

**UNIVERSITY OF NYÍREGYHÁZA
NYÍREGYHÁZA**



**UNIVERSITY OF NYÍREGYHÁZA
CODE OF STUDIES AND EXAMINATIONS
(Annex Nr. 3 of Organisational and Operational Rules)**

In case of divergence of interpretation, the Hungarian version shall prevail.

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Preamble

In agreement with the University Students' Union (henceforth: USU), based on the authorisation provided by §11 (1) b) and Article 3. c) of Annex Nr. 2 of Act CCIV of 2011 on National Higher Education (hereinafter referred to as 'Higher Education Act'), pursuant to the regulation requirements Government Decree 248/2012 (VIII.31.) (hereinafter referred to as 'Decree') and Government Decree 87/2015. (IV. 9.) (hereinafter referred to as 'Government Decree'), the University of Nyíregyháza (hereinafter referred to as 'the Institution') hereby adopts the following Code of Studies and Examinations (hereinafter referred to as 'Code') as follows.

I General Provisions

Section 1 The Scope of the Code

The effect of the Code extends to study and examination matters of any person with a student's legal status with the Institution in all study programs and study forms. The effect of the Code also extends to former students of the University of Nyíregyháza in the case of Section 2, Article 4 d).

Section 2 Study Subcommittee and Credit Transfer Subcommittee

1. Study and examination affairs of students are addressed at the first instance by the Study Subcommittee of the Student Affairs Committee; previously gained aptitude or work experience is to be recognised as fulfilment of study criteria by the Credit Transfer Subcommittee. Before making its decisions, the Study Subcommittee shall request the opinion of persons responsible for programmes or the Director General of teacher training.
2. The composition, delegation of members and appointment of members of Study Subcommittee and Credit Transfer Subcommittee are defined in the standing orders of Study Subcommittee and Credit Transfer Subcommittee, respectively.
3. The Study Subcommittee carries out its work on the basis of the Code. Its tasks include:
 - a) laying down the practice of the application of the Code and the standing order of the Study Subcommittee;
 - b) checking the decisions of first instance made under the exercise of assigned powers;
 - c) initiating the modification of the Code if necessary.
4. The decision-making powers of the Study Subcommittee at first instance are as follows:
 - a) assessing requests for change of programme or of shift between full-time and part-time programmes;
 - b) assessing any complaint, request or report concerning study matters of students;
 - c) assessing request for transfer between institutions;

- d) withdrawing and annulling unlawfully obtained degrees and degree supplements issued by the College of Nyíregyháza/University of Nyíregyháza, in possession of a final verdict of a judge or a prosecutor.
 - e) Resolutions on the decisions of the Study Subcommittee, with the exception of Article 4. d, have to be recorded in the NEPTUN system.
5. The decision-making powers of the Credit Transfer Subcommittee at first instance are as follows:
- a) acknowledging credits based on previous studies;
 - b) validation.
6. Decision-makers exercising assigned powers:
- a) Decisions on re-assigning a student's financing status from self-financed to state scholarship or partial scholarship shall be made by the Vice-Rector for Education.
 - b) It is in the power of the instructor to check unwarranted absence from classes, to warrant them and specify the form of make-up work.
7. Redress procedure
- a) In accordance with Section 57 (3) of the Higher Education Act, students may pursue remedies against the decision or measure taken by the Institute or a failure to take such decision or measure (hereinafter referred to as 'decision') within fifteen days of the communication or receipt (being informed of the decision) thereof, with the exception of the evaluation of their academic achievement. A redress procedure may also be launched against the decision on the evaluation of academic achievement if the decision was not based on the requirements adopted by the Institution, or if the decision contradicted the Institution's codes and regulations, or if measures concerning the organisation of examinations were violated. Requests for redress must be submitted to the Student Appeal Committee, specifically to the person or body making the decision at first instance, and to the head of the Student Service Centre.
 - b) Students may seek judicial review of appeal decisions, within thirty days of the communication thereof, with reference to infringement of law or infringement of measures pertaining to the student's legal status.
 - c) Annex Nr. 3. regulates measures to be taken in the case of the withdrawal and annulment of degrees and degree supplements issued by the University of Nyíregyháza.
8. Final decisions
- The decision of the Institution is to be regarded final if the student has not submitted a request for redress within a period specified in Article 7, Section a), or if the student has foregone submitting a request for redress. The second-instance decision is to be regarded final and enforceable on communication, excepting when the student has sought judicial review.

Section 3

Student's Legal Status

1. A student's legal status is established by enrolment on the basis of a decision on admission or transfer from another institution. Upon enrolment, students supported by state scholarship or partial scholarship have to declare to undertake the obligations of the criteria of state-financed studies. The Institution is obliged to sign a study contract with fee-paying students.

2. Students are entitled to pursue partial studies related to their major in another higher education institution in the capacity of a guest student. Students of another higher education institution are entitled to pursue partial studies in the Institution if a) they have already obtained 30 credits, b) if they take up the courses of partial studies for the first time, and c) if the capacity of special laboratories of the Institution and other objective circumstances make this feasible.
3. Persons with a tertiary degree not having a student's legal status with the Institution may establish such a status with the aim of completing a part of a programme in a self-financed way, without having to participate in an admission process. Such a status shall be established by a written request upon enrolment, after the decision of the person employed by the Institution responsible for admission processes. The request shall be submitted to the Student Service Centre by the first day of the registration week at the latest.
4. During the existence of the student's legal status, one student register must be kept for each student (with the exception of simultaneous pursuit of different programme levels). The student register extract shall be issued at the completion of studies or at the termination of the student's legal status. The certification is completed with a signature and a seal by the head of the study administration unit. The fact of the reception of the student register extract, of the diploma and the diploma supplement shall be signed in an acceptance form by students or by their agent acting on the basis of a legal document.
5. Participation in a programme supported by state scholarship or partial scholarship is not excluded by the existence of a degree and special training obtained higher education. A person pursuing studies in one programme cycle financed by Hungarian state scholarship or partial scholarship may pursue further (parallel) studies in the same programme cycle but each semester the number of their supported semesters multiplied by the number of programmes they participate in shall be deduced from the period of state-supported studies.
6. Suspension of the student's legal status
 - a) Students are obliged to give notice of the suspension of their student's legal status or the revocation of their enrolment in the new semester in NEPTUN system by 14 October or 14 March at the latest. If a student gives notice of the wish not to fulfil their academic obligations in the forthcoming term, or will not register for the forthcoming term, that means the temporary suspension of their student's legal status.

Students may not suspend their student's legal status for more than two back-to-back semesters. During the entire programme, they may suspend their student's legal status no more than three times. During the period of suspension, the given semester qualifies as 'passive semester.'
 - b) In duly justified cases, the Study Subcommittee may permit the suspension of studies for longer continuous periods than it is specified in Article a), even before the commencement of the first semester, at the request of the student.
 - c) If a student is unable to fulfil their academic obligations due to childbirth, accident or other unexpected cause through no fault of their own, at request the Study Subcommittee may permit the suspension of studies for longer continuous periods than it is specified in Article a), even before the completion of the first semester or until the end of the given academic period.
 - d) A student's legal status shall be suspended if the student has been prohibited from continuing studies as a disciplinary penalty.

7. Termination of a student's legal status

7.1. The student's legal status shall terminate

- a) if the student has been transferred to another higher education institution; in this case, their student's legal status in the Institution terminates the day preceding the day of enrolment,
- b) if the student gives notice of the termination of the student's legal status, taking effect on the day of the notification,
- c) if the student is in a training programme financed through a full (or partial) Hungarian state scholarship and does not wish to continue studies in this scheme and does not wish to participate in a self-financing scheme either,
- d) on the last day of the semester on which the student has obtained a leaving certificate ('absolutorium'),
- e) in higher education vocational training, if the student is unable to continue their studies due to health conditions, and if the Institution does not offer any other suitable vocational programme, or the student does not wish to continue their studies, or is unable to do so due to the lack of conditions necessary for the continuation of studies, on the day when the decision on the termination of the student's legal status becomes final,
- f) due to payment arrears, after the student's social situation has been examined, if calling upon the student to settle the arrears was without effect, on the day when the decision on the termination of the student's legal status becomes final,
- g) on the day when the decision on disciplinary dismissal becomes final.

7.2. The Institution may terminate the student's legal status through a unilateral statement if

- a) the student fails to fulfil their academic obligations as specified in the present Code or in the programme's recommended curriculum,
- b) the student does not register for three consecutive semesters,
- c) the student fails to register for a new semester after the suspension of their student's legal status and fails to continue their studies,

provided the student has been called upon in writing to fulfil their obligations by the given deadline and has been informed of the legal consequences of the failure to do so.

7.3. The student's legal status shall be unilaterally terminated if the student beginning their studies in or after the academic year 2012/13 has obtained six 'fail' grades (be it an examination grade, term grade, graded signature) in the same subject. An examination terminating with the record "failed to attend" does not count as a retake examination, but the student is obliged to pay the due fee as specified in the Regulations on Fees and Benefits.

Pursuant to Article 7.1. d), the student's legal status participating in a bachelor (BA, BSc) programme shall not terminate if the student has been admitted to a master programme (MA, MSc) for the next semester after obtaining a bachelor degree.

8. The name of the student whose student's legal status has been terminated shall be deleted from the list of registered students. This, however, does not entail the deletion of payment obligations of the student.
9. Schemes financed by Hungarian state scholarship or partial scholarship and self-financed schemes

Programmes in the Institute may be supported by Hungarian state scholarship, partial scholarship or may be self-financed. The full study costs of the student supported by state scholarship and half of the study costs of the student supported by partial scholarship is paid by the Hungarian state, respectively. The costs of the study of a self-financed student is paid by the student. The decision on admission contains information on the financing scheme in which the student may begin their studies. Students supported by state scholarship or partial scholarship may be entitled to benefits as specified in Regulations on Fees and Benefits of the University of Nyíregyháza.

- a) Beginning with the academic year 2012/13, any student, either in higher education vocational training, bachelor programme, masters programme, or single-cycle programme, may pursue studies for twelve semesters altogether in a state-financed scholarship scheme (hereinafter referred to as 'financed period').
- b) The available financed period may be two semesters longer at most (in the case of students with disabilities, six semesters) than the academic period of the given programme. The previously used financed period in the same major shall be counted as part of the financed period of a given major. If the student fails to obtain a qualification (degree) within the given financed period specified as above, they shall continue their studies in a self-financed scheme in this programme, even if they have not used up all the twelve semesters of the financed period.
- c) The financed period of a student with disabilities may be prolonged with four semesters at most. This preference is available for the obtainment of more than one qualifications (degrees), provided that the preferential period altogether does not exceed four semesters.
- d) Each 'active' semester qualifies as a financed period for which the student has registered.
- e) In calculating the financed period, the active semester shall be disregarded if the student fails to complete the semester due to illness, childbirth or any reason non-attributable to the student. For the period exceeding the programme, the fee shall be calculated on the basis of credit points as regulated by the Regulations on Fees and Benefits in force.
- f) If the student has exhausted the available financed period, they can only continue their studies in a self-financed scheme.

- g) In Transportation Engineering BA programme – Air Transport Pilot specialisation / Professional Pilot programme / Aircraft Engineering programme / Air Transport Pilot Special Engineering programme, if the student shortens the academic period by recognition of credits, the fee of pilot practice shall be paid according to the sum of the fee as published in the National Admission Information Brochure in the given year.
- h) In Transportation Engineering BA programme – Air Transport Pilot specialisation / Professional Pilot programme / Aircraft Engineering programme / Air Transport Pilot Special Engineering programme, if the student exceeds the given training period, the tuition fee shall be settled according to the regulations pertaining to the Transportation Engineering BA programme.
- i) Services receivable for the tuition fee, the deadline of payment, and the mode of payment are regulated by the Regulations on Fees and Benefits.
- j) Reclassification of students from self-financed scheme to state (partial) scholarship-financed scheme beginning with the academic year 2012/2013 is only possible after the accumulation of 30 credits, and has to be approved by the Vice-Rector for Education. The order of reclassification is regulated by the Regulations on Fees and Benefits.
- k) Each academic year, students supported by state scholarship or partial scholarship who failed to obtain at least 50% of the credits prescribed by the recommended curriculum in the last two active semesters (in which their student's legal status was not suspended) and whose accumulated corrected credit index is below 2.00 must be reclassified as self-financed students. Also those must be reclassified as self-financed students who have revoked their statement pursuant to the Article 48/D Section 2 of the Higher Education Act.
Students supported by state scholarship or partial scholarship beginning their studies in the academic year 2016/2017, who failed to obtain at least 18 credits on the average in the last two semesters in which their student's legal status was not suspended or did not participate in training in a foreign country, pursuant to Article 81, Sections (2) and (3) of the Higher Education Act, or failed to reach a point average regulated by Government Decree, as specified in Annex 2 of the Regulations on Fees and Benefits, must be reclassified as self-financed students. The procedure of reclassification is included in the Regulations on Fees and Benefits.

10. Students having a student's legal status with the Institution are obliged, during the term of their legal status, to follow written messages arriving via the electronic study administration system and act according to them.

II Provisions Concerning Higher Education Studies

Section 4 The Schedule of the Academic Year, Training Period, the Period of Studies

1. The schedule of the academic year is determined by the Rector, taking the Students' Union's opinion into consideration.
The length of the study period must be set in a way to ensure at least 200 contact classes per semester in the case of full-time programmes. In part-time programmes (evening courses and correspondent courses) contact classes are at least 30% and at most 50% of the number of classes in full-time programmes, with the exception of postgraduate further training, in which contact classes are at least 20% and at most 50% of the number of classes in full-time programmes. The length of the examination period is at least 5 weeks.
2. The Rector may allow up to 6 days of school holiday in each academic year.
3. The length of a contact class is 45 minutes, with the exception of individual subjects, specified in recommended curricula, whose length is 30 minutes.
4. The training periods of individual programmes are determined by the learning and outcomes requirements.
Students may obtain the credits necessary for the given degree within a shorter or longer period of time as specified by the training period. The period of studies shall be defined as the period of time lasting until the obtainment of the leaving certificate ('absolutorium').

Section 5 The Student's Obligations of Enrolment, Semester Registration and Registration for Courses

1. Students admitted to the Institution are obliged to enrol at the commencement of their studies. Upon enrolment, students are required to give, besides their personal data and home address, their e-mail address, telephone number, taxpayer identification number and social security number. In further semesters, students must register for the new semester via the NEPTUN system. A student who has not settled their payment arrears may not register for a new semester. The condition of enrolment for studies in self-financed scheme is a submission of a signed study contract to the study administrator in charge of the Student Service Centre.
2. Upon enrolment, each student has to declare that they clearly understood the contents of the Institution Information Brochure ('Intézményi tájékoztató'), which is continuously accessible on the university's website.

3. Students supported by Hungarian state scholarship have to declare upon enrolment in an enrolment form that they developed a clear understanding of the special criteria of the scholarship and that they undertake its obligations.
4. Students supported by Hungarian state scholarship are kept in touch with by the Education Office (OH) via electronic communication. Thus students are required to have an identity pass for 'Ügyfélkapu' (citizens' national gateway), which has to be verified upon enrolment.
5. The Student Service Centre opens a student's register for each enrolled student.
6. There is no need for repeated enrolment during the term of the student's legal status. Any change in data must be reported in writing by the end of the registration week; subsequent changes must be reported in writing without delay to Student Service Centre.
7. If the student is admitted to another programme in the Institution, this fact is recorded on the original student's register by the administrator of the Student Service Centre.
8. The finalisation of the registration for courses takes place in the registration week. Upon the student's request, the Study Subcommittee may allow for late registration for courses by the end of the second week of the study period, due to childbirth, accident or any unexpected cause, which impeded the student, through no fault of their own, in fulfilling their obligation arising from their student's legal status.
9. Students may request the deletion of courses they registered for by the end of the second week following the registration week from the Study Subcommittee. Students receive an electronic message in the NEPTUN system about their valid list of courses in the given semester after the closing of the registration period.
10. Students may register for courses keeping the order of recommended subjects as specified in the programme's recommended curriculum. They may sit for an exam three times after one course registration. They may attempt to obtain a term grade or graded signature twice.
11. A fee specified in Regulations on Fees and Benefits must be paid for registered but not completed courses.
12. It is possible to file a request concerning study matters two weeks before the registration week at the earliest and by the last working day of the second week of the study period at the latest. Requests filed after the last working day of the second week of the study period will be rejected.
13. Assessment of concessions on students' payment obligations is conducted by the Chancellor upon the recommendation of the Vice-Rector for education.

Section 6

Curriculum and Course Requirements, Recognition of Credits

1. One credit point is equal to 30 study hours, which includes class sessions and individual work.

2. Recommended curricula of programmes based on the training and outcome requirements (including required, required-optional and optional courses, credit points obtainable for fulfilling study requirements, the prerequisite list of courses, evaluation of learning outcomes, course descriptions) are accessible through the Institute Information Brochure ('Intézményi tájékoztató') to be found on the Institute's webpage (<http://ttajekoztato.nye.hu>).
3. Equal to at least 5 per cent of the total number of credits required to obtain a diploma, students are required to register for optional subjects selected from the overall offer of the Institution. Alternatively, students may choose engagement in voluntary activities in exchange for the completion of the subjects, which the recipient organisation must verify with a written certificate. Thirty hours' of voluntary activity equals 1 credit point. Students may register for subjects up to a 10% limit exceeding the total number of required credits free of charge.
4. Students may register for more than 40 credits per semester per programme only with the permission of the Study Subcommittee.
5. The number of credits transferred from the same educational field into a bachelor programme in the case of a student already holding higher education vocational training degree may be at least 30 and at most 90.
6. Credit may be earned for the completion of one course material only once. A student's achievement in another higher education institution or in a different programme within the Institution for which they earned a credit or credits must be acknowledged, provided that they had completed the prerequisites, independently of the institution or programme level that they student earned the credit or credits at. Acknowledgement of credits on the basis of curricular programmes takes place exclusively by the comparison of the knowledge that served as the basis of earning the credit or credits. The credit or credits must be acknowledged if the compared course materials are at least 75% identical.
7. To obtain a leaving certificate ('absolutorium'), at least one-third of the overall credit value of a programme must be obtained in a programme of the Institution.
8. In the case studies pursued within the frame of further (parallel) student's legal status, the credits awarded in the programme that was begun earlier may be acknowledged in the credit accumulation of the other programme. The decision on this is made by the Credit Transfer Subcommittee upon request.
9. Orders of the present Code shall be applied to non-Hungarian citizens with the modifications included in Section 80 of the Higher Education Act.
10. The procedure of preliminary credit transfer in the case of applicants for masters programmes is included in the Regulations on Admissions.
11. The credit acknowledgement of a student pursuing partial studies in a higher education institution abroad shall take place on the basis of the contract established between the higher education institution abroad and the Institution (or the student). The list of subjects to be acknowledged shall be governed by the recommended curriculum of the given programme in the Institution. If the credit obtained in a higher education institution abroad is not compatible with the student's recommended curriculum, it may be acknowledged as an optional course credit.

12. Previous work experience may be acknowledged as fulfilment of study requirements upon the student's request. The number of acknowledged credits with validation during the entirety of the programme may be at most thirty.

The student may file their validation request in the form for this purpose, in the same period and way as the credit acknowledgement procedure.

The following shall be attached to the request:

- a.) in the case of work experience: the portfolio on the given activity and the verified certificate of the employer;
- b.) in the case of the acknowledgement of extramural activity: a document certifying the completion of training and the contact of the organiser of training.

In cases a) and b), the validation request is assessed by the instructor responsible for the programme and the decision of first instance is made by the Credit Transfer Committee.

If the student wishes to validate knowledge obtained in an informal way, the Credit Transfer Committee establishes an ad-hoc committee based on the recommendation of the person responsible for the programme, which assesses the candidate's knowledge with a non-repeatable examination. The examination may be written, oral, practical or the combination of the above. The examination results in a grade. The assessment of the ad-hoc committee is verified by the Credit Transfer Subcommittee and adopts a decision.

A degree thesis cannot be validated.

13. Acknowledgement of extracurricular activity always takes place in the forthcoming semester.

Section 7

Foreign Language Requirements

- 1. The prerequisite of the issuing of a diploma certifying the completion of higher education studies is, besides successful finals, is the fulfilment of foreign language requirements as stipulated in the training and outcomes requirements.
- 2. Article 1 shall not be applied, with the exception of the requirement on finals, in the case of a foreign-language programme.
- 3. Requests on the exemption of students with disabilities from foreign language requirements are assessed by the Vice-Rector for Education, based on the recommendation of the Committee for Assisting Students with Disabilities.
- 4. Students are exempted from foreign language requirements specified in training and outcomes requirements who failed to present the certificate verifying their general language examination within three years of the day of their successful finals but have successfully passed a foreign language examination organised by the Institution. This exemption shall be applied last only with students taking their finals in the academic year 2012/2013. The foreign language requirements serving as the criteria of issuing a diploma or certificate are included in Annex Nr. 2, pursuant to Section 107 (2) of the Higher Education Act.

Section 8

Participation in Class Sessions

1. Lectures are an integral part of training, thus the Institution expects students to attend them. Participation in practical courses and multi-class practical sessions is obligatory. The total number of allowed absences from practical class sessions is three times the weekly number of contact classes in full-time programmes and one-third of the contact classes per semester in part-time programmes. Fulfilling obligations arising from their member status in the Senate and committees of the Institution by students as representatives does not count as absences. Work pertaining to Senate and committee membership is certified by the secretary of the Senate or the chairperson of the Committee.
2. Registration for 'examination courses' (courses with no contact lessons) in the case of subjects concluding with an examination or a term grade and fulfilling study requirements is possible only if the student participated in the lectures and/or practical courses (seminars) of the given course in a previous semester and had attempted fulfilling the course requirements.
If the student had not even attempted fulfilling course requirements in the case of a practical course, the record "Non-assessable" has to be made in the NEPTUN system.
3. Requirements detailed in Articles 1 and 2 above are not to be applied in e-learning courses. Requirements in these cases are specified by the subject coordinator.
4. Student participation in internship is regulated by the course descriptions of these subjects or the internship register. The instructor responsible for the internship is obliged to report the location, period and assessment of the student's internship within 8 days after the termination of internship at the latest to the Student Service Centre.
5. The Study Subcommittee may grant an exemption from attendance and the possibility of a preliminary examination for students with chronic illnesses, pursuing studies abroad on the basis of a study contract, actively engaged in elite sports at a national level (such as students receiving a scholarship from the "Hungarian Sports Stars" programme [Magyar Sportcsillag Ösztöndíjasok], members of national sports teams, active players in National Championships, etc.) and for executive members of the Students' Union, provided that the course instructor is duly informed. No exemption may be granted from attendance at internship, trainings, laboratory practices and multi-lesson practices. Requests for exemption may be filed, with certification attached, in the registration week, except when the student's circumstances entitling the student for exemption are modified during the course of the semester.

Section 9

Transfer, Shift Between Full-Time and Part-Time Programmes, Changing Programmes

1. Transfer from another institution to the Institution's programmes may take place only with the existence of a student's legal status, at the identical programme levels and areas, chiefly in a self-financed form. Depending on the student capacity of the Institution, transfer is possible to state scholarship schemes as well. During the transfer procedure, the student is obliged to have an uninterrupted student's legal status until the enrolment following the decision on transfer. Otherwise the decision on transfer shall be revoked by the Institution.
Transfer may be requested from an identical programme level, except in cases if the transfer

- a) is pursuant to Section 8 of Government Decree 283/2012. (X. 4.) on the system of teacher training, majors, and the list of teacher training programmes;
- b) is between single-cycle teacher training programmes;
- c) is from a bachelor programme or single-cycle teacher training programme to higher education vocational training.

Decisions on transfer from another institution and on acknowledgement of credits fall within the scope of the Study Subcommittee and the Credit Transfer Committee, respectively. Transfer between institutions and change between programmes and education forms (full-time, part-time) may happen only until 15 September or 15 February.

2. The Study Subcommittee may allow for changing programmes in higher education vocational training and bachelor training after the accumulation of 15 credit points, at identical programme levels and areas. A student admitted to a bachelor programme may request to be transferred to a single-cycle teacher training programme after the accumulation of 15 credits. One programme of the chosen pair of majors must fall within the same academic area as the bachelor programme. The other major must be selected from the valid list of majors in the single-cycle teacher training programmes by the student and has to be indicated upon the filing of the request. Prior to the registration for the semester, the student is obliged to pass a successful aptitude examination. Students choosing Teacher of Music, Teacher of Folk Music and Folk Culture, Teacher of Art (Visual Culture), Teacher of Physical Education majors are required to pass a practical aptitude examination (including the option of being rejected from the major). Students choosing a foreign language major (Teacher of English Language and Culture) are required to pass a foreign language interview. The assessment of the request is conducted by the Director General of teacher training, based on the opinion of the person responsible for the programme.
The missing credit points have to be obtained at the earliest semester in which the courses are due, following the recommended curriculum. The Students Affairs Committee may permit registration for courses in different semesters for students changing programmes, based on the recommendation of the person responsible for the programme.
3. After accumulating 60 credits in one major, students may require to be transferred to a bachelor programme in the same academic area.
4. Shift between full-time and part-time programmes is allowable only after the accumulation of 15 credits.
5. The change of primary academic field in teacher training masters programmes is not allowable.
6. During the transfer procedure, the student is obliged to have an uninterrupted student's legal status until the enrolment or registration following the decision on transfer. Otherwise the decision on transfer shall be revoked by the Institution. If the student continues their studies in another institution, the date of the termination of their student's legal status shall be recorded in the student register. The extract of the student register must be handed over to the recipient higher education institution within 15 days of the termination of the student's legal status.

III

Provisions Concerning the Evaluation of Academic Achievement

Section 10

The Examination Period

1. Examination dates shall be advertised at least three weeks prior to the beginning of the examination period in the NEPTUN system.
2. Examination dates shall be advertised in a way that the slots open for students registering for the examinations of a course shall be twice as much as those registered for the course, giving enough time for repeated examinations as well. The instructor is not obliged to advertise more examination dates than that.
3. Registration for examinations is possible via the NEPTUN system by 4 p.m. on the day preceding the examination. Registration for examinations can be revoked by the same date.
4. If the examination dates do not make the appropriate examination of students possible (pursuant to Article 2 above), the issue, upon the request of the Students' Union, shall be investigated by the chairperson of the Student Affairs Committee who shall take the appropriate measures.
5. If reasonably required, the Study Subcommittee may allow students pursuing studies abroad on the basis of a study contract (student mobility) to take examinations in a non-examination period.
6. Both an examination period and a finals period shall be provided for in a way that any student may attempt to repeat an unsuccessful examination within an academic period.

Section 11

Provisions Concerning Examinations

1. Students may take an oral or a written examination on the basis of an individual examination plan. This has to be specified in the course descriptions and the set of semester requirements.
2. Students must be offered some preparation time before beginning an oral examination.
3. The examination of students with disabilities requires special procedure pursuant to Section 49 Article (8) of the Higher Education Act and Section 62 of Government Decree 248/2012 (VIII. 31.)
4. The examiner or the chairperson of the examination board is responsible for order and avoidance of any interruption during examinations.
5. An identification document containing a photograph serves to verify students' identities during examinations.

6. The examiner can begin the examination only with an examination sheet printed from the NEPTUN system before the start of the examination or on the day prior to the examination after 4 p.m. The examination result shall be registered in the NEPTUN system on the day of the examination in the case of an oral assessment, and within five days after the examination in the case of a written assessment. Examination results must also be recorded on the examination sheet, which the instructor is obliged to file at least for a year after the examination. In the case of a proposed grade (given for overall semester performance without an examination), an examination sheet need not be printed. Upon the request of the examinee, the result of an oral assessment must also be recorded on a separate performance sheet printed from the NEPTUN system.
7. Only students previously registered for the examination can be examined at an examination advertised in the NEPTUN system.
8. Students receive an automatically generated message in the NEPTUN system about the result and grade of a written assessment, or about the fulfilment of examination requirements by a take-home essay or overall semester performance.
9. Students are obliged to turn up at an examination at the date they registered for. Absence from an examination is indicated by a “Failed to attend” mark by the instructor. Absence from an examination may not result in a “Fail” grade. Students may provide evidence for absence from an examination to the examiner within one week after the examination. In this case, the instructor shall delete the “Failed to attend” mark. Unwarranted absence from an examination results in the payment of an absence fee as specified in the Regulations on Fees and Benefits.
10. The specification of grades shall take place on the basis of the course description advertised by the instructor at the beginning of the semester.
11. Mistaken examination result records in the NEPTUN system can only be rectified by the course instructor.
11. If the student registers for a course because of the fact that they failed to complete the course previously, they are obliged to pay a due fee based on the credit points of the course, as specified in the Regulations on Fees and Benefits.

Section 12

Forms of the Assessment and Evaluation of Academic Achievement

1. The recommended curriculum makes possible the following forms of assessment of academic achievement:
 - simple examination, complex examination (henceforth referred to as ‘examination’)
 - term grade (mid-term grade)
 - graded signature

Occasions of assessment of academic achievement are not open to the public.

2. Evaluation of examinations and term grades shall take place on a five-grade scale: Excellent (5), Good (4), Fair (3), Satisfactory (2), Unsatisfactory / Fail (1). The

evaluation of graded signature shall take place on a three-grade scale: Excellent (5), Satisfactory (3), Unsatisfactory / Fail (1).

3. Evaluation of internship shall take on either a three-graded or five-graded scale as specified by the programme's recommended curriculum.
4. The fulfilment of the 'no credit' criteria of finals (such as field work) must be verified by a signature.
5. Students may not obtain more than six "Fail" grades (examination, term grade, graded signature) in the same course.
6. The examination is a form of the assessment and evaluation of acquired knowledge, skills and abilities in the examination period, which can take place in a written or an oral form or in the combination of the two. Provisions concerning examinations are as follows:
 - a) The instructor of the course shall record the fulfilment of the requirements of a course concluding with an examination in the NEPTUN system, and shall record the results on a printed examination sheet.
 - b) When the preliminary course schedule indicates a course concluding with an examination that goes together with a course concluding with a term grade (mid-term grade), then the prerequisite of beginning the examination is the obtaining of a successful term grade (mid-term grade).
 - c) The criteria of registering for an examination, the material of the examination and the method of forming the examination grade shall be specified in the requirement system for the semester based on the course description. Students shall be informed about this and the schedule valid in the given semester in the first week of the study period. and has to be made public on the department's webpage. If the student does not fulfil the requirement system of the given semester, they cannot register for an examination.
 - d) Based on the student's achievement during the semester, they can be offered a proposed grade in the case of subjects concluding with an examination. The student is not obliged to accept the proposed grade and may ask to be examined.
7. The recommended curriculum may prescribe a term grade (mid-term grade) if the practical application of the subject and the assessment of the application skills are possible and necessary from the aspect of an academic aim. The term grade is based on the continuous assessment of the study requirements of the subject during the semester. The provisions concerning a term grade (mid-term grade) are the following:
 - a) The instructor shall evaluate the fulfilment of the requirements of a course concluding with a term grade in the NEPTUN system with a term grade. If the student made no attempt to fulfil the course requirements, the record "Not assessable" shall be entered.
 - b) The criteria of the successful completion of the practical course shall be made public in the first week of the study period and has to be uploaded to the department's webpage. Students should also be informed if a "Fail" term grade

can be improved in the examination period. This option can only be denied in exceptional cases (such as laboratory practice, workshop practice).

- c) A term grade must be obtained in the study period by the student. In full-time programmes, the instructor must record the grade in the NEPTUN system until the first day of the examination period. In part-time programmes, recording the term grade is possible until the end of the examination period provided there is enough time available to improve the grade if necessary, pursuant to the regulations of the present Code.
8. The recommended curriculum may also prescribe a graded signature as a form of evaluation. The same provisions apply in this case as in the case of term grades.
 9. The content requirements, the deadline, the forms of assessment and evaluation of the completion of internship are specified in relevant course descriptions and the system of requirements valid for the given semester.

Section 13

Retake Examinations, Repeated Retake Examinations

1. Students may attempt to take successful examinations in one course three times during the examination period (examination, retake examination, repeated retake examination).
2. Students may take a retake examination of a failed examination free of charge. If the retake examination was not successful, and if both the examination and the retake examination were conducted by the same examiner, students shall have the option, upon request filed with the Study Subcommittee, to take the repeated retake examination (third and any further examination) with a different instructor or board of examiners. The board of examiners shall be appointed by the head of the department responsible for the instruction of the subject.
3. Students may register for a third (repeated retake) examination and for any further examination after paying a fee specified in the Regulations on Fees and Benefits. This is independent of the number of times the student has registered for the course itself during their studies.

4. Students may attempt to improve a “Fail” grade in the case of term grades (mid-term grades) and graded signatures once during the examination period, if the characteristics of the subject makes this viable. If the student is unable to attend at a date appointed for them, they shall have the chance of another occasion to improve the grade. The date of the improvement of the term grade need not be advertised in the NEPTUN system. Upon the second attempt to improve the “failed” term grade, the student, upon request filed with the Study Subcommittee, shall have the chance to be assessed by a different instructor or board of examiners. The board of examiners shall be appointed by the head of the department responsible for the instruction of the subject.

Section 14

Improving a Grade Other than “Failed”

1. Students may take the advantage of the option to improve a non-fail (successful) grade only once and in one subject during a semester, if the characteristics of the subject and the instructor of the subject make this possible. In the case of a subject concluding with an examination, students are required to register for a new examination in the NEPTUN system. The date of the improvement of the successful term grade need not be advertised in the NEPTUN system. The grade obtained thus is to be regarded final and has to be entered in the NEPTUN system. A fee has to be paid for the improvement of a successful grade as laid down in Annex 1 of the Regulations on Fees and Benefits. No other successful grade can be improved during the semester.
2. Students may not register for a course that they had already successfully completed with the aim of improving a grade.

Section 15

Credit Recognition on the Basis of Previous Studies

1. Until the last working day of the second week of the specific study period, students requesting transfer from another institution of higher education and for change of programme or of study mode may submit a request to have the credits of the subjects completed during their previous studies recognized.
In the case of change of programme between single-cycle teacher-training and bachelor training programmes the elective subjects previously completed may be recognised.
2. The quantity of credit value recognized shall be that of the credit value of the recommended curriculum requirement which is qualified as completed (the programme on the basis of which it has been recognized).
3. A grade obtained in the course of the previous studies may not be modified during the credit recognition of the subjects.
4. It is the Credit Transfer Subcommittee that makes decisions regarding credit recognition, with regard to the opinion of the person responsible for the programme.
5. A subject completed during previous studies may be recognized as an elective subject (in the value of maximum 2 credits) even if it is none of the elective subjects in the recommended curriculum. It is the Credit Transfer Subcommittee that permits credit

recognition, with regard to the opinion of the person responsible for the programme.

Section 16

Credit Index, (Cumulative) Grade Point Average

1. In the Institution, credit index is used for the quantitative and qualitative assessment of the students' performance over the term.
Its calculation: The aggregate sum of the products of the credit value and the grades of the subjects completed in a term shall be divided by the thirty credits to be obtained during a term in the case of prescribed progress.
2. The students' performance over semester 1 is defined by grade point average. Regarding the span of studies longer than one semester or the entirety of the studies, the (cumulative) grade point average shall be calculated.
Its calculation: The aggregate sum of the products of the credit value of the subjects accomplished in the given period and their grades shall be divided by the aggregate sum of the credits of the completed subjects.
3. The credit index shall be calculated within one week from the last day of the examination period and registered in the NEPTUN system by Study Subcommittee.
4. If students fail to accomplish at least 15 credits in a semester, they shall be closed with credit index "0".
5. The grades of the subjects completed in other institutions or during previous studies may not be used in the calculations of the credit index and the grade point average.
6. Upon the termination of the student's legal status, a hard copy of the register extract - bearing the authentication of the head of Study Subcommittee - shall be provided to the students.

Section 17

Continuing the Studies following the Termination of the Student's Legal Status

1. The students whose legal status as students have been terminated may continue their studies only after a new and successful admission process.

IV

Provisions Concerning Bachelor/Master Thesis, Leaving Certificate, Final Examination and Degree Certificate

Section 18

The Bachelor/Master Thesis

1. To obtain a diploma, students are required to compile a bachelor thesis (or theses) or a master thesis as defined in the qualification requirements and the education and outcome requirements.
2. The compilation of the bachelor/master thesis is controlled by the supervisor (thesis advisor). The supervisor is one of the full-time instructors of the Institution or the instructors employed as public servant by the Institution, or with the permission of the head of the relevant educational unit, an expert not belonging to the Institution but holding a degree certificate proving a university- or master-level qualification.
3. A prerequisite to selecting titles for the bachelor theses is that the students should accumulate 60 credits over their studies (with the exception of single-cycle training programmes). Upon accumulating the above quantity of credits, the students are allowed to select titles for their bachelor theses.
4. The order of the announcement and approval of the titles of bachelor/master theses, the rules on applying for the topics, the requirements concerning the contents and format of bachelor/master theses, the criteria of evaluation and the form of defence of the bachelor/master theses are to be determined per programmes and published in the Institution Information. The deadline of submission is found in the Institution Schedule.
5. The credit value for bachelor/master thesis (unless it is a criterion without credit) shall be regulated by the training and outcome requirements of the programme, and the semesters for the compilation shall be regulated by the recommended curriculum.
6. The bachelor/master thesis submitted before deadline shall be assessed by unbiased reviewer(s) asked by the head of the educational unit, and the reviewer(s) shall make proposals for the assessment of the bachelor/master theses.
7. If the reviewer (or, in the case of two reviewers, both) assesses the bachelor/master thesis as fail, the student may remedy it only in the next academic year at the earliest. The remedy of the bachelor/master thesis assessed as fail by the reviewer(s) is possible only once during the time of studies.
8. The defence of the bachelor/master thesis shall take place as part of the final (qualifying) examination, in the same venue and at the same time. The grade of the bachelor/master thesis shall be established by the final (qualifying) examination board.
9. The students may ask the recognition of their papers written in the framework of the scientific students' associations as a bachelor thesis. On the basis of the head of the unit's proposal, this may be permitted by the Study Subcommittee, taking into consideration the qualification requirements, training and outcome requirements of the programme.

10. The portfolio is a part of the bachelor thesis and subject of the teacher's final examination.
11. The degree thesis may not be discarded.

Section 19

Closing the Studies in Higher Education

1. Within 20 days, the University issues a leaving certificate ('absolutorium') to all students who have completed the academic and exam requirements defined in the curriculum and the required traineeship, not including the passing of the language exam and completing the bachelor or master thesis, and have obtained the necessary number of credits as set forth. Students must be informed of the issue of the leaving certificate, simultaneously with the issue. Leaving certificates must be issued certified documents.
2. Students in higher education vocational training, bachelor, master or a single-cycle training programme complete their studies by taking a final examination.
3. Students are allowed to take their final examination after obtaining their leaving certificates.
4. In bachelor and single-cycle teacher training programmes (full-time) Physical Education shall be carried out according to the requirements of the Institute of Physical Education and Sports and published in the Institution Information.

Section 20

The Final Examination

1. The final examination shall serve to verify and evaluate the knowledge, skills and abilities required for obtaining the degree certificate, during the course of which the students shall also attest that they are capable of applying the knowledge acquired. The final examination is not public to external persons.
2. Final examinations successfully completed in the same programme may not be repeated.
3. Students may not take their final examinations unless they have settled their payment obligations towards the Institution.
4. Students with student's legal status shall apply for the final examination electronically, and students having obtained the absolutorium in the previous terms shall apply for that using the relevant format in the term preceding the final examination before submission deadline of the bachelor thesis.
5. The final examination in the Institutional bachelor programme may be completed in accordance with the applicable qualification requirements during the final examination period after the leaving certificate is obtained, and the result of the final examination shall also be determined as defined therein. The result must be announced on the day of the examination.
6. In bachelor programme, higher education vocational training, single-cycle training course, as prescribed by training and outcome requirements, the students take complex

oral examinations in the final examination and defend their bachelor theses.

The result of the final examination is formed by the simple arithmetic average of the grades of the complex oral examinations and the bachelor thesis defences, rounded up to two decimals: In primary-school teacher (junior class) BA and kindergarten teacher BA training the result of the final examination is the simple arithmetic mean of the grades of the complex oral test, the defence of the bachelor thesis, and the final teaching / final session, rounded up to two decimals:

7. In teacher's master programme (MA) teacher's final examination (TFE)

- for holders of a teacher's degree certificate consists of the presentation and defence of the portfolio,
- for those who do not have a teacher's degree certificate, it consists of the defence of the teacher's thesis and portfolio, and an oral test.

The mean of TFE is usually formed from the arithmetic mean of the following components, rounded up to two decimals:

- holders of a teacher's diploma
 - a) from the grade of the portfolio defence,
 - b) from the average of the grades of the individual practice completed in an institution of public education,
 - c) from the grade of the institutional group practice (in the case of studies in different qualifications).
- those who are not holders of a teacher's diploma
 - a) from the grade of the teacher's thesis review,
 - b) from the grades of the teacher's thesis defence and portfolio defence,
 - c) from the grade of the oral test,
 - d) from the grade of the institutional group practice (practice completed from the first qualification),
 - e) from the grade of the institutional group practice (practice completed from the second qualification),
 - f) from the average of the grades of the individual practice completed in an institution of public education.

Students studying in two qualifications in teacher's master programmes shall take TFEs in both qualifications.

8. In single-cycle teacher training programme, the final examination consists of the defence of the teacher's thesis and portfolio.

The assessment of the single-cycle teacher training programme consists of the arithmetic mean of the following components, and that mean is rounded to a whole number:

- d) the grade of the teacher's thesis review,
- e) the grade of the teacher's thesis defence,
- f) the grade of the portfolio review,
- g) the grade of the portfolio defence,
- h) the grade of degree concert in the programmes of music, folk music and teacher of folk culture.

In the short-cycle teacher training starting in September 2017, the final examination consists of the presentation and defence of the portfolio, except for when a student holds a disciplinary MA/MSc or university degree certificate and aims to complete a single-subject

teacher training in the same field, where the final examination consists of the defence of the portfolio and an oral test (methodology).

The assessment of the short-cycle teacher training programme consists of the arithmetic mean of the following components, and that mean is rounded to a whole number:

- a) the grade of the portfolio review,
 - b) the grade of the portfolio defence.
9. In disciplinary master programmes, the final examination consists of the presentation of the master thesis and its defence, as well as of an oral examination. The result of the final examination is the simple arithmetic mean of the two grades.
10. In single-cycle training course, the final examination result must be calculated as defined in the training and outcome requirements uniquely, in default of these it is formed by the simple arithmetic mean of the grades of the final examination.
11. In the case of first-year students starting their studies in September 2012, the final examination may be completed within two years following the termination of the student's legal status in any final examination period, as defined in the training and outcome requirements in effect. After the two years following the termination of the student's legal status expires, the final examination may be completed only if the University of Nyíregyháza offers a programme in which the student studied before the termination of his/her student's legal status. No final examination may be taken after the fifth year following the termination of the student's legal status expires.
12. The final examination must be taken before a committee:
 - a) the final examination committee consists of a chairman and at least two members;
 - b) the Final Examination Board must be set up to include at least one university or college professor, or associate professor or college associate professor, and at least one member who has no employment relationship with the University, or is an instructor at another unit or programme of the University. Minutes must be kept on the final examination.
 - c) The composition of the final examination committees, based on the opinion of the person responsible for the programme, belongs to the competence of the Vice-Rector for Education.
13. The chairperson and members of the final examination committee are appointed by the rector for one calendar year.
14. The final examination may be taken in June and January of each year in the final examination period published in the chronological index of the Institution per academic year.
15. It is the minutes defined in the Government Decree that shall be issued on the final examination. The results of the final examination, the classification of the degree certificate, and the denominations of the higher education degree and qualifications shall be entered into the minutes.
16. The topics of the final examination are included in the Institution Information.

Section 21

Retaking an Unsuccessful Final (Qualifying) Examination

1. Retaking the final examination is possible in the final examination period after the submission of the written application defined in Paragraph 4 of Section 20 in the period stipulated by Paragraph 14 of Section 20. If only final examination consists of various parts, only the unsuccessful part must be retaken in the retake final examination.

Section 22

Degree Certificate

1. Following the successful final examination, teacher's final examination, and the completion of the language examination stipulated in the training and outcome requirements, the Institution issues a degree certificate for the candidate in Hungarian and English.
2. The degree certificate is a public document bearing the coat-of-arms of Hungary, including the data determined in Paragraph (5) in Section 51 of the Higher Education Act. Degree certificates are signed by the rector of the Institution.
3. If a degree certificate may not be issued as the student has failed to present a document attesting a language exam, the Institution issues a certificate, at the student's request. The certificate does not certify any level of education or qualification but demonstrates that the final examination has been taken successfully.
4. In case of illegal acquisition, the order of the revocation and destruction of the degree certificate and diploma supplement issued by the Institution is stipulated in Annex 1.

Section 23

Diploma Supplement

1. Acquired in bachelor programme, single-cycle training, master programme and higher education vocational training, a diploma supplement, specified by the European Commission and the Council of Europe, must also be issued with the degree certificate in Hungarian and English.
2. The diploma supplement must be issued in the bachelors programme on institution level if the student has studied in a credit-based education.
3. The costs of issuing the duplicate of the diploma supplement shall be covered as defined in the regulations on student fees and benefits.

Section 24

Classification of the Degree Certificate in the Diploma Supplement

1. In bachelor programme, master programme, higher education vocational training and single-cycle training programmes, the classification of the degree certificate in the

diploma supplement must be defined as the simple arithmetical average of the following two results, rounded up to two decimals:

- A). the average result of the final examination, rounded up to two decimals, and
- B.) the cumulative) grade point average calculated over the entire period of studies, rounded up to two decimals:

2. In teacher training programmes, the classification of the degree certificate in the diploma supplement must be defined as the arithmetical average of the following components rounded up to two decimals:

- in a 2-semester training

- a) from the grade of the final comprehensive examination of the qualification,
- b) from the average of TFE.

- in a 3, 4 and 5-semester training

- a) from the average of the grade of the final comprehensive examinations of the qualifications,
- b) from the average of TFE

3. In single-cycle teacher training programmes, the classification of the degree certificate in the diploma supplement must be defined as the arithmetical average of the following components rounded up to two decimals:

- a) of the grade of the final examination of single-cycle teacher training programme
- b) from the grade of the final comprehensive examination of one of the programmes,
- c) from the grade of the final comprehensive examination of the other programme,
- d) from the grade of the continuous individual traineeship in one of the semesters (semester 9),
- e) from the grade of the continuous traineeship in one of the semesters (semester 10).

In short-cycle teacher training programmes, the classification of the degree certificate in the diploma supplement must be defined as the arithmetical average of the following components rounded up to two decimals:

- a) from the grade of the final examination,
- b) From the grade(s) of the final professional comprehensive examination(s) in the case of the course or in the case of two courses both with the exception of the 2-semester programme for teacher qualification.
- c) from the grade of a continuous individual traineeship, where the recommended curriculum stipulates the grade of the teaching practice performed at a school; in the case of two programmes, from the grades of the two teaching practices performed at a school.

4. The classification of the degree certificate in the diploma supplement on the basis of the average result defined in Paragraphs 1, 2 and 3:

One is classified as excellent with distinction, if all of the student's grades, including those of the final examination, are excellent.

Excellent with distinction 5.00

Excellent 4.51 – 4.99

Good 3.51 – 4.50

Satisfactory 2.51–3.50

Pass 2.00–2.50

5. The proof of completing the foreign language requirements defined in the training and outcome requirements and that of the successful final examination shall be issued by the institution within 30 days following the completion of the institution language exam, and shall issue the degree certificate, diploma supplement and register extract for the person entitled.

Section 25

Electronic Study System, and Documents Handled by the Institution

1. For the purpose of performing the registration of data defined in Subtitle I/B in Annex 3 in the Higher Education Act and in Section 60 in Government decree No. 87/2015. (IV.9), the institution maintains an Electronic Study System, and is responsible for data security. It is the organizational unit managing the study administration that is responsible for the authenticity, up-to-date quality and forwarding to the organization(s) or office(s) prescribed by law of the data recorded and stored in the Electronic Study System. For data archival, saving and - as prescribed by law - storing, the administrators of the IT service unit and - as prescribed by law, of the data, their - as required by law - the IT service unit and the Electronic Study System.
2. The institution provides students with continuous access to their personal records and study data kept in the Electronic Study System.
3. The authenticity of paper-based documents, printed from the Electronic Study System or produced by the unit performing study administration, is certified by the head of the Students Study Centre. The authentication of electronic documents is done by means of a time stamp and the electronic signature of the authorized person.
4. Data stored in the student's register may be handled within eighty years from the date of the notification about the termination of the student's legal status, and may be accessed by the executive responsible for study administration.
5. The documents handled by the Institution:
 - student register, register extract,
 - enrolment form,
 - proof of student's legal status,
 - transcript,
 - proof of credit recognition,
 - exam paper,
 - the minutes of the final examination.

In the case of documents where the handover of the document must be certified, the document on the handover document shall contain:

- the name and identification number of the institution,
 - the name of the document to be handed over,
 - the student's name and ID,
 - the serial number of the student register,
 - the serial number of the form,
 - the serial number of the institution,
 - the date of receipt, and the recipient's name and signature.
6. The receipt may be made in person or by means of a document entitling to representation.

A copy of the document entitling to representation authenticated by the institution must be attached to the document of receipt.

7. Only one student register may be kept about the same person in connection with a given student's legal status and in all types of legal statuses. The mandatory data in the student register are prescribed in Paragraph 2 in Section 36. Student registers are issued with unique serial numbers in every terms. The numbering of the student registers takes place as follows:

The letter code of study mode, the letter code of training level, programme code / serial number from 1 / calendar year number. To replace the student register destroyed or lost, a substitute student register must be issued on the basis of the records, data and documents available. After the termination of the legal status, the student register must be authenticated within maximum 3 months. The student register closed and authenticated must be completed again if

- a final examination, the fulfilment of language requirements, or the issuing of degree certificate or diploma supplement takes place after the termination of the legal relationship;
- data changes and corrections must be made on the student register;
- the degree certificate is corrected, a duplicate is issued or the degree certificate is made invalid.

Upon termination of student's legal status, the institution shall issue a paper-based attested register extract

- officially for students completing their studies without leaving certificate (absolutorium) if at least one semester has been completed as active students,
- at request for students holding leaving certificate but completing their studies without degree certificates,
- at request for students who have acquired degree certificates in single-cycle training programmes.

8. The enrolment form is authenticated by the students' study administrators with their signatures, the stamps in their personal use and dates within 3 working days following the submission of the enrolment form until the last day of the registration week. Enrolment takes place by means of authentication of the enrolment form, which is the annex of the student register.
9. The proof of student's legal status is issued in the form of a paper-based document by the unit performing study administration using data recorded in the Electronic Study System.
10. Strictly numbered blank degree certificates and diploma supplement forms must be kept in a closed place after the receipt from the production press until the permanent cessation of the issue as prescribed for the strictly numbered documents. The tasks of the registration, storage and handling of the degree certificate and diploma supplement forms are fulfilled by the security person responsible for documents designated at the Institution.

V Miscellaneous and Closing Provisions

Section 26 Definitions

For the purposes of this Code:

- a) **mid-term grade (term grade):** A grade used for indicating the students' performance over the term to be obtained in the study period.
- b) **credit:** The unit of measurement of student's work which represents, in relation to the subject 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 on average. The value of a credit – supposing that the student's performance has been accepted – does not depend on the evaluation of the student's knowledge.
- c) **credit index:** The aggregate sum of the products of the credit value and the grades of the subjects completed in a term shall be divided by the thirty credits to be obtained during a term in the case of prescribed progress.
- d) **(cumulative) grade point average:** The aggregate sum of the products of the credit value of the subjects accomplished in the given period and their grades shall be divided by the aggregate sum of the credits of the completed subjects.
- e) **recommended curriculum:** The allocation of curricular subjects to terms. Students wishing to progress at an average pace in accordance with the recommended curriculum may comply their studies within the period of time specified in the training and outcome requirements.
- f) **length of training:** The period of time specified by law on the acquisition of credits, level of qualifications, and skills.
- g) **academic period:** The division of the length of training into study period and examination period. A bachelor programme including extensive practice launched in fields of study such as technology, information technology, agriculture, science and economics, or a bachelor programme in social work, or a master programme pertaining to the aforementioned fields of study, where practical training is delivered, according to the curriculum of the programme (developed in line with the programme and outcome requirements, for full-time studies, containing specific provisions for the academic term, the methods of training, contact hours and the assessment of the acquired knowledge and skills), within the framework set by the Council for Dual Education, at qualified organisations
- h) **dual training programme:** A bachelor programme including extensive practice launched in fields of study such as technology, information technology, agriculture, science and economics, health science or economics, or a bachelor programme in social work, or a master programme pertaining to the aforementioned fields of study, where practical training is delivered, according to the curriculum of the programme (developed in line with the programme and outcome requirements, for full-time studies, containing specific provisions for the academic term, the methods of training, contact hours and the assessment of the acquired knowledge and skills), within the framework set by the Council for Dual Education, at qualified organisations

- i) **term:** a period of five months for the purpose of organising education.
- j) **student's study contract:** contract concluded between the institution of higher education and a student accepted to a fee-paying programme
- k) **lesson (contact lesson):** contact lesson (lecture, seminar, practice, consultation, etc.) requiring the personal cooperation of the instructor for the fulfilment of the academic requirements specified in the recommended curriculum, with a duration of 45 minutes.
- l) **part-time training:** Training organized according to evening or correspondence study mode.
- m) **exam course:** a course announced in NEPTUN system which may be registered by the students only if they have attended the lectures, seminars/practices of the subjects assessed by means of examinations or term grades, and attempted to complete the requirements of the term.
- n) **cumulative corrected credit index:** credit index multiplied by the sum gained by dividing the completed credits over the entire term with the registered credits.
- o) **obtaining supplementary studies:** A student's legal status established without a separate admission process in order to acquire supplementary studies which may be established by applicants holding degree certificates on degrees and qualifications from bachelor and/or master programmes. A proof on the acquired knowledge and credits shall be issued.
- p) **validation:** the recognition of work experience, previous knowledge gained in extracurricular training and informal study environment as the completion of study requirements.
- q) **state (part) scholarship student:** a student supported with the Hungarian state scholarship or the Hungarian state part scholarship.
- r) **training supported by a state (partial) scholarship:** A training supported by the Hungarian state scholarship or the Hungarian state partial scholarship.
- s) **fee-paying programme:** the costs of the fee-paying programme shall be covered by the students.
- t) **voluntary activity:** An activity performed for the benefit of individuals or communities without remuneration.
- u) **part-time studies:** studies where students collect credits in another institution of higher education, with which they have guest student's legal status.
- v) **subspecialisation:** studies within a programme which do not result in separate qualifications but provide special knowledge.
- w) **specialisation:** courses within a given programme the completion of which results in separate qualifications and provide special knowledge.
- x) **consultation:** an occasion for personal meeting, including communication via electronic means, provided by the instructors of an institution of higher education to students.

Section 27

Closing Provisions

1. The present Code was passed by the Senate of the College of Nyíregyháza with its Decision RH/26-114/2012. (16 October), in effect from 18 October, 2012.
2. Annex II of the present Code was modified by the Senate of the College of Nyíregyháza with its Decision RH/26-122/2012. (20 November), in effect from 22 November, 2012.
3. The present Code was modified by the Senate of the College of Nyíregyháza with its

Decision RH/41-116/2013. (17 September), in effect from 19 September, 2013.

4. The present Code was modified by the Senate of the College of Nyíregyháza with its Decision RH/41-187/2013. (17 December), in effect from 19 December, 2013.
5. The present Code was modified by the Senate of the College of Nyíregyháza with its Decision RH/61-18/2014. (28 February), in effect from 3 March, 2014.
6. The present Code was modified by the Senate of the College of Nyíregyháza with its Decision RH/61-34/2014. (8 April), in effect from 10 April, 2014.
7. The present Code was modified by the Senate of the College of Nyíregyháza with its Decision RH/61-47/2014. (13 May), in effect from 15 May, 2014.
8. The present Code was modified by the Senate of the College of Nyíregyháza with its Decision RH/61-75/2014. (22 July), in effect from 24 July, 2014.
9. The present Code was modified by the Senate of the College of Nyíregyháza with its Decision IHK/111-6/2015. (29 January), in effect from 2 February, 2015.
10. The present Code was modified by the Senate of the College of Nyíregyháza with its Decision IHK/111-65/2015. (31 March), in effect from 2 April, 2015.
11. The present Code was modified by the Senate of the College of Nyíregyháza with its Decision IHK/111-125/2015. (28 July), in effect from 15 August, 2015.
12. The present Code was modified by the Senate of the College of Nyíregyháza with its Decision IHK/111-149/2015. (20 October), in effect from 22 October, 2015.
13. The present Code was modified by the Senate of the College of Nyíregyháza with its Decision IHK/111-209/2015. (15 December), in effect from 17 December, 2015.
14. The present Code - with the exception of Section 1, and Points 4 and 7c of Section 2 - was modified by the Senate of the University of Nyíregyháza with its Decision IHK/37-80/2016. (26 April), in effect from 27 April, 2016. Section 1 and Points 4 and 7c of Section 2 of the present Code are in effect from 1 April, 2016.
15. The present Code was modified by the Senate of the University of Nyíregyháza with its Decision IHK/37-85/2016. (17 May), in effect from 19 May, 2016.
16. The present Code was modified by the Senate of the University of Nyíregyháza with its Decision IHK/37-142/2016. (26 July), in effect from 1 September, 2016.
17. The present Code was modified by the Senate of the University of Nyíregyháza with its Decision IHK/34-105/2017. (25 July), in effect from 27 July, 2017.
18. The present Code was modified by the Senate of the University of Nyíregyháza with its Decision IHK/34-130/2017. (19 September), in effect from 21 September, 2017.
19. The present Code was modified by the Senate of the University of Nyíregyháza with its Decision IHK/93-33/2018. (17 April), in effect from 19 April, 2018.
20. The present Code was modified by the Senate of the University of Nyíregyháza with its Decision IHK/93-40/2018. (22 May), in effect from 24 May, 2018.
21. The present Code was modified by the Senate of the University of Nyíregyháza with its Decision IHK/89-47/2019. (24 April), in effect from 26 April, 2019.

Nyíregyháza, 24 April, 2019.

On behalf of the Senate:

Vassné dr. habil. Erika Figula
Rector

Completion of Traineeship at the University of Nyíregyháza

- (1) The traineeship is covered by the Training and Output Requirements of the program (hereinafter: TOR) or the Professional and Examination Requirements.
- (2) The semester traineeship takes place in the semester according to the recommended curriculum of the programme following the completion of the study requirements prescribed in the programme. The condition for beginning traineeship is the completion of all the credits (with the exception of the bachelor thesis) as prescribed by the recommended curriculum.
- (3) The period of the continuous/related traineeship is one semester in the number of hours as prescribed by the recommended curriculum. The traineeship must be completed in accordance with the work schedule of the business organization.
- (4) In the evening or correspondent study mode, if the student is employed by an economic organization during his studies, the work done there may be accepted as traineeship if the workplace meets the requirements for being the venue of traineeship. The suitability of the venue of traineeship is approved by the person responsible for the programme. When examining the venue of traineeship for teacher MA training, the opinion of the person responsible for the programme must be sought. The report on traineeship and other elements of completion must be completed in this case as well.
- (5) Upon the completion of the one-semester traineeship, if the student (irrespective of his study mode) was employed by the economic organization for at least one year before beginning his studies, he may ask for the recognition of the professionally relevant work experience on the basis of presenting the workplace and the portfolio documenting the activity performed. The portfolio must be submitted to the person responsible for the programme and as defined by the aforementioned no later than the last day of teaching in the study period of semester 5. The professional assessment shall be performed by the instructors until the last day of the examination period, and the students shall be notified about its result by the Credit Transfer Subcommittee in a decision. In the case of a positive assessment the student, supposing that other requirements are also completed, may take the final examination.
- (6) The student reports on the traineeship based on the traineeship diary. The requirements concerning the contents and format of the traineeship log are defined and published by the person responsible for the programme in every programme. In the case of teacher training, the traineeship report is compiled by the Bessenyei György Teacher Training Centre.
- (7) The assessment of the log of the traineeship belongs to the scope of the person responsible for the programme.
- (8) If it may be determined that the student has completed the traineeship not in the prescribed manner or period, the related traineeship shall be repeated.

The continuous practice may be repeated no more than once during the studies.

- (9) If the report fails to meet the prescribed requirements, the student is obliged to resubmit it. Students may take their final examinations only if their traineeships (reports on traineeship) have been accepted.
- (10) The traineeship may be organized in three ways for the students:
 - a. On the basis of the co-operation agreement concluded between the Institution and the economic organization, legal person (venue of traineeship). Students are also allowed for seeking venues for traineeship, the suitability of which shall be determined by the person responsible for the programme.

- b. The traineeship is allowed to be completed in Erasmus mobility.
 - c. At the venue of traineeship of the Institution, if the training and outcome requirements make it possible (internal venue of traineeship).
- (11) The Institution and the organization hosting the traineeship concludes a cooperation agreement for a six-week traineeship,
- (12) The following economic organizations are declared as venues of traineeship by the Senate:
 - a. Nyíregyházi Egyetem Eötvös József Gyakorló Általános Iskola és Gimnázium
 - b. Asset Management Center - Asset Management Office Campus, Dormitory and Bessenyei Hotel (Training Hotel)
 - c. Asset Management Centre - Innovation Office IT Group
 - d. Central Library
 - e. Specialized laboratories of the Institute of Mathematics and Informatics (Computer Algebra, Apple)
 - f. Asset Management Centre - Innovation Office, Agricultural Service Group (this includes the Institute of Agrarian, Molecular Research and Service, Training Farm and Tuzson János Botany Garden, which function as venues for traineeship).
- (13) To prove the traineeship at the training places of the institution, the following documents are required:
 - a. attendance sheet,
 - b. log on traineeship, and
 - c. any other documents prescribed by the supervisor.

Transitional Condition for Issuing a Degree Certificate or Certificate

On the basis of Paragraph 2 in Section 107 of the Higher Education Act, the Senate of the University of Nyíregyháza defines the language requirements of issuing the degree certificate and certificate as follows.

- (1) The language requirements of issuing the degree certificate and certificate shall not apply to the persons holding absoltoriums obtained in single-cycle training programmes, higher education vocational trainings, bachelor programmes or master programmes who failed to present their documents proving the general language examination within three years from the days of their successful final examinations and shall successfully complete the separate language exam (hereinafter: 'language exam') organized by the University of Nyíregyháza.
- (2) The language exam is organized by the Foreign Language Teaching and Examination Centre. The tasks of the Foreign Language Teaching and Examination Centre regarding the language exam:
 - a. the requirements corresponding to each language level by 1 June, 2012 shall be published on the institution's website
 - b. the publication of the dates of the language exam by 1 June each year for the next academic year on the institution's website
 - c. the registration of applications
 - d. conducting the language examinations
 - e. The issuance of the certificate proving the language examination, and certificate registration
 - f. assessing the requests for exemption.
- (3) One may apply for the language exam, using the application form published on the institution's website.
- (4) The language examination consists of an oral and a written part. The number of languages required and language exam levels are in line with the Training and Output Requirements of the programmes.
- (5) The institution organizes the following language exams in English, German, French, Italian, Russian, Ukrainian, Romanian, Esperanto and Lovar:
 - a. level B1, oral exam
 - b. level B1, written exam
 - c. level B2, oral exam
 - d. level B2, written exam
 - e. level C1, oral exam
 - f. level C1, written exam.
- (6) If the applicant holds a successful language examination in the oral or written component of the required language level, they shall be exempted from the component completed.
- (7) Language comprehensive exams, final examinations or first proficiency exams completed successfully earlier may be taken into account for as B1 level language examinations.
- (8) Exemption from the language exam may be requested on the basis of a language exam completed at another higher education institution, especially if it is deemed as acceptable by the Senate Decision I/2-2/14/2007 (20 February), but it was completed by the applicant in a language not listed before. The application is judged by the Foreign Language Teaching and Examination Center.
- (9) ProLearning graduation organized by the Foreign Language Teaching and Examination Center in English and Romanian is equivalent to the appropriate level language exam.

- (10) The language exam is subject to fees, the amount of the fee is determined annually by the Senate on the basis of the Rector's proposal, including the Chancellor's consent as well. The amount of the compensation fee is included in the application form.
- (11) This regulation is last applicable to those who take the final examination in the academic year 2012/2013.

The Order of the Revocation and Destruction of the Degree Certificate and Diploma Supplement Issued by the University of Nyíregyháza, in Case of Illegal Acquisition

The University of Nyíregyháza, in order to apply its rights and fulfil its duties stipulated in Paragraphs 1-2 in Section 52 / A in the Higher Education Act, has the following order of procedure.

1. If the institution becomes aware of a crime-affected language examination certificate, regarding the students concerned, the Rector and the Chancellor shall submit a joint application to the competent court or public prosecutor's department according to the student's place of residence / the seat of the University of Nyíregyháza.
2. In possession of a final judicial or prosecutorial decision, and following the revocation of the language examination certificate on the part of the issuing centre, Study Subcommittee is entitled to decide on the revocation and destruction of the degree certificate.
3. The decision of the Study Subcommittee may be challenged within 15 days of receipt of the decision submitted to the decision-making body making the first instance decision by addressing an application for revising the decision to the Student Appeal Panel. The decision at second instance may be challenged in court.
4. The University of Nyíregyháza shall withdraw the degree certificate revoked or destroyed. The destruction of the degree certificate is made sure by an ad hoc committee, with the minutes taken and the locally usual manner observed.
5. The publication of the decision of the Study Subcommittee or Student Appeal Panel, with no cause, on the official site managed by the minister and on the website of the Office of Education is made sure by the executive of the Centre for Administration and Human Resources.