

## **XI. FACULTY OF INFORMATICS**

### **Article 1**

/to Articles 2 (2) and (8) of the Regulations/

(1) The Faculty Education Committee (EC) shall be chaired by the Vice Dean of the Faculty responsible for academic affairs, the six faculty members shall be delegated by the Faculty Council, while its six student members shall be delegated by the Faculty Student Union (KHÖK). The student participation rate is 50%. The EC has a Credit Transfer Subcommittee and an Internship Subcommittee. The authority of the Credit Transfer Subcommittee is to decide on credit equivalency matters. The authority of the Internship Subcommittee is the handling of issues related to internships. Both subcommittees are supervised by the Vice Dean responsible for academic affairs. The departments' student advisors and the presidents of the subcommittees are regularly invited participants in the committee.

(2) The Faculty Education Committee

a) establishes the principles of evaluation and verifies decisions in the following questions:

- transfer of students to the faculty from other educational institutions and other faculties within the university,
- transfer of students between majors within the faculty,
- changes of track or form of financing,
- readmission from tuition-paying to state-funded form,
- special study plan,
- tuition fee reduction,
- payment of tuition in instalments.

b) has authority over:

- announcement of thesis topics, acceptance of students' requests for thesis topics
- coordination of course planning and creating timetables
- coordination of the announcement of courses
- consultation regarding the syllabi of new courses, authorisation of their inclusion in the course register
- recognition of studies conducted earlier or elsewhere
- the designation of examination boards as and when required
- verifying the announcements made regarding examination dates
- initiating the revision of the curricula of existing majors,
- providing opinion on the curricula of existing majors,

- consultation regarding new course concepts
- management of the accreditation of new courses

## **Article 2**

/to Article 11 (2) of the Regulations/

- (1) Attendance is compulsory in practical courses; a maximum of three absences are permitted.
- (2) If the student exceeds the number of allowed absences designated in section (1), the department may provide one opportunity to make up for the absences during term-time. In case the student is not able to fulfil his/her obligation with the make-up option, s/he should be given another opportunity to complete the mid-term examination until the end of the third week of the examination period.
- (3)
- (4) If the student exceeds the number of allowed absences in practical courses, an entry of 'denied' will be made in the electronic academic system.
- (4) If the student exceeds the number of allowed absences in practical courses where practical grades are not given, an entry of 'denied' will be made in the electronic academic system as well in case the student failed to complete the mid-term examination (including make-up classes).

## **Article 3**

/to Article 3 (10) of the Regulations/

Readmission of previously excluded students to the state-funded system can be initiated by a request to the Vice Dean for academic affairs until the beginning of the semester. The student may be readmitted to a vacated state-funded place if s/he has two successful *active* semesters, completed 30 credits during these two semesters (*students admitted* from 2016/17 academic year 36 credits), furthermore if the student has requested his/her readmission due to 3 course registrations and passed the examination of the relevant subject during the tuition-paying semesters. Readmission is decided by the Vice Dean for academic affairs of the Faculty.

## **Article 4**

/to Article 5 (4) of the Regulations/

The number of course registrations for tuition-paying students is limited to 6. If during this time, the student does not complete the subject, the Dean will terminate the student status. The number of course registrations is counted from the beginning 2015/16 academic year. There is a fee designated in the Regulations of Student Fees and Grants for the third and later examinations of the same course.

#### **Article 4/A**

/to Article 3 (10) of the Regulations/

The student status of the (partially) state-funded student will be terminated by the Dean in the powers delegated by the Rector, or at the student's request, s/he may continue his/her studies as a tuition-paying student if the credit of a subject is not obtained by the third course registration at the latest.

The student status of those state-funded, partially state-funded and tuition-paying students who started their studies in September 2012 – and in the ascending system -, will be terminated by the Dean in the powers delegated by the Rector, if – regardless of funding form – the credit of a subject is not obtained by the sixth examination at the latest.

#### **Article 4/B**

/to Article 3 (12) of the Regulations/

State-funded and partially state-funded students who started their studies in September 2012 – and in the ascending system -, should be reclassified to the fee-paying system at the end of the academic year if the student did not obtain at least 50% (30 credits) of the credits required in the recommended curriculum and did not reach the weighted grade average of 2.00 in each of the two active semesters subject to the reclassification.

The student status of fee-paying students will be terminated if s/he does not obtain at least an average of 5 credits in the last two active semesters.

#### **Article 4/C**

/to Article 3 (19) of the Regulations/

If the student status of the student was terminated earlier, but was readmitted to the given training during the admission procedure, s/he can only continue his/her studies in state-funded training if s/he completes at least an average of 10 credits in the first two active semesters after admission.

#### **Article 4/D**

/to Article 3 (20) of the Regulations/

If the fee-paying student does not obtain the absolutorium over twice the duration of the training, the Dean will terminate the student status. The training duration only includes active semesters. For legitimate reasons, the Dean may allow an extension of one semester.

#### **Article 4/E**

/to Article 3 (12/a) of the Regulations/

(Partially) state-funded students who started their studies in the first semester of the 2016/17 academic year – and in the ascending system – should be reclassified to the fee-paying system at the end of the academic year if the student did not obtain the 18 credits in the average of the two last active semesters or did not reach the study grade average determined in Annex 10. of 87/2015. (IV.9.) Government Decree. The exception to this is the active semester during which the student participates in a part-time training abroad with the consent of the institution.

#### **Article 5**

/to Article 5 (7) of the Regulations/

Students may register for the next study period even if they did not complete any credits in the previous semester.

#### **Article 6**

/to Article 5 (10) of the Regulations/

The code, name, instructor and credit value of registered courses must be entered into the lecture book in the order they are present in the electronic academic system for students who started their studies before September 2011.

#### **Article 7**

/to Article 5/B of the Regulations/

(1) The data of the electronic academic system represent the primary document for the certification of student achievements in the all majors of the Faculty of Informatics. The obligation to use a paper-based lecture book ceases for students admitted after September 2011.

(2) Part entitled ‘Course announcement, course registration’ of Annex 2 of the Regulations ‘Parallel Administration in the Electronic Lecture Book and the Use of Stickers’ is amended with the following.

1. Course registration is possible until 24:00 midnight of the Sunday following the registration week.

2. Modification of course registration is possible for an additional week in exceptional cases.

(3) Part entitled ‘Verification of Completion’ of Annex 2 of the Regulations ‘Parallel Administration in the Electronic Lecture Book and the Use of Stickers’ is amended with the following.

1. The instructor and the examiner are obliged to make the entries concerning the completion of courses by students (signatures, grades) into the electronic academic administration system.
2. Instructors keep the corrected and evaluated examination papers and the examination sheets.

### **Article 8**

*/to Article 8 (2) of the Regulations/*

- (1) The instructor of all subjects completed with a practice course grade is obliged to inform all students who are failing the subject according to their results after the semester examinations, but not later than the last week of the term-time. The instructor is obliged to provide opportunity for these students to correct their grades in the first two weeks of the examination period.
- (2) Unsuccessful practice course grades can only be corrected by re-registration to the course.
- (3) For exceptional reasons, the student may request the Dean of the Faculty to allow the improvement of the practice course grade in the given semester on an equitable basis one time during his/her studies. The student may request this correction to be made before a committee. The improvement of the practical course grade must be completed in the first two weeks of the given examination period.

### **Article 9**

*/to Article 8 (5) of the Regulations/*

The completion of in-term/practical requirements of courses are certified by the signature of the instructor of the practical course in the student lecture book if the student presents the lecture book at the date designated for this occasion. The instructor of the course or practice is responsible for the entries related to the evaluation of students in the electronic lecture book (signatures, grades).

### **Article 10**

*/to Articles 9 (4) and (5) of the Regulations/*

Credits granted for technical foreign languages are among the optional course credits.

### **Article 10/A**

*/to Article 11 of the Regulations/*

The special study plan is for one semester.

Students granted a special study plan receive a certification from the Faculty Education Office. The student must present the certification to each instructor and agree with them about the exact way and requirements to complete the courses. The student is obliged to present the certification to the instructors of the special study plan courses by the end of the second week of term-time.

Conditions for the applications for the special study plan:

- Special study plan can be requested for study trips abroad.
- Special study plan cannot be requested after a passive semester.
- Those who have dues to the university cannot request a special study plan.

The recommended condition for the assessment in case of state-funded trainings is that the student has completed 65% of the compulsory credits in BSc / BA trainings, and 60% of the professional credits in MSc / MA training, and based on the adjusted credit index the student is deserving of the special study plan. Unless the recommended condition is met, the request can only be supported in cases proven to be exceptional (e.g. serious illness, childbirth).

### **Article 10/B**

/to Article 12 of the Regulations/

Changing institution (transfer to one of the majors of the Faculty) can be requested by students who:

- have a closed semester
- completed at least 20 credits of which there are 15 professional credits.

Transfer is only possible between the same level of training in the same training area, except for transfer from undivided training to undergraduate training and from undergraduate training to undivided training, detailed in Article 15 of the Regulations (Special Provisions for Teacher Training).

Transfer is available in the fall semester until 15<sup>th</sup> September and in the spring semester until 15<sup>th</sup> February.

If the student gained the credits s/he wishes to have recognized at another institution, documents proving the earlier completion (lecture book, electronic lecture book) and course descriptions must be attached to the request form. Recognition of courses must be requested after their completion simultaneously at the beginning of the first semester at the Faculty by the designated deadline. Courses not recognized by this time cannot be recognized later.

### **Article 10/C**

/to Article 14 (1) of the Regulations/

Students of other higher education institutions / faculties may attend the lectures and practical courses of the Faculty of Informatics with the permission of the Vice Dean responsible for academic affairs as guest students (partial transfer). The student requesting partial transfer must prove the completion of at least 40 professional credits in the previous two completed semesters. The partial transfer of maximum of 15 credits per semester, a maximum of 30 during the course of studies can be requested. Partial transfer can be requested only for full-time trainings in Hungarian language.

The scope of this procedure does not apply to guest students arriving through official exchange programs.

### **Article 11**

/to Article 19 of the Regulations/

- (1) The instructor supervising the written examination must verify the identity of the examination takers.
- (2) Examination papers must be kept for at least one year after the given examination period.
- (3) Regulations for written examinations also apply to term papers.

### **Article 12**

/to Article 24 of the Regulations/

For students admitted before the 2017/18 academic year, the procedure is as follows:

- (1) The Faculty shall announce the topics for the degree thesis once every semester, by 15<sup>th</sup> October / March. The thesis course(s) may be registered for subject to the fulfilment of the specified prerequisites and there is an application for thesis work approved by the Faculty Education Committee.

Students may submit their thesis topic requests in writing. The Faculty Education Committee shall judge the applications once every semester, by 30<sup>th</sup> November / April. The thesis credits can be obtained following this.

Upon acceptance of the topic request, the title of the thesis and the name of the thesis supervisor shall be registered. The number of new students supervised by the thesis supervisor must not exceed 6. Students with external consultants are not counted in the load. Several students may jointly prepare a thesis. Any changes of topic shall be made subject to approval of the thesis data modification sheet by the Faculty Education Committee.

The thesis shall include the student's name, the title of the topic, the place of its preparation and the name of the supervisor, and it shall specify the aims of the thesis, the current status of research into the topic, and the practical and theoretical methods applied. The text of the thesis should clearly indicate the student's independent findings (in the case of a joint thesis, the work and results of the individual authors must also be specified!) if any. Where existing specialist literature is quoted or paraphrased, the thesis should contain a precise reference to the source literature.

Subject to the approval of the supervisor, the thesis can be written in the languages the Faculty has accredited degree programs in.

The thesis shall be presented by the designated deadline, with a summary, bibliography and table of contents, with the signature of the thesis supervisor in one bound hard copy to the Faculty Education Office, in addition, the student shall also present a certificate of the electronic upload of the thesis to the Faculty Education Office, the same day the thesis was submitted. An

additional copy shall be presented to the thesis supervisor until the same deadline in electronic form or in bound hard copy.

The diploma requirements stipulate the minimum amount of semesters required to obtain the thesis credits.

The means of evaluating, defending and grading the thesis are specified in the diploma requirements. A recommendation regarding the grade of the thesis must be sent to the Faculty Education Office one week prior to commencement of the final examination period.

(2) By the student's request, a Student Scientific Society paper presented on the national level can be recognized as a thesis grade and any missing thesis credit grade of excellent subject to the approval of the local jury in the subject area of Informatics Sciences and/or Library Sciences. The necessary administrative steps are made by the Vice Dean for academic affairs.

(3) Final year students must upload their theses in electronic format into the Electronic Archive of the National and University Library of the University of Debrecen (DEA). They need to fill a declaration of placement and receive a document certifying the upload.

(4) In special cases (e.g. if the thesis contains company secrets), the classification of the thesis may be requested by filling the relevant form of the library and having it signed by the supervisor and stamped by the Faculty Education Office.

For students admitted after the 2017/18 academic year, the procedure is as follows:

(5) The Faculty shall announce the topics for the degree thesis once every semester, by 15<sup>th</sup> October / March.

(6) The student may register for the Thesis course if:

- the thesis topic was selected by the deadline
- the chosen topic was approved by the Faculty Education Committee during the thesis topic registration
- in case of Business Informatics and Computer Science Engineering BSc trainings at least 100, Library and Information Science BA and Computer Science BSc trainings at least 90, while in case of all four Master's trainings at least 30 credits were obtained.

(7) The procedure for summer (winter) graduation is as follows:

- By 30<sup>th</sup> April (30<sup>th</sup> November), the student chooses one of the topics announced (or on the basis of a personal consultation with the instructor concerned, agrees on a specific topic related to the topics specified by the instructor). Then, with the topic's announcer, the student develops a work plan in at least one, up to two pages, describing the purpose of the work to be done, the range of knowledge needed to develop the topic, and the schedule of work. The work plan, together with the application form signed by the topic announcer should be submitted to the Faculty Education Office by the deadline.
- In one semester, an instructor can sign the application form of maximum 6 students. Students with external consultants are not counted in the load.
- Until 30<sup>th</sup> May (30<sup>th</sup> December), the Faculty Education Committee will judge the thesis topic applications, consulting with a professional committee appointed by the Faculty Council.

- Those students whose thesis topic applications were rejected, shall be allowed to submit a new thesis topic application only one time, within two weeks of being informed of the decision.
- In case of thesis topic modification, the procedure corresponds to the procedure of new thesis topic applications.

(8) Upon acceptance of the topic request the title of the thesis and the name of the thesis supervisor shall be registered. Several students may jointly prepare a thesis.

(9) The thesis shall include the student's name, the title of the topic, the place of its preparation and the name of the supervisor, and it shall specify the aims of the thesis, the current status of research into the topic, and the practical and theoretical methods applied. The text of the thesis should clearly indicate the student's independent findings (in the case of a joint thesis, the work and results of the individual authors must also be specified!) if any. Where existing specialist literature is quoted or paraphrased, the thesis should contain a precise reference to the source literature.

Subject to the approval of the supervisor, the thesis can be written in the languages the Faculty has accredited degree programs in.

The thesis shall be presented by the designated deadline, with a summary, bibliography and table of contents, with the signature of the thesis supervisor in one bound hard copy to the Faculty Education Office, in addition, the student shall also present a certificate of the electronic upload of the thesis to the Faculty Education Office, the same day the thesis was submitted. An additional copy shall be presented to the thesis supervisor until the same deadline in electronic form or in bound hard copy.

(10) The diploma requirements stipulate the minimum amount of semesters required to obtain the thesis credits. The means of evaluating, defending and grading the thesis are specified in the diploma requirements.

(11) The thesis evaluation, along with a recommendation regarding the grade of the thesis must be sent to the Faculty Education Office one week prior to commencement of the final examination period by the thesis supervisor.

(12) By the student's request, a Student Scientific Society paper presented on the national level can be recognized as a thesis grade and any missing thesis credit grade of excellent subject to the approval of the local jury in the subject area of Informatics Sciences and/or Library Sciences. The necessary administrative steps are made by the Vice Dean for academic affairs.

(13) Final year students must upload their theses in electronic format into the Electronic Archive of the National and University Library of the University of Debrecen (DEA). They need to fill a declaration of placement and receive a document certifying the upload.

(14) In special cases (e.g. if the thesis contains company secrets), the classification of the thesis may be requested by filling the relevant form of the library and having it signed by the supervisor and stamped by the Faculty Education Office.

One thesis is connected to one person. In the case of a joint thesis, the tasks performed by each participant must be defined in the thesis plan. In the thesis, the work done by others can only be referred to.

### **Article 13**

*/to Article 19 (6) of the Regulations/*

To ensure that the examinations are undisturbed and conducted in a calm atmosphere, the examiner or the president of the examination committee may exclude the public from the examinations. If the examinee disagrees with the public status of the examination, the examiner is obliged to exclude the public from the examination.

### **Article 14**

*/to Article 25 (2) of the Regulations/*

The final examination shall be conducted by a board consisting of at least three members. Internal members of the board may preferably be university professors or associate professors, and at least one member shall have no employment relationship with the university. The supervisor of the thesis (if stipulated in the diploma requirements), and in the case of students on teacher training courses the representatives of the departments of Education and Educational Psychology, shall be invited to attend the examination of the given candidate, as members of the final examination board.

### **Article 15**

*/to Articles 26 (5), (6) and (9) of the Regulations/*

(1) Students enrolled in continuous education under the 1993 Law on Higher Education may complete their final examination until 1<sup>st</sup> September 2018, if they have obtained their pre-degree certificate by 1<sup>st</sup> September 2016.

(2) The application for final examination of students who started their studies after 1<sup>st</sup> September 2006 (but before 1<sup>st</sup> September 2012) may be authorised by the Faculty Education Committee after a period of seven years has elapsed since the issue of the pre-degree certificate.

(3) Students who started their studies in the first year in September 2012 – and in the ascending system – may not take final examination after a period of 5 years has elapsed after the termination of student status.

### **Article 16**

*/to Article 27 (2) of the Regulations/*

(1) If the thesis is graded as a failure, the student shall prepare a new thesis. The procedure for choosing a new thesis topic is the same as described in Article 12 of the Faculty Annex.

## Article 17

/to Article 28 (6) of the Regulations/

(1) The assessment of the degree is based on the average of the grades awarded for the final examination and, if there were no comprehensive examinations, the average of course examination grades.

(2) In case of undergraduate students admitted from the 2017/18 academic year, the grade of the final examination and the qualification of the diploma shall be calculated as follows:

F. Average of oral examination grades rounded to two decimal places. If one of the grades is failed, then the oral examination grade is failed and the final examination is unsuccessful.

D1. Thesis defense.

D2. The grade of the thesis, determined by the Final Examination Committee, taking into account the grade proposed by the reviewer of the thesis.

Calculation of the final examination grade (ZV):  $ZV = (F+D1+D2)/3$

If the D2 grade is failed, the candidate is not allowed to take final examination.

If any of the F and D1 grades are failed, the final examination is failed. Only the failed component should be repeated during retaken final examination.

Qualification of the diploma: in the case of a successful final examination, the grade will be determined based on the average of the following results:

- a) SZ: The average of the thesis course grade, the evaluation of the thesis and the grades received during the final examination thesis defense, rounded to two decimal places.
- b) F: The average of the grades received for the oral examinations during the final examination, rounded to two decimal places.
- c) T: The weighted average of all compulsory and optional professional courses completed – excluding the Thesis – during the course of the training, rounded to two decimal places.

Qualification of the diploma:  $(SZ+F+T)/3$

Based on the above average result, the qualification of the diploma is detailed in Article 28 (9) of the Rules and Regulations of the University of Debrecen.

(3) In case of students admitted to master's trainings from the 2017/18 academic year, the grade of the final examination and the qualification of the diploma shall be calculated as follows:

F. Average of oral examination grades rounded to two decimal places. If one of the grades is failed, then the oral examination grade is failed and the final examination is unsuccessful.

D1. Thesis defense.

D2. The grade of the thesis, determined by the Final Examination Committee, taking into account the grade proposed by the reviewer of the thesis.

Calculation of the final examination grade (ZV):  $ZV = (F+D1+D2)/3$

If the D2 grade is failed, the candidate is not allowed to take final examination.

If any of the F and D1 grades are failed, the final examination is failed. Only the failed component should be repeated during retaken final examination.

Qualification of the diploma: in the case of a successful final examination, the grade will be determined based on the average of the following results:

- a) SZ: The average of the thesis course grade, the evaluation of the thesis and the grades received during the final examination thesis defense, rounded to two decimal places.
- b) F: The average of the grades received for the oral examinations during the final examination, rounded to two decimal places.
- c) T: the weighted average of all compulsory and optional professional courses – excluding Thesis 1 and Thesis 2 courses – during the course of the training, rounded to two decimal places.

Qualification of the diploma:  $(0,3*SZ+0,2*F+0,5*T)$

Based on the above average result, the qualification of the diploma is detailed in Article 28 (9) of the Rules and Regulations of the University of Debrecen.

## **Article 18**

/to Article 18 (4) of the Regulations/

(1) The following students need to complete an internship: Computer Science, Business Informatics, Computer Science Engineering (BSc) admitted after fall 2011, all Library and Information Science BA students, Computer Science, Business Informatics, Computer Science Engineering MSc students admitted after fall 2011, and all Library and Information Science MA students. Participation in internship is initiated by the student and aided by the Faculty. The length of the internship is 240 working hours for BSc students, in case of students admitted after September 2014, it is 320 working hours, 15 credits for Library and Information Science BA students, 160 working hours for non-teacher's master programs and 240 working hours for students admitted after September 2014.

(2/A) The precondition for applying to internship for Computer Science BSc students is the completion of High level programming languages 2 and Database Systems courses, for Business Informatics BSc students the completion of the High level programming languages 2 and Accountancy 1 courses, for Computer Science Engineering BSc students the completion of the High level programming languages 2 and Network architecture courses, for Library and Information Science BA students, the completion of the courses designated in the study program. Computer Science, Business Informatics, Computer Science Engineering MSc and Library and Information Science MA students may apply for internship from the second semester.

(2/B) In case of students admitted after the 2017/18 academic year, the precondition for applying to internship for Computer Science BSc students is the completion of High level programming languages 2, Database Systems and Database Systems Lab courses; for Business Informatics BSc students the completion of Programming 2 and Accountancy courses; for Computer Science Engineering BSc students the completion of Programming Languages 2 and Computer Networks courses; for Library and Information Science BA students the completion of the courses designated in the study program. Computer Science, Business Informatics, Computer Science Engineering MSc and Library and Information Science MA students may apply for internship from the second semester.

(3) Applying for internship is done by filling the declaration of acceptance, which is approved by the Internship Subcommittee who also inform the student of the decision. The application for internship is entered into the electronic academic system. Changes in the internship can be done only with the approval of the Internship Subcommittee.

(4) The student is obliged to submit the declaration of acceptance to the Faculty Education Office at least one month before the commencement of the internship.

(5) The student is obliged to pick up the contract and the certificate of internship from the internship coordinator before starting the actual professional practice and submit it at the place of internship on their first day at the latest. If the student does not provide these documents at the place of internship, the certificate of completion cannot be issued for them.

(6) The completion of the internship is done by filling the certificate of completion form and writing an at least one-page internship report approved by the place of internship, the acceptance of which is approved by the Internship Subcommittee.

(7) Unsuccessful internships can only be corrected by repetition.