Bologna training, where the initial requirements equal with that of the earlier training and the earlier completed credits can be acknowledged by a credit transfer procedure;
- d) can cancel his/her student status.

All these requests are to be considered by the Sub-Committee for Credit-Transfer of the given Faculty.

If the student requests his/her transfer to a Bologna training and the request is accepted by the assigned committee, the student status is considered permanent with the conditions of the acceptance but with the agreement to continue his/her studies under the requirements of the newly chosen course.

- (5) Students who have been admitted to the traditional college/university level undergraduate degree programs must comply with the academic requirements specified at the time of their registration and in the current educational and examination regulations.
- (6) Paragraphs 1. § (3), 2. § (10), 3. § (2), (8), (17), 5. § (5), 7. § (4), 9. § (2), 14. § (9) and 31. §. (5) in the regulations were modified by the Senate on 2nd November 2006 by means of resolution number 11./2006. (XI. 2.). The regulations came into effect on 3rd November 2006.
- (7) Paragraphs 1. § (1), 3. § (1), 3. § (9), a 3. § (10), 6. § (1), 9. § (2), 16. § (3), 18. § (7), 22. § (1), 23. § (1), 25. § (1) in the regulations were modified by the Senate on 19th April 2007 by means of resolution number 14./2007. (IV. 19.). The regulations came into effect on 20th April 2007.
- (8) Paragraphs 3. § (2), 3. § (9), 3. § (10), 5. § (2), 5. § (12), 25. § (3), 27. § (6), 27. § (14), 30. § in the regulations were modified by the Senate on 4th October 2007 by means of resolution number 10/2007. (X. 4.). The regulations came into effect on 5th October 2007.
- (9) Paragraphs 3. § (11), (16), (17), 10. § (1) and (3), 12. § (2), 16. § , 21. § (8) and (9), 27. § (1) in the regulations were modified by the Senate on 20th

December 2007 by means of resolution number 14/2007. (XII. 20.). The regulations came into effect on 21st December 2007.

## **APPENDIX I.– VII.**

See in separate documents.

## **CLOSING PROVISIONS**

Students of the FM, FD, FPh and FPH may appeal to the Vice-Rector against the decision made by the dean of the respective faculty as a special favour on a single occasion during the whole study period. Written requests in this matter must be submitted to the dean's office (not to the president's office) and the decision will be delivered also by the dean's office.

No personal requests and other ways of appeals will be considered by the President.

Upon special request there is a possibility for a personal hearing by the dean of the faculty or the Vice-Rector (once during the whole study period). The documentation must be submitted also to the dean's office.